

**HILLSBORO HIGH SCHOOL PUBLIC SCHOOL**  
**12 4<sup>th</sup> Street NE, Hillsboro, ND 58045**  
**High School: 701-636-4360/Fax: 701-636-4362**  
**Bus Barn: 701-636-5825/Elementary: 701-636-4711**  
**Web: www.hillsborok12.com**

### **Welcome to Hillsboro High School**

We are extremely proud of our high school faculty, students and staff. Working together we have accomplished many worthwhile goals. Our high school is a great place to learn and enjoy your friends. We welcome you and wish you a prosperous and enjoyable school year. The purpose of this handbook is to provide an important source of information for Hillsboro High School students and parents. We have tried to anticipate what you will need to know to make this school year successful. We urge you to read this handbook and keep in mind that it is not an all-inclusive list of rules, but rather an outline of expectations and procedures, which contribute to the operation of our school. For more detailed policies and procedures stop by the school office or visit the School Board website. If you have any questions, please see your child's classroom teacher and the building principal. It is important that everyone involved thoroughly understand the organization, regulations, and activities of Hillsboro High School. **Failure to know the contents will not excuse a student from following the adopted student policies.** It is a sincere administrative wish that your school year will be beneficial and productive, a year that you will enjoy and reflect back upon with fond memories.

### **FACULTY ROSTER: 2018-2019**

Paula Suda	Superintendent
Terry Baesler	Principal
Dave Nelson	Activities Director/Phy. Ed
Jarvis Knudson	Science
Heidi Eckart	Art, 7 & 8 Language Arts,
Kevin Lokken	Resource Room
Danika Burkett	Music
Mary Germundson	Spanish
Maggie Zentner	Social Studies, Drivers Ed.
Brittany Guttormson	English
Tony Guttormson	English
Logan McAllister	Math
Garth Limke	Tech Coordinator, Computer Science
Sandy Meyer	Math
Kyle Morehart	7 & 8 Math & Language
Ryan Nielsen	Business, Accounting
Rob Owens	Science
Levi Reese	Vocational Agriculture
Elliot Rotvold	Social Studies
Lisa Toenies	Librarian
David Schill	Guidance & Counseling
Shelby Strand	FACS

## MISSION

**“Lead and prepare our learners to succeed in life.”**

This statement is used as a guide in developing all aspects of the curriculum. Hillsboro High School desires to prepare students to exhibit communication and technological literacy, the ability to access and evaluate information, respect for individual, and self-knowledge. The ultimate purpose of all education is to make the students their own teachers.

### **Hillsboro School’s Code of Conduct:**

- Be Respectful
- Be Responsible
- Be Safe

## GRADUATION INFORMATION

To be eligible for graduation, a senior must have enrolled in a high school during grades 9, 10, 11, & 12 for four separate school year terms. An exception to this policy may be made for students if they have the approval of their parents and principal. **In addition, students must have completed and passed all requirements for the high school diploma in order to participate in commencement exercises.** A student not completing all requirements by the date set for graduation may still receive a diploma for that year, however, all graduation requirements must be met before school begins in the fall of that year.

### **Instructional Model**

<b>Routine Events</b>	<b>Addressing Content</b>	<b>Enacted on the Spot</b>
<b><u>DQ 1</u></b>  1. Providing Clear Learning Goals 2. Tracking Student Progress 3. Celebrating Success	<b><u>DQ 2</u></b>  9. Chunking into “Digestible Bites”  12. Recording and Representing Knowledge	<b><u>DQ 3</u></b>  27. Using Physical Movement

<p><b><u>DQ 6</u></b></p> <p>4. Establishing Classroom Routines</p> <p>5. Organizing the Physical Layout of the Classroom</p>	<p><b><u>DQ 7</u></b></p> <p>34. Applying consequences for lack of adherence to rules and procedures</p>	
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**ACADEMIC INFORMATION**

**GRADUATION INFORMATION**

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**ACCREDITATION**

Hillsboro High School is accredited by the North Central Association of Colleges and Secondary Schools, and by the North Dakota State Department of Public Instruction.

**Diploma Requirements:**

English	4
Mathematics	3
Science – Physical & Biology Required	3
Social Science – US History & POD Required	3
Physical Education	1
Foreign Language, Fine Arts or CTE	3
Additional Credits (Electives)	5
<b>Required Credits</b>	<b>17</b>
<b>Elective Credits</b>	<b>5</b>
<b>Credits Required for Graduation</b>	<b>22</b>

**ND Academic Scholarship Eligibility Requirements:**

Completion of English, Science, Social Science, Physical Education, and Elective Credits
1 Additional Credit of Math for which Algebra II is a prerequisite
2 Credits of the same Foreign Language
1 Credit of Fine Arts or CTE course
½ credit of a Dual Credit course or 1 credit of AP course with examination
Obtain a minimum of “C” for each credit or ½ credit under diploma requirements
Obtain a cumulative GPA of 3.00 or higher (B average)
Receive a composite score of at least a 24 on ACT

**ND Career and Technical Education Scholarship Eligibility Requirements:**

Completion of English, Science, Social Science, Physical Education, and Elective Credits
4 Credits of Math on Credit needs to be Algebra II
2 Credits of a coordinated plan of study recommended by Department of CTE
3 Additional Credits, 2 must be in the area of CTE
Obtain a minimum of “C” for each credit or ½ credit under diploma requirements
Obtain a cumulative GPA of 3.00 or higher (B average)
Receive a composite score of at least a 24 on ACT or a minimum score of a 5 on each of the three WorkKeys Assessments (Reading, Locating Information, Applied Mathematics)

**2017/2018 School Year Academics**

**1. Percentage of Proficiency = 75% or 3 on a 4 point scale**

- a. 75% of the grade will come from tests, quizzes, projects, papers, etc.....
- b. 25% of the grade comes from homework
- c. If students aren't proficient on formative tests, but show proficiency on final (summative test) - student will be given a proficient score

**2. Homework**

- a. 50% if turned in late (missed deadline)
- b. 0 credit if not turned in - Incomplete in the grade book until turned in.

**3. Retakes**

- a. **Allow one retake** - Highest test score goes in the grade book<sup>[SEP]</sup>(If student can show proficiency in the final test the grade will be considered proficient.) Proficiency scores will not be updated until the end of the semester.

1. Must be taken within 5 days of original test<sup>[SEP]</sup>

- i. All work associated with the test must be completed and handed in

within the 5 days.

ii. If not taken within 5 days original test score is used and student is considered not proficient in that class.<sup>[1]</sup><sub>[SEP]</sub>

iii. Students who scores above 75% will also have an opportunity for a retake to raise that test score.

#### 4. Reteach

- a. Student makes an appointment with the teacher to be retaught before school, after school or during Burro Time
- b. Students will need to sign-up with their teacher
- c. If a student misses a scheduled retake - that student will receive the original test score

#### 5. Eligibility

- a. An “F” **in any** class will result in the student not being eligible to participate. This will also be in the coop agreement with Central Valley.
- b. **Failure to pass all classes at the end any high school semester will make a student ineligible for a period of four weeks from the first day of the following semester.** Students completing (and passing) a credit recovery course over the summer will be immediately eligible for fall sports.

#### Grade Scale:

%	Letter Grade	GPA	%	Letter Grade	GPA
100 – 95	A	4.00	81 – 77	C	2.00
94 – 93	A-	3.66	76 – 75	C-	1.66
92 – 91	B+	3.33	74 – 73	D+	1.33
90 – 86	B	3.00	72 – 71	D	1.00
85 – 84	B-	2.66	70 – 69	D-	0.66
83 – 82	C+	2.33	69 – Below	F	0.00

**\*\*Dual Credit Classes Offered through Mayville State University Will Follow Mayville State’s Grade Scale**

**Note: Art and 7 & 8 Grade English follows a rubric grading scale.**

#### **ACADEMIC INELIGIBILITY**

Grades will be taken every **Thursday by 4:00 PM** to determine participation eligibility. If a student is receiving an “F” in any class they will be ineligible to participate in games for one week starting the **following Monday. Eligibility will run from Monday to Sunday. Parents and students will be notified no later than 4:00 on Friday.** The first 4 weeks of a semester will not have grade checks on Thursday If a student fails a semester class, they will be ineligible for the first 4 weeks of the following semester. This includes fall semester to spring semester and spring semester to fall semester. If a student takes a credit recovery class over the summer and pass, they will be eligible immediately for the fall sport.

Credit Recovery – North Dakota Center for Distance Education  
Phone: 701-231-6000  
E-mail: [ndcde.enroll@ndcde.org](mailto:ndcde.enroll@ndcde.org)

### **Illness - EXTRA-CURRICULAR ACTIVITIES**

If a student misses any part of a school day due to illness, they will not be allowed to practice or play in a game that day. Administrative discretion will be used. This does not include appointments. The main office will provide a list for the AD and coaches. Students who are absent on a Friday will be eligible to participate on Saturday

### **BELL SCHEDULE**

Zero Hour	7:25 – 8:23
Period 1	8:30 – 9:18
Period 2	9:21 – 10:09
Period 3	10:12 – 11:00
Period 4	11:03 – 11:51
Period 5	11:26 – 12:14
Period 6	12:17 – 1:05
Period 7	1:08 – 1:56
Period 8	1:59 – 2:47
Burro Time	2:50 – 3:15

### **CLASS CHANGES**

Students are not allowed to drop or add classes without an official drop/add slip issued by the office, initialed by the teacher, & either the counselor or principal. All changes must be made within **one week** of the start of a new semester. All requests may not be approved.

### **COMPUTER POLICY**

For our complete Acceptable Use Policy (AUP), please go to [www.hillsborok12.com](http://www.hillsborok12.com) school board policy ACDA.

## **COMPUTER USAGE**

Computers are available for student usage and all students are encouraged to use these computers. However, students are **ABSOLUTELY LIMITED** to the use of programs or websites, **which are assigned or approved by an instructor**. Students using or attempting to use unauthorized programs or websites will be denied access to any of the school computers for a period of time set by the instructor and/or principal. Students are also advised that nothing they save on the computer network is confidential; teachers and administrators have access to all student documents on the network.

## **COURTESY TO THE NATIONAL ANTHEM, THE FLAG AND THE PLEDGE OF ALLEGIANCE**



If the national anthem is played while the United States flag is displayed, everyone present should face it and salute in the same manner as when the flag is raised or lowered or passes by in a parade. If the flag is not displayed, all persons should stand at attention facing the music.

## **COURTESY TO THE SCHOOL SONG**

Courtesy demands that you stand at respectful attention for your own school song and for other schools' loyalty songs.

## **Early Outs**

The district has scheduled a number of early outs this year for staff professional development. Please refer to the district calendar to see when those days are.

## **HONOR ROLL**

Honor Roll is computed on a quarterly basis. All grades are computed and any student who receives D's or F's is not included in the honor roll. Honor roll grading is: 4.0; A= 3.6665 to 3.9999; B= 2.9995 to 3.6664.

## **INCOMPLETE GRADES**

All "incomplete" grades must be made up and removed from the records within two weeks after the quarter or the student will be given a failing grade for the grading period. Extensions may be granted for extenuating circumstances only by joint approval of the instructor and principal.

## **REPORT CARDS**

Report cards will be handed out, to parents, during parent teacher conferences after quarter one and quarter three. Report cards will not be mailed out unless requested. Grades can be found on the PowerSchool web site.

## **ALCOHOL, TOBACCO, NARCOTICS, DRUGS**

The possession, use, or consumption of alcohol, tobacco, drugs or narcotics on or about the school premises or at school functions are not permitted and will result in suspension or expulsion from school. All parking lots, streets and sidewalks adjacent to the school are considered part of school premises. The parking lot north of the school is school property and all school regulations will apply. Throughout the school year, drug dogs will be brought into the school for detection purposes.

## **ATTENDANCE** **APPOINTMENTS**

Students who have an appointment during school hours must have a parent and/or guardian give notification to the school office. Upon returning from the appointment the student must check with the office to receive a permit to leave building (blue) slip then return to their scheduled class. Failure to comply with these procedures will result in an unexcused absence.

The length of the school term shall be 180 days. The students shall be in attendance the maximum number of days possible. If a student has been absent, the parent should contact the office or teacher by note, phone call or email. The student will be allowed twice as many days to make up the work as days s/he was absent. If a family is going on vacation, arrangements should be made with the teacher regarding makeup work.

Parents of children between the ages of 7-16 are required by North Dakota State Law to have their children in school on time, every school day. This year we are going to be more active in our encouragement for your child (all ages) to be here and be on time. If your child is absent or tardy five times, you will receive an early intervention letter in the mail. If your child is absent or tardy ten times (per semester), you will receive a letter and a meeting or phone call will take place with the classroom teacher, school counselor and principal to discuss your child's absences or tardiness and see what solutions we can come up with. If absences and tardiness persists the principal may file a referral with social services on the grounds of educational neglect.

The Hillsboro Public School District recognizes three types of absences:

- a. Excused: Excused absences shall be those caused by illness, injury, family emergency, religious observance, or those absences granted in advance by the principal. The responsibility for making the absence excused rests with the parents and students.
- b. Unexcused – with parent/guardian's knowledge and/or consent: If a student is absent with parent/guardian's consent for reasons other than those stated above, the parent/guardian is expected to call the principal's office to explain the absence and the student will be subject to a penalty, since he/she will be in willful violation of school board regulations. If a child is absent more than three consecutive days, the building principal shall arrange a visit with the child's parent/guardian. If the absences become habitual and the principal is not satisfied that the absences are excusable, the principal shall file a Report of Suspected Child Abuse or Neglect with the Traill County Social Services and the State's Attorney for appropriate action. Habitual absence is defined as five (5) or more absences per each nine (9) week period.
- c. Truancy: "Truancy" is defined as being absent from one or more classes without the consent of parent/guardian or school officials.

## **BUS REGULATIONS**

The bus driver has the same authority as a teacher. A pupil refusing to obey the driver could lose his or her privilege to ride the bus. The bus drivers will use the code of conduct of **be safe, be respectful, and be responsible** to take care of any situations.

When a bus child is not riding, it is necessary to notify the driver or call the bus barn (636-5825) and leave a message before 7:00 AM. A note must accompany a student if they are riding to a friend's house.

The parents of rural bus students in case of adverse weather should arrange storm homes.



## **Cheating**

If a student is caught cheating on an assignment, quiz or test the child's parents/guardians will be notified and the teacher, student, and principal will discuss the proper consequence.

## **DETENTION POLICY**

1. Detentions will be served daily as infractions occur.
2. Students **will do school work or assigned tasks during detention.**
3. Students will report directly to the principal.
4. Students must serve detention time on the next available day.

## **DISCIPLINE**

Although no collection of policies is capable of addressing all possible violations, the following chart is what is used to determine severity of an action. All discipline in Level 1 & 2 is subject to teacher discretion, Level 3 is subject to administration discretion. Restorative practices will be used to help the students change unwanted behavior.

### **Classroom Response Guide: BE RESPECTFUL, BE RESPONSIBLE, BE SAFE**

This guide was created to determine the level of infraction and consequences. This matrix must be part of every teacher's discipline plan. (ADAPTED FROM HERNANDEZ MIDDLE SCHOOL)

Tier 1	Tier 2	Tier 3
<b>Behaviors that should be addressed in the classroom</b>	<b>Teacher assigned consequences with documentation (Log in PS)</b>	<b>Automatic Referral to Principal</b>
Inattention (sleeping, simple off task behaviors, etc.)	Inappropriate or offensive language (cursing, race, culture, sexual orientation, intelligence, etc.). Requires counselor session	Racial, sexual, cultural harassment (Verbal or Physical)
Irresponsibility (not turning in homework, unprepared for class, dishonesty)	Violation of electronic device policy	Severe disrespect to adult (verbal attacks)
Chair violations (out of seat, tipping chair, feet on desk, etc.)	Tardies	Severe bullying (threats or intimidation)
Gossiping (continues to tell stories)	Persistent or heated provocation between students that could lead to violence	Serious violation of safety rules (fire alarms, malicious pranks)
Non-compliance with classroom or school	Out of area (not going where they asked)	Physical violence (hitting, kicking, biting, throwing)

expectations or procedural routines		dangerous items)
Bickering and verbal disagreements between students	Moderate horseplay with safety issues (tripping, slapping, pushing)	Possession of weapon, drugs, alcohol
Mild horseplay (aggravating or annoying peers, running around, touching another student's belongings)	Name calling, insults, exclusion (aspects of bullying) Requires counselor session	Terroristic threats
Mild disruptions (talking without permission, noises, etc.)	Throwing non-dangerous items inappropriately	Vandalism of School Property (graffiti, destruction of property)
Other minor behaviors (invasion of space, misusing supplies, etc.)	Minor property damage	Vulgarity or obscenity, possession of pornography
Minor PDA (kissing, holding hands)	Minor bus violation (non-safety)	Theft
Dress code violation (hats)	Misuse of computer privileges	Distribution or selling of prohibited items
	Skipping class, leaving school	Inappropriate use of electron device (inappropriate material, pornography)
	Disrespect to adult (gestures, offensive comments, refusal to reply to a directive)	
	*Parents/guardians must be contacted (one warning) and documented in PowerSchool by teacher	*Parents/guardians must be contacted and documented in PowerSchool by teacher before referral

## EXPULSION

Expulsion is “action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not extend beyond the school term/ semester” (per current NDCC). Only the school board can expel a student and shall do so in accordance with the provisions of this policy. Upon notification of a hearing for expulsion, a student will be provided with an additional copy of the district policy and due process procedures.

For handicapped students, a student may be placed in a more restrictive alternative through the IEP team process, but shall not be expelled when the misconduct is related to the student's handicapping condition. When it is determined in a team meeting that a pupil's misconduct is related to the student's handicapping condition, then the assessment, the IEP, and the least restrictive alternative shall be reviewed according to the provisions of IDEA (1990).

No expulsion shall be imposed without a hearing, unless the student and parent or guardian waives the right to a hearing in writing. The school board or its agent shall initiate the action.

### **Harassment/Teasing**

Teasing, bullying and harassment in our school will not be tolerated. Any students who feel they are victims should immediately report the incident to a staff person. The procedures of the school are that the incident will be resolved by the school counselor whenever possible. If the counselor cannot resolve the issue, s/he will report to the principal who will continue the investigation. Parents may be notified and consequences will be discussed. All procedures followed will be in accordance to school policy.

<http://www.hillsborok12.com/wpcontent/uploads/2012/02/studentbullyingform.pdf>

### **"Bullying" means:**

a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

- (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
- (2) Places the student in actual and reasonable fear of harm;
- (3) Places the student in actual and reasonable fear of damage to property of the student; or
- (4) Substantially disrupts the orderly operation of the public school.

b. Conduct that is received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

- (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
- (2) Places the student in actual and reasonable fear of harm;
- (3) Places the student in actual and reasonable fear of damage to property of the student; or
- (4) Substantially disrupts the orderly operation of the public school.

c. "Conduct" includes the use of technology or other electronic media.

### **IN SCHOOL SUSPENSIONS (ISS)**

Students who are assigned ISS will report to the office to begin their day. They will be given bathroom breaks as well as an opportunity to eat lunch. Any schoolwork that is missed during the suspension time will be due to the teacher by the next class period or full credit will not be given. The student is not allowed to attend or participate in any school functions during the suspension time, which includes any evening events.

### **OUT OF SCHOOL SUSPENSIONS (OSS)**

These will be assigned for more serious offenses, such as fighting, alcohol, drug, and tobacco violations or other serious offenses as deemed by the building principal. The student is not allowed to be present in the building, participate in or attend any school functions during the suspension time, which includes evenings or practices. Any schoolwork that is missed during the suspension time will be due to the teacher by the next class period or full credit will not be given.

**STUDENT APPEARANCE**

Students should be neat, clean and appropriately dressed. Students may not wear any clothing that may be deemed offensive, obscene, vulgar, unsafe or inflammatory. Students will refrain from wearing short shorts and skirts (must reach bottom of student’s arm length or mid thigh) and plunging necklines. Teachers and administrators will send students home to change. During the school day, hair should be clean and neat and no caps or hats are to be worn in school. Students should be encouraged **not** to wear hats at indoor school events.

**3. Extra-Curricular/Activity Information**

**Athletics Offered:**

Girls Volleyball	7-12	Fall	Football	7-12	Fall
Girls Basketball	7-12	Winter	Boys Basketball	7-12	Winter
Wrestling	7-12	Winter	Girls Softball	7-12	Spring
Girls Track	7-12	Spring	Baseball	7-12	Spring
Boys Track	7-12	Spring	Boys Golf	7-12	Spring
Girls Golf	7-12	Spring			

**Extracurricular Activities Offered:**

Pep Band	7-12	Jazz Band	9-12
Cheerleading	9-12	Drama	7-12
Science Olympiad	7-12	Math Counts	7-12
Academic Team	9-12	Academic Olympiad	9-12

**Organizations Offered:**

Student Council	7-12	National Honor Society	10-12
FBLA	9-12	Yearbook	9-12
Speech	7-12		
FFA	9-12		
FCCLA	9-12		

**ACTIVITY TICKETS**

Season tickets are available to all students for athletic events. This will admit students to all regular season home athletic contests. All tournaments and playoffs are excluded. If no season ticket is purchased, students will be required to pay regular student admission at the door. The following sports are covered by the season ticket: football, girls' basketball, boys' basketball, wrestling, and volleyball.

**CONCUSSION MANAGEMENT BOARD POLICY**

## **Reference Hillsboro-Central Valley Burros Extra-Curricular Activities Parent/Student Handbook**

### **EXTRACURRICULAR ACTIVITIES INFRACTIONS/SUSPENSIONS**

The following rules and regulations concerning the extracurricular activities in Hillsboro Schools are set up to govern all the extracurricular activities in the school including athletics, competitive music and music for events outside of classroom instruction, Speech, FBLA, FCCLA, Science Club, Honor Society, cheerleading, Yearbook, FFA, and any other extracurricular activities. Pep Band, Homecoming, Prom, and all other School Sponsored dances are not part of the extra-curricular suspension.

## **Reference Hillsboro-Central Valley Burros Extra-Curricular Activities Parent/Student Handbook**

### **CODE OF CONDUCT**

## **Reference Hillsboro-Central Valley Burros Extra-Curricular Activities Parent/Student Handbook**

### **NATIONAL HONOR SOCIETY**

Section 1: At the end of three semesters of high school students with a 3.5 GPA may apply for membership into the organization. They will apply by filling out an application provided by the Chapter. Candidates will be judged on character, leadership and service. The selection of each Chapter member shall be by majority vote of the faculty council. Once members are selected they are responsible to continue to demonstrate character, leadership and service and they must maintain a 3.5 GPA. Members must also attend 80% of all meetings and participate in a minimum of 5 hours of service per year as contracted through the advisor.

Section 2: Students not selected for induction into the Chapter will be advised through a written notice to consult with the advisor.

### **Administration of Medication**

In order for school personnel to administer medication (including over-the-counter medications) to a student, a Medication Request form must be filled out and signed by both the physician and parent, including a statement of possible side effects.

The school designated staff member shall:

- 1) Administer the medication
- 2) Document the administration of medication
- 3) Store medication in a secure area.

## **STUDENT USE OF PERSONAL TECHNOLOGY**

### **Definitions**

For the purposes of this policy:

- *Inappropriate content* is defined as content that:
  - a. Violates a district student conduct policy;
  - b. Attacks ethnicity, race, religion, or other legally protected status;
  - c. Promotes violence, terrorism, or other illegal activities including, but not limited to, tobacco, drug, and/or alcohol use by minors;
  - d. Is obscene or pornographic as defined by community standards;
  - e. Is reasonably forecasted to materially or substantially disrupt the educational environment;
  - f. Poses a direct threat to the physical safety of the school population.
  - g. Infringes on the rights of others, such as (but not limited to) material that is potentially libelous or invades an individual's privacy.
  - h. Personal technology is defined as a device that is not owned by the District, is in the possession of a student, and contains one or more of the following features:
    1. Has the capability to connect to one or more networks including but not limited to, a cellular network, Internet, Ethernet, and/or Bluetooth
    2. Has a digital camera and/or video recording device
    3. Has a microphone
    4. Has data storage capability
    5. Has an operating system and/or the capability of running software, apps, and/or electronic games.
- *School day* is defined as beginning at 8:30 a.m. and ending at 3:30 p.m.
- *School property* is defined as all property owned or leased by the District, school buses, and other district-owned or contracted vehicles.

### **Prohibitions**

The Hillsboro School District prohibits students from using personal technology as follows:

1. Students are prohibited from using personal technology to violate a student conduct policy including, but not limited to, policies on cheating and bullying while on school property or at a school-sponsored event.
2. Students are prohibited from using personal technology to photograph or video record any person during the school day. Students are furthermore prohibited from transmitting any photo or video using personal technology during the school day. Building principals are authorized to make exceptions to this rule for bona fide classroom activities and in accordance with the "exceptions" section of this policy.
3. Students are prohibited from using personal technology to photograph or video record inappropriate content and/or transmit inappropriate content while on school property and/or participating in school-sponsored events.
4. Students are prohibited from displaying and/or using personal technology in areas where there is a reasonable expectation of privacy on school property and at school-sponsored events. Students should refrain from possessing personal technology in areas where there is a reasonable expectation of privacy on school property and at school-sponsored events, which includes, but not limited to, locker rooms, bathrooms, meetings and conferences.
5. Students are prohibited from using personal technology to compromise district networks or access confidential material on district networks. The District may also take

disciplinary action against a student who has used personal technology to engage in hacking, trolling, accessing or transmitting inappropriate material, spamming, sending viruses, and/or engaging in illegal or other inappropriate activity while on school property or participating in school-sponsored activity.

6. Students are prohibited from using personal technology disruptively or in a manner that potentially compromises the safety of others on district property and during school activities.

### **Classroom Use**

Elementary classroom teachers shall prohibit possession and/or use of personal technology in the classroom. Middle and high school classroom teachers may prohibit possession and/or use of personal technology in the classroom.

Middle and high school classroom teachers may alternatively establish rules related to use of personal technology in the classroom. These rules shall:

1. Comply with this and other student conduct policies.
2. Take into account the ages of the students.
3. Take into account the availability of district-owned technology for student use.
4. Take into account the extent to which personal technology use would disproportionately grant students who have access to it an unfair advantage over those who do not.
5. Address cheating and disruptive use of personal technology.
6. Be approved by the building principal prior to implementation.

### **Use during the School Day outside Classroom**

Elementary students are prohibited from using personal technology during lunch and recess unless granted an exception by the building principal or classroom teacher

### **Disciplinary Consequences & Confiscation**

Students in violation of any portion of this policy will be subject to disciplinary procedures in accordance with the district's student conduct policies. In addition, teachers may confiscate personal technology when a student is reasonably suspected of using it to violate this policy or classroom rules. Teachers may keep the personal technology until the end of the day or turn it over to the building principal for further action. Teachers shall make this determination based on the severity of the suspected offense. Under no circumstances shall a teacher or ancillary staff member search personal technology. If the student is not willing to turn over a personal technology device the principal, parent, and possibly law enforcement will be contacted.

The building principal shall determine how long to keep confiscated personal technology based on the following criteria:

1. The nature of the offense; if illegal activity is suspected, the administrator shall contact law enforcement and the Superintendent and retain the device until further directed by law enforcement or the Superintendent.
2. If the confiscate item is a phone, the principal should consider if the student walks or drives to and from school and potential safety considerations associated with not having the phone in the student's possession.

3. Other considerations of significance based on the nature of the device confiscated and the student's disciplinary history.

### **Searches of Personal Technology**

The building principal or Superintendent is authorized to search student personal technology only when s/he has credible, specific, and timely reason to believe that the device contains evidence of wrongdoing by a student or potential harm to self or others. Only areas of the device reasonably related to the purpose of the search will be subject to a search (e.g., if a student is texting inappropriate photos, only the device's text messages will be searched). The building principal and Superintendent are authorized to contact legal counsel to help determine the appropriate scope of the search.

If the building principal or Superintendent suspects or finds that a student's personal technology contains content that violates NDCC 12.1-27.1-03.3 or other laws, s/he shall contact law enforcement. Under no circumstances shall school officials download or transfer sexually explicit content from a student's personal technology. Law enforcement, including school resource officers, must have probable cause to search the device, preferably in the form of a search warrant.

### **Exceptions**

The Superintendent and/or his/her designee is authorized to make exceptions to the prohibitions set forth in this policy for health, safety, or emergency reasons, for students in attendance as active members of a volunteer firefighting organization or volunteer emergency medical service organization, and when use of electronic devices is provided for in a student's Individualized Education Program (IEP).

### **Emergencies**

Students are encouraged to use any available cellular telephone in the event of an emergency that threatens the safety of students, staff, or other individuals.

## **NORTH DAKOTA'S COMPREHENSIVE MODEL SCHOOL POLICY**

### **FOR TOBACCO USE**

### **Definitions**

For purposes of this policy:

- *Electronic smoking device* means any device that can be used to deliver aerosolized or vaporized nicotine to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen or e-hookah.
- *Possession of Tobacco Products* means:
  - a. Actual physical possession of the tobacco product while on school property;
  - b. Use or consumption of the tobacco product while on school property;
  - c. Tobacco product located in the student's locker, car, handbag, backpack, or other belongings while on school property; or



- d. Appearance by a student on school property after having consumed or ingested the tobacco product that is noticeable by breath odor.
- *Smoking* means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco, nicotine, or plant product intended for inhalation, including hookah and marijuana, whether natural or synthetic. "Smoking" also includes the use of an electronic smoking device.
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *Tobacco product* means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also includes any electronic smoking device.

## **COUNSELOR**

The counselor assumes the primary responsibility for helping students deal with their problems. Students are encouraged to talk with the counselor about any problems or concerns they may have. It is essential that students contact the counselor to verify credits accumulated, and to verify that their graduation requirements are met. The following are concerns with which students may find the counselor helpful:

- I. Educational and Vocational Plans
  - A. High school course selection.
  - B. Career information.
  - C. Colleges, college programs, and placement.
  - D. College plans: admissions, courses of study, housing, financial aids, etc.
- II. Confidential help with personal and social problems.
  - A. By counseling with the counselor.
  - B. By referring the student to another agency, if so desired.
- III. Testing, test information, and test interpretation.
  - Tests will:
    - A. Help the student discover more about his/her special abilities.
    - B. Help the student discover more about his/her interests and how they relate to jobs.

The counselor will listen to students' problems, will be understanding, and will help students think through problems and seek possible solutions for them. Feelings, ideas, or problems you share with the counselor are confidential, unless you want them shared with other people. (The one exception is in the case where a person is in danger or dangerous to himself or others.) You can trust your counselor to do his/her best to help you or to refer you to someone else who can help you with a specific concern.

## **DOORS LOCKED**

School doors will be locked by 9:00 a.m. daily and remain locked throughout the school day. After 9:00 a.m. students need to use the main west door by the office. All school visitors need to use the main west door and report to the office upon entering the school.

### **HOT LUNCH PROGRAM**

Hot lunches are served in the school daily. Students will need to set up a family lunch account in the office. All outside food needs to be eaten in the lunchroom. No soft drinks are allowed in the lunchroom in compliance with federal guidelines. Parents of students eligible for reduced rates or free lunches are encouraged to complete the necessary paper work and return it to the office before the program can be initiated.

### **IMMUNIZATIONS**

All children in North Dakota who will be attending school are now required to submit a certificate of immunization before admission to school. The law, which became effective July 1, 1979, requires that the certificate be signed by a physician or local health department representative and must be presented to school officials by the child's parent or guardian before admission to school. The law does allow exemptions for medical or religious reasons.

### **LATE STARTS**

North Dakota weather sometimes requires a late start. You will be notified through instant alert, if you sign up for this in the office. You can also hear weather related announcements on local radio and television stations.

### **LIBRARY - MEDIA CENTER**

The library is available to aid and enhance your education. You are encouraged to use the library for reading, research, and quiet study.

### **LOCKERS**

Student lockers are the property of the school. Lockers are subject to periodic inspection and may be entered by the principal or designate at any time a student is suspected of possessing alcohol, tobacco, narcotics, explosives or other items considered potentially harmful to other students or to the school building. **Students are prohibited from posting anything on their lockers that are not school related.** All non-school related items will be removed. Students are encouraged to place a lock on their lockers, however, if they are locked, a duplicate key or the combination must be turned in to the office. The school is not responsible for valuables missing from a locker.

### **OUT OF TOWN EVENTS**

Students are representatives of the school at out of town events. Students are expected to show good behavior at such events. Disciplinary action could result if any student's conduct is determined to be detrimental to his/her school or community. Students riding in a school vehicle to an out of town event must return in the same vehicle. The only exception is if a parent has made a request that the student rides home with him/her. Requests must be in written form.

### **SCHOOL DAY**

The School day begins at 8:30 a.m. and ends at 3:15 p.m. The teachers are available to provide extra help from 8:10 until 3:55 p.m. each day.

### **STUDENT PARKING**

Students who drive are required to observe extreme caution in the vicinity of the building, particularly during the lunch periods. Please refrain from parking on the West, East or South sides of the school as this is intended for staff and patron parking.

**Students need to park on the east side of the HEC for all events and in the summer.** This includes games, practices, camps and any other school event. The north parking lot is for community members.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT AS WELL AS 9528 OF THE ESEA**

The Hillsboro Public School District No. 9 has designated certain information contained in education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA) as well as 9528 of the ESEA, as amended by the *No Child Left Behind Act of 2001*.

The following information regarding students is considered directory information: Name, Address, Electronic mail address, Telephone number, Date and place of birth, Participation in officially recognized activities and sports, Weight and height of members of athletic teams, Degrees, Honors and awards received, Photographs and videotapes, Dates of attendance, Grade and School.

Directory information may be disclosed by the school district for any purpose in its discretion, without the consent of a parent(s), /guardian(s) of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with consent of a parent(s)/guardian(s) or student, or as otherwise allowed by FERPA.

Any parent(s)/guardian(s) or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the building principal within 30 days of the beginning of the school term or within 30 days of the enrollment date for families new to the district. Forms for this purpose are available at the building principal's office.

In the event a refusal is not filed by the above-noted date, the school district will assume that neither a parent(s)/guardian(s) of a student or eligible student objects to the release of the directory information designated above.

### **NON-DISCRIMINATION STATEMENT**

**YOU ARE HEREBY NOTIFIED** that the Hillsboro Public School, District No. 9, does not discriminate on the basis of sex, race, color, national origin, handicap or age in the educational programs or activities which it operates, and that it is required by Title VI, Title IX, Section 504 not to discriminate in such manner. This requirement not to discriminate extends to educational programs and activities, as well as to employment therein.

**YOU ARE FURTHER NOTIFIED** that inquiries concerning the application of Title VI and Title IX of this Part may be referred to the High School Principal, who has been designated as the

person responsible for coordinating the efforts of the Hillsboro Public Schools to comply with and carry out its responsibilities under Title VI and Title IX and this Part, including any investigation of complaints alleging noncompliance. Inquiries concerning the application of Section 504 of this Part may be referred to the Counselor, who has been designated as the person responsible for coordinating efforts of the Hillsboro Public Schools to comply with and carry out its responsibilities under Section 504 and this Part, including any investigation of complaints alleging noncompliance. The office address and telephone number of the coordinator is as follows: *Hillsboro Public Schools PO Box 579 Hillsboro, ND 58045 (701) 636-4360*

## **NOTIFICATION OF RIGHTS**

Each year parents and students need to be reminded of the student records policy of the Hillsboro School District. Parents of students or 18-year-old students who wish to review any or all of the school records pertaining to the student should contact the building principal for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records for the cost of copying. If parents or adult students believe something in the records is inaccurate or misleading, they may request that it be corrected or they may have comments added to the record. If the principal and the parent or adult student cannot agree, the superintendent may be contacted for a hearing. <sup>[[1]]</sup><sub>[[SEP]]</sub>

Record information will not be released to most persons or agencies without the written consent of parents. Nonetheless, it is the policy of this district to forward school records, without parent consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record. Similarly, without parent consent, the district forwards transcripts, or other information requested by high school students, to colleges and other educational institutions to which the students are applying. <sup>[[1]]</sup><sub>[[SEP]]</sub>

For a complete copy of the district's student record policy, contact your school principal. Students who have questions or concerns about the student record policy may direct them to the building principal, the superintendent or the U.S. Office of Education. <sup>[[1]]</sup><sub>[[SEP]]</sub>

Also, federal law permits a school district to identify certain information as "directory information" which may be publicly released without permission of the parents. Hillsboro Public Schools identifies this information as the following: name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance diplomas and awards received and most recent previous school attended. We believe that it is in the student's best interest to have such information released in school and community newspapers because of the recognition it gives them. We make every reasonable effort to protect our students' <sup>[[1]]</sup><sub>[[SEP]]</sub>privacy. For example, it is our policy not to release information to businesses for commercial purposes or to individuals without good reason. Therefore, most parents do not restrict the release of directory information.

## **PROCEDURE FOR COMPLAINTS**

It is the goal of the district to resolve the problems at the lowest appropriate level. Parents and school personnel should work together as a team to provide the best educational program for children.

If a parent has a concern about a teacher's judgment of a student's work or behavior, a simple procedure can be followed to keep the line of communication open. First, a parent should talk to the teacher involved. If a satisfactory solution is not reached, the parent should confer with the

building principal. If the concern remains unresolved, then the parent should confer with the Superintendent of Schools. Parents should use the adopted written complaint procedure.

Finally, if the complaint remains unresolved, the parent may appeal to the Board of Education. The parent should notify the Superintendent or the business manager in order to be placed on the board's agenda.

## **SEXUAL HARASSMENT**

Sexual harassment is recognized as a form of sex discrimination and is thus a violation of the laws, which prohibit sex discrimination. Under the Equal Employment Opportunity Commission (EEOC) guidelines, which the school district follows, an employer is held accountable if supervisory employees harass a person, whether or not the employer is aware of the harassment or acts promptly to remedy the situation. If a person is harassed by fellow workers or by non-employees the employer is held accountable if the employer knows or should have known of the harassment and fails to take immediate and appropriate corrective action. A learning and working environment that is free from sexual harassment will be maintained in the Hillsboro School District. It will be a violation of policy for any member of the district staff to harass another staff member or student, or for students to harass other students, through conduct or communication of a sexual nature as defined by this policy.

Administrators and supervisors will make it clear to their staff and students that sexual harassment is prohibited by Board policy and is grounds for disciplinary action. Administrators will use staff meetings, in-service sessions and student assemblies to inform employees and students of their rights and remedies under the law.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when (1) submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement or grade, (2) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education, or (3) such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating intimidating, hostile, or offensive employment or education environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Sexually oriented verbal "kidding," abuse, or harassment;
2. Pressure (subtle or otherwise) for sexual activity;
3. Repeated remarks to a person, with sexual or demeaning implications;
4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns.

Any person who believes he or she has been the victim of sexual harassment by any employee or student of the school district or any third person with knowledge or belief of conduct, which may constitute sexual harassment, should report the alleged acts immediately to the appropriate school district official as designated by Policy AAC. If the official designated is the person alleged to have sexually harassed another, the complaint may be made to any other administrator or directly to the board president. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments, or

grades. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations or harassment and to take disciplinary action when this conduct has occurred. A substantiated charge against a school district staff member will subject such member to disciplinary action, which may include discharge. A substantiated charge against a student in the school district will subject that student to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies. Notice of this policy will be circulated to all district schools and departments and incorporated in teacher and student handbooks.

Legal Ref: 1964 Civil Rights Act, Title VII1972 Educational Amendments, Title IX45 CFR Part 86 Regulations  
Compliance Officer: Superintendent Paula Pederson

### **UNSTATED POLICY**

It is impossible to list every acceptable and unacceptable behavior for students in schools. The school administration reserves the right to determine acceptability of student behavior and to make decisions and administer appropriate disciplinary action when necessary.

**PLEASE SIGN AND RETURN TO BURRO TIME TEACHER ON OR BEFORE FRIDAY, September 14, 2018**

I, the undersigned have read and fully understand the Hillsboro High School Student Handbook. I will respect the administrators, teachers, and staff who are charged with the responsibility to enforce the rules and carry out the policies of the Hillsboro School District. The hand book can be found on the Hillsboro Website.

[www.hillsborok12.com](http://www.hillsborok12.com)

Click on the students tab. Then Student Handbook.

Students Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Students Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_