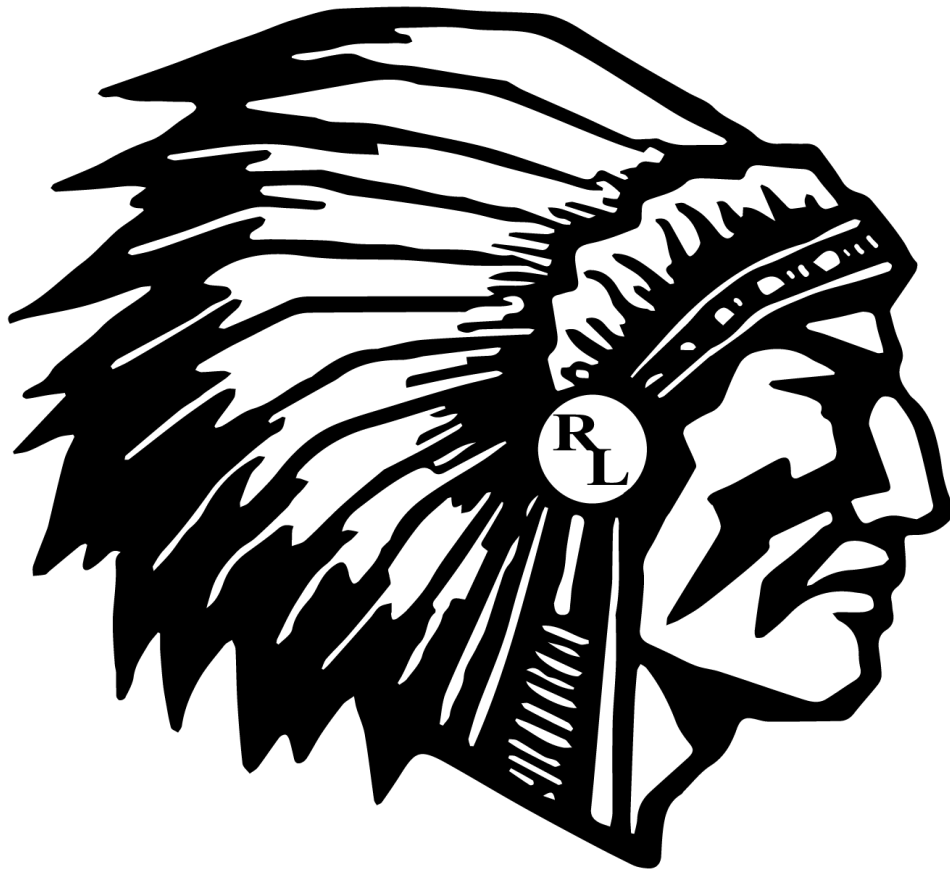


# STUDENT HANDBOOK

Red Lake Secondary Complex  
2024-2025



Red Lake Independent School District #38  
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## **INTRODUCTION**

Dear Parents, Guardians, and Students,

*Boozhoo!* Welcome to the Red Lake Secondary Complex. On behalf of Red Lake School District staff, thank you for entrusting your student's education to us. *Niminwendamin ayaayeg omaa* (We're glad you're here). We look forward to a great year filled with excitement and learning!

We are here to help your students gain the skills needed to achieve their hopes and dreams. To help make our school a productive and safe learning environment for all, students are expected to follow all district policies and school rules. To view a complete set of district policies, please visit the school district's website, [www.redlake.k12.mn.us](http://www.redlake.k12.mn.us).

This handbook is comprised of four parts:

- 1) General Information
- 2) Academics
- 3) Rules and Discipline
- 4) Health and Safety

Topics within these categories are alphabetized. Please see the table of contents for a complete list of topics.

Staff contact information is available through ParentVue in the Synergy gradebook, or by calling Dr. Melissa Phillips, the Academic Dean, at ext. 1114.

We value your input. Please feel free to contact us with feedback, suggestions, and concerns.

Sincerely,

*Shelly Fredriksen*

Ms. Shelly Fredriksen, Principal  
Grades 9-12, TLC, ALC, Self-Contained Classrooms Office 218-679-3733

*Tracy Olson*

Ms. Tracy Olson, Principal  
Grades 6-8, JDC Office 218-679-2700

## INDEPENDENT SCHOOL DISTRICT #38, RED LAKE



### 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.

### MISSION STATEMENT

- To 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.

### SECONDARY COMPLEX

As a secondary complex, our goal is to create an equitable, safe environment that provides program continuity and rigorous, relevant learning opportunities for all our students. To achieve this goal, the secondary complex is structured to support students to reach their full potential. The secondary complex offers multiple programs to provide a variety of student support.



Good judgment, common sense, knowledge and practice of the guidelines for acceptable behavior at Red Lake Secondary Complex promote and support a positive school culture. This applies to behavior at activities or events sponsored as part of the school's program. The behaviors exhibited at any public function reflect not only on the individuals involved but also upon our entire school district. Remember, students are the ambassadors of the Red Lake Public Schools. Always be respectful and practice the Seven Grandfathers' Gifts.

## **PART I: GENERAL INFORMATION**

### **Arrival and Dismissal Hours**

| <b>Day of Week</b>    | <b>Student Day</b> | <b>Student Arrival</b> | <b>Student Dismissal Time</b> |
|-----------------------|--------------------|------------------------|-------------------------------|
| <b>Monday</b>         | 10:00 AM - 3:21 PM | After 9:45 AM          | 3:21 PM                       |
| <b>Tuesday-Friday</b> | 8:00 AM to 3:21 PM | After 7:45 AM          | 3:21 PM                       |

### **Attendance**

Regular school attendance relates to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of responsibility and reliability important to the future of the student.

#### 1. Ten Day Absence Rule

There is a cap of ten (10) total absences (excused) per class per year. Exempt absences will not count towards the 10-day rule. If a student misses more than the 10 days of allowable excused days, those absences will be considered unexcused unless they are exempt absences. Credit for the class may not be awarded based on this policy. Parents/guardians will receive notification of the fifth (5th) and tenth (10th) absence in a course. Five (5) unexcused tardies in a course will equal one (1) unexcused absence for that course. Failure of parent/guardian to contact (phone/email) the attendance office by 10:00am the following day will result in an unexcused absence and apply toward the truancy program. On any unexcused absence, the teacher will address such absences with the student and parent.

#### 2. Exempt Absences

a. To be considered an exempt excused absence, the student's parent or legal guardian may be asked to verify, by phone or in writing, the reason for the student's absence from school and provide documentation. The following reasons shall be sufficient to constitute excused absences:

- 504s and IEPs that have attendance clauses
- Illness with documentation
- A death in the student's family up to three days.
- Medical, dental or orthodontic treatment, or counseling appointment with documentation.
- Court appearances.
- Physical emergency conditions such as fire, flood, storm, etc.
- Official school field trip or other school-sponsored outing.
- Removal of a student pursuant to a suspension. Suspensions are handled as exempt absences. Students will be permitted to complete make-up work.
- Unique or emergency circumstances which are authorized by a school administrator.

- Active duty in any military branch of the United States.
- Vacations with family that have been pre-excused from the principal's office.
- A student's condition that requires ongoing treatment for mental health diagnosis with documentation.
- Religious/Ceremonial occasions
- College Visits not sponsored by the school. Two school days will be excused with prior approval from the principal's office for each visit. Additional days may be approved by the administration.

### 3. Excused Absences

- To be considered an excused absence, the student's parent or legal guardian may be asked to verify, by phone or in writing, the reason for the student's absence from school.
- Absences will be considered excused if the parent guardian has notified school prior to the absence or parent/guardian has verified with the school secretary the reason for the absence by 10:00 am the day after absence.** The following reasons shall be sufficient to constitute excused absences:
  - Illness up to 3 consecutive days and then with documentation.
  - Serious illness in the student's family.
  - A death in the student's family.
  - Medical, dental or orthodontic treatment, or counseling appointment without documentation.
  - Family emergencies.
- Consequences of Excused Absences
  - Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
  - Work missed because of absence must be made up according to each teacher's requirements. Any work not completed within the designated period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

### 4. Unexcused Absences

- The following are examples of absences which will not be excused:
  - Truancy: an absence by a student which was not approved by the parent and/or the school district.
  - Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
  - Work at home.
  - Work at a business, except under a school-sponsored work release program.
  - Skipping classes
  - Lack of adequate transportation.
  - Any other absence not included under the attendance procedures set out in this policy.

**b. After 48 hours, unexcused absences will not be changed to excused.**

c. Consequences of Unexcused Absences

In cases of recurring unexcused absences, the administration may file a truancy petition with the tribal court and/or file an educational neglect report to Family

and Children's services, pursuant to Red Lake statutes. Students with unexcused absences shall be subject to discipline in the following manner:

- After seven (7) days or 49 periods of unexcused absences from school, a student is deemed truant, and the school will take appropriate action.
- After 10 accumulated excused or unexcused absences in a semester, the high school may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student and parent. Considerations for retention will be entertained for students not eligible to earn credit.

## 5. Tardiness

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

### a. Procedures for Reporting Tardiness

- Students tardy at the start of school must report to the school office for a late pass.
- Tardiness between periods will be handled by the teacher.

### b. Excused Tardiness

Parents are asked to notify the office of tardy prior to the student's return to school for it to be excused. Valid excuses for tardiness are:

- Illness.
- Serious illness in the student's immediate family.
- A death in the student's immediate family or of a close friend or relative.
- Medical or dental treatment. (Documentation from the doctor may be required.)
- Court appearances occasioned by family or personal action.
- Physical emergency conditions such as fire, flood, storm, etc.
- Any tardiness for which the student has been excused in writing by an administrator or faculty member.

### c. Unexcused Tardiness

- Unexcused tardiness is failing to be in an assigned area at the designated time and place without a valid excuse.
- Consequences of tardiness may include detention after 3 unexcused tardies. After 5 unexcused tardies, the fifth tardy turns into one unexcused absence.

### d. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

- This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
- School-initiated absences will be accepted, and participation permitted.
- **A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.**
- **If a student is suspended from any class, he or she may not participate in any activity or program that day.**
- If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

## **Calendar**

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the school district's website at [www.redlake.k12.mn.us](http://www.redlake.k12.mn.us).

## **Class Schedules**

Class schedules will be shared at an open house where parents/guardians can register their student, meet teachers, and tour the building.

- **Dropping or Adding Classes (Grades 9-12)**

Errors in registration need to be corrected the first week of a new term. Students are to remain in their classes until the end of the term(s). Class changes will be made within the first week of the term. If a student wishes to withdraw from a class after the first week of the term, the student must contact his/her advisor to request the withdrawal.

## **Complaints**

Concerns or complaints should be reported to the building principal. 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.

## **Eighteen-Year-Old Students**

The age of majority for most purposes in Minnesota is eighteen years of age. All students, regardless of age, are governed by school district policy and building procedures.

## **Employment Background Checks**

The school district may elect to seek criminal history background checks for volunteers, independent contractors, and student employees.

## **Family Conferences**

Formal conferences for parents/guardians and teachers will be held three times each school year. Family conferences will be held on the following dates during the 2022-23 school year:

| <b>Date:</b>      | <b>Start &amp; End Times:</b> |
|-------------------|-------------------------------|
| August 29, 2024   | 1:00 pm -7:00 pm              |
| October 3, 2024   | 3:30-7:15 pm                  |
| February 20, 2025 | 3:30 -7:15 pm                 |

These formal conferences are valuable for parents/guardians and students to get to know teachers, staff, and the academic program provided. Parents/guardians may visit the school anytime, but we request arrangements to be made in advance through the school office. Teachers are available for progress updates during conferences. Parents/guardians who have concerns about their student's progress may access information on the district website: [www.redlake.k12.mn.us](http://www.redlake.k12.mn.us) and click on the link "Parents/Student VUE." If assistance is needed to access Parent/Student VUE, please contact Dr. Melissa Phillips, Academic Dean, at ext. 1114.

## **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 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 which are 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.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.
- Transportation via Red Lake Transit at student or parent/guardian request.

Students will be charged for textbooks, technology pouches, laptops, technology equipment, 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 building principal.

### **Food Allergies**

If a student is lactose intolerant, a written request from the parent or guardian must be sent to the Food Service Director. No special diet statement is required. Forms available in the building offices.

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 Classroom**

Bottled water is allowed as determined by individual teachers. Teacher permission is required for any food or beverage in the classroom, other than breakfast. **During lunch, food is not to be taken from the cafeteria unless approved by the building principal.** Food and beverages are not allowed at computer workstations/desks.

### **Fundraising**

All fundraising activities conducted by student groups and organizations and/or parent groups must be submitted in advance and be approved by the building administrator. 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. Fundraising activities are approved yearly by the board.

### **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 (\$5.00). Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

## **Graduation Ceremony**

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed all the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal. Students who have completed all requirements will be awarded a signed diploma.

To graduate from Red Lake High School, students must meet all course credit, assessment requirements and graduation standards, as established by the Minnesota Department of Education and the Red Lake School Board.

## **Library and Media Center - Middle School & High School**

Our library provides a place for students to receive help with class assignments and special projects. Additionally, the library serves as a place for students to find current magazines and literature for their reading pleasure and research.

Students are to respect the rights of others in the library by following these guidelines:

- Use a low, quiet voice.
- Be mindful of disturbing others.
- Have a signed pass to use the library when not assigned or with a teacher.
- No food (including candy, gum, sunflower seeds, etc.) or beverages are allowed in the library. Water in a resealable bottle is acceptable.
- No backpacks will be allowed in the library.

## **Lunch**

**Red Lake Secondary Complex is a closed campus, which means students cannot leave the campus during the school day without guardian permission.**

- Student courtesy and consideration are expected at all times.
  - Students are expected to return to class at the scheduled time after lunch.
  - Students must return dishes to the assigned area and clean up when finished eating.
  - **School lunches must be eaten in the cafeteria and not taken into the halls or classrooms, unless special permission is given by the building principal.**
- No outside food will be allowed during lunch detention.
- Only the kitchen staff is allowed in the kitchen area.
- Students have several hot lunch options, all of which include unlimited fruits and vegetables.
- The district participates in the Federal Food Service Program and the law requires students to be provided high quality nutritious meals including fruits and vegetables. Any lunch prepared at home should comply with the federal nutrition guidelines. Students are allowed to bring a homemade lunch to school, to be left in their locker until lunch time.
- Lunches should not be delivered to school. **IN ADDITION, STUDENTS WHO LEAVE SOLELY TO GET LUNCH WILL NOT BE EXCUSED, EVEN IF CALLED OUT BY A GUARDIAN, NOR WILL THEY BE ALLOWED TO LEAVE AND BRING FOOD BACK INTO THE BUILDING.** Students should not bring pop, chips, candy or other empty calorie foods to school.

Lunch in the cafeteria is a privilege. Students who have lost this privilege will be served lunch in an alternative setting away from the cafeteria.

### **Messages to Students**

Students will not be called out of class to receive phone calls. School personnel will take a message and the student will be notified at the earliest opportunity.

### **Non-discrimination**

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, or age in its programs and activities. The school board has designated Ashley Nelson, Human Resources Coordinator, 23990 Hwy. 1 East, Red Lake, MN 56671, 218-679-3353, ext. 1122 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 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/guardians 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).

### **Volunteers**

Parents, guardians, and community members are welcome and are encouraged to volunteer in the schools. To volunteer in the school district, contact Ashley Nelson, Human Resources Coordinator, 23990 Hwy 1 East, Red Lake, MN 56671, 218-679-3353 X 1122. All volunteers must submit and pass a background check. (Red Lake Public School District Policy 404, Employment Background Checks).

### **Pledges of Allegiance**

Students shall recite 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 and stand for rendition of the flag song one or more times each week. 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 must respect the choices of others. 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).

### **Re-entry meeting**

Students who have been absent for an extended period will be asked to attend a re-entry meeting to determine how to best meet the student's needs or if any accommodation is necessary.

### **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 decide 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 advance notice as possible (Red Lake School District Policy 602A, Red Lake School Emergency Weather Related Closing).

School closing announcements will be made via:

- KKBJ Bemidji (**1360 AM**),
- KZY Bemidji (**95.5 FM**),
- KB101 Bemidji (**101.1 FM**),
- WRLN Red Lake (105.3 FM),
- WCCO-TV,
- District website [www.redlake.k12.mn.us](http://www.redlake.k12.mn.us),
- District social media sites, and
- School-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/guardians: **Please do not contact the school.** By following these media outlets and the School Reach system, the district can effectively communicate with bus drivers, school personnel, and emergency contacts. Be sure to have arrangements made in the event your child is sent home during the school day. The district will use an automated 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 parents will be made prior to the closure of school.

**WE ASK THAT PARENTS KEEP PHONE NUMBERS CURRENT;  
PLEASE CONTACT THE BUILDING OFFICE SECRETARY WITH YOUR CURRENT CONTACT  
INFORMATION.**

### **School Telephone Usage**

School telephones are for school use. Students who wish to make a phone call will be directed to the building's main office where the secretary will assist them. Student phone calls will be for emergency purposes only.

### **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 discipline policy, which may include suspension, exclusion, expulsion, and, when appropriate, a referral to law enforcement.

To maintain a safe, drug-free environment at Red Lake Secondary Complex, detection canines will make unannounced visits to the buildings and grounds including parking lots.

**All students are subject to a search when there is reasonable suspicion that they have broken school district policy, Secondary Complex procedures, Red Lake Tribal Code, and/or state or federal laws.**

- **Lockers and 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 practical 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. **In brief, do not bring anything illegal to keep in the lockers.**

Law enforcement will be notified if contraband is found in violation of federal or state laws or Red Lake Tribal Code, school board policy or school rules.

- **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**

All students and their possessions are searched upon entry to school. Do not bring illegal items, glass bottles, or unsealed containers into the school building. However, school officials may conduct additional searches of a student or student's personal possessions if they 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.

- **Vehicle on Campus**

- **Patrols and Inspections**

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

- **Search of the Interior of a Student's Motor Vehicle**

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's discipline policy.

## **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.

- **Distribution of Non-School-Sponsored Materials on School Premises**

Any person desiring to distribute literature to students in school or on school property must observe the following procedure:

- A copy of the material must be submitted to the building principal for approval.
- The building principal may permit the distribution of the printed material as long as such distribution is related to student achievement, school curriculum or the health and welfare of the students and will not disrupt the educational process or be a violation of any federal, state or municipal law.
- This policy can be found on the district website at [www.redlake.k12.mn.us](http://www.redlake.k12.mn.us).

- **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;
- 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, 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.

## **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/guardians 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. For more complete information on the rights of parents/guardians and eligible students regarding student records, please see the school district's "Protection and Privacy of Pupil Records," which policy may be obtained at [www.redlake.k12.mn.us](http://www.redlake.k12.mn.us).

## **Student Surveys**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see the school district's "Student Surveys" policy, which may be obtained at [www.redlake.k12.mn.us](http://www.redlake.k12.mn.us).

## **Transportation of Public School Students**

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days and make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. Students who ride the bus must abide by all school rules to maintain safety and their privilege to ride the bus. Students may be denied bus privileges when behavior is against school rules. All students must ride the bus assigned. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parents or guardians.

- **Extracurricular Transportation**

Buses are available to transport students to and from school at no cost to residents and for students who participate in after school activities including athletics, clubs, tutoring and after school detention. Bus schedules are available through the transportation office ext. 1836 or 1837. Activity buses leave from the school at approximately 5:15 pm each school day activities are scheduled.

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

***Note: The school board determines whether to provide transportation for students, spectators, or participants to and from extracurricular activities. If the school district does not provide extracurricular transportation, students who wish to participate or watch are responsible for arranging for or providing their own 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.

- **Places Other Than Buses**

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in

extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

## **PART II: ACADEMICS**

### **Alternative Educational Opportunities**

The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include: modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, after school credit recovery options(extended day), and enrollment in the alternative learning center.

### **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 have consequences in accordance with the school district's student discipline policy.

Cheating will result in no credit for the work involved. Plagiarism, cheat sheets, stealing tests, using artificial intelligence to complete work, or other forms of premeditated cheating may result in failure/loss of credit of the course. A final determination will be made by the building principal. Teachers will review the consequences for cheating with students at the start of each term.

### **Graduation Honors**

To be considered an honor graduate, valedictorian or salutatorian, a student must have taken 50% of the required credits in the Red Lake School District. To be considered an honor graduate students must meet all graduation requirements and finish with a grade point average (GPA) of 3.25 or above.

The valedictorian and salutatorian shall be selected by committee based on the student's achievement during high school at Red Lake. Candidates will be selected after 3<sup>rd</sup> quarter grades have been posted of the graduating year. In addition, the candidates must have:

- A minimum cumulative GPA of 3.5 on a 4.0 point scale;
- Completed all credit requirements for Red Lake High School.

### **Early Graduation**

After third quarter of their senior year, students may be considered for early graduation after completing the requirements established by district policy and obtaining approval from principal, superintendent, and school board.

### **Extended School Year Opportunities**

The school district provides extended school year opportunities to a student who has an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary 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**

Students may have the opportunity to participate in field trips. Students involved on overnight trips and day field trips school-sponsored will be under the same rules as they would be on school premises. Written parental permission is required for students to participate in field trips. It is necessary that students return the proper forms required to

attend field trips in a timely manner or risk not being able to attend the field trip. Students are expected to represent their school and community in a positive, courteous, and respectful manner.

## **Grades**

Students' grades will be reported quarterly during the year. Report cards will be mailed home at the end of each quarter. Online grade reports and current gradebook information may be reviewed at [www.redlake.k12.mn.us](http://www.redlake.k12.mn.us). Go to "Parent/Student Login" and click "parent". Parent/Guardian usernames and authentication codes will be available at Open House in the fall or by contacting the building secretary.

- **Grading Scale**

The following grading scale is used in all classes.

|           |   |
|-----------|---|
| 90-100%   | A |
| 80-89%    | B |
| 70-79%    | C |
| 60-69%    | D |
| Below 59% | F |

- **Incomplete Grades**

The classroom teacher determines when a student can receive an incomplete grade. Students must complete the incomplete work within 10 student days after the end date of the previous term. Special consideration may be given for extenuating circumstances only. The incomplete form is available from the academic dean and must be on file in the academic dean's office if the student is given an incomplete.

- **Failing Grades**

A student who fails a required class must still complete the class for graduation, either through a credit-recovery program or repeating the entire class.

- **Honor Roll/Grade Point Average (GPA) Calculation**

- A Honor Roll 3.667 or better
- B Honor Roll 3.000-3.666

For students to qualify for honor roll, students must be taking graded classes (no pass/fail classes). Students earning a failing or no credit grade in any class are not eligible for the honor roll. While the failed class remains on the transcript, once it is completed, the passing grade will be recorded on the transcript and used to calculate grade point average.

- **Late Work Policy**

NO LATE WORK WILL BE ACCEPTED IN ANY SECONDARY SCHOOL CLASS BEYOND THE END OF THE UNIT. Students in extenuating circumstances should contact the teacher, who will contact the principal.

- **Academic Letter Eligibility**

Students in grades 9-12 may earn an academic letter when they maintain a 3.667 or higher grade point average (GPA). The required GPA must be earned during quarters 1, 2 and 3 of the school year in the scheduled academic course program at the high school

## **Graduation Requirements**

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, to graduate from Red Lake High School. All students must have a minimum of 15 quarters of attendance.

### **Minimum of 23 credits (cr.) needed to graduate.**

**Requirements are as follows: Grades listed in ( ) indicate the grade a student may first take a class. Some classes may have prerequisites. Please see the course catalog.**

#### English (4 credits required)

Introduction to Literature & Composition (9<sup>th</sup>): 1.0 cr.  
World/British Literature (11<sup>th</sup>): 1.0 cr.  
Advanced Research & Composition (12<sup>th</sup>): 0.5 cr.

American Literature (10<sup>th</sup>): 1.0 cr.  
English elective: 0.5 cr.

#### Math (3 credits required):

Algebra 9 (9<sup>th</sup>) - 1.0 cr.  
Algebra II (11<sup>th</sup>) - 1.0 cr.

Geometry (10<sup>th</sup>) - 1.0 cr.

#### Science (3 credits required):

Physical Science (9<sup>th</sup>) - 1.0 cr.  
Science elective (11<sup>th</sup>) - 1.0 cr.

Biology (10<sup>th</sup>) - 1.0 cr.

*\*Biology must be passed to go on to science electives*

#### Social Studies (4 credits required):

US Citizenship & Government (9<sup>th</sup>) - 0.5 cr.  
US History (10<sup>th</sup>) - 1.0 cr.  
Native American Culture (12<sup>th</sup>) - 0.25 cr.  
US Constitution (12<sup>th</sup>) - 0.25 cr.

Geography (9<sup>th</sup>) - 0.5 cr.  
World History (11<sup>th</sup>) 1.0 cr.  
Economics (12<sup>th</sup>) - 0.5 cr.

#### Art/Fine Arts (1 credit required):

Art/Fine Arts - 1.0 cr.

*\*See options in course offerings.*

#### Other Required Courses (these count toward the elective credit total)

College & Career Education - .25 cr. (can be completed through advisory)  
Ojibwe Language & History - 1.0 cr.  
Personal Finance - .25 cr.  
Physical Education - 1.0 cr.

Health (10<sup>th</sup>) - 0.5 cr.

#### Elective Courses (8 credits required)

*\*Descriptions of additional courses can be found in the course catalog. These additional courses are used to complete the remaining 4.25 elective credits.*

- **Minnesota Academic Standards**

All students must satisfactorily complete the following required Minnesota Graduation Standards:

|  |
|--|
| <a href="#">Minnesota Academic Standards, Language Arts K-12</a> |
|--|

|   |
|---|
| <a href="#">Minnesota Academic Standards, Mathematics K-12</a>        |
| <a href="#">Minnesota Academic Standards, Science K-12</a>            |
| <a href="#">Minnesota Academic Standards, Social Studies K-12</a>     |
| <a href="#">Minnesota Academic Standards, Physical Education K-12</a> |
| <a href="#">Minnesota Academic Standards, Arts K-12</a>               |

- **School District Required and Elective Standards**

All students must satisfactorily complete the following school district required and elective standards:

- Health (K-12);
- School District Standards, Career and Technical Education (K-12); and
- School District Standards, World Languages (K-12).

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the building principal.

- **Yearly Credit Thresholds**

To be considered passing or to move from one grade to the next, students in grades 9-12 must earn a minimum number of credits. Students are classified by the number of credits they have earned.

- Ninth grade students: 0-7 credits
- Tenth grade students: 6-14 credits
- Eleventh grade students: 12-21 credits
- Twelfth grade students: 18-28 credits

Deadline for Earning Credits for Graduation

- End of 1<sup>st</sup> Quarter: 19.5 credits
- End of 2<sup>nd</sup> Quarter: 20.5 credits
- End of 3<sup>rd</sup> Quarter: 22 credits

**Homework**

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks families to encourage their children to complete homework thoroughly and promptly.

After school homework help is scheduled after school every Monday, Tuesday, Wednesday, and Thursday at both the middle school and the high school. Students who need assistance to improve or advance academic achievement can attend and work with licensed teachers in an individualized setting.

- Students are expected to complete and submit their schoolwork during the scheduled class time. If they do not complete it, during class time, they are expected to take it home and finish it by the assigned due dates.

- Students who are absent from class may attend after school homework help to complete missed class work. Homework help is scheduled after school Monday, Tuesday, Wednesday, and Thursday.

### **Parent/Guardian Right to Know**

If a parent requests, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

- whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- whether the student is provided services by paraprofessionals and, if so, their qualifications.

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.

### **Promotion and Retention**

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. At the high school level, a student must pass required courses sequentially. Retention of a student may be suggested when professional staff and parents/guardians feel that it is in the best interest of the student. The district has a variety of services to help students succeed in school. For more information, contact the building principal.

### **Post-Secondary Enrollment Options**

Tenth, eleventh, and twelfth grade students may apply to enroll in Post-Secondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all eighth, ninth, tenth, and eleventh grade students by **March 1**. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the academic dean by **May 30** for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact their advisor or the academic dean for more information.

### **Summer School**

High school summer school is open to students in grades 9-12 who need to make up required content credits in math, social studies, English, or science.

Summer enrichment opportunities are also available for grades 6-8, with an emphasis on hands-on learning. Look for information on both programs during the fourth quarter of the school year.

## **PART III: RULES AND DISCIPLINE**

### **Bullying Prohibition**

The 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. For detailed information regarding the school district's "Bullying Prohibition" policy, see the district website, [www.redlake.k12.mn.us](http://www.redlake.k12.mn.us)

The expectations of our students remain the same while learning online. Examples of behavior that would receive a write up in a digital space would include inappropriate language, cyber-bullying, sharing inappropriate pictures, links, or other content. This includes emails, Team chats and discussions, zoom meetings, and/or other technology platforms used by the school district.

### **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 all students on school buses. The school district will not provide transportation for students whose transportation privileges have been revoked.

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.

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 the 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 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 the student must cross the street, always cross in front of the bus where the driver can see the student. The student should wait for the driver to signal before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, vapes, 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 body parts inside the bus.
- Keep arms, legs, and belongings out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.

- No eating, drinking, or use of alcohol, tobacco, vapes, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

The consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

### **Cell Phones, Pagers, and Other Electronic Communication Devices**

Students are prohibited from using cell phones 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, gang activity, etc. 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.

All secondary students (grades 6-12) are required to lock their phones and wearable technology in a school-provided pouch for the entire school day. The pouch remains in the student's possession and is unlocked at the end of the day. If the student does not have a pouch, the phone must be turned into the building office.

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 will 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.

- Students **MAY NOT** use cell phones in school during school hours. All electronic devices and wearable technology will be collected if they are visible. This includes field trips.
- Students not following this rule will result in the electronic device or cell phone being confiscated. The confiscated technology must be picked up by the student's legal guardian.
- Using phones or other electronic devices to record or photograph other students while at school is strictly forbidden.

### **Dress and Appearance**

Red Lake Secondary Complex expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the district's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

### **1. Basic Principle: Certain body parts must be covered for all students at all times.**

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

### **2. Students Must Wear\***, while following the basic principle of Section 1 above:

- A **Shirt** (with fabric in the front, back, and on the sides under the arms), **AND**
- **Pants/jeans or the equivalent** (for example, a skirt, sweatpants, leggings, a dress or shorts), **AND**
- **Shoes.**

*\*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress but should not focus on covering bodies in a particular way or promoting culturally specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).*

### **3. Students May Wear**, if these items do not violate Section 1 above:

- Religious headwear
- **Hoodie sweatshirts (wearing the hood overhead is not allowed).**
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, if underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (if this is done in a way that does not violate Section 1 above).

### **4. Students Cannot Wear:**

- **Hats.**
- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that create a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

### **5. Enforcement**

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms because of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
  - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.

- Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.
- **Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school.** "Shaming" includes, but is not limited to:
  - kneeling or bending over to check attire fit;
  - measuring straps or skirt length;
  - asking students to account for their attire in the classroom or in hallways in front of others;
  - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
  - accusing students of "distracting" other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact the building principal.

### **Drug-Free School and Workplace**

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. This includes any form of cannabis or THC. 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 been prescribed by a physician, and is currently accepted medical treatment, into a school location for personal use except for marijuana. Students who have prescriptions must comply with the school district's "Student Medication" policy.

In addition, the school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

### **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. For detailed information on the school district's "Harassment and Violence Prohibition" policy, see the district's website at [www.redlake.k12.mn.us](http://www.redlake.k12.mn.us).

### **Hazing Prohibition**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. For detailed information on the school district's "Hazing Prohibition" policy, see the district's website at [www.redlake.k12.mn.us](http://www.redlake.k12.mn.us).

### **Internet Acceptable Use**

All school district students have **conditional** access to the school district's computer system, including Internet access, for educational purposes, such as classroom activities, educational research, and professional and career development. All system users must have an Acceptable Use agreement on file with the technology office.

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 "Internet Acceptable Use" policy is available at the district's website, [www.redlake.k12.mn.us](http://www.redlake.k12.mn.us) under policies (policy 524).

### **Parking on School District Property**

#### ● **Students**

- The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:
  - Students may park in designated areas only;
  - Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted to the student by building administration.
  - Students are permitted to use motor vehicles on the high school campus(es) **only** before and after the school day (not during lunch); and
  - Unauthorized vehicles parked on school district property may be **towed at the expense of the owner or operator.**

#### ● **Visitors**

- 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.

### **Restorative Practices and Student Behavior**

Restorative practices work to encourage positive relationships, repair relationships when they have been harmed, and build a school community based on cooperation, trust and respect.

Red Lake Schools are implementing restorative practices to prevent and respond to misbehavior. Not only do students have consequences for negative decisions, they also have the opportunity to learn about consequences of their actions, develop empathy, and repair relationships that may have been damaged. The process also addresses the needs of those who have been harmed.

During a restorative dialogue, students are asked:

- To reflect on the conflict or problem (What happened? What were you feeling at the time?)
- To identify their needs and interests (What do you need in order for this class to go well? How do you want things to change?)
- To make a plan (What needs to happen to make things right? What is our plan for the future?)

During the implementation process the Student Code of Consequences may be used and is available at [www.redlake.k12.mn.us](http://www.redlake.k12.mn.us). It details possible consequences for student misbehavior.

### **Tobacco-Free Schools**

Recreational tobacco is defined as tobacco products such as cigarettes and not the sacred and indigenous uses of tobacco practiced by Native American communities. This tobacco-free policy will in no way prohibit the use of traditional/ceremonial/sacred use of tobacco or infringe in any manner on any tobacco cultivation or harvesting for spiritual and ceremonial use.

Knowing that recreational use has a significant negative impact on the health and well-being of smokers and non-smokers alike, this policy is designed to include all recreational tobacco products including, but not limited to, cigarettes, smokeless tobacco, electronic cigarettes, and vapes.

School district students and staff have the right to learn and work in an environment that is recreational tobacco-free. This right is violated by any individual's use of recreational tobacco, tobacco-related devices, electronic cigarettes, or 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 recreational tobacco, tobacco-related device, electronic cigarette, or vape 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. For detailed information on the school district's "Tobacco-Free Environment" policy, see the district's website at [www.redlake.k12.mn.us](http://www.redlake.k12.mn.us). Contact the building principal if you have questions or wish to report violations.

### **Valuables and Personal items**

Students should not bring any valuable items to school that do not contribute to teaching and learning, or that could be lost or stolen. **The school or staff is not responsible for lost or stolen items which may be held for students or have been confiscated from students.**

### **Vandalism**

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

### **Weapons Prohibition**

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; nun-chucks; 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. A weapon also includes look-alike weapons. 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. For a copy of the "School Weapons" policy, see the district's website at [www.redlake.k12.mn.us](http://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 health paraprofessional and building principal or designee in the main office. Parents/guardians 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 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). A copy of this plan can be found on the district's website.

### **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 intruder drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures. The Red Lake Public School District's crisis management policy can be found on the district's website at [www.redlake.k12.mn.us](http://www.redlake.k12.mn.us).

### **Health Information**

- **First Aid**

The student health office in each building is equipped to handle minor injuries requiring first aid. If the student health office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian 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 paraprofessional will evaluate the student, and potentially the student's siblings. If living lice are found, parents will be notified and directed to receive treatment from the health professionals at the local health clinic.

Parents must treat their children for lice, and in cases of continued lice infestation, the school health paraprofessional 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 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 school health technician. Students who become sick at school should notify their teacher and visit the student health office. The school health paraprofessional will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. Please contact the appropriate program secretary at 218-679-2700 (grades 6-8) or 218-679-3733 (9-12, ALC, TLC) to report such 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/guardians 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 school health paraprofessional. A copy of the immunization requirements policy can be obtained at [www.redlake.k12.mn.us](http://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 Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). Cannabis is not allowed on school property even if prescribed. 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 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.

### **Visitors in District Buildings**

Parents/guardians 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, except for events open to the public. **All visitors will be required to sign in at the security desk and will be directed to the appropriate main office. Visitors must have the approval of the building 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 building

principal (Red Lake Public School District Policy 903, Visitors to School District Buildings and Sites).

## **POLICY REFERENCE TABLE**

| <b>Topic</b>                               | <b>Red Lake Public School District Policy Number(s)</b> |
|--|---|
| Alternative Educational Opportunities      | 605   |
| Attendance                                 | 503   |
| Bullying Prohibited                        | 514   |
| Complaints                                 | 103   |
| Crisis Management                          | 806   |
| Discipline                                 | 506   |
| Drug-Free School and Workplace             | 417, 418  |
| Employment Background Checks               | 404   |
| Equal Access to School Facilities          | 801   |
| Extended School Year                       | 508   |
| Field Trips                                | 610   |
| Fundraising                                | 511   |
| Gifts to Employees                         | 421   |
| Harassment and Violence Prohibited         | 413   |
| Hazing Prohibited                          | 526   |
| Health Information                         | 420, 516, 518, 530, 806                                 |
| Internet Acceptable Use                    | 524   |
| Interviews of Students by Outside Agencies | 519   |
| Nondiscrimination                          | 102, 401, 521, 522, 528                                 |
| Notification of Violent Students           | 529   |
| Parking on School District Property        | 527   |
| Pledge of Allegiance                       | 531   |
| School Activities                          | 510   |
| School Closing Procedures                  | 602A  |
| Searches                                   | 502, 527  |
| Student Dress and Appearance               | 504   |
| School Promotion and Retention             | 513   |
| Student Publications and Materials         | 505, 512  |
| Student Records                            | 515   |
| Student Surveys                            | 520   |
| Testing                                    | 618   |
| Tobacco-Free Schools                       | 419   |
| Transportation of Public School Students   | 707, 709, 710   |
| Video and Audio Recording                  | 711, 712  |
| Visitors in School District Buildings      | 903   |
| Weapons Prohibited                         | 501   |

