

DCALS

Dunseith Community Alternative Learning Service

2009/2010

This program is an alternative high school program operated by the Dunseith Public School District. The purpose of the program is to provide an educational alternative to students who are at risk of not completing high school or have dropped out of high school due to a wide variety of reasons.

This handbook is intended to serve as a guide for students and their parents. It is an outline of expectations and procedures which contribute to the successful operation of this program.

*If a man does not keep pace
with his companions,
perhaps it is because
he hears a different drummer.*

*Let him step to music
which he hears
however measured
or far away.*

Henry David Thoreau

Dunseith Community Alternative Learning Service

A Learning Center of the Dunseith Public School

Dunseith High School
310 3rd Ave SW
PO Box 789
Dunseith, ND 58329
Phone: 244-5249

Learning Center
210 2nd St W
PO Box 789
Dunseith, ND 58329
Phone: 244-0760

Dunseith Elementary School
PO Box 789
Dunseith, ND 58329
Phone: 244-5792

Building Hours: 8:00 am – 4:00 pm
School Hours: 8:30 am – 3:15 pm

Administration

Mrs. Lana DeCoteau, Superintendent
Mr. Pat Brenden, High School Principal
Mr. Jorgen Knutson, Junior High Principal
Ms. Rebecca Bless, Elementary Principal

Counselors

Mrs. Cheryl LaFloe, K-12 Counselor
Ms. Marlys Hiatt, K-12 Social Worker
Rita Gable, Home-School Liaison

Coordinator

Mrs. Monica Nadeau
Phone: 244-0760

GOALS

- Students will assume responsibility for their education by developing independent learning skills.
- Students will foster a sense of belonging by attending classes in a safe, warm, and accepting school environment.
- Staff and students will emphasize and show mutual respect.
- Students will use and apply core concepts and principles from curriculum to situations they will encounter throughout their lives.

Dear Students and Parents,

Dunseith Public School offers an alternative program, Dunseith Community Alternative Learning Service (DCALS), to serve students who desire or require options in their education that are difficult to accomplish in a traditional high school setting. Using material from the North Dakota Center for Distance Education (ND CDE; formerly the North Dakota Division of Independent Study), we provide students with an alternative means of completing courses. Students work independently, with the coordinator's guidance and assistance on course materials, to complete courses needed to obtain a high school diploma.

The Learning Center is a supportive, caring place where students are treated as responsible young adults. Students attending this program must have the desire to work and study on their own. We can provide you with the materials, building and staff to help you learn, but only you can do the learning. Willingness to learn and do the best you can comes from within you.

If you make a commitment to yourself and work hard, you can succeed. Please contact Mrs. Sandra Allery or Mr. Pat Brenden at the Dunseith High School for an application.

Sincerely,

Monica Nadeau
DCALS Coordinator

Is the DCALS for you?

DCALS is not a typical school program. Students attend two classes per day. Each class is three hours in length and meets for approximately 25 days. There are no classroom lectures by the coordinator. Instead, students work on course work independently, asking for assistance from the coordinator when needed. Attendance is recorded on a time card with a time clock. The basic structure and rules of this alternative program make students more responsible for their educational experiences.

In order for students to be successful in this program, students need to do the following:

- Be self-motivated
- Be self-disciplined
- Work independently within staff-developed guidelines
- Be responsible for their own educational experience

Success here depends on each student and the effort they choose to make while attending this alternative program.

ADMISSION GUIDELINES

To be considered for admission into this program, students must:

- Be a resident of Dunseith Public School District
- Be between the ages of 16 and 21 years old
- Not be currently enrolled in the Dunseith Public School system.

Enrollment Procedures

In order for a student to attend the Learning Center, they must:

- Talk to administration/counselor about transferring to the Learning Center
- Fill out the referral form
- Make an appointment to interview with the Learning Center Coordinator

Class registration information will be provided at this time.

CLASS REGISTRATION

Fall Registration

- Class registration for the fall school term will occur two weeks before the first day of class. The exact times and dates will be mailed to you. Students may also call the school to obtain the times and dates of registration.

Registration During the School Year

- New Students

Prior to enrollment, students need to be approved by the Learning Center Committee. Upon enrollment, students will pay a \$50 refundable deposit per course. If a student successfully completes a course in 25 days or less, there will be a \$20 bonus along with the refundable \$50 deposit. If a student goes beyond the 25 days for successful completion, \$5 will be deducted from the \$50 deposit for each day beyond the 25 days. On the 35th day, if the student has not successfully completed the class, there will be no refund of the \$50 deposit and the student will be required to start the class over with another \$10 deposit. When the student receives credit for the course, the funds that are appropriate will be returned to the student. Notebooks, pens and pencils will be needed for class the first day.

- Returning Students

Students returning from suspension will continue the class from the point where they left off. Students will need to pay their re-enrollment fee (\$10.00) at this time.

Classification of Students

Students will be classified for class standing on the basis of credits earned. A student should average six (6) units of credit per year plus Physical Education.

- Freshman 0 - 5.5 Credits
- Sophomore 6 - 11.5 Credits
- Junior 12 - 17.5 Credits
- Senior 18 or more Credits
- Total Needed.....22-24 Credits

GRADUATION REQUIREMENTS

Students planning to receive a high school diploma from **Dunseith Public School** are required to earn 22 credits for 2009/2010 Seniors, 23 for 2009/2010 Juniors, 24 for 2009/2010 Sophomore.

Credits	Subject Area
4	Language Arts / English
3	Mathematics
3	Science
3	Social Studies
1.5	Physical Education / Health
1	CTE, Arts, or Foreign Language
7.5	Electives
22 Total Credits – 2009-10 Seniors 23 Total Credits – 2009-10 Juniors 24 Total Credits – 2009-2010 Sophomore	

Students planning to earn their high school diploma from the **North Dakota Center for Distance Education** are required to earn 21 credits after July 1, 2008.

July 1, 2009 Requirements	
<i>Credits</i>	<i>Subject Area</i>
4	English/Language Arts
3	Social Studies
2	Mathematics
2	Lab Sciences
1	Physical Education
1	Foreign/Native American language, fine arts, or career and technical education
9	Electives
22 Total Credits	

North Dakota University Requirements

Students planning to attend a four-year North Dakota University must meet the following admission requirements:

- 4 Credits of English (two years of a foreign language may not be substituted to meet this requirement)
- 3 Credits of Mathematics, Algebra I and above
- 3 Credits of Laboratory Science
- 3 Credits of Social Studies

DCALS

ATTENDANCE

Students are required to attend class every day for a full day consisting of a morning session from 8:30 am - 11:30 am and an afternoon session from 12:15 pm to 3:15 pm. Attendance is recorded using time cards and a time clock. Students are allowed 12 hours of absences for each 25-day class. These absences are to be used for illness and appointments. Any other time missed will be deducted from the 12 hours of absences. If the student has used all 12 hours allowed, they will lose the \$50 deposit, they will also lose the chance for the \$20 bonus, and must pay a re-enrollment fee (\$10.00) to return to class. The Learning Center program follows the Dunseith Public School District calendar.

Students are given a break during each class. Students are not allowed to leave the premises. If a student returns late from a break, he/she will have a closed break the following day.

Morning Break: 10:00 am – 10:15 am
Afternoon Break: 1:30 pm – 1:45 pm

A lunch break is provided from 11:30 am – 12:15 pm every day. Students may leave the building and grounds during lunch.

RESPECT

Staff and students will emphasize and show mutual respect toward one another. Any behavior that is *disrespectful, disruptive, dangerous, destructive, dishonest, or defiant* may result in dismissal from school, with time lost counting against your 12 hours of absences for each 25-day class, or may result in direct suspension.

SUSPENSION

Poor attendance or not completing courses on time may result in a student's suspension.

When students are suspended from a class, the first offense is free but the second offense requires the student and their parents to meet with the committee to determine if this is the appropriate setting for them.

ACADEMIC HONESTY

A high sense of personal honor and integrity is expected of all students in the completion of ND CDE courses. Coursework is intended to prepare and educate students and is to be completed without cheating, plagiarizing, or knowingly giving false information.

Tests and final examinations must be completed in the presence of an approved supervisor who must certify that the test or exam was completed without the assistance of books, notes, or any other outside resources.

The consequences for academic dishonesty will be determined in consultation with the ND CDE teacher, the student's local supervisor, and the ND CDE principal.

FEES

Upon enrollment, students will pay a \$50 refundable deposit per course. If a student successfully completes a course in 25 days or less, there will be a \$20 bonus along with the refundable \$50 deposit. If a student goes beyond the 25 days for successful completion, \$5 will be deducted from the \$50 deposit for each day beyond the 25 days. On the 35th day, if the student has not successfully completed the class, there will be no refund of the \$50 deposit and the student will be required to start the class over with another \$50 deposit. When the student receives credit for the course, the funds that are appropriate will be returned to the student. All fees must be paid prior to enrollment in classes.

CLASSROOMS

Students are required to sit at a student desk or work station during class time. Any time not spent there will be deducted from their 12 hours. Students will be allowed to sit on other furniture during breaks.

STUDENT PARKING

Student parking is available in the parking lot next to the elementary school, parking **will not** be allowed on the street in front of the building.

ELECTRONIC DEVICES

No electronic devices are allowed in school, including pagers, beepers, cellular phones, electronic games, etc. If these items are found, they will be confiscated. Walkmans and personal stereos are allowed only with a head set and if they don't interfere with work. All material listened to must be appropriate.

VISITORS

Visitors will not be allowed to accompany students to DCALS. If a young adult wishes to visit DCALS, they must set up an appointment and a time will be arranged for a visit.

LIBRARY - COMPUTER USE

Internet access is available to students in the Learning Center in place of the library. We are very pleased to bring this access to our center and believe the Internet offers vast, diverse, and unique resources to student learning. Our goal in providing this service is to promote educational excellence for students by facilitating resource sharing, innovation, and communication.

The Learning Center will have computers with on-line access available for students use. The students are required to abide by the Dunseith Public School Internet Acceptable Use Agreement which must be signed by each student before computer use.

FINES

Students will not be allowed to remove textbooks or Dunseith Public School owned materials from the DCALS facility.

STUDENT - PHONE USE

(At Coordinator's Discretion Only)

A telephone is available for student use during breaks or lunch time. The phone is not to be used during class time.

FOOD AND DRINK

Students may have pop and food during class time as long as it doesn't interfere with class work. **No** sunflower seeds are allowed in the building.

SCHOOL DISTRICT POLICY

SMOKING/CHEWING TOBACCO

No smoking or chewing or possession of tobacco by all students is permitted in the high school/elementary building or school grounds at any time. North Dakota High School Activities Association Rules will apply.

SB2300, is the North Dakota statewide smoking ban bill. Smoking is prohibited on all school property including outdoor sports arenas, such as football and track stadiums. Both location supervisors and smokers are subject to penalties under this law.

The sign along the entrance to the school says that Dunseith Public School is a Smoke-Free, Drug-Free School Zone. **THERE WILL BE NO SMOKING ANYWHERE ON SCHOOL GROUNDS.** This regulation is effective immediately! Students who smoke during school--at the bus stops in the morning or afternoon, on the buses, anywhere at school (whether inside or outside the buildings), in the parking lot, in any wooded area, or at any school functions--will be suspended. Students who violate the regulation more than once may face more severe penalties.

- First Offense: One-day out-of-school suspension - Visit with counselor
- Second Offense: Two additional days of out-of-school suspension.
- Subsequent Offenses: Consequences will be increased depending on accumulated patterns of behavior.

Students found in the presence of an observed smoker on school property may result in the assumption that the student is, in fact, smoking and will be treated accordingly. Possession of cigarettes and/or tobacco products is prohibited. Such incidents will be treated as serious offenses as well.

CONTROLLED SUBSTANCE & ALCOHOL ABUSE POLICY

The unlawful possession and/or use of illicit drugs, alcohol, and tobacco are wrong and harmful. The following policy concerning the use or possession of alcohol, tobacco, and controlled substances and criminal activities shall be enforced twelve months a year.

Any Dunseith Public School student will be subject to suspension from extracurricular and co-curricular activities or any event where a student represents Dunseith Public School for the following:

- A. The use or possession of alcohol, tobacco, or any controlled substance by North Dakota law.
- B. The use, possession, or sale of non-prescriptive anabolic steroids.
- C. Huffing or the intentional misuse of inhalants.
- D. Being seen on the premises of an establishment that sells alcohol as its main source of income without the presence of a parent or legal guardian.
- E. Attendance at a party, being in a motor vehicle, or elsewhere where alcohol, tobacco, or controlled substances **are being used illegally** and making no attempt to leave at the first available opportunity.
- F. Being in an area where alcohol, tobacco, or controlled substances **are being used illegally** at a school sponsored event, and making no attempt to leave that area at the first available opportunity.
- G. Involvement in any criminal activity, while on school grounds.

The school administrator shall immediately investigate any alleged violations of items A thru G above. If the administrator finds probable cause to believe that a rule has been violated, the administrator shall give the student immediate notice of suspension from co-curricular activities in writing. The period of suspension shall begin from the date and time the notification is given to the student.

The student shall have the right to a hearing within three school days after such notification. The superintendent shall be the hearing officer. The student shall have the right to be present at the hearing, to present testimony and evidence, and to confront the person(s) who filed the complaint. If the student is not satisfied with the ruling of the hearing officer, the student shall have the right to have the ruling reviewed by the School Board.

Students remember: if you don't violate the chemical rule, you don't have to be concerned with the punishment.

Prohibited Activities

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. It is the responsibility of the school to establish rules that will eliminate such use from the school setting. Therefore, it shall be against school policy for any student:

1. To sell, to deliver, or to give, or attempt to sell, attempt to deliver, or attempt to give to any person any of the illegal substances listed in this policy or what the student represents or believes to be any of the illegal substances listed in this policy.
2. To possess, procure, purchase, receive, or attempt to possess, procure, purchase, or receive, the substances listed in this policy or what it is represented as or by the student, or to the students to be

any of the illegal substances listed in this policy, or what the student believes is any of the illegal substances listed in this policy. A student will be determined to be “in possession” when the substance is on the student’s person or in the student’s locker, car, or handbag, or when he/she owns or possesses it completely or partially.

3. To be under the influence of (legal intoxication not required), or to use, consume or attempt to use or consume, the illegal substances listed in this policy or what is represented to be or to the student to be any of the illegal substances listed in the policy or what the student believes is any of the illegal substances in this policy.

This policy applies to any student who is on school property, who is in attendance at school, or at a school-sponsored activity, or whose conduct at any time or in any place interferes with, or obstructs the missions or operations of the Dunseith School or the safety or welfare of students or employees.

Prohibited Substances

1. Alcohol or any alcohol beverage
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant, any form of tobacco, and all other illicit drugs.
3. Any abusable glue or aerosol paint or any chemical substance, for inhalation, including but not limited to, lighter fluid, white out, and reproduction fluid.
4. Any prescription or nonprescription drug, medicine, vitamin, or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, “no-doze” pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the authorized use policy.

Authorized Use

Any student, whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin, shall follow the procedures of Policy FEAA-Administering Medicine to Students. This requires a prior permission form signed by the parent for aspirin and/or acetaminophen and the signed request of the physician and parent for any other medication.

Violation

Disciplinary sanctions will be imposed on any student violating this policy. These sanctions may include suspension or expulsion and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to the law enforcement authorities. The student may be referred to the school counselor.

Any student who is observed to be under the influence of prohibited substance will be taken immediately to the building administrator's office. The student's parents will be notified and asked to pick up the student. If there appears to be imminent danger to other students, school personnel, and/or the student involved or the principal may have the student removed from the school by medical, or law enforcement personnel.

SEARCH & SEIZURE

The Dunseith School Board reserves the right for the administration to search the students and their personal belongings if they have reasonable grounds to believe the search will reveal contraband or evidence of a violation of school rule or criminal law. The search must be conducted in accordance with facts of the case. Legal Ref: TAOB's vs. State of Florida.

CARRYING WEAPONS

The Dunseith School Board determines that possession and/ or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district.

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Such weapons include but are not limited to any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument.

Violation of this policy will result in disciplinary action. All weapons will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration.

Bringing a firearm, as defined in 18 U.S.C. 921, to school will require that proceedings for the expulsion of the student involved for a minimum of one year be initiated immediately by the principal. The Superintendent may recommend a modification of the expulsion on a case by case basis. This modification shall be based on the circumstances revealed in the investigation

into the incident conducted by the Superintendent or other person designated by the Superintendent to conduct the investigation. Alternate education may be provided for students who are expelled under this section. The principal shall notify law enforcement. A student who is defined as having a disability under the Individuals with Disabilities Education Act may be placed in an alternative educational setting for up to 45 calendar days, during which time a determination will be made as to whether bringing the firearm to school was a manifestation of the student's disability. Discipline and placement of the student will be in accordance with the individuals with Disabilities Act.

Other violations of this policy will require that proceedings for the suspension and/or expulsion until the end of the current school term be initiated immediately by the principal.

Proper due process proceedings as defined in Policy FHDA (Suspension and Expulsion) will be observed in all suspensions and expulsions under this policy.

STUDENT DRESS

Personal grooming and dress are primarily matters of concern between the students and their parents. When grooming and dress patterns create a disruptive influence upon the education program of the school or when the health or safety of the student body is affected, it becomes a concern of the school. Students are encouraged to use sound judgment and modesty in dress and grooming.

Any student who is wearing an improper item will be asked to turn it inside out or be sent home to change. Any time missed from class in this case will be an undocumented absence.

- Any shirt, blouse, hat or item of clothing that refers to an alcohol or tobacco item, or is vulgar or profane, may not be worn at school functions or on school property.
- All undergarments must be completely covered. Openings at the neck and arms shall provide adequate coverage. All midriffs must be covered.
- Wearing clothing and hairstyles that do not attract undue attention.
- Use good judgment to present a neat appearance and use good personal hygiene.
- Skirts, dresses, and shorts may be worn when they hang below the fingers of the wearer's arms, when the arms are hanging straight.
- Headgear may not be worn inside of the school building. Please remove hats when entering the building.
- Jackets and sweatshirts with pockets may not be worn while school is in session.

SCHOOL CLOSINGS

Being part of the Dunseith Public School, the Learning Center cancels classes when the Dunseith Public School closes. If it is necessary to close school because of inclement weather or other reasons, the announcement will be made on the following stations, beginning at 7:15 AM:

KEYA 88.5 Radio	Belcourt;
Sunny 101.9 Radio	Bottineau;
FM 93.7	Minot;
KCJB Radio 97.1	Minot;
KXMC-TV & KMOT-TV	Minot.

If storm conditions develop during the school day and it is determined an early dismissal is in the best interest of the students, the media will be notified and principals will proceed with an orderly dismissal.

TRANSPORTATION

Students are responsible for their own transportation to and from the Learning Center.

EXTRA-CURRICULAR ACTIVITIES

Students that attend the DCALS program **WILL NOT** be allowed to participate in Dunseith Public School sponsored activities. (Band, Sports Teams, etc.)