2026 – 2027

Red Lake Elementary Complex

Student and Parent Handbook









This handbook is designed to serve as a helpful resource to Red Lake Public School 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 feel free to contact the principal if you have questions regarding the guidance provided in this handbook.

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Aaniin Learners and Families!

The Red Lake Elementary staff would like to wish each of you a positive, engaging, and successful 2026-2027 school year. We are very proud of the great things happening in our school. We will be starting our third year with Positive Behavior Interventions and Support (PBIS) with school-wide and classroom teachings around expectations and recognizing growth in these areas with Warrior PRIDE tickets. Our Warrior PRIDE is grounded in the Seven Grandfathers' Teachings and aligns with the continual emphasize on the Anishinaabe culture and language. We are dedicated to the three district pillars –

- Ojibwe language, culture, and community
- Rigorous academics
- Social emotional learning

Please stop by or call us if you have any questions or concerns. Our doors are always open to parents and guardians of our learners.

Miigwech!

Amanda Norman
Principal (Pre-K – Grade 2)
anorman@redlake.k12.mn.us
218-679-3329, x1301

Stephanie Amberg
Principal (Grade 3 – Grade 5)
samberg@redlake.k12.mn.us
218-679-3329, x1805

Heather Forseen
Student Support Professional (primary focus PK-2)
hforseen@redlake.k12.mn.us
218-679-3329, x1457

Arleen Swenson
Dean of Students (primary focus 3-5)
aswenson@redlake.k12.mn.us
218-679-3329, x1804

Red Lake Schools Vision and Mission Statements

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 a 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.

Intermediate Learning Community Vision Statement
We empower every learner to thrive academically and socially within a culturally responsive environment. We encourage independence, responsibility, resilience, creativity, and collaboration while meeting each learner's unique needs.

Part I – INFORMATION

Arrival and Dismissal Hours

Red Lake Elementary Complex	**Tuesdays – Fridays**	**Mondays & Late Starts**
Hours	Start 8:00 AM End 3:00 PM	Start 10:00 AM End 3:00 PM

Buses begin arriving at 7:45 AM; breakfast is served until 8 AM or all buses have arrived. Students cannot be dropped off at school before 7:45 AM. On Mondays and late starts, buses begin arriving at 9:45 AM; breakfast is served until 10 AM or all buses have arrived. Students cannot be dropped off at school before 9:45 AM. Parents who wish to escort their children into the building will need to park in the west lot then enter Door 1 to receive a visitor's badge from security.

Classroom teachers escort their students to their buses at the end of the day. Children that walk/bike to and from school will wait until all buses leave before they are released. A written permission slip from a parent is needed to excuse a student to walk. The parent drop off is at Door 1, and the student pick up is at Door 6.

If a parent is coming to pick up their child, parents MUST pass through security, sign in at the security desk, and display valid identification to sign out their child. In the interest of student safety, it is against school rules for a parent to proceed to their child's classroom without first checking in with the office. If you wish your child to be excused from class early, the Red Lake Elementary Complex has a strict protocol in place:

- Parent or Guardian come directly to Door 6 Security station and make official request
- Security personnel will call child's classroom teacher to notify teacher of parent request

- **For the last 15 minutes of class** (as of 2:45 PM daily), **students will not be called out of the classroom;** parents will wait in that Commons by Door 6 until dismissal
- Child will be dismissed to Door 6 Security/Commons and meet parent

Calendar
The school calendar is adopted by the school board. A copy of the school calendar is on the school's web site at www.redlake.k12.mn.us.

Classroom Assignments
Classroom assignments are within the school district's discretion. Grade level team at the Elementary Complex meets to intentionally assign students to classrooms based on a combination of many contributing factors such as recommendation from previous year's teachers, balancing academic, behavioral, and attendance performance, consulting with parent during conferencing meetings, and balancing classroom gender and overall class sizes. Students who enroll during the school year are able to attend classes within two school days of enrollment.

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, Complaint).

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).

Employee Directory
The Elementary Complex staff believes firmly that the parent is the first and most important teacher! It is an honor for us to partner with you! It is important that there is strong communication between home and school. Please feel free to call us if you have any questions or concerns. The school phone number is 218-679-3329. You can enter in the staff member's individual extension number for direct access or leave a message in the teacher's voicemail box. A separate phone number directory will be available upon request.

Fees
Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to the student. Parents are provided with a list of basic school supply items that they are expected to provide for their child for the first day of school. This list is posted at several stores in the area and on our District Website and social media.

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 are unable to pay. For more information, contact the appropriate principal.

Food in the Classroom and Holiday Celebrations and Parties
As a general rule, only food and items from the Elementary Complex school breakfast/lunch program will be eaten in the classroom. One exception to this rule is that during special events, such as teacher-planned birthdays or holiday parties, store bought items (non-homemade) may be brought to school by the parent. Classroom teachers will inform parents and guardians of an upcoming special event well in advance. Parents are required to contact their child's teacher if they wish to bring a store-brought item for a planned special event. In keeping with the RLSD Wellness Policy and the Healthier US School Challenge, the Elementary Complex staff are informed that they are not to use food as a reward for good behavior, attendance, and grades.

Fundraising
All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the appropriate building principal. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school related activities will not be allowed during the school day.

Gifts to Employees
Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents and students are encouraged to write letters and notes of appreciation as expressions of gratitude (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 (Red Lake Public School District Policy 519, Interviews of Students by Outside Agencies).

Lunch
Both breakfast and lunch are free for all children in our district. School breakfasts and lunches follow federal guidelines in nutrition and variety. Questions concerning the school lunch program should be directed to the Food Service Coordinator at 679-3353, ext. 1158.

Media Center
The Media Center provides current book selections, reference materials, Internet access and a place for students to study and get assistance from staff with their learning. The Media Center staff have a simple rule: respect the rights of others by doing the following:

- Keep voices low
- Do not disturb others

Each student may check out up to three books at one time, depending on grade level. Books are checked out for two weeks and must be returned before the student may check out any more books. Lost books must be paid at the rate of $10 for a hardcover book and $5 for a soft cover book. No food or beverages are allowed in the Media Center.

The Elementary Complex also provides a computer lab as well as laptops or iPads 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 students 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 Internet and computers.

Messages to Students/Cell Phones
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. The Elementary Complex does not allow phone calls to students during the day except in cases of emergency.

Telephones are in every classroom. Parents are urged to make every effort to call their child's teacher during the teacher's posted preparatory time. The posted preparatory times are available from the teacher or main office staff. Parents are encouraged to leave a message at the extension prompt for the teacher to return call. Students are allowed to use the phone in an emergency or when a parent needs to be contacted, with teacher permission.

Personal cell phone use during the instructional day is prohibited. Students are strongly encouraged to leave cell phones and other personal electronic devices at home. All electronics and cell phones brought to school will be voluntarily given to security staff or the classroom teacher in the morning and returned to the student at the end of the day. If students are found to be in possession of a device during the school day, it will be confiscated and the parent will come to the school office at their convenience to obtain it.

Nondiscrimination
Red Lake 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, including gender identity and expression, 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, 218-679-3353, ext. 1022 as the district's human

rights officer to handle inquiries regarding discrimination. (Red Lake Public School District Policies 521, 522, 528, Student Nondiscrimination Policies.)

Notice of Violent Behavior of Students
The school district will give notice to teachers and other appropriate school district staff before a student with a history of violent behavior is 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/Open House
Parent/Teacher/Student conferences/open house will be held three times a year at the Elementary Complex**.** For more information on the details of these important family events, contact the office at 218-679-3329.

Parent Volunteers
Parents are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school district, parents should contact the District Office at 218-679-3353. Once approved to volunteer in the school building or classroom, parents may contact the appropriate building principal at 218-679-3329. Parents who visit the school are required to sign in and display a valid identification at the security desk by the front entrance. Parent volunteers will be placed with a licensed staff member (Red Lake Public School District Policy 903, Visitors to School District Buildings and Sites).

Parent VUE
The Elementary Complex parents have the opportunity to view their child's school records online. If you have Internet access, you can view available student records (including grades and attendance). Your child's classroom teacher and/or the Home-School Liaison will have this information at the Orientation and at scheduled parent conferences.

Pledges of Allegiance & Anishinaabe Pledge
During morning announcements, our school recites the Pledge of Allegiance to the Flag of the United States of America. Students will also recite the Anishinaabe Pledge of Allegiance to the flag of the Red Lake Nation. Any person who does not wish to participate in reciting either Pledge of Allegiance for any personal reason may elect not to do so. Students and school personnel must respect other's choices. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag (Red Lake Public School District Policies 531, The Pledge of Allegiance and 531A, The Anishinaabe Pledge of Allegiance).

Recess
Children should dress for the weather, as it is expected that children 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 one day. As recess is a proven valuable activity, parent/teacher communication

is essential in the teacher's decision to allow children to stay in due to a health concern or other concerns parents may have. The Elementary Complex uses www.weather.com to determine temperatures and wind chills for outdoor recess. Students will be outside for recess if temperatures and/or wind chills are 0 degrees Fahrenheit or above.

Schedule
A copy of the daily class schedules for the Elementary Complex is available upon request in the school office.

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 (Red Lake Public School District 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). **This includes "live feed" on our District Website and Facebook pages.**

The following stations will carry weather-related announcements:

- KB101 Radio and affiliate stations
- WCCO-TV
- Automated telephone calling/texting/email service

Parents are asked to please listen to these stations when severe weather threatens. Parents are also advised to listen for weather-related announcements and telephone calls during stormy days. Checking text and email services is also advised.

Please do not call the school because 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. Parents must keep phone numbers current and up-to-date and should call a building secretary to update numbers during the year. You may also contact the Home School Liaison at 679-3329 ext. 1817 to update the school with your important contact information.

Searches
In the interest of student safety and to ensure that schools are safe and 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 anywhere else 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, when appropriate, give the item(s) to legal officials for potential further investigation. 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.

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.

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.

Our school is equipped with security cameras, metal detectors, and security guards. All backpacks are subject to searches. Video tapes are made 24 hours a day to ensure a safe and secure school environment. Parents and/or visitors are only allowed to enter through the main entrance and will be required to pass through the metal detectors. Students and staff are not allowed to open any other door for anyone at any time. Periodically, a K-9 dog will be used for random searches.

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 building principal and/or sponsor. Non-school sponsored publications may not be distributed without prior approval. (Red Lake Public School Policy 512, School-Sponsored Student Publications and Activities).

Distribution of Non-school 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 non-school sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner (Red Lake Public School Policy 505, Distribution of Non-school 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 school 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 of 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 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 Red Lake School District has established parameters for the collection 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
The school district will provide transportation, at the expense of the school district, for all resident students who attend the Red Lake Elementary Complex.

It is the policy of the school district to provide transportation for students in a manner which will protect their health, welfare, and safety. The school district recognizes that transportation is an essential part of 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. 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). In the cases when RLSD transportation is not being employed and after school 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.

If your child is unable to ride the regular assigned bus route, you will need to bring your child directly to school. If your child needs to go anywhere other than their normal bus route after school, your child will need to be picked up from school. **Any changes from bus to parent pick up or vice versa require a call by 1:30 PM** to ensure communication is delivered to the teacher in a timely fashion.

For concerns or questions about buses, please call the Transportation Director at 679-3512, ext.1836 or the Bus Transportation Secretary at 679-3512, ext. 1837. You may also call the Elementary Complex at 679-3329, ext. 1801.

Extracurricular Transportation
The determination 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 any other transportation 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

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus (Red Lake Public School District Policy 711, Videotaping on School Buses).

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras and/or audio equipment. Video surveillance and audio recording may occur in any school district building or on any school district property and may be used as evidence in disciplinary proceedings (Red Lake Public School District Policy 712, Video Surveillance Other than on School Buses).

Part II – ACADEMICS

Alternative Educational Opportunities

Some students may be at risk of not completing their educational programs. The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. A list of the alternative learning options is available on the district's website at www.redlake.k12.mn.us. Students and parents with questions about these programs should contact the Director of Special Services at 218-679-3353 ext. 1022 (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 Public School District Policy 506, Student Discipline).

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who possesses 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 Director of Special Services at 218-679-3353, ext. 1022.

Field Trips
Field trips may be offered to supplement student learning. Occasional class trips may be scheduled that involve an attendance/schoolwork incentive. 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. (Red Lake School District Policy 610, Field Trips).

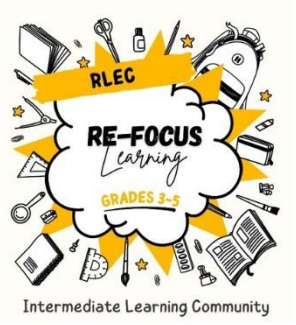
Grades
Students' grades will be reported four times during the year. Report cards will be mailed out to parents at the end of each quarter for review. Formal parent/teacher/student conference nights are scheduled, as well, to further inform parents of student progress. Online grade reports may be reviewed through the Synergy Parent Vue portal. All parents will be issued a username and password that they will receive at the Open House Conference at the beginning of each school year. If you would like a demonstration or updated login information, it can be obtained by contacting the Home School Liaison at 679-3329 extension 1817. Ongoing progress reports are available through the Synergy Parent Vue portal as well as upon request by calling the school.

Homework and Research on Home Routine
There are some essential activities that parents can do to support their children's learning. One excellent habit is to set aside a specific time every evening for learning. It is extremely valuable for students to read or listen to reading for 15 to 20 minutes every night. Reading aloud with a child is one of the most effective techniques for reading proficiency. In addition, as the child grows, observing their parents and elders read a variety of material models the importance of this life-long skill. Math and social-emotional skills are crucial to supporting students' learning. This can be done by activities such as a family game night (i.e., playing Cribbage and board games), cooking together, math facts, flashcards, and just having conversations about the student's day.

Research shows that children thrive in a structured life that offers predictability and routine where expectations are established with clear rules and consequences. A regular bedtime with approximately ten hours of sleep is important to school success. Assigning home tasks helps 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 acknowledging their success.

For Intermediate Grades 3-5: "Students" who **habitually** are not attending the required tasks of being a "learner", they will be <u>required to complete the work after school</u>. Below is the process when a child is continually not attending to the required tasks:

1. The teacher will have the child **call home** to notify the guardian of the concern and the requirement to complete work that night.
2. Families will have two choices:
    a. **Choice 1** – Guardian follows up at home to ensure the work is completed at home that same night and returned in full the next school morning.
    b. **Choice 2** – When available, the guardian may choose to have the child stay after school for our "re-focus learning" program to work towards completion of the work.
3. If the work is **not** completed that night (at home or in the after-school program), the child will be **required to attend** the "re-focus learning" after-school program the next night.



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. The Elementary Complex are Title I schools 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. The RLSD is 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 Elementary Complex 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 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 Human Resources at 218-679-3353, ext. 1122.

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/or parents feel it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as attendance and scholastic achievement. The superintendent’s decision shall be final (Red Lake Public School District Policy 513, Promotion, Retention, and Program Design).

PART III – RULES AND DISCIPLINE

Attendance
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.

When a student will be absent or tardy, parent/guardian needs to call in to the attendance secretary at 218-679-3329, x1802, to report the absence by 9:00 AM. Automated calls begin to notify families for students who are not in attendance at that time.

Tardiness – Three unexcused tardies are equal to one unexcused absence.

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

- **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. Students may have no more than 10 excused absences each semester (half of the school year).

- **Unexcused Absence** – Unauthorized absence from school or class. After 7 days of unexcused absences, the student is deemed truant, and the school will take appropriate action.

- **Habitual Truancy –** Seven unauthorized absences in elementary school. 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 and Responsive Classroom

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. Bullying is defined as a repeated and unwanted behavior towards another person, with this behavior being reflective of an unbalance of power between bully and victim.

Red Lake Elementary Complex embraces the guiding principles of Positive Behavior Interventions and Supports, including Responsive Classroom, that is associated with greater teacher effectiveness, higher student achievement, and improved school climate.

Every morning, our school recites the United States Pledge of Allegiance and the Anishinaabe Pledge, Red Lake Nation's pledge of respect and caring. Morning meeting and Closing Circle activities in every classroom use the Responsive Classroom approach that has students experience positive social interaction. Students are encouraged to interact with each other and staff in positive,

caring, respectful, and meaningful ways. Teachers are expected to communicate well with parents in a positive manner throughout the school year.

The Red Lake School District is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions, and by misuse of technology. The full text of Red Lake School District Policy 514, Bullying Prohibition, is available in the Appendices of this handbook, and on the website at www.redlake.k12.mn.us.

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 (this includes e-cigarettes)

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 (this includes e-cigarettes)
- Do not bring any weapons or dangerous objects on the school bus
- Do not damage the school bus

Cell Phones and Other Electronic Communication Devices
Students are prohibited from using personal cell phones and other electronic communication devices during the instructional day without specific direction and approval by school personnel to do so. 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 of 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 or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

Discipline
Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and follow classroom and school rules and procedures.

Red Lake Elementary Complex is a *Responsive Classroom* school. This means the school is committed to strategies and practices that proactively meet students' needs and keep them engaged in their learning and in the classroom. When responding to misbehavior, we commit to non-punitive methods to restore positive behavior and help students learn from mistakes.

Utilizing Responsive Classroom methods, students that need redirection are often assigned or have the option to assign themselves to the "Take a Break" or "Calm Space", usually in a quiet spot in the classroom. This is to provide the student with the time they may need to redirect their actions and get back in focus before returning to the group activity. If needed, students may be assigned to a "Buddy Room" which is a place in a nearby classroom to allow the student time to regain self-control before returning to their regular classroom for learning activities. Teachers will use interventions in their classroom management plan which could include, but not be limited to, verbal warning, social conference, take a break, buddy room, and parent contact.

The student may be provided additional support by our Student Support Professionals and Dean of Students. Student may spend time in the Calm and/or Re-focus rooms which are designed for the student who is in need of a time away from the classroom. The referring teacher or Calm/Re-focus room staff person may notify the guardian via phone, email or note home. Staff person will document attempts to contact the involved guardian.

After School Detention (ASD) may be assigned to students for conduct that disrupts learning and bus misconduct. Late buses will deliver ASD students home at the same time as After-School Programming. There are no late buses on Friday.

The full text of Red Lake School District Policy 516, Student Discipline, is available in the Appendices of this handbook, and on the website at www.redlake.k12.mn.us.

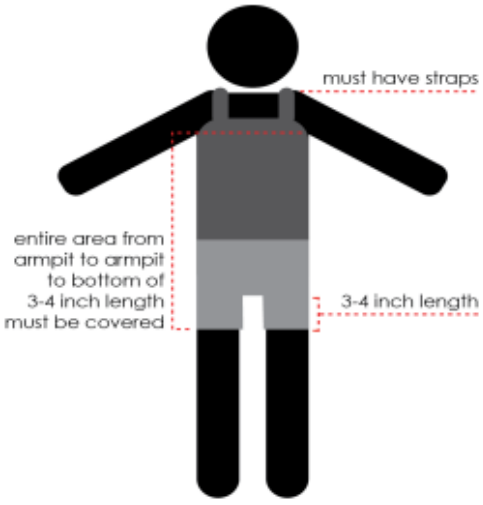
Dress and Appearance

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:

- Clothing for the weather;
- Clothing that does not create a health or safety hazard;
- Clothing for the activity (i.e., physical education or the classroom);
- Footwear that does not present a safety hazard;
- 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;
- Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists.

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

- Students may not wear inappropriate clothing.
- Extremely brief garments and see-through garments may not be worn.
- 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).



- 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.
- 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 of 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, toxic substances, medical cannabis, nonintoxicating cannabinoids, and controlled 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.

Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids. Students may be referred to drug or alcohol assistance or rehabilitation programs (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 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. The school district prohibits any form of harassment or violence 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).

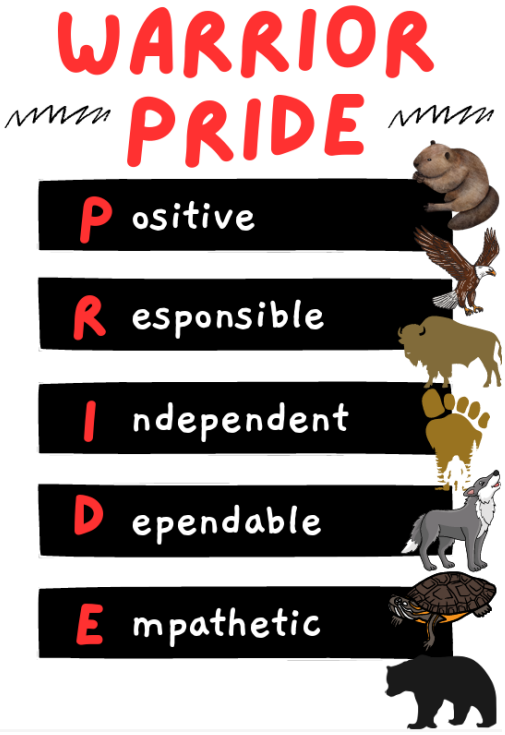
Hazing Prohibition
Hazing is behavior that creates a substantial risk of harm to another in order to be initiated into a student organization. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. Consequences for anyone found 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 Red Lake 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 "Internet Acceptable Use" policy is available at www.redlake.k12.mn.us or upon request at the RLES office.

Students and their parents after receiving a copy of the school district's "Internet Acceptable Use" policy 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 along with their parent annually.

Positive Behavior Interventions and Support (PBIS)



PBIS is a proactive and preventative framework rather than a specific program. It helps schools establish clear behavioral expectations, reinforce positive behaviors, and use data-driven decision-making. Minnesota PBIS emphasizes equity by encouraging culturally relevant practices. We are beginning year 3 of receiving training and coaching from regional implementation projects supported by the Minnesota Department of Education (MDE).

Red Lake Elementary focuses on Warrior PRIDE: Positive, Responsible, Independent, Dependable, and Empathetic. We acknowledge efforts to show Warrior PRIDE. Students earn Warrior PRIDE tickets. We celebrate accomplishments as a team and school wide.

Tobacco Free Schools

A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district. A violation of this policy occurs when any student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices, as well. School administrators may call the local law enforcement agency to assist with enforcement of this policy. A violation of

this policy does not occur when an adult Indian lights tobacco on school district property as a part of a traditional Indian ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law. 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 in accordance with the ISD 38 Code of Conduct and may be reported to law enforcement officials.

Weapons Prohibition
No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num-chuks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon. A weapon also includes look-alike weapons.

Appropriate discipline and action will be taken against any person who violates this policy. 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). For a copy of the "School Weapons" policy, contact the Red Lake Elementary School Office at 679-3329.

PART IV – HEALTH AND SAFETY

Academics
All student injuries that occur at school or school-sponsored activities should be reported to the School Health Technician, Dean of Students and/or Principal. Parents of an injured student will be notified as soon as possible. If the student requires immediate medical attention, appropriate staff 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 218-679-3353, 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 218-679-3353, ext. 1005, or refer to the website at www.redlake.k12.mn.us.

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 yearly.

Health Information

First Aid

The health technicians' offices are equipped to handle minor injuries requiring first aid. If the health offices are not open, assistance can be sought from the Elementary Complex main 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.

Communicable Diseases

It is the policy of the school board that students with communicable diseases are not 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 health technician will evaluate the student and potentially the student's siblings. If living lice are found, parents will be notified. Students are able to receive treatment kits from the health professionals at I.H.S.

Parents must treat their children for lice, and in cases of continued lice infestation, the school nurse or health technician 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 Ombimindwaa Gidinawemaaganinaadog (Uplifting All Our Relatives, formally 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 or health technician 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 trained school nurse or health technician. Students who become sick at school should notify their teacher and school nurse/health technician. The school nurse/health technician will attempt to contact parent immediately, so transportation arrangements can be made for students who get sick at school to go home.

As mentioned elsewhere in this handbook, a parent should notify the school if his/her child is unable to attend school because of illness. Please contact the attendance secretary at 218-679-3329, to report absences.

Immunizations

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 or health technician at 218-679-3329 ext. 1408 or 1808 (Red Lake Public School District Policy 530, Immunization Requirements). A copy of the Immunization Requirements Policy can be obtained at www.redlake.k12.mn.us or upon request at the main office.

Medications at School during the School Day

The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received. An "Administrating Prescription Medications" form must be completed annually and/or when a change in the prescription or requirements for administration occurs. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label (Red Lake Public School District Policy 516, Student Medications).

Students are NOT allowed to bring prescription medications on the bus. Parents must bring the prescription medication into the health technician's office, where it can be locked up safely. Upon parent request, local clinics will prepare a school prescription bottle and a home prescription bottle for your convenience.

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. 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 requested by contacting the Facilities Director at 218-679-3353, 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:

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

Drinking Water Report 2024

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 district completed its 2024 water sampling on July 1, 2024. A total of 43 water taps were sampled. The samples were processed by the Twin City Water Clinic Laboratory (Minnesota State Laboratory ID#027-053-119). The water samples were tested for lead and arsenic. No contaminates 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 and Visitor Parking

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, the following protocol will be followed by all visitors to the Elementary Complex:

- All visitors are to pass through and sign in at Door 1 security.
- After signing in, visitors will be issued a pass that is to be worn.
- All visitors will proceed directly to the office from the security station.
- At the office, visitors will notify office staff of purpose of visit.
- At no time is it allowable for visitors to make unannounced or unscheduled visits to Elementary Complex classrooms or hallways.

Visitors must have the approval of the principal before visiting a classroom during instructional time or before or after school. 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 principal believes 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).

Visitors are permitted to park in the designated open parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense. The bus loading area and student drop off area are "No Parking Zones".

Red Lake Independent School District #38 Student Acceptable Internet Use Policy

Introduction

Students use the Internet and email in the classroom as part of their array of learning tools. The Internet links thousands of computer networks around the world, giving Red Lake students access to a wide variety of computer and information resources. As a learning resource, the Internet is similar to books, magazines, videos, and other information sources. In general, the Internet is an electronic highway connecting computers all over the world. Internet services provide access to electronic mail, public shareware of all types, many university card catalogs, and massive databases on computer networks at universities, government agencies, and private industry. The District's goal is to promote

innovation and educational excellence by using Internet tools for research, resource sharing, and communication.

Red Lake School District does not have control of the information on the Internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-12 setting. Red Lake School District and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Specifically, Red Lake School District denies any responsibility for the accuracy or quality of information obtained through its Internet accounts.

Issues

With access to computers and people all over the world also comes the availability of material that will not be considered to be of educational value in the context of the school setting. The Internet may contain material that is objectionable from many points of view. There is, however, a wealth of education material available. Parents and guardians need to decide whether to permit their children to access the Internet.

The District uses SonicWall Internet filtering software. SonicWall is designed to identify web sites that educators believe are inappropriate for students and to prohibit access to those sites. The Red Lake School District believes the SonicWall filters most inappropriate sites. However, no system is perfect. On a global network, it is impossible to control access to all materials that are objectionable or inappropriate. In addition, an industrious user may be able to gain access to sites that are supposed to be filtered. The District is unable to guarantee that users will not confront inappropriate or objectionable material. Parents and guardians must consider this in deciding whether to permit their children to access the Internet.

Student Guidelines

Any action by a student that is determined by their classroom teacher or a system administrator to constitute an inappropriate use of the Internet at a Red Lake School or to improperly restrict or inhibit others from using and enjoying the Internet is a violation of the "Student Acceptable Use" policy. Students are not to:

- Access, upload, download or distribute pornographic, obscene or sexually explicit materials.
- Transmit obscene, abusive or sexually explicit language.
- Violate any local, state or federal statute.
- Vandalize, damage or disable the property of another person, organization, or the Red Lake School District.
- Access another person's materials, information or files without the implied consent or direct permission of that person.
- Violate copyright laws or otherwise use another person's intellectual property without their prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer.

Responsibilities

In addition, the smooth operation of the network relies upon the proper conduct of the end-users who must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general, your responsibilities require **ethical, efficient, and legal use** of the network resources. Each student having Internet access will participate in a discussion with his or her sponsoring teacher regarding acceptable behavior and use of the network.

If a student user violates any of these terms and conditions, his or her Internet access will be terminated, and further access could be denied. The signature (s) at the end of this document is (are) legally binding and indicate (s) the party (parties) who signed has (have) read the terms and conditions carefully and understand (s) their significance and agree (s) to abide by the terms.

Appendices

Policy Cross Reference Table

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DEPARTMENT OF EDUCATION

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. When all students participate in statewide assessments, schools and educators have more information to see how all students are doing. This helps schools continuously improve the education they provide and 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 (MCAs)
MCA and the alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) are annual assessments in reading, mathematics, and science that provide a snapshot of student learning aligned to 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 may use MCA results for:

- Postsecondary Enrollment Options (PSEO) enrollment eligibility 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 EL services.

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 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 from EL services.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Certain statewide assessment calculations include all eligible students, including those who do not participate. Non-participation impacts accountability results, which may affect the school's ability to be identified for support or recognized for success.

Explore the Statewide Testing page for more information.

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

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

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 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) your student will not participate in 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 participation decisions for local assessments.

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

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