

DCHS STUDENT HANDBOOK

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

For all activity information, go to the following websites:
<http://district.dc.k12.mn.us/>
(Click on Activities)

DCHS Daily Schedule

8:07 – 9:12	Period One (65min)
9:20-9:50	Advisory (30min)
9:55 – 11:00	Period Two (65min)
11:05 – 12:45	Period Three (65min)
Lunch A	
11:05 – 11:35 (Lunch), 11:40 – 12:45 (Class)	
Lunch B	
11:05 – 11:35 (Class), 11:35– 12:05 (Lunch), 12:10 – 12:45 (Class)	
Lunch C	
11:05 – 12:10 (Class). 12:15– 12:45 (Lunch)	
12:50 – 1:55	Period Four (65min)
2:00 – 3:05	Period Five (65min)

Monday Schedule

8:25 – 9:27	Period One (60min)
9:35-10:05	Advisory (38min)
10:10 – 11:10	Period Two (60min)
11:15– 12:55	Period Three (65min)
Lunch A	
11:15 – 11:45(Lunch) , 11:50 – 12:55 (Class)	
Lunch B	
11:15 – 11:45 (Class), 11:45 – 12:15(Lunch), 12:20– 12:55(Class)	
Lunch C	
11:15 – 12:20 (Class), 12:25 – 12:55 (Lunch)	
1:00 – 2:00	Period Four (60min)
2:05 – 3:05	Period Five (60min)

- ***This schedule does not impact the bus schedule. If a student rides the bus, they will arrive at school at the same time each day.***
- ***Students that arrive at school prior to 8:22 a.m. are expected to wait in the Commons or Media Center.***

D-C HIGH SCHOOL GRADUATION REQUIREMENTS

All students will need a total of 58 credits to graduate. These will include 35 credits of required classes listed below plus 23 credits of electives for current 9th and 10th graders. Current 11th and 12th grade students have a requirement of 36 required credits and 22 elective credits. A trimester course is equal to one credit. Note: For entrance into the Minnesota State College System, there is a foreign language recommendation of two consecutive years of the same world language.

Communications (Total of 8 credits)

2 credits of Communications 9

2 credits of Communications 10

1 credit of Explorations in Literature/Reading

1 credit of Speech

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

1 credit of English Elective

Math (Total of 6 credits)

Science (Total of 6 credits for 9th and 10th Grade),(7 credits for 11th and 12th)

2 credits of Physical Science

2 credits of Biology (3 credits for 11th and 12th grade students)

2 credits of Chemistry

or

2 credits of Physics

Social Studies (Total of 7 credits)

2 credits of Civics 9/Early American History

2 credits of U.S. History 10

1 credit of World History (Ancient or Modern)

1 credit of Geography

1 credit of Social Studies Elective

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 Personal Finance

1 credit of Economics

Fine Arts (Total of 2 credits)

Art or Band or Choir

Electives 23 credits (22 for 11th and 12th grade students)

State and Federal Accountability Tests

MCA-III Reading (online) – 10th Grade

MCA-III Science (online) – After Biology has been taken in the district

MCA-III Math (online) – 11th Grade

Optional ACT+Writing will be offered to all Juniors and any Senior who did not take in 2017. More information will be administered as testing date becomes set.

The link below provides information from Minnesota Department of Education in regards to opting out of state testing.

<https://goo.gl/HiiMFj>

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.

Academic Letters for Post-Secondary Options Students (PSEO) will be based on the Fall Semester just completed and the previous Spring Term wherever the student was in attendance. PSEO students must

remain enrolled and be considered “full-time” status. Distant learning courses are eligible for consideration for an academic letter. Verification of grades earned 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 3.00 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.

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 a student does not bring in a note, they will be marked Unexcused (UNX) for their absence. The absence can be changed to Excused if a note excusing their absence is brought in within 5 school days. Failure to provide a note for the absence will result in the absence being permanently marked Unexcused
4. 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. If a student is more than 10 minutes tardy to class, the student will be considered Absent Unexcused.

5. 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 Absent Unexcused regardless of the reason.
6. Students will not be permitted to leave the school grounds during their lunch period to eat lunch. Leaving for this purpose shall be considered as an Unexcused Absence and treated accordingly.
7. 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.

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. If a student is too ill to be in school, they are considered too ill to participate in extra-curricular activities. This includes practice and completion.

TARDIES - Three unexcused tardies in a trimester are equivalent to one unexcused absence and are consequenced as such.

- If a student has more than 2 per week, they will then be assigned a detention.
- Being Tardy to class will be defined as being 10 minutes or less late to class.
- If a student is more than 10 minutes late to class, it will be marked as an Unexcused Absence.
- Detention for tardies will be served the following week on Tuesday or Thursday from 3:15-4:15.
- A detention reminder slip will be given to the student as well as a reminder call home to the parent.
- Failure to complete the detention during that time period will result in the assigning of a 3 hour Saturday School.

Unexcused Absences

- If a student has 3 Unexcused absences in a week, a detention will be assigned.
- If a student has more than 5 Unexcused Absences during the Month, they will be assigned a Saturday School.
- Being unexcused to class will be defined as being gone for the duration of the class period without an excused absence from the main office.
 - or being more than 10 minutes late to class.
 - or being gone from class without permission for a duration exceeding 10 minutes in time
- Saturday school will be held one Saturday per month from 9:00 am-12:00
- Failure to attend Saturday School on two attempts will result in a one day suspension from school.
- Students that are chronically unexcused will also be referred to the county for truancy.

ATTENDANCE DISCIPLINARY PROCEDURES

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.

1. Unexcused Absences: All absences not otherwise excused are unexcused. Unexcused absences may be handled according to state and county truancy laws.
2. Suspension: In school and Out of School Suspensions are considered unexcused, but will not be used in consideration of a student being habitually truant.
3. Additional Information

--Tardiness: Three unexcused tardies are equivalent to one unexcused absence in a trimester and may be used in consideration of a student being habitually truant

--Attendance Participation Grade: A daily participation grade based upon attendance may be a part of any course offered at Dassel-Cokato High School. Students who are absent may lose all or any portion of the daily participation grade as determined by the teacher.

--Make-Up Policy: Excused absences receive full credit for work missed. Unexcused absences may receive partial credit for the work made up. Each teacher will determine make up work content and reasonable due date for when work must be handed in for evaluation.

--Notification: Parents/guardians will be contacted regarding any unverified absences.

--Habitual Truancy will be filed according to state and/or county truancy laws.

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 an approved absence, in which case the student may be required to present to the office a signed statement from the doctor or parents/guardian validating the absence. A student deemed too sick for school will be considered too sick for extra-curricular activities.

TOURNAMENT ATTENDANCE (District Policy #563)

TOURNAMENT ATTENDEES – D-C Participating

A. 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. Parental permission is required.

B. D-C spectator students will be allowed to attend up to two days attendance at each tournament with parental permissions in order for the absence to be excused if the tournament play is during the school day.

TOURNAMENT ATTENDEES – D-C NOT Participating

A. Students involved in the activity in grades 9-12 will be allowed to attend all days at the REGION and STATE level. Parental permission is required.

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.

BEVERAGES AND FOOD

Beverages and food are 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 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 teacher specific or 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 allowed to use cell phones in school classrooms at the teacher's discretion. 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 manager if the student 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 Out of School Suspension (OSS). The student will be referred to legal authorities and they may issue a ticket if they choose.

Second Offense: Parent contact, three (3) days of Out of School Suspension (OSS). The student will be referred to legal authorities and they may issue a ticket if they choose.

Third Offense: Parent contact, up to five (5) days of Out of School Suspension (OSS). The student will be referred to legal authorities and they may issue a ticket if they choose.

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 services; or civil 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. 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.

As part of their learning, students at Dassel-Cokato Schools will be using web 2.0 tools, including individual accounts to use Charger Apps which is powered by Google. Charger Apps provides a safe online environment which will enhance the students' ability to access, collaborate and share what they are learning at school. Charger Apps offers a powerful production suite, including an online word

processor, spreadsheet, presentation tool, email, blogger, forms/surveys as well as file storage in Google Drive.

District staff and school board have carefully considered students' online safety in setting up the procedures and rules for student accounts. However, parents have the right to request the termination of their child's individual account(s) 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.

- Any non-educational use.
- 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.

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

- No food or drink
- No gaming (unless teacher-approved enrichment)
- No downloading programs or games
- No video/audio streaming unless for academic use
- E-mail for academic purposes only
- 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 sessions will be offered two times per week, from 3:15 P.M. TO 4:15 P.M.. If detention hours are not served within 2 offered sessions, the student may then be assigned to Saturday School, which is held one time per month, 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 properly 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. 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 outside of 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:

- All materials must be checked out at the circulation desk.
- No ID card is required.
- Periodicals may only be checked out with special permission. Articles may be copied free of charge.
- Request forms are available for inter-library loans.
- 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)

Appropriate clothing includes, but is not limited to, the following:

- A. Clothing appropriate for the weather.
- B. Clothing that does not create a health or safety hazard.
- C. Clothing appropriate for the activity (i.e., physical education or the classroom)

Inappropriate clothing includes, but is not limited to, the following:

- A. "Short shorts," skimpy tank tops, tops that expose the midriff, and/or chest area, and other clothing that is not in keeping with community standards. Undergarments must be covered at all times. Examples: bra straps, boxer shorts, underwear.
- B. Clothing bearing a message that is lewd, vulgar, or obscene.
- C. Apparel promoting products or activities that is illegal for use by minors.
- D. Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Policy #413

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. During school hours, these students are considered visitors unless enrolled and attending a class at the high school.

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.

BULLYING BEHAVIOR—STEP UP!

Bullying, as defined by the State of Minnesota:

Bullying is intimidating, threatening, abusive or hurtful conduct

- i. It is objectively offensive and
- ii. The conduct involves an imbalance of power and is repeated or
- iii. The conduct materially and substantially interferes with a student's education or ability to participate in school activities.

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.

TELEPHONE

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

VISITORS

It is our goal to keep our students and staff safe and classroom disruptions to a minimum. Therefore, visitors will not be allowed during the school day. All unauthorized visitors may be charged with trespassing. A visitor is defined as any person, adult or minor, who is not enrolled in a class at DCHS at DCHS during the time of their visit.

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

A notification (call or email) will be sent to families that have set up and updated the messaging system via their parent portal account. If it becomes necessary to close school because of weather conditions, please monitor radio stations KRWC – 1360 AM, WCCO – 830 AM, KDUZ – 1260 AM and KLFD – 1410 AM as they 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.