

WELCOME TO DASSEL-COKATO HIGH SCHOOL

We welcome you as a student of DCHS and hope you have a great experience here! Our goal is for you to succeed in high school as a means to prepare for success in life. We want students to leave DCHS with critical thinking skills and a post-secondary plan that capitalizes on their passions and abilities. You will find that DCHS is a positive place because we strive each day to fulfill a simple mission:

“Promoting positive relationships, personal responsibility and academic rigor to prepare students for success in a changing world.”

Students, you are the most important people at DCHS. A positive relationship with you and your family is where success begins. You can expect to be treated respectfully and you can expect our staff to get to know you on a personal level.

Personal responsibility means staff and students come here each day prepared to give their very best effort in the classroom. When their best doesn't create success, they do not make excuses. They take responsibility, evaluate what went wrong, create a new plan and then work hard to succeed.

Students should come to DCHS each day prepared to be challenged academically. We offer a variety of classes that will meet the varied needs of our students. We encourage you to chart a course for your education that will stretch you. Taking the “path of least resistance” does not lead to long-term success. We expect our students to take the “road less-traveled.”

Charger Pride runs deep at DCHS! We offer a wide variety of co-curricular, extra-curricular and club activities before and after school. Get involved! We need your talents to continue the proud tradition of Charger activities. We look forward to getting to know you outside the classroom also!

Your years at DCHS will go quickly. Before you know it, we will be at Commencement and you will be just steps away from the rest of your life! DCHS will be whatever you make it. If you work hard, work to the best of your ability and work together with our staff, you will find success at DCHS!

DCHS Faculty, Staff and Administration
Website: www.dc.k12.mn.us/hs

- IMPORTANT DATES -

2011

Aug. 31	All Grades (9-12) Orientation 4:30-7:30 p.m.
Sept. 5	No School – Labor Day
Sept. 6	School Begins
October 3-7	DCHS Homecoming Week
Oct. 17	Parent/Teacher Conference 4-8:00 p.m.
Oct. 20 & 21	No School – Fall Break
Nov. 8	Election Day
Nov. 24 & 25	No School – Thanksgiving Vacation
Dec. 1	End of 1 st Trimester
Dec. 2	No School – Staff Development Day/Planning

DECEMBER 23, 2011 – JANUARY 2, 2012

- WINTER BREAK -

2012

Jan. 3	Classes Resume
Jan. 16	No School – MLK Birthday/Staff Dev. Day
Jan. 19	Parent/Teacher Conference 4-7:00 p.m.
Feb. 20	No School – President's Day
Mar. 2	End of 2 nd Trimester
Mar. 5	No School – Staff Development/Teacher Plan.

MARCH 26, 2012 – MARCH 30, 2012

- SPRING BREAK -

Apr. 6	No School – Good Friday
Apr. 16	Parent/Teacher Conferences 4-7:00 p.m.
May 12	DCHS PROM (tentative date)
May 28	No School – Memorial Day
May 30	Baccalaureate
June 1	End of 3 rd Trimester
June 3	Graduation (2 p.m.)
June 6	No School – Teacher Workshop

For all activity information, go to the following websites:

<http://www.dc.k12.mn.us>

(Click on Activities)

DAILY SCHEDULE- 2011-2012

70 Minute Periods
5 Minute Passing Time
(2) 10 Minute Student Breaks (including passing time)
35 Minute Lunch (including passing time)

Period I

8:07 – 9:20

- *Student Break* -

9:20 – 9:30

Period II

9:30 – 10:40

Period III

10:45-12:30

Lunch A

10:45-11:20 lunch
11:20-12:30 class

Lunch B

10:45-11:20 class
11:20-11:55 lunch
11:55-12:30 class

Lunch C

10:45-11:55 class
11:55-12:30 lunch

Period IV

12:35-1:45

- *Student Break* -

1:45 – 1:55

Period V

1:55-3:05

FIVE PERIOD DAY
(TWO-HOUR LATE START)
DAILY SCHEDULE
DASSEL-COKATO HIGH SCHOOL
 49 Minute Periods
30 Minute Lunch (including passing time)

Period I
 10:07 – 10:59 (52)

Period II
 11:04 – 11:53

Period III
 11:58 – 1:17

Lunch A
 11:58 – 12:28 (L)
 12:28 – 1:17 (C)

Lunch B
 11:58 – 12:23 (C)
 12:23 – 12:53 (L)
 12:53 – 1:17 (C)

Lunch C
 11:58 – 12:47 (C)
 12:47 – 1:17 (L)

Period IV
 1:22 – 2:11

Period V
 2:16 – 3:05



2011-12 DCHS Schedule
30 min. Advisory
Tuesdays, Wednesdays and Thursdays

8:07-9:15 Period 1 (68)

9:20-10:25 Period 2 (65)

10:30-12:10 Period 3

A Lunch 10:30-11:00 (L) 11:05-12:10 (C)

B Lunch 10:30-11:00 (C) 11:00-11:30 (L)

11:35-12:10 (C)

C Lunch 10:30-11:35 (C) 11:40-12:10 (L)

12:15-1:20 Period 4 (65)

1:25-2:30 Period 5 (65)

2:35-3:05 Advisory (30)

D-C HIGH SCHOOL GRADUATION REQUIREMENTS

Students will need a total of 58 credits to graduate. These will include 36 credits of required classes listed below plus 22 credits of electives.

A trimester course is equal to one credit

Communications (Total of 8 credits)

2 credits of Communications 9

2 credits of Communications 10

1 credit of Explorations in Literature

1 credit of Speech

1 credit of Composition (Advanced Composition, Expressive Writing, or Practical Writing)

1 credit of English Elective

Math (Total of 6 credits)

Science (Total of 7 credits)

Class of 2015

3 credits of Intro to Science

2 credits of Chemistry or Physics

2 credits of Biology

Class of 2012-2014

2 Physics

2 Chemistry

3 Biology

Social Studies (Total of 7 credits)

2 credits of Civics 9/ Early American History

2 credits of History 10

1 credit of World History (Ancient or Modern)

1 credit of Geography

1 credit of Social Studies Electives

Physical Education/Health (Total of 3 credits)

1 credit of PE 9

1 credit of Health 10

1 credit of PE Elective in 10th, 11th, or 12th grade

Business (Total of 3 credits)

1 credit of Computer Applications

1 credit of Lifeskills

1 credit of Economics

Fine Art (Total of 2 credits)

May include art, band, or choir (2 trimesters)

Electives 22 credits

Graduating students must pass minimum competency tests in writing, reading, and math (MCA II/GRAD). The MCAII math exam must be passed in order to graduate. Students may also meet the MCAII math requirement after two remediations and two attempts (retests) at passing the GRAD math exam (alternative pathway).

Note: Grades earned at the ALC (Alternative Learning Center) must be completed by the day of Baccalaureate.

“ACADEMIC LETTER” AWARD
PURPOSE FOR AWARDING AN “ACADEMIC LETTER”

- ❖ To recognize students who have excelled academically.
- ❖ To improve student self-esteem and pride in academic accomplishment.
- ❖ To provide additional incentive to excel academically.
- ❖ To provide affirmation of individual student achievement.

“ACADEMIC LETTER” CRITERIA

Ninth Grade: Students must have a 3.5 weighted or non-weighted GPA for the first two trimesters of ninth grade.

Tenth Grade: Students must have a 3.5 weighted or non-weighted GPA for the last trimester of the ninth grade and the first two trimesters of the tenth grade.

Eleventh Grade: Students must have a 3.5 weighted or non-weighted GPA for the last trimester of the tenth grade and the first two trimesters of the eleventh grade.

Twelfth Grade: Students must have a 3.5 weighted or non-weighted GPA for the last trimester of the eleventh grade and the first two trimesters of the twelfth grade.

**Grades for weighted DCHS classes will be calculated with a weighted value. PSEO classes will be unweighted.

To be considered for an academic letter:

1. No grade can be lower than a “C” in a weighted or unweighted class.
2. Students in ninth and tenth grade must take a minimum of five classes per trimester.
3. Students in eleventh and twelfth grade must take a minimum of five classes each trimester, unless they are on an approved activity or work program. If on an approved activity or work program, the student must take a minimum of four academic classes each trimester.

In order to be considered for an Academic Letter, **Post Secondary Options Students (PSEO)** must provide the school with documentation of grades earned to date no later than the second Friday in April of the year the academic letter will be awarded. This documentation must include all courses in which the student is enrolled. PSEO students must be enrolled in the number of academic courses that would equate with the number of academic courses they would need at Dassel-Cokato High School to be considered for an academic letter. Distant learning courses are eligible for consideration for an academic letter. Verification of grades earned to date will be the same as a PSEO student. **Transfer students** will be eligible for an Academic Letter if the grades they transfer to D-C and their current academic performance meet the criteria set forth above.

ACADEMIC LETTER AWARD

The “Academic Letter” will be the D-C chenille letter. The “Academic Letter” will be awarded at the Academic Awards Program, which will held in the spring. The first time a student is eligible to receive an “Academic Letter”; he/she will receive a chenille letter and a certificate. (If the student has received a D-C letter from another area, they will receive a certificate and may purchase a pin or appropriate patch.) After the awarding of the first “Academic Letter” the student will receive a certificate and may purchase a pin or appropriate patch. At the time of awarding a fourth consecutive letter to a student, a mounted certificate will be given.

HONOR ROLL QUALIFICATIONS

“A” Honor Roll-- Unweighted G.P.A. of 3.51 or higher.
“B” Honor Roll-- Unweighted G.P.A. of 2.84 or higher.

No grade can be lower than a C- and student must not have any "I" incompletes.

ADMINISTRATIVE DISCRETIONARY ACTION

DISCLAIMER: It is impossible to anticipate and address every circumstance that may occur in the course of a school year. To ensure safety and order, students and others are subject to all school rules, regulations and policies, and the reasonable and prudent interpretation, thereof, by responsible school officials regardless of whether or not they are specifically addressed in this handbook.

ATTENDANCE POLICY (District Policy #503)

PHILOSOPHY

Attendance is a major concern of everyone at Dassel-Cokato High School. Absences affect student performance. Research shows that there is a significant correlation between student absences and achievement. With this in mind, Dassel-Cokato High School will follow this policy/procedure for the 2011-2012 school year.

GENERAL ATTENDANCE GUIDELINES:

1. Parent/Guardians are asked to call the high school office (320) 286-4100 ext.1800 on the day their student is absent from school and indicate the reason for the absence.
2. All students are required to present a written note from their parents/guardians on the day they return to school after an absence.
3. If students are late to school they must report to the office before going to class. Excessive tardiness to school or class may result in appropriate consequences by the instructor and/or detention.
4. If a student is to leave school during the day, a note from the parents/guardians must be presented to the office in the morning for issuance of a blue "Leave the Building" Pass. **Any student leaving the building without proper authorization shall be considered truant regardless of the reason.**

5. Students will not be permitted to leave the school grounds during their lunch period to eat lunch. Leaving for this purpose shall be considered truancy and treated accordingly.
6. Parents/Guardians who have questions regarding whether or not an absence would be excused are asked to call the high school office for clarification prior to the absence.
7. Students may lose credit in classes, if they exceed the 3-day unexcused attendance policy.

ILLNESSES If students become ill, they must report to the high school office. Then a decision will be made whether the student will spend a short time in the nursing service or whether parents/guardians will be contacted so the student can go home. In case of injury, first aid will be provided, and parents/guardians will be contacted regarding further medical attention.

TARDIES Three unexcused tardies are equivalent to one unexcused absence in the class and are counted toward the “3 maximum unexcused absence” rule.

EXTRA/CO-CURRICULAR ACTIVITIES PARTICIPATION

Students are encouraged to take part in extra/co-curricular activities for enrichment experiences. To assure that D-C activities maintain high standards, students have to be passing all of their classes in order to participate in extra/co-curricular competition. Academic progress is reviewed every three weeks to determine eligibility status. Students participating in extra/co-curricular activities, either presently or in the future, are responsible for adhering to all the rules, regulations, and violations that are outlined in detail in the participation policy #566 available in the activities office.

EXTRA-CURRICULAR PARTICIPANTS ATTENDANCE

Students participating in school sponsored extra-curricular activities must attend all classes, except in the case of an emergency, to practice and/or participate in a scheduled contest/activity on the same day. An exception may be made if the student had a pre-approved absence, in which case the

student must present to the office a signed statement from the doctor or parents/guardian validating the absence.

TOURNAMENT ATTENDANCE (District Policy #563)

I. IN TOURNAMENT EVENTS WHERE D-C DOES HAVE A TEAM OR PARTICIPANT

II. The official tournament squad, including varsity cheerleaders of that participating event **as well as students that are siblings of a participant**, will be allowed to attend all days of the tournament. Advanced make-up slips must be issued in order for absence to be excused.

III. D-C spectator students will be allowed up to two days attendance at each tournament event with an advanced make-up slip issued in order for the absence to be excused if the tournament play is during the normal school day.

IV. Definition of Advanced Make-up Slip: Must be secured prior to being absent; **this does not include the day of the activity. If the absence is not approved prior to the day of the activity, the absence will be considered unexcused for that day.** For example: If the student is planning on attending a tournament event Thursday and Friday, an advanced make-up slip must be secured by Wednesday. If the student is planning on attending a tournament event on Friday, an advanced make-up slip must be secured by Thursday.

V. IN TOURNAMENT EVENTS WHERE D-C DOES NOT HAVE A TEAM OR PARTICIPANT.

A. Students involved in the activity in grades 9-12 will be allowed to attend all days at the REGION and STATE level. Advanced make-up slip is necessary.

B. All other students will be given an unexcused absence for the period of time they are absent, if they choose to attend.

C. If parents are also in attendance with the student, the absences will be excused.

TOURNAMENT MAKE-UP POLICY: All work for absences must be made up. Excused absences receive

full credit for work missed but no participation credit. Unexcused absences will receive no participation credit and will receive partial credit for the work made up. Students who choose to be truant will receive “0” for each class they skip and will not receive credit for any work a teacher might require them to make up. Each teacher will determine make-up work content and due date for when work must be handed in for evaluation.

POLICY/PROCEDURE

I. CLASSIFICATION OF ABSENCES:

A. **School Authorized Absences:** Make-up work is required in advance.

- ❖ School field trips
- ❖ Absences due to school sponsored activities
- ❖ Attendance at tournament events as per school policy
- ❖ College Visit--must be verified by the guidance counselor prior to the time of the absence

B. **Excused Absences:** Parents/guardians are encouraged to call the school on the day of absence (320-286-4100 ext. 1800). Absences must be verified at the time of the student's return to school with a note signed by parents/guardians.

Make-up work is required.

- ❖ Illnesses (For extended /excessive illness a doctor's note may be required)
- ❖ Family emergency
- ❖ Death in the immediate family
- ❖ Family trips
 - limited to a total of 7 school days per year
 - must be approved by the school in advance
 - will not be excused, if the student is not accompanied by a parent/guardian or designated responsible adult such as a grandparent, aunt, uncle, etc.
- ❖ Other absences approved by the school administration in advance

C. **Unexcused Absences:** All absences not otherwise excused are unexcused. Parents may have given

permission for the student to be absent, but the school may not deem the absence to be excused. Example: Absence from school to purchase concert tickets; leaving school early to attend a non-school activity, etc. Unexcused absences are counted in the 3 maximum unexcused absences rule, as outlined in Section II of this policy.

The following action may be taken when a student has an unexcused absence:

- ❖ Make-up work may be required
- ❖ Student may receive partial credit for make-up work
- ❖ Student may be assigned Saturday School or teacher-assigned detention for "make-up" hours

D. **Truancy:** A student is considered by state law to be a “continuing truant”, if he or she is absent from school without a valid excuse two or more class periods any three days in a single school year. This classification requires the school to notify the parent or guardian by mail or other reasonable means. The notification must cite Minnesota State Statue dealing with the obligation of parents or guardians to send their children to school and of the sanctions that can be imposed for violating this truancy category. County truancy officials may also be notified.

Definition of Truancy:

- ❖ Parents/guardians and school do not know why the student is absent from school or class.
- ❖ Parents/guardians know why student is absent from school or class but have not given permission for the student to be absent.
- ❖ Doctors note for excessive attendance issues.

Truancies are counted in the 3 maximum unexcused absences rule. The following action will be taken when a student has been truant.

- ❖ Make-up work will be required. **Failure to complete make-up work may lead to a grade of “F” and loss of credit for the class or classes.**
- ❖ Make-up work will not receive credit
- ❖ Student will be assigned Saturday School for a

minimum of 3 hours or up to equal the time truant from school.

E. **Suspension From School:** These absences are not counted in the 3 maximum unexcused absences rule and make up work is required. Credit for the makeup work will be determined by a conference between the teacher and administration.

F. **Tardies:** Three **unexcused** tardies are equivalent to one unexcused absence in the class and are counted toward the 3 maximum unexcused absences rule.

II. **MAXIMUM UNEXCUSED ABSENCE RULE:**
Absence Rule: Students who have more than **three (3) UNEXCUSED ABSENCES, UNVERIFIED ABSENCES, AND/OR TRUANCIES** are in danger of losing credit(s) and may not receive credit for the class or classes in which the absences occurred. Students will be notified of this status and will have an opportunity for an attendance meeting prior to denial of credit.

III. **ATTENDANCE PARTICIPATION GRADE:**
A daily participation grade based upon attendance may be a part of the courses offered at Dassel-Cokato High School. Parents should refer to individual teacher class management policies and course syllabi for specific information.

IV. **MAKE-UP POLICY:**
All work for absences must be made up. Excused absences receive full credit for work missed but no participation credit. Unexcused absences will receive no participation credit and will receive partial credit for work made up. Truancies will receive no credit for make-up work. Each teacher will determine make-up work content and a reasonable due date for when work must be handed in for evaluation. A suggested guideline for make-up work completion is two class periods for each class period missed. If the student is not able to make up class work by the established due date, it is the **student's responsibility** to arrange a possible extension of the make-up due date with his or her teacher.

V. **NOTIFICATION:**

- ❖ Parents/guardians will be notified during the school trimester any time a student has excessive absences. These absences may be a combination of excused and unexcused absences.
- ❖ If the student is in danger of losing credit, the parents/guardians will be notified at the attendance meeting of the decision of loss of credit, if applicable.

BEVERAGES AND FOOD

Beverages and food are not allowed in classrooms. Water bottles may be allowed in classrooms at the teacher's discretion. Students are encouraged to keep the commons and hallways clean. Please use the trash receptacles for bottles and wrappers.

BUILDING PASSES AND CLOSED CAMPUS

When arriving on **CAMPUS**, students are expected to proceed directly to their assigned building.

UNDER NO CIRCUMSTANCES ARE STUDENTS TO LEAVE THE SCHOOL BUILDING WITHOUT A BUILDING PASS FROM THE OFFICE. If it is necessary for students to leave during the school day, they are to bring a note to the office from their parents/guardians stating the reason for leaving. They will be issued a blue "leave the building" pass. If a student leaves without a pass, the absence will be considered truancy regardless of the reason. Students may go outside during their lunchtime, but they must remain in the courtyard in view of the offices. Students **are not** permitted in the parking lots during the school day unless they are arriving at school, leaving school, or have authorization from the high school office staff in the form of a **blue "leave the building" pass.**

❖ **CORRIDOR PASSES**

On occasion, when it may be necessary for students to go to some other part of the building during class hours, they must have a **yellow corridor pass**. All passes must be signed at the destination and returned to the teacher who issued the pass. Students wishing to access the Academic Wing during lunch must have a pass.

BUS CONDUCT

Bus transportation is provided for the convenience and safety of traveling to and from school. All students are encouraged to ride the bus to school rather than drive. **Students need to also understand that this is a privilege, not a right.** Any student who violates school bus rules and regulations can be denied the privilege of using the bus transportation system. For the safety of yourself and the other students that ride the bus, please conduct yourself in a responsible manner. Expect older riders to set good examples.

CAMPUS PORTAL

Parents of D-C students have the opportunity to register for use of the district's Parent Portal software. With this software, parents can use any computer with an Internet connection to access several types of school information related to their children. Specifically, parents can view grades, lunch account balances, standardized test scores, attendance records, contact information, and immunization records. To register for this service, parents should call a school secretary at 320-286-4100 ext.1800. Registering once at one of the schools will enable parents to see all of their children's information, regardless of the school building they attend. The parent portal can be accessed through a link on the DCHS webpage: www.dc.k12.mn.us/hs

CELLPHONES AND OTHER MEDIA DEVICES

Students are not to use cell phones in school classrooms. **No cell phones are permitted in the locker rooms.** Media devices (music, video, texting and photographic) devices may be confiscated at the discretion of the teacher/staff member. The photographing of any person(s) without their permission is prohibited and may be subject to disciplinary action.

CHEMICAL USAGE (District Policy #417)

The Dassel-Cokato School District recognizes that the use of drugs and alcohol is an illegal activity that constitutes a hazard to the safety, positive development, and education of students. Students are expected to remain chemically free at all times. Consequently, a student shall not possess, use, sell, give away or be under the influence of illicit drugs or alcohol, or possess drug paraphernalia while on school grounds, buses, or at school-sponsored activities. If reasonable suspicion exists, students' lockers, cars, and personal possessions are subject to search by school or legal authorities. A student who violates the district's drug and alcohol policy will face the following consequences:

IF A STUDENT IS USING OR POSSESSING ILLEGAL SUBSTANCES /PARAPHERNALIA:

1. Immediate referral to office
2. Attempt to notify parents or guardians
3. Appropriate referral to law enforcement agencies for investigation of legal charges
4. **Immediate (10) ten days of out-of-school suspension** with consideration for expulsion for any use of illegal substances and or possession of paraphernalia
5. Automatic Administrative conference to consider expulsion for any distribution of illegal substances
6. Referral to outside evaluation and support for services as needed
7. Written notification of suspension to the parents or guardians
8. Suspension from extra and co-curricular activities during the suspension or expulsion Notification of special education I.E.P. case manger if the students receives these services
9. Readmission will be considered or will take place only after a home/school conference where all parties agree on a re-entry or alternative educational placement plan
10. Students may lose credits for classes being taken during the suspension

IF A STUDENT APPEARS UNDER THE INFLUENCE OF ILLEGAL SUBSTANCES OR INHALANTS

- ❖ If a student is suspected (via smell, actions, and/or appearance) of being under the influence, the principal or designee may send the student home.
- ❖ Readmission will be considered or will take place only after home/school conference where all parties agree on a re-entry plan.

IF A STUDENT GLAMORIZES DRUGS/ALCOHOL /PARAPHERNALIA THROUGH THE DISPLAY OF, OR THROUGH THE DISTRIBUTION OF, OR THROUGH THE

MISUSE OF PERSONAL MEDICATION OR LOOK ALIKE SUBSTANCES

- ❖ The principal or designee may send the student home.
- ❖ Readmission will be considered after a home/school conference where all parties agree on a re-entry plan.

CO-CURRICULAR AND EXTRACURRICULAR ATHLETICS AND FINE ARTS ARE SUBJECT TO ADDITIONAL POLICIES AS ESTABLISHED BY THE M.S.H.S.L. AND THE DASSEL-COKATO BOARD OF EDUCATION.

STUDENT TOBACCO RULE (District Policy #419)

Definitions are as follows:

1. **Possession:** Possession of tobacco is defined as any form of tobacco in purses, shirt or pants pockets, jackets, lockers and so forth.
2. **Use:** Use of tobacco is defined as any tobacco product in possession (in hand, lit or unlit) as well as exhaling of smoke. The use of chewing tobacco shall be defined as chewing tobacco in a student's mouth. Students using tobacco shall be reported for violating the student tobacco rule.

The student tobacco policy applies to students on school district property. This includes the athletic fields, parking lots, school buses, school grounds and property, as well as any trip sponsored by the school.

Consequences of Student Tobacco Possession or Use:

The following consequences shall be *cumulative* beginning with grade 9 and ending upon high school graduation.

- ❖ **First Offense:** Parent contact, one (1) day of Saturday Detention. The student will be referred to legal authorities and they may issue a ticket if they choose.
- ❖ **Second Offense:** Parent contact, two (2) days of Saturday Detention and referral to legal authorities. The authorities will issue a ticket.

- ❖ **Third Offense:** One (1) to three (3) days of Out of School Suspension and referral to legal authorities. A parent conference will be held prior to the student returning to school.
- ❖ **Fourth Offense:** Four (4) to ten (10) days of Out of School Suspension. Consideration for expulsion for habitually and willfully violating reasonable school rules and regulations. Continued legal authority involvement and parent contact.

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and the Acceptable Use Policy. All provisions of the acceptable use policy are subordinate to local, state and federal laws. For more information, **see district policy #524.**

The use of the school district system and access to the use of the Internet is a privilege and not a right. Depending on the nature and degree of the violation, and the number of previous violations, unacceptable use of the school district 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 suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system. Students must be aware that their computer use may be monitored by the school administration via a filtering system. District staff and parents have the right at any time to investigate or review the contents of their child's files and e-mail files.

Parents have the right to request the termination of their child's individual account at any time or request alternative educational activities not requiring Internet access. Outside of school, parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location. Even though

the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy. The school district will not be responsible for any damages users may suffer, including, but not limited to:

- a. loss of information stored on school district diskettes, hard drives or servers;
- b. information retrieved through school district computers, networks or online resources;
- c. personal property used to access school district computers, networks or online resources; or
- d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.

The following uses of the school district system and Internet resources or accounts are considered unacceptable. Users will not use the school district system to:

- Access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material.
- Transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language.
- Distribute materials that use language or images that inappropriate to the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.
- Use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- Knowingly or recklessly post false or defamatory information about a person or organization or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- Engage in any illegal act or violate any local, state or federal statute or law.
- Vandalize damage or disable the property of another person or organization will not make deliberate attempts to degrade or disrupt equipment, software or system performance.
- Gain unauthorized access to information resources or to access another person's materials.
- Post private information about another person or to post personal contact information about themselves or other persons.

- ❑ To gain unauthorized access to the school district system or any other system.
- ❑ To violate copyright laws or usage license agreements.
- ❑ For the conduct of business, for the unauthorized commercial purposes or for financial gain unrelated to the mission of the school district.

Note: If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In addition to the district policy the high school also expects the following behavior from students when they use school computers and labs.

Lab Rules

1. No food or drink
2. No gaming (unless teacher-approved enrichment)
3. No downloading
4. No video/audio streaming unless for academic use
5. E-mail for class only
6. Push in chairs and clean-up

DISCIPLINE (District Policy #506)

Your presence in school imposes an obligation on your part to meet, to a reasonable degree, the rules and requirements that are established. Detention or other appropriate penalties will deal with minor offenses. Detention is **EVERY OTHER SATURDAY FROM 9:00 A.M TO 12:00 P.M.** In most cases, parents will be notified if their student has to serve detention. Students assigned detention are responsible for securing their own transportation. Serious offenses may be dealt with through In-School Suspension, Out of School Suspension, and, in extreme cases, expulsion from school. Insubordination, defiance of authority, verbal abuse, possession of narcotics and/or alcohol, continual violation of reasonable school rules and regulations are examples of causes for assessing major consequences.

DRIVER'S TRAINING (District Policy #650)

Any student who plans to receive "Behind-the-Wheel" instruction through the Driver's Education Program **must demonstrate responsible behavior for at least one year prior to receiving the training.** This responsible behavior will be demonstrated by

following the school's rules and regulations. When students register for the classroom portion of Driver's Education, they will receive a complete copy of this policy and will be asked to sign a document that indicates they have reviewed the policy and know what is contained in that document. One opportunity to take the classroom portion of drivers training will be guaranteed. Due to increased enrollment, additional opportunities to retake this class may be very limited.

DRIVING TO SCHOOL

If you park in a non-designated parking spot, your vehicle may be towed at your expense. The vehicle must remain parked until you are ready to leave after school. Students are not permitted to drive during the noon hour or during the school day. Violations of this rule or reckless driving before school, after school or in connection with any school event may result in referral to the authorities and denial of the privilege of driving to school. **Parking lot speed limit is 10 M.P.H.**

Students that ride with and/ or transport other students to an off-school site as part of a DCHS class must secure permission to do so by following the transportation agreement set forth by the classroom teacher and both sets of parents/guardians.

HAZING PROHIBITION POLICY (District Policy #526)

The purpose of this policy is to maintain a safe learning environment that is free from hazing for students and staff. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times (during and after school hours), on or off school property. Any student who engages in a hazing activity will be subject to disciplinary action. "Hazing" means committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purposes. Toilet papering property would be considered hazing. Any student who believes he or she has been the victim of hazing or has knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to the principal or to the school district's human rights officer (school social worker) or to the superintendent of schools.

LOCKERS (District Policy #502)

You will be responsible for the locker to which you are assigned. Your assigned locker is for your personal use during the school

year. **Do not share a locker with another person.** You may not move from your assigned locker without permission from the office. Keep your locker clean and the door closed at all times. Each locker is equipped with a combination lock for security. Do not, for your own security, set the locker to open (“rigging”) without the benefit of the combination. You are encouraged not to leave money or other valuables in your locker. Do not write, mark or put stickers or tape on your locker. Report any damage to your locker to the office immediately. **Any damage unreported will be your responsibility, and you will be charged for the clean-up and/or repairs.** There is a \$5.00 fee to change combinations.

PLEASE NOTE: The lockers are the property of ISD #466 and at no time does the school relinquish its exclusive control of lockers. Lockers are provided for the convenience of students. School authorities may, for any reason, conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant. You will be accountable for the contents of your locker.

LOST AND FOUND

The Lost and Found department is located in the high school office.

LUNCHROOM

Students eating in the lunchroom must help to keep it clean. Students are expected to pick up plates, silverware, napkins, etc. and return them to the kitchen after they have finished eating. Students not willing to follow reasonable rules and courtesies may be denied the privilege of using the lunchroom.

MEDIA CENTER

The Library Media Center is the physical and academic hub of the high school. Students have access to a wide array of print and electronic information sources as well as an extensive collection of materials for recreational reading, listening, and viewing. Information terminals are also available in the computer lab, providing off-site access to several electronic databases. The media center is open each school day before and after school hours. This is a privilege we expect students take advantage of respectfully. The guidelines for use are few and simple:

1. All materials must be checked out at the circulation desk.

2. No ID card is required.
3. Periodicals may only be checked out with special permission. Articles may be copied free of charge.
4. Request forms are available for inter-library loans.
5. Noise should be confined to each table with respect shown for the rights of others.

MEDICATION (District Policy #516)

Before medication can be dispensed in school, we must have the following items on record. These items must be renewed annually and whenever there are medication and/or dosage changes:

Medication administration requirements:

- Signed permission from the parent/guardian for school personnel to administer prescription and over the counter medication.
- For prescription medications, a medication authorization form must be signed by a Health Care Provider indicating the reason for the medication, the dosage, time and frequency, possible side effects and termination date.
- All medication must come to school in the original container.
- Aspirin or any product containing aspirin will not be given without a written order from a health care provider.
- At the discretion of the school nurse, signed orders from a Health Care Provider can be requested for over the counter medications.

All prescription medications must be stored and locked in the health office. Exceptions can be made for emergency medications such as inhalers and Epi-Pens; however, an order from a Health Care Provider is still mandatory and must be updated annually. Medication not picked up at the end of the school year by the parent/guardian will be destroyed.

High school students may possess and use non prescription medications in a manner consistent with the labeling, only when the school district has a written agreement between the Licensed School Nurse, the parent, and the student. Agreements must be updated annually. The school district may revoke a student's privilege to possess and use nonprescription medication if the student is abusing

this privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.

MORNING BULLETIN “WHAT’S UP!”

Each morning, announcements (What’s Up!) will be broadcast over the TV monitors. Anyone wishing to have an announcement made should submit a written copy to the High School Media Center. Daily announcements are updated on the D-C website regularly.

NATIONAL HONOR SOCIETY SELECTION CRITERIA

The National Honor Society is a service organization that recognizes students who have demonstrated excellence in four main areas.

❖ **SCHOLARSHIP** - Students must have maintained a cumulative grade point average of 3.5.

❖ **SERVICE** - All eligible candidates must submit a list of their service activities to the selection committee. Each student must be involved in some school-related activities; out-of-school projects are also considered.

❖ **LEADERSHIP** - Potential members should have demonstrated leadership qualities in school. Additional leadership in “outside” organizations is encouraged

❖ **CHARACTER** - Potential members consistently demonstrate desirable qualities of behavior and principles of morality and ethics.

For additional information and selection criteria see the NHS advisor, Mr. Ring.

NOTICE OF NON-DISCRIMINATION (District Policy #522)

Dassel-Cokato High School provides equal access to its programs and activities for all students, free from limitations based upon beliefs, economic or social conditions, or status with regard to public assistance, disability or gender.

PLEDGE OF ALLEGIANCE PROCEDURE

Dassel-Cokato High School will provide an opportunity for students to participate in the pledge of allegiance weekly. The pledge will be led by members of the student body. Anyone who

does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

PROPER SCHOOL ATTIRE (District Policy #504)

In making friends, in seeking a job, and in all human relationships involved in daily living, neat and appropriate dress is necessary. The first impression you make on other people is your outward appearance. Good grooming is a valuable asset that does not require any added expense. A clean, neat, well-groomed appearance can be maintained without the necessity of purchasing expensive clothing. Shoes are required of all students. Sunglasses may not be worn inside the building. Attire, which is unsafe, unhealthy, disruptive, obscene and/or offensive to generally accepted community standards, is prohibited. A student's midriff may not be exposed at anytime during school hours. Single tank tops and muscle shirts are prohibited. **This rule applies to both males and females. Items of clothing must not display inappropriate slogans, words, pictures, tobacco and/or alcohol product advertisements or gang relations. Hats, headbands, bandanas and sweatshirt hoods are not to be worn during the regular school day.** The school day begins when you walk in the building. Students will have an opportunity from staff to fix the violation and are expected to do so in a respectful and reasonable manner.

POST SECONDARY OPTION STUDENTS (PSEO)

Students going to school under PSEO are required to follow the same rules and expectations as any other DCHS student.

PUBLIC DISPLAY OF AFFECTION

Students should refrain from displays of affection while in school. After a warning, students may be subject to disciplinary actions.

SCHOLASTIC HONESTY AND INTERNET USE

Dassel-Cokato High School has set high expectations for scholastic integrity and safety regarding the use of computer technology. Students are prohibited from using school computers, the Internet, and the labs to chat online and to download or upload inappropriate content. Scholastic dishonesty that includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion is prohibited. The Internet is a resource to be used responsibly and honestly. It is the student's responsibility to

accurately verify and document their sources presented in their academic work.

SEXUAL/RACIAL/RELIGIOUS HARASSMENT AND VIOLENCE POLICY (District Policy #413)

1. Everyone at District #466 has a right to feel respected and safe. The District will not tolerate harassment, including inappropriate remarks about or conduct related to a student or employee's race, religion, or sex.
2. The District will not tolerate racial, religious or sexual violence of any kind.
3. The policy applies to classrooms, school grounds, school transportation, and other school sponsored activities.
4. A harasser may be a student or an adult. Harassment may include, but is not limited to, the following when related to race, religion, sex or gender.
 - ❖ Name calling, jokes or rumors;
 - ❖ Graffiti, notes or cartoons; offensive or graphic posters, book covers, e-mail, web sites, text messages, etc;
 - ❖ Unwelcome touching of a person or clothing;
 - ❖ Pulling on clothing;
 - ❖ Words or actions that make you feel uncomfortable, embarrassed, or pressured, and that interfere with your ability to do your schoolwork or job.
5. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor/social worker, or the building principal (the building Human Rights Officer).
6. You may also make a written report. It should be given to a teacher, counselor/social worker, the principal, or the Human Rights Officer.
7. Your right to privacy will be respected as much as possible.
8. We take seriously all reports of racial, religious, sexual harassment or violence and will take appropriate action, based on your report.
9. If it is determined that harassment has occurred, progressive discipline may include, but is not limited to, warnings, parent conferences, detention, suspensions from school and/or extra co-curricular participation and transportation privileges, expulsion, or termination of employment.
10. The School District will also take action if anyone tries to intimidate you or takes action to harm you because you have reported acts of harassment.

11. This is a summary of the School District policy against racial, religious, and sexual harassment and violence. Complete policies and reporting forms are available in each school building office upon request.

STUDENT PARKING FEES AND PROCEDURES

High school students that drive to and park at DCHS are required to purchase and display a parking permit tag in order to park their vehicle in the one (south) designated high school lot. The revenue generated from this fee will be used to support programs at DCHS.

Procedures

1. Fill out a data entry form and purchase a parking tag from the high school office. You must provide your license plate number and the year/make/model of your vehicle.
2. If you cannot make full payment, contact the Dean of Students, Mr. Schauburger.
3. Your vehicle will be assigned a tag number that is not transferable to other students. Do not alter the tag in any manner. Do not exchange or display a parking tag purchased by another student.
4. Parking permits are required to be displayed in student vehicles. Attach the tag to the rearview mirror with the number facing out the front windshield so it is visible.

If a student loses his/her parking permit, a replacement permit must be purchased for \$5.00

Management of Student Parking

1st time a parking tag is not present – Student conference with administration

2nd violation – Conference with administration, parent contact and a fix-it-plan

3rd violation – Student's car will be booted or towed at the student's expense; parent contact by administration

4th violation – parent contact and driving privileges may be suspended

The administration reserves the right to alter these practices on an individual case basis. These practices will begin on the first day of school. The contact person for all student parking issues is the Dean of Students, Steven Schauburger 286-4100, ext. 1803.

TELEPHONE

Parents and friends of students are requested not to call students during the time school is in session unless it is urgent. Students will

not be called to the telephone during class periods except in case of an emergency. Students are to use the telephone located in the commons area for general use. This phone is not to be used during class time.

TEXTBOOKS (District Policy #606)

The school furnishes textbooks. Books are expensive and if properly handled should last for several years. Because textbooks are used for a number of years, please handle the books with care so they remain in good condition. The school will charge an appropriate replacement fee for textbooks, workbooks, or library materials lost or destroyed by the student. Report cards may also be held.

THREATS AND BULLYING BEHAVIOR—STEP UP!

Bullying behavior, including cyber-bullying, is addressed very seriously in the Dassel-Cokato District. It is vital to report incidents that involve threats and other bullying behavior on the bus, in the school, or on the computer. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people is prohibited and is subject to appropriate disciplinary action. Likewise, false accusations of physical or verbal threats, including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist is also subject to disciplinary action.

VISITORS

It is our goal to keep classroom disruptions to a minimum. Therefore, students wishing to have visitors during the school day may do so during their lunch period only. Pre-approval from administration must be secured prior to the visit. **All visitors must report to the main office for authorization and a visitor badge to move about the building.** All unauthorized visitors may be charged with trespassing. For safety reasons, younger brothers, sisters, and children of students are **NOT PERMITTED**.

WEAPONS AND ASSAULT DISCIPLINE POLICY (District Policy #501)

WEAPONS

Possession of a weapon will result in;

1. An initial suspension for five (5) days;

2. Confiscation of the weapon;
3. Notification to law enforcement agencies;
4. A recommendation to the Superintendent that the student be expelled.

“Possession” refers to having a weapon on one’s person or in an area subject to one’s control on school property or at a school activity. **“Weapon”** means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or look alike firearms, or any device or instrument that is used to threaten or cause bodily harm or death. A student who finds a weapon on the way to school or in the school building and takes the weapon to the principal’s office shall not be considered in possession of a weapon.

ASSAULT

1. A threat of bodily harm or death to another person, without material physical contact, may result in a parent/guardian conference and an Out of School Suspension (OSS).
2. A student who threatens bodily harm or death to another without material physical contact while in possession of a weapon shall be dealt with under the preceding section of this policy dealing with “weapons.”
3. Students who engage in fighting will be suspended from the classroom or from the building. Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from “poking, pushing, shoving or scuffling”.
4. Direct attack with a weapon: Direct attack with a weapon shall be dealt with under the preceding “Weapons” section of this policy.
5. Unprovoked direct attack without a weapon on another person: Students will be suspended out of school (OSS). Subsequent direct attacks will lead to a recommendation to the Superintendent for expulsion.
6. School administration may choose to advise and refer assault incidents to law enforcement officials for further action.

GANG AFFILIATION/ACTIVITY

Gang affiliation/activity or glamorization of gangs will not be tolerated in the Dassel-Cokato School District. Any student using gang signs, language, clothing, graffiti, etc. will be subject to the following consequences:

1. Immediate referral to the high school office

2. Progressive discipline consequences may include a parent and/or guardian conference, detention, suspension, and expulsion.
3. Notification to law enforcement
4. Referral to outside evaluation and support services as needed.

WEATHER CLOSING

If it becomes necessary to close school because of weather conditions, Radio stations **KRWC – 1360 AM, WCCO – 830 AM, KDUZ – 1260 AM** and **KLFD – 1410 AM** will carry the closing as well as TV stations; KARE – channel 11, WCCO – channel 4, KSTP – channel 5 and KMSP – channel 9. Remember that any day school is not in session due to weather will be made up at a later time as specified in the official school calendar. **When school is closed, all scheduled after-school activities are cancelled.**

WEDNESDAY EVENINGS

Wednesday evenings will be reserved as church night. No school activities should be scheduled after 6:00 PM.