

Dakota County Area Learning School (DCALS, Tech) & DCALS North
“Home of Career and Technical Education”

Dear Students and Parent(s)/Guardian(s):

Welcome to Dakota County Area Learning School (DCALS & DCALS North), and to a new and exciting school year. Our purpose is offering quality educational programs:

- Dakota County Area Learning School
- Dakota County Area Learning School North
“Home of Career and Technical Education”

You have:

- ✓ Made a choice to develop your education through real life learning experiences.
- ✓ The opportunity to learn and experience activities that are not available at any other school.

You will:

- ✓ Develop skills.
- ✓ Have the option for a High School Diploma
- ✓ Increase your knowledge in a career field.
- ✓ Develop work behaviors and habits.

This Handbook describes the various opportunities available to our students and the general procedures of our schools.

We will do our best to ensure that your experiences at DCALS and DCALS North are rewarding and enjoyable. We believe you can succeed! I look forward to working with you to make 2016-2017 a great year!

Eric J. Van Brocklin
Secondary Principal

Please notice: we will refer in this handbook:

DCALS-Tech; where a majority of our students attend from their home High School for a shift/period and will follow their Home High School calendar.

DCALS and DCALS North which are full-time students at our buildings will follow the Intermediate School District 917 school calendar.

Disclaimer: The contents of this handbook are subject to change at anytime due to changes in Minnesota State Law and/or changes in Intermediate School District 917 School Board Policy

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CONTACT INFORMATION

General Information.....651-423-8458

FAX:651-423-8760

ADMINISTRATION

Secondary Principal Eric Van Brocklin 651-423-8259

PROGRAMS AND INSTRUCTORS (Tech)

Computer Networking Technology/

Computer Service and Repair Russell Anthony 651-423-8418

Career Exploration & Evaluation Program..Scott Teskey 651-423-8499

Construction Trades Paul Landwehr 651-423-8347

Food Industry Careers.....Cherry Cramer 651-423-8225

Fundamental Chef Training Patricia LeBeau 651-423-8441

Graphic Communications Trina Walter 651-423-8365

Heavy Duty Truck Mechanics Tom Ledoux..... 651-423-8334

Medical Careers Carol Lundquist 651-423-8449

Total Auto Care..... Tony Vilelli..... 651-423-8435

DCALS (Dakota Co. Area Learning School) Fax 651-423-8760

Enrollment Coord/Dean-Patti Mattos..... 651-423-8263

Pam Biegler-Math..... 651-423-8228 Adam Rachuy-Soc. St.. 651-423-8257

Stefanie Schmitz-PE/Health... 651-423-8326

Erin Hale-Sanford-Soc.St.... 651-423-8376 Emily Mateo-English... 651-423-8344

Erin Mahnke-Science..... 651-423-8393 Lynn Morris-Math..... 651-423-8358

Aaron Evans-Spec. Ed..... 651-423-8778 Amelia Schmitz-SPED.. 651-423-

DCALS North..... Fax 651-332-5572

Enrollment Coordinator/Soc. Studies/Lead Teacher-Don Williams..... 651-332-5573

Cindy Hougou-Math/Science..... 651-332-5575

John Borup-Soc. Studies/English..... 651-332-5579

Eric Van Brocklin-Principal 651-423-8259

Chris Miller-Social Worker..... 651-332-5582

Amelia Schmitz..... 651-332-5570

SECONDARY SUPPORT STAFF -- Room 2-406

Carl Perkins Coordinator Eric Van Brocklin 651-423-8259

Guidance Counselor..... John Pereda 651-423-8287

Secretaries:

Dorinda Haasnoot (Administrative Assistant-CTE) 651-423-8458

Kristin Kustrich (DCALS)..... 651-423-8447

Betsy Cook (DCALS North)..... 651-332-5570

Technical Tutors:

Dan Hoffmam/Becky McNamara Rachuy/Darla Donnelly

***Please check www.isd917.k12.mn.us for teachers Web Page, which includes email address, student assignments and other helpful information regarding DCALS.**

Dakota County Area Learning School
“Home of Career and Technical Education”
2016-2017
Student Calendar

September 6	First Student Day
September 29.....	DCALS/DCALS North/CTE Parent Conferences 3:30-7:30 p.m.
October 19.....	Teacher In-Service-No School
October 20-21	MEA-No School
November 4	Teacher In-Service - No School
November 23.....	Teacher In-Service-No School
November 24-25	Thanksgiving - No School
December 23 –January 2.....	Winter Break - No School
January 3	School Resumes
January 16	No School
January 23	Teacher In-Service-No School
February 20	President’s Day - No School
March 9	DCALS and DCALS North Conferences 3:30 – 7:30 p.m.
March 24.....	Teacher In-Service-No School
March 27-March 31	Spring Break- No School
April 14.....	No School
May 11	DCALS- Tech Student Recognition Night
May 29	Memorial Day - No School
June 7	DCALS and DCALS North-Graduation
June 8	Last Day for Students
June 9	Teacher In-Service

SCHOOL CLOSING/INCLEMENT WEATHER

In the event of inclement weather, monitor WCCO (830 AM) for Intermediate School District 917 closings.

You are NOT required to attend DCALS (Tech) when your home high school is closed or not in session.

CLASS SCHEDULE

Classes begin and end as follows:
 Farmington only 1st shift 7:30 – 9:05

	DCALS (Tech)	DCALS Classes	DCALS North
Shift I	8:00 am – 10:00 am	7:40 am – 9:00 am	8:30 am-9:45 am
Shift II	10:15 am-11:55 am	9:05 am-10:20 am	9:50 am-11:05am
		10:25 am-11:45am	11:10 am-12:25pm
Shift III	12:30 pm - 2:05 pm	12:15 pm-1:30pm	1:00 pm-2:15 pm
		1:35 pm-2:15 pm(Advisory)	2:20 pm -2:55 pm(Advisory)

Students are expected to follow the class schedule. Arriving late, leaving early or not following the class schedule will result in the loss of Professionalism points and/or academic points for that day.

If you miss your bus back to your home school, please report **immediately** to the DCALS (STC) Office (Room 2-406).

ARTICULATION CREDITS

DCALS currently offers articulated college credits with various post-secondary institutions. While attending DCALS, students have the opportunity to earn Technical College credit in qualifying courses. Students must earn at least 80% or better in the DCALS-Tech program competencies and meet attendance requirements to receive college credit. The student will then receive a DCTC college transcript and/or certificate indicating college credits earned.

ATTENDANCE AND RETENTION PROCEDURES

Attendance:

One of the objectives of DCALS is to provide you the instruction that will help prepare you for successful entry into an occupational area.

Our instructional programs are designed to teach you the skills, knowledge, and work habits related to the occupation and/or post-secondary school you have selected. In order for you to achieve your personal goals, as well as school goals, it is essential that you attend your classes regularly. **One standard which is common to post-secondary education; business, and industry occupations is for you to be at work/school on time every day.** We, therefore, have established the same standard for you. You are expected to attend your DCALS-TECH program every day your home school is in session and the home school sends a bus to the DCALS. **DCALS and DCALS North will follow the Intermediate School District 917 calendar.**

Absences:

DCALS does NOT have excused or unexcused absences.

Absences will negatively influence your grade.

DCALS Parent Portal TIES:

Parent/guardians have the access to secure any timely information about their student's attendance and grades. There will be a link to Parent Portal on www.isd917.k12.mn.us.

Your home school (**DCALS-Tech**) and/or parent/guardian will be notified when you are absent from Dakota County Area Learning School.

Students will be graded in the following categories: Professionalism and Skill Development (**DCALS-Tech**). DCALS and DCALS North will be graded in core academic areas according to the Minnesota Department of Education (MDE) standards.

If you are absent from DCALS on a day when you are expected to attend, you will be marked absent and that absence will negatively effect your grade.

DCALS staff will notify your parent(s)/guardian(s) and/or home school staff when a poor attendance pattern develops. The criteria for sending excessive absence letters and unsatisfactory performance letters are explained in the following Retention Procedure section.

Retention Procedure:

The retention procedure will give students, instructors, parents/guardians, and/or home school staff information about students who are in potential danger of failing for excessive absences or for unsatisfactory performance.

Every three weeks a grade report will be available on-line.

The grade report will be available on-line for parents/guardians to monitor your student(s)

progress or lack of progress and/or excessive absences. If a student has a “D” or an “F” for two consecutive 3-week grading periods, at the start of the third 3-week grading period there may be a **conference** (by phone or in person) with the DCALS instructor and/or teacher, student, parents/guardians, and/or home school counselor/case manager.

The team will discuss the situation and reach a decision on what action to take. An **Academic Contract** may be written outlining the circumstances under which the student will continue in our school, or to determine an alternate schooling option for the student. The contract is distributed as follows: Principal, parent/guardian, home school (DCALS-Tech), DCALS and/or DCALS North teacher, and the student.

Absence Appeal Process

You and your parent/guardian may appeal to the DCALS Principal to justify excessive absences. This appeal may result in a conference with some or all of the following: student, parents/guardians, DCALS staff members, and home school staff (DCALS-TECH).

Make-up Work Procedures

Make-up work is **the student’s** responsibility:

1. The day you return to DCALS after an absence, you must request the make-up work from your instructor/teacher for the day(s) missed.
2. You will have two days after the work is issued to complete the make-up work and turn it in to your instructor/teacher for grading. Furthermore, you will be given two school days to complete the work for every day missed.

Late Arrival to Class

Late arrival to class may result in the loss of Professionalism (**DCALS-Tech**) and/or academic points for that day.

The official record of student attendance is kept with the DCALS Principal. Attendance records will not be changed except by the procedure outlined above.

BULLYING AND CYBER-BULLYING

"Intimidation or bullying" means conduct that substantially interferes with a student's educational benefits, opportunities or performance occurring on or near school grounds. Intimidation or bullying includes an intentional gesture or a written, verbal, or physical act or threat that a reasonable person under the circumstances knows or should know has the effect of:

- (1) harming a student;
- (2) damaging a student's property;
- (3) placing a student in reasonable fear of harm to his or her person;
- (4) placing a student in reasonable fear of damage to his or her property; or
- (5) presenting a sufficiently severe, persistent, or pervasive threat or action and creating an intimidating, threatening, or abusive educational environment for a student.

The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the District by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off District property and/or with or without the use of District resources.

Students are reminded that they may be subject to school consequences for actions that may be considered to interfere with the educational process, learning environment, or school functions. This would include activity outside of school, during non-school hours, including vacations and holidays. There does not necessarily need to be police action, arrest or conviction of unlawful activity if the school finds evidence that unlawful activity has occurred.

DCALS Secondary programs will comply with ISD 917 policy 411 related to Bullying.

CAMPUS ACCESS

DCALS students are restricted from being on the West end of the college campus without supervision. Students found on West end beyond the cafeteria (without teacher permission) will be escorted to DCALS administration.

COMPUTERS, NETWORK, AND INTERNET

ISD 917 has guidelines for student use of computers, networks and Internet. Access to the network and Internet entails responsible student actions. These guidelines define the appropriate and ethical uses of this hardware, software and communications, identify student responsibilities and outline procedures for enforcing behavior and disciplinary action. All ISD 917 student behavioral expectations apply to computers, networks and Internet use. Violations will result in school disciplinary action to include one or more of the following: verbal warning, suspension, possible recommendation of expulsion and referral to legal authorities for prosecution.

ISD 917 staff monitors all work done on District computers, networks and Internet. District 917 does not relinquish control over any material on the system or contained on files.

Using the Internet is a privilege, not a right. Inappropriate use will result in cancellation of those privileges. Before students will be allowed to have access to the Internet, the student and their parent or guardian will sign and return a permission form.

Use of computers, network and Internet

1. Be polite. Do not be abusive in communications to others. This includes messages that might threaten or harass individuals or groups because of their age, race, sex, religious beliefs, sexual orientation, physical abilities, etc. District 917 policy regarding harassment (413) applies to electronic communications.
2. Use appropriate language and images. Do not use threats, swearing, vulgarities, pornography or any other inappropriate language and images. District student disciplinary policies regarding assault, verbal abuse or harassment apply to electronic communications.
3. Do not give out personal or family information such as phone numbers, addresses or arrange for face-to-face meetings without parental or guardian supervision and never respond to suggestive messages. All instances of people asking for personal information or face-to-face meeting are to be reported immediately to staff.
4. Communication that must be 100% private or secure is not to be communicated via the school computers, network or Internet. The school staff has access to all student communications and files. Messages and activities that violate district policies and procedures or violate or support illegal activities will be reported to school and legal authorities.
5. The Internet, network, and computers are to be used for class assignments and tasks.
6. The Internet, network, and computers violations include, but are not limited to:
 - a) Using the Internet and network in ways that violate district policies and procedures or violate laws of Minnesota or the United States.
 - b) Using the Internet or network for any illegal activity. Included is the advertisement,

promotion, sale or sharing of information of any product or service that is illegal. This includes violating copyright laws or other laws. Making or distributing unauthorized and illegal copies of licensed software is against the law. The district student discipline policy regarding technology and telecommunications apply to the Internet and network.

- c) Using the Internet or network for financial or commercial gain or commitments.
- d) Degrading, disrupting or destroying equipment or system performance.
- e) Invading the privacy of other individuals by accessing and or vandalizing their computerized data.
- f) Wasting technology resources, including file space and printers.
- g) Gaining unauthorized access to resources or entities.
- h) Using an account owned by another person.
- i) Posting or using personal communications without the author's consent.
- j) Downloading or loading of unauthorized software, deleting or misusing of files or programs and inappropriate accessing of files, software or servers.

DISABILITY NON-DISCRIMINATION DISTRICT 917

Discrimination on the basis of disability violates the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Minnesota Human Rights Act.

Intermediate School District 917 is committed to the goal of maintaining employment and educational opportunities that do not discriminate against persons with disabilities. It shall be a violation of this policy for any qualified disabled person, on the basis of disability, to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in employment or education in any of the District's programs.

Any person having inquiries or wishing to request accommodations regarding Intermediate School District 917 policies and regulations should contact the 504/ADA Coordinator and/or Alternates:

Don Budach 504/ADA Coordinator	Special Education Assistant Director DCTC Main Campus 651-423-8426
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Brenda Tollefson Alternate	Special Education Lead Teacher DCTC Main Campus 651-423-8343
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Meghan Dobson Alternate	Special Education Lead Teacher Alliance 651-423-8100
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Nicolle Roush Alternate	Business Manager DCTC Main Campus 651-423-8227
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DISCIPLINE POLICY

Following is an outline and description of the Intermediate School District 917 discipline policy. If you have difficulty reading the District 917 discipline policy or do not understand its content, please contact the school office. A complete copy of this policy is available in the DCALS Office, Room 2-405.

This policy will be read and explained to all students during the first two weeks of each school year. The handbook will be available on-line at www.isd917.k12.mn.us to parent(s)/guardian(s)

at open houses, or a paper copy by request from DCALS. Similarly, efforts will be made to acquaint students, who enroll late, and their parent(s)/guardian(s), with the content of this policy.

Listed below are Intermediate School District 917 categories of student discipline and potential consequences for infraction of those policies. Discipline situations that arise which are not covered by these guidelines will be handled on a case by case basis as allowed by Minnesota Statutes §127.27 to 127.39. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations at a particular school may call for an adjustment in the discipline policies. Such adjustments will be made on a case by case basis.

Each offense listed may result in any or several of the following consequences depending upon all of the circumstances, including the pupil's prior disciplinary offenses. The specific form of discipline chosen in a particular case is solely within the discretion of the school district.

1. Verbal warning;
2. Parent/guardian and/or student conference with school staff and/or administration;
3. Removal from class;
4. Dismissal from school for one (1) day or less;
5. Suspension;
6. Referral to in-school or outside support services;
7. Administrative transfer to another school or return to home school district;
8. Review of placement type and location for disabled students;
9. Recommendation for expulsion or exclusion;
10. Termination of services;
11. Suspension from extra-curricular activities;
12. Detention or restriction of privileges;
13. In-school suspension;
14. Revised class schedule or program change;
15. Assignment to alternative program;
16. Referral to law enforcement authorities;
17. Restitution.

DISCIPLINE OFFENSES & POTENTIAL CONSEQUENCES

ALCOHOL AND OTHER DRUGS

Offense - Possession

Possession and/or use (under the influence) of alcohol, controlled substances, mood-altering substances, drug paraphernalia or misuse of prescription drugs.

Consequence

First Offense. Minimum consequences include one or more of the following:

1. Minimum suspension of one (1) day;
2. Conference with parent/guardian;
3. Referral to building multi-disciplinary chemical awareness team for assessment;
4. Removal from program may be recommended; and
5. Police will be notified.

Second Offense. Minimum consequences include one or more of the following:

1. Minimum suspension of five (5) days;
2. Conference with parent/guardian;
3. Referral to building multi-disciplinary chemical awareness team for assessment;

4. Dismissal from program may be recommended; and
5. Police will be notified.

Offense - Sale

Sale or attempted sale of alcohol, controlled substances, mood altering substances or prescription drugs.

Consequence

Minimum suspension of five (5) days and police referral. Dismissal from program and expulsion will be recommended.

ASSAULT

1. Offense

A threat of bodily harm or death to another person, including challenging another person to fight, without material physical contact.

Consequence

A minimum suspension of one (1) day.

2. Offense

Demonstrating aggressive behavior in which physical contact is made with another person such as poking, pushing, shoving or scuffling.

Consequence

A minimum suspension of three (3) days.

3. Offense

Direct attack or fighting with another person: 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."

Consequence

A minimum suspension of five (5) days and possible recommendation of expulsion.

4. Offense

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."

Consequence

A minimum suspension of ten (10) days and possible recommendation of expulsion.

5. Offense

Direct attack with a weapon: Direct attack with a weapon shall be dealt with under the preceding section of this policy dealing with "weapons."

Consequence

A minimum suspension of ten (10) days and possible recommendation of expulsion.

BOMBS

Offense

Bomb threats (See Weapons Policy.)

Bomb threats: intentionally making, publishing or conveying in any manner a bomb threat to a school location or activity.

Consequence

A minimum suspension of ten (10) days, notification of appropriate legal authorities, recommendation that the student be expelled.

Parent(s)/guardian(s), (Consultation with the appropriate local school district transportation department and home school administrator (**Tech**) will determine the length of time transportation privileges are denied.)

BUS RULES

Offense

Breaking bus rules of transporting district or of Bus Company.

Consequence

Minimum consequences include one or more of the following: denial or disruption of transportation privileges upon notification of the parents/guardians. Consultation with the appropriate local school district transportation department and home school administrator (**Tech**) will determine the length of time transportation privileges are denied.

CHEATING

Offense

Cheating or records falsification.

Consequence

Minimum consequences include one or all of the following:
Parent/guardian conference, grade reduction or loss of credit, suspension of at least one (1) day.

CLOTHING

Offense

Attire which violates the rights of others, including gang insignia and colors, and violation of program dress codes.

Consequence

Minimum consequences include one or all of the following: Confiscation of offending article(s), parent/guardian contact or suspension of at least one (1) day or recommendation of dismissal.

FIRE ALARMS

Offense

Improper activation of fire alarms.

Consequence

Student will be suspended for a minimum of five (5) days and will be referred to the Fire Marshall or police.

GAMBLING

Offense

Gambling or possession of gambling paraphernalia.

Consequence

Minimum consequences include one or all of the following: Parent(s)/guardian(s) contact or suspension of at least one (1) day or recommendation of dismissal.

HAZING

Offense

Hazing behaviors, at any time, including planning, directing, encouraging or in engaging in activities that physically or mentally harm another student.

Consequence

Minimum consequences include one or more of the following: verbal warning,

suspension of one (1) day or recommendation or dismissal.

PAGERS AND ELECTRONIC COMMUNICATION DEVICES

Offense

Use of pagers, cellular phones and other electronic transmission devices during class time; unless approved by instructor/teacher for academic purposes.

Consequence

Minimum consequences include one or all of the following: use could result in confiscation of equipment, parent/guardian contact, and suspension of at least one (1) day.

PARKING/DRIVING

Offense

Parking violations as outlined by Dakota County Technical College, and DCALS North City of West St. Paul.

Consequence

Minimum consequences include one or all of the following: Loss of driving and/or riding privileges, notification of parent(s)/guardian(s) or authorities.

HARASSMENT

Intermediate District 917 maintains a firm policy prohibiting all forms of discrimination. Religious, racial or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances and other forms of religious, racial or sexual harassment by any student, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment, will not be tolerated under any circumstances. If any student feels he/she is being discriminated against because of race, religion, sex, national origins or any other reason, he/she should report such discrimination to the building administrators or the counselor. It will then be forwarded to the Human Resources Officer for further investigation. A copy of the complete harassment policy is available and printed in the ISD 917 Policy Book which can be picked up at the School Office or can be accessed on the district website; www.isd917.k12.mn.us.

What behaviors could lead to harassment?

A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:

- a. name calling, jokes or rumors;
- b. pulling on clothing;
- c. graffiti;
- d. notes or cartoons;
- e. unwelcome touching of a person or clothing;
- f. offensive or graphic posters or book covers; or
- g. Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

Examples of behaviors that could be considered harassing:

1. Students making sexual gestures;
2. Students displaying sexually explicit materials in lockers, notebooks, etc.;

3. “Depantsing”, bra snapping, etc.;
4. Writing harassing comments in textbooks, notebooks, etc.;
5. Sexually descriptive notes or drawings;
6. Name calling, including references to race, ethnicity, religion or sexual orientation;
7. Teasing students about their body development or sexual activities;
8. Wearing offensive hats or t-shirts;
9. Students spreading sexual rumors about other students;
10. Any words or actions that make you uncomfortable or hurt your feelings that are related to race, religion or sex.

What to do about harassment:

If any words or action make you feel uncomfortable or fearful, you need to tell any teacher, counselor, principal, or District Human Rights Officer: You may make a written report. It should be given to any teacher, counselor, principal, or a Human Rights Officer. Your right to privacy will be respected as much as possible. We take seriously all reports of religious, racial or sexual harassment or violence and will take appropriate actions based on your report. The school district will also take action if anyone tries to intimidate you or take action to harm you because you have reported. This is a summary of the school district policy against religious, racial and sexual harassment and violence. Complete policies are available in the district office upon request. Consequences for harassment will vary with the severity of the offense.

TECHNOLOGY AND TELECOMMUNICATIONS

Offense

Misuse of computer equipment includes deletion or misuse of password-protected files, down-loading or loading of unauthorized software, computer programs, or data or system files; inappropriate accessing of files; unethical use of information or violation of copyright laws.

Consequence

Students violating these guidelines may be suspended for at least one (1) day, loss of computer privileges, or other consequences deemed appropriate.

THEFT

Offense

Personal theft; extortion; locker break-ins; hiding the property of another person without the consent of the owner, or the receiving of such property.

Consequence

Students may be suspended for a minimum of three (3) days. A police referral may be made and parent(s)/guardian(s) will be notified. Expulsion may be recommended.

TOBACCO

Offense

Not following the District tobacco use policy-now includes e-cigarettes. (See Provision Policy 419 Restrictions on Smoking and Tobacco Use.)

Consequences

Minimum consequences include one or all of the following: Confiscation of tobacco products, verbal warning, one (1) day suspension, ticketing by law enforcement official, home school (**Tech**) notification.

TRESPASSING

Offense

Trespassing. (Non-authorized visit to school building or campus.)

Minimum Consequence

Students with unauthorized absences from their school, found present at another public school may be suspended a minimum of one (1) day. All visitors must report to building administrator; police may be called to remove unauthorized visitors. Being present on school ground during a period of out of school suspension or placement in an alternative educational program constitutes trespassing.

TRUANCY

Offense

Attendance policy violations; truancy, tardiness, excessive absences, etc.

Consequence

Minimum consequences include one or all of the following:

Reduction/Loss of credit, in-school suspension, reporting to appropriate agency, parental and home school (**Tech**) notification.

VANDALISM

Offense

Willful damage to any property, including technology or telecommunication equipment that belongs to the School District, staff members, other students or individuals.

Consequence

Damage to staff/student property may result in being suspended for a minimum of one (1) day. The student may be referred to the police. Expulsion may be recommended.

VERBAL and WRITTEN ABUSE

Offense

Verbal and written abuse and disrespect of school personnel and other students. This misconduct includes profanity, behavior demonstrating lack of respect and the failure to respond appropriately to reasonable direction by school personnel.

Consequence

Student dismissal or suspension, either from the classroom or from the building. If out-of-school suspension, suspension for minimum of three (3) days.

DRESS CODE

Expectations

Research has shown that there is a direct correlation between students' dress and students' behavior. Students must be neat, clean, and properly dressed at all times.

Student dress is recognized as a matter of personal taste at DCALS; however, no student will be allowed to attend the school while wearing bizarre, obscene, or odd clothing which could cause disruption of the orderly learning environment or clothes or grooming styles which constitute a health and/or safety hazard.

- Students will not be allowed to wear clothing which declares membership in a group that has as one of its primary activities the commission of criminal acts, or acts that would be criminal if the student were an adult.
- No article of clothing can convey intimidation, obscene, racial, discriminatory or violent messages, nudity, profanity, liquor or tobacco promotions or logos, or statements or pictures demeaning to any group or person. (For example; clothing items depicting celebrities or groups that promote this type of message will not be allowed.)

- Chains and other decorative items that could be used as weapons (i.e. spiked bracelets) are not allowed and will be removed.
- Students will wear clothing that covers their stomachs, chests, backs, and buttocks. Low-cut or tight-fitting shirts are not considered appropriate.
- Shoes will be worn at all times.
- Neither headgear, “do rags”, handkerchiefs, beads, caps, hoods, nor hats of any kind will be worn in the classroom, unless approved by administration.
- Sunglasses of any kind will not be worn inside the classroom.
- Intentionally altered clothing—i.e., cut-off jeans, holes cut above the knee, and/or ill fitting garments are not acceptable.
- Pants and shorts must be worn at the waist level at all times. Suspenders and/or straps attached to overalls must be fastened at all times and remain over the shoulders.
- Certain programs, for safety purposes, require students to wear special garments, safety glasses, hair coverings, safety shoes, etc. For your safety, and the safety of others, you must comply with these regulations. You must provide ankle high leather boots for use in the Welding & Metals Fabrication shop area.

Students who choose to dress inappropriately will be subject to disciplinary action.

DRIVING/RIDING PERMITS

All students are expected to ride to DCALS on the bus provided by your home school (**DCALS-Tech**), or you have obtained a driving/riding permit. Any violation of this policy will be referred to Principal and your home school (**DCALS-Tech**) for appropriate action. Before a student may drive/ride in a private vehicle to DCALS, a driving/riding permit must be obtained. Driving/riding permits can be obtained from the DCALS Office, Room 2-405. Once the form is signed, bring it to Administrative office for processing where you will be issued a permanent parking sticker. The Dakota County Technical College (DCTC) and the City of West St. Paul (DCALS North) has established parking and traffic regulations for the campus. All students must follow these regulations, or they are subject to ticketing, denial of parking privileges or referral to police. A copy of District 917’s parking and traffic regulations can be obtained from the Administration office, Room 2-406, or the Campus Sheriff’s Office, Room 2-709.

EMERGENCY EVACUATION OF BUILDING AND FIRE DRILLS

Fire drills and lock downs are held periodically during the school year in accordance with state law. Each instructor will inform students of the procedures for each drill and emergency situation. When the alarm sounds, everyone must follow the directives in a timely and orderly manner.

EVALUATION AND GRADES

Students will receive progress reports every three weeks during the grading period. This report will be completed by the program instructor/teacher indicating their performance to date.

At the end of each grading period (Trimester, Quarter) instructors will complete a student grade report. Copies of the grade report are distributed as follows:

1. Student file in the DCALS office (**obtained for student by administration**),
2. Home High School (**Tech**),
3. DCALS instructor/teacher.

If your performance is poor, you will be notified in writing three weeks prior to the end of the grading period.

Incomplete grades are the student's responsibility to correct within **two weeks** of issuance. Confer with your instructor/teacher to determine what work must be completed. After the two-week period, your instructor/teacher must change the incomplete to a letter grade. That letter grade will be calculated by your instructor/teacher on work performed with or without the incomplete work turned in.

The Dakota County Area Learning School grading scale:

A	100% - 90%
B	89% - 80%
C	79% - 70%
D	69% - 60%
F	59% - 0%
I	(Incomplete)
NG	No Grade

FEES

No student fees are required for supplies or materials to complete the educational requirements of your program. If, however, you undertake a project above the minimum requirements and it becomes your personal property, you must pay for the material **before** you start your project. Materials can be furnished by the student or purchased from the program Instructor/Teacher.

FOOD AND BEVERAGES

Food and beverages are allowed only in designated areas of the Dakota County Technical College (DCTC), DCALS and DCALS North. Instructors/teachers are required to enforce the Food and Beverage Policy.

HAZING PROHIBITION

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that are free from hazing. Hazing activities are inconsistent with the educational goals of Intermediate School District 197 and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employees of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after schools hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will

discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student in 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 purpose. The term hazing includes, but is not limited to:
 - 1) Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the boy.
 - 2) Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3) Any activity involving the consumption of any alcoholic beverage, drug tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 4) Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - 5) Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Student organization" means a group, club or organization having students as its primary member or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come with the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to the school district human rights officer or alternates to a school district administrator.
- B. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the school district human rights officer or an administrator immediately.
- C. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation

of hazing.

- C. Upon completion of the investigation, the school district will take appropriate actions. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations. Penalties under the rules of the Minnesota State High School League will also apply.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

VII. DISSEMINATION OF POLICY

This policy shall appear in all school district student and staff handbooks.

HEALTH SERVICES

Intermediate School District 917 has a nurse on duty in the Health Service Room, 1-501. A nurse is on duty at all times and will assist you in case of an emergency or sudden illness.

If you need to visit the nurse, notify your instructor/teacher. Your home school nurse (**Tech**) will be notified if you are injured or become ill at DCALS. In the event of an injury requiring treatment by a physician, the school will attempt to contact your parents/guardians prior to such treatment. DCALS administration will then activate reasonable emergency medical procedures.

INSURANCE

Students who attend the Dakota County Area Learning School are **NOT** covered by accidental health insurance. You should arrange for coverage through your family health insurance plan.

LOCKERS AND DESKS

Lockers, desks and storage areas are the property of Intermediate School District 917. At no time does ISD 917 relinquish its exclusive control of lockers/storage areas provided for the convenience of students. Inspection of the interior lockers/storage areas may be conducted by school district administration for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker/storage area may be searched only when school administration have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school administration must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

LOST AND FOUND

Lost and Found items are kept by the receptionist located in the front office of Dakota County Technical College. If lost items are not claimed in 30 days, they will be discarded. You may also inquire in the DCALS office.

NON-DISCRIMINATION POLICY

It is the policy of the DCALS not to discriminate on the basis of religious, racial, sexual orientation, national origin or disability in its educational programs and activities as required by Title VI of the Civil Rights Act of 1964 and by Title IX of the Educational Amendments of 1972.

The Dakota County Area Learning School programs are open to all students. The case manager and/or administration for DCALS is available to discuss student needs for auxiliary aides or services, accommodations in testing situations or to assist with arrangements for alternative test options and to provide guidance services.

Students may also request that their home school counselor or IEP manager contact the Principal at DCALS for assistance. Any American Disabilities Act (ADA) related complaint is to be referred to ISD 917 Disability Non-discrimination Coordinator or alternates (see below). For details regarding the ISD 917 ADA policy, see District Policy 402. A copy is available in the Administration Office.

NUISANCE AND HAZARDOUS ITEMS

Nuisance items such as hacky sacks, laser pointers, thrown objects (snowballs, Frisbees, balls, etc.) are **not** permitted at DCALS. Telecommunication devices, radios, and other personal entertainment devices are **not** allowed during class time, unless approved by the instructor/teacher for instructional purposes.

PARKING

DCALS parking is in the outermost East lot. All vehicles must display a parking permit. A permit, to hang from the rear view mirror, will be issued for vehicles parking on a regular basis. A pink permit, placed on the dash of your car, will be issued for temporary parking. Parking violations may result in ticketing, immobilizing, or towing. Questions about parking citations must be directed to the Campus sheriff's Office, Room 2-709. ***Parking a vehicle on ISD 917 (DCALS North) and Dakota County Technical College (DCTC) property implies consent to allow search of the vehicle for contraband or illegal items.***

Students violating these guidelines are subject to disciplinary action up to and including suspension and notification of police. ***NOTE: The speed limit in all parking lots is 10 MPH.***

PESTICIDE/HERBICIDE INFORMATION

Minnesota law requires schools that apply pesticides and herbicides to maintain an estimated schedule of such applications and to make the schedule available to parents and guardians for review or copying at the District Office. Our district is so small and the amount of outside grounds is so limited that pesticides and herbicides are seldom applied and then only on an as needed basis. Therefore, no scheduled applications are made. We attempt to limit such application to the maximum extent and only use chemicals when absolutely necessary.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides and herbicides or the class of chemicals to which they belong may not be fully understood. Since Intermediate District 917 does not apply chemicals on a scheduled basis, you may wish to be notified in the event that an application is anticipated. If so,

please send a letter to Linda Berg, Health and Safety Coordinator, 1300 145th Street East, Rosemount, Minnesota 55068. Information on Health, Wellness, and Safety can also be found on our website at www.isd917.k12.mn.us. If you need additional information, please call Linda Berg at 651-423-8214.

PLEDGE OF ALLEGIANCE

Intermediate School District 917 has waived the requirement to recite the Pledge of Allegiance via Board Policy 6.14, in accordance with Minn. Stat. § 121A.11, sub. 3.

POLICY AGAINST RELIGIOUS, RACIAL, AND SEXUAL HARASSMENT AND VIOLENCE INTERMEDIATE SCHOOL DISTRICT 917

1. Everyone at District 917 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
 - A. name calling;
 - B. pulling on clothing;
 - C. graffiti;
 - D. notes or cartoons;
 - E. unwelcome touching of a person or clothing;
 - F. offensive or graphic posters or book covers; or
 - G. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad;
3. If any words or actions make you feel uncomfortable or fearful, you need to tell an instructor, counselor, program administrator, the District Human Rights Officer or an alternate.
4. You may also make a written report. It should be given to an instructor, counselor, program administrator, the District Human Rights Officer or an alternate.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
7. Intermediate District 917 will also take action if anyone tries to intimidate you or take action to harm you because of your report.
8. This is a summary of Intermediate District 917 policy against religious, racial and sexual harassment and violence. Complete policies (Policy 413 Prohibition of Harassment and Violence) are available from any of the persons listed in this section of the Student Handbook, or the Program Administrator.

Religious, racial and sexual harassment and violence are against the law. Discrimination is against the law. These acts will NOT be tolerated at Intermediate School District 917.

The consequences of a violation of the policy may result in any or all of the following:

- Assignments designed to increase awareness and sensitivity to the issue of sexual

harassment;

- Administrative conference with student or parent and student;
- Referral to outside agency;
- Assignment to an alternative educational program;
- Detention or suspension in or out of school. Exclusion/expulsion;
- Referral to police or other law enforcement agencies for criminal action;
- Suspension or termination of employment;

Intermediate School District 917 Human Rights Officer and Alternates and Disability Non-discrimination Coordinator and alternates:

Don Budach
Human Rights Officer
Special Education Assistant Director
DCTC
651-423-8150

Patti Mattos
Alternate
Secondary Enrollment Coordinator
DCALS
651-423-8263

Meghan Dobson
Alternate
Special Education Lead Teacher
Alliance
651-423-8100

Brenda Tollefson
Alternate
Special Education Lead Teacher
DCTC Main Campus
651-423-8343

Nicolle Roush
Alternate
Business Manager
DCTC Main Campus
651-423-8227

Eric Van Brocklin
Alternate
Secondary Principal
DCALS
651-423-8259

SAFETY

DCALS has an obligation to provide you with a safe learning environment. Safety is also your responsibility. You can help avoid accidents by following common sense safety rules in your program. If you see an unsafe act or condition in your classroom/shop, be sure to discuss it with your instructor.

Violation of Safety Rules & Eye Safety Regulations:

In all DCALS areas, students are taught on appropriate shop/classroom and eye safety procedures:

1st Offense: Student will be given a verbal warning by the instructor/teacher and referral may be made to Principal.

2nd Offense: Instructor/teacher will complete a Behavior Incidence Report and the student will have a conference with the Principal, which **may** result in a suspension from DCALS.

3rd Offense: Instructor/teacher will complete a Behavior Incidence Report and the student will have a conference with the Principal, which will result in a suspension from DCALS.

Prior to returning to DCALS, a conference including the student, parent(s)/guardian(s), instructor/teacher, and DCALS Administration will be held.

SCHOOL SPONSORED STUDENT PUBLICATIONS AND/OR STUDENT PROJECTS

Expression in a school publication or in a student project is prohibited when the material:

1. Expresses or advocates sexual, racial or religious harassment or violence or prejudice;
2. Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
3. Advertises or promotes any product or service not permitted for minors by law;
4. is libelous or slanderous;
5. is obscene to minors;

Students violating these guidelines are subject to disciplinary action to include one or more of the following: verbal warning, suspension and possible recommendation of expulsion.

SEARCHES

The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law. School authorities may seize any illegal contraband, substance, or object; or any material or object that violate a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school-sponsored function.

1. General Inspection – School authorities will be making general inspections of lockers for purposes including but not limited to safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include searching personal items stored in lockers, such as clothing, bags, purses, unless reasonable particularized suspicion exists.
2. Locker/Storage Area Inspections – All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.
3. Personal Searches – A student’s person and/or personal effects (e.g., purse, book, bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.
4. Motor Vehicle Searches - Motor vehicles driven by students and parked on or near school property during regular school hours or during school activities are subject to being searched when school officials have reason. Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action. School authorities may detain the student pending the notification and arrival of the student’s parent(s) and/or law officials as appropriate.
5. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

SEVERE WEATHER/TORNADO PROCEDURE

When a tornado or other severe weather conditions occur, a message will be given to students so everyone can proceed in a quick and orderly manner to the designated shelter areas.

SMOKING AND TOBACCO USE POLICY

DCALS and DCALS North are smoke free campuses (including e-cigarettes).

STUDENT AWARDS

Student of Distinction – DCALS (Tech)

Program instructors select up to three Students of Distinction each semester. The selection criteria are at the discretion of the instructor and may represent outstanding effort, accomplishment and/or attendance. The Student of Distinction: 1. is presented a certificate at a special student recognition event with parents/guardians in attendance, 2. has photo displayed in the Dakota County Area Learning School photo display case.

Student of the Quarter – DCALS/DCALS North

DCALS teachers nominate students each quarter. The selection criteria are at the discretion of the teachers and may represent outstanding effort, accomplishment, and/or attendance. The Student of the Quarter: 1. is presented a certificate at a special scheduled recognition ceremony following the end of the quarter they are selected, 2. has photo displayed in the DCALS photo display case.

STUDENT CONDUCT

Students demonstrating conduct, or willfully engaging in conduct, which: 1. materially and substantially disrupts the learning process for other students, 2. violates District 917 Board of Education regulations, or 3. endangers other students, school district employees, the property of the school staff, or themselves, will be subject to removal from class.

Student Removal from Class

District 917 School Board has adopted a discipline policy in compliance with Minnesota Statute 127.26 to 127.40, which establishes conditions for student removal from class.

Grounds for Removal from Class

Instructors/Teachers, school administrators, or other school district employees shall have the authority to remove a student from class when the student exhibits:

1. Willful conduct which materially and substantially disrupts the rights of others to an education.
2. Willful conduct which endangers school district employees, the student, or other students or property of the school.
3. Willful violation of any rule of conduct established in the discipline policy adopted by the Board.

Authority for Removal from Class

If the student is demonstrating behaviors as outlined in “Grounds for Removal from Class,” teachers, school district administrators or other school district employees shall have the authority to remove the student from the class. The instructor/teacher and/or tech tutor will complete the Behavior Discipline Form to document the incident; this form will be sent to the parents/guardians and/or the home school (**Tech**) contact person.

Procedure: Step I – An instructor/teacher and/or tech tutor member will inform student that his/her behavior is the reason for their removal from class.

Procedure: Step II - An instructor/teacher and/or tech tutor will contact Principal and will then send student to the DCALS Office, Room 2-405.

Procedure: Step III - After reviewing the situation, the Principal will make a recommendation as to the length of time the student is to be removed from the classroom. The length of removal time shall not exceed 2 shifts.

Procedure: Step IV - The student, instructor/teacher and/or tech tutor, and DCALS Principal will meet to clarify what the classroom expectations are and what behaviors are expected upon students return to the classroom. This information will be shared with the parent(s)/guardian(s) and/or the home school (**Tech**) contact person.

STUDENT ORGANIZATIONS' CODE OF CONDUCT

Before attending a student organization activity, the instructor/teacher will inform you of the student organizations' code of conduct. You will be asked to agree to conduct yourself according to the code. Students attending a school sponsored student activity must also follow the same behavior guidelines that apply in all ISD 917 secondary programs. Students are subject to disqualification and dismissal from the activity and to disciplinary action if they do not conform to these standards of conduct. This includes all forms of hazing. Hazing behaviors will result in disciplinary action (see District Hazing Prohibition policy 6.35 and Discipline policy 6.316.)

STUDENT RECORDS

Records:

DCALS maintains records on each student including:

1. DCALS application form;
2. Referral information;
3. Evaluation and grade forms;
4. Incident/discipline reports;
5. Attendance records; and
6. Career and Tech Ed. follow-up information;

These records are used for three purposes: referrals to employers; referrals to post-secondary schools; and for Minnesota Department of Education (MDE) follow-up studies. These records are always open to you, and no information about you will be released to any person, agency, or institution except under the following conditions:

1. When proper written consent has been obtained from you or your parents/guardians;
2. When compelled by law, such as judicial subpoena;
3. When outside research is conducted and data is released in such a form that no specific pupil is identifiable;
4. Information which the District determines is "directory information;"

Records are kept in the DCALS Office, Room 2-406.

Directory Information

Intermediate School District 917, pursuant to the United States General Education Provisions Act and Minnesota Government Data Practices Act, declares the following as "Directory Information" as provided in said Act, and that information relating to students may be made public if said information is in any of the following categories:

Student's name	Dates of enrollment
Date of birth	Grade levels completed
Major Field of study	Degrees and awards received

Participation in officially recognized activities

Directory information does not include identifying data which references religion, race, nationality, or disability.

Any parent(s) or guardian(s) of any student or eligible student (18 or older) in the District may notify the District of their desire that some or none of the above information is to be released without their consent by contacting the Principal in the building where the student attends and by completing a nondisclosure form which can be obtained from the office staff.

Rights of Minors

The District may sometimes deny parental/guardian access to private data when the minor, who is the subject of the data, requests that the District deny such access. The minor must submit a written request to the responsible authority (Superintendent) or designee that certain data be withheld from parents. The written request shall set forth the reasons for the request and shall be signed by the minor. Minors wishing to make such a request for nondisclosure should contact the building or program administrator for a nondisclosure form.

Tennessee Warning

When Intermediate School District 917 requests non-public data concerning you or your family, the purpose of that request will be specifically stated to you. In addition, our overall purpose and intended use of all such data shall be for the smooth and uninterrupted conduct of business to fulfill the educational purpose of Intermediate School District 917.

At the time that any non-public data is requested from you regarding your family, you will be informed of the consequence arising from supplying or refusing to supply such information. In addition, you will be informed of the persons or entities authorized by law to receive the information, unless the individual requesting the information does so pursuant to a law enforcement investigation, otherwise governed by law. Unless you are specifically notified otherwise, the information gathered by Intermediate School District 917 will be routinely accessed by District personnel, agents, contractors and others authorized by law to the extent necessary.

ISD 917 has a comprehensive student records policy. Request for copies of the entire policy and questions should be addressed to: Superintendent of Schools, Intermediate School District 917, 1300 145th Street East, Rosemount, MN 55068-2999.

VISITORS

Building Visitors

All secondary program visitors must register in the DCALS office, Room 2-406 **before going to a class and/or workshop area.**

In order to enter the building or to remain on campus, you must:

1. Be enrolled as a secondary student, or be the parents/guardians of an actively enrolled student;
2. Be invited, or have permission from a school official, to be in the building;
3. Be attending a school district/college event or meeting, to which you, the public, or your family has been invited; or
4. Register at DCALS in Room 2-406; or DCALS North office

Individuals not complying with these procedures are trespassing and will be asked to leave the building and campus.

Student Program Visits

Students not enrolled at DCALS/DCALS North who wish to visit a secondary program must:

1. Secure a DCALS visitor form, obtain forms from Enrollment Coordinator or Principal, Room 2-406;
2. Have a DCALS Instructor/Teacher select date for visit and sign the visitor form;
3. Get home school administrator's signature on the visitor form (**Tech**);
4. Have parent/guardian of visitor sign the visitor form;
5. Bring the completed form to DCALS on the date of the visit and;
6. Register as a school visitor;
7. Proceed to the program area.

Students not following this procedure will be referred to Principal and may be asked to leave. NOTE: Dakota County Area Learning School and DCALS North is not an appropriate setting for young children; therefore, outside arrangements for child care must be made prior to your visiting the DCALS and DCALS North campus.

WEAPONS POLICY **CONCEAL AND CARRY LAW**

It is the policy of District 917 to maintain a positive, safe, secure learning and working environment. In striving to attain such an environment, the District takes the position of zero tolerance for weapons in our schools, except as specifically stated below. Zero tolerance means the District will view safety violations as very serious matters and will take all necessary and appropriate disciplinary steps. All weapons or instruments that have the appearance of a weapon are prohibited within all school environments and the school except for educational purposes as authorized in advance by the Secondary Principal or designee. School environments include, but are not limited to, District-owned buildings; school grounds; leased or rented facilities; school-sponsored activities; field trips; school vehicles and school buses/vans rented or owned; and school bus/van stops, any entrance or departure from school premises or events and all school related functions. Anyone found to be in possession of a weapon in any area defined in this policy, before, during or after school hours is subject to administrative and legal action.

Possession of a Firearm (or Explosive Device)

Any person having a firearm (which includes explosive devices) on their person or in an area subject to their control in a school environment will be subject to the same procedures and consequences listed under the consequences and procedures for possession of a weapon. In addition, firearm possession will result in a school board determination that the student shall be expelled for the period of one year. The School Board will require expulsion if the parent waives their right to an expulsion hearing or if it is determined through an expulsion hearing that the student did in fact bring or possess a firearm in a school environment. The School Board has the option of modifying the student's expulsion on a case-by-case basis.

Student Reporting

Students who see or become aware of a weapon at school must not touch it nor remain in the presence of a person or group if a weapon is present. Students must notify a staff person immediately for the safety of all concerned; students not following these steps are subject to disciplinary action up to and including expulsion.

Weapons

The District takes a position of "Zero Tolerance" on the following objects:

- All firearms, whether loaded or unloaded, etc.;

- Other guns of all types including air guns, pellet, B-B, stun, look-alike, and non-functioning guns that could be used to threaten others, etc.;
- Knives, switchblades or automatically opening blades, daggers, swords, razors, etc.;
- Artificial knuckles or other objects designed to be worn over the fist or knuckles, etc.;
- Blackjacks, clubs, numchucks, throwing stars, etc.;
- Explosives;**
- Poisons, chemicals, or substances capable of causing bodily harm;***
- Bow and arrows, sling-shots, etc.;
- Any other device or instrument used to intimidate threaten or inflict harm;

*For purposes of this policy, a firearm is defined under federal law at 18 U.S.C. 921. The definition includes (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device (including any explosive, incendiary, poisonous gas, bomb, grenade, rocket, missile, device or any other device similar to the devices listed).

**For purposes of this policy, an explosive is defined under federal law at 18 U.S.C. 844(j). This definition includes gun powders, powders used for blasting, all forms of high explosives, blasting materials, fuses (other than electrical circuit breakers), detonators, and other detonating agents, smokeless powders and any chemical compounds, mechanical mixture, or device that contains any oxidizing and combustible units, or other ingredients, in such proportions, quantities, or packing that ignition by fire, by friction, by concussion, by percussion, or by detonation of the compound, mixture, or device or any part thereof may cause an explosion.

***Although tear gas compounds or other disabling compounds are considered potential weapons under this policy, parents/guardians of a student may make special arrangements with the Secondary Principal if a student feels he or she needs Mace or any other disabling compound for defensive purposes outside the school setting. Such arrangements shall be made in advance for the student to check the disabling compound into the school office. Employees may make special arrangements with their administrator.

Procedures and Consequences, Violation by Students

The procedures and consequences for the offenses are:

- (a) Confiscation of the weapon (if it can be done safely) and notification of police and request assistance if needed;
- (b) Notification of the Superintendent or designee;
- (c) Holding an administrative conference with student(s), which will:
 - i. Inform the student of the policy provision that has been violated;
 - ii. Confront the student with the allegations;
 - iii. Provide an opportunity for the student to respond to the allegations; and
(An administrative conference is not immediately required where the student presents an immediate and substantial danger to self or to surrounding persons or property.)
- (d) Notify the parent/guardian;
- (e) Initially, suspension from school for up to ten (10) days;
- (f) Recommendation to the Superintendent of expulsion or exclusion. The Superintendent will review the recommendations and, based upon factors including, but not limited to, the surrounding circumstances, student's discipline record, or presence or suspected

- presence of disability, will determine whether to forward the recommendation to the School Board for expulsion or exclusion proceedings; and
- (g) Referral to the criminal justice or juvenile delinquency system when appropriate.

Violation by Other Youths and Adults, Including Employees

- (a) Referral to police, and
- (b) Employees will also be subject to District investigation and application of relevant District personnel policies and disciplinary procedures.

Administrative Discretion Regarding Possession

- (a) K-12: A student who finds a weapon on the way to school, on school property, or in the school building and takes the weapon immediately to the administrator's office shall not be considered in possession of a weapon.

Authorized Instructional and Work-Related Equipment and Tools

While this policy represents a "Zero Tolerance" position on weapons and/or look-alike weapons, it is not meant to interfere with instruction or use of appropriate equipment and tools by employees and students. Such equipment, when properly used and stored, shall not be considered a weapon for purposes of this policy. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, the guidelines and consequences of this policy will take effect.

Exceptions

This policy, pursuant to Minnesota Statutes, provides for the following exceptions:

- (a) Licensed peace officers, military personnel or students participating in military training, who are performing official duties;
- (b) School District-approved safety courses or activities conducted on school property;
- (c) School District-approved possession and use of dangerous weapons by a ceremonial color guard;
- (d) School District-approved gun or knife show held on school property;
- (e) School district-approved possession and use of starter guns for athletic contests;
- (f) Possession of dangerous weapons with prior written permission of the administrator in keeping with the terms of permission;

Photo Media Release
2016-2017

Dakota County Area Learning School periodically uses slides, photographs and video tapes to present information to other persons about the DCALS Academic and/or Secondary Technical Center (**Tech**) programs. The photo and articles/information will be used to inform other students, parents and guardians, school personnel and the general public.

We are requesting your permission to use your student(s) photo and/or name. Before we can use the photo or student's name, your permission is required. If you consent, please complete this form and return it to the program teacher.

Dakota County Area Learning School Program:

Program Instructor/Teacher:

I hereby authorize the Dakota County Area Learning School to use my student's name and/or photographs or videos for the purpose of providing information on Academic and/or Secondary Technical Center (**Tech**) programs to the public

I DO NOT grant permission to release photos

Student's Name: _____

Parent or Guardian Signature:

Date: _____

INTERMEDIATE SCHOOL DISTRICT 917

DCALS and DCALS North

Computer, Network and Internet Rights and Responsibilities

(Policy on Pages 7-8 of this Handbook)

PERMISSION FORM

2016– 2017

Student Section

I have read the Computer, Network and Internet guidelines as published in the student handbook. I understand that the use of the electronic networks and Internet are a privilege and must be done responsibly as detailed in the guidelines. Any violation of the guidelines is a violation of school policy and may constitute a violation of law. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may result.

Student Name: _____

Student Signature: _____

Parent (s) or Guardian (s) Section

I have read the Computer, Network and Internet guidelines as published in the student handbook and on the reverse side of this page. I understand that the network and Internet are provided to students for educational purposes and that I must give permission for my student to access the Network or Internet by signing below and returning this form.

The District has taken precautions to eliminate unacceptable material or communications and has informed students of their responsibility to access appropriate materials. However, I recognize that it is possible for students to access materials and communications that violate these guidelines. I understand that students violating these guidelines are subject to school disciplinary actions and possible referral to law enforcement agencies. I will not hold the district responsible for unacceptable materials acquired on the network or Internet.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

**Dakota County Area Learning School
“Home Of Career and Technical Education”
Intermediate School District 917
1300 145th Street East
Rosemount, MN 55068**

2016-2017 DCALS and DCALS North Student Handbook

I have read the contents of the student handbook. I understand and agree to follow the rules of conduct identified for Intermediate School District 917 and Dakota County Area Learning School, and Dakota County Area Learning School North.

Print Name _____

Student Signature _____

Program (**Tech**) _____

Home High School (**Tech**) _____

Date _____