



Ponemah School

Student and Parent Handbook

2026-2027

This handbook is designed to serve as a helpful resource to students and families regarding school rules and regulations. The information in this handbook is sanctioned by the Red Lake Public School District #38 School Board, and supplements information provided in the District's policies. Please contact the principal if you have questions regarding the guidance provided in this handbook.

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Introduction

Dear Students and Parents:

Welcome! The Ponemah School Staff would like to wish each of you a very successful 2026-2027 school year! Many excellent initiatives are being implemented this school year throughout our school. Please stop by or call me if you have questions or concerns. Our doors are always open to parents and guardians of our students.

Aaron Jabs
Ponemah Principal

Red Lake Schools Vision and Mission Statement

District Vision Statement: We see a future where each individual is valued, life-long learning is embraced, and students are empowered to become Red Lake ambassadors in the global community.

District Mission Statement: Cultivate each student's respect for themselves, the culture of the Red Lake Nation and the global community. To offer progressive academic curriculum in a safe and positive learning environment. Provide all students with the necessary tools and life skills to achieve their full potential. Strive to achieve cohesiveness among students, parents, staff, and all the community.

Obahshiing School Mission Statement: Obahshiing School is dedicated to increasing student achievement by supporting our students academically, culturally, and socially.

Handbook Description (layout, navigation, references to school district policies, etc.)

1. Information
2. Academics
3. Rules and Discipline
4. Healthy and Safety

Policy Information

Red Lake Public School District Policies are available in their entirety on the school district's webpage and are also available upon request at the Ponemah School. Directions for web page retrieval:

- Go to www.redlake.k12.mn.us
- Click the "District" tab
- Click on "About Red Lake School District #38" tab
- Click on "Policies and Procedures" tab
- Select desired policy

PART I – INFORMATION

Arrival and Dismissal Hours

On Mondays of each week, the school day runs from 10:00 a.m. until 3:30 p.m. Tuesday through Friday buses begin arriving at 7:45 a.m. at which time breakfast is served until 8:00 a.m.; dismissal on these days is at 3:30 p.m. **On Monday, students cannot be dropped off at school before 9:45 a.m. On Tuesday through Friday, students cannot be dropped off at school before 7:45 a.m. as there is no staff on duty to monitor students. After breakfast, dismissal to classrooms is scheduled for 8:00 a.m.** At the end of the day, buses depart at the scheduled 3:30 p.m. dismissal. Teachers walk their classes to their buses, making sure they get on the proper bus. The designated bus drop off/pick up area is located in the cul-de-sac (circle drive) of the school parking lot. Parking is not permitted throughout the day in this designated area.

Attendance – Morning and Afternoon Attendance Information

The School Board, in compliance with Minnesota State Statute 120A.20, requires that students regularly attend school on a full-time basis from the first day to the last day of the school year.

The School Board believes that regular school attendance is directly related to success in academic work. Regular attendance benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability which are important to the future of the student. Class attendance is a joint responsibility to be shared by the student, parent/guardian, teacher, and administrators. See School Board Policy 503 which clarifies the School Board's expectations for student attendance.

Arriving 1 - 30 minutes late	Tardy (morning)
Arriving more than 30 minutes late	Absent for first ½ of day
Departing 30 minutes or less early for the day	Tardy (afternoon)
Departing more than 30 minutes early for the day =	Absent for second ½ of day

- **Tardiness** – Three unexcused tardies is equal to one unexcused absence.
- **Excused Absence** – To be considered an excused absence, the student's parent/guardian may be asked to verify, by phone or in writing, the reason for the student's absence from school.
- **Unexcused Absence** – Unauthorized absence from school or class. After 7 days or 49 periods of unexcused absences the student is deemed truant and the school will take appropriate action.

- **Habitual Truancy** – Seven unauthorized absences in elementary school is considered habitually truant. One or more class periods on seven school days if the child is in middle school or high school. (MN Statute 260A.02 and Red Lake Tribal Code 503.08)

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found *Appendix 1* and on the school district's website at <https://www.redlake.k12.mn.us/documents/district/school-calendars/80803>.

Class Assignments

Class assignments for students are completed at the end of each school year by their previous teachers and building administration. Requests for changes to classroom assignments will be reviewed on an individual basis by teachers and building administration. Factors used to determine consideration include, but are not limited to: siblings/relatives in class, and academic / social appropriateness.

Complaints

Students, parents, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint (Red Lake Public School District Policy 103, Complaints).

Employee Directory

Leslie Kingbird	Office Secretary	554-7337 ext. 1900
Aaron Jabs	Principal	554-7337 ext. 1901
Trinity Lindseth	Dean of Students/Testing Coord.	554-7337 ext. 1923
Charlie Osborn	Home and School Liaison	554-7337 ext. 1949
Alex Hangaard	1 st grade	aarp@redlake.k12.mn.us
Brandon Bahr	Physical Education	bbahr@redlake.k12.mn.us
Terry Belanger	6-8 Math	tbelanger@redlake.k12.mn.us
Kali Carlson	5 th grade	kcarlson@redlake.k12.mn.us
Kayla Dierkhising	Special Education	kdierkhising@redlake.k12.mn.us
Elizabeth Gran	Special Education	egran@redlake.k12.mn.us
Rhonda Heaton	Early Childhood	rheaton@redlake.k12.mn.us
Sydney Grundmeier	4 th Grade	shinrichs@redlake.k12.mn.us
Jill Holm	1 st Grade	jholm@redlake.k12.mn.us
Sharon Hoverson	Kindergarten	hoverson@redlake.k12.mn.us
Aaron Jabs	Principal	ajabs@redlake.k12.mn.us

Kalee Jabs	Speech	kjabs@redlake.k12.mn.us
Emily Johnson	Media Specialist	ejohnson@redlake.k12.mn.us
Mary Beth Jourdain	Art	mjourdain@redlake.k12.mn.us
Jennifer Klemens	SSP	jklemens@redlake.k12.mn.us
Trinity Lindseth	Dean of Students/Testing	tbass@redlake.k12.mn.us
Maryanne Morgan	Ojibwe	mmorgan@redlake.k12.mn.us
April Osborn	3 rd Grade	aosborn@redlake.k12.mn.us
Jane Patch	6-8 Language Arts	jpatch@redlake.k12.mn.us
Tammy Patch	SSP	tpatch@redlake.k12.mn.us
Lisa Bahr	2 nd Grade	lpater@redlake.k12.mn.us
Auscia Raincloud	6-8 Science	auscia@redlake.k12.mn.us
Andrew Sattler	6-8 Social Studies	asattler@redlake.k12.mn.us
Stephanie Sandberg	SSP	ssandberg@redlake.k12.mn.us

Employment Background Checks

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may also conduct criminal history background checks for other volunteers, independent contractors, and student employees (Red Lake Public School District Policy 404, Employment Background Checks).

Equal Access to School Facilities

The school district has created a limited open forum for secondary students to conduct noncurricular-related meetings during noninstructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be school sponsored; employees or agents of the school will be present at religious meetings only in a nonparticipatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district (Red Lake Public School District Policy 801, Equal Access to School Facilities).

Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including, but not limited to:

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the Principal.

Food Allergies

If a student is lactose intolerant, a written request from the parent or guardian must be sent to the building principal. No special diet statement is required.

All other food allergies and/or dietary accommodations require a Special Diet Statement, completed by a licensed physician, physician assistant or a certified nurse practitioner, and should also be sent to the building principal.

Food in the Classrooms

Both breakfast and lunch are free to all children in the Red Lake School District. School breakfasts and lunches follow federal guidelines in nutrition and variety. Food, beverages and lunches are not allowed in the classroom unless with teacher permission. "Grab and Go" breakfast meals are allowed in the classroom. Food and beverages are not allowed at computer work stations/desks. Any questions regarding acceptable foods in the classroom should be directed to the district's Food Service Coordinator at 679-3353, ext. 1158.

Fundraising

All fundraising by student groups, organizations, or parent/guardian groups must be approved in advance by the Principal. Any non-approved fundraising is a violation of school district policy. All non-school related fundraising will not be allowed during the school day (Red Lake Public

School District Policy 511, Student Fundraising). Please see the fundraising policy in its entirety on the district's website at www.redlake.k12.mn.us.

Gifts to Employees

The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. It is the policy of the school district, however, to discourage gift-giving to employees, and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia. It shall be a violation of district policy for any employee to solicit, accept, or receive either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value (Red Lake Public School District Policy 421, Gifts to Employees).

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents or school district officials, employees, and/or agents, except as provided by law and/or school policy. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law (Red Lake Public School District Policy 519, Interviews of Students by Outside Agencies).

Library and Media Center

The library provides current book selections, reference materials, Internet access and a place for students to study and receive academic assistance from staff. Students are expected to respect the rights of others by: keeping voices quiet, respecting others and their work, and getting a pass from a teacher to use the library. Each student may check out three books. Books are checked out for two weeks and must be returned before the student may check out more books. Lost books must be paid for at the rate of \$10 for a hard cover book, and \$5 for a soft cover book. Students with books out at the end of the year may be excluded from field trips unless the books are returned or paid for. No food or beverages are allowed in the library.

Ponemah School provides computer labs as well as iPads and laptops in the classroom that are supported with a variety of software and Internet access through the district's computer networks. This places enormous responsibility on the students and staff to use technology in a considerate, ethical and lawful manner. The use of the school's technology is a privilege, not a right. Any student violating the Red Lake School District Internet Acceptable Use Policy may be excluded from accessing the Internet and computers.

Lunch

Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school. Lunches are free to all children in the Ponemah School. School lunches follow federal guidelines in nutrition and variety. Any questions concerning the school lunch program should be directed to the district's Food Service Coordinator at 679-3353, ext. 1158.

Messages to Students

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Telephones are in every classroom. No phone calls are allowed into classrooms from 8:00 a.m. until 3:30 p.m. We do not encourage phone calls to students during the day, as it interrupts instructional time. Students are allowed to use the phone with teacher permission in an emergency and/or when a parent/guardian needs to be contacted. Students are not allowed to have cell phones in classrooms during the school day. Cell phones will be left with security personnel upon a student's arrival at school; cell phones will be returned to students when they leave the building to return home or at dismissal.

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated Dustin Hinckley, Director of Special Services, 23990 Hwy 1 East, Red Lake, MN 56671, 218-679-1710 as the district's human rights officer to handle inquiries regarding nondiscrimination (Red Lake Public School District Policies 521, 522, 528, Student Nondiscrimination Policies).

Notice of Violent Behavior by Students

The school district will give notice to teachers and other appropriate school district staff members before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents have the right to review and challenge their child's records, including the data documenting the history of violent behavior (Red Lake Public School District Policy 529, Staff Notification of Violent Behavior by Students).

Parent and Teacher Conferences

Parent and Teacher conferences will be held three times during the year. Conferences for the 2026-2027 school year will be held on September 2, 2026, from 11:00 a.m. to 6:45 p.m. The remaining two conference dates are November 12, 2026, and January 28, 2027, from 3:45 pm to 7:00 pm.

Parent Volunteers

The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment. To volunteer in the school building or classroom, parents should contact the principal. Parents who visit the school should sign in at the security desk and must be escorted through the school when not in the main entryway by door 1. For more information, contact the principal (Red Lake Public School District Policy 903, Visitors to School District Buildings and Sites).

Pledges

Students shall recite the Pledge of Allegiance to the Flag of the United States of America one or more times each week. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag (Red Lake Public School District Policy 531, The Pledge of Allegiance).

Students shall recite the Anishinabe Pledge of Allegiance to the flag of the Red Lake Nation and stand for rendition of the flag song one or more times each week. Any person who does not wish to participate in reciting the Anishinabe Pledge of Allegiance to the flag of the Red Lake Nation for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag (Red Lake Public School District Policy 531A, The Anishinabe Pledge of Allegiance).

Recess

Children should dress for the weather, as it is expected that students will be outside for recess when weather permits. Children will need a doctor's excuse to be excluded from recess if there is a need to do so for more than three days. It is up to the teacher's discretion to allow children to stay in due to a cold weather or other concerns parents may have. The Ponemah School uses www.weather.com to determine temperatures, wind chills, and precipitation appropriate for outdoor recess. The students of the Ponemah School will not be outside for recess if temperatures and/or wind chills are 5 degrees Fahrenheit or lower.

Schedule

A copy of the Ponemah School's daily class schedule is available upon request in the school office. Please contact the school to make this request.

School Activities

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health; however, instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Red Lake School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer where applicable. Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact Athletic Director at 679-3353, ext. 1009. (Red Lake Public School Policy 510, School Activities).

School Closing Procedures

School may be cancelled when the Superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The Superintendent will make a decision about closing school or school buildings as early in the day as possible. Notice of weather-related school closings will be made over radio/television stations and automated telephone calling/texting/email with as much advanced notice as possible (Red Lake School District Policy 602A, Red Lake School Emergency Weather Related Closing).

The following stations will carry weather-related announcements:

- KB101 Radio and affiliate stations
- WCCO-TV

- Automated telephone calling/texting/email service. Parents are advised to listen for weather related announcements and telephone calls during stormy days. Checking text and email services are also advised.

Parents are asked to please listen to these stations when severe weather threatens. Please do not call the school! Phone lines need to be open to enable communication with bus drivers, school personnel, and emergency contacts. Parents must be sure to have arrangements made for emergency drop-off in the event your child is sent home during the school day. The district will use a phone contact system to inform parents of changes to the school's schedule, identify emergency needs at the school, or invite parents to special events at the school. Calls to Ponemah School parents may occur during the day, early evening, or even prior to the beginning of the school day. Parents must keep phone numbers current and up-to-date; please call the school office at 544-7337, to update numbers during the year.

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials (Red Lake Public School Policy 502, Search of Student Lockers, Desks, Personal Possessions and Student's Persons).

Lockers and Personal Possessions Within a Locker: According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials (Red Lake Public School Policy 502, Search of Student Lockers, Desks, Personal Possessions and Student's Persons).

Desks: School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant (Red Lake Public School Policy 502, Search of Student Lockers, Desks, Personal Possessions and Student's Persons).

Personal Possessions and Student's Person: The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness (Red Lake Public School Policy 502, Search of Student Lockers, Desks, Personal Possessions and Student's Persons).

Student Publications and Materials

The policy of the school district is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the Principal and/or sponsor. Nonschool-sponsored publications may not be distributed without prior approval (Red Lake Public School District Policy, 512 School-Sponsored Student Publications and Activities).

Distribution of Nonschool-Sponsored Materials on School Premises: The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner (Red Lake Public School District Policy 505, Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees.)

School-Sponsored Student Publications: The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the Principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;

- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations (Red Lake Public School District Policy, 512 School-Sponsored Student Publications and Activities).

Student Records

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents and eligible students with certain rights. For the purposes of student records, an “eligible” student is one who is 18 or older or who is enrolled in an institution of post-secondary education. A complete copy of the school district's “Protection and Privacy of Pupil Records” policy may be obtained at www.redlake.k12.mn.us (Red Lake Public School District Policy 515, Protection and Privacy of Pupil Records).

Student Surveys

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys. A complete copy of the school district's “Student Surveys” policy may be obtained at www.redlake.k12.mn.us (Red Lake Public School District Policy 520, Student Surveys).

Transportation of Public School Students

1. It is the policy of the school district to provide for the transportation of students in a manner which will protect their health, welfare and safety. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian (Red Lake Public School District Policy 707, Transportation of Public School Students). If a student needs to go

anywhere other than their normal bus drop-off location, parents must send a note or call the school office by 12:30 p.m. Bus transfer slips are prepared so the bus driver knows the child has permission to be dropped off at another site. We cannot guarantee requests made after 2:00 p.m. will be delivered on time to the student. After school and activities have ended, students who have not been picked up by their guardians and have not been in communication with the school will be taken to wait at the Red Lake Police Department. For concerns or questions about buses, please call the Transportation Director at 679-3329, ext.1836.

Extracurricular Transportation: The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and other related arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any (Red Lake Public School District Policy 710, Extracurricular Transportation).

Video and Audio Recording

School Buses: The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students on the bus is a significant factor in the safety and efficiency of school bus transportation. Student misbehavior increases the potential risks of injury. Therefore, the school district believes that videotaping student passengers on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to detail the school bus videotaping system (Red Lake Public School District Policy 711, Videotaping on School Buses).

Places Other Than Buses: Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property (Red Lake Public School District Policy 712, Video Surveillance Other Than on Buses).

PART II – ACADEMICS

Alternative Educational Opportunities

The school board recognizes the importance of alternative program options for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school board that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style. Students and parents with questions about these programs should contact the Superintendent at 679-3353, ext. 1001 (Red Lake School District Policy 605, Alternative Programs).

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's policy (Red Lake School District Policy 506, Student Discipline).

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the Special Education Director at 679-3353, ext. 1022.

Field Trips

Field trips may be offered to supplement student learning. Field trips may be optional and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

Grades

Students' grades will be reported four times during the year. Report cards will be mailed out to parents at the end of each quarter for review. Online grade reports may be reviewed on the District's website through the Synergy ParentVue portal. All parents will be issued a username and password that they will receive at the open house conferences at the beginning of each school year. If you would like a demonstration or updated login information, it can be obtained by contacting the school office at 554-7337. Ongoing progress reports are available through the Synergy ParentVue portal and upon request by calling the school.

Homework

Students may have daily homework in both math and reading. There are some essential activities that parents can do to support their children's learning:

- Set aside a specific time every evening for homework and learning.
- Reading homework consists of the student reading for 20 minutes every night.
- Reading aloud with a child is one of the most effective techniques for reading proficiency and is encouraged for a student to meet his/her reading homework requirement.

Children need to see parents and other adults read a variety of information which models the importance of this life-long skill. Math skills need to be practiced daily by completing homework which takes from 10-20 minutes per day.

Children thrive in a structured life that offers predictability and routine. Expectations are established with clear rules and consequences. A regular bedtime with enough sleep is essential to school success. Assigning home tasks help children learn self-respect and responsibility. Children gain a strong sense of self-worth when they complete a task that is done well with the parent/guardian acknowledging their success.

Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year. Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. The decision to promote or retain a student shall be final (Red Lake Public School District Policy 513, Promotion, Retention, and Program Design).

Summer School

Summer school educational services and instruction shall be directed toward the fulfillment of the goals and objectives of the educational program and graduation standards of the school district. For more information, contact the principal at 554-7337 ext. 1901.

Parent Right to Know

The Red Lake School District is very proud of its teachers and feel they are ready for the coming school year and are prepared to give all children a high-quality education. Ponemah is a Title I school, and must meet rules related to teacher qualifications as defined in federal law. These rules allow parents to learn more about their child's teachers' training and credentials. Ponemah School staff are happy to provide this information, and at any time, parents may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching.

- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived.
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

Parents may also ask whether their child receives assistance from a paraprofessional; and if so, the school can provide information about the paraprofessional's qualifications.

The Ponemah School staff is committed to helping all children develop the academic knowledge and critical thinking needed to succeed in school and beyond. That commitment includes making sure that all of teachers and paraprofessionals are highly skilled.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

If you have any questions about your child's teacher or paraprofessional qualifications, please contact the Superintendent at 679-3353, ext. 1001.

PART III – RULES AND DISCIPLINE

Attendance

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive (Red Lake Public School District Policy 503, Student Attendance). To encourage parents and guardians to be involved in the academic progress of their children, parents or guardians must notify the school by 10:00 a.m. if the student will be absent. Absences not reported by 10:00 a.m. will be marked unexcused and count toward truancy. An unexcused absence will not be changed after 48 hours.

1. Morning and Afternoon Attendance Information:

The School Board, in compliance with Minnesota State Statute 120A.20, requires that students regularly attend school on a full-time basis from the first day to the last day of the school year.

The School Board believes that regular school attendance is directly related to success in academic work. Regular attendance benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability which are important to the future of the student. Class attendance is a joint responsibility to be shared by the student, parent/guardian, teacher, and administrators. See

School Board Policy 503 which clarifies the School Board's expectations for student attendance.

Arriving 1 - 30 minutes late	Tardy (morning)
Arriving more than 30 minutes late	Absent for first ½ of day
Departing 30 minutes or less early for the day	Tardy (afternoon)
Departing more than 30 minutes early for the day =	Absent for second ½ of day

- **Tardiness** – Three unexcused tardies is equal to one unexcused absence.
- **Excused Absence** – To be considered an excused absence, the student's parent/guardian may be asked to verify, by phone or in writing, the reason for the student's absence from school.
- **Unexcused Absence** – Unauthorized absence from school or class. After 7 days or 49 periods of unexcused absences the student is deemed truant and the school will take appropriate action.
- **Habitual Truancy** – Seven unauthorized absences in elementary school is considered habitually truant. One or more class periods on seven school days if the child is in middle school or high school. (MN Statute 260A.02 and Red Lake Tribal Code 503.08)

Bullying Prohibition

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator,

volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources (Red Lake Public School District Policy 514, Bullying Prohibition Policy). Students who bully others will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy.

Buses – Conduct on School Buses and Consequences for Misbehavior

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for students on school buses. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, serious school bus/bus stop misconduct will be reported to the school district's Transportation Director; and if warranted, may be reported to local law enforcement.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus (Red Lake Public School District Policy 709, Student Transportation Safety Policy).

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Arrive at the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you; then wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.

- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Listed below is the progressive list of possible consequences for students choosing to display unsafe bus behavior:

- First Offense – Bus referral to the office
- Second Offense – One day suspension off of the bus
- Third Offense – Three day suspension off of the bus
- Fourth Offense – Five Day suspension off of the bus
- Fifth Offense – Loss of bus riding privileges from 2 weeks to remainder of the school year.

Cell Phones, Pagers, and Other Electronic Communication Devices

Students are prohibited from using cell phones, pagers, and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and gang activity. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones will not be returned to students if they do not willingly turn them in upon entering the school. Cell phones or other electronic devices that are confiscated and retained by the school will be returned to the legal guardian when the legal guardian arrives to pick it up.

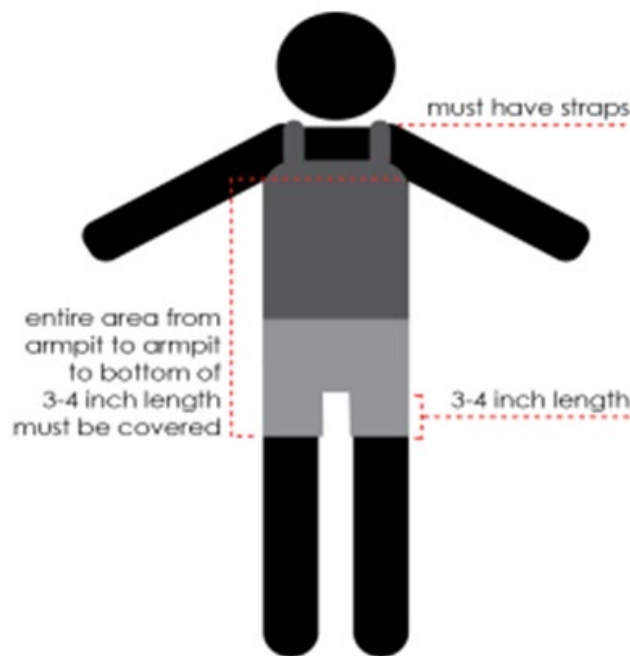
Discipline

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control. All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function

effectively only with internal discipline based on mutual understanding of rights and responsibilities. Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement. Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience (Red Lake Public School District Policy 506, Student Discipline).

Dress and Appearance

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.



Students' rights to choose their dress and appearance for school and school-related activities will be protected provided such clothing includes, but is not limited to, the following:

1. Clothing for the weather;
2. Clothing that does not create a health or safety hazard;
3. Clothing for the activity (i.e., physical education or the classroom);
4. Footwear that does not present a safety hazard;

5. Headwear, including hats or head coverings, do not cover the student's face to the extent that the student is not identifiable. Headgear must not interfere with the educational process. Hoodies must allow the face and ears to be visible from the front and sides and must not interfere with the line of sight to any student or staff including while the student wearing the hoodie is seated. Students may wear headgear for a medical or religious reason;
6. Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists.

Student clothing may **not** include the following:

1. Students may not wear inappropriate clothing.
2. Extremely brief garments and see-through garments may not be worn.
3. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image).
4. Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.
5. Apparel promoting products or activities that are illegal for use by minors.

When, in the reasonable judgment of the administration, (1) a student's clothing or appearance may materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) pose a threat to the health or safety of the student or others, the student will be directed to make modifications. Parents or guardians will be notified. Other consequences may be enforced in line with Policy 506 (Student Discipline).

Any gang related items writings on clothing, books or other personal property will be taken from the student and kept in the office until a parent comes to school to take the item(s) home. All items will be disposed at the end of the school year. Any flashing of gang signs or gang signage will not be tolerated. Gang signs and activity interfere with the safety and well-being of the students and staff. There is a direct

connection between gangs and drugs. Law enforcement may be called into school to handle drug and gang related incidents. All gang-related violations are addressed in the Code of Conduct (RLSD District Policy 504, Student Dress and Appearance).

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, vapes and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency (Red Lake Public School District Policy 418, Drug-Free Workplace/Drug-Free School).

Harassment and Violence Prohibition

The school district strives to maintain a learning and working environment that is free from harassment and violence and prohibits any form of such on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Red Lake Public School District Policy 413, Harassment and Violence).

Hazing Prohibition

Hazing is behavior that creates a substantial risk of harm to another in order to be initiated into a student organization. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. Consequences for anyone found to have engaged in acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district will investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee who is found to have engaged in hazing activity (Red Lake Public School District Policy 526, Hazing Prohibitions).

Internet Acceptable Use

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's

computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. A copy of the school district's policy 524, "Internet Acceptable Use" is available at www.redlake.k12.mn.us or upon request at the Ponemah School office.

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form upon enrollment in the Ponemah School.

Visitor Parking

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense. The bus loading zone is located in the cul-de-sac (circle drive) by the flag poles. The bus loading area is a, "No Parking Zone," for visitors. The parking area for visitors is in the main parking lot on the northeast side of the building.

Tobacco-Free Schools

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or electronic cigarettes (vapes) in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related device, or electronic cigarette in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. Contact the Principal at 554-7337, ext. 1901, if you have questions or wish to report violations. A violation of this policy does not occur when an adult lights tobacco on school district property as a part of a traditional Indian ceremony. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose (Red Lake Public School District Policy 419, Tobacco-Free Environment).

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Weapons Prohibition

“Dangerous Weapon” means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the Superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis (Red Lake Public School District Policy 501, School Weapons Prohibition). For a copy of the policy, contact the Principal or refer to the website at www.redlake.k12.mn.us.

PART IV — HEALTH AND SAFETY

Accidents

All student injuries that occur at school or school-sponsored activities should be reported to the School Nurse and Principal in the main office. Parents of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the Principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Asbestos Management Update

The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations (Red Lake Public School District Policy 807, Health and Safety). For a copy of the policy, contact the Facilities Director at 679-3353, ext. 1005, or refer to the website at www.redlake.k12.mn.us.

Crisis Management

The school district has developed a “Crisis Management” policy. Each school building has its own building-specific crisis management plan. The “Crisis Management” policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures (Red Lake Public School District Policy 806, Crisis Management). For a copy of the policy, contact the Principal, or the Facilities Director at 679-3353, ext. 1005, or refer to the website at www.redlake.k12.mn.us.

Health Information

First Aid: The nurse’s office in each building is equipped to handle minor injuries requiring first aid. If the nurse’s office is not open, assistance can be sought from the school office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent will be contacted depending on the situation.

Food Allergies: If a student is lactose intolerant, a written request from the parent or guardian must be sent to the building principal. No special diet statement is required.

All other food allergies and/or dietary accommodations require a Special Diet Statement, completed by a licensed physician, physician assistant or a certified nurse practitioner, and should also be sent to the building principal.

Communicable Diseases: It is the policy of the school board that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact. The school district will determine on a case-by-case basis whether a contagious student’s attendance creates a significant risk of transmitting the illness to others (Red Lake Public School District Policy 420, Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions).

Head Lice: Children will not be excluded from school due to lice infestations, however, when a case of head lice is suspected, the school nurse will evaluate the student, and potentially the student's siblings. If living lice are found, parents will be notified and the following treatment options will be made available:

- Obtain a free lice treatment kit from the Ponemah School, by calling 218-554-7337 ext. 1902.
- Receive treatment from the health professionals at the local health clinic

Parents must treat their children for lice, and in cases of continue lice infestation, the school nurse may contact the parent to discuss effective treatment options. If a child remains untreated or continues to be infested, resulting in skin abrasions, school personnel are required to file a mandated report with Red Lake Family and Children Services.

Occasionally, school-wide head checks will be conducted. These will often be on the day before any vacations or weekends whenever possible, so the child can be treated and cleaned without having to miss any school. Individual classroom head checks may be conducted if a complaint was received about head lice in that classroom.

The school nurse handles head lice in a confidential manner. The most effective screening occurs when parents check their own children at home. Please perform weekly head checks on your student for head lice. More information regarding head lice is available in the school office.

Health Service: The student health office is staffed by a school nurse. Students who become sick at school should notify their teacher. The school nurse may arrange for students who get sick at school to go home early.

Parents should notify the school if their child is unable to attend school because of illness. Please contact the secretary at 554-7337 to report absences.

Immunization: All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or

to obtain an exemption form or information, contact the school nurse at 554-7337, ext. 1902 (Red Lake Public School District Policy 530, Immunization Requirements). For a copy of the policy, contact the secretary at 679-3353, ext. 1900, or refer to the website at www.redlake.k12.mn.us.

Medications at School During the School Day: The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an IEP, a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). The school district is to be notified of any change in a student's prescription medication administration (Red Lake Public School District Policy 516, Student Medication).

Pesticide Application Notice

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice (Red Lake Public School District Policy 807, Health and Safety Policy). Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be obtained by contacting the Facilities Director at 679-3353, ext. 1005.

Safety

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety. In the event that a student leaves the school grounds without permission, the school's procedure consists of the following steps:

1. The school will attempt to contact parents/guardians of the student(s) to inform them that their child has left school ground without permission.
2. The school will contact the School Resource Officer (SRO) to inform them that a child has left the school grounds.

Drinking Water Report 2026

Minnesota Statutes, section 121A.335 requires the school district to develop and implement a plan to accurately and efficiently test for the presence of lead in water in all public school buildings serving students in pre-kindergarten through grade 12. Testing must occur once every five years. The Red Lake School Board adopted the district's Reducing Lead in Drinking Water Plan on June 27, 2018. A copy of the plan may be found on the District's website. The water samples were tested for lead and arsenic. No contaminants were detected at levels that violated federal drinking water standards. For a copy of the complete test results contact Chris Borg, Red Lake Schools Facilities Manager at 218-679-1705.

Visitors in District Buildings

Parents and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the security desk upon entering the building and must wait in the office or in the front entry, unless they are escorted by school personnel to their destination. All visitors will be required to sign in at the security desk, with the exception of events open to the public. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked if the visitor does not comply with school district procedures, or if the visit is not in the best interests of the students, employee, or the school district. Students are not allowed to bring visitors to school without prior permission from the principal (Red Lake Public School District Policy 903, Visitors to School District Buildings and Sites).

Appendices

2026-2027

School Calendar

Adopted: 2/18/2026

July 26						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 26						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 26						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 26						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 26						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 27						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 27						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 27						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 27						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 27						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 27						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 27						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 27						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Notes

Aug 31 District Day
Sept 1 Site PD Work Day
Sept 2 Dist. Open House
Oct 2: Old Crossing Treaty

Oct. 16-17: NEA Break
Nov. 9: Observed Veterans Day
Nov. 25-27: Thanksgiving Break
Dec. 21-Jan 3: Winter Break
MLK Day: Jan 18

Feb 15: Presidents' Day
Spring Break: March 26-29
Last Student Day: May 27
Graduation: May 27
Last Staff Day: May 28

Snow days: Jan 18, Feb 15, March 29,
Aux. Snow Day: April 23
End of Q1: Nov. 6 (41 days)
End of Q2: Jan 22 (40 days)
End of Q3: March 25 (43 days)
End of Q4: May 26 (42 days)
1st Semester:
2nd Semester:
Graduation:
5 Workshop Days
.5 Fall/Winter Conference
.5 Winter/Spring Conference
165 Student Days
171 Total Staff Days

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	Day Counts	
	Students	Staff
August	0	1
September	17	19
October	19	19
November	17	17.5
December	14	14
January	19	19
February	19	19.5
March	21	21
April	22	22
May	18	19
Total	166	171

Picture Day		
Site	Date	Retakes
RLC		
RLSC		
Community photos at Spring confer.		

PT Conferences		
Elem PTC		
RLSC PTC		

1. Policy Cross Reference Table

Topic	Policy Number(s)
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Weapons Prohibited.....	501

Statewide Assessments:

Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 districts and charter schools. Minnesota prioritizes high-quality education and statewide assessments give educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA)

MCA and the alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

WIDA ACCESS and WIDA Alternate ACCESS for English Learners

The WIDA ACCESS and WIDA Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English, based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments gives families a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results for:

- Postsecondary Enrollment Options (PSEO) in grade 10.
- Course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.

English learners who take the WIDA ACCESS or WIDA Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions on how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form on the following page. Contact your student's school to learn more about locally required assessments.

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Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For WIDA ACCESS and WIDA Alternate ACCESS, the student will not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Explore the
[Statewide
Testing page](#)
for more
information.

Check with your local school or district to see if there are any additional consequences for not participating.

([education.mn.gov](#) > Students and Families > Programs and Initiatives > Statewide Testing)

Additional Information

- On average, students spend less than 1% of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the October 1 each school year. Refer to your district or charter school's website for more information on assessments.

Statewide Assessments: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be submitted to your student's school or district office prior to testing.

First Name: Middle Initial: Last Name:

Date of Birth: Current Grade in School: Student ID Number (if known):

School: District:

Parent/Guardian Name (print):

Parent/Guardian Signature: Date:

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting your student out of this school year:

- | | |
|--|--|
| ☐ Reading MCA/Alternate MCA | ☐ Science MCA/Alternate MCA |
| ☐ Mathematics MCA/MTAS | ☐ WIDA ACCESS/WIDA Alternate ACCESS |

Contact your school or district for more information on how to opt out of local assessments.

(Note: This form is only applicable for the 20 to 20 school year.)

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