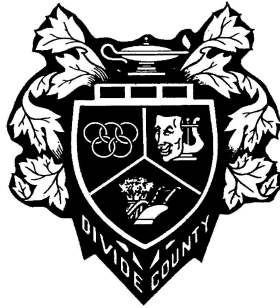


# Divide County School District

## Student-Parent Handbook

**2023-2024**

# Home of the Maroons



### *Elementary*

PO Box G  
101 2<sup>nd</sup> St. NE  
Crosby, ND 58730  
Ph: 701-965-6324  
Fax: 701-965-8200

### *High School*

PO Box G  
605 4<sup>th</sup> St. SE  
Crosby, ND 58730  
Ph: 701-965-6392  
Fax: 701-965-6962

### *District Office*

PO Box G  
106 1<sup>st</sup> St. NE  
Crosby, ND 58730  
Ph: 701-965-6313  
Fax: 701-965-6004

PROVIDING ALL STUDENTS WITH THE OPPORTUNITY TO LEARN AND BECOME  
RESPONSIBLE, PRODUCTIVE CITIZENS.

**Table of Contents**

Message to families/students/parent	4
Honor Code	5
Acceptable Use	6
Attendance Policy	7
Awards, Achievements, Honors, Lettering	10
Backpacks	13
Bullying Policy	13
Buses	17
Care of School Property	17
Carrying Weapons	17
Cell Phones/Electronic Devices	18
Chaperones on School Trips	20
Class Purchasing	20
Closed Campus and Leaving School Grounds	20
Communication Through Announcements	20
Copyrighted Material and Intellectual Property	21
Curriculum/Classes	21
Discipline	23
Disciplinary Level System	23
Display of Affection	25
Dress Code	26
Eligibility	26
Emergency Drills	29
Emergency Reasons for Leaving School	29
Entrance Age Requirements	30
Family Education Rights and Privacy Act (FERPA)	30
Family Involvement and Support Plan	30
Food Service Program	31
Grade Promotion/Retention	32
Grading System	33
Guidance Services	33
Homecoming	34
Homework/Daily Work	34
Immunizations for School	34
Library	34
Lockers	35
Lost and Found	35
Make-Up Work	36
Medication Program	36
Nondiscrimination & Anti-Harassment Policy	41
Discrimination and Harassment Grievance Procedure	43
Filing A State or Federal Discrimination & Harassment Complaint	45
Parents Right to Know Clause	45
Parent-Teacher Conferences	46

Pets/Animals in School	46
Phone Use (Student)	46
Playground	46
Prom	47
Public Concerns about Co-Curricular Programs	47
Report Cards/Progress Reports	48
Requirements for Graduation	49
Riding on School Transportation to School Events	49
Rules for Cheerleaders	50
Scholarships	50
School Closing/Late Start	52
School Start and End Times	52
Senior Privileges – Second Semester	53
Sexual Offenders on School Property	54
Sports in School	54
Concussion Management Program	55
SRB and use of Library	56
Storm Homes	57
Student Council and Student Clubs or Activities	57
Student Fees	57
Suspected Child Abuse or Neglect	57
Tobacco Policy	58
Visitors	58
When In Doubt, Ask	58
Work Permits During School	58

“The function of education is to teach one to think critically. Intelligence plus character - that is the goal of true education.” Martin Luther King, Jr.

## **Message to Elementary Families**

All DCE families are valued members of our DCE Team! There is a direct correlation between family involvement and a student's success in school. You are encouraged to maintain communication with your student, teachers, and principal, in order to be actively involved in your student's education. Your student's teacher will communicate with you in a variety of ways – DC App, PowerSchool, emails, private messages, phone calls, etc. Stay informed by activating your PowerSchool access and downloading the DC App. Please contact your student's teacher throughout the year when you have a question or concern about your student's progress, behavior, or other matter. The DCE staff will do the same to communicate concerns and celebrations with you. Let's work together!

## **Message to High School Students**

Welcome to Divide County High School. I am excited to start the new school year! I hope you take advantage of the educational and extra-curricular opportunities provided for you at DCHS. Education and learning extend beyond high school and are life-long skills that no one can take from you. Use your time at DCHS to explore life skills that you can use in your future, such as time management, responsibility, work ethic, and character. I expect you to conduct yourself in a manner that represents Divide County through integrity, respect, honor, and kindness.

This handbook was compiled to furnish you with pertinent information concerning the rules and expectations of our school. The School Board has endorsed the guidelines of this handbook and authorizes the staff and administration to implement its contents to the full extent of all provisions within it. Students and parents are urged to read the handbook and keep it handy for use as a reference.

## **Message to Parents**

The Administration and Board recognize that potential complaints from concerned patrons are inevitable. The most effective means of addressing concerns is in a manner that is in the best interest of promoting better educational opportunities for children. Concerns should be resolved at the lowest possible level of authority. Patrons with concerns are requested to first discuss the concern with the employee involved. If the concern cannot be satisfactorily resolved at that level, the concern shall be directed to the principal or other supervisor directly responsible for supervision of a respective employee. If the concern is not satisfactorily resolved at the building level, it may be referred to the Superintendent for investigation and resolution. If all remedies have been exhausted, a patron may request that their concern be placed on an agenda of an upcoming school board meeting.

## **DCSD Honor Code**

Divide County School District remains committed to being a place where every student is treated fairly, and with dignity and respect. The expectation is that every student will demonstrate these same qualities when interacting with teachers, administrators, staff, and each other during school hours and at school sponsored activities.

The Divide County School District Honor Code sets forth high expectations that we place upon ourselves as teachers/administrators and that we expect our students to either develop or already possess. Therefore, the Honor Code represents those behaviors expected of every student as follows:

- I promise to be honest and trustworthy in all that I do.
- I promise to be helpful and cooperative with administrators, teachers, classmates, and guests.
- I promise to be responsible for homework, to study, and to meet all deadlines for assignments, projects, and exams.
- I promise to care for my personal property, and also that of my classmates and the school.
- I promise to be punctual at regular school/class attendance and other meetings.
- I promise to observe and obey all established school policies, rules, regulations, and teacher and administrative guidelines relating to academic performance, and appropriate behavior/conduct.
- I promise to use my time wisely, both in and out of school, and to safeguard the time of others so that the learning process will not be disrupted.
- I promise to accept the discipline of the school as desirable and necessary for my well-being and that of my classmates, and to exhibit proper and safe behavior.
- I promise to put forth maximum effort on my own behalf to achieve high academic results and superior ethical behavior.
- I promise to keep myself under good emotional self-control and to be positive/cheerful; and when I feel wronged by teachers or classmates, I will utilize due process to redress my grievances.
- I promise that I will not deface or destroy school property and will help keep our school clean, neat, and free of litter.
- I promise that I will not throw/toss any object that could cause injury to another person.
- I promise that I will follow the basic rules of good manners when eating lunch.
- I promise that I will not bring unsafe objects to school such as matches, knives, or other objects that may be considered unsafe or could cause harm to others.

# **Acceptable Use Policy**

## **Acceptable Use**

Access to the district's information systems should be for the purpose of education or research and must be consistent with the educational objectives of the District.

## **Unacceptable Use**

The District subscribes to the acceptable use policies of EduTech. All district computer users shall abide by this policy. The Superintendent or designee may take disciplinary measures when any of the following actions occur on/through district computers/networks;

1. Using the network for any illegal activity, including, but not limited to, violations of copyright or other contracts or transmitting any material in violation of any U.S. or state law or regulation.
2. Downloading of software without the authorization of a supervisor or teacher (in the case of students) regardless of whether it is copyrighted or free of viruses.
3. Using the network for private financial, commercial gain, or personal advertising.
4. Wastefully using resources such as file space, paper, toner, etc.
5. Gaining unauthorized access to resources, entities, or accounts.
6. Invading others' privacy such as, but not limited to, revealing an address or phone number without appropriate consent. Students are prohibited from revealing personal information about themselves and/or others without obtaining written consent in accordance with the Federal Education Rights and Privacy Act and receiving administrative approval.
7. Using another's password or account.
8. Posting materials authored or created by another without his/her consent.
9. Posting anonymous messages.
10. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, harassing, or illegal material.
11. Using the network while access privileges are suspended or revoked.
12. Plagiarism of any type.
13. Managing and/or viewing personal websites and/or using or participating in chat rooms, instant messaging services, and/or social networking sites for personal and/or non-curricular purposes.
14. Vandalizing computers, computer systems, computer networks or data of other users. Vandalism is defined as any malicious attempt to do harm or destroy data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses or hacking accounts.
15. Other activities or actions deemed inappropriate and not in the best interest of the District, its employees, and students.
16. Unless an information system is provided by Divide County School District, no support will be provided by the school district. This includes any personal device, mobile storage devices, etc.
17. District issued devices to staff are provided to conduct Divide County education services only. Anything beyond this scope is considered personal use and will not be supported.
18. Personal Devices – Students are expected to only use devices issued by the school district while in school. Use of personal devices is prohibited at any time during school hours and will not have access to school internet platforms.

## **Violations**

The applicable/authorized building administrator, supervisor, and/or teacher are responsible for applying consequences when this policy has been violated. Possible consequences include but are not limited to:

1. Loss of access to district resources.
2. Appropriate disciplinary action, including, but not limited to suspension or expulsion in accordance with district policy and law.
3. Restitution of costs associated with repair of equipment or software associated with improper use of district equipment, systems, resources, network, or another student's device.
4. When applicable, law enforcement agencies may be involved.
5. Staff that violate this policy may be subject to disciplinary action up to termination/discharge of employment in accordance with law.

### **Filtering**

In accordance with the Children's Internet Protection Act (CIPA), the District uses Internet filtering to restrict access to inappropriate websites that contain material that is obscene, pornographic, and/or harmful to minors. Users are cautioned that due to the continuous proliferation of websites, there is no guarantee that inappropriate sites will never be accessed.

### **Viruses**

Users are responsible for checking their own disks and downloaded materials for possible viruses. The District assumes no responsibility for any damages caused by viruses, which may not have been acquired on school computers.

### **Inspection**

Internet access is a privilege, not a right. The equipment and access to the internet remains the property and responsibility of the Divide County School District, which offers it to students and staff for their convenience and work-related use for staff and educational use for students. The District reserves the right to limit use or inspect the contents of all files on district computers/networks. All users are advised that they have no expectation of privacy in the information contained in school owned or leased machines or district networks.

### **Consent**

All students and staff must consent to this policy in writing prior to accessing district networks and/or computers.

## **Attendance Regulations**

North Dakota Law states, "Any person having responsibility for a child between the ages of seven and sixteen years shall ensure that the child is in attendance at a public school for the duration of each school year." In addition to State law requirements, the Board establishes the following attendance policy:

If a student is under sixteen years old, state law requires that he or she attend school unless he or she is ill or has been excused. Local district regulations state that a student of grades 7-12 may not be absent from an enrolled class more than ten (10) times for a semester course or twenty (20) times for a two-semester course. A student of grades K-6 may not be absent from an enrolled grade more than ten (10) full school days for a semester or twenty (20) full days for the entire school term. After the 7<sup>th</sup> absence a parent meeting will be scheduled by the principal to discuss concerns about a student's attendance record.

Students who exceed these limits will be in jeopardy of losing course grade points, complete course credit, or being retained in a grade level.

North Dakota Law states that students under the age of 16 must be enrolled in a public or private school district, unless approved for "Home Education" as defined by state law.

North Dakota Century Code, Chapter 15.1-20 may be referenced for a complete text of the state law on attendance.

## Administrative Guidelines

The following administrative guidelines will assist in determining whether an absence is approved as an excused absence, or recorded as an unexcused absence. The status of an absence may be determined the day of the absence or upon the student's return to school, based on contact/correspondence from the parent/guardian and the reason for the absence.

1. **Excused absences** may be approved by the principal/superintendent for reasons such as, but not limited to:
  - a. Absences caused by illness or injury to the student;
  - b. Necessary medical/dental care; (documentation from clinic/hospital)
  - c. Regularly scheduled counseling service;
  - d. Family emergency or serious illness in the family which requires the student to be home;
  - e. Death in the student's immediate family;
  - f. Religious holidays if the request is signed by the parents or church official; and/or
  - g. Reasons due to extenuating, and/or, unavoidable circumstances, subject to discretionary approval by the principal/superintendent.
2. An **unexcused absence** is any absence not approved by the administration and not supported by acceptable verbal or written documentation required for an absence in section 1, and absences for reasons other than the suggested guideline in section 1. An (UAB) will be given for an absence that is not supported by acceptable/accountable information/contact received from the student's parent/guardian.
3. Examples of unacceptable reasons to be absent may include, but are not limited to:  
Repetitively going shopping, getting a haircut, staying home to babysit, feeling tired, thinking it is too cold/too much snow, and similar unacceptable or suspicious reasons.
  - a. Students with unexcused absences will not be given two days per absence to make up assignments. For grades 7-12, each unexcused absence will result in an after-school detention as the consequence. All detentions will be served after school and in a timely manner. A full day of unexcused absence will result in 1 day of ISS and potential academic sanctions.
  - b. Students who are absent for unapproved reasons shall be subject to academic sanctions, which may include but are not limited to, a point/percentage/letter grade reduction, loss of credit – zero in all classes for the day, retention, and/or intervention counseling.

An absence which does not fall within the definition of an excused absence will be given administrative consideration if it is due to extenuating circumstances. Extenuating/unavoidable circumstances include, but are not limited to, extended absences due to serious illness or family emergency or circumstances affecting the student which are beyond the control of the student or parent/guardian. A written statement from a medical doctor and/or parents or guardian is required to change an "unexcused absence" to an "excused absence" due to health/medical circumstances.

The District required a student to be in attendance 173 days of the school term. When a student reaches the limit of 10 absences per semester class or 20 absences for a full year class, subsequent absences not approved by the Principal/Supt. as an excused absence, **shall require** the student to make up time for every day/class period missed to avoid credit loss. In the event a student accumulates more than 20 absences that are not excused by school administration and he/she does not make up any necessary time, he or she may not receive credit in each of his/her enrolled classes for the semester in which the excessive absences occurred. If the student is a K-8 student, he/she may need to repeat the entire grade in order to continue attendance at DCSD. These make-up requirements may be reviewed and waived by the administration on a case-by-case basis, depending on circumstances. Administration may consider factors such as extenuating circumstances when making a retention decision. Students missing more than ten (10) days per class each semester will not be eligible for extra-curricular activities for the remainder of the semester. In grades 7-12, the student must be in attendance 30 minutes of the 50-minute class period in order to be counted as present for the class period.



Except for illness and/or emergencies, students generally know ahead of time if they are going to be absent from school. Thus, advance excused absence requests are generally required. However, there are situations that arise which may prevent advance notice. Therefore, some absences may be approved as an excused absence after a student's return to school. Parents are asked to cooperate fully with the attendance policy by communicating their child's absence to school administration promptly. A note, phone call, text message, or e-mail from the parent or guardian is required at the time of the child's return to school. Telephone calls can be made to the principal's office if something unexpected happens. This is expected even if it is within an hour before school starts. An acceptable reason must be given for an absence, by the parent or guardian. If the parent/guardian does not contact the school office within 24 hours of the absence, the absence will be recorded as UNEXCUSED and will be subject to the unexcused consequences. Any time a student leaves or returns to the school building during the day, the student must check in at the building office - failure to do so, will result in an unexcused absence.

Students will be allowed two days to make up assignments for each day of an excused absence. If a student does not make up his or her assignments within the timeframe given, he/she will receive a "0" for the work that was not made up by the deadline in each of his/her classes. Extended consecutive days of absence may require special accommodations with a respective teacher and/or the principal. Extended vacations or trips taken by the family when school is in session should be avoided. If a trip does become necessary, parents should contact the school in advance. When possible, classwork must be completed in advance of the absence. For the purpose of recording absences in the student data system, the following list of attendance codes are used in Power School (student data system):

**EXA - Excused Absence** - This code is used when the absence has been approved by the Principal and the parent or guardian has informed the school, verbally or in writing, that the student is absent for an acceptable, **legitimate reason**. Even though such an absence is excused, it is still recorded as an absence.

**UAB - Unexcused Absence** - This code is used when the Principal has not approved the absence and/or has not received a phone call or note from the student's parent or guardian reasonably explaining a student's absence.

**TD - Tardy** - Used when a student is late to school or class. The habits and attitudes of students have a great deal to do with getting to class on time. Being on time is very important. Each school class period is to start according to schedule. Students are expected to be there on time and ready to start work for the day. In case a student is tardy, the following procedures have been established:

- If you have been detained in the office or by a teacher during the day, ask for a pass from the person who detained you before going to your next class to avoid a tardy.
- If you arrive late to school, report to the office first at the elementary or to your respective class at the high school.
- After receiving a warning from the Principal, tardiness will result in detention time served before or after school.
- Tardy Police at Divide County High School will reset each quarter.
- Grades 7-12 students will get 3 tardies per quarter. The 4<sup>th</sup> and each tardy thereafter will be assigned a half-hour detention after school, served with the principal or assigned teacher. Athletes will serve detention before going to practice! The detention consequence will double if the detention is not served (1 to 2, 2 to 4, 4 to 1 day of ISS, 1 day of ISS to 1 day of OSS).

**AA - Athletic Absence** - Recorded when a student is absent to participate in a school sponsored athletic event. Students are not recorded as absent for an approved athletic/extracurricular absence.

**CA - Curricular Absence** - Recorded when a student is absent to attend a curricular event, such as a field trip, speech event, music event, FBLA, FFA, or FCCLA activities. Students are not recorded as absent for a curricular absence.

**ISS - In-School Suspension** - Recorded as an excused absence.

**OSS - Out of School Suspension** - Recorded as an unexcused absence.

**W - Weather Related Absence** - Recorded when a student is unable to attend school because of weather related incidents. The student is still recorded as absent, but it is an excused absence.

**CV - College Visit** - Seniors are allowed to visit colleges during the school year, which is considered a curricular absence, but is limited to 3 days of absence per school term.

## **Awards, Achievements, Honors, Lettering**

Awards are academic and performance-based class awards. They are not subject to the letter policy. Awards that can be earned by students are in the following areas: Yearbook awards, Newspaper awards, Music awards for contests and top music students, drama awards, speech awards, and FCCLA Awards. Additional awards may be presented for academic achievement in the classroom based on individual teacher's assessments. An awards ceremony is conducted during the final week of school in the afternoon during the regular school day in an effort to gain peer recognition. Community members are encouraged to attend. FBLA and FFA schedule separate awards ceremonies and/or banquets.

### **Policy on Lettering and Awards**

At a ceremony to be held in conjunction with class night, students at DCHS will be presented with two types of recognition: letters and awards.

### **Awards**

Pins, bars, etc. which are awarded in classes for academic and performance excellence. An example of a letter is football. An example of an award is the Top Business Student of the Year.

### **Lettering**

A Letter is the DC emblem, bar, or pin, which is awarded in the following areas: athletics, music, and cheerleading.

Letters are subject to the letter award policy and thus can be taken away for violation of that policy. These letter awards shall not be given to a student who has consumed or been found in possession of alcoholic beverages, tobacco products, or other controlled substances as defined in chapter 19-03.1 of the NDCC. Awards and honors earned prior to violation will be given if the sport or event has come to a conclusion. Students may not earn a letter or award for any violation during a particular season. When the suspension occurs near the end of the school term, it will carry over to the fall, unless the suspension is served by missing events in the summer months such as; state golf, state track, or FBLA, FCCLA, or FFA events.

### **Letter Awards**

A student can earn a letter in each of the following provided they meet the criteria.

**FOOTBALL:** Play in  $\frac{1}{2}$  of the total quarters of varsity games.

**BASKETBALL:** Play in four quarters of varsity games.

**VOLLEYBALL:** 1) Must play in a minimum of 50% of the varsity matches. 2) If no statisticians are available, players must take book or line judge for those matches.

**GIRLS AND BOYS TRACK:** Earn 20 points in varsity track meets.

**GOLF:** Be on the team that represents the school at the Regional meet.

**CHEERLEADING:** Must be a member of the varsity cheerleading squad.

Cheerleaders are expected to participate and fulfill all requirements for lettering in order to letter. Cheerleaders can only receive one letter if they cheer for more than one sport. If they cheer for one sport and not two, they are eligible (if they fulfill cheerleading lettering requirements) for one letter.

Coaches or directors have the discretion not to award letters to a student who in his or her opinion has not performed to the coaches' expectations in the intangible areas. Coaches also have the discretion to award letters to someone who has been injured and does not meet the letter criteria.

### **Music Lettering Policy**

Letters will be awarded on the basis of points given for activities and achievements, as follows: Band participation, 1 point; choir participation, 1 point; lessons, 1 point; audition for NW Festival, ½ point; accepted for NW Festival, 1 point; Audition for All State, ½ point; accepted for All State, 1 point; solo at district, ½ point; solo star at district, 1 point each; ensemble at district, ½ point (awarded only once); ensemble star at district, 1 point each; star at state, 1 point each; 90% attendance at athletic events, 1 point.

The requirement to earn a letter is 2 ½ points per year. The letter may be lost at any time of the year, because of an activities suspension.

Additional awards will be given as the cumulative total reaches certain points.

10 points cumulative	Music Honor Pin
25 points cumulative	Music Achievement Award
45 points cumulative	Director's Award

Individual files will be kept to be used during conferences or for any questions by students. Borderline letter winners may have their letters awarded or withheld because of intangibles such as attitude and conduct.

### **Honor Roll**

A student in grades nine through twelve shall be listed on the Academic Honor Roll during each nine-week quarter of the school term. Only academic courses are used in the computation of grade averages (this does not include band, choir, and physical education).

1. To qualify for the A Honor Roll, a student must have a least a 93% average with no more than one grade lower than 93%, but no LOWER THAN 90%.
2. To qualify for the B Honor Roll, a student must have at least an 85% average with no more than one grade lower than 85%, but no LOWER THAN 83%.

### **National Honor Society**

Students can become a member through a selection process that concludes with induction into the school's National Honor Society (NHS) chapter. Students who maintain a 3.500 GPA through the first 3 semesters of high school are eligible for nomination to be inducted to this elite honorary society. Students may apply for a nomination through an application process. Applications are reviewed by the high school principal and high school staff. The high school staff then votes on each applicant to approve or deny induction into the Honor Society. The principal is not a voting member, but facilitates the nomination process and final voting of nominees. Nominations are considered in April of each academic year. Upon selection as an inductee, an induction ceremony is scheduled in late April or May. Staff members must abstain from voting on applications involving their own children.

Eligibility Requirements:

Students in grades 10–12 who meet the requirements for membership outlined below are eligible to be invited for membership.

Qualifications for membership are based on the four pillars of NHS:

- \* Scholarship -- Per national guidelines, at a minimum, students must have a cumulative GPA of 3.5 on a 4.0 scale.
- \* Service -- This involves voluntary contributions made by a student to the school or community, done without compensation.
- \* Leadership -- Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.

\* Character -- The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record. Students who meet the scholarship requirement will have an opportunity to complete an application form detailing their accomplishments in and commitment to service, leadership, and character.

Understanding the Obligations of Membership Students who accept membership and are inducted into the chapter should be aware of the time and commitment involved with this honor. For example, there will be chapter meetings. The chapter advisor will articulate the yearly meeting schedule and member attendance obligations. Members also must participate in chapter and individual service projects to benefit the school and community. Contact the chapter adviser to obtain a full list of the obligations of membership for the school's chapter.

Continuous membership is contingent on maintaining a 3.5 GPA and/or continued commitment to service contribution, leadership resourcefulness, and positive character qualities. This status is also determined by consensus vote of the high school staff. Failure to maintain a proper cumulative 3.5 GPA will result in a student dismissal from the DC NHS chapter.

### **Distinguished Scholar Program**

The purpose of this program is to encourage students to take and excel in a well-rounded academically oriented curriculum. Upon graduation they will be recognized as "Distinguished Scholars." To be recognized as such, the following requirements must be met:

1. Complete the following courses with no more than 3 grades below an 87% and none below 75%.
  - A. Algebra I, Algebra II, Geometry, Sr. Math, College Algebra
  - B. Physical Science, Biology, Chemistry, Physics or Advanced Biology, Human Anatomy & Physiology, AP Chemistry
  - C. English I, II, III, Speech/Creative Writing, English IV and/or College Composition
  - D. U.S. History, World History, Government/Economics
  - E. Any (3) Vocational Education courses (\*)
  - F. A Full credit of Computers

\* One (1) or more foreign language courses may substitute for any of the vocational courses.

2. A student must have competed in at least two (2) academic contests. Examples of such contests are FBLA, FCCLA, FFA, Science Fair, math etc.
3. Must have taken the following tests: PSAT and either the ACT or SAT or both.

### **Presidential Academic Fitness Award**

Presidential Academic Fitness Awards will be awarded to graduating seniors who have met the following criteria:

1. Attained a B-plus average, or equivalent, accumulated over grades 9, 10, 11, and the first semester of grade 12. The B-plus average is defined as equivalent to 3.3 on a 4.0 scale or an 85% on a 100-point scale.
2. Received a score in the 11<sup>th</sup> or 12<sup>th</sup> grade, placing them at or above the 80<sup>th</sup> percentile on any nationally recognized standardized achievement test battery or any nationally standardized college admissions examination, such as SAT or ACT.

### **Valedictorian and Salutatorian, Honor Students**

A cumulative grade point average of at least 3.50 is required to be considered the valedictorian and a cumulative grade point average of at least 3.4 is required to be considered the salutatorian. Physical education, band and choir classes are not included in the GPA calculation. Grade point averages of home school and transfer student transcripts shall be evaluated by DCHS administration and must be determined to be equivalent to local district GPA calculations in order to be considered for the honor of salutatorian or valedictorian. Any high school senior who has a 3.25 GPA or better, in academic class work shall be recognized as an honor student for graduation exercises.

# Backpacks

Backpacks are not allowed in classrooms throughout the school day. If brought to school, they must be kept in assigned lockers.

## Bullying Policy

### Definitions

For the purposes of this policy:

Bullying is defined as conduct prescribed in NDCC 15.1-19-17.

1. "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:
      - i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
      - ii. Places the student in actual and reasonable fear of harm;
      - iii. Places the student in actual and reasonable fear of damage to property of the student; or
      - iv. Substantially disrupts the orderly operation of the public school;
    - b. Conduct 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:
      - i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
      - ii. Places the student in actual and reasonable fear of harm;
      - iii. Places the student in actual and reasonable fear of damage to property of the student; or
      - iv. Substantially disrupts the orderly operation of the public school;
    - c. Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property which:
      - i. Places the student in actual and reasonable fear of:
        1. Harm; or
        2. Damage to property of the student; and
      - ii. Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student's educational opportunities or substantially disrupts the orderly operation of the public school.
  2. "Conduct" includes the use of technology or other electronic media.
- Protected classes are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
  - School property or the term on-campus refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.
  - School-sanctioned activity is defined as an activity that:
    - o Is not part of the district's curricular or extracurricular program; and
    - o Is established by a sponsor to serve in the absence of a district program; and
    - o Receives district support in multiple ways (i.e. not school facility use alone); and
    - o Sponsors of the activity have agreed to comply with this policy; and
    - o The District has officially recognized through board action as a school-sanctioned activity.

- School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
- School staff includes all employees of the Divide County School District, school volunteers, and sponsors of school-sanctioned activities.
- True threat is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

### **Prohibitions**

While at 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, a student may not:

1. Engage in bullying;
2. Engage in reprisal or retaliation against;
  - a. A victim of bullying;
  - b. An individual who witnesses an alleged act of bullying;
  - c. An individual who reports an alleged act of bullying; or
  - d. An individual who provides information/participates in an investigation about an alleged act of bullying.
3. Knowingly file a false bullying report with the District.

Off-campus bullying that is received on school property is also prohibited. The District has limited disciplinary authority to respond to such forms of bullying.

### **Reporting Procedures for Alleged Policy Violations**

1. Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President.

Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member will be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

2. Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
  - a. Completing a written complaint form: A complaint will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office.
  - b. File an oral report with any school staff member.

A complaint filed anonymously may limit the district's ability to investigate and respond to the alleged violations.

### **Reporting to Law Enforcement & Other Forms of Redress**

Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, she/he shall report it to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law.

## **Documentation & Retention**

The District shall develop a form to report alleged violations of this policy. The form should be completed by school staff when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy.

The form should be completed by an administrator when she/he:

1. Initiates a report of an alleged violation of this policy; or
2. Receives an oral report of an alleged violation of this policy.

All written reports of an alleged violation of this policy received by the District shall be forwarded to the appropriate school administrator for investigation and retention.

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the District, such reports and investigation material shall be retained for six years after the student turns 18.

## **Investigation Procedures**

School administrators (i.e., a principal or the Superintendent) are required to investigate violations of the policy (as prescribed under “Prohibitions”), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected class – whether actual or perceived. Reports involving a protected class shall be investigated in accordance with the district’s harassment/discrimination policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; whether this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile);
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
3. Interviews with any identified witnesses;
4. A review of any mitigating or extenuating circumstances;
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to the victim and alleged perpetrator during the investigation.

### **Disciplinary & Corrective Measures**

Students that the District has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

1. Require the student to attend detention;
2. Impose in- or out-of-school suspension or recommended expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed;
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
4. Create a behavioral adjustment plan;
5. Refer the student to a school counselor;
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
8. If applicable, contact the administrator of the website on which the bullying occurred to report it.

If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

For bullying initiated off campus and received on campus (e.g. cyber bullying), the District only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying received on campus, the District may only take corrective measures as described in items five through eight above.

If the perpetrator is a school staff member, the District shall take appropriate disciplinary action including, but not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with any applicable law.

### **Victim Protection Strategies**

When the District confirms that a violation of this policy has occurred, it should notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not limited to, the following:

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
3. Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to counseling services for the victim and perpetrator.
5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

### **Prevention Programs & Professional Development Activities**

In accordance with the law, the District shall develop and implement bullying prevention programs for all students and staff professional development activities.



## **Buses**

Misbehavior or failure to follow district bus regulations or driver directives on school buses on regular routes or activity routes may result in suspension or loss of bus privileges, ranging from several days to several weeks depending on the circumstances or infraction. If the student loses bus privileges, it is the responsibility of the parent/guardian to make arrangements for the student to be in regular attendance at school.

## **Care of School Property**

The school buildings and vehicles are regularly maintained for the health and safety of all its occupants and are to be immediately repaired or maintained when the need arises. The community and students are proud of the facilities. It is not something to take for granted as your parents and neighbors have all made an effort through taxes and personal support to provide modern facilities.

The students and faculty must be responsible as individuals, and as groups, for all equipment, vehicles, books, and furniture. Anyone found abusing them must take the responsibility of paying for the damages or replacing them; this includes all library material and school issued classroom materials. Wastebaskets are strategically located for disposing of all garbage.

## **Carrying Weapons**

### **Definitions**

- Firearm is defined in accordance with 18 U.S.C. 921.
- Weapon includes, but is not limited to any knife, razor, ice pick, explosive, smoke bomb, incendiary device, firearm, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon, dangerous instrument, or look-alike.

### **Prohibitions**

No student will knowingly or inadvertently possess, handle, carry, or transmit any weapon or dangerous objects, or look-alikes, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity.

### **Disciplinary Consequences**

Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Bringing a weapon other than a firearm to school will require that proceedings for the suspension for up to 10 days and/or expulsion for up to 12 months be initiated immediately in accordance with the district's suspension and expulsion policy.

Bringing a firearm to school will require that the District immediately initiate proceedings for a recommended expulsion of the student involved for a minimum of one calendar year in accordance with the district's suspension and expulsion policy. The Superintendent may modify the length of a firearms-related expulsion on a case-by-case basis based on the following criteria:

1. The totality of the circumstances, including the severity of the incident and the degree of the endangerment of other students and staff.
2. The age level of the student.
3. The prior disciplinary history of the student being expelled.

4. Relevant factors which contributed to the student's decision to possess a firearm in violation of this policy.
5. The recency and severity of prior acts resulting in suspension or expulsion.
6. Whether the optional provision of educational services in an alternative setting is a viable alternative to modifying the duration of the expulsion.
7. Input, if any, provided by licensed professionals (psychologists, psychiatrists, counselors) as to whether the expelled student would place himself/herself or others at risk by returning to the school prior to the expirations of the expulsion period.
8. A student who is identified as having a disability under the Individuals with Disabilities Education Act (IDEA) who has brought a weapon to school shall be handled in accordance with IDEA regulations. The District shall make manifestation determinations, disciplinary decisions, and placement decisions of such students in accordance with IDEA regulations.

Parents will be notified of the incident and all weapons, dangerous objects, or look-a-likes shall be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration. Firearms will be confiscated and turned over to law enforcement.

### **Non-applicable Provisions**

This policy does not apply to students enrolled and participating in a school-sponsored shooting sport, provided that the student informs the school principal of the student's participation and the student complies with all requirements set by the principal regarding the safe handling and storage of the firearm. The principal may allow authorized persons to display weapons, other dangerous objects or look-alikes for educational purposes. Such a display will be exempt from this policy.

## **Cell Phones/Electronic Device Use**

Students are NOT allowed to use or possess personal communication devices, electronic devices, cell phones, pagers, beepers, iPods, iPads, tablets, earbuds, WiFi capable watches, etc. during school hours – 8:30 a.m. to 3:30 p.m. The use of cell phones during the academic day disrupts and interferes with the educational process and will not be tolerated. Cell phones must be turned in to an assigned area/person or kept in a locker throughout the school day, or not brought to school at all. Students will be subject to disciplinary procedures and confiscation of the device if it is either visible and/or used during regular school hours. The use of camera and text messaging features on cellular phones during the instructional day is also prohibited. Possession and/or use of any image-recording device in an area where there is a reasonable expectation of privacy is strictly prohibited and will result in confiscation of the device and disciplinary action.

Other electronic devices, including but not limited to audio devices, image-recording devices, devices that allow for an unfiltered connection to the internet, portable games, and other devices that transmit a signal are prohibited during the school day and may be prohibited while students are attending school-sponsored activities and events, at the discretion of the coach/advisor. This prohibition does not apply to authorized use of district-owned electronic devices, such as recording an athletic event, school concert, etc.

Students are prohibited from using personal technology while in school which has the potential to compromise district/state networks or access confidential material on district networks, such as hacking, trolling, spamming, sending viruses, accessing or transmitting inappropriate material, and/or engaging in illegal or other inappropriate activity while on school property or participating in school-sponsored activities. Students are expected to only use devices issued by the school district while in school. Use of personal devices is prohibited at any time during school hours and will not have access to school internet platforms.

The Superintendent and/or designee is authorized to make exceptions to the prohibitions set forth in this policy when use of an electronic device is provided for in a student's IEP or 504 Plan, as specified on the IEP or 504 Plan.

The school district and/or staff are not responsible for lost, stolen, or broken cell phones and/or other electronic devices brought to school, and will not pay for phones lost, stolen, misplaced or damaged as a result of staff members implementing this cell phone/electronic device regulation.

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, drugs, and/or alcohol use by minors;
- d. Is obscene or pornographic;
- 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 material that is potentially libelous or invades an individual's privacy;

For the purposes of this policy, "personal technology" is defined as a device that is not owned by the School District and contains one or more of the following features:

- a. Has the capability to connect to one or more networks including but not limited to, a cellular network, Internet, Ethernet and/or Bluetooth;
- b. Has a digital camera and/or video recording device;
- c. Has a microphone;
- d. Has data storage capability;
- e. Has an operating system and/or the capability of running software, apps, and/or electronic games.

Students in violation of any portion of this policy will be subject to disciplinary procedures and confiscation of the electronic device. If a student's cell phone or other electronic device is confiscated, the building principal or superintendent may search the confiscated device in accordance with district policy. If school officials suspect that a student possesses or is disseminating an image that potentially violated NDCC 12.1-27.1 – 03.3 or finds such an image during a search of an electronic device performed in accordance with policy, s/he may report this matter to law enforcement for investigation. Disciplinary action up to and including suspension and/or expulsion may also be taken against any student using an electronic device in a manner that causes substantial disruption to the educational environment.

#### **Violation #1:**

Cell phone or electronic device will be confiscated and turned in to the principal's office and returned only to the parent/guardian of the student at the end of the day. The student must contact his/her parent/guardian. One half-hour of after-school detention will be administered. The student must turn in their cell phone/device to the office at the beginning of the day for five (5) consecutive school days, if brought to school.

#### **Violation #2:**

Cell phone or electronic device will be confiscated and turned in to the principal's office and will be returned only to the parent/guardian of the student at the end of the day. The student must contact his/her parent/guardian. One hour of detention will be assigned. The parent/guardian must personally come to the respective school office to retrieve the device. The student must turn in their cell phone/device to the office at the beginning of the day for fifteen (15) consecutive school days, if brought to school.

**Violation #3:**

Cell phone or electronic device will be confiscated and turned in to the principal's office and the student will be assigned one (1) day in-school suspension. The student must contact his/her parent/guardian. The parent/guardian must personally come to the respective school office to retrieve the device. The student must turn in their cell phone/device to the office at the beginning of the day for thirty (30) consecutive school days, if brought to school, or the remainder of the semester, whichever is greater.

After 3 violations, or a perceived severe nature of violation, a meeting with the parent, student and principal will occur, at which time 3-5 days out-of-school suspension will be considered and/or expulsion recommended to the Board of Education.

Depending on the nature and circumstances involved in the violation (for example - nude pictures, sexting, cyber-bullying, profanity, etc.) and discipline history of the student, a teacher or administrator may choose any level of consequence deemed appropriate for the nature of the violation, and is not held to any particular order of violation (for example, an offense, such as nude pictures, may justify jumping right to a violation 2 or 3 consequence for the violation being handled).

We realize that having to pick up a student's phone or device may be inconvenient and therefore, we recommend parents discuss this handbook regulation carefully with their child(ren) in order to avoid any issues or controversy.

## **Chaperones on School Trips**

Chaperones must check with the principal, coach, or advisor for specific rules, regulations and itinerary. Chaperones assist school personnel in the adult responsibility of the specific trip. Chaperones should know the who, what, where, when, and why of the scheduled event they are to help school personnel supervise. The number of chaperones on school events will be based on the number and gender of the students going. With administrative approval, small groups may not need to secure a chaperone in addition to the advisor.

## **Class Purchasing**

The class or club advisors and the administrative assistant in the school office must be aware of all class organization or club purchases. Students are not allowed to make purchases without an advisor's knowledge and approval. Students who do not follow this procedure may be subject to personal payment for the purchase.

## **Closed Campus and Leaving School Grounds**

DCHS is a closed campus throughout the scheduled school day and during lunch. Leaving the school campus is only allowed with written parental permission and administrative approval for absolutely necessary reasons, school business, or activities. Business and activities may include (but are not limited to) practices, errands for clubs, work study, or to help area organizations with student volunteers. DCE is also a closed campus during the scheduled school day and during lunch.

## **Communication Through Announcements**

Announcement forms are located in the office and must be filled out properly before they will be read on the intercom. Only the principal will make exceptions during the day in regard to impromptu announcements for special occasions and such will be limited.

The principal, administrative assistant, or any person authorized to use the intercom system in the school is encouraged not to use it for communication to any class that is in session unless it is an extreme emergency. Announcers are also urged to speak softly and clearly during the times between classes when they must call someone to the office. Announcements over the intercom are normally at the beginning of the first period and at the end of the day.

## **Copyrighted Material and Intellectual Property**

Administration shall investigate any and all complaints of alleged copyright violations. Students who willfully disregard the district's copyright position are in violation of board policy and shall be subject to disciplinary consequences in accordance with policy and law. Anyone who willfully disregards this policy does so at his or her own risk and assumes ALL liability.

## **Curriculum/Classes**

Students in Grades K-6 receive instruction as prescribed by the local Board of Education, Department of Public Instruction regulations, and state and federal statutes. Grades K-6 will operate in self-contained classroom settings with special instructors for: music, physical education, life skills, computer, and library. Instruction includes communication skills (reading, writing, English, phonics, speaking, handwriting, keyboarding), science, health and safety, social studies, math, art, physical education and music.

### **High School**

#### Course Loads:

Seniors must be enrolled in five (5) DCHS class offerings. Juniors must be enrolled in six (6) DCHS class offerings. Freshmen and Sophomores must enroll in seven (7) class offerings. Exceptions to the course load requirement, any course replacement or substitution must be guided by a student's individualized education plan (IEP), 504 plan, or prior administrative approval.

#### Changing of Class Schedules (Drop/Add)

The courses are determined by the number of teachers available in relation to the enrollment of the students and the students' choices of elective courses during the spring pre-registration. No class changes – dropping or adding a class -- are allowed after the 5th day of instruction of each semester. The rules for changing class schedules by students have to be enforced for the following reasons:

1. Teachers have been hired and assigned teaching loads based on the student pre-registration.
2. The courses, classes, and rooms have been assigned according to these factors.
3. Books and materials needed in courses/classes have been purchased in quantities to match the student pre-registration.

The high school counselor or principal will either schedule a final registration in August or provide appointments for students wishing to adjust or change their schedules with parental permission. Changes will be allowed once school starts under the following reasons:

1. Adding classes will be allowed for the following reasons:
  - a. If it is done during the first five (5) days of instruction each semester and if the particular class section has room to accommodate another student.
  - b. If a new course or section is added to the schedule.
  - c. If it is noticed that a student is not taking six (6) book courses-the student will be required to enroll in a sixth (6th) course.
  - d. If there is a particular reason or unusual circumstance to add the course and the parents consult with the principal.
2. Dropping out of a class will only be allowed for the following reasons:

- a. If a student accidentally signed up for a class in which he/she has already received credit.
- b. If the course is deemed inappropriate for a student's grade level or ability level.
- c. If it is requested of the principal by the teacher, and it is possible to make other class arrangements.
- d. If there is a particular reason or unusual circumstance justifying dropping the course and the parents consult with the principal.

### Correspondence Course Requirements

The following conditions will apply:

1. If a student needs to take a course through alternate arrangements for credit or in order to graduate, the student is responsible for the course and cost associated with it.
2. All classes must be completed on, or before, May 15, unless an extension is approved by the principal and supervisor.
3. Students must be current with their assignments before they can receive senior privileges.
4. Application for classes cannot be made during the final nine-week grading period without the consent of the principal and supervisor.
5. Courses cannot be taken for classes available at DCHS without written approval of the DCHS instructor of the class involved and the principal.
6. All DCHS rules and guidelines will apply to these courses and administered as such.

### Dual Credit Requirements

DCHS allows qualified juniors and seniors to sign up for Dual Credit classes to be taken during school hours. In accordance with ND Statute, before enrolling in a course, the student must obtain written permission from the student's school district superintendent, principal, and parent. The administration shall determine the number of credits for which the student is eligible and shall include the number of credits on the document granting permission required by this section. Basic requirements include the following:

1. Students must maintain regular attendance and follow all school rules and regulations.
2. Students must be in good standing regarding behavior/discipline history.
3. Students must have a 3.0 grade point average.
4. Students will be in a supervised classroom with school personnel supervising them while working on dual credit classes.
5. Dual credit classes may not replace DCHS credit unless by administrative approval.
6. Students will be expected to devote adequate time to their dual credit classes on a daily basis, similar to being in a regular district class.

### ITV Course Requirements

Only students in grades 10 through 12 are eligible to take an ITV class, unless a class for grade 9 is offered by the administration as a substitute class for a normally offered class. These students must be in good academic standing in order to take an ITV course. In other words, they cannot have a semester or final grade lower than an 80% in more than one class. The Great Western Network also requires students and their parents to sign a form. This form states that if a student gets sent out of an ITV class three times, he/she will be removed from the class permanently. DCHS will enforce this policy. If a student is removed from an ITV class permanently, he/she will need principal approval to take an ITV class in the future. In addition, the student will be responsible for one-half the cost of the course. One-half the cost of the course is approximately \$300.00. In addition, if a student drops from the class at any point during the school year for any reason, whether it is week one or week 15, he/she will be required to pay for one-half the cost of the course. A student will also be required to pay one-half the cost of the course if he/she fails the year-long course. Students will pre-register for ITV courses in the spring. Students and their parents will be notified about the course offering as well as the rules for taking an ITV course. The parents and students will also be notified that once a student commits to an

ITV course, he/she cannot decide at a later time to drop from the course. This is a Great Western Network policy that DCHS will enforce.

### Semester Tests

DCHS will administer semester tests at the end of semester 1 and semester 2 in grades 7-12. These tests will be comprehensive in design and will be required in all classes. The overall weight of the test cannot be more than 10% of that class's total semester grade.

Semester tests will be given the last week of each semester. No students will be exempt from taking finals.

## **Discipline**

It is important that students learn to respect the rights of themselves and others. Parents are requested to cooperate in developing communication with school staff that will result in proper conduct and that in turn will result in the best learning environment for each student. Divide County Elementary utilizes a process of Positive Behavior Supports and Interventions to support students in learning to be responsible, respectful and safe. In the event of serious infractions of laws or school rules, the following procedures will be followed:

- Student will be referred to the school principal.
- The school principal will notify the parents by phone or in writing.
- Appropriate disciplinary action or counseling will be initiated.
- Repeated major infractions or a serious infraction may result in:
  - Detention/Saturday Detention
  - Suspension
  - Expulsion
- Suspension and expulsion policies will be consistent with legal guidelines of student rights.
- Parents/guardians are responsible for any damage to school property by their children.

### **Disciplinary Level System**

#### **CLASSROOM CONTROL AND MANAGEMENT:**

It is important that students learn to respect the rights of themselves and others. Parents are asked to cooperate in developing communication with school staff that will result in proper conduct and that in turn will result in the best learning environment for each student. We expect disobedience, disrespect, and insubordination to be exceptions rather than the rule in our classrooms. We strive to instill in every student the importance of recognizing that they are responsible for their own behavior. However, when disruption occurs, the teacher and/or principal must take the place of the parent and control the situation. When a student's misbehavior is a violation of civil and/or criminal code, the administration, in most cases, will contact local law enforcement.

- A leveled system of ascending consequences will be followed for all disciplinary actions. In order for the student to learn and for a teacher to instruct, there must be an atmosphere in the school that is conducive to learning. Student behavior that interrupts or disturbs the learning environment is unacceptable and will be dealt with firmly and consistently. This system assists the student in making good choices and helps him/her manage his/her behavior. This is a lifelong skill that is imperative to success in later life.
- The "leveled" system approach to school discipline is based on the belief that students must be responsible for ALL THEIR ACTIONS while in attendance at school. When students are referred to the administration for a violation of school rules, the administration bases the resulting consequences on HOW MANY TIMES AND FOR WHAT REASONS the student has been sent to the office during the current school year. For example, a student that consistently disrupts the learning environment needs to receive a more severe consequence than the "first time" offender.

## **Level 1**

### **INFRACTIONS:**

1. Class disruption – any behavior that interrupts the learning environment including noncompliance, cell phone usage, etc.
2. Inappropriate hall behavior
3. Leaving class without permission
4. Use of profane language in school or at a school sponsored function
5. Cheating
6. Minor vandalism of school property, as judged by the administration
7. Tardy to school or class
8. Any other minor infraction as determined by the administration

PENALTY – Up to the discretion of the administration i.e., detention, ISS, etc. Vandalism issues will be reported to law enforcement. Vandalism issues will be reported to law enforcement.

## **Level II**

### **INFRACTIONS:**

1. Fighting
2. Stealing
3. Talking to a staff employee in a disrespectful manner
4. Openly defying teacher's authority (insubordination)
5. Major vandalism, as judged by the administration
6. Second offense of Level I
7. Harassment (example: sexual, bullying, hazing, intimidation, religious)
8. Any other moderately severe infraction as determined by the administration

PENALTIES: Up to 3 days in or out of school suspension, at the discretion of administration. Vandalism issues will be reported to law enforcement. Vandalism issues will be reported to law enforcement.

## **LEVEL III**

### **INFRACTIONS:**

1. Physically assaulting a school employee
2. Causing major physical harm to another student
3. Deliberate action that can endanger the life, health, or safety of another student
4. Possession of a weapon on school grounds
5. Use of tobacco in school, on the school premises, or at a school related function
6. Illegally using, possessing, distributing, or being under the influence of alcohol, drugs, narcotics in the school, or at school related functions
7. Second offense of LEVEL II

PENALTIES: Up to 5 days in or out of school suspension, at the discretion of the administration or expulsion as recommended.

## **LEVEL IV**

### **INFRACTIONS:**

1. ANY SECOND INCIDENT OF A LEVEL III OFFENSE THAT DID NOT RESULT IN EXPULSION
2. Any other extremely severe infraction as determined by the administration

PENALTIES: Up to 10 days out of school suspension and/or recommended EXPLUSION

## **DETENTION**

1. Students who are assigned detention will notify parents/guardians in the Principal's office.



2. Students must serve detention the day the detention is referred, unless transportation or family issues need to be addressed, in which case the detention will be served the following day. Athletic or club practice or events are NOT acceptable reasons for missing detention.
3. Students who are assigned detention must report to the office for detention with the principal or an assigned teacher immediately following dismissal. Being tardy to detention may result in additional consequences.
4. The detention will double every time it is skipped. (1 to 2, 2 to 4, 4 to 1 day of ISS, 1 day of ISS to 2 days of ISS) Student may also be suspended on grounds of insubordination.
5. Students are not allowed to bring food, drinks, cell phones, etc., into detention.
6. Students must bring enough work or appropriate reading material to detention to remain busy. There will be no talking or working with another student in detention.
7. Students may request to see other teachers for help during detention and students may use a laptop for school related work during detention. (grades 7-12)
8. Students who misbehave during detention are subject to detention or suspension the following day.
9. Students with repeated tardiness may be assigned detention.

### **Suspension and Expulsion**

The School Board has the authority to expel a student from school for the remainder of a school year. In the expulsion proceedings, a thorough and fair due-process procedure will be established and followed for the student. The School Administration can suspend a student from school for up to ten (10) days.

Failure to comply with these or other requirements and duties as listed or as dictated by common sense will mean a student is guilty of misconduct. If this is the case, the student may lose the privilege of attending school. Each case of misconduct will be handled on an individual basis since each student is treated as an individual.

When a student's misbehavior is a violation of school policy and also of the civil and criminal code, the administration in most cases will contact local law enforcement.

### **FINAL AUTHORITY**

When there are no rules written to cover a certain aspect of behavior or handbook violation, the person in charge, such as a teacher has the right of "in loco parentis" (a legal term meaning in place of the parents). This means that the teacher can make a rule to control the specific situation. The same is true for a principal or superintendent who is in a legal sense the same as a teacher. Failure to comply with handbook rules or other requirements and duties as listed, or as dictated by common sense, will mean a student is guilty of misconduct. If this is the case, the student may lose the privilege of attending school. Each case of misconduct will be handled on an individual basis since each student is treated as an individual.

Every student in school has the right to simple due process. They have the right to be heard, to know who their accuser is, except for bullying incidents being investigated, and the right to have their parents or another adult present when facing a serious charge.

## **Display of Affection**

Display of affection, such as kissing, arm-in-arm, groping, etc. is not permitted anywhere in school, on school grounds, or in school vehicles.

## **Dress Code -- Proper Dress and Attire in School**

Everyone takes pride in the school appearance when it is in its best condition. Dress is no exception. The School Board and Administration expect that all involved will groom themselves and dress neatly in clothes that are suitable for school activities and classroom. Shorts may be worn by students if they are in good taste. At the elementary school, shorts can be worn from the beginning of school until September 30 and beginning of May until the end of the school year. Shorts and dresses shorter than mid-thigh will not be allowed. Spaghetti straps and clothing exposing undergarments are not acceptable. The teachers will report students to the principal, and the principal has the authority to stop any student from wearing improper attire that is not safe, hinders the process of education, or is obscene. Students, teachers, and administrators will not tolerate or allow T-shirts or other clothing that has offensive or improper pictures or statements displayed (if it is offensive to one, it is offensive).

The wearing of hats, stocking caps/toques and head coverings (hoods) is strictly prohibited in the school building and should be removed when entering the building. Hats are not allowed on your person or in your possession during the school day. Keep hats in your locker, vehicle or at home.

Students in violation of the hat, cap, hood policy will be issued the following consequences:

1<sup>st</sup> offense – 1 half-hour detention

2<sup>nd</sup> offense – 1 hour detention

3<sup>rd</sup> offense – 1 half-day in-school suspension and parent notification

4<sup>th</sup> offense – 1 day in-school suspension and a parent meeting

As part of our dress code, students and staff are expected to follow the guidance and requirements of the district's safety plan to help control the potential spread of COVID-19, if it becomes necessary.

Elementary Students: The following items are required during winter weather:

- Winter Coat
- Winter Hat
- Gloves/Mittens
- Snow pants
- Snow boots

Students will not be allowed on the school bus without the proper winter attire during winter/cold weather. Elementary Students will need all appropriate winter gear for school recess.

## **Eligibility**

### **Administrative Rules on Academic Eligibility**

DCSD is a dues paying member of the North Dakota High School Activities Association (NDHSAA). Therefore, to maintain eligibility as a school to participate in NDHSAA activities, tournaments and events, DCSD must adhere to all and any regulations set forth by the NDHSAA. NDHSAA policy guides and supersedes any school district policy, unless DCSD has a stricter penalty or enforcement. The NDHSAA constitution and by-laws can be found at <https://ndhsaa.com/>. The NDHSAA phone number is 1-701-845-3953.

All 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, junior high and senior high school student participants in athletics or any other extra-curricular activities falling within the parameters of the NDHSAA must have passing grades in all classes to participate.

Grades will be the basis for eligible participation throughout the school year. An “eligibility review” will be administered at 8:00 A.M. on each applicable Wednesday morning of the school year. Students who are failing a class will be notified Wednesday morning by the principal, athletic director or coach that he/she has a failing grade and will be ineligible. Any student failing one or more classes during grade check will automatically be

ineligible until the next grade check (Wednesday-Wednesday). There is no probationary period for grade reviews during the school year. The eligibility check will always be of a student's current grades for each class.

Students will be allowed an exemption from non-eligibility once per semester. A "first failing grade notification" will serve as a warning that the student has a failing grade at the time of the weekly grade review. This courtesy warning will only be given ONCE per semester per student, not once per class. If the student is failing 2 or more classes upon first notification, the exemption does not apply and academic eligibility guidelines will be enforced.

At the beginning of Semester 1 and Semester 2, students will receive a 2-week grace period. No grade reviews will occur until the Wednesday of the third week of Semester 1 and Semester 2. At the beginning of Quarter 2 and Quarter 4, students will receive a 1-week grace period. No grade review will occur until the Wednesday of the second week of Quarters 2 and 4.

### **Ineligibility Application**

Any student failing one or more classes during grade reviews will automatically be ineligible until the next grade review (Wednesday-Wednesday). There is no probationary period for grade reviews during the school year. A student participant who is ineligible may participate in practices only if the coach, activities director and principal agree to it, after considering after-school homework help. The principal and activities director will speak with the coach and teacher(s) prior to making a final decision. Simply put, a student may not always be able to improve his/her grade within a week by spending time at practice instead of spending time on school assignments. Furthermore, any student participant who is ineligible to participate will not be allowed to go to any away game(s) during regular school hours, but may support the team by showing up for an event later in the evening if it does not interfere with school time.

A failing grade at the end of Semester 1 and end of Semester 2 will result in an ineligibility period of three (3) weeks. The three (3) week period for student's grades will start on the first school day of the next semester. Therefore, the end of Semester 2 in the Spring counts for the eligibility of Semester 1 in August (7<sup>th</sup> – 12<sup>th</sup> grade students only).

Any student who has failed one or more classes at the end of a semester will not be allowed to compete in sports or any other extra-curricular activity for a period of three (3) consecutive weeks. For example, a student who failed Math and/or English for the semester (but not the year-long course) at the end of May will not be able to compete in Volleyball or Football for three (3) weeks beginning in mid-August, unless the student participates in the summer school session and raises the grade to a passing score. Summer school make-up work must be completed by August 1. The beginning of the three weeks of ineligibility is the first day of the next semester, (i.e. the first day of school for the 1st semester - first day of school after summer break or the 1<sup>st</sup> day of the 2<sup>nd</sup> semester).

### **Administrative Rules on Summer Ineligibility due to Drugs, Tobacco, Alcohol, etc.**

A student is ineligible to compete in activities in a given school year if he/she is in violation of use or possession of drugs, alcohol, tobacco (including e-cigarettes or vaporizers), and/or any other serious offense, such as vandalism, theft, or assault committed during the summer.

The penalty for a violation during the summer months is as follows: a student is ineligible for the first four volleyball games, first two football games or first four boy/girls' basketball games, depending on when the student participates in their first sport. An offense in the summer counts as the first offense for that coming school year and affects the student for their first sport participated in. If that student receives a second offense in the summer or that same school year, it will result in an 18-week suspension to begin at the start of school or, if school has begun, to start immediately.

### **Administrative Rules on Eligibility for Tardy and Absent Students**

In order to participate in practices or play in an interscholastic event, a student participant must have been in school all day beginning with first hour. Students are not allowed to come in at noon and then compete in an extracurricular activity later that day. Exceptions to this policy will be made if a student has a doctor's appointment or is unable to attend school due to inclement weather or impassable roads. Students who are sick the first part of the day and then come in later are not eligible to compete in extra-curricular activities that day/evening. The partial day absence must also be an excused absence, and the parent must promptly call the school or provide a note explaining the absence. Exceptions may be given at the principal's and/or athletic director's discretion, but only if the student participant has given prior notification of his or her necessary absence. In addition, if a student participant misses school on Friday and it is an excused absence, he or she may play/practice on Saturday.

### **Administrative Rules on Eligibility Affected by Drugs, Tobacco, Alcohol, Paraphernalia, Arrests, or Formal Charges**

Any student with or in possession of alcohol, tobacco products (including e-cigarettes or vaporizers, etc.), drugs or controlled substances on or off of school property (including in a vehicle/locker/or personal item), school vehicles, or at any school-sponsored event will be subject to NDHSAA penalties and policies (six or eighteen-week suspension). Any and all discovery of alcohol, tobacco products (including e-cigarettes or vaporizers) drugs, controlled substances and/or paraphernalia on or off school grounds will be turned over to local law enforcement by DCSD administration.

### **Penalty for Violation of Drugs, Tobacco, Alcohol, Vaping, etc.**

In accordance with NDHSAA, the use or possession of tobacco, (including e-cigarettes or vaporizers, etc.) alcohol, or any controlled substance as defined by North Dakota Law or any other serious offense, such as vandalism, theft, or assault, is prohibited. Any student who is in violation of the foregoing shall be suspended from participation in extra-curricular activities for six (6) consecutive school weeks for the first offense in a given school year and a period of 18 consecutive school weeks for any subsequent offense. According to NDHSAA policy, each student gets a fresh start in regard to eligibility affected by a violation of drugs, tobacco, alcohol, e-cigarettes, etc. - i.e., the offenses of the current year do not affect the next school year.

### **Additional Extra-Curricular Activities Affected**

The same rule for athletes under the NDHSAA shall apply to students who are in other extra-curricular activities and/or school sponsored events, including school plays, music competitions, FCCLA, FFA, and FBLA competitive events, art competitions, homecoming activities, school dances, prom, science fairs, spelling bees, chess club, art club, etc. Several of these activities may continue into the summer months. Any infraction by a student involved in these activities during the summer months will be suspended from participation based on NDHSAA and DCSD guidelines explained within this handbook.

Any student with, or in possession of, alcohol, tobacco (including e-cigarettes or vaporizers) or controlled substances as defined in Chapter 19-03.1 of the NDCC on or off school property, school vehicles, or at any school-sponsored event may be brought before the school board for consideration of expulsion. The use of illicit drugs and the unlawful possession and use of alcohol/tobacco is illegal and harmful.

### **Authority When Rules Are Not Written**

**Refer to "Final Authority" sub-section of the Discipline section.**

### **Investigation and Due Process of Student Eligibility Violation**

The principal and athletic director shall immediately investigate any alleged violation of the alcohol, tobacco and controlled substance rule that is made known to the principal or athletic director. If the administrator finds probable cause to believe that there has been a violation, he or she shall give the student and parents notice.

The student shall have the right to an informal hearing after such notification. The hearing will be conducted by a school administrator or athletic director. The student shall have the right to be present and to offer such explanation and other evidence as the student deems necessary and pertinent to the suspected violation. The school administration is responsible for determining whether a student has violated a regulation and for the enforcement of the penalty in cases of violations. The period of suspension shall begin from the date and time notification is given to the student by the school administration.

## **Emergency Drills**

### **Fire Safety Drills**

State law requires that fire drills be held four times per school year. When the alarm sounds the following order of action is suggested for all:

1. Pre-assignments will have been made to close all windows and doors within each room.
2. Students are to leave everything behind.
3. Movement must begin at once for all students to leave the building in a pre-arranged manner.
4. Students are to move quietly and rapidly but are not to run at any time.
5. Teachers should leave their rooms last, follow the students from the building and monitor student conduct.
6. Regardless of exit used, all students are to move directly and in an orderly fashion to the nearest sidewalk or lawn and to a sufficiently safe distance from the building.
7. All students are to return to their rooms in reverse order following the drill.
8. Restroom and water fountain privileges are to be denied during the process of returning to the rooms.

### **Tornado Safety Drills**

Tornado drills and instructions will be conveyed to staff and students. The following areas are the safest places to go in case of a tornado warning.

Divide County Elementary School – Southwest Hallway (hallway near library)

Divide County High School – Kirchhofer Auditorium

### **Lock Down Drills**

Lockdown drills will be practiced in accordance with NDCC. NDCC requires a minimum of one lockdown drill per school year. Throughout the school year students and staff will receive instructions, training and practice on what to do during a lockdown. DC administration will work with and coordinate lockdown training and drills with DC emergency services.

## **Emergency Reasons for Leaving School**

Students are not permitted to leave the school building at any time during the school day without permission from the school office. The student is to tell the principal or ask the attendance secretary to give the principal a note if the student has to leave for emergency reasons-even if it's a sudden illness. All students must report in at the office when leaving for any reason and when they return back to school. The parent must call the school and speak to the principal or administrative assistant prior to allowing the student to leave school premises. The principal will use judgment in cases where students do not adhere to this rule of checking out at the office. Therefore, the authority is granted to the principal to enforce proper procedures. Students who do not follow this procedure will have an unexcused absence for the class time missed and will be suspended if it is judged to be an act of skipping school. The nature and circumstance of the unexcused absence will be reviewed by school administration.

## **Entrance Age Requirements**

In compliance with Chapter 15.1-22 of the North Dakota Century Code, a child must turn the age of 5 by midnight on July 31<sup>st</sup> of the year of entrance to a kindergarten program.

## **Family Education Rights and Privacy Act (FERPA)**

This act is a federal law affecting public schools and records. The following explanation is necessary to publish so the public is notified in accordance with Family Education Rights and Privacy Act.

1. Parents and students (18 years or older) have the right to inspect and review the student's educational records
2. Students or parents wishing a copy of the permanent record for personal use or to be mailed to another similar school or a school of higher education must complete a release of information form which is available at the school the student attends. Eligible students (18 years or older) must sign the form for the release of records while parents must sign for students under the age of 18.
3. An eligible student or a student's parents have the right to seek to correct parts of the student's educational record which he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes a request for a hearing to present the evidence that part(s) of the record be changed if the school district decides not to alter or refuses to change.
4. Specific directory information, such as student's name, address, telephone listing, date and place of birth, major field of studies, participation in officially recognized activities and sports, weight and heights as member of athletic teams, dates of attendance, degrees and awards received, and the most recently previous school attended by the student, may be released by the school officials. The school district will make a reasonable decision whether or not to release information to various agencies or organizations. However, any eligible student or a student's parent may request in writing during the first two weeks of school to their respective principals, if it is felt any part of the information should not be released. The request will not cover pictures taken by the news media related to school events.
5. Any person has the right to file a complaint with the Department of Education in Washington, D.C. if the school violates this federal law. The school district limits the disclosure of information contained in a student education record except:
  - a. By the prior written consent of a parent or eligible student
  - b. As directory information
  - c. Under certain specific circumstances as permitted by federal law

## **Family Involvement and Support Plan**

The school and home is a partnership in the educational process for student learning. The school is a major source of learning but the home can make a significant difference in how much and how well a child learns.

The Divide County Staff counts on the support of the parents and community. It is this support and involvement that provides the foundation for setting goals and expectations for students.

### **Parent Support:**

#### **School Program**

1. Attend regularly scheduled parent-teacher conferences.
2. Communicate with your child's classroom teacher.
3. Know what your child is studying.
4. See that your child follows the rules and attends school regularly.

5. Review with your child the handbook, newsletters, daily papers, assignment planners (grades 1-6), report cards, PowerSchool, and electronic communications.

#### Home Learning

1. Encourage and expect high performance from your child for school, work, household duties and other responsibilities.
2. Show interest in what your child does each day.
3. Provide proper conditions for home study –
  - a. 20 minutes of reading time a day (30 minutes for grades 7-12).
  - b. Quiet study area free from distractions.
4. Limit the time spent watching TV and playing with video games and electronic devices.
5. Provide supervision to ensure your child receives adequate rest, nutrition and physical exercise.
6. Encourage language skills – speaking, listening, vocabulary development.

#### Involvement

1. Visit your child's classroom at least once during the year.
2. Work with your child on classroom projects, reading/math activities, and other programs.
3. Contact the classroom teacher for information or to resolve a concern.
4. View your child's progress in PowerSchool.
5. Attend Family Night functions at the school when possible.
6. Support the school in its efforts to maintain proper discipline.

#### **Student Responsibilities:**

1. Attend school regularly.
2. Come to school prepared with my homework and supplies.
3. Observe regular study hours.
4. Always try to do my best in my work and in my behavior.
5. Work cooperatively with my classmates.
6. Be Safe, Be Responsible, Be Respectful

#### **Divide County School District Will:**

1. Provide high-quality curriculum and instruction that enables participating students to meet or exceed the State's student achievement standards.
2. Provide a supportive and effective learning environment.
3. Provide parents with frequent reports on their children's progress.
4. Provide parents with reasonable access to staff. Teachers will be available during regular school hours between the hours of 8:15-4:00 and by email.
5. Provide parents with opportunities to volunteer and participate in their child's class and to observe classroom activities. Please set up a time with the individual teacher for observations (grades 1-6).

Only by working to improve the partnership can the school and home fulfill the goals and expectations that we all hold for the students attending Divide County School District.

### **Food Service Program**

The cafeteria in each school is open throughout the year serving breakfast and hot lunch to students. The hot lunch and breakfast menus are carefully planned to provide a balanced diet for student meals each day.

Breakfast is offered at DCE starting at 8:10 a.m. until 8:35 a.m. If students are planning to eat breakfast at school, they should report to their classroom and then immediately go to the cafeteria. High school breakfast is served from 8:10 to 8:30 a.m. in the commons.

Breakfast and lunch menus follow state and federal guidelines. Students may bring their own lunch. Guests are required to notify the school office by 9:30 a.m. to be included, if they would like to eat lunch with their student that day. As part of the Federal Health and Wellness regulations, students and staff are not allowed to have pizza parties or other food substitutions and/or arrangements during lunch hour.

Parents are encouraged to complete a Free or Reduced meal application available at each building. Please note that Kindergarten snack milk, and an extra milk at breakfast or lunch, is not part of an approved free meal application.

Students are expected to maintain a positive account balance throughout the year. Parents are responsible to ensure that students have sufficient funds to purchase school meals each day or pre-pay for meals, to avoid accruing meal charges. If a positive balance is not maintained, parents are then encouraged to provide a meal to be brought from home. District payment options for student meal accounts include cash or check payment in person at either school office, send payment with the student, or mail payment to the District Office at PO Box G, Crosby, ND 58730. Other payment options are available through parent eFunds accounts.

When a student's account reaches a negative balance of \$20.00, a letter and free/reduced meal application will be mailed to the student's parent/guardian.

When a student's account reaches a negative balance of \$40.00, a meeting will be scheduled with the building administrator and/or social worker.

In the event a student has insufficient funds in their meal account, the student will not be allowed to charge any extra or a la carte items to their account.

Nothing in this procedure prohibits school district personnel from reporting suspected abuse or neglect of a student as required by law.

#### **Unpaid Meal Charges:**

Parents are expected to pay all charges for meals. If they fail to do so, the District may rollover debt or refer the debt to collections. The District may use an alternative funding source or charitable funding source to offset costs incurred from unpaid meal charges and collection fees.

#### **Balance:**

Students will have positive or negative meal balances rolled forward into their meal account for the next year. Students that graduate or withdraw from the District will have remaining balances moved to their siblings' accounts, or may receive a refund of the remaining balance in their meal account upon request within 30 workdays of completion or withdrawal, or the balance will become the property of the District.

## **Grade Promotion/Retention**

At the elementary level, placement, promotion or retention for students of grades K-6 shall be made in the best interest of the student after careful evaluation of all the factors relating to the advantages and disadvantages of a final decision. Occasionally it is necessary to retain a child in the same grade for another year. This recommendation is made by the school team only after a careful study of the child's needs. A recommendation



is not based entirely upon the child's intellectual ability to meet grade level expectations in subject matter – it also includes social, physical, and emotional needs. The final decision will be made by a school team consisting of the principal, teachers involved with the student, parents, and other resource personnel.

In order for a high school student to be technically promoted to the next grade level, he or she must successfully complete 6 credits during the course of the school year. As such, incoming sophomores must have earned 6 credits prior to the start of the school year, incoming juniors must have earned 12 credits prior, and incoming seniors must have earned 18 credits. In order to graduate from Divide County High School, seniors must have earned at least 24 credits and successfully fulfilled all necessary high school graduation requirements, as set forth by the North Dakota Department of Public Instruction and North Dakota Century Code. Junior high school students who failed coursework during the school year will be approved or denied promotion to the next grade level by administration with staff input and support.

### **Grading System**

A -- 93 to 100 = 4.0 – Exceptional Achievement

B -- 85 to 92 = 3.0 – Above Average Achievement

C -- 77 to 84 = 2.0 – Average Achievement

D -- 69 to 76 = 1.0 – Below Average Achievement

I -- An incomplete on the report card – a grade has not been assigned until the work/testing is completed

U -- 68 and below – Unsatisfactory achievement – no credit earned

All teachers will use “Total Points” in their classes to determine quarter, semester and year long grades. (grades 7-12)

## **Guidance Services**

The elementary guidance counselor will provide lessons on a weekly/biweekly basis to all grade levels. Individual guidance counselor sessions, as well as small group sessions, will also be available to students on an as-needed basis.

The guidance department at DCHS will provide assistance to all students in the area of social or personal concerns on an individual or group basis.

In 7<sup>th</sup> or 8<sup>th</sup> grade all students will take a career interest survey. During this time each student will also participate in an individual consultation with the counselor regarding career goals, high school course options, and future plans.

In 9<sup>th</sup> or 10<sup>th</sup> grade all students will take an additional career interest survey.

Upon request, all high school students are entitled to receive a consultative review of their individual high school education plan at least once during each high school year. This time should be used to discuss requirements for scholarships, college admission, and graduation.

The counselor shall assist in activities that help students gain career awareness. The counselor is available for students planning college programs, searching for financial aid or other career avenues.

## Homecoming

The total number of homecoming candidates will be determined by the total number of seniors in a respective class. There must be the same amount of male and female candidates. The number of candidates will be determined as follows:

- A senior class that has a total of 19 students or less will have 3 male and 3 female candidates.
- A senior class that has a total of 20 students or more may have up to 5 male and 5 female candidates.

All members of the senior class (who are eligible through NDHSAA regulations) will be considered to become homecoming king and queen candidates. Homecoming candidates will be determined by the junior and senior class. The junior and senior class will receive a ballot with all seniors on it, in which they will circle three boys and three girls (or four/five boys and four/five girls) to determine candidates.

## Homework/Daily Work

Students are expected to complete all assigned homework/daily work. Tracking homework completion is the responsibility of each respective teacher for their respective classes and consequences for not completing homework should be administered by the teacher who assigned it. For habitual offenders, the teacher and principal may collaboratively determine an alternative course of action and/or consequences.

## Immunizations for School

NDCC 33-06-05-01

Certificates of immunization or other official proof of immunization must be presented to the designated institutional authority before any child is admitted to an institution. Any child admitted to school under the provision that such child is in the process of receiving the required immunizations shall be required to receive the immunizations according to the recommended schedule set forth by the North Dakota State Department of Health. Any child not adhering to the recommended schedule shall provide proof of immunization or a certificate of immunization within thirty days of enrollment or be excluded from school.

### There are three exceptions:

1. Medical Exemption: Requires a certificate from a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health of the child.
2. Philosophical, Moral or Religious Belief Exemption: Requires a certificate signed by the parent or guardian whose sincerely held philosophical, moral or religious belief is opposed to such immunization.
3. History of Disease Exemption: Requires a certificate signed by the parent or guardian or physician stating that the child has a reliable history of chickenpox disease.

Please be aware that students, who have a waiver of immunization either for medical or religious or philosophical reasons, will be excluded from school if there is an outbreak of a disease for which the student is not immunized.

## Library

### General Procedures

1. Checked out materials are due on the date stamped and should be returned to the return desk. The outside book return is available after hours.

2. Students with overdue materials or fines may check out materials with librarian and teacher approval. If a student's name appears on the weekly overdue list, that student may check out one item only. If the same name appears the following week(s) for the same item, the student will be restricted until the overdue and fine are returned/paid.
3. Students who are continually on the overdue list may be restricted. This decision will be made by the librarian and the teacher.
4. Student check out limit will vary by grade level.
5. Items may be renewed once. Students should bring items for renewal.
6. Students may not check out items in someone else's name. Library privileges may be revoked for both parties.
7. Students getting items for parents must have the parents call in the request. Notes will not be accepted.
8. The school library door is locked at 4:30 pm.
9. Care and handling of the books is top priority. Please remember that these items are borrowed and should be returned in perfect condition.

### **Fine Procedures**

1. Fines of 10 cents per day per item must be paid when renewing or returning an overdue book.
2. Parents should contact the library when an item is lost, damaged, or destroyed. These items are to be paid after one month. The amount charged is the current replacement price, plus an extra \$2.00 per item. When prices are unavailable, the librarians will set the price.
3. If a lost book is returned, 2/3 of the amount will be refunded. The minimum kept is \$3.00 for hardcover books and \$1.50 for paperback books.
4. If a student or parent notices that a book or item is torn or damaged, do not repair it at home. Return it to the library where there is special tape and mending material. Please notify the staff.
5. Unpaid fines or fees assessed for damaged books will result in student records and transcripts placed on hold.

## **Lockers**

Lockers for clothing and books are provided for most grades by the school. Students must use the locker they have been assigned. The following locker rules are to be followed:

1. Money and valuables should not be left in lockers. These things should be checked into the office or with their classroom teacher. The school will not be responsible for any articles lost from lockers or locker rooms.
2. Lockers must be kept in proper order. Locker checks may be made periodically to check that things are in order. School official's reserve the right to group-inspect the lockers any time they feel there is a need to check for cleanliness or for any other reason.
3. If the principal has reasonable suspicion of illegal or harmful contraband, the locker may be inspected without notice.

## **Lost and Found**

The school will have a location that contains items that were found throughout the school year. The school is not responsible for the misplacing of any personal items, so students are encouraged not to bring expensive items to school. If an item of great value is brought, students should take proper measures in making sure the item is secure.

## **Make-Up Work/Assignments**

Students are encouraged to make up all their assignments BEFORE an absence occurs, whenever the student or parent knows in advance of an absence. Special consideration will be made if the assignment/work is of such a nature that all of it cannot be done in advance, in which case it may be completed upon return to school, with prior approval of the individual teacher.

Students who have been absent (an excused absence) will have 2 days to make up work/assignments for every day of absence beginning the day after they return to school. (i.e. absent on Tuesday, make-up work is due Friday at the beginning of each respective class period or is considered late and does not have to be accepted by the teacher). There is no extended time given (additional 2 days) to students that miss Semester 1 or 2 finals. Final tests need to be taken before the end of each Semester. Any student missing more than five (5) consecutive days of excused absences may be given consideration for additional time to complete make-up work. If a student knows that he/she will be absent in advance, he/she must speak to each teacher and get the schoolwork in advance. Each teacher must sign off and indicate when the work is due (e.g., prior to leaving, immediately when the student returns, or within a reasonable amount of time after the student returns). School administration will also be made aware of this information, and it is the student's responsibility to provide school administration the necessary paperwork and communicate effectively with school administration regarding the student's absence(s). If the student fails to complete his/her schoolwork in the allotted time given by the teacher, he/she may receive a ZERO for all school work not completed. Individual teachers and the student will be consulted to determine the total allowable time. Any time a student is absent for part of the day the student should immediately (that same day) see the teachers of the classes missed to retrieve his/her assignments.

## **MEDICATION PROGRAM IN SCHOOL**

The Divide County School District has established a program for providing medication to students during the school day and when students are otherwise under the district's direct supervision (e.g., participating in a school activity, on a school-sponsored trip). This program is only available to students when the applicable requirements under this policy have been satisfied.

### **Types of Medication Provided**

The District may provide both prescription and over-the-counter medication to students covered by this policy so long as they are legal under state law and:

1. Recognized as drugs in the official U.S. Pharmacopeia and national formulary, or
2. Recognized as drugs in the official Homeopathic Pharmacopoeia of the U.S., or
3. Recognized as drugs in any supplementary publication to the above references, and
4. Are authorized to be provided to the student by his/her parent/guardian and, when applicable, healthcare provider in accordance with this policy.

The District may consult a qualified healthcare provider (e.g., pharmacist) to determine if the above, applicable criteria have been met. The District shall maintain the student's confidentiality when making such an inquiry unless the student's parent/guardian has waived confidentiality rights.

The District and all school employees and volunteers are prohibited from purchasing over-the-counter medications to provide to students.

## **Routes of Medication Provided**

Eligible school medication providers may provide oral and non-oral, noninvasive medication (i.e., medication provided by non-parenteral routes) to students covered by this policy.

Except for students covered by an Individual Education Program (IEP) or 504 Plan, if a student's medication requires administration through the parenteral route, the District may deny a parent's/guardian's request to provide such medication or may require the parents/guardians to reimburse the District for the expense of hiring a healthcare provider who has authority under state law to administer such medication, if the District does not have a medically qualified and eligible school medication provider on staff who is willing to administer the medication. Eligible school medication providers shall not provide medication through parenteral routes unless they have the proper authority under state law, including certification or licensure, to perform such functions. The District shall retain verification of such authorization, certification, or licensure.

If a medically qualified and eligible school medication provider is requested to perform any invasive medication administration, the District first should contact its insurer to determine if additional liability coverage is necessary if the District has not previously made this inquiry.

## **Students Eligible for Participation**

The following students are eligible for participation in the medication program established by this policy:

- Students who qualify for this service under their IEP or 504 Plan. The District shall pay the cost of these services.
- Students who are not covered by the Individuals with Disabilities Education Act (IDEA) or 504 but who require medication when under the direct supervision of the school and whose parents/guardians are unable to make arrangements to provide medication themselves. An exception to such a student's participation in the medication program may apply if the student requires medication through a parenteral route (see section on routes of medication provided).
- Students who require emergency epinephrine treatment in accordance with ND Administrative Code Ch. 33-37-01 and/or students who require emergency medication under NDCC 15.1-19-16. This policy, ACBD, shall not supersede NDCC 15.1-19-16, which contains criteria for a school to authorize student self-administration of emergency medication.

The Building Principal and Superintendent are authorized to approve other circumstances under which a student is eligible to participate in the school's medication program. This administrator should contact legal counsel and should request permission from the student's parent/guardian to consult with the student's healthcare provider (to better understand the implications and scope of the request) before acting on such requests.

## **First Dose of Medication**

Whenever possible, the first dose of medication should be given to a student at home.

## **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 carrying out this service. A new authorization form is required anytime the student has a change in his/her medication regimen, when a new medication is to be provided, when the District assigns a new medication provider to the student, 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 on how, when, and how long to provide medication.
3. For more than one medication (prescriptions, over-the-counter medications, or both): Must include information from a healthcare provider certifying that the drugs are not known to adversely interact or information on how to avoid any known adverse drug interactions.
4. For students with allergies: If a student has any known allergies, the parent/guardian shall provide this list of allergies to the school with all medication requests and include certification from a healthcare provider that the student is not known to be allergic to medication that the school is requested to provide. This list must be accompanied with certification that the student has knowledge of all of his/her known allergies and has received education and training on signs and symptoms of allergic reactions and how to prevent them.
5. For all requests for the school to provide medication:
  - a. Contact numbers for the student's parents/guardians and healthcare provider(s)
  - b. Waiver of confidentiality allowing administration or the eligible school medication provider to contact the student's healthcare provider(s) with questions or concerns and allowing 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 that the parent/guardian is requesting the school to provide and certification that students have been educated in possible side effects.

#### **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, 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, date of birth, and, if unsealed, the number or amount of medication in the container.
2. Prescription medications must be supplied in the original pharmacy-labeled container and include the name and phone number of the pharmacy. The container must list, in a legible format, the name of the student, student's date of birth, name of the prescription medication, dose, expiration date, storage instructions (if any), administration directions, number or amount of medication included, and the container must list or be accompanied by active ingredients in a legible format. If any prescription medication is given to a student prior to sending the prescription to school, the parent/guardian must indicate how much medication remains in the container.
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 and date of birth. Any special medical equipment storage instructions must be provided to the school by the parent/guardian or student's healthcare provider.

All 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**

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 his/her 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.
  - 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 how long 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 only to self-administer the medication or has parental consent to carry and self-administer the medication.
3. For more than one medication (prescriptions, over-the-counter medications, or both): Must include all applicable information above and information from a healthcare provider certifying that the drugs are not known to adversely interact or information on how to avoid any known adverse drug interactions and certification from the student's parent/guardian that the student has been educated and trained in such preventative measures.
4. For students with allergies: If a student has any known allergies, the parent/guardian shall provide this list of allergies to the school with all medication requests and include certification from a healthcare provider that the student is not known to be allergic to medication that the student will self-administer. This list must be accompanied with certification that the student has knowledge of all of his/her known allergies and has received education and training on signs and symptoms of allergic reactions and how to prevent them.
5. All student self-administration of medication requests must include:
  - a. Contact numbers for the student's parents/guardians and healthcare provider(s)
  - b. Waiver of confidentiality allowing administration or an eligible school medication provider to contact the student's healthcare provider(s) with questions or concerns and allowing 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 that student will self-administer and certification that the student has received education on these reactions and side effects.

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**

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, date of birth, and, if unsealed, the number or amount of medication in the container.
2. Prescription medications must be in the original pharmacy-labeled container and include the name and phone number of the pharmacy. The container must list, in a legible format, the name of the student, student's date of birth, name of the prescription medication, dose, expiration date, storage instructions (if any), administration directions, number or amount of medication included, and the container must list or be accompanied by active ingredients in a legible format. If any prescription medication is given to a student prior to sending the prescription to school, the parent/guardian must indicate how much medication remains in the container.
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 and date of birth. Any special medical equipment storage instructions must be provided to the school.

Prior to a student self-administering medication, the 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 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, including an authorization expiration date. This pass shall serve as verification that a student has received permission to self-administer medication. Students shall 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 and providing medication under a school medication program. This protection extends to all eligible school medication providers, the school district, and the Board so long as each party is acting in good faith.

The District is not responsible for determining the qualifications of healthcare providers whose signatures appear on prescriptions and other medical documentation submitted to the District by parents/guardians. The District assumes that by signing such documentation, the healthcare provider is attesting to the validity of his/her qualifications and credentials. The District will comply with healthcare providers' orders but assumes no liability for their content.

### **Out-of-Date Medication**

Medications that are out-of-date or for which parental/medical authorization has expired, must be picked up by the parent/legal guardian. A designated school medication provider is responsible for sending such notice to parents/guardians. The notice should contain a reasonable deadline for the parent/guardian to pick up the medication and notification that failure to pick up medication by the deadline or failure to make arrangements to pick up the medication on an alternate date after the deadline will result in the school destroying the medication. Under no circumstances will medication be released to students except medication that a student is authorized to carry. When medications are not picked up by the parent/guardian, they must be destroyed in accordance with government recommendations and that process should be witnessed and documented by the building principal or designee (who shall not be a school medication provider).

## **Non-discrimination & Anti-Harassment Policy**

### **General Prohibitions**

The Divide County Public School is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student and/or employee's race, color, religion, gender, national origin, ancestry, disability, age, or other class protected by law.

It shall be a violation of this policy for any district student or employee to harass or discriminate against another district student or employee sexually or based on any other class protected by law. The District will not tolerate harassment or discrimination of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or

harassing any person affiliated with a person protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

The District shall promptly investigate when they have actual knowledge of an allegation of a harassment or discrimination complaint and act on findings as appropriate, which may include disciplinary measures such as, but not limited to, termination of employment or expulsion in accordance with board policy, law, and when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process.

### **Definitions**

- Disability is defined in accordance with NDCC 14-02.4-02 (5).
- Discrimination is defined in accordance with NDCC 14-02.4-02 (6).
- Employee is defined in accordance with NDCC 14-02.4-02 (7).
- Harassment is any physical or verbal conduct related to an individual's race, color, religion, gender, national origin, age, disability, or other class protected by law that creates an intimidating, hostile, or offensive working or educational environment or is otherwise sufficiently serious to substantially or unreasonably limit an individual's employment or educational opportunities.
- Sexual harassment is unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature when:
  - It is quid pro quo, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment; of obtaining an education, advancement, or grade; or is used as a factor in decisions affecting an individual's employment or education.
  - It creates a hostile environment meaning such conduct or communication that has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile, or offensive employment or education environment.
- Sexual harassment examples may include, but are not limited to:
  - Sexual or "dirty" jokes
  - Sexual advances
  - Pressure for sexual favors
  - Unwelcome touching, such as patting, pinching, or constant brushing against another's body
  - Displaying or distributing of sexually explicit drawings, pictures, and written materials
  - Graffiti of a sexual nature
  - Sexual gestures
  - Touching oneself sexually or talking about one's sexual activity in front of others
  - Spreading rumors about or rating other's sexual activity or performance
  - Remarks about a person's sexual orientation

### **Complaint Filing Procedure**

The Board has created an informal and formal harassment and discrimination complaint filing procedure in board regulations. Nothing in this policy or in the harassment/discrimination grievance procedure shall prevent an individual from pursuing redress through state and/or federal law.

### **Confidentiality**

An individual wishing to file an anonymous harassment and/or discrimination complaint shall be advised that confidentiality will limit the district's ability to fully respond to the complaint. The District will attempt to protect the identity of the complainant, witnesses, and alleged harasser to the extent possible under law; however, a harassment or discrimination investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions.

### **Policy Training and Dissemination**

The Board authorizes the Superintendent to develop harassment and discrimination awareness training for students and employees. In addition, the Superintendent shall display this policy and complementary grievance procedure in a prominent place in each district building and publish it in student and employee handbooks.

### **Non-discrimination Coordinator**

The Board has designated Shana Haugenoe, HS Principal, as the Title IX and Nondiscrimination Coordinator. Mrs. Haugenoe can be contacted at: 605 4<sup>th</sup> St. SE, Crosby, ND (701) 965-6392.

### **Non-discrimination Investigator**

The Board has designated Kent Harding, HS Activities Directors, as the Title IX and Non-discrimination Investigator. Mr. Harding can be contacted at: 605 4<sup>th</sup> St. SE, Crosby, ND (701) 965-6392.

### **Discrimination & Harassment Grievance Procedure**

The following procedure is designed to resolve harassment and discrimination complaints as defined in board policy in a prompt and equitable manner. Board policy requires all students and staff to fully cooperate when asked to participate in a harassment or discrimination investigation.

The procedure contained in these regulations supersedes the district's complaints about personnel policy.

### **Retaliation Prohibited**

The District prohibits retaliation for an individual's participation in and/or initiation of a harassment/discrimination complaint investigation, including instances when a complaint is not substantiated. The consequences for violating this prohibition are delineated in policy.

### **Complaint Filing Format and Deadlines**

Complaints can be filed verbally or in writing and should be filed as soon as a victim or witness of alleged harassment and/or discrimination becomes aware that alleged harassment or discrimination occurred. Complaints must be filed within statutory deadlines contained in law.

### **Informal Complaint Procedure**

An informal harassment or discrimination complaint shall be filed using the following procedure:

1. The complainant files the complaint with the Title IX Coordinator, Shana Haugenoe (701-965-6392).
2. The Title IX Coordinator shall document receipt and serve as the coordinator of the process. If the Coordinator is the subject of the complaint, the recipient shall forward it to the Board President who shall consult with the Superintendent.
3. The Investigator, Mr. Harding, shall meet with each party individually and collect information needed to arrive at an equitable solution. At no time shall the complainant be required to work out the problem directly with the accused.
4. Within 30 calendar days of the complaint being filed or as soon as practical, the investigator shall issue a written notice of recommendations to both parties. If the Coordinator is the subject of the complaint, the investigator shall meet with the Superintendent to receive his/her concurrence on the recommendations and receive his/her approval on any disciplinary recommendations prior to issuing this notice. Disciplinary recommendations shall be carried out in accordance with policy, law, and when applicable, the negotiated agreement.
5. The Coordinator, or designee, shall monitor the implementation and effectiveness of recommendations. If the Coordinator is the subject of the complaint, the investigator shall notify the Superintendent if harassment or discrimination persists.

Both the complainant and the accused have the right to terminate the informal procedure at any time to pursue a remedy under the formal grievance procedure.

### **Formal Grievance Procedure**

1. Filing a complaint:
  - a. A victim or witness of alleged harassment or discrimination may file a formal complaint either orally or in writing to the Title IX Coordinator. If he/she is the subject of the complaint, it should be filed with the Superintendent.
  - b. Upon receipt of the complaint, the Coordinator shall document the date, time, and nature of the complaint and shall request the complainant's signature on this document.
  - c. The Coordinator shall notify the district's insurance carrier that a harassment or discrimination complaint has been filed.
  - d. Within ten (10) school days of receiving the complaint or as soon as practical, the Coordinator shall issue a notice to the complainant and the accused that a complaint has been filed.
2. Investigation Process:
  - a. The investigation is conducted by a school designated Investigator, or a third party designated by the Superintendent or the Board President (if the Investigator is the subject of the complaint).
  - b. Before the investigation commences, the Investigator in coordination with the Title IX Coordinator, or Superintendent (if the Coordinator is the subject of the complaint) shall determine if interim measures must be taken to prevent harassment/discrimination during the course of the investigation and whether law enforcement or other applicable officials should be notified.
  - c. The investigation shall consist of interviews with the complainant, the accused, and any others who may have witnessed or otherwise have knowledge of the circumstances giving rise to the alleged complaint and may involve gathering and review of information relevant to the complaint. Witnesses shall be instructed not to discuss this matter with others. At no time during the investigation shall the complainant be required to meet with the accused to discuss the complaint.
  - d. The investigator shall complete his/her investigation within 20 calendar days or as soon as practical.
  - e. Any deviation from the investigation procedure should be documented with an explanation. Reasons for delays in the investigation also should be documented.
3. Investigation Report:
  - a. After the Investigator has completed the investigation, the Investigator shall complete a written report containing a determination of whether allegations were substantiated, whether the discrimination/harassment policy was violated, and recommendations for corrective action, if any. These determinations shall be made on a case-by-case basis and based on, but not limited to, the following criteria:
    - i. Whether evidence suggests a pattern of conduct supporting or disproving the allegations of harassment or discrimination;
    - ii. Whether behavior meets the definition of harassment, sexual harassment, and/or discrimination as defined in board policy;
    - iii. Ages of the parties involved;
    - iv. Relationship between the parties involved;
    - v. Severity of the conduct;
    - vi. How often the conduct occurred, if applicable;
    - vii. How the District resolved similar complaints, if any, in the past.
  - b. The investigator shall submit his/her report to the Decision Maker, Dr. Hirning, Supt., or Board President (if the Superintendent is the subject of the complaint). This individual shall review the

report, determine if the recommendations are appropriate, implement the portions of the report he/she approves, and develop a monitoring plan to evaluate the effectiveness of the recommendations and help prevent recurrence. Any disciplinary action shall be carried out in accordance with board policy, law, and, when applicable, the negotiated agreement.

- c. Prior to implementing the recommendations, the Decision Maker or Board President (if the Superintendent is the subject of the complaint) shall issue his/her decisions in writing to the complainant and accused. These decisions shall be binding. However, nothing shall prevent the parties from seeking redress through state and/or federal law.
- d. The entire complaint filing, investigation, and reporting process should be completed within 60 calendar days or as soon as practical, not to exceed 60 calendar days.

### **Filing a State or Federal Discrimination & Harassment Complaint**

Most employment-related discrimination or harassment complaints;

- Statute of limitations is 300 days (NDCC 14-02.4-19)
- Complaints should be filed with:  
North Dakota Department of Labor  
Human Rights Division  
600 East Boulevard Ave, Dept. 406  
Bismarck, ND 58505-0340  
Phone: (701) 328-2660 or 1-800-582-8032

Employee, student, or other person claiming to be aggrieved by a discriminatory practice with regard to public services or public accommodations:

- Statute of limitations is 180 days (NDCC 14-02.4-19)
- Complaints should be filed with:  
North Dakota Department of Labor  
Human Rights Division  
600 East Boulevard Avenue, Dept. 406  
Bismarck, ND 58505-0340  
Phone: (701) 328-2660 or 1-800-582-8032

Student harassment or discrimination complaints related to programs and activities that receive federal financial assistance:

- Statute of limitations is 180 days for most claims (28 CFR 35.170 and 34 CFR 100.7). There may be an exception for Section 504 claims.
- Complaints should be filed with:  
Chicago Office for Civil Rights  
U.S. Department of Education  
Citigroup Center  
500 West Madison Street, Suite 1475  
Chicago, IL 60661

## **Parents Right to Know Clause**

Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. If you are interested in learning this information, please contact the school administration office at (701) 965-6324. Upon this request, you will receive a detailed explanation of the licensing, education, and experience of each of our teachers. You will also receive information regarding the names and qualifications of the paraprofessionals at our school(s). In addition, if at

any time during the school year a child is assigned, or taught by, a teacher who is not highly qualified for four or more consecutive weeks, the parents will be notified.

## **Parent-Teacher Conferences**

Each school year will include two scheduled Parent-Teacher Conferences. This is a critical time for parents and teachers to share information, which will enable each student to be given the best education possible. Parents that may have concerns about their student are encouraged to contact their student's teacher anytime throughout the year.

## **Pets/Animals in School**

The Divide County Elementary School recognizes there are medical and physical dangers with animals. The following guidelines have been adopted regarding all animals in or on the premises.

1. All requests to bring an animal to school must be made a week in advance and be approved by the principal and classroom teacher.
2. Parents must be notified in writing prior to any activity involving animals.
3. No domesticated animals shall be allowed in school unless proof of current vaccination is provided.
4. No wild animals shall be allowed unless under the control of an individual trained in the care and management of animals.

## **Phone Use (Student)**

The telephone in the office is restricted to emergency use. The phone should only be used before and after school or during the noon break. Cell phone use during school is prohibited. Instructors will confiscate any cell phone that is being used during school.

The school secretary is instructed to take messages from parents and see that they are delivered to the students during their class breaks. Parents are urged not to insist that the students be called to the office unless it is an emergency. Parents need to check in at the office if wanting to visit with their child. No student shall have a non-related guest in school. Relatives may visit for one day only, at the approval of the school principal.

## **Playground**

### **Elementary**

#### **Playground Rules**

- o Use Equipment Appropriately
  - Down slides only – not up.
  - One person on a swing at a time.
  - No tag or running games ON or AROUND the big toy.
  - Play IN the tubes of the big toy – not on top of the tubes.
- o Running games are allowed in open spaces only.
- o Students must stay in areas visible to adults at all times.
- o Appropriate play only – no pretend guns, weapons
- o Hands-off play only – no roughhousing, tackling
- o Snow, coal, and wood chips stay ON the ground. Snow can be used for building forts or snowmen but cannot be thrown.
- o No King of the Hill or pushing on hills.

- o Stay away from ice or water puddles. No ice or water play is acceptable.
- o Line up when the bell rings.
- o Put balls away before getting into line.
- o Flip-flop shoes are not allowed.
- o Appropriate winter gear is required in cold weather.

### **Playground Consequences**

- o 1<sup>st</sup> offense – stand by the wall or walk the fence 5 minutes
- o 2<sup>nd</sup> offense – stand by the wall or walk the fence for the entire recess
- o 3<sup>rd</sup> offense – loss of recess
- o Physical Fighting – go to Principal's Office

## **Prom**

All prom dates must be enrolled in a high school or approved home education program. Prom dates not enrolled at DC High School must have their resident school contacted to verify current enrollment and must receive a favorable report/recommendation from their principal.

Prom is a lock-down activity. Students are not allowed to leave the prom until the official ending of the prom. If students leave prior to the end of the prom, the After-Prom Party Committee will be notified and entrance to the After-Prom Party may be denied.

DCHS administration and faculty request and accept law-enforcement assistance to ensure the safety and sobriety of all participants before, during and after the school prom. Therefore, DCHS administration and faculty will alert and request the presence of local law-enforcement to help assist in preventing any alcohol, tobacco (including e-cigarettes or vaporizers) or drugs from entering the prom. Student prom participants may be subject to a random breathalyzer or law enforcement sobriety test to enter prom. Student refusal to submit to a breathalyzer or sobriety test will result in the student being refused entrance to the prom.

The same rules for athletes under the NDHSAA shall apply to students who are in other extra-curricular activities and/or school sponsored events including prom. If a student is under enforcement by DCHS and NDHSAA substance policies (six-weeks or eighteen weeks) then that student is not allowed to go to prom.

## **Public Concerns about Co-Curricular Programs**

The School Board believes there needs to be an open avenue of communication between parents and school personnel regarding co-curricular programs. Notwithstanding other district policies regarding complaints about school personnel, the following procedures will be used to address parent concerns about a co-curricular program and/or its coach/director:

1. Individuals with concerns are first to address their concerns with the coach/director of the program. These concerns will not be addressed until at least 12 (twelve) hours after the contest.
2. If the concern relates to an activities co-curricular program, and if the concern cannot be resolved between the individual(s) and the coach, the individual(s) with the concern shall contact the activities director (AD) in writing to request a review of the situation. Upon receipt of the written request for review, the AD shall proceed by involving all parties to resolve the concern as the AD deems appropriate. After review, the AD shall, in writing, inform the individual(s) of his or her decision no later than five (5) working days after receipt of the written request for review. The AD may also involve the principal for additional input regarding the concern of the individual(s).

3. If the concern relates to an academic co-curricular program, and if the concern cannot be resolved between the individual(s) and the director, the individual(s) with the concern shall contact the principal in writing to request a review of the situation. Upon receipt of the written request for review, the principal shall proceed by involving all parties to resolve the concern as the principal deems appropriate. Upon completion of his or her review, the principal shall, in writing, inform the individual(s) involved of his or her decision no later than five (5) working days after receipt of the written request for review.
4. If a satisfactory solution is not reached between the parties involved after review by the principal/activities director, either party may make a written request for review to the superintendent of schools or the superintendent's designee. The written request for review shall state the specific concern and must show that the procedures in steps 1, 2, and 3 have been followed. The superintendent or the superintendent's designee shall examine the written request for review and the prior written decisions from the principal and/or activities director. The superintendent or the superintendent's designee may also conduct his or her own investigation if he or she deems it appropriate. The superintendent or the superintendent's designee shall issue a written decision regarding the matter to individual(s) requesting review and shall provide copies of his or her decision to the other individual(s) involved, including the principal and/or the activities director. The written decision shall be provided to the individual(s) no later than five (5) working days after the receipt of the written request for review.
5. If a satisfactory solution is not reached between the parties involved after review by the superintendent or the superintendent's designee, either party may make a written request for review to the Policy and Curriculum Committee of the School Board. The written request for review shall state the specific concern and must show that the procedures in steps 1, 2, 3, and 4 have been followed. The committee shall examine the written request for review and the prior written decisions from the principal and/or activities director and superintendent or the superintendent's designee. The Policy and Curriculum Committee shall issue a written decision regarding the matter to the individual(s) requesting review and shall provide copies of their decision to the other individual(s) involved, including the principal and/or activities director and/or the superintendent or the superintendent's designee. The written decision shall be provided to the individual(s) no later than five (5) working days after receipt of the written request for review. The Policy and Curriculum Committee may recommend review by the full School Board.
6. Should individual administrators or School Board members be approached by a constituent(s) with concerns about a co-curricular program, the constituent(s) shall be informed of the procedures in this policy and shall be advised to contact the appropriate coach/director.

## **Report Cards/Progress Reports**

Report cards are distributed four times throughout the year. Typically, report cards will be sent home with each student on the Wednesday following the end of the nine-week grading period. Parent signatures are required on the return envelope for grades K-6. Grades 7-12, parents who do not get the opportunity to see his/her child's report card are encouraged to contact the school office and request a copy be mailed. Grades are readily available on Power School at any time throughout each grading period.

Parents are urged to contact the teachers if they have any questions regarding the report card grades. In fact, teachers want to be the first ones contacted if there are any questions. Do not hesitate to contact school personnel accordingly; they are here to serve the student and parents in matters concerning education.

Parents and students are encouraged to obtain and use their Power School login and password to monitor their progress in school.



## **Requirements for Graduation**

A student must attend high school for four years to obtain a Divide County High School diploma and to be able to participate in graduation ceremonies. This does not mean a student is not allowed to take correspondence courses or some other method of obtaining a high school diploma. This requirement is for DC High School's diploma and being a member of the graduation class. A graduate must be enrolled as a DCHS student for the entire second semester of their senior year in order to be part of a graduating senior class.

The high school principal has a copy of the graduation policy for pupils who are attending high school as special education students with individual educational plans (IEPs).

In order to graduate from Divide County High School, a student shall have completed a minimum of 24 units/credits of class work, which shall include the following:

NDCC 15.1-21-25. High school graduation - Minimum requirements.

The following twenty-two units of high school coursework constitute the minimum requirement for high school graduation as prescribed by ND Century Code:

1. Four units of English language arts from a sequence that includes literature, composition, and speech
2. Three units of mathematics
3. Three units of science, including: One unit of physical science; One unit of biology; and One unit of any other science; or Two one-half units of any other science
4. Three units of social studies, including: One unit of United States history; One-half unit of United States government and one-half unit of economics; Or One unit of problems of democracy; and One unit or two one-half units of any other social studies, which may include: Civics, civilization, geography and history, multicultural studies, North Dakota studies, psychology, sociology, and world history;
5. One unit of physical education; or One-half unit of physical education and one-half unit of health;
6. Three units of: Foreign languages; Native American languages; Fine arts; or Career and technical education courses; and any five additional units.

**SPECIAL NOTE:** The graduation requirements are minimal State standards required of all students. Divide County School District requires two (2) additional course requirements for graduation, to include one (1) additional credit of math and one (1) additional credit of science, for a total of twenty-four (24) credits. Students who plan to apply for the ND technical or academic scholarships and attend post-secondary schools should keep in mind the specific entrance requirements of those scholarships and schools and select a strong high school program to meet those requirements. Out-of-state colleges may have different requirements.

College admission requirements for all four-year colleges in North Dakota:

1. Four units of English, including the development of written and oral communication skills.
2. Three units of mathematics, Algebra I and above.
3. Three units of laboratory science, including at least 1 unit of 2 or more of the following: biology, chemistry, physics, physical Science, advanced biology, ecology, or AP chemistry.
4. Three units of social studies, excluding consumer education, cooperative marketing, orientation of social sciences, and marriage/family.

## **Riding on School Transportation to School Events**

Students who participate in school events such as sports, cheerleading, band, and other school-sponsored events must use the school transportation provided for them. The principal may provide accommodations to pick up or drop off students at certain spots by the highway such as the junction at Highway 5 and 85.

The school has legal responsibility for students on these trips. School staff members are liable for the students and must not release students to go home without direct release from the students' parents or an administrator who has had direct contact with a parent or guardian.

A clean bus is everyone's responsibility; however, the person in charge of the school bus must see that the students pick up all debris before being released from the bus at the end of the trip. The coach or teacher is directly responsible to see that this bus cleanliness procedure is accomplished. If teachers or coaches are not on the school bus, the bus driver is the person responsible.

Students who ride on the bus during the severe winter season are expected to dress appropriately for the cold. This means for out-of-town functions as well. The coaches or teachers in charge are directly responsible. The school bus driver is directly responsible if other school personnel are not on the school bus. Students not having a heavy coat, hat, hood, gloves, or mittens and heavy winter footwear are **NOT ALLOWED** to go on a school trip during the winter.

## **Rules for Cheerleaders**

Cheerleaders are selected each year for the various sports and are regulated by the principal and advisor. The NDHSAA rules must be followed by each cheerleader.

The advisor is given the duty to manage the cheerleaders and must provide a set of detailed written rules to help the cheerleaders. This should be done in the same manner as the coaches provide guidelines to their teams.

Cheerleading squads may be chosen for the following:

1. Varsity Football
2. Varsity Boys' and Girls' Basketball

Students can choose to participate in only one school sport per season. Students can try out for more than one squad at sign up. Students will only be selected for the squad they sign up for.

A DCHS cheerleader will be expected to adhere to the rules and practice schedule determined by the cheer coach and the Divide County Athletic Department. Cheerleaders in violation of this set of rules will be removed from the squad.

Cheerleaders must follow the same academic and ethical rules of conduct assigned to other athletics. These groups must go to the events in school-sponsored vehicles and follow the same supervision as the teams or band they are accompanying.

Guidelines to be used regarding pyramids and mounts by cheerleaders are:

1. Pyramids by cheerleaders are prohibited unless certified.
2. Mounts are permitted if they are limited as follows: Any person bearing the weight of another must be in contact with the floor and any person participating in the upper part of the weight are not any higher than the waist of the person in contact with the floor.
3. All mounts must be approved by the advisor of the group only if the advisor is certified.

## **Scholarships**

### **Course Requirements for the ND Technical and Academic Scholarships**

#### **15.1-21-02.4. North Dakota career and technical education scholarship**

Any resident student who graduates from a high school during or after the 2010-11 school year is eligible to receive a North Dakota career and technical education scholarship provided the student:

1. Completed four units of English language arts from a sequence that includes literature, composition, and speech;
2. Completed three units of mathematics, including: One unit of algebra II, as defined by the superintendent of public instruction; and two units of any other mathematics;

3. Completed three units of science, including: One unit of physical science; One unit of biology; and One unit of any other science; or Two one-half units of any other science;
4. Completed three units of social studies, including: One unit of United States history; One-half unit of United States government and one-half unit of economics; or One unit of problems of democracy; and One unit or two one-half units of any other social studies, which may include civics, civilization, geography and history, multicultural studies, North Dakota studies, psychology, sociology, and world history;
5. Completed one unit of physical education; or One-half unit of physical education and one-half unit of health;
6. Completed: One unit selected from: (1) Foreign languages; (2) Native American languages; (3) American sign language; (4) Fine arts; or (5) Career and technical education courses; and Two units of a coordinated plan of study recommended by the department of career and technical education and approved by the superintendent of public instruction;
7. Completed any five additional units, two of which must be in the area of career and technical education;
8. a. (1) Obtained a cumulative grade point average of at least 3.0 on a 4.0 grading scale, as determined by the superintendent of public instruction, based on all high school units in which the student was enrolled; and (2) Obtained a grade of at least "C" in each unit or one-half unit; or  
b. (1) Obtained a cumulative grade point average of at least 3.0 on a 4.0 grading scale, as determined by the superintendent of public instruction, based only on the units required by subsections 1 through 7; and (2) Obtained a grade of at least "C" in each unit or one-half unit; and
9. Received:
  - a. A composite score of at least twenty-four on an ACT; or
  - b. A score of at least five on each of three WorkKeys assessments recommended by the department of career and technical education and approved by the superintendent of public instruction.

#### 15.1-21-02.5. North Dakota academic scholarship

Any resident student who graduates from a high school during or after the 2010-11 school year is eligible to receive a North Dakota academic scholarship provided the student:

1. Completed four units of English language arts from a sequence that includes literature, composition, and speech;
2. Completed three units of mathematics, including:
  - a. One unit of algebra II, as defined by the superintendent of public instruction; and
  - b. One unit of mathematics for which algebra II, as defined by the superintendent of public instruction, is a prerequisite;
3. Completed three units of science, including:
  - a. One unit of physical science;
  - b. One unit of biology; and
  - c. (1) One unit of any other science; or  
(2) Two one-half units of any other science;
4. Completed three units of social studies, including:
  - a. One unit of United States history;
  - b. (1) One-half unit of United States government and one-half unit of economics; or (2) One unit of problems of democracy; and
  - c. One unit or two one-half units of any other social studies, which may include civics, civilization, geography and history, multicultural studies, North Dakota studies, psychology, sociology, and world history;
5. a. Completed one unit of physical education; or  
b. One-half unit of physical education and one-half unit of health;

6. Completed: Two units of the same foreign or native American language; American sign language; and One unit selected from: (1) Foreign languages; (2) Native American languages; (3) American sign language; (4) Fine arts; or (5) Career and technical education;
7. Completed any five additional units, one of which must be in the area of fine arts or career and technical education;
8. a. (1) Obtained a cumulative grade point average of at least 3.0 on a 4.0 grading scale, as determined by the superintendent of public instruction, based on all high school units in which the student was enrolled; and  
(2) Obtained a grade of at least "C" in each unit or one-half unit; or  
b. (1) Obtained a cumulative grade point average of at least 3.0 on a 4.0 grading scale, as determined by the superintendent of public instruction, based only on the units required by subsections 1 through 7; and  
(2) Obtained a grade of at least "C" in each unit or one-half unit;
9. Received a composite score of at least twenty-four on an ACT; and
10. a. Fulfilled any one-unit requirement set forth in subsections 1 through 7 by means of an advanced placement course and examination; or  
b. Fulfilled any one-half unit requirement set forth in subsections 1 through 7 by means of a dual-credit course.

## **School Closing/Late Start**

When the weather conditions are such that it becomes questionable as to whether school will open that particular day, an announcement will be made using the Apptegy alert system, which comes from our DC app. Parents are asked to keep their contact information up to date in the office so the system will be able to contact them. The news (KXnews) and radio (660AM) will also be utilized to notify of school closings. If students are in school when a storm is apparent risking travel, students will be dismissed and sent to their storm homes. All rural students will be dismissed to storm homes in town. Our primary concern is always the safety of the students.

## **School Start and End Times - Elementary**

The elementary school day begins at 8:40 a.m. The school doors will be open to students at 8:10. If necessary, students may be dropped off at the school playground beginning at 7:50 a.m. Students will be supervised outdoors until the school doors open at 8:10.

Breakfast is served from 8:10 – 8:35 a.m. If your child needs to eat breakfast at school be sure they arrive by 8:25.

School is dismissed on a staggered schedule beginning at 3:18. There will be no playground supervision after school.

### **MORNING ROUTINE**

- ☐ The school doors will be locked until 8:10. Supervision for students will begin on the playground at 7:50.
- ☐ Students report to the classroom to check in.
- ☐ Students go to breakfast if needed.
- ☐ Students go outside to recess.

## **DISMISSAL ROUTINE**

Parent/Guardian will complete a dismissal plan form. The school will follow the dismissal plan unless a phone call or note from the parent changes the plan. Please inform the school as early as possible of any changes in the dismissal plan. Changes to the dismissal plan must be reported before 3:00 p.m., however, the earlier you can notify the school of the plan the better as this puts the child at ease during the day.

- ☐ Kindergarten bus students will be dismissed at 3:18. Bus students will be walked to their bus by a supervisor. Non-bus students will wait until buses have departed before being dismissed.
- ☐ Parents are asked to wait outside for their students. Please explain this to anyone picking up your child.
- ☐ Bus students in Grades 1-3 will be dismissed at 3:22.
- ☐ Bus students in Grades 4-6 will be dismissed at 3:23.
- ☐ Non-bus students will wait for the dismissal announcement after the buses have left the school grounds.
- ☐ Teachers will escort the non-bus students down to the lobby and outside once they are dismissed.
- ☐ Teachers will wait in the lobby/outside to see that all of their students are dismissed according to their plans.

## **Senior Privileges – Second Semester**

During second semester, when senior privileges are granted to those eligible, the following guidelines must be followed:

- Student must be in good academic standing (80% and above) and have good attendance and behavior, then they may leave the school premises during the scheduled SRB during second semester.
- Seniors who leave the school premises second semester during the scheduled SRB must be academically eligible, have parent permission and a parent permission form must be signed.
- Seniors must sign out with the SRB teacher and at the office second semester during their SRB. Seniors also need to sign back in at the office when they return.
- Seniors must provide a signed parent permission form to the main office.
- Seniors are not allowed to loiter in the hallways during their second semester senior privilege.

Consequences:

- Students will not be granted senior privileges if ANY grade they have is below 80%. Privileges will be determined on a weekly basis. If a student has a failing or incomplete grade in any class on the first school day of the week, his/her privileges will be lost for the remainder of the week and until the grade is passing.
- If a senior receives detention, that senior will lose his/her privileges for one week.
- Being tardy to a class will result in loss of privileges for one week; being tardy a second time will result in loss of privileges for two weeks. Being tardy three (3) or more times will result in the loss of privileges for a period of nine (9) weeks.
- If a student is caught drinking or in possession of alcohol, drugs, tobacco products, or partaking in other illegal activities, the student will lose his or her senior privileges for the same period of time set forth by the NDHSAA – 6 weeks or 18 weeks.
- Certain issues may arise which are not specifically stated within school policy, whereby, discretion will be up to the Divide County High School administration.
- If a student misses more than five school days in any grading period, the student will lose his or her privileges for the remainder of the nine week grading period {Any seniors who have missed ten days or more of school will have their privileges revoked for the remainder of the school year (This excludes school functions.)}
- Any disciplinary issues may result in the loss of senior privileges.
- If a student has an unexcused absence, senior privileges will be lost for four weeks.
- The School Board and/or the School Administration reserve the right to revoke senior privileges at any time.

## **Sexual Offenders on School Property**

**Nonparent sexual offenders** are prohibited from entering a district school except when they are a qualified voter and are entering solely for the purpose of casting their vote, or to attend an open meeting as defined in NDCC.

**Parent sexual offenders** are prohibited from entering a district school except for the purposes lined out in the non-parent section as well as to transport their own student(s) to and from school, to attend a conference to discuss their student(s) progress, placement or IEP. Other circumstances may be acceptable on a case by case basis, as determined by the superintendent.

**Student sexual offenders** will be placed in an appropriate educational placement by the superintendent and or the IEP team depending on the student's needs. If the student is to be placed in an alternative educational setting the district shall pay for the costs associated with this placement.

## **Sports in School**

### **Activity Participation May Be Dangerous**

Students are cautioned that participation in high school sports may result in severe and catastrophic injury. Students are cautioned that injuries received in activities may be life-long and devastating. Insurance is available for students through various providers.

### **Sportsmanship**

The Divide County School District's vision for sportsmanship is built on expectations. It calls for the community – teachers, coaches, students, and activity directors – to strive for sportsmanship in everything they do by teaching values of dignity, equity, honor, fairness, and respect. Both students and adults are expected to exhibit good sportsmanship during athletic events. Coaches and other adult supervisors shall use appropriate disciplinary measures, such as loss of playing time and possible removal from the team as a deterrent to poor sportsmanship. Coaches and adult supervisors shall also use suitable rewards and other positive incentives to encourage good sportsmanship among students.

### **Sportsmanship Regulations**

#### Acceptable Behavior:

1. Accept all decisions of contest officials
2. Applaud during player introductions
3. Show respect for the rights of others when the flag/National Anthem is presented
4. Treat the competition as a game
5. Show respect and concern for an injured player, regardless of the team
6. Show respect for public property and equipment
7. Never participate in hazing activities.

#### Unacceptable Behavior:

1. Disrespect or derogatory yelling, chants, songs, or gestures
2. Booming or heckling an official's decision or criticizing an official in any way
3. Yells/cheers that antagonize opponents
4. Blaming the loss of a game on an official, coach, or participant
5. Using profanity
6. Holding signs that contain derogatory language
7. Interfering with cheerleaders' role to motivate spectators and participants

#### Student Athletes Shall:

- a) Show respect at all times to coaches, opponents, and game officials

- b) Accept the decision of contest officials
- c) Not use offensive gestures or language
- d) Display modesty in victory and graciousness in defeat
- e) Follow the rules of the game

**Spectators Shall:**

- a) Avoid criticism of game officials
- b) Avoid criticism of coaches and participants of all teams involved
- c) Stay off the playing area
- d) Work cooperatively with contest officials and supervisors

**Cheerleaders/Band Members/Pep Club Shall:**

- a) Cheer/Play at appropriate times
- b) Lead in positive cheers/music

## **Concussion Management Program**

Note: Items designated with a. \* are from a National Federation of State High School Associations document entitled “Concussion in Sports: What You Need to Know” written by Dr. Michael Koester, Jennifer Adams, and Angie Webster and available at: [www.nfhslearn.com](http://www.nfhslearn.com).

### **Concussion Signs and Symptoms**

**The signs and symptoms of a concussion are as follows:**

<b>Signs*</b>	<b>Symptoms*</b>
Athlete appears dazed or stunned	Double vision, blurry vision
Balance problems	Headache
Confusion	Fatigue
Forgets events after the hit	Feels “foggy”
Forgets events prior to hit	Feels sluggish
Forgets plays	Nausea or vomiting
Loss of consciousness (any duration)	Problems concentrating
Moves clumsily (altered coordination)	Problems remembering
Personality change	Sensitive to light or noise
Responds slowly to questions	
Unsure about game, score, opponent	

### **Requirements when Signs and Symptoms are Observed/Reported**

1. Removal
 

An official shall remove from competition and a student’s coach or athletic trainer shall remove from practice, training, or competition a student:

  - a. That reports any sign or symptom of a concussion;
  - b. That exhibits any sign or symptom of a concussion; or
  - c. When a licensed, registered, or certified health care provider (whose scope of practice includes recognition of concussion signs and symptoms) has notified the coach official or athletic trainer that the student has reported or exhibited a sign or symptom of a concussion
2. Examination

A student removed from practice, training, or competition for one or more of the reasons above must be examined as soon as practical by a licensed, registered, or certified health care provider whose scope of practice includes diagnosis and treatment of concussions.

#### **When to call for Emergency Assistance**

If an athlete exhibits the following symptoms, a district employee, sports authority (e.g., coach, assistant coach, trainer, referee) or designee should call 911 for emergency medical assistance.

- The athlete lost consciousness or has a decreasing level of consciousness;
- The athlete has symptoms of a concussion and his/her conditions appear to be worsening;
- The athlete's neurological function is deteriorating or mental status changes (lethargic, confused, agitated, difficulty maintaining focus/arousal);
- The athlete's respiration is decreasing or irregular;
- The athlete exhibits any sign or symptom of associated injuries, spine or skull fracture, or bleeding;
- The athlete exhibits seizure symptoms/activity.

#### **Transportation when Emergency Assistance is NOT Activated**

Under no conditions should a student with a suspected head injury be sent home or allowed to drive. An athlete removed from play in accordance with this procedure whose condition appears stable (i.e., not worsening) should be transported by his/her parents to a medical facility as soon as possible. If the student's parent is unavailable, the coach shall make arrangements to have the student transported to a medical facility by a school employee as soon as possible. The coach or designee shall make a continued effort to notify the student's parent of the student's possible injury, transportation arrangements, and destination.

#### **3. Return to Play Requirements**

A student who is removed from play in accordance with this procedure will not be allowed to return to practice, training, or competition until the student or the student's parent obtains written authorization from a licensed, registered, or certified health care provider whose scope of practice includes the diagnosis and treatment of concussion and provides that authorization to the student's coach or athletic trainer.

#### **Training**

Upon initial employment (or selection, in the case of volunteers) or at the time the concussion management program is initially implemented (for existing staff) and every two years thereafter, each district coach, official, and athletic trainer shall receive training regarding the nature and risk of concussions. The Superintendent **[or athletic director]** shall determine the method most suitable for carrying out this training requirement and should place, in each applicable personnel file, documentation of the date(s) the staff member completed concussion training.

The District shall develop information on concussions incurred by athletes and disseminate this information to student athletes and their parents. Before allowing a student to participate in an athletic activity, the District shall require the student and student's parent to submit documentation verifying that they have viewed the concussion management information disseminated by the school.

## **SRB and Use of the Library**

All high school and junior high students will be assigned to an SRB period. The following regulations apply to SRB:

1. Speaking to others is limited
2. Only one person of each gender may check out to the bathroom from a respective room.



3. Students must bring school work to SRB. Students should only be allowed to leave the SRB once during each period.
4. Pop/soda or edibles will not be tolerated in the SRB.
5. Computers are used for school work and research only.
6. The library is to be used for checking out books, doing reference or research work.
7. Electronic games or games of any variety will not be tolerated unless deemed educationally appropriate by the teacher – e.g. chess, educational programs, educational applications, etc.

The libraries have additional policies concerning the usage of their facilities that are to be followed by students.

## **Storm Homes**

**All rural students are required to have a storm home** listed with the school. In the event of early dismissal due to weather or other emergency, the students will be dismissed to their storm homes. Parents should notify the office of any changes throughout the year.

## **Student Council and Student Clubs or Activities (7<sup>th</sup>-12<sup>th</sup> grades)**

The Student Council is organized for the purpose of providing a forum for the students to self-govern activities and students. The constitution for each organization should be the guiding factor for the student government within the perimeters allowed by the School Administration and the School Board.

The Student Council shall elect officers in accordance with the constitution and hold meetings approved by the advisor. The Student Council officers shall follow the chain of command. This chain of command is the advisor, the principal, the superintendent and the School Board, if there is a specific concern that needs to be brought to that level. The school board has the final authority on all matters concerning the school. All other clubs and activities shall have an advisor at their meetings. School clubs or activities include: FBLA, FFA, FCCLA, pep club, cheerleaders, and annual staff.

All activities must be placed on the school calendar with the athletic director and Superintendent's office.

Any school activity not related to a specific club such as homecoming or any party or dance shall be under the jurisdiction of the Student Council.

If the specific activity is not a direct responsibility of a club or class, the Student Council is in charge of obtaining the proper number of chaperones and setting up the guidelines for the chaperones. For example, the junior class finds chaperones for the Prom, while the student council finds chaperones for Homecoming.

## **Student Fees**

Students' fees have been kept to a minimum as authorized by the school board. There is an optional \$40.00 student activity fee for Grades 1-12 to cover admission to home events. This fee goes to pay not only for the admission to athletic events, but also helps to fund any programs and lyceums presented to the students during the school year. If the student activity ticket is not purchased, regular admission fees will apply if attending activities.

An instrument rental fee is charged for use of school owned band instruments at the cost of \$160.00 per year, half of which is payable at the beginning of each semester.

## **Suspected Child Abuse or Neglect**

Teachers and school personnel are mandated, by law, to report all suspected cases of child abuse or neglect.

## **Tobacco Policy**

### **Use and Possession Prohibitions**

1. Students – Possession and or use of tobacco products (including e-cigarettes) by students on school district property, in district vehicles, and at school sponsored events (whether on or off district property) is prohibited at all times.
2. Visitors – The use of tobacco products by all visitors on district property, in district vehicles, and at school sponsored activities (whether on or off district property) is prohibited at all times.

### **Visitors**

All visitors are asked to call ahead and arrange a convenient time to visit your child's classroom with your child's classroom teacher. Visits during the 90-minute reading block are not allowed. All parents, guardians, and visitors are required to sign in at the office when visiting the school during school hours. A visitor's badge must be worn while on the school premises.

### **When in Doubt, Ask**

Each student has the responsibility to check with the principal when in doubt about any rule or regulation. This student handbook does not cover every aspect of the student life and activity in the school year. It is written to provide guidelines for major areas. The principal may hold assemblies to provide detailed explanation of school events or regulations.

### **Work Permits During School**

Students will not be allowed to leave during the school day to work on a job unless they meet the following criteria:

1. Has been approved for a cooperative learning experience, or
2. There is an extreme hardship in the family and the student must work to help maintain a living for the family, or
3. The student is married, has children and maintains a home or occupation. The students in this category need to obtain permission from the principal. The principal will report the name and number of students in this category to the School Board and superintendent, or
4. The student is enrolled in a course in school or an IEP that requires placement in an on-the-job training. The students in this category shall be placed on a special list that will be filed in the district office.