

**ALEXANDER**  
**PUBLIC SCHOOL 6-12**  
**HIGH SCHOOL**  
**HANDBOOK 2023-2024**



## **Alexander Public School Mission Statement**

We prepare students whose work ethic promotes success in an increasingly competitive world.

## **Alexander Public School Vision Statement**

Alexander School, with the support of families, businesses and civic organizations, prepares students for the future by engaging all learners in meaningful experiences that encourage communication, creativity, collaboration, and critical thinking, while meeting the educational and ethical standards of our innovative learning community.

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Disclaimer: All APS District Policies are not included in this handbook. Items/issues not specifically covered in the handbook will be reviewed/handled at the discretion of administration.

### **School Personnel**

Leslie Bieber .....	Superintendent
Shannon Faller .....	High School Principal
AJ Allard .....	Elementary Principal
Ellen Wittmaier .....	Pre-School
Tristae Kuhn .....	Kindergarten
Erica Turnquist .....	Grade 1
Tarynn Nieuwsma .....	Grade 2
Makenna Sandvik .....	Grade 2
Michelle Simonson .....	Grade 3
Terrille Jacobson .....	Grade 4
Bonnie Wood .....	Grade 5
Lynn Obermeyer .....	Title 1
Nicolle Larson .....	Speech Language Pathologist
Jena Messer .....	SPED
Lissa Bishop .....	SPED
Dana Oian .....	FACS
Lesa Gowing .....	Middle School
Devin Wittmaier .....	STEM Education
Kari Rustand .....	English
Amber Severson .....	Social Studies
Lisa Nelson .....	Math
Jil Stahosky .....	Art
Brad Westphal .....	Business
Amie Taylor .....	Science
Anthony Morris .....	Music
Jacki Hansel .....	School Counselor
Amy Gaida .....	Physical Education
Robyn Heck .....	Library
Nettie Denowh .....	Agriculture

## **ACADEMIC DISHONESTY**

Integrity is essential to excellence both in education and life. Because assessments and other school work are measures of a student's academic performance, honesty is required to ensure an accurate measurement of a student's academic knowledge. Each assessment must be evaluated on what the student knows or can do in order for the student to have a clear and accurate accounting of his/her mastery of material. As a guiding principle, academic dishonesty includes, but is not limited to, cheating on school assessments (formative or summative), plagiarism and collusion. The following is a list of behaviors that constitute academic dishonesty. We are aware, however, that new forms of cheating, plagiarism and other forms of dishonesty may arise and therefore, we expect every student to interpret the requirement of academic honesty and integrity broadly and in good faith. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask a teacher before you do it!

Academic dishonesty regarding tests includes, but is not limited to:

- Copying from others.
- Having or using notes, formulas or other information without explicit teacher permission.
- Having or using a communication device to send or obtain unauthorized information.
- Taking an exam for another student or permitting someone else to take a test for you.
- Asking another to give you improper assistance including offering money or other benefits.
- Asking for or accepting anything in return for giving another improper assistance.
- Providing or receiving information about all or part of an exam, including answers.
- Having or using a "cheat sheet" that is not specifically authorized by the teacher.
- Altering a graded exam and resubmitting it for a better grade.
- Working together on a take-home exam, unless specifically authorized by the teacher.
- Gaining or providing unauthorized access to examination materials.

Academic dishonesty regarding plagiarism in papers and assignments includes, but is not limited to:

- Giving or getting improper assistance on an assignment meant to be individual work.
- Including in any assignment turned in for credit any materials not based on your own research and writing.

Disciplinary Consequence:

- The student will receive an automatic zero (failing grade) on the assignment or test; no make-up work will be offered to compensate for the zero.
- The student may attend Friday Intervention Time (FIT).
- The student may be suspended.
- The student may be removed from the course with a grade of "F."
- The student may be expelled.

## **ACCESS TO STUDENTS AND THEIR FILES**

1. The purpose of this policy is to protect student, patrons, federal funding, administration, teachers, and the Board.

2. In student interview situations by law enforcement, a prompt notification of the parent or guardian is a prerequisite. If none is available, then an administrator must be present. Two exceptions do exist to the above:
  - a. If an arrest warrant is present, it must be honored and the parent called subsequently.
  - b. If a child abuse is under investigation and the parent is the accused, then permission by the parent is not required.
3. Student records can only be released to third parties by parental consent or an 18-year-old student.
4. School districts must, however, honor any subpoena.

### **ACCIDENTS**

Report all property damage or personal injuries to administration. The school does not carry insurance for student injuries.

### **ACTIVITY FEES & TICKETS**

A \$30.00 per sport/activity participation fee is required of all high students participating in any sport (\$25.00 per sport/activity for junior high students). A \$180.00 family participation max for senior and junior high students. All fees are to be paid before the student participates in the first event of a particular sport/activity. If this causes a hardship for a family, please contact an administrator.

Activity tickets for athletic events in Alexander are available for purchase. Alexander students will not be charged to attend any activity at Alexander School. Adult activity tickets cost \$60. These are only for the events in Alexander and for our girls' basketball home games at Williston Trinity Christian School.

### **ACTIVITIES OFFERED**

The following is a list of extracurricular and co-curricular activities offered to Alexander students. Students may letter in the following activities per established guidelines.

**Sports:** Basketball, Volleyball, Football, Wrestling, Golf, Baseball, Track & Field, Softball,

**Student Council**

**Mock Trial**

**Drama**

**First Tech Challenge**

**Speech**

**Music**

### **ANIMALS IN SCHOOL**

Animals may not be brought into the classroom. However, they may be brought to the school to be viewed outside. All animals brought to the school must be appropriately and humanely cared for and properly handled. Any person who wishes to bring an animal into the school must receive prior permission from the administrator and have their animal properly vaccinated. Animals shall not be transported on the school bus.

### **ANNOUNCEMENTS**

Students who have announcements should turn them in at the office before 8:00 a.m. Announcements will be made so as not to interrupt classes whenever possible.

### **ASSEMBLY PROGRAMS**

Prior to assemblies, students will go to their homeroom. All students will enter the gym quietly and sit with their class advisor. Proper applause shows good manners, while whistling, stamping

feet, yelling, etc. have no place in a well-mannered student body. No one leaves the assembly program until dismissed. All speakers, etc. shall be given the courtesy of attention; and treatment of them shall be no different than that accorded a guest in one's own home.

**ATTENDANCE** – APS adopted policy FFB: 08/2018

If the absences become habitual and administration is not satisfied that the absences are excusable, administration shall file a Report of Suspected Child abuse or Neglect with the McKenzie county Social Services and the State's Attorney for appropriate action.

*STUDENTS WHO KNOW THEY WILL BE ABSENT OR WILL BE CHECKING OUT EARLY MUST BRING A NOTE OR HAVE A PARENT CALL FROM HOME AND GET THEIR ASSIGNMENTS BEFORE THEY LEAVE. HOMEWORK MUST BE COMPLETED UPON RETURN TO SCHOOL AND NO EXTRA TIME WILL BE GIVEN TO PREPARE FOR TESTS. STUDENTS WHO WISH TO CHECK OUT BEFORE THE END OF THE DAY MUST RECEIVE PERMISSION FROM AN ADMINISTRATOR.*

Secondary students (grades 6-12). When you come back to school after having been absent, report to the office, where you will receive an admittance slip. Take this slip to your classes and present it to each teacher or your assignments. Teachers are not to allow a student into class without an admit slip.

**Parents are asked to call the school when their children have been or are expected to be absent.** If this is not done, the parent will be called when possible, or otherwise notified of the absence. Written excuses will be accepted in certain cases.

A student's absences are recorded on the records in terms of periods, ½ day and full days. Hours missed will be added up to half or full days. No absence will be recorded when a student is on an official school trip that is faculty supervised.

Attendance in class is necessary for you to get the most possible out of the opportunity to attend school. Without regular attendance it is impossible for you to do your best work.

If you are under sixteen years old, state law requires that you attend school unless you are ill or have been excused.

Excused Absence vs. Unexcused Absence

Excused absences are those that have been communicated by a parent/guardian or 18 year old student. Unexcused absences have NOT been communicated or a student did not have permission to leave school. With the exception of absences due to documented medical appointments or school sponsored activities, all absences are counted towards the allowable number of absences a student may accrue during the semester/year.

**A student will be allowed sixteen (16) absences (periods) per year in each class, which allows 8 absences per semester.** After 8 absences in a semester, students in grades 9-12 will not receive credit for that class. Junior high students may be retained due to excessive absences unless they make up their absences. Notification of absences will be sent to the parents on the 4<sup>th</sup>, the 6<sup>th</sup> and the 7<sup>th</sup> absence. Refer to RESTITUTION on page 27 for further clarification.

Students attending school event or participating in school events will be considered present for that class. Medical appointments with the appropriate documentation will not be considered



absences against attendance requirements. Medical notes confirming appointments **MUST** be presented to the office within one week of the appointment.

Out-of-school suspension cannot count as the eighth day and therefore force a no credit on the student.

Administration may grant exemption for the 16-day limit for very unusual situations or for medical reasons. A written note from a medical doctor may be requested by administration. The student must appeal verbally or in writing to administration within 10 school days of the time the student reaches the no credit status. Administration shall notify the student of the time and place of the appeal hearing and shall notify the student of his/her rights to present evidence and testimony on his behalf and to be accompanied by his/her parents and/or counsel if he/she desires. Administration shall issue his decision in writing within 5 days from the date of the hearing.

The student may appeal administration's decision to the School board by written notice to the superintendent within five (5) days of the issuance of administration's decision. The student shall receive three (3) days' notice of the time and place of his/her hearing. At such hearing, the student may be accompanied by parents and/or counsel and shall be allowed to present testimony, witnesses and evidence on his/her behalf.

In the event that an appeal is filed with the Board of Education, administration shall notify the teacher of the course/courses for which the student is being denied credit. Teacher/s shall then prepare and present to the School board a subjective evaluation of the student in the class/s for which denial of credit is being considered.

The School Board's decision will be final.

In-school suspension will not count as an absence.

The office record book is the record of attendance. The secretaries will keep official records of attendance up to date.

### Tardiness

When tardy, students are to report immediately to their respective class. Teachers will mark tardies in PowerSchool. Tardies are not excused or unexcused. **Tardies become absences when students have missed 20 minutes or more of a period.** Students are allotted three (3) *free* tardies for each semester, after three tardies are used students must serve a half hour of detention for every tardy thereafter. After six (6) tardies in one class, the student can be suspended for up to two (2) days from all school activities and classes, again evaluating the circumstances of each student. This will be at discretion of administration.

### **AUTHORITY OVER STUDENTS**

Every employee of the school district has authority over all students, at all times, in all areas of the school premises at any time students may be on such premises whether during school hours, after school, Saturday or any other time. Students are under the jurisdiction not only of their classroom instructor, but of all employees. Insubordination is not acceptable.

### **BREAKFAST**

Breakfast is offered to our students and staff members. The cost is \$2.00 and will be served from 7:30 until 7:55 each school day.

### **BUILDING REGULATIONS**

1. School hours are from 8:00 a.m. to 3:45 p.m. with the exception of early bird classes. Students are not to be in the building except under direct supervision of a faculty member. The first bell will ring at 7:55 a.m. and the tardy bell at 8:00 a.m.
2. Students will be expected to clean off their table before leaving the lunch room.
3. No running, loud talking, or boisterous conduct will be permitted in the building.
4. Sunflower seeds are not permitted in the building. Pop, candy, or juices may not be consumed during school hours.
5. Except in cases of emergency or necessity, you will not be called out of classes for phone calls. Incoming calls will be recorded and the messages given to the student. All student phone calls should be made during free periods.
6. Profanity and language or actions unbecoming to a lady or gentleman will not be permitted. Detention shall be given for inappropriate word choices.
7. Three minutes are allowed between classes. Walk down the corridors orderly and with the least amount of noise. Remember, you are tardy unless you are in the classroom when the bell rings.
8. Please help keep desks, lockers, classrooms, halls and washrooms clean. Keep your locker door shut. Lockers will be inspected periodically by your class advisor. Do not be a litterbug or write on desks, walls, etc. This building was built for your benefit please respect it.
9. No public displays of affection, i.e. hand holding, kissing, etc. will be tolerated.
10. Students who must return to their lockers after the bell for inappropriate reasons will be given a tardy.
11. Clean or remove muddy shoes prior to entering the building.

### **BULLYING REPORT**

APS adopted policy ACEA: 08/2018

Alexander Public Schools has a Bullying Policy for use in addressing school bullying. Bullying is a conscious, and deliberate activity to intend to harm an individual or group of individuals; bullying will not be tolerated in Alexander Public Schools.

The Bullying Policy is intended to assist the Alexander Public School District in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behaviors. Such behaviors may be of matters concerning, but are not limited to race, disability, sexual orientation, age, status with respect to marriage, or public assistance or status in any group protected by federal or state law.

Bullying may involve a range of misconduct that, based on the severity, will warrant a measured response for corrective action and or discipline. Behaviors that do not fully meet the definition of bullying may be subject to intervention under another section of the schools discipline plan.

The bullying report form is available throughout the school, in the principals' offices and the main office. The form is also found on the APS school site under the documents tab.

### **CAR RESTRICTIONS**

1. Alexander school will provide adequate parking for staff and visitors. Students will be restricted to parking in designated student parking lots. Students are urged to drive carefully when entering and leaving the parking area. Cars should be placed in rows. **Do not park in entrances or passageways.**
2. Students are permitted to park on school premises as a matter of privilege, not of right. Please refrain from parking on the grass west of the school. The school retains authority to conduct routine patrols of student parking lots, including regulating driving and parking. The interior of students' vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
3. Vehicles may not be taken to the shop without written permission from administration. In case of necessary errands, prior permission may be obtained from the office.
4. We hope that students will practice courtesy and safety rules of good driving in the parking area as well as driving on the road.

### **CARE OF PROPERTY**

1. Desks, books and all other school equipment which are loaned to the students are still school property. Any damage done to such articles will be assessed against the borrower.
2. Every student should do his/her best to keep the building clean. Waste baskets are provided for all waste paper and refuse.
3. Students are not to cut across lawns but rather use designated walkways.

### **CELL PHONES**

The use of cell phones, tablets or any communication devices is prohibited. This includes but not limited to all cell phones, Gizmos, Apple watches and Fitbit devices. Students will place their devices into the appropriate location designated by their teacher. Students will have their devices returned at the end of the day.

Violation of the cell phone policy will result in consequences as listed below.

**1<sup>st</sup> Offense** – The device is kept until the end of the day or the end of the following day, depending on when it was taken away.

**2<sup>nd</sup> Offense** – A PARENT must come and get the device at the end of the next day.

**3<sup>rd</sup> Offense** – The device may be returned at the end of the week, or after the weekend or the end of the day. The device will be kept for a minimum of three days.

### **CHANGE OF ADDRESS**

Whenever you have a change of address, cell phone or landline, the teacher and the office should be notified. This information is necessary in emergency situations.

### **CHOICE READY**

Choice Ready is a new component in the North Dakota accountability system to measure whether our high school prepare students that are ready for success upon graduation. The Choice Ready initiative measures student readiness in multiple areas: Post-Secondary Ready, Workforce Ready, and Military Ready. See the Choice Ready diagram at the end of the handbook.

### **CITIZENSHIP**

The purpose of the school is not only to make students more proficient in the basic skills such as reading, writing and mathematics, but also to build better citizens.

The school has regulations and policies with the intent of training students to become good citizens. Thus, the school has a responsibility to require of its students, conduct which is in keeping with its principles.

To attend high school is a privilege and opportunity, and if students are not ready to conform to the type of behavior which is in keeping the school's philosophy and objectives, they should discontinue their membership. Graduation requirements are not only the completion of a minimum of credits, but in addition, students should be good citizens that the school does not hesitate to place their stamp of approval.

### **CLASS AND/OR ORGANIZATIONAL FUNDS**

Money raised by classes or organizations will be spent for school related expenses only. Classes and/or organizations will need to seek administration approval for added funds on an approved social event.

### **CORPORAL PUNISHMENT**

This is in accordance with state law.

### **CORRESPONDENCE CLASSES**

Classes may be taken with administrative approval from the Center of Distance Education. The cost of correspondence classes is the student's responsibility. Exceptions will be made for credit recovery or a scheduling conflict. These cases will be approved individually by administration.

### **CRIMINAL OFFENSE**

Any student who has committed a criminal offense away from school may be suspended from school if it offsets the school climate in any adverse manner. (-153813-) Students convicted of a crime may be suspended from extracurricular activities.

### **CODE OF CONDUCT:**

Any student involved in theft, vandalism, damage to school property, damage to property owned by school employees, or other acts of conduct unbecoming to a student in school or outside of the school, shall be subject to an indefinite length of suspension from extracurricular activities and all other school activities which involve a public performance (for example: prom, banquets, regional science fair, state fair, school play, concerts, band, homecoming candidates, etc.)

- A. All students attending school in the Alexander School District shall be covered by the Code of Conduct policy.
- B. Administration shall conduct an investigation and hearing and report his/her findings to the committee prior to any suspension being administered.
- C. The Code of Conduct policy will be in effect for the entire calendar year. (12 months)
- D. The suspension will be determined by a committee of: the building principal, the head coaches of varsity sports and any teacher/advisor for any extra-curricular activity in which the student is currently participating. (For example: band, choir, drama etc.)
- E. Police shall be notified if the violation is of an illegal nature.

## **DESTRUCTION OR VANDALISM**

Destruction or vandalism of school property will result in suspension or expulsion with a process of restitution. Theft of property will be dealt with as a criminal offense. Staff and student property is also protected.

## **DETENTION**

Detention may be assigned to be served after school or on Fridays. Students assigned after school detention will report to the Principal or teacher. Detention assigned on Fridays will require students to arrive at school by 9:00 a.m. and shall report to the teacher on duty. Parents will be contacted when their student has been assigned detention. Students will be required to complete after school detention either the day it is assigned or the next day. Failure to report as required results in increased detention or suspension unless some arrangement has been made. Students in all grades will be allowed to do school work during detention.

## **DISCIPLINE GUIDELINES**

APS Adopted Policy FF: 08/2018

Faculty members will discipline students in the classroom. If an administrator needs to be involved, teachers will issue a written discipline log. Because each disciplinary infraction is different, incidents will be handled on a case by case basis by the administration. The following are general guidelines only:

<u>Actions</u>	<u>Consequences</u>
Insolence/back talk	Students sent to the office for insolence or back talk could be suspended.
Skippping	Double the time missed will be made up during detention.
Inappropriate Behavior	2 warnings per quarter – detention (parents notified) 3 warnings per quarter – double detention 4 warnings per quarter – 1 day in-school suspension Students reported by a substitute teacher for misbehaving will be disciplined.
Major Altercations	Out-of-school suspension 1-5 days or in-school suspension 1-5 days, or expulsion
Profanity and Obscenity	Conference, detention, or suspension
Drugs and Alcohol	Suspension or expulsion
Tobacco/Vaping	1 <sup>st</sup> offense – 5 day out of school suspension 2 <sup>nd</sup> offense – 10 day out of school suspension with recommendation for expulsion

The student council may be asked for disciplinary suggestions in some cases.

Parents will be notified by administration if their son/daughter is put on detention or is suspended.

## **DRESS CODE**

School is a place of work, and any respectable business establishment requires its employees to present a neat appearance; therefore, Alexander Public School students are expected to dress properly. Studies show that students have a more purposeful attitude towards school work, and

have a greater respect for their education opportunities when they present a neat appearance in school.

### **Head**

Hats, caps, visors, and head coverings (hoods, scarves, bandanas) are not permitted. Earbuds and headphones are only allowed in the classroom per teacher approval and for educational reasons. Head coverings for religious purposes, documented medical conditions or other special circumstances approved by the Principal, will be allowed.

### **Shirts/Tops**

Shirts/tops must cover most areas with no visible gaps. This includes but it not limited to chests and stomach. Shirts that advertise inappropriate behavior (alcohol, drugs, violence, tobacco, sexual innuendos, and inappropriate language) are not to be worn. Tank top straps must be 1 ½ to 2 inches wide.

### **Coats**

Coats and jackets shall be removed, stored in lockers immediately after entering the building and can be worn just prior to leaving the building.

### **Pants/Shorts/Skirts/Dresses**

Need to be worn around the waist and secured with a belt if necessary. Undergarments may not be visible. Pants may not drag on the floor as this creates a safety hazard. No skin or undergarments should be seen above the mid-thigh. Pajamas are not allowed. Overly tight garments that reveal undergarments are not permitted; tight garments must not expose areas above the widest part of the hip and may not be see through. The buttock must also be covered.

Shorts must be mid-thigh or longer.

Skirts/dresses need to be at least mid-thigh in length.

### **Footwear**

Must be worn within the school at all times. All footwear must be secured on the foot, have a sole and in some areas be closed toe (labs, shop, PE). **Students are required to have a separate pair of tennis shoes for gym.** These shoes should not be worn outside either at school or at home. **Street shoes are not to be worn on the gym playing surface.**

### **Other**

Written or pictorial messages on clothing/accessories (jewelry, notebooks, backpacks, cell phone cases, etc) are not permitted if they are vulgar; belittle any race, religion, nationality, or gender. They also may not be gang related or promote tobacco, violence, alcohol, or other drugs. Sunglasses, tinted glasses, or contacts that obscure your eyes are prohibited unless prescribed by a physician.

Students whose appearance interferes with the educational process by drawing undue attention of other students or school personnel, by posing as a potential safety hazard to themselves or others or by being interpreted by the school personnel to be offensive in either message that is implied or the parts of the body that are revealed will be asked to change their clothing into something more appropriate.

### **DRIVERS' EDUCATION**

Out of district students will be charged \$300 for Drivers' Education. Resident students will be charged \$100. Drivers' Ed will be taught in the summer and is available for students who are 14 years of age.

## **DRUGS/ALCOHOL**

The Alexander drug/alcohol policy will apply to all extracurricular and non-curricular activities. Violations do not carry over from year to year.

The use of tobacco, drugs, or intoxicating beverages on school premises is strictly prohibited. Students having such items in their possessions while on school premises or at school activities will be suspended or expelled. Drug sniffing dogs will be brought in randomly as part of drug prevention.

The School administrator shall immediately investigate any alleged violation of the alcohol, tobacco and controlled substance rule that is made known to the administrator. If the administrator finds probable cause to believe that this rule has been violated, he shall give the student notice as provided below.

The period of suspension from all extra-curricular activities shall begin from the date and time that the notification is given to the student by the school administrator. The period of the suspension will be a minimum of 6 weeks for the first offense and 18 weeks for subsequent offenses. The student shall have the right to a hearing within three school days after such notification. During the period between notification and hearing, the suspension may be deferred for good cause. Such hearings shall be conducted by a school administrator. The student shall have the right to be present at the hearing and offer such testimony and other evidence that the student deems material. Such students shall also have the right to confront and question the person or persons who complained of such student's violation of this NDHSAA rule. If any student is not satisfied by the ruling of the hearing officer, such student shall have the ruling reviewed by the local Board of Education. Administrators should remind students when suspended, that they may be excluded from all events. Students convicted of a crime may be suspended from extracurricular.

NOTE: Any student involved in athletics at Alexander Public Schools who is found to use or be in possession of alcohol, tobacco, or a controlled substance will be suspended from participation for a minimum of six consecutive calendar weeks, and for the remainder of the sport they are currently participating in.

Students who have had a felony conviction or who have violated the school's drug/alcohol/tobacco policy will not be permitted to attend the prom, banquet, or after prom party during the school year in which the violation occurred. Alexander students may arrange with the superintendent to do 30 hours of school supervised community service prior to the banquet as an exemption to this rule. Out of town guests must not have had a drug/alcohol/tobacco or felony conviction at any time.

The Alexander drug/alcohol policy will apply to all extracurricular activities. Non-athletic extracurricular sanctions will be determined by the administration on a case by case basis

## **DUAL CREDIT CLASSES**

Dual Credit classes are available to sophomores, juniors and seniors. Students must be on track to graduate to take dual credit classes. Upon successful completion a dual credit course, students will be reimbursed for 2 credits, up to \$250 per credit, with the appropriate documentation each semester.

## **DUE PROCESS**

All student disciplinary action will follow due process as required by state law.  
(NDCC -153813--152908-)

## **EIGHTEEN YEAR OLD STUDENTS**

All students will be expected to follow school policy even if they are 18 years of age or older. This policy will provide consistency and fair treatment for all students. Students who are eighteen will not be allowed to sign in or sign out for themselves if they are living with their parents. Federal and State laws grant the “right of access” to a parent of an eighteen-year-old student who is claimed as a dependent for tax purposes. “Right of Access” means a parent has the right to all school records including grades, attendance, etc., which concern an eighteen-year-old student who is still a dependent.

If an 18 year-old student is not living with their parents, they are granted responsibility for their own attendance. The student is required to excuse themselves **PRIOR** to missing school by calling the high school office on the day they will miss school or class.

## **EXTRA-CURRICULAR PARTICIPATION**

### **Attendance**

Students are required to attend school the morning following a festival, tournament game, drama production, out of town game, etc. which has been held the evening before at the school or elsewhere. If this requirement is not followed, the student will not be eligible to attend or participate in the next regularly scheduled event in that activity.

A student must be in attendance at least a half-day, the day of a performance or a contest to be eligible to participate. This is not required if the student has a pre-excused absence for such things as doctor or dental appointments. Students who are suspended, out of school, the day prior to a competition may not participate. Attendance to Friday Intervention Time does not meet the attendance rule prior to competitions.

Any student involved in theft, vandalism, damage to school property, damage to property owned by school employees, or other acts of conduct unbecoming to a student of the Alexander School District in school or outside of the school, shall be subject to an indefinite length of suspension from extra-curricular activities and all other school activities which involve a public performance (for example: prom, graduation, banquets, state fair, school play, concerts, FCCLA, FFA, Band, homecoming candidates, etc.).

- A. All students attending school in the Alexander School District shall be covered by the Code of Conduct policy.
- B. The administration shall conduct an investigation and hearing and report his/her findings to the committee prior to any suspension being administered.
- C. The Code of Conduct policy will be in effect for the entire calendar year. (12 months)
- D. The suspension will be determined by a committee of: the building principal, the head coaches of varsity sports, and any teacher/advisor for any extra-curricular activity in which the student is currently participating. (For example: band, choir, drama, FFA, etc.)
- E. Police shall be notified if the violation is of an illegal nature.

### **Grades**



To be eligible for participation in any school sponsored extracurricular activities, students cannot be failing any classes. Every Wednesday, administration will generate a list of students who are failing. If the student is failing a class, they will be ineligible for one week from that Wednesday to Wednesday. It is possible that a student may be eligible one week and not the next week.

If at the end of a semester, a student is failing in 2 or more classes, he/she will be ineligible for the first 4 weeks of the following semester. At the end of the 4 weeks, eligibility will be determined from the beginning of the new semester.

Junior High students (grades 7-8) participating on a high school team must be passing all classes to maintain eligibility.

### Ineligible

If a student is declared ineligible for extra-curricular participation either because of a NDHSAA and/or AHS rules violation, the period of suspension shall begin from the date and time; the school administrator gives notification to the student. While suspended a student may still practice, but cannot participate at school sponsored activities. Extra-curricular activities include all sports, music, and drama activities, all clubs and organizations, and any other activities that are not part of the normal classroom (for example: dances, prom, banquets, regional science fair, state fair, school plays, concerts, FHA, pep band, National Close-Up, homecoming candidates, etc.).

### In-School, Out-of-School Suspension

Students are not allowed to practice or participate in activities during the day(s) that they are in in-school or out-of-school suspension.

### Required Visitation to Counselor

Any student found in violation of the extra-curricular participation policies will be required to meet with the school counselor.

### Spring Suspensions

Any student who receives a six-week suspension in the spring of the year shall serve the entire suspension.

- A. If a student is involved in a spring sport his/her suspension will continue until the state meet is concluded for the sport or the last day of the school year, whichever is later. Any days left in the suspension shall be served the following fall term.
- B. If a student is not involved in a spring sport, his/her suspension will continue until the last day of the school term. Any days left in the suspension shall be served the following fall term.
- C. Students involved in fall sports shall begin their suspension, which was carried over from the spring, at the beginning of their fall sport's season first practice date.
- D. Students not involved in fall sports begin their suspension, which was carried over from the spring, at the beginning of the fall term.
- E. If any student is in the process of serving an eighteen-week suspension when school ends in the spring he/she will be required to serve a minimum suspension of six weeks. If the six-week minimum was not met in the spring of the year, the days necessary to serve a minimum

six-week suspension shall be carried over to the fall term. The administration of this suspension shall follow the guidelines of A-D above.

- F. Suspensions carried over from the spring shall not factor into a student's violations when determining multiple infractions during a school year.

### Summer Infractions

Any student determined by law enforcement personnel to be in possession of alcohol, drugs, or tobacco during the summer, including multiple infractions, shall be declared ineligible for the first 2 contests or 2 weeks (whichever greater) for each season the student-athlete participates in throughout the school year. The suspension begins on the Monday of the first week of contests. Summer infractions shall not factor into a student's violation when determining multiple infractions during a school year.

Students active in Co-Curricular Activities such as FFA, FBLA, FCCLA, Music, Speech, Drama and School sponsored events we become eligible the 2<sup>nd</sup> Monday in September.

### EXPULSION

This is an action taken by the school board in terminating school attendance of a student for the balance of the year. This decision is made when suspension is not adequate.

### FIRE and EMERGENCY DRILLS

A continuous ringing of the fire bell or the regular bell is a fire warning. When this is sounded, all students will leave the building in a manner provided in the fire drill regulations. All doors and windows should be closed. Teachers are responsible for ensuring all students have exited the building. Drills will be held throughout the school year. Students should file out of the proper, assigned exit – **none other**. Students are to remain outside until called in.

Emergency drills will follow the protocol established through ALICE training.

### FRIDAY INTERVENTION TIME

FIT is a three-hour small group or 1-on-1 setting with licensed teachers to work with students and their Individual Learning Plans (ILP).

Fridays 9:00am to 12:00pm

Students who are failing utilize this opportunity to address their academic needs and reasons for the failing grades. FIT Day is an additional opportunity to provide academic activities for gifted and talented students not just those who need remediation. FIT is also used as a means of discipline assigned by administration.

Students who are assigned FIT and do not attend will be required to make up equivalent time in the form of detention the following week.

### GAMBLING

Gambling is not tolerated within the building, on the bus or on the playground.

## **GRADING SYSTEM**

A+	98-100	C+	77-79	F	00-59
A	93-97	C	73-75		
A-	90-92	C-	70-72		
B+	87-89	D+	67-69		
B	83-86	D	63-68		
B-	80-82	D-	62-60		

**Students who do not turn in homework on time may be subject to a 10% deduction on the score of their assignment(s) every day it is late.**

## **GRADUATION**

It is the ultimate goal of all Alexander Public School students to receive diplomas at the conclusion of their high school attendance. If all requirements are not met, there will be no graduation except by arrangement with the administration. All correspondence coursework must be submitted and a final grade awarded by the Tuesday prior to graduation. Students who have completed all requirements for graduation may participate in graduation exercises. Participation is encouraged but not compulsory.

All students participating in graduation ceremonies as diploma candidates will wear caps and gowns as prescribed by the school. Students will attend rehearsal if they intend to participate in the ceremonies.

**Alexander graduation requirements consist the following 25 units (credits) of course work which meet the requirements set by the state of North Dakota for a high school diploma:**

- \*4 units of English language arts from a sequence that includes literature, Composition, and speech;
- \*4 units of math
- \*4 units of science, including:
  - 1 unit of physical science
  - 1 unit of biology
  - 1 unit of any other science (or 2 half units) of any other sciences
- \*4 units of social studies, including:
  - 1 unit of US history
  - ½ unit US government and ½ unit economics; **or**
  - 1 unit of problems of democracy; and
  - 1 unit (or 2 half units) of any other social studies which may include:
    - Civics, civilization, geography and history, multicultural studies, ND studies, psychology, sociology, and world history;
- \*1 unit of physical education: **or** ½ unit physical education and ½ unit health
- \* 3 units of:
  - Foreign languages;
  - Native American languages;
  - Fine arts; or
  - Career and technical education courses; and
- \* 5 additional units

**Optional High School Curriculum** – Student, parent, counselor and principal meet to decide if this is the most appropriate route for the student if after completing at least 2 years of high school, a student has failed to pass at least ½ unit from 3 subsections listed for diploma; or has a grade point average at or below the twenty-fifth percentile of the class in which the student is enrolled, the student may request a meeting to determine whether or not the student should be permitted to pursue this optional curriculum

### **GUIDANCE AND COUNSELING**

A guidance counselor will be available to talk to students about their plans, or about any problem in and out of school which may be causing them concern. Each fall the state tests will be given to grades 3, 4, 5, 6, 7, 8, and 10. All juniors will take the ACT test when offered at Alexander Public School; all students are encouraged to take it a second time if the results are not as they expected them to be. Students may also take the Work Keys and ASVAB tests.

### **HARASSMENT**

#### **HARASSMENT, INTIMIDATION, VICTIMIZATION, BULLYING, AND HAZING**

APS adopted policies 08/2018: AAC, ACEA and ACEB

Students have a right to learn in an environment free from any type of harassment, intimidation, victimization, bullying or hazing. Harassment of students in the School District is prohibited. Harassment defined: Harassment occurs when a series of intentional and cruel incidents that are deliberately hostile and aggressive are directed towards a person. Harassment also occurs when actions of one or more persons create an intimidating, hostile or offensive learning environment for an individual or small group of individuals. Harassment encompasses a wide range of hurtful behaviors including physical harm, verbal humiliation, and intimidation, bullying or hazing. This policy applies to behavior that occurs on or off school property and during and/or before or after school hours. No student, teacher, administrator, other employee, volunteer or contractor of the School District shall plan, direct, encourage, aid or engage in any form of harassment. No teacher, administrator or other employee volunteer or contractor of the School District shall permit, condone, or tolerate harassment. Apparent permission or consent by a person being harassed (for example as in an incidence of hazing) does not lessen the prohibitions contained in this policy.

Complaints: Any student who believes he or she has been the victim of prohibited harassment should make a prompt, oral complaint to the teacher, supervisor, building principal or school counselor with whom he or she feels comfortable. Appropriate personnel shall promptly and thoroughly investigate complaints of harassment.

Sexual Harassment: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature. Sexual harassment may include, but is not limited to:

1. Sexually oriented verbal “kidding”, abuse, or harassment;
2. Repeated remarks to a person, with sexual or demeaning implications;
3. Unwelcome touching, such as patting, pinching, or grabbing.

A substantiated charge against a student will subject that student to disciplinary action, which may include suspension or expulsion

### **HONOR ROLL**

The honor roll listing is based on the 4-point system: A=4, B=3, C=2, D=1. To be listed at the end of each quarter, students must earn an average of 3.0. Recognition will be given to students on awards night who maintain a 3.0 or greater average for the year. Students who have a 4.0 for the year will have their names placed on a plaque in the trophy case.

## **IMMUNIZATION**

APS adopted policy ACBB 08/2018

Children enrolling in this school district must present a certificate of immunization. Section 23-07-17.1 section of ND State Law entitled **Inoculation Required before Admission to School** requires that all students through grade 12 meet a minimum number of required immunizations prior to school entrance.

### **PK through 6<sup>th</sup> grade Immunization Requirements**

- DTap 5 doses
- Polio(IPV/OPV) 4 doses
- MMR 2 doses
- Hepatitis B 3 doses
- Varicella (chickenpox) 2 doses (child is exempt if he/she has had chickenpox previously)

### **7<sup>th</sup> through 12<sup>th</sup> grade Immunization Requirements**

- Above noted immunization requirements plus
- Tdap 1 dos
- MCV4 (meningococcal) 1 dos (grades 7-10); 2 doses (grades 11/12)

Any questions or concerns for immunization exemptions need to be addressed to school administration.

## **INCOMPLETES**

Incompletes must be finished in two weeks after the quarter ends or the student will receive a failing grade. Illness may be an exception.

## **INDUSTRIAL ART COURSES**

There will be a \$20.00 course fee for all industrial art courses to cover required project materials. Students will be responsible to pay for all material cost for individual projects.

## **LATE STARTS**

When conditions warrant starting school 2 hours late, high school students will not be provided breakfast upon their arrival. Busses will run their regular routes during a late start but exactly 2 hours late.

## **LIBRARY**

All items checked out of the Alexander Public School (APS) library are owned by APS.

All Alexander School students (K-12) are allowed to check out books during the school year. All other students will be able to check out and take books home as long as they are in good standing in the library.

All items checked out of the APS library will be expected to be returned or renewed two weeks after they have been checked out. The due date for return is stamped on the inside cover of the books. Once an item becomes overdue, the privilege to check out items will be suspended until the items have been returned.

All items checked out of the APS library are expected to be kept in good condition. If an item is returned damaged or is lost, it is the responsibility of the student/parent checking out the item to pay the cost of replacing the item(s) damaged or lost. The privilege to check out items will be suspended until the cost of replacing the item(s) has been paid. In the case of a lost item being paid for and then later found, the money paid will be returned.

### **LICE CONTROL POLICY**

Alexander Public School has implemented a No Nits Practice when dealing with learners with head lice. Learners with nits or head lice will be removed from other children. The child's parent/guardian will be required to remove the child from school immediately and will be given written information on the proper treatment of head lice. Learners will be readmitted to school only if there are not nits or live lice and a head check by a school representative has judged the treatment effective. Routine classroom screening will not be done, and notification will only be sent as appropriate.

### **LOCKERS**

Lockers are provided for books, coats and supplies and will be assigned at registration time. Maintain the following regulations:

- a. Do not open lockers not assigned to you.
- b. Practice good housekeeping of your lockers.
- c. Treat your locker as if it were your own personal property. If a locker is damaged, a fine will be assessed.
- d. KEEP LOCKER DOOR CLOSED AT ALL TIMES. DO NOT LEAVE MATERIALS ON THE FLOOR, OUTSIDE OF YOUR LOCKERS.
- e. Class advisors will check lockers periodically.
- f. DO NOT STORE VALUABLES IN YOUR LOCKERS.
- g. Keep physical education locker doors closed and locked at all times.
- h. The school is not liable for personal property stolen or damaged from the lockers.
- i. Do not assume ownership of a locker NOT assigned to you.

### **LOCKER ROOMS**

Students are not allowed in the locker rooms for any reason at any part of the day except in the morning (7:30-8:00 a.m.) and during Physical Education or Fitness/Conditioning. Students are only permitted in the locker room when dressing for class and/or returning from class. The bathroom facilities in the locker room are for the exclusive use of students enrolled in PE or F/C. No food nor drink is allowed in the locker room. No glass containers are permitted in the locker room. Students should not store money or valuables in the locker rooms. It is recommended that students take their PE belongings home at the end of each week. No cell phone/camera use is allowed.

Locks are required to secure each locker. Locks are available in the office for \$5, which will be returned at the end of the year with the return of the lock. Students will not be allowed to use a locker without a lock to secure it.

### **LOCKER SEARCH**

APS adopted policies FG, FGCA and FGCB: 08/2018

A school official acting with reasonable cause, may search a student's locker, if there is substantial reason to believe that the locker secrets some articles that may be detrimental to the educational purpose of the school.

All lockers padlocked by a personal lock shall have a duplicate key turned into the office at the time of padlock installation.

Students are personally and solely responsible for the contents of their lockers.

It is unlawful for students to have drugs, alcohol, or tobacco in their locker. Obscene pictures shall not be tolerated.

Unlawful substances will be seized, and the student suspended or expelled.

The involvement of police on a search within the school settings will require an administrator to be present. Drug sniffing dogs may be used at the discretion of the administration.

### **LOST AND FOUND ITEMS**

All articles lost or found should be turned into the central office. All items found will be kept for a reasonable time.

### **MEDICATION IN SCHOOL**

APS adopted policy ACBD: 08/2018

#### **Requirements for Parents/Guardians Prior to District Providing Medication**

A parent/guardian must sign a written form authorizing his/her student to receive medication from an eligible school medication provider prior to the District carrying out this service. A new authorization form is required anytime the student has a change in medication regimen, when a new medication is to be provided, and at the beginning of each school year. This form must include the following:

1. **For over-the-counter medication:** Must include instructions from the parent/guardian on how, when, and how long to provide medication. Requests to provide a dosage other than as recommended by the manufacturer shall require approval from an appropriate healthcare provider.
2. **For prescription drugs:** Requires written authorization and instructions from an appropriate healthcare provider regarding how, when, and how long to provide medication.
3. **For students with allergies:** Allergies should be noted by Health Care provider with any additional information needed by staff administering the medication.
4. **For all requests for the school to provide medication:**
  - a. Contact numbers for the student's parents/guardians.
  - b. Allow the District to share information about the student's health condition and/or medication regimen with any school employee/volunteer with a legitimate need to know.

#### **Medication Check-In Requirements When District is Providing Medication**

When sending medication to school, parents/guardians must comply with the following requirements:

1. If the over-the-counter medication is supplied by the student's parent or guardian, it must be supplied in the original manufacturer's container, unopened and sealed and the

container must list the ingredients, recommended dosage, expiration date, administration instructions, and storage instructions (if any) in a legible format. The container must be labeled with the student's name.

2. Prescription medications must be in original pharmacy-labeled container or transferred by trained school personnel into supplied medical bottle and include the name and phone number of the pharmacy. The container must list, in a legible format, the name of the student, name of the prescription medication, dose, expiration date, storage instructions (if any), administration directions, and number or amount of medication included. The parent/guardian must indicate how much medication remains in the container. Medication must be counted by two adults when received by school.
3. If dispensing equipment is required (e.g., measuring cups, droppers), it must be provided by the parent/guardian. The equipment must be clean, operable, and labeled with the student's name. Any special medical equipment storage instructions must be provided to the school by the parent/guardian or student's healthcare provider.

All prescription medication must be hand delivered by a parent/guardian to the designated district official. This official shall ensure that the appropriate authorization form(s) is/are complete, that the medication has not expired, that the medication is appropriately labeled in accordance with above requirements, and that parents/guardians have complied with all other applicable provisions of this policy before accepting the medication from the parent/guardian.

### **Student Self-Administration Requirements<sup>1</sup>**

A parent/guardian must sign a written form permitting his/her student to self-administer medication in school prior to the District authorizing this action. A new authorization form is required anytime the student has a change in medication regimen, when a new medication is to be provided, and at the beginning of each school year. This form must include the following:

1. **For prescription medication:**
  - a. Authorization to self-administer medication from the student's healthcare provider. This authorization must indicate whether the student is authorized only to self-administer the medication or is authorized to carry and self-administer the medication. Students may carry one day's supply of medication, unless supplied in a multi-dose container (i.e. inhaler, epi-pen, etc.)
  - b. Instructions from an appropriate healthcare provider on how, when, and how long the student will need to self-administer medication.
  - c. Certification from the healthcare provider that the student has received instruction in and is capable of self-administering the medication in a responsible and secure manner.
2. **For over-the-counter medication:**
  - a. Instructions from the parent/guardian on how, when, and duration the student will self-administer medication. If the student will take a dosage other than as recommended by the manufacturer, the District requires approval from an appropriate healthcare provider prior to authorizing the student to self-administer.
  - b. Certification from the parent/guardian that the student has received instruction in and is capable of self-administering the medication in a responsible and secure manner. This certification must indicate whether the student has parental consent

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<sup>1</sup> NOTE: These requirements are not applicable to emergency medication governed by NDCC 15.1-19-16. See form ACBD-E4.



only to self-administer the medication. Students may carry one day's supply of medication, unless supplied in a multi-dose container (i.e. inhaler, epi-pen, etc.)

3. **For students with allergies:** If a student has any known allergies, the parent/guardian/health care provider shall list allergies and any additional information needed by staff.
4. **All student self-administration of medication requests must include:**
  - a. Contact numbers for the student's parents/guardians.
  - b. Allow the District to share information about the student's health condition and/or medication regimen with any school employee/volunteer with a legitimate need to know.
  - c. Information on possible adverse reactions and side effects associated with each medication the student will self-administer.

Students will be prohibited from carrying medication that has special storage requirements such as, but not limited to, medication that requires refrigeration. The District may require the student to comply with additional medication storage requirements for safety reasons. These requirements will be developed on a case-by-case basis.

### **Self-Administration Check-In Requirements<sup>2</sup>**

Before a student self-administers medication in schools, the following check-in procedures are required:

1. Over-the-counter medication must be in the original manufacturer's container, and the container must list the ingredients, recommended dosage, expiration date, administration instructions, and storage instructions (if any) in a legible format. The container must be labeled with the student's name for grade levels PK-6.
2. Prescription medications must be in the original pharmacy-labeled container or transferred by trained school personnel into supplied medical bottle and include the name and phone number of the pharmacy. The container must list, in a legible format, the name of the student, name of the prescription medication, dose, expiration date, storage instructions (if any), administration directions, number or amount of medication included. The parent/guardian must indicate how much medication remains in the container. Medication must be counted by two adults when received by school.
3. If dispensing or other medical equipment is required for a student to self-administer medication (e.g., measuring cups, droppers), it must be provided by the parent/guardian. The equipment must be clean, operable, and labeled with the student's name. Any special medical equipment storage instructions must be provided to the school.

This official shall ensure that the appropriate authorization form(s) is/are complete, that the medication has not expired, that the medication is appropriately labeled in accordance with above requirements, and that the parent/guardian and student has complied with all other applicable provisions of this policy before authorizing a student to self-administer the medication.

The student shall be issued a medication self-administration pass. This pass shall serve as verification that a student has received permission to self-administer medication. Students shall

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<sup>2</sup> NOTE: These requirements are not applicable to emergency medication governed by NDCC 15.1-19-16. See form ACBD-E4.

be required to return this pass to the school office once the pass expires. Failure to return the pass or continued self-administration of medication after the pass expires may result in disciplinary action.

### **Additional Prohibitions, Restrictions, and Requirements for Students**

All students are required to comply with the District's policy on drug and alcohol free schools, which contains prohibitions on illegal activities associated with prescription and over-the-counter medication. Students who violate the Drug and Alcohol Free Schools policy by engaging in a prohibited activity with medication originally authorized by this policy may be subject to disciplinary action. In addition, the District may refuse to provide medication to the violating student and/or may prohibit the violating student from self-administering medication as long as:

1. The student is **not** covered by an IEP or 504 Plan.
2. The medication is **not** covered by an emergency provision in law or needed on an emergency basis as determined by administration in consultation with the student's healthcare provider (i.e., an inhaler, epi-pen, or insulin).

Parents/guardians of violating students not subject to an exception above will be required to make arrangements to provide medication to their children during the school day.

Students who are covered by this policy and taking medication at school must agree to report any known sign or symptom of a side effect, adverse medication reaction, or allergic reaction to a school official when the student is in school or otherwise under the school's supervision. Students authorized to carry medication must agree not to leave the medication unattended or unsecured and accessible to other students.

### **Medication Off-Campus When Student is Under District Supervision**

Parents/guardians must make arrangements with the building principal for students who will require medication off-campus while under the District's supervision prior to the activity or event (e.g., students who participate in extracurricular events or field trips). At a minimum, parents/guardians making such a request shall be required to comply with the applicable authorization requirements contained in this policy. The District shall develop, on a case-by-case basis, check-in and storage requirements for all medication provided or self-administered in this context. The District may consult the student's healthcare provider(s) when developing these rules.

### **Liability Disclaimer**

It is not the intent of the District to expand or modify the District's potential liability exposure through the development of this medication program. The District's voluntary creation of this program shall not be construed to create or assume any potential liability under any local, state, or federal law or regulation. State law provides liability protection for establishing a school medication program and providing medication under said school medication program. This protection extends to all eligible school medication providers, the District, and the Board so long as each party is acting in good faith.

### **MID-TERM PROGRESS REPORTS**

Mid-term progress reports are sent home with the students. Parents may request weekly reports be sent to them when their child's grades fall below 70%. Parents are encouraged to use PowerSchool, which can send weekly or daily progress reports via email. Contact the school if you need assistance in setting this up.

## **MUSIC CLASS PERFORMANCES**

Students who are enrolled in any music course will attend the concerts as a part of their participation in the course. Nonparticipation will be reflected in their class grade.

## **NATIONAL HONOR SOCIETY**

The National Honor Society creates enthusiasm for scholarship, service, leadership, character, and citizenship. The NHS is composed of students who have constantly maintained high academic standards and provided leadership for service to their community and NHS criteria. NHS members work on special service and fundraising projects throughout the school year as well as providing an induction ceremony for new members. Students who meet the academics standards (cumulative GPA of 3.5) will be invited to apply for membership in National Honor Society.

## **ND SCHOLARSHIP AND CHOICE READY**

Attached is the worksheet for the ND Scholarship and information on ND Choice Ready ESSA (Every Student Succeed Act) requirements. Students in grade 9-12 will have folders accessible to them to track their course work throughout their high school career for the scholarship and choice ready.

Any ND resident student is eligible for either a state *academic or career and tech scholarship* by the ND Superintendent of Public Instruction. Each scholarship has stipulations for students in grades 9-12 including certain courses that a student is required to take along with a specific GPA. A student is eligible to receive \$750 each semester (to a maximum of \$6000) if they attend a ND accredited institution and maintain a cumulative GPA of 2.75 for up to six years after high school graduation. Alexander High School administration and counselor will have the information available for all students.

## **NON-DISCRIMINATION STATEMENT**

APS adopted policy AAC and FFE: 08/2018

The Alexander Public School District, in the County of McKenzie and the State of North Dakota, supports the provisions of Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1963 and Section 504 of the Rehabilitation Act of 1973 which commit all schools to the elimination of discrimination on the basis of race, color, national origin, sex, and handicap, in employment and in those programs and activities offered to its students. It is the expressed intent of the Alexander Public School to provide equal opportunity for all students, free from limitations of race, color, national origin, sex or handicap. Any person who believes himself or any specific class of individuals to be subjected to discrimination in employment or in any of the programs or activities of the Alexander Public School District may file a complaint as follows: Complaint procedures:

1. An formal complaint must be filed by the complainant or Title IV coordinator.
2. The complainant, respondent, and parents of each will be notified, in writing, of the complaint and evidence.
3. At the conclusion of the investigation, the Title IX Investigator will submit the evidence and findings to the Title IX Decision Maker. The complainant, respondent, and parents of each will be notified of the evidence and findings and these parties will have 10 days to respond to the investigation findings.

\*Any student found to have provide false allegations for the purpose of defaming another individual will be subject to disciplinary measures.

### **NOON LUNCH**

A lunch program is provided for all students and teachers and everyone is encouraged to take part in this program. Lunches for grades 7-12 costs \$3.00. K-8 students are not allowed to leave campus during noon lunch without written permission from his/her parent.

Alexander School has open campus for grades 9-12. Open campus may be closed at discretion of administration.

Teachers will be permitted to go to the head of the line with students standing in line by classes (seniors, juniors, etc.). Students not acting in a mannerly fashion will be sent to the rear of the line. Students will display utmost respect for the cooks and kitchen staff.

### **OUT-OF TOWN BUS TRIPS**

The attorney for the North Dakota School Boards Association has issued a ruling involving students driving to school sponsored events. School districts are not to allow students to drive to or from an event when the school is providing transportation. Students may travel with their parents or guardians after gaining permission from school administrators or coaches.

### **PASS/FAIL POLICY**

Students in 7<sup>th</sup> and 8<sup>th</sup> grade will be required to retake any core class that they have not passed during the school year.

### **REPORT CARDS**

Report cards are issued every nine weeks and are to be taken home to the parents. Report cards need not be returned to the school.

The purpose of report cards is to show parents the manner in which their children are progressing at school.

At the end of the first and third nine-week period, parent teacher conferences will be held.

### **RESTITUTION**

Students who have been suspended or have accumulated a maximum number of absences for the year will be allowed to utilize restitution to reduce the number of suspensions for Choice Ready purposes. Students may utilize this option by service for restitution will be issued at the discretion of administration.

Service for restitution: Students will arrange to be of service to a local agency, with administrative approval, for no fewer than the number of hours missed due to a suspension. Students will collaborate with administration to develop a plan that is acceptable. Friday Intervention Time may be used to decrease a student's absences after they have reached 16 absences in a class: Three (3) hours (9:00 am -12:00 pm) at Friday Intervention Time will decrease a student's attendance count by one. During this time, students will be expected to work on homework, read a book, work with elementary students under supervision of their teacher or other administratively approved activities.

### **RETENTION**

Junior high students who fail one or more semesters in their core classes (math, science, ELA, social studies) are required to make up the course via summer school. If a student does not make up the course, they will be retained in their respective grade. Junior high students with excessive absences may be retained if they do not use restitution to make up absences.

High school students who fail a course (earn less than 60%) will not receive credit for that course. Core classes (math, science, ELA, social studies) will be retaken the next year or given the option to utilize online courses.

### **REQUIRED NUMBER OF CLASSES**

All students are required to carry six academic subjects a year. Chorus is optional for grades 9-12. Grades 7-8 are required to take a music course. **Students who drop a class after the first two weeks of school will receive no credit.**

### **RULES OF CONDUCT FOR SCHOOL PARTIES**

Gym exits are to be used only in the event of a fire.

Students may be required to take a breath analysis test.

Students will not be allowed to enter a school party or dance one hour after the doors open. One hour after the event starts, the doors will be locked. When a student leaves a party he/she cannot return.

Chaperones have the duty to provide proper supervision and to ask those who violate rules to leave.

**Homecoming** – Homecoming takes place in the fall. There is a coronation for the King and Queen. Homecoming is a student council directed activity. Students in grades 9-12 may attend the Homecoming dance, 8<sup>th</sup> grade students may attend if they are invited by a student in grades 9-12.

Candidates for Homecoming King and Queen will be seniors. Grades 6-12 will vote on the selection of the King & Queen. A student can only be King or Queen once during the school year.

**Prom** – The greatest social event of the year is the prom. All members of the junior and senior classes are prom king and queen candidates with the exception of the homecoming king and queen. Grades 9-12 will vote.

Prom is held normally in April, with regard to athletic and activity schedules.

1. The hours of prom are 8:00 to 12:00 pm, beginning with the Grand March at 8:00.
2. Any student in grades 9-12 and their date may attend the prom in accordance to the eligibility policy.
3. Eighth grade students from Alexander may be invited by an older student.
4. The dress code for prom is formal; this means each student is dressed in their best the duration of the prom.
5. The junior class is in charge of prom, its theme, refreshments, and finances, set up and tear down, while seniors, faculty, staff and members of the Board of Education are invited guests.
6. Prom guests from schools other than Alexander must be approved by the administration. Guest must be in good standing at their home school and not suspended or expelled at the time of the dance. Paperwork is available in the high school principal's office.
7. The chaperones for the prom shall be Alexander Public School staff and shall be approved by administration.
8. The Friday before prom is considered the set up day. Students may be excused to work on the prom set for the day. Excused students must have administrative & prom advisor approval and must use the extracurricular admit slips.

9. Tickets are available one month prior to prom. They are available at the school office.
10. Prom servers may be selected by the junior class.
11. Students are expected to stay the entire prom. Doors will be locked one hour after the start of prom and no one will be allowed to enter the prom. Parents/guardians will be notified if students leave early.

After Prom Party - The After Prom Party is an activity for Alexander students after the prom every spring.

1. The After Prom Party is planned by the freshmen class and parent/guardians.
2. All Alexander students in grades 9-12 are invited to the After Prom Party. Eighth grade students may attend the After Prom Party if they attended the prom.
3. The hours of the After Prom Party are 12:00-4:00.
4. The party will be held at the school, unless an alternate venue is secured and approved by administration.
5. The After Prom Party advisor shall communicate all details of the After Prom Party to the administration including but not limited to chaperones, theme, finances, etc.

### **SCHOOL ACCIDENTS**

In case of an accident on the school premises, first aid will be rendered and then, if necessary, the child will be referred to a physician and or emergency personnel. The parents, however, will be called immediately if necessary. Every attempt will be made to refer the child to the family physician, so it is essential for the school to have on file the telephone number of the parent. The school will keep unlisted numbers confidential. The school does **not** carry accident insurance

### **SCHOOL SONG** (Music from “Washington and Lee Swing”)

Hats off to old Alex High	Fight, Fight, Fight!
Victory, victory is our cry	On to win this game tonight
Spirits burning true to thee,	Proud to be the Red-White
Firm and strong are we	Loyal we shall ever be, ever be
	to Alex High!!

**SCHOOL TRANSPORTATION** – Although your child may not ride the bus, they do ride the bus during field trips and other activities.

### **General rules of conduct**

1. Be at the bus stop 5 minutes before the posted time of the bus.
2. Line up in a single file and wait on the curb and walkway – Not in the street
3. Wait until the bus stops and opens the door, before approaching the bus.
4. You should be 10 feet from the entrance door.
5. Keep your hands to yourself and DON'T push anyone especially as the bus pulls up.
6. DO NOT walk or stand on anyone's lawn or flowerbeds
7. DO NOT play around the tires or underneath the bus.

### **Guidelines for walking to and from the bus stops**

1. Look both ways and watch for cars when crossing the street.
2. DON'T play games on the way, particularly those that involve balls.
3. Walk on the walkways and not in the street or on anyone's property.
4. Have respect for your neighborhood and not disturb anyone's property such as sprinklers, mailboxes, plants or automobiles.

**Danger zones around the bus**

1. Directly in front of the bus
2. Directly behind the bus
3. Underneath the bus
4. Close by the side of the bus at the entrance door.
5. If you are close enough to touch the bus as you walk along the side, you are too close.

**Red light loading and crossing procedures**

1. REMEMBER, the driver may not know that you are a new student, if you need to cross the street make sure you tell the driver.
2. Wait on the sidewalk until the driver gives you a verbal command to cross the street.
3. This procedure includes the use of red cross-over lamps and a hand-held stop sign.
4. The red cross-over lamps are used as a signal to inform other motorists that they must stop for the bus.

**Other rules and regulations**

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders shall wear clothing that is appropriate for the weather, including but not limited to winter weather gear (ie. Winter coat). Drivers will not allow student on the bus without appropriate clothing.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects.
5. Riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
6. Riders shall be respectful and courteous to the other driver and to fellow passengers.
7. Serious safety hazards can result from noise or behavior that distracts the driver. Loud talking, laughing, yelling, singing, whistling, scuffling in the seat or aisle, throwing objects in or out of the bus while in motion or stopped. No smoking, lighters, matches, eating, drinking, standing up, or changing seats while the bus is in motion. These are prohibited actions that may lead to a citation or suspension of riding privileges.
8. No part of the body, hands, arms, legs, feet, or head should be put out of the window while the bus is in motion or stopped.
9. Riders shall help keep the bus and the area around the bus stop clean. Do not litter, deface or damage property around the bus stop.
10. Riders shall not damage or deface the bus or tamper with bus equipment when the driver is off the bus for a red light crossover or when you exit the bus at your afternoon bus stop. Go directly away from the bus when exiting.
11. No animals shall be allowed on the bus except as provided in Civil Code section 54.2.
12. Riders should be alert for traffic when waiting for the bus or leaving the bus.
13. No skateboards, scooters, or rollerblades are allowed on the bus unless arrangements have been made by the school site and the driver has been notified in advance.
14. Breakable articles (such as glass jars) which are likely to shatter upon being dropped thereby causing injury to students by cuts or punctures may not be transported.
15. Refrain from sending balloon bouquets or flower arrangements to school for students to transport home on the bus as they create unsafe driving conditions blocking views and discipline issues for drivers and students.

16. Alexander School uses NDIRF for insurance. If there is any injury to a student on a school bus, the guardian's automotive insurance is responsible for any incurred claims.

#### Consequences

First Offense: Warning or possible suspension from the bus

Second Offense: Three (3) days bus riding suspension

Third Offense: Two week bus riding suspension

Fourth Offense: Balance of year bus riding suspension, immediate suspension for threatened or bodily harm.

The Board of education provides transportation for team and other school groups; therefore, it is expected that it be used.

### **SEMESTER TEST EXEMPTIONS**

#### **FALL SEMESTER**

- Cumulative semester tests and/or projects are required of **all** students in all fall courses. There are no exceptions unless approved by administration in advance.

#### **SPRING SEMESTER –**

- Students in grades 11 and 12 may be exempt from participating in their second semester assessments, **if their semester grade in that class is an average of “B” or better AND no more than 2 absences (excused or unexcused) & tardies.**
- Students **WILL NOT** be test exempt and will participate in all of their semester assessments if:
  - Students have more than 2 absences and/or tardies combined. (Medical absences with a doctor's note are not counted in this total.)
  - Students assigned detention for the second time (including detention for tardiness to class)
  - Students that have violated the Alexander Public School District & NDHSAA policies
- Students that are exempt may elect to participate in any final assessment with no risk to their grade be lowered as a result
- No exams will be given early without the consent of the principal.
- Students who are absent on exam day are responsible for scheduling their make-up exams.
- **Students who do not complete their semester exam will fail the class for the semester.**
- 
- Unless otherwise authorized, semester test periods shall set by the administration.
  - Students, in grades 11 & 12, may be released early from an exam after **45 minutes or completion** of said exam.
  - Students in grades 6-10 must remain in their classroom during the entire exam period. Students should bring appropriate study/reading material to each examination session to occupy time remaining for the period upon completion of their semester exam.

### **SENIOR CLASS RANK**

Senior class rank will be calculated based on the students' cumulative grade point average, grades 9-12. High Honor students must have a 3.5 GPA and above and Honor students must have a 3.0



GPA and above. Final class rank requires administrative approval at the completion of the 7<sup>th</sup> semester.

### **SENIOR PRIVILEGES**

Senior Privileges will begin on the first school day of 4<sup>th</sup> quarter. Privileges are granted by administration.

The restrictions on students are not to interfere with regularly scheduled classes, students are not to loiter throughout the building and students are to remain discipline free. Students will not have more the one grade below 70% and none below 60%. Students may not drive their cars unless they are leaving for the day.

Loss of privileges may result for any violation of the above guidelines and/or handbook regulations.

### **SEARCH AND SEIZURE**

APS adopted policy FG, FGCA and FGCB: 08/2018

According to school policy, all school property including student lockers, desks, and storage areas are subject to being searched by school officials. Not only are above items subject to search, but also personal property including handbags, wallets, book packs, and automobiles may be searched. Furthermore, the use of drug sniffing dogs may be employed when deemed appropriate by the administration. School officials will not conduct searches and seize items indiscriminately. “Reasonable suspicion” and “probable cause” will be factors in any search and/or seizure

### **SIGNIFICANT CONTAGIOUS DISEASES**

APS adopted policy ACBB: 08/2018

No student may be denied admission solely because they have, or they are perceived to have, a significant contagious disease. It shall be a violation of school policy for any student, employee, or official to harass or discriminate against any affected individual within the institutional setting on the basis of having been diagnosed as having a significant contagious disease(s). No harassment or discrimination will be tolerated in any school building, at any school function, or on any school property

### **STUDY HALL REGULATIONS**

1. Check Out Procedure
  - a. One locker/bathroom pass for girls and one pass for boys will be provided.
  - b. Written permission must be obtained prior to study hall to see other school personnel. Passes must be signed and returned to the study hall monitor. Sign out and sign in at the monitor’s desk. Do not loiter in the halls, etc.
2. All conversations in study hall will be at a whisper.
3. Warnings will be issued for inappropriate behavior.
4. Students will be allowed to check out to the library only if library related work is to be done.
5. Study hall monitors will ensure that students make effective use of their time.
6. Chromebooks shall be used for educational purposes and gaming will not be allowed.

### **TECHNOLOGY, INTERNET, COMPUTER AND NETWORK FACILITIES** **ACCEPTABLE USE POLICY**

The Board of Education is committed to the goal of having technology, computers and network facilities used in a responsible, efficient, ethical, educational and legal manner in accordance with the mission of the Alexander Public School District.

Acceptable uses of the network are activities which support teaching and learning. Network users are encouraged to use technology, computers and the Internet for purposes which meet their individual educational needs and take advantage of the computer and network functions;

Acceptable uses of technology, computers and the network include, but are not limited to;

- Alexander Public School and North Dakota Public Library online catalogs;
- network file storage;
- word processing and other software;
- electronic mail;
- accessing databases such as Grolier's Online and ODIN (Online Dakota Information Network);
- accessing Internet resources such as web sites and United Streaming

Unacceptable uses of computers and the network include, but are not limited to;

- accessing Internet resources or visiting web sites deemed inappropriate by the staff and administrators of this District;
- violating the privacy rights of students and employees of this District;
- gaining unauthorized access to computer systems or files;
- copying print, software, music or video for use in violation of copyright law;
- inappropriate content in e-mail, other documents or online postings;
- using profanity, obscenity, or other language which may be offensive to another user;
- using the network for financial gain or for intentionally spreading computer viruses;
- downloading, storing, or printing graphics, videos, files or messages that are profane, obscene, or that use language that offends or tends to degrade others;
- taking and/or publishing digital images that are inappropriate, embarrassing or harassing to other students or Alexander Public School employees;
- intentionally bypassing the state-wide and/or district-based Internet filters;

The use of cell phones, tablets or any communication devices is prohibited. This includes but not limited to all cell phones, Gizmos, Apple watches and Fitbit devices. Students will place their devices into the appropriate location designated by their teacher. Students will have their devices returned at the end of the day.

Each student will be assessed a \$25.00 technology fee. Students are required to use their assigned chromebook and not personal devices.

### **Technology Misuse:**

**1<sup>st</sup> Offense** – The device is kept until the end of the day or the end of the following day, depending on when it was taken away.

**2<sup>nd</sup> Offense** – A PARENT must come and get the device at the end of the next day.

**3<sup>rd</sup> Offense** – The device may be returned at the end of the week, or after the weekend or the end of the day. The device will be kept for a minimum of three days.

All students must also follow and respect the Acceptable Use Alexander School Board Policy.

### **TELEPHONE**

Parents are reminded NOT to call their student during school; if it is an emergency please contact the office and your student will be retrieved. Students need to be obtained permission prior to using their phones during the school day.

### **TEXTBOOKS**

Students must properly care for textbooks that are provided by the school. If a student's designated textbook is damaged or lost, the student shall be financially liable for the repair or replacement of the book.

### **TITLE IX COORDINATOR**

The Title IX Coordinator for Alexander Public School District is Mrs. Faller. Any complaints shall be submitted to her.

### **TORNADO DRILL**

Tornado drills will also be held throughout the year.

1. The alarm will be given over the INTERCOM.
2. The basic position of individuals:
  - a. Face toward the wall
  - b. Kneel
  - c. Cover your face with your hands
  - d. Bend over
3. Do not run.
4. Instructions of where to go for each room will be given by the teachers.
5. Modular Classroom and Industrial Arts building – Move to a designated area in main school building

### **TRANSFER STUDENTS**

Students who enroll during the year at Alexander High School will take semester examinations in the courses for which they are registered. The final grade will be based upon the grades received from the previous school plus the teacher's estimate of the quality of the work done during their attendance at AHS. The grading of transfer students is difficult as the work done in previous schools may be considerably different from the requirements at AHS. The basic policy is to be as fair as possible to the incoming students and yet maintain standards set by our school. Days absent, whether excused or unexcused, will also transfer in with the student. Students who miss more than 14 days in a semester (including days absent prior to enrollment at AHS) will not be eligible to receive credit. When a student's grade level is in question the school district may determine the student's grade level based on assessments given through our district's assessment processes.

### **VISITORS**

APS adopted policy KAAA and KAAA-AR: 08/2018

All visitors must check in at the office, you will need to sign in at the office and receive a badge to be in the hallways. Outside doors will be locked during school hours. If you are coming to

volunteer or help out in the school, please do not bring younger children, which would need your supervision.

### **WEAPONS IN SCHOOL**

APS adopted policy FFD: 08/2018

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. Laser pointers fall into this category.

Violation of this policy may result in suspension or expulsion at the discretion of the school administrator.

### **WEATHER CLOSING AND EMERGENCY NOTICES**

When school is called off due to weather conditions or an emergency, announcements will be made on local communication stations, on social media and our school app. You will also receive an alert via telephone, text message and email when there is an emergency.

\*The app can be located and downloaded from Google Play or iTunes. Search for Alexander School District

### **WITHDRAWAL OF A STUDENT FROM SCHOOL**

The Administration must be notified by the parent/guardian of a student in writing and in advance of any intentions to withdraw their son/daughter from school. This is necessary in order to prepare the proper forms. The same procedure also applies to students applying to students transferring to another school. Students are required by Federal Law to be enrolled until their sixteenth birthday.

Disclaimer: All APS District Policies are not included in this handbook. Items/issues not specifically covered in the handbook will be reviewed/handled at the discretion of administration.



## NORTH DAKOTA CHOICE READY

The North Dakota **CHOICE READY** framework is a tool to assist educators to ensure all students successfully depart high school possessing the **ESSENTIAL SKILLS** necessary to be ready for life. The journey begins by ensuring students leave having the **ESSENTIAL SKILLS** to be successful for whichever path they choose. Students shall then strive to be **POST-SECONDARY READY**, **WORKFORCE READY**, and/or **MILITARY READY**.



### ESSENTIAL SKILLS

Earn a **North Dakota high school diploma** or **GED** and

Complete a **9-week Career Education Course/Individual Counseling** (15.1-21-18), **Financial Literacy** (15.1-21-21), and pass **ND Civics Test** (15.1-21-27) and **four or more** additional indicators:

- 25 hours of Community Service
- 95% Attendance (not counting school related absences)
- Work-based Learning Experience
- Two or more years in organized Co-Curricular Activities
- Two or more years in organized Extra-Curricular Activities
- Successfully complete a Capstone Project
- Successfully complete an on-line learning course
- Demonstrate competency in 21st Century Skills

Students shall then complete **two or more** of the **CHOICE READY** components below.



### POST-SECONDARY READY

Complete a **Four Year Rolling Plan**, and earn a **2.8 GPA or greater**, and complete one academic indicator set below:

ACT / SAT minimum subsection scores:

ACT English—18      SAT Reading/Writing—480

ACT Reading—22      SAT Math—530

ACT Math—21

ACT Science—23

or

**Two or more** additional indicators:

- Advanced Placement Course (A, B or C)
- Dual Credit Course (English or Math) (A, B or C)
- Algebra II (A, B or C)
- Advanced Placement Exam (3+)
- International Baccalaureate Exam (4+)
- 3.0 GPA in core course requirement for NDUS admission
- CLEM/CREAM (Eng/Math) Course (70% or greater)



### WORKFORCE READY

Complete a **Four Year Rolling Plan**, and complete two or more additional indicators:

- Complete three CTE courses or more (A, B, or C)
- Complete Career Ready Practices (3.0)
- Dual Credit Course (A, B or C)
- WorkKeys (Gold or Silver)
- Technical Assessment / Industry Credential
- Work-place Learning Experience (75 hrs)
- CLEM/CREAM (Eng/Math) Course (70% or greater)
- NDSA (Reading/Math) Level 3 or greater



### MILITARY READY

Complete a **Four Year Rolling Plan**, **ASVAB score of 31 or greater** (as determined by branch), **Quality Citizenship** (No Expulsions/Suspensions), **Physically Fit**, and Complete **two or more** additional indicators from the **Post Secondary** or **Workforce** options.

Student Name: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

### Current ND Graduation (page 1) and Scholarship Worksheet (page 2)

**Directions:** ND High School Diploma - 22 units of credit required (2012 graduation and beyond). For units of credit earned (*one unit = one full credit*): record the grades in the boxes, then list the unit of credit, and then list the course title.

(For additional information about ND Diplomas and Scholarship Information, go to <https://www.nd.gov/dpi/SchoolStaff/SAO/grantscholar/>)

1. 4 units of English language arts from a sequence that includes literature, composition, and speech:

Letter Grade	Unit Credit	Course Title	Letter Grade	Unit Credit	Course Title

2. 3 units of math, which may include 1 unit of computer science approved by the Superintendent of Public Instruction:

Letter Grade	Unit Credit	Course Title	Letter Grade	Unit Credit	Course Title

3. 3 units of science, including (choose 1 column for your sciences):

Letter Grade	Unit Credit	Course Title	Letter Grade	Unit Credit	Course Title
	1	Biology		1	Biology
	1	Chemistry		1	Physical Science
	1	Physics		1	Any other science

4. 3 units of social studies, including:

Letter Grade	Unit Credit	Course Title
	1	U.S. History
	½	U.S. Government and
	½	Economics <u>OR</u>
	1	Problems of Democracy
		ND Civics test

Date Passed:

- 1 unit (OR two half units) of any other social studies

Courses which may include: civics, civilization, geography and history, multicultural studies, ND studies, psychology, sociology and world history

Letter Grade	Unit Credit	Course Title

5. 1 unit of physical education, OR ½ unit physical education AND ½ unit health:

Letter Grade	Unit Credit	Course Title	Letter Grade	Unit Credit	Course Title

6. 3 units of foreign languages; Native American languages; fine arts; OR career and technical education courses:

Letter Grade	Unit Credit	Course Title	Letter Grade	Unit Credit	Course Title

7. Any 5 additional units of credit:

Letter Grade	Unit Credit	Course Title	Letter Grade	Unit Credit	Course Title

See reverse for ND Scholarship requirements. Questions? Contact: DPI at 701-328-2244 or ND Dept of Career & Tech Ed at 701-328-3103

The six items below are **Common Eligibility** requirements for both the **Academic and CTE Scholarship Programs** – the student must complete all of the six following requirements for either scholarship.

☒ Check the boxes below as the six common eligibility requirements are met.

- ☐ 1. North Dakota resident.
- ☐ 2. Graduate from a high school in North Dakota, from a public high school in a bordering state (according to provisions set forth in ND Century Code 15.1-29), from a nonpublic high school in a bordering state while the student resides with a custodial parent in ND (NDCC 15.1-21-02.6), or completes a program of home education supervised in accordance with NDCC chapter 15.1-23.
- ☐ 3. Complete the diploma requirements from sections 1-7 listed on page 1 (NDCC 15.1-21-02.2).
- ☐ 4. Obtain a grade of at least "C" in each unit **OR**  $\frac{1}{2}$  unit required by each respective scholarship.
- ☐ 5. Obtain a cumulative grade point of at least a 3 on a 4.0 scale based on the 22 units required by ND for high school graduation, including specific scholarship course requirements. The GPA must be rounded to the nearest hundredth for eligibility purposes.
- ☐ 6. Complete 1 unit of algebra II.

### ND Career and Technical Education Scholarship Eligibility Requirements

☒ Check the boxes below as the CTE Scholarship eligibility requirements are met. Transfer information to the first page.

In addition to the common eligibility requirements listed above, the student must also complete the following:

- ☐ 4 units of career and technical education in which 2 units must be from a coordinated plan of study recommended by the ND Dept. of Career & Technical Education. Coordinated Plans of Study may be viewed at: <http://www.nd.gov/cte/programs/career-dev/plans-of-study.html>

List the Name of the Coordinated Plan of Study: \_\_\_\_\_

- ☐ 1 unit selected from foreign languages, Native American languages, American Sign Language, fine arts, or career and technical education
- ☐ Receive a composite score of at least 24 on an ACT, or a score of at least '5' on each of the three designated WorkKeys assessments listed below. (*Deadline is the March ACT national test date from senior year.*)

List the ACT Composite Score

**OR**

List the 'Level Score' for each WorkKeys assessments

ACT Composite Score

<input type="text"/>	Applied Math score
<input type="text"/>	Graphic Literacy score
<input type="text"/>	Workplace Documents score

### ND Academic Scholarship Eligibility Requirements

☒ Check the boxes below as the Academic Scholarship eligibility requirements are met. Transfer information to the first page.

In addition to the common eligibility requirements listed above, the student must also complete the following:

- ☐ 1 unit of mathematics for which algebra II is a prerequisite
- ☐ 2 units of the same foreign language; the same Native American language; American Sign Language; or career and technical education from a coordinated plan of study
- ☐ 1 unit selected from foreign languages; Native American languages; American Sign Language; fine arts; or career and technical education
- ☐ 1 unit of an advanced placement course and examination; or  $\frac{1}{2}$  unit of a dual credit course; or 1 unit of an early entrance college course from a college which has a physical presence in North Dakota
- ☐ Receive a composite score of at least 24 on an ACT (*Deadline is the March ACT national test date from senior year.*)

*\*Any ACT tests taken later than the deadline have no guarantee that the results will be back by the June 1 deadline. Any official results for ACT tests taken after the March deadline must be sent to NDDPI by the student.*

Updated 09/15/2017