



2018-2019 STUDENT & FAMILY PROGRAM GUIDE

TRIDISTRICT CAREER AND COLLEGE READINESS INITIATIVE

INVER GROVE HEIGHTS | SOUTH ST. PAUL
WEST ST. PAUL-MENDOTA HEIGHTS-EAGAN





Our TriDistrict Career and College Readiness mission is to collaboratively provide a broad spectrum of career and college preparatory experiences, courses, and pathways of study within strategic career fields that reflect student voice and choice, industry and workforce demands, and community expectations for our students, the future leaders of our communities.



PROGRAM INFORMATION

TriDistrict Program Administration

Ben Kusch

Lead Designer & Program Coordinator
TriDistrict Career & College Readiness
bkusch@tridistrictce.org | 651-403-7038

Anyone interested in getting involved in the TriDistrict Program should contact the program coordinator.

Home School Contacts

Henry Sibley High School

Attendance Line: 651-403-7107
Main Office: 651-403-7100

Simley High School

Attendance Line: 651-306-7010
Main Office: 651-306-7000

South St. Paul High School

Attendance Line: 651-457-9415
Main Office: 651-457-9408

TriDistrict Satellite Classrooms

Healthcare Careers & Medicine

Host Site

Twin Cities Orthopedics - Vikings Lakes Campus
Sports Medicine Center
2805 Vikings Circle
Eagan, MN

Instructors

Carol Caywood 651-306-7909 CaywoodC@isd199.org	Tania Lauby 651-552-5580 x2219 TLauby@sspps.org
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Careers in Transportation Business & Technology

Host Site

North American Trailer
11015 Clark Road
Inver Grove Heights, MN

Instructors

Ann Henry 651-403-7192 Ann.Henry@isd197.org	Doug Sisk 651-403-7297 Douglas.Sisk@isd197.org
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TriDistrict Class Schedule

12:30 PM to 3:00 PM

TriDistrict Transportation

The TriDistrict will provide transportation for students who do not drive to class. Departure times for each district will be provided to students before the start of classes in the fall.

Programs Goal

As a TriDistrict collaboration of teachers, administrators, community, and business partners, we will provide TriDistrict high school students with a professional, innovative, and entrepreneurial education through career-oriented experiences that are both hands-on and authentic to the current workplace environment.

Our Commitments

1. We will increase the rigor, relevance, and relationships by providing authentic “hands-on” and immersive learning experiences for all students.
2. We will integrate the 21st Century learning skills of critical thinking, communication, collaboration, and creativity into everyday curricula.
3. We will challenge each student in a way that requires information collection, evaluation, and summary from a variety of disciplines to solve complex problems in both predictable and unpredictable situations.
4. We will provide authentic, educational internships and mentoring with business partners.
5. We will enhance economic and community development by effectively preparing our youth for high-demand, high-skill careers.

INTRODUCTION

The TriDistrict Student & Family Program Guide is a resource for information and procedures specific to all TriDistrict programs. In addition to the contents of this information guide, all students in TriDistrict programs are accountable to the policies and procedures outlined in each student’s home high school’s student handbook, unless otherwise noted. Content and materials within this guide are subject to change without prior notice.

PROGRAM OVERVIEW

Although students have enrolled in a particular TriDistrict course, TriDistrict is not a high school, but a professional career exploration and skill development program. It is a program with an expressed mission of providing authentic profession-based educational opportunities. TriDistrict courses are different from high school courses and, thus, impose unique demands on the student.

TriDistrict Course Structure

- *First Semester:* A classroom experience located at the host business partner’s site.
- *Second Semester:* An individual internship experience with a weekly “huddle” or meeting at the host partner’s site, typically on Wednesdays.

While we separate our courses into two separate academic terms, TriDistrict programming represents a seamless, year-long experience. The uniqueness of the courses relies upon three key characteristics:

Interdisciplinary and Immersive Learning

In this new and exciting approach to learning, students learn not just from their teachers, but also from our community, business partners, and each other. To accomplish this, we ask students accepted into TriDistrict programs to demonstrate a desire to work in a project- and problem-based, authentic environment and be willing to follow host-site rules and policies. We value our TriDistrict partners and need students’ help in being excellent representatives of their schools and of the TriDistrict as a whole. By admission into this exciting opportunity, students become members of a unique community of like-minded individuals with an expressed goal of preparing for post-secondary learning or a chosen profession. Successful TriDistrict students are self-motivated individuals who have an honest desire for learning and enjoy being actively involved and engaged in their education. In becoming TriDistrict Program “associates,” both students and the faculty of the TriDistrict bear mutual responsibility for the development, success, advancement, and expansion of TriDistrict programs.

Another aspect of TriDistrict courses that is different from home high school courses is the location where courses are delivered. In both fall and spring semesters, students attend class on-site at a business partner’s work site. Students will be accountable to the additional policies and procedures of their host site during both the course portion in the fall and the internship portion in the spring. In both of these instances, the TriDistrict Program Coordinator and course instructors will work with host partners to ensure that these expectations for students are made clear early in the experience.

TriDistrict Professional Skills Development

Professional skills provide guidelines for desired and acceptable behavior by organizations in both their strategy formulation and day-to-day operations. A professional approach is necessary both for TriDistrict Program success and a positive program image. Business partners, parents, students, and interested parties expect professional and responsible practices.

TriDistrict chooses to make a public commitment to authentic business engagement by expressing and requiring codes of conduct and guidelines that are consistent with current business practices. In doing so, we must ask that these guidelines translate into practice and habit by TriDistrict students, instructors, administration, and business partners. The guidelines in this document outline specific

responsible and ethical behavior inclusive of, but not limited to, the adherence to safety standards, attendance and timeliness, teamwork and communication, respectful relationships with mentors and guest speakers, proper use of technology and hardware, and respectful use and confidentiality of physical and intellectual property. Demonstration of professional skills is a percentage of TriDistrict students' grades and a critical aspect of our relationships with our business partners.

TriDistrict Internships

At the end of January, students will put lessons from the fall into practice in an internship capacity. The intent of the TriDistrict internship experience is to provide students with the opportunity to gain real-world, hands-on work experience in professional work environments that relate to their academic and career interests and to prepare them for high-demand, high-skill careers. The internship program is also designed to provide TriDistrict Business Partners an opportunity to guide and evaluate future talent.

NOTE: TriDistrict students will have the opportunity to apply and be selected for an internship. TriDistrict internships are NOT guaranteed; therefore, a student must be selected by the business partner. TriDistrict does not place students in internships. Rather, students apply and are accepted by our business partners at each partner's discretion.

The internship experience is integral to TriDistrict courses for a number of reasons:

Student Benefits

Students will:

- gain industry knowledge and explore career options in a field of interest.
- strengthen knowledge of the job search process, including developing interview skills as well as a résumé, cover letter, and LinkedIn profile.
- enhance professional skills necessary for success in the workplace.
- make valuable contacts and grow professional networks.

Employer Benefits

Interns can:

- build a pipeline of candidates, decreasing recruitment costs.
- act as advocates in recruiting other high school and college students.
- offer new perspectives and innovative ideas.
- assist employees with new technology.
- assimilate rapidly to part-time and full-time positions.
- provide leadership development opportunities for employees.

Business Partner/Intern/Mentor Relationships

1. Business Partners and students will meet only at TriDistrict facilities or business sites during regular school hours. Any exceptions must have prior instructor approval. Under no circumstance can a student meet with a partner or mentor in a private home or location.
2. Business Partners and other professional guests will comply with guidelines and procedures presented in the Standards of Conduct for TriDistrict Volunteers.
3. Students should demonstrate professional responsibility throughout their TriDistrict experience.
4. Students should maintain a professional relationship with mentors. The purpose of mentorship is to provide *professional* guidance.
5. Students should always inform their TriDistrict instructors of when they will be meeting in person with business partners. Any uncomfortable situation with a business partner should be reported to TriDistrict instructors or an administrator immediately.

For additional information and details regarding the internship aspect of TriDistrict courses, please see the Internship Guides for students and business partners.

TRIDISTRICT PROCEDURES AND PRACTICES

Attendance



An absence is defined as an occasion when the student is not in attendance for TriDistrict learning (class and/or off-site work in the business community) for an entire day, class period, or portion of the class period. Tardiness is defined as when the student arrives to class late.

A total of five excused absences are allowed per semester. If a student exceeds this number, a meeting will be held to discuss the impact on coursework, grading, and other issues. The meeting will include the student, parent(s)/guardian(s), instructor, and lead designer. It also may include a home school administrator.

The TriDistrict requires that students be at their TriDistrict site and begin work on time and continue to work for their entire TriDistrict schedule, except for scheduled breaks or when required to leave on authorized TriDistrict business. Late arrivals, early departures, or other unanticipated and unapproved tardiness and absence from the students' regular TriDistrict schedule are disruptive and should be avoided.

A student who can anticipate that s/he may be late for TriDistrict, may need to leave TriDistrict early, or may be absent, should inform his/her instructor ahead of time. The instructor will then be able to accommodate the student's tardiness or absence. Participation in TriDistrict depends on reliable attendance. Please make every effort to avoid scheduling absences during the TriDistrict time.

However, we understand that there are occasions when such deviations from the schedule cannot be anticipated. On such occasions when the student will be tardy or absent from TriDistrict, the following actions are required:

1st Semester – Classroom Experience

1. Parent/Guardian must contact the student's home high school attendance line (see "Home School Contact" on page 1) to notify the high school of the absence.
2. Students must email the TriDistrict teacher directly to notify them of the absence.
3. Absences will be recorded and reported to the home high school.

2nd Semester – Individual Internships

1. Parent/Guardian should contact the student's home high school attendance line to notify the high school of the absence.
2. Students must contact their instructor by phone. Every effort must be made by the student to speak to his/her instructor directly rather than leave a message via voicemail.
3. Students will be required to personally report their absence via email or call to their project team members, internship mentor or supervisor, outside appointments, etc., and CC the instructor. It is important for a student to take responsibility for reporting his/her absence.
4. Absences will be recorded and reported to the home high school.

The student must inform his/her instructor of the expected duration of any absence and, if circumstances change,

promptly update his/her instructor so that work assignments and projects can be adjusted if and to the extent necessary. Unaccounted tardiness is unprofessional behavior and is not acceptable. Documentation regarding tardiness will be kept in the student's file and considered during grading for not adhering to professional skills.

NOTE: A unique aspect of TriDistrict programs is that the course calendar represents the combination of three different school calendars. In assembling the calendar for TriDistrict courses, we have taken into account the requirements of students, staff, and business partners. There will be occasions when classes are not held for any students, or where class is optional for some. In these instances, the work must still be completed, so these days will be identified as Digital Learning Days. Students will have online access to coursework, activities, and instructors. These days will be identified in a course-specific calendar and will be addressed by instructors. Regardless, it will be the responsibility of the student, if needed, to contact business partners, mentors, or clients when these days occur.

Unexcused Absences

If the student does not report his/her absence or the absence is considered unexcused, the student will be considered acting outside of business ethics. Unexcused absences, including tardiness, may result in removal from the program or be factored into the final grade for the course.

Withdrawal

TriDistrict students may withdraw from courses within the first five school days of the semester. Withdrawal will not be permitted after this time.



Grading

Student workload for TriDistrict courses will be different than that of high school courses. TriDistrict is a profession-based program and requires students to understand and demonstrate professional dedication.

Part of the TriDistrict mission is to immerse students in real-world learning experiences. Therefore, student knowledge, skills, and professional character will be measured using a variety of authentic metrics in a portfolio approach, including:

- Portfolio assessment
- Written work
- Peer assessments
- Self-assessments
- Presentations
- Design reviews
- Mentor assessments
- Business partner assessments
- Design/idea books
- Project journals
- Posting results of student project work online
- Student reflections
- Professional skills assessment (includes attendance and dress code)

While authentic assessments will compose the majority of a student's grade, some content and skills may be assessed using traditional strategies.

Each TriDistrict instructor will provide detailed grading information in the course syllabus, such as scoring guides of total points associated with each assessment area. Percentage of total semester points required for each semester letter grade assigned will follow the participating high school guidelines.

Make-up Work

Due to the project-based nature of the TriDistrict program, absences are highly discouraged. There are various components of a TriDistrict class period that will be missed:

- Direct instruction from the TriDistrict instructor
- Class collaboration
- Interaction with mentors, guest instructors, and business partners
- Project work (individual or group)
- Lab work (individual or group)
- Video conferences
- Professional off-site visits and tours

Dress Code

TriDistrict students will be expected to dress according to the requirements of the business partner. In general, “business casual” attire is required. There may be some dress code variations based on the program the student is taking. If so, the instructor will provide program-specific dress code guidelines. Any deviation from the expected dress standard must be approved by the instructor prior to the student’s arrival or participation.

In general, avoid the following, as they are typically styles of clothing that are too casual to constitute business casual attire:

- Tops: tank tops, t-shirts, halter tops, low-cut necklines, spaghetti strap tops or dresses, shirts that expose the midriff, tube tops, or backless tops
- Bottoms: denim pants, cargo pants, fatigues, pants that expose undergarments, shorts, leggings, mini skirts, denim skirts, or long skirts with high slits
- Shoes: casual sandals (e.g. flip flops), sneakers, or slippers
- Other: clothing that is revealing or provocative; visible body piercings (except ears); insignias, buttons, or pins that are deemed inappropriate by TriDistrict instructors; and generally any clothing that promotes alcohol or illegal substances are considered inappropriate



Use of Communication Technologies

All use of communication technologies by students will be directly related to approved curricula and activities. Students are expected to read and agree to their home high school guidelines for use of communication technologies. Students are expected to sign an agreement at the beginning of the school year.

Appropriate Use of TriDistrict Social Media

1. All postings will be monitored.
2. Students should use appropriate tone, grammar, and spelling when posting electronic posts or responses.
3. Students will be respectful of others.

Disciplinary Action Guidelines

Students have an obligation to adhere to their home high school handbook and the guidelines and procedures specific to the TriDistrict Program. Students are expected to maintain professional standards of conduct at all times. If a student fails to follow TriDistrict guidelines and procedures or his/her behavior otherwise interferes with the orderly and efficient operation of the program, corrective disciplinary measures shall be taken at the discretion of the TriDistrict instructor, supervisor, and/or high school administration, up to and including immediate dismissal from the program. Participation in TriDistrict is “at will.” Therefore, the TriDistrict Program may, but is not obligated to, utilize disciplinary measures, such as warnings, prior to dismissing any student.

TriDistrict students are integrated into the local (and sometimes regional and/or global) business and research communities, and as such, attendance, behavior, and academic standing within TriDistrict and the home high school is important. Student behavior reflects on the TriDistrict program and creates and molds the program’s reputation and standing in the community. Should a student’s professional behavior not meet the expectations of the TriDistrict or its business partners, the student may be removed from the program, even immediately and without warning.

Disciplinary action may include one or more of the following procedures:

1. **Verbal Counseling** - Verbal counseling may be provided to the student at TriDistrict’s sole discretion. Verbal counseling of a student by his/her instructor or supervisor may include, but is not limited to, indication of dissatisfaction concerning a student’s performance, a specific act, a violation of TriDistrict guideline or procedure, or other inappropriate conduct. Following the counseling session, the instructor will record the discussion between the student and the instructor and maintain the record for future reference.
2. **Written Counseling** - A written counseling statement may be provided to the student at TriDistrict’s sole discretion. A written counseling statement by an instructor or supervisor may include, but is not limited to, a written notification to the student that s/he is being counseled regarding a performance deficiency, a specific act, a violation of TriDistrict guideline or procedure, or other inappropriate conduct. A copy of the written counseling statement must be signed by the student’s instructor and by the student, acknowledging receipt. The instructor will place the written counseling statement in the student’s file and furnish a copy to the student. The student’s parents and home high school administration will also be informed.
3. **Performance Improvement Plan** - At TriDistrict’s discretion, a student’s instructor may determine it is appropriate to place a student with performance deficiencies on a Performance Improvement Plan (PIP). A PIP will include requirements for improvement of the student’s performance. The instructor, at his/her discretion, will assess whether the student has demonstrated sufficient improvement to remove the student from the PIP or whether further disciplinary action is necessary. Placement of a student on a PIP in no way alters TriDistrict’s “at will” participation guideline, and a student is subject to any form of disciplinary action while on such a plan, up to and including dismissal from the program. The student’s parents and home high school administration will be informed.
4. **Suspension** - At TriDistrict’s discretion, a student’s violation of TriDistrict or his/her home high school guidelines or procedures or any other inappropriate conduct or offense may result in discipline appropriate under the circumstances to prevent recurrence, including an in-school suspension of one or more full days. TriDistrict’s suspension guidelines are applicable to all students, and the duration of the time away from class shall be determined at TriDistrict’s discretion based on the circumstances. Suspension of a student may occur concurrently with verbal or written counseling. The instructor will place a record of the suspension in the student’s file. The student’s parents and home high school administration will also be informed.
5. **Dismissal** - At TriDistrict’s discretion, a student in violation of TriDistrict or his/her home high school guidelines or procedures or other inappropriate conduct or offense may be immediately dismissed from the TriDistrict Program. Some violations can result in immediate dismissal. The student’s parents and home high school administration will also be informed.

TriDistrict Program Dismissal Criteria

Students are expected to adhere to both their home high school as well as TriDistrict guidelines. In most cases, disciplinary action will follow the approach described previously in this guide. Dismissal may result after a disciplinary plan has been enacted with no change in behavior by the student. There are several actions that will result in immediate dismissal from the TriDistrict program. The following actions will result in immediate dismissal from TriDistrict:

1. Violation of the home school district or business partner's technology policy.
2. Damage, vandalism, or theft of TriDistrict or business partner intellectual or physical property by either purposeful action or unbusiness-like, careless behavior.
3. Physical violence.
4. Possession or use of weapons, drugs, or alcohol.
5. Conduct that endangers the safety of others or substantially infringes upon or invades the rights of others at school, the TriDistrict facility, or any TriDistrict-participating school district activity.
6. Other violations of a business partner's rules or policies that are deemed equivalent to an employee termination at said business partner's site(s).

Medication at School

No medication shall be dispensed at the TriDistrict. A student's home high school nurse will dispense medications for students. The student will receive medications at the high school before leaving for the TriDistrict facility or upon returning from it.

Procedures or observation related to chronic medical conditions will be delegated by the home high school nurse to the TriDistrict teacher on a case-by-case basis.

Medical conditions and medication needs must be communicated to the TriDistrict teacher by the high school nurse as appropriate for the safety of the student.



The high school nurse will be provided with a current list of TriDistrict students with the assigned TriDistrict locations. An updated list should be provided when student assignments change.

Illness or Emergency While at a TriDistrict Facility

Emergency

If a student emergency develops, the instructor will call 911 and give emergency aid according to TriDistrict and/or site policies.

Non-Emergency Illness

If a student develops an illness that is a non-emergency but may require leaving the TriDistrict facility, the instructor will:

1. call the parent to notify and find out if the student is cleared to drive home or if a parent will pick the student up.
2. notify the home high school office.

Vehicle Operation and Parking

Transportation to host sites for fall semester courses and spring semester internships will be provided by the TriDistrict. However, students are allowed to drive to TriDistrict course host partner sites.

- The ability to drive to their course's host site is a privilege, not a right, and in order to maintain this privilege, students are expected to observe all parking rules and regulations for their home school and driving laws for the state of Minnesota.
- Student drivers are also expected to follow parking rules and procedures for their course's host site. The specifics of the rules for each host site will be communicated to students at the start of courses in the fall, if not sooner.
- Loitering in the parking lots of host sites is absolutely forbidden. Students are to enter their TriDistrict Program site immediately upon arrival and to leave immediately after entering their vehicles.

Off-Site Field Trips

Every attempt will be made to schedule off-site field trips during the time in which TriDistrict courses are scheduled, so as to minimize impact on students' schedules outside of TriDistrict courses. There will be exceptions. In the event that a TriDistrict course field trip takes a student away from class(es) at their home high school, students are required to notify home high school instructors in advance so that the student may find out what will be missed and what, if any, deadlines need to be met. It is expected that TriDistrict students demonstrate exemplary responsibility by completing and turning in that work before attending the TriDistrict field trip.

In general, when TriDistrict courses schedule a field trip, all students must utilize TriDistrict transportation.

Guests at the TriDistrict Facilities

Professional guests are an integral part of the TriDistrict Program. Students show guests respect by acting with professional behavior and business ethics. Anyone who wishes to be a guest at a TriDistrict class must first contact the Program Coordinator and instructor to schedule a time to visit. Contact information is available on page 1 of this guide.

For the safety and welfare of students and staff, student visitors as guests of TriDistrict students are not allowed.

Check-in Process for TriDistrict Guests & Mentors

Guests and mentors visiting TriDistrict classroom(s) will be required to wear a visitor's badge (for the entire visit) that clearly identifies them as a visitor. Visitor badges must be returned when the guest or mentor leaves.

How Guests & Mentors Will Be Incorporated into the Classroom

Members of the business community may be utilized in TriDistrict classrooms in the following ways:

- Guest instructors
- Demonstrations
- Assisting students with projects
- Providing feedback regarding student projects
- Work with students on a company project
- Observation