

# TRENTON SCHOOL STUDENT HANDBOOK



## 2023-2024

Student Code of Conduct and  
Information Handbook

P.O. Box 239•Trenton, ND 58853  
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# TRENTON TIGER SCHOOL SONG

...Sung to “On Wisconsin!” ...

***ONWARD TRENTON!***

***Onward Trenton!***

***Onward Trenton!***

***Fight right down that floor!***

***Do your best boys/girls,  
we're behind you,***

***Now give us that score!***

***Rah! Rah! Rah!***

***Onward Trenton!***

***Onward Trenton!***

***Fight for our fair name!***

***Fight Tigers- Fight! Fight! Fight!***

***To win the game!***

***T-R-E-N-T-O-N T-I-G-E-R-S***

# Trenton School

## *Student Rights, Responsibilities and Character Development Handbook*

### CODE OF STUDENT CONDUCT

#### Student and Parent Acknowledgement and Pledge

The *Code of Student Conduct* has been developed to help your child receive quality instruction in an orderly educational environment. The school needs your cooperation in this effort. Your child's teacher(s) have reviewed this document with them and to ensure that the appropriate participation exists between the school and home, we are asking you to please (1) review and discuss the *Code of Student Conduct* with your child and (2) sign and return this sheet to your child's school. Should you have any questions when reviewing the *Code of Student Conduct*, please contact your child's school principal. You may access an electronic copy of the handbook on the school website: [www.trenton.k12.nd.us](http://www.trenton.k12.nd.us). You may also request a paper copy at the school.

**NOTE: FAILURE TO RETURN THIS ACKNOWLEDGEMENT AND PLEDGE WILL NOT RELIEVE A STUDENT OR THE PARENT/GUARDIAN FROM BEING RESPONSIBLE FOR KNOWING OR COMPLYING WITH THE RULES CONTAINED WITHIN THE *CODE OF STUDENT CONDUCT*.**

My signature below confirms that I have been made aware of the *Code of Student Conduct* and that I understand that it can be viewed on the district's website or that I can obtain a paper copy at the school. I also understand that the policies and regulations it references apply to all students at all times on all school district property, including school buildings, in all school vehicles, and at all school, school-related, or school board sponsored activities, including but not limited to school field trips and school sporting events, whether such activities are held on school property or at locations off school property and that appropriate consequences may be applied to students who violate the policies and regulations.

Parent/s/Guardian's Signature	Date
Student's Signature	Date

Deadline for returning signed agreement: 3 days after the start of the school year or 3 days after enrolling in school



# Welcome Letter from Trenton School

Dear Trenton School students and families:

Welcome to the 2023-2024 school year and what promises to be an exciting year! Trenton School places giving every student the opportunity to achieve at the highest level as a top priority. The school environment is an essential element in this goal and for us to be able to allow every student to succeed, our school must be a safe and orderly place where everyone is honored and respected. This creates a climate that nurtures individual learning and achievement.

This student handbook, which focuses on each student’s rights, responsibilities, and character development, spells out what we expect from every student. The handbook is a key part of our purposeful effort to work with students and their families to build a strong, safe and positive culture in our school. Student adherence to and parental understanding of the expectations contained within this handbook is essential in creating this culture.

Please join us in educating your child about the importance of good citizenship and responsible behavior at school. We are asking parents and students to sign a form indicating you have read and understand the handbook, then return the signed form to your school. If you have any questions about the content of this handbook, please direct them to a principal or the superintendent.

We want to nurture our shared values so that every child can be empowered to experience personal and public success in an ever-changing world. That promising future begins each year with the start of school!

With kind regards,

Matt Schriver, Superintendent  
Gary Fisher, K-6 Principal  
Steve Morben, 7-12 Principal



VISION: Trenton School's culture will empower students to experience personal and public success.					
T	I	G	E	R	S
Trust	Innovation	Grit	Engagement	Relationships	Synergy
An informed assumption of good intentions, integrity, candor, and authenticity among members of our school community	An ability to creatively solve problems, address circumstances, or transform systems to promote the common good	Blend of courage and resolve, even in the face of setbacks, disappointment, discouragement, or fear; strength of character	A thirst for learning and growth; an intentional choice to invest effort, seek feedback, and meaningfully contribute	Positive connections that include empathy, mutual support, respectful exchanges of ideas, and a commitment to civility	Successful cooperation that creates results beyond what individuals working alone could accomplish; extreme teamwork
MISSION: Nurturing Values that Empower Students to Succeed					





## Introduction

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- *We believe everyone deserves a safe, supportive, and orderly learning environment.*
- *We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur.*
- *We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their academic potential and contribute to the school community.*

School safety and academic success are created and strengthened when students effectively and actively are engaged in their learning, when positive relationships exist between students and school staff, and when families, communities, and school staff work collaboratively to support positive student outcomes.

At Trenton School, students have rights and privileges as well as responsibilities. While the school system has an obligation to provide an education for all students, we have set high standards for students to conduct themselves in a way that is respectful and helps to build a climate essential for learning. Students can expect school staff to reinforce positive behaviors.

Students, parents, teachers, school administrators, and community leaders have developed this handbook, which outlines appropriate, responsible student behavior. It is intended to inform students of the expectations for behavior that will result in a school atmosphere that promotes excellence in teaching and learning.

The purpose of the handbook is four-fold:

1. to illustrate expected appropriate and respectful student behaviors;
2. to describe the Student Code of Conduct and associated interventions/consequences that may be enforced;
3. to outline student rights, privileges, and responsibilities; *and*
4. to provide information about how to get help with appeal requests, processes and procedures, and resources available from school system personnel.

Equally important to sharing what is expected of students is that school and district policies and practices support character development, the development of self-control, and positive behavior choices. Developing positive and effective student behaviors requires collaborative efforts from school, home, and community organizations and agencies. Some of the most important character traits we can assist students in learning are: **responsibility, respect, trust, citizenship, and caring.**

***Responsibility** is demonstrated by always doing your best, thinking about consequences, being accountable for choices, and doing what one is expected to do.*

***Respect** is shown by treating others the way you wish to be treated, using good manners and appropriate language, dealing peacefully with anger, insults, and disagreements, and accepting differences among people.*

***Trust** is built by keeping promises, telling the truth, being reliable, and building a good reputation.*

***Citizenship** has to do with making your school and community a better place, obeying laws and rules, and respecting authority.*

***Caring** is showing concern for the well-being of others around you.*

Our school supports appropriate student behaviors that facilitate learning and minimize disruption in several ways. One example is *Positive Behavioral Intervention & Supports (PBIS)*, which is a proactive approach to school-wide discipline. It focuses on creating and sustaining strategies for achieving positive social and learning outcomes while preventing problem behaviors through a collaborative team approach analyzing and responding to discipline-related behavioral patterns.

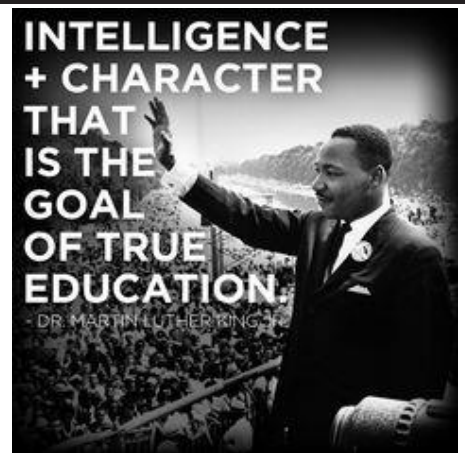
The focus of this handbook is to guide student behavior, to link interventions to improve student behavior, and inform others that will assist school staff in creating safe and orderly environments. The rules and expectations outlined have been developed so that a combination of consistent, fair, proactive, corrective, and instructive strategies will be implemented in every classroom and every school, and opportunities for teachers to teach and students to learn will be achieved. As a result, students, staff, and parents all benefit.

## **Character Traits**

Character education is the deliberate effort to help people understand, care about and act upon core ethical values. An intentional and comprehensive character education initiative provides a lens through which every aspect of school becomes an opportunity for character development.

### **Benefits:**

- It promotes character development through the exploration of ethical issues across the curriculum.
- It develops a positive and moral climate by engaging the participation of students, teachers and staff, parents, and communities.
- It teaches students how to solve conflicts fairly, creating safer schools that are free of intimidation, fear, and violence, and are more conducive to learning.



The following character traits are essential for students to compete locally, nationally and internationally! These traits should be modeled and maintained by adults and students.

### **Respect, Responsibility and Caring**

*These are the cornerstones of good character!*

#### **Respect**

*Showing high regard for self, others and property.*

#### **Responsibility**

*Being accountable for individual behavior.*

#### **Honesty**

*Being truthful in word and action.*

#### **Caring**

*Showing concern for the well-being of others.*

#### **Justice and Fairness**

*Demonstrating impartial, unbiased and equitable treatment for all.*

#### **Citizenship**

*Being an informed, responsible and caring participant in the community.*

#### **Courage**

*Doing the right thing in the face of difficulty and following the conscience instead of the crowd.*

#### **Perseverance**

*Staying the course and not giving up; demonstrating commitment, pride and a positive attitude in completing tasks.*

#### **Hope**

*Believing in success.*

## **Section I – Student Rights and Responsibilities**

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### ***Safe and Orderly Educational Environment***

<b>Student Rights</b>	<b>Student Responsibilities</b>
To attend school in a positive educational environment	To only engage in behaviors which support a positive educational environment
To have school staff that is willing to hear the needs and concerns of students	To express needs and concerns appropriately
To feel safe from crime, violence, intimidation, bullying, harassment, racism and other discrimination at school	To understand and follow school behavior expectations and to report instances of bullying and dangerous situations to school administrators

### ***Attendance***

<b>Student Rights</b>	<b>Student Responsibilities</b>
To be informed of school board policies and school rules about absences, recovery and tardiness	To attend school and class daily and to be on time
To appeal a decision about recovery	To provide documentation/reason for an absence
To arrange to make up classwork/tests for credit within two days of returning from an absence	To request make-up work for an absence and arrange to complete it within two days of returning to school

### ***School Counseling Services***

<b>Student Rights</b>	<b>Student Responsibilities</b>
To be informed about school guidance services	To utilize guidance services for educational improvement
To have access to the school counselor	To request counseling or advisement when needed
To request counseling when needed	To work cooperatively with school staff
To express views (written or verbal) without being obscene, disruptive, discriminatory or provocative	To respect the rights of others when they express their views

### ***Free Speech/Expression***

<b>Student Rights</b>	<b>Student Responsibilities</b>
To choose to participate in patriotic observances such as the Pledge of Allegiance	To behave respectfully during patriotic observances
To have religious beliefs respected	To respect the religious beliefs of others and to refrain from activities that hold religious beliefs up to ridicule
To help develop and distribute publications as part of the educational process	To follow the rules of responsible journalism under the guidance of an advisor and administrator, including refraining from publishing material that is inappropriate for the school environment
To be protected from bullying, intimidation and threats	To refrain from bullying, intimidating and threatening conduct

### ***Privacy and Property Rights***

<b>Student Rights</b>	<b>Student Responsibilities</b>
To have personal possessions remain private unless school staff have reason to believe that a student is in possession of items prohibited by the Code of Student Conduct, other school policy or the law	To keep prohibited items away from school and school functions
To have personal property respected	To respect the personal property of others

## **Section II – Disciplinary Response Code General Overview and Statements**

### ***Safe Harbor Provision***

A student who inadvertently possesses or finds a prohibited object shall immediately notify school staff and surrender the object. A student may approach a school staff member and voluntarily surrender an object prohibited by the *Code of Student Conduct* without being subjected to discipline so long as the object is one that the student could lawfully possess off school grounds. This rule does not apply to firearms or destructive devices.

If a student discovers an illegal item (i.e., drugs or weapons) or other contraband on school property or at a school function, the student may approach a school official and report the discovery. A student shall not be in violation of the *Code of Student Conduct* solely for making such a report. School officials shall make a determination after an investigation of the report.

The Safe Harbor Provision may not apply if a search is ongoing in any location at the school, if the object is surrendered during a search, or if the object is not turned in prior to discovery by school staff. With respect to objects that have been turned over to school staff, the parent/guardian must arrange to pick up the object from the school, unless it is an object that must be turned over to law enforcement.

### ***Participation in Extracurricular/Co-curricular Activities***

To participate in extracurricular/co-curricular activities or athletic programs, students must adhere to Board of Education policies, school-level criteria, North Dakota High School Athletic Association rules (where applicable) and law. The district's behavioral expectations for participation in activities extend beyond the classroom and school campus. Therefore, regardless of when and where a violation of school district, NDHSAA bylaws or the law occurs, a student may be excluded from participation in extracurricular/co-curricular activities. The Trenton School Activities Handbook is available on the district website and in the school office.

### ***Conduct While on School Property***

Parents are encouraged to be active participants in their child's education. A partnership between parents and the school requires meaningful and appropriate communication. As such, we must be civil in our discourse. This requires that:

1. No one disrupts or attempts to interfere with the operation of a classroom or any other area of a school.
2. School rules for access and visitation are strictly obeyed.
3. Legitimate obligations and time constraints are respected.
4. Information that might help reach our common goal is shared. This includes information about safety issues, academic progress, changes that might impact a student's work or events in the community that might impact the school.

In the event of a violation of these guidelines, the following steps are available:

1. Any person who believes that they have been treated in an inappropriate manner should report the behavior to a school staff member or administrator.
2. Anyone on school district property may be directed to leave the premises by an administrator or other authorized staff. Anyone who threatens to, attempts to, or disrupts school or school district operations may be directed to leave the premises by an administrator or other authorized staff and may have limitations placed on their campus access. Disruptive behavior is conduct that creates or may reasonably be expected to create a material and substantial disruption to the educational environment or to the operation of the school, or that poses a threat to the safety of students, staff or visitors. It includes, but is not limited to:
  - Profane, lewd, obscene or abusive language, gestures or other written or electronic communication;
  - Rude or riotous noise;
  - Disorderly or assaultive behavior;
  - Vandalism or the defacement of public property;
  - Threats to the health or safety of others; and
  - Any other conduct that violates any applicable law or policies of the School Board.

### ***Participation in a Rule Violation***

A student who participates or conspires with another to violate a rule may be found in violation of the rule. If so, the student will be subject to the full disciplinary consequence for the rule violation.

### ***Conduct Away from School Property***

Students may be disciplined for conduct away from district property that violates the *Code of Student Conduct* and that has or may have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

School property is defined as the physical premises of the school campus and properties, bus stops, all vehicles under the control of the district, and the premises of all school-sponsored curricular or extra-curricular activities, whether occurring on or away from a school campus.

### ***Attendance and Truancy***

Students in the schools of North Dakota are required by state law to remain in school until they reach the age of 16. If students are to learn sufficiently, they need to attend school on a regular basis. Additionally, it is important for students to be at school on time and on a regular basis because this trait is required in the world of work. In addition to the consequences outlined in this Code of Conduct, when absent students will be required to make up any work missed and may be subject to the district's "Maximum Absence Rule".

A student is truant if they are absent from school without a proper excuse. School administration will determine whether an absence is excused or not. This would also be a violation of North Dakota State Law and a student/parent may be referred to William's County Sheriff's Department for habitual offenses. (See Rule 2 on page 13)

### ***Alcohol, tobacco and Other Drugs***

A student shall not use, purchase, sell, distribute, be under the influence of or possess any kind of tobacco, alcoholic beverage, controlled substance (as defined by state law), illegal/counterfeit substance or drug paraphernalia on school property or at any school function. (See Rule 20 on page 23)

### ***Possession of Weapons***

The possession of weapons by students on school property or at any school function is prohibited. In addition to school consequences, such actions will be reported to local law enforcement. The definition for a "weapon" shall be that found in Chapter 62.1-01 of the North Dakota Century Code. (See Rule 21 on page 23)

### ***Personal Technology Devices***

A personal technology device (PTD) is a portable Internet-accessing device that is not the property of the district and that can be used to transmit communications by voice, written characters, words or images, share information, record sounds, process words, and/ or capture images, such as a laptop computer, tablet, smart phone, cell phone, personal digital assistant or E-Reader. A student may possess a PTD on school property, at after-school activities and at school-related functions, provided that during school hours, the PTD remains off and put away. With the approval of the superintendent, a principal may permit students to possess and use PTDs during the school day for educational purposes. "Educational purposes" include student education, research and career development. Possession of a PTD by a student is a privilege, which may be revoked for violations of the *Code of Student Conduct*. Violations may result in the confiscation of the PTD (to be returned only to a parent) and/or other disciplinary actions. The district is not responsible for theft, loss or damage to PTDs or other electronic devices brought onto school district property. Students permitted to use PTDs during the school day must follow all rules set forth in school district policy and sign the Student Internet Use Agreement. (See Rule 6 on page 18)

### ***Reports to Department of Social Services***

Pursuant to state law, school teachers, counselors and administrators are mandated to report to law enforcement or a county social service agency when they have knowledge of or reasonable cause to suspect that a child is abused or neglected or has died as a result of abuser neglect.



### **Section III – Disciplinary Responses**

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Consequences for violating the Code of Student Conduct should be progressive in nature. Principals and teachers are encouraged to use a full range of discipline responses to student misconduct, such as parental involvement, conferences, isolation or time-out for short periods of time, behavior improvement agreements, instruction in conflict resolution and anger management, peer mediation, individual or small group sessions with the school counselor, academic intervention, loss of school or social privilege(s), in-school-suspension (ISS), detention before and/or after school or on Saturday, community service, exclusion from graduation ceremonies, exclusion from extracurricular activities, suspension from bus privileges, and disciplinary placement in an alternative school.

The use of out-of-school-suspension (OSS) should be reserved as a consequence for student conduct where other documented options either have not been effective or, in the opinion of the principal, will not serve to protect other students and staff at the school or will not preserve an orderly school environment.

When a principal decides what consequence is appropriate for the most serious rule violations, they will base their decisions upon a review of the nature of the incident and the student's culpability in the incident, degree of danger presented by the student, intent, disciplinary and academic history, potential benefits to the student of alternatives to suspension, and other mitigating or aggravating factors. In all cases, the principal shall follow proper school and legal procedures when choosing to provide consequences for students who have been found to be in violation of school rules and expectations.

**Tier 1-** Provides programs and/or school options for students who are at risk for behavioral issues and may be disenfranchised from school or commit minor infractions on an infrequent basis. Program options are typically implemented in the school and include services such as support related to anger management or conflict resolution.

**Potential Responses:** (This list contains some of the options that may be used by the administration in addressing student conduct. This is not intended to be an exhaustive list.)

- |   |  |
|---|--|
| ▪ Parent contact  | ▪ After-school detention or Saturday school  |
| ▪ Conference (combination of parent, student, school officials, counselors, teachers) | ▪ Behavior contract                          |
| ▪ Counseling  | ▪ Referral to an intervention program        |
| ▪ Verbal warning  | ▪ In-school suspension                       |
| ▪ Peer mediation  | ▪ Confiscation of unauthorized items         |
| ▪ Social restriction  | ▪ School-based community service/work detail |
| ▪ Return of property or restitution for damages                                       | ▪ Restorative Justice/Restorative Practice   |
| ▪ Bus suspension  | ▪ Referral to community agency               |

**Tier 2-** Provides interventions and consequences for students who commit infractions of the Code of Student Conduct such as being chronically disruptive or participating in a fist fight that does not result in injury or significant disruption to the educational environment.

**Potential Responses:** (This list contains some of the options that may be used by the administration in addressing student conduct. This is not intended to be an exhaustive list.)

- Choice of response from Tier I
- Suspension from bus (for bus-related offenses)
- Alternative classroom assignment
- Temporary or permanent removal from participation in extracurricular/co-curricular programs or activities
- Out-of-school suspension (one to three days)
- Warning of referral to Tier 3 (referral to Tier 3 is an option for repeated violations)

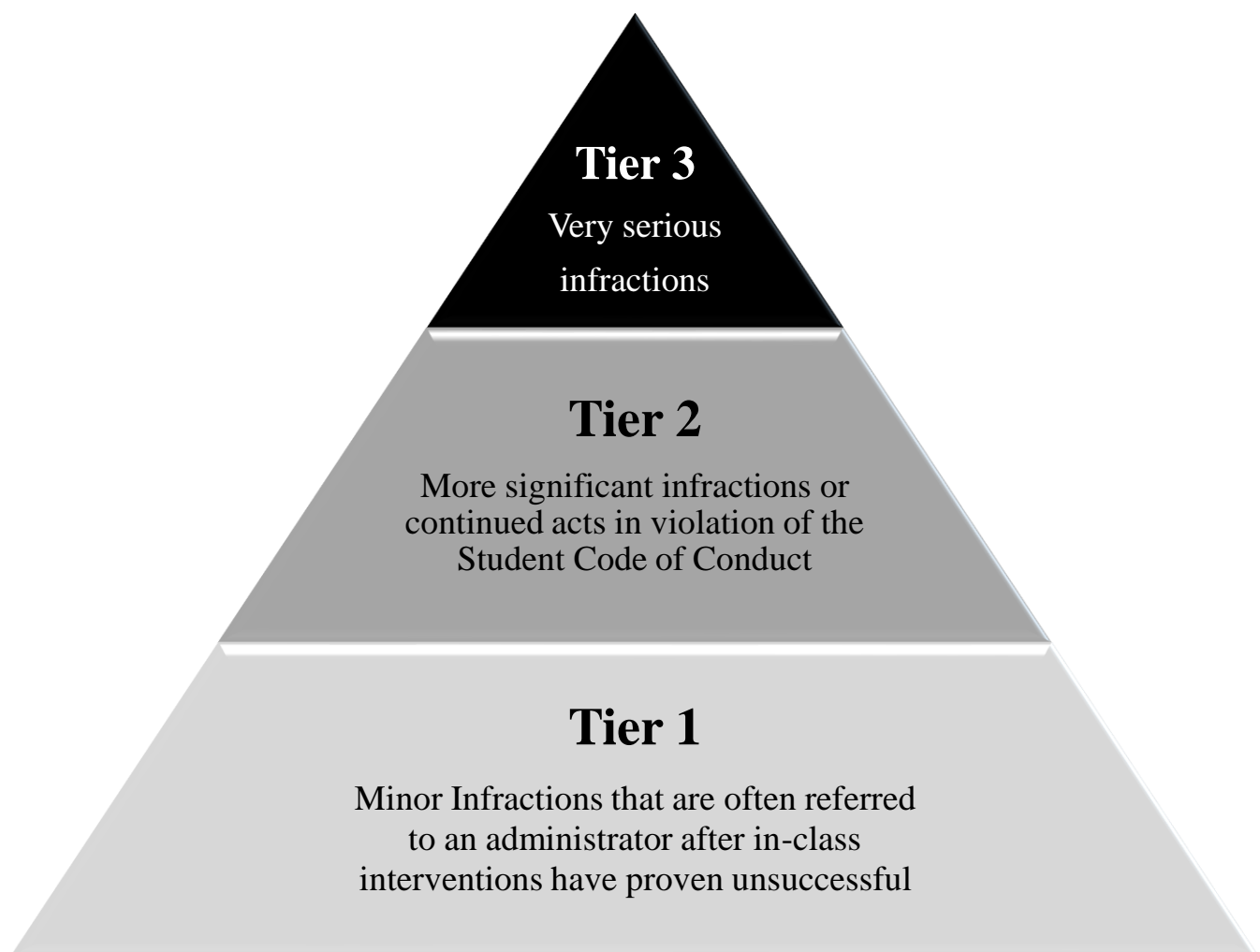
**Tier 3-** Provides interventions and consequences for students who commit more serious infractions of the Code of Student Conduct, have repeat offenses or whose conduct seriously threatens the safety of students, staff or visitors or threatens to substantially disrupt the educational environment.

**Potential Responses:** (This list contains some of the options that may be used by the administration in addressing student conduct. This is not intended to be an exhaustive list.)

- Choice of response from Tier I and/or Tier II
- Out-of-school suspension (3-10 days)
- Suspension from bus for longer durations (for bus-related offenses)
- Expulsion, which is the indefinite removal of a student from school and all school properties by the Board of Education for a student whose continued presence constitutes clear threat to other persons.

*\*\*Within each “Tier”, the administrator has the discretion to impose consequences deemed most appropriate to address the infraction. In the instances where an infraction falls within multiple tiers, it is within the discretion of the administrator to determine tier assignment for the infraction.*

### School Responses to Student Infractions



## Section IV – Student Code of Conduct

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### Rule1 GENERAL STUDENT BEHAVIOR (Responsibility/Respect/Citizenship):

Appropriate student behavior is a shared responsibility between students, parents, teachers, administrators, the school board and the community.

1. Students are expected to behave in a manner that does not interfere with the rights of others and is in accordance with the standards expressed in Section 1 – Student Rights and Responsibilities.
2. Parents are responsible for understanding the rights and responsibilities of students, making certain that their student attends school as often as possible and on time, cooperating with school officials when disciplinary consequences are necessary, seeking help from the school and/or community agencies when a student's behavior warrants intervention, and informing school officials of concerns relative to their student's behavior.
3. Teachers are responsible for consistently enforcing school rules, reviewing with students the rules of their classroom and the school, establishing an atmosphere of appropriate behavior in the classroom, communicating with students and parents if student behavior is not appropriate, and promptly reporting to appropriate school personnel continuing student behavior and reporting immediately any misbehavior that will or may result in an unsafe school environment.
4. School Administration is responsible for ensuring that an atmosphere that is safe and secure for learning and that demonstrates respect and rapport exists in all school settings, establishing school rules and regulations that align with school district policies and procedures, communicating to parents, staff and students the school's rules and regulations, consistently enforcing the school's rules and regulations, communicating to parents, in cooperation with the teachers, student behavior problems, and assisting teachers and parents to resolve student behavior problems.
5. The School Board is responsible for establishing school district policy that is conducive to an atmosphere of respect and rapport and provides rules and procedures for handling student behavior and discipline.

Major Disciplinary Infractions: The following list includes student behavior or actions that would typically lead to, minimally, Tier 2 consequences and, more likely Tier 3 or 4 consequences. It should be noted that major disciplinary consequences could result from behaviors that are persistent (multiple infractions over time) or pervasive (a single event that is very egregious). This list is not intended to be all-inclusive; other behaviors/actions not listed could be classified as major disciplinary infractions by school administration if, in their opinion, the action rises to that level.

- Use or possession of tobacco
- Possessing illegal substances
- Use or possession of weapons
- Physical or verbal abuse of others
- Physical, verbal or sexual assault
- Bullying
- Insubordination/Direct defiance
- Habitual indolence
- Attempts to disrupt the educational process
- Theft
- Fighting
- Academic dishonesty (cheating/plagiarism)
- Inappropriate use of technology
- Vandalism
- Disorderly conduct

### Special Notes on Major Disciplinary Infractions

- During an In-School Suspension (ISS), the coach will determine if a student will be allowed to travel and/or participate in any extracurricular activity.
- During an Out-of-School Suspension (OSS), the student will not be allowed on school property, except for a hearing with a school administrator. The student will not be allowed to attend or participate in any school function during the suspension. Failure to comply with this rule will result in the notification of law enforcement and possibly a citation of trespassing. The student will not be allowed to travel and/or participate with any extracurricular activity during the suspension.
- Test, quizzes, and homework assignments missed due to a suspension must be handed in or completed immediately upon completion of the suspension (ISS or OSS) or grades may be recorded as zeros, unless other arrangements have been made with the classroom teacher and approved by administration.



## **Rule 2 ATTENDANCE (Citizenship/Responsibility)**

A student is expected to attend every class every day unless there is an acceptable reason for the absence. Students who are tardy, cut school or class or have excessive unexcused absences are in violation of this rule. In addition to any administrative response, students with excessive absences may be required to comply with the district's "Maximum Absence Rule" procedures. Most violations of this rule will result in Tier 1 interventions; however, repeated violations, if other interventions have been tried, may result in Tier 2 consequences.

Absence from school must be limited to illness or death in the family, emergencies at home, emergency medical or dental appointments, or legal commitments. Absence from school for visiting, working for someone other than a parent/guardian, fishing, hunting, shopping, haircuts, or babysitting are not recommended and must be discouraged by parents and guardians.

### **Definition of Absences**

- **Forgiven Absence:** A "forgiven" or excused absence is one where the student is out of class for a medical or legal appointment or other extenuating circumstances due to serious illness and family emergencies such as serious illness or death of a family member or any other circumstance approved by the principal or other appropriate administrator. Immediately upon return from a medical or legal appointment, the student must submit proper documentation (doctor's note, court note) for the absence to be forgiven.
- **Unexcused/Unverified Absence:** When a student is gone from classes for any reason other than a medical or legal appointment or other extenuating circumstance approved by the principal or other appropriate administrator, the absence is considered as "unexcused" and counts toward the tally of absences described in the Maximum Absence Rule. An "unverified" absence is one in which we do not know why a student has been absent and is considered unexcused until the school has been informed as to the nature of the absence.
- **Truant Absence:** An absence from part or all of one or more classes not excused by the parent/guardian or forgiven by the principal or other appropriate administrator is considered a "truant" absence.

### **Attendance Procedures**

#### General guidelines for students of all grades

1. When a student will be absent, reporting to school late, or checking out of school early, a parent/guardian shall call the school office before 9:00 AM to indicate the reason for the absence and the estimated length of the absence.
2. When the student returns to school, he/she must report to the office immediately upon arriving to school to pick up an admit slip and then proceed to class. Parents of elementary students should escort their student to the office.
3. If the student is returning to school from a medical or legal appointment, proper documentation should be provided at that time.

#### Elementary School (Grades K-6)

1. K-6 attendance is taken twice daily and is recorded in two ½-day increments. The first half is from 8:20 AM-noon and the second half from noon-3:20 PM.
2. A student will be considered tardy if they are not present when class starts to begin either half of the day.

#### Secondary School (Grades 7-12)

1. Grade 7-12 attendance is taken each scheduled class period, including Tiger Time (Advisory).
2. Any student arriving late for class will be marked tardy and be subject to classroom or school consequences.



## **Maximum Absence Rule**

Trenton Middle and High Schools (grades 7-12) students shall not be absent from a class more than eight (8) times in a semester class for reasons that are not forgiven (see “Definition of Absences”). Loss of credit may result when a student exceeds these limits. If a student exceeds the absences for a semester, and school administration determines that loss of credit is warranted, the parents/guardians of the student will be allowed to come before the School Board to appeal the loss of credit.

Forgiven absences will not be counted as part of the ten-day semester limit. An excuse from a doctor is required for an extenuating absence of three consecutive days or longer upon return to school. It is the student’s responsibility to provide the written excuse. Extenuating circumstance absences must be determined at the time of the absence, not at a later date (see “Attendance Procedures”).

## **Mandatory Attendance on “Flex Friday”**

Since Trenton School is operating with a four-day school week calendar, student attendance becomes even more important. For this reason, students in grades 7-12 who miss school may be required to attend school on Flex Fridays, when they would otherwise be able to stay home. The following are the guidelines for students being required to attend school on Fridays:

1. Every occurrence of an unexcused/unverified absence (see Definition of Absences”) that exceeds more than two class periods in a school day will be tallied.
2. Once a student accumulates a sixth and all subsequent absences of more than two class periods of a school day in a semester, he/she will be assigned to Friday school and required to attend on the next scheduled Flex Friday school day.
3. Students who miss less than two periods in a school day will be monitored by the principal and may be required to attend Friday school if the situation warrants.
4. Students who are demonstrating a pattern of arriving to school late or arriving to classes tardy will be monitored by the principal and may be required to attend Friday school if the situation warrants.
5. Successful attendance at one entire session of Flex Friday and meeting program expectations will eliminate one absence that counts in the maximum absence rule.

## **Rule 3 FOOD/BEVERAGES AND SCHOOL BREAKFAST/LUNCH (Responsibility/Honesty)**

### School Breakfast and Lunch Information

1. A fee for all meals will be charged to all students for each meal they eat. Current fees are listed on the school website. Students meeting free and reduced qualifications set by the state of North Dakota will pay their adjusted rate.
2. Maintaining a lunch account is ultimately the responsibility of the parent. Parents must keep a positive balance in the lunch accounts of their students. A student’s lunch balance is available for viewing on PowerSchool or in the school office.

### School Breakfast and Lunch Policies

1. Students have the option of eating lunch and/or breakfast or to bring a “cold lunch” from home. Cold storage facilities will not be made available for lunches brought to school.
2. All meals must be eaten in the cafeteria unless specific permission has been granted by a principal.
3. Beverages brought to school may be consumed during breakfast/lunch if it is part of a “cold lunch”. Food brought in by an immediate family member or other person approved by school administration may also be consumed during breakfast/lunch.
4. Students are expected to exhibit appropriate behavior while eating and, after eating, are to clean up the area in which they were eating and dispose of trays, utensils and garbage in the appropriate areas.

### Food and Beverages in Classrooms

1. The use of candy or gum in the classroom is at the discretion of the administration. However, snacks such as chips and sunflower seeds have the potential for creating significant messes for the custodians and are not permitted in classrooms without prior approval from a principal.
2. Classroom consumption of water and healthy beverages is at the discretion of the teacher.
3. Students are expected to dispose of their garbage in waste baskets and to assist the teacher in keeping classrooms clean as directed.

#### **Rule 4 MEDICATION (Responsibility/Honesty)**

All medication (prescription and over-the-counter) must be given to the school secretary and will be properly stored. Without proper medical authorization, students shall not transport prescription or non-prescription medication to or from school or have medication in their possession at any time without meeting conditions prescribed by the school policy. Simple possession of items that are not in accordance with policy may result in consequences. Distribution and/or consumption of such medication may result in an immediate Tier 3 consequence.

#### **Rule 5 STUDENT DRESS (Respect/Responsibility)**

A students' standard of dress and appearance should be a positive reflection of themselves and compatible with an effective learning environment. We expect students to be recognized for their academic excellence and personal qualities such as character, leadership, and respect. Dress and appearance should promote respect, responsibility, and safety.

The purpose of this dress code is:

1. To ensure the health, safety, and well-being of students and staff,
2. To further the school's mission by promoting a positive learning environment,
3. To ensure that clothing/personal items do not distract others from achieving their academic goals,
4. To discourage the endorsement of alcohol, tobacco, drugs, and disruptive behavior, and
5. To respect the personal beliefs and religious rights and freedoms of students and staff.

Acceptable clothing will follow these general guidelines:

1. Is suitable to the weather.
2. Does not create a health or safety hazard.
3. Is in line with the demands of the activity being performed (e.g. physical education, machine and wood shops, science laboratories). Students will be advised of any special clothing requirements prior to their participation in a class or activity.

Unacceptable clothing:

1. Creates a potential danger to students' health and safety.
2. Creates disorder/distraction in the learning environment.
3. Causes others to be intimidated by fear or violence.
4. Promotes an illegal activity.
5. Is offensive or discriminatory in nature.

Parents/guardians and students are requested to take the proper steps to ensure that their student's attire meets all the standards of the school's dress code.

#### Specific clothing guidelines:

1. Clothing must cover all undergarments at all times.
2. Appropriate footwear must be worn at all times while in the school building.
  - a. Athletes and Physical Education students will be required to wear appropriate footwear as determined by the teacher or coach.
  - b. Shoes that scuff will not be allowed on the gymnasium floor.
  - c. Students are not allowed to wear cleats or spikes in the building at any time.
3. Sunglasses are permitted with doctor's authorization.
4. Chains and sharp objects such as spikes are not permitted on clothing or book bags.
5. Coats/jackets shall be kept in their locker during the school day unless permitted by a staff member.
6. Hats are not permitted. Wearing unapproved headwear makes it more difficult to distinguish people from a distance, on camera, or in passing. Plus, it's proper etiquette!
  - a. Examples of "hats" include caps, bandanas, stocking hats, knit caps, hoods of sweatshirts, etc.
  - b. Students will remove their hats when arriving on campus and store them in their lockers.
  - c. Administrators may exempt hats which are part of a school uniform, used for medical reasons, used for religious reasons, or used during special school functions.
7. No immodest or provocative clothing allowed.

- a. Students' tops must have straps of at least 2 inches in width (a person's middle three fingers are approximately 2 inches wide). Students shall not wear spaghetti strap tops, tube tops, halter tops, backless garments, "muscle" tops, strapless garments, see-through garments, etc., excessively tight clothing, or clothing that exposes the midriff or cleavage.
  - b. Students' shorts, skirts, and dresses will reach at least to their mid-thigh in length. Students wearing clothing with large holes (more than one inch wide or long) above the mid-thigh length requirement must provide coverage beneath so skin is not visible.
8. Clothing shall not:
- a. Bear a message that is lewd, vulgar, or obscene.
  - b. Promote products or activities that are illegal for minors.
  - c. Contain objectionable symbols, signs, words, objects, or pictures.
  - d. Communicate a message that is racist, sexist, gang-related or otherwise derogatory message.
  - e. Approve or provoke any form of harassment and/or violence against any individual or group of people.

This dress code will be enforced during the school day. Students and parents share in the responsibility of ensuring that the dress expectations are followed. School administration will address violations in accordance with the following guidelines:

1. The first infraction will be a verbal warning and, if necessary, a requirement to change the clothing and immediate phone call to the parent explaining the situation.
2. The second infraction will include a phone call to the parent explaining the situation, a requirement to change the clothing and an assignment of detention equal to the time missed to change their clothing (minimum of ½ hour). Head wear will be confiscated and returned at the end of the school day.
3. Third and subsequent infractions will be handled as a major disciplinary offense.

A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct, and are not disruptive to the educational environment. This includes student clothing that materially and substantially disrupts classes or other school activities, including but not limited to gang articles of clothing.

### **Dress Code Basics**

1. No immodest or provocative clothing:  
No tank, tube, halter, strapless, backless, or spaghetti-strap tops.



2. No exposure of bare midriffs, cleavage or undergarments.



3. No hats, no hoods over the head and no sunglasses.



4. No short shorts, skirts, or dresses, regardless of what is worn beneath them. These items will reach at least to the mid-thigh or to the tip of the longest finger.



5. No clothing or accessories bearing lewd, vulgar, or obscene messages and images or that promote products or activities that are illegal for use by minors.



## **Rule 6 CELL PHONES, PERSONAL TECHNOLOGY DEVICES AND PERSONAL PROPERTY (Responsibility):**

A student is permitted to bring or possess only objects that have an educational purpose and will not distract from teaching or learning. Trenton School strongly recommends that students do not bring any valuable personal property to school. If a student brings valuable personal property for classroom projects or demonstrations, arrangements should be made with the classroom teacher to secure such objects safely. Students who bring valuable personal property to school are advised of the following:

- Students who choose to bring such items do so at their own risk;
- Students should never leave their personal property unattended;
- The school is not responsible for lost, stolen or damaged personal property;
- The school will not perform extensive investigations regarding lost or stolen property if the student has not taken care to secure their objects safely (i.e.: left unattended, left in an unlocked locker, or given to another student).

1. **Cell Phones and other Personal Technology Devices:** Unless approved by the principal, the use of cellular phones and other personal technology devices (simply referred to generically as “cell phones” from this point forward) shall be prohibited during school hours. The following expectations will be in place for all students in grades K-12 based on their grade level:
  - a. High School (grades 9-12) students will be permitted to use devices before school, between classes, during lunch, and after school, provided they are used appropriately. Students will follow each teacher’s classroom directives regarding use of devices during each class period.
  - b. Elementary and Middle School (K-8) students are not allowed to use their cell phones or electronic devices upon entering the building or prior to the final school bell. Grade 7 and 8 students will be required to hand their cell phone in at the required location determined by their teacher upon entering the school. Students in grades 7 and 8 are not permitted to bring their cell phones to the Multipurpose Room for breakfast before the start of the school day.
  - c. Students may use their cell phones after the last bell that ends the school day.
  - d. THE USE OF CAMERAS OR CAMERA PHONES IS STRICTLY FORBIDDEN IN ALL AREAS OF THE SCHOOL AND ON SCHOOL BUSES. Cell phones should not be used in areas such as locker rooms or bathrooms.

Violations: Students who choose to violate the policy and who have their cell phone confiscated and brought to the office during the school day may be subject to a progressive discipline process as follows:

- a. First Offense
    - Parent is notified of violation and consequences for subsequent violations.
    - Student will receive cell phone back.
  - b. Second Offense
    - Parent is notified and informed that the student will be assigned to detention for a duration specified by the principal.
    - Student will receive their cell phone back.
  - c. Third and Subsequent Offense(s)
    - Parent will be notified that their student will be assigned to detention for a duration specified by the principal.
    - Cell phone will only be released to a parent.
  - d. Frequent violations could result in more severe consequences at the discretion of an administrator, including, but not limited to, suspension from school.
2. **Toys, games (electronic and other), electronic smoking devices, pagers and other electronic equipment:** Possession of these or any similar devices without permission of the administration is prohibited. Possession of a toy gun that could be mistaken for an actual weapon is a violation of Rule 21, Weapons and Dangerous Objects.



## **Rule 7      ACADEMIC INTEGRITY (Honesty):**

A student will be honest and submit his/her own work.

1. **Altering report cards or notes:** Tampering with report cards, official passes, notes or other school documents in any manner, including changing grades or forging names to excuses, is prohibited.
2. **False information:** Making false statements, written or oral, to any one in authority is prohibited.
3. **Academic Integrity:** Violating rules of academic integrity (Honor Code), including but not limited to plagiarism or copying another student's test or assignment, are prohibited. The school administration has the discretion to punish violations of this rule as Tier 3 if the student's actions have a serious detrimental effect on other students or staff.

### ACADEMIC HONOR CODE

Trenton School values academic integrity very highly and does not permit any forms of dishonesty or deception that unfairly, improperly or illegally enhance a grade on an individual assignment or a course grade. Integrity is essential to excellence both in education and life. Because assessments and other schoolwork are measures of a student's academic performance, honesty is required to ensure an accurate measurement of a student's academic knowledge. Each assessment must be evaluated on what the student knows or can do in order for the student to have a clear and accurate accounting of his/her mastery of material.

When a student chooses to violate the academic integrity policy, it is a behavior infraction. As a result, the teacher will need to find an alternative way to assess the student's knowledge. It is at this point that all parties- parents, teachers, administrators, and the student- work to identify the root cause of the behavior and to help the student learn from the experience in a caring, consistent, and instructive way.

As a guiding principle, academic dishonesty includes, but is not limited to, cheating on school assessments (formative or summative), plagiarism and collusion. The following is a list of behaviors that constitute academic dishonesty. We are aware, however, that new forms of cheating, plagiarism and other forms of dishonesty may arise and therefore, we expect every student to interpret the requirement of academic honesty and integrity broadly and in good faith. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask a teacher before you do it!

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

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

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

- Giving or getting improper assistance on an assignment meant to be individual work.
- Including in any assignment turned in for credit any materials not based on your own research and writing. Ask your teacher if you have any questions regarding this issue.
- Acting as a provider of paper(s) and/or assignments for a student or students.
- Submitting substantial portions of the same academic work for credit in more than one course with consulting both teachers (self-plagiarism).

- Failing to use quotation marks where necessary.
- Failing to properly acknowledge paraphrased materials via textual attribution, footnotes, etc.
- Making up data for an experiment.
- Citing nonexistent sources (articles, books, etc.).

Academic dishonesty regarding other topics includes, but is not limited to:

- Misrepresenting your academic accomplishments, such as tampering with computer records
- Deceiving a teacher to get special consideration on an exam or an extension for an exam or paper.
- Failing to promptly stop work on an exam when the time allocated has elapsed.



#### **Rule 8 INSUBORDINATION (Responsibility/Respect):**

A student will obey the lawful direction of any authorized staff member while in school, participating in a school activity or on school property. All students are expected to behave in a respectful manner. This includes, but is not limited to, complying with the direction or instruction of a staff member, not walking away from a staff member while being spoken to, speaking to staff in an appropriate manner and completing all assigned work.

#### **Rule 9 BULLYING/CYBERBULLYING (Respect/Caring):**

Bullying and/or harassing behavior are strictly prohibited in Trenton School and North Dakota state law. It is the policy of the school to maintain learning environments that are free from harassment or bullying. The full school policy and reporting forms are available in the school office and on the district website. Students are expected to use appropriate language and conduct at school and school functions and possess only appropriate materials. This rule applies to cursing, possessing, sending, or receiving written materials or electronic text and/or images that convey an offensive, racial, derogatory, bullying or obscene message to another person. This includes but is not limited to references to race, color, ancestry, national origin, gender, gender identity or expression, sexual orientation, religion, and/or physical or sensory disability, physical appearance or making offensive statements or gestures. In addition, as with other disciplinary violations, any manner of bullying that occurs off campus may violate the Code of Student Conduct if it has a direct and immediate impact to the orderly and efficient operation of the school or the safety of individuals in the school environment.

Students who feel bullied, harassed or intimidated at school by an adult or another student or who witness such conduct are encouraged to notify a school administrator or complete the reporting form located in the school office and on the district website. Once completed, the form should be given to a school administrator. Retaliation for making a report is strictly prohibited. Students and parents may also use other means, such as email or other reliable methods, to make such a report.

#### **Rule 10 GENERALLY DISRUPTIVE BEHAVIOR (Responsibility/Respect/Citizenship):**

A student will maintain appropriate behavior to refrain from disrupting class, school or bus activity and be prepared for instruction at all times. A student shall not talk out in class or move from his/ her assigned seat/area without permission, throw objects (except as directed by staff for an instructional purpose), horseplay, harass, tease or make rude noises. A student will not leave class without permission or an appropriately signed planner.

#### **Rule 11 UNSAFE ACTION (Citizenship/Caring):**

A student shall not commit any action that has the potential to cause danger or physical harm to himself or to others, to include but not limited to: exiting a moving school bus, exiting a school bus by way of the emergency exit absent an emergency, attempting to elude school officials by running through a parking lot or traffic area, climbing on the roof of buildings, being in construction areas, mechanical rooms, or any action that has the potential for physical harm to self or others. This includes striking matches, flicking cigarette lighters or using any instrument capable of producing fire on school property or at a school-sponsored or school-related activity

that is on or off school property. This rule will apply only when the unsafe behavior does not meet the standards of any other violation.

**Rule 12 VEHICLE USE (Responsibility/Citizenship):**

Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in other designated areas, (e.g. parking lots designated for use only by staff or by the general public).

1. **Reckless Vehicle Use:** A student will not operate any motorized or self-propelled vehicle on school grounds in a manner that is a threat to health and/or safety, or a disruption to the educational process. Driving to school is a privilege, which may be limited or revoked at any time by the school principal.
2. **Patrols and Inspections of Student Vehicles:** School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The interiors of student vehicles in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school policy. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments upon the request of a school official.

**Rule 13 COMPUTER USE (Responsibility):**

School computers are available for student use throughout the school day through mobile laptops or in computer labs, but only under the direct supervision of a teacher. Students are expected to abide by all procedures relating to student access and checkout. Failure to abide by those procedures could result in the student having computer access privileges restricted.

**Rule 14 UNAUTHORIZED USE OF COMPUTERS AND TECHNOLOGY (Honesty):**

A student shall refrain from inappropriate use of school system computers or from using the district's electronic communications and wireless connection network without proper authority. This includes unauthorized use of sign on codes and the school telephone system, and communication of threats or implied threats. This rule also encompasses any activity or distribution of information from home or school computers that would constitute a violation of a rule under the Code of Student Conduct or a violation of law, such as, but not limited to, bullying or harassment on social media or other sites if the conduct has or may have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment. Publication of information on the Internet is considered distribution regardless of the location of the computer where the offending content was published.

**Rule 15 INAPPROPRIATE MATERIAL (Respect/Citizenship):**

A student shall refrain from having any pornographic, profane or otherwise inappropriate material in his/her possession, including but not limited to pictures, magazines, CDs, DVDs, electronic text or images, sexually explicit or graphically violent materials (including but not limited to documents or instructions concerning the creation of and/or the use of weapons).

**Rule 16 FALSE ALARM (Responsibility):**

In the absence of an emergency, a student shall not call 911, signal or set off an automatic signal (fire alarm) indicating the presence of an emergency.

**Rule 17 BOMB THREAT (Responsibility):**

A student shall not make any report or notification, knowing or having reason to know the report is false (verbal or written), indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.



## **Rule 18 AGGRESSIVE PHYSICAL/VERBAL ACTION (Responsibility/Caring/Justice and Fairness):**

The administration feels that the students and staff of Trenton School can express themselves adequately without resorting to vulgar/profane language, or vulgar/profane gestures while in the school building, on school grounds, or at any school sponsored event/function. One of the keys to what is proper or improper language lies in the ear of the listener (or in the case of the T-shirt slogans, the eye of the observer). If the language is offensive - it is improper. The responsibility for not being offensive lies with the one doing the talking or wearing the wording. The use of profane or improper language is classified as a disciplinary infraction and subjects one to administrative disciplinary action. Vulgar/profane language and/or vulgar/profane gestures may be classified as Disorderly Conduct (NDCC 12.1-31-01) and the Sheriff's Office will be contacted.

A student shall not exhibit any form of aggressive physical or verbal action against another student, staff member or any other adult at school. Minor incidents of hitting, biting, spitting, shoving, kicking or throwing objects at a student or adult may be a Tier 1 or 2 infraction.

1. **Verbal Confrontation/Provocation:** A student shall not approach another person in a confrontational, provocative or bullying manner. This will include attempts to intimidate or instigate another person to fight or commit other acts of physical aggression.
2. **Fighting:** The exchange of mutual aggressive physical contact between students, with or without injury, is prohibited. A student who is physically attacked may act in "self-defense" without consequence. **Self-defense** is defined as the act by a non-aggressor victim using reasonable force to avoid being hit in order to enable oneself to get free from the attacker and notify school authorities. It is not self-defense to participate in the fight. Students who exceed reasonable force in protecting themselves will be disciplined for violating this rule even though another person provoked the fight. Administrators will have the discretion to recognize the need for self-defense on an incident-by-incident basis.
3. **Threatening/intimidating:** A student shall not threaten to strike, attack or harm any person, or cause another person to become fearful by intimidation, through any medium, including threats made in person, through another person at the request of the perpetrator, on the telephone, in writing, through the use of gang paraphernalia, or by any digital communication (cyber-bullying) that pose a safety risk to the school environment. The appropriate tier will be determined by the level of risk presented by the threat, whether the threat could have reasonably been carried out and whether the threatened person was made fearful.
4. **Assault on a Student:** A student shall not physically attack another student. See self-defense as defined above. A student shall also not act in concert to physically attack another student.
5. **Assault on a Staff Member:** A student shall not physically attack a staff member or adult. See self-defense as defined above. **Multiple Assaults:** A student shall not act in concert to physically attack a staff member or other adult.

## **Rule 19 SEXUAL BEHAVIOR (Respect/Caring):**

A student shall not engage in any sexual behavior on school property or at a school-sponsored activity.

1. **Public Displays of Affection:** The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. In addition, being overly affectionate in school creates an environment that is not conducive to concentration and learning; therefore, students will refrain from inappropriate, intimate behaviors on campus or at school related events and activities. Students are expected to show good taste and conduct themselves respectfully at all times. Inappropriate public displays of affection will not be tolerated.
2. **Offensive Touching:** A student shall not engage in unwanted touching of an offensive or sexual nature.
3. **Sexual Harassment:** A student shall not engage in unwanted verbal or physical (e.g. gesturing) conduct of a sexual nature which may reasonably be regarded as intimidating, hostile or offensive. This includes the communication of (by digital or other means) or the intentional display of sexually explicit material.

## **Rule 20 ALCOHOL, TOBACCO AND OTHER DRUGS (Respect/Responsibility/Citizenship/Caring):**

1. **Possession, Use, Distribution or Being Under the Influence of Illegal Substances**

The unlawful possession, use, or distribution of illicit drugs and/or alcohol by students or being under the influence of illicit drugs and/or alcohol while on school property or at any school function is prohibited and is a violation of Policy FFA "Student Alcohol & Other Drug Use/Abuse". Students found

to have used, possess, are under the influence of, or found to be distributing illicit drugs and/or alcohol, in addition to appropriate school consequences, will be reported to law enforcement.

2. **Possession, Use, or Distribution of Tobacco Products or Electronic Cigarettes**

The unlawful possession, use, or distribution of tobacco products and/or electronic cigarettes by students while on school property or at any school function is prohibited and is a violation of Policy FFA “Student Alcohol & Other Drug Use/Abuse”. Students found to have used, possess, or found to be distributing tobacco products and/or electronic cigarettes, in addition to appropriate school consequences, will be reported to law enforcement.

3. **Consequences for Elementary (Grades K-6) Students**

Elementary students in violation of Rule 20 will be subject to appropriate school consequences in accordance with school policies and rules, but could include suspension from school, expulsion, and referral to law enforcement. The principal will work with parents, students, and community agencies as necessary to ensure a student’s well-being.

4. **Consequences for Secondary (Grades 7-12) Students – Mandatory**

Upon entering grade 7, students will be subject to the following progressive and cumulative consequences for violations of Rule 20.

- **First Violation:** Three-day out of school suspension and charges filed with law enforcement.
- **Second Violation:** Five-day out of school suspension and charges filed with law enforcement.
- **Third and All Subsequent Violations:** Ten-day out of school suspension, a recommendation for expulsion for the remainder of the current school year, and charges filed with law enforcement.
- **Administrative Prerogative:** In addition to these mandatory consequences, school administration will work with parents, students, and appropriate community agencies as needed to ensure a student’s well-being.

5. **Extracurricular/Co-curricular Consequences**

Students will be subject to all appropriate consequences relating to extra and co-curricular activities in accordance with the School Board approved “Activities Handbook.”



**Rule 21 WEAPONS/DANGEROUS OBJECTS- NOT INCLUDING FIREARMS (Responsibility/Caring):**

A student will not possess, handle, transport or use any weapon, object that can be reasonably considered a weapon, dangerous object or substance that could cause harm or irritation to another individual on school property or at any school function. All items will be confiscated and will not be returned except with the mutual agreement of school and law enforcement. This rule does not apply to school supplies (e.g., pencil, laser pointer) unless used as a weapon. Note: any object thrown from a school bus will be treated as a weapon for purposes of this rule. Special note: See the Safe Harbor Provision on page 7.

**Prohibited items include, but are not limited to:**

- Toy knife or look-a-like knife
- Weapon not capable of propelling a missile
- Knife
- Box cutter/razorblade
- Camouflaged weapon
- Object thrown from a bus
- Ammunition and /or Fireworks
- Bomb (includes destructive devices such as an explosive, incendiary or poison gas, grenade, rocket having a propellant charge, missile with an explosive charge, mine, or similar device)
- Air soft gun, BB gun, pellet gun
- Any object or substance that could cause injury including but not limited to,
  - slingshots, ice picks, multi-fingered rings, metal knuckles, nun chucks, Bowie knives, dirks, daggers, lead canes, switchblade knives, clubs, stun guns, starter pistols, BB guns, flare guns, air rifles, air pistols, air soft pellet guns or paint ball guns, mace, fire extinguishers and/or the use of any object or any substance that will potentially cause harm, irritation or bodily injury.

**Rule 22 FIREARMS (loaded or unloaded) (Responsibility/Caring):**

A student shall not possess, handle or transport any handgun, rifle, starter gun, shotgun or any other weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosion, including camouflaged guns or any firearm muffler or silencer. In accordance with state law, students violating this rule are subject to an expulsion from school for at least one year.

**Rule 23 STUDENT SEARCHES (Responsibility and Honesty):**

School administration has the right to conduct a search of a student or his/her possessions that is reasonable in scope if the administration has a reasonable suspicion that the student may be in possession of a weapon, illegal substance or other items prohibited by or used in violation of law or the Code of Student Conduct.

1. **Search of an individual and/or his/her Possessions:** A student must cooperate with and may not obstruct or interfere with a reasonable and authorized search of the student and/or his/her possessions based on reasonable suspicion that the student may be in possession of a weapon, illegal substance or other items prohibited by or used in violation of law or the Code of Student Conduct.
2. **Search of Student Lockers and Desks:** Lockers and desks are the property of the District and are assigned to students with the understanding that they are responsible for all property placed in their locker or desk. Lockers and desks shall be used only for storage of items that are reasonably necessary for school activities such as books, gym clothes, coats, school assignments, etc. A student must cooperate with and shall not obstruct or interfere with an authorized search of his/her locker or desk.



## Section V – Levels of Interventions/Consequences

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The Code of Student Conduct shall apply to all students at all times on all Board of Education property, including:

- in school buildings
- on school grounds
- in all school vehicles
- at all school, school-related, or Board-sponsored activities, including but not limited to:
  - school fieldtrips
  - school sporting events (*whether such activities are held on school property or at locations off school property, including private business or commercial establishments*).

### Levels of Interventions and Consequences for Violations of the Code of Student Conduct

As with any incident of student behavior, school administrators must exercise informed judgment as to whether a student's actions constitute a violation of the Board policy and/or the Code of Student Conduct. The levels shown on the following page, guide administrators to use *progressive interventions* to change student behaviors. The administrator always has the option to use an intervention from a lower level as long as one from the prescribed level is also employed. Moreover, if a behavior is deemed a criminal offense by local authorities and such offense is not identified in this *Code of Student Conduct*, the consequence may be expulsion from Trenton School. Restitution for loss or damage will be required in addition to any other prescribed consequences.

Levels of consequences and options for progressive interventions follow. **Repeated chronic or cumulative offenses may require higher levels of interventions/consequences.** For serious violations, interventions and/or consequences may begin at a higher level.

### ***Expected Student Behaviors***

Students should:

1. Be proactive in promoting and working toward making school a positive, supportive, safe, and welcoming place for all students and staff.
2. Be respectful and courteous to fellow students, parents/guardians, school visitors, substitute teachers and school staff.
3. Be knowledgeable about discipline policies, regulations and rules.
4. Follow school rules and policies, and contribute to a positive school climate by behaving appropriately, even when not specifically asked to do so.
5. Make every reasonable effort to participate actively in any conferences, activities, interventions, or programs recommended appropriately by school staff.
6. Recognize how their conduct affects other students and school staff, and make every reasonable effort to restore relationships affected by their conduct.
7. Seek access to and complete make-up work while they are out of school for disciplinary reasons, so that they do not fall behind.
8. Share ideas and strategies for improving school climate and school discipline practices.

***When I make positive behavior choices, I will be successful.***

***If I do not make positive behavior choices,  
I will receive interventions to help me learn to make better choices.***



# Levels of Interventions/Consequences

Level 1	Level 2	Level 3	Level 4	Level 5
<i>Teachers use these interventions to help the students change behavior in the classroom</i>				
<i>Classroom Level interventions and consequences</i> <i>If these interventions are successful, referral to the principal may not be necessary</i>	<i>Appropriate when Level 1 interventions and consequence has been ineffective</i> <i>In some cases, referral to the principal may be necessary.</i>	<i>Appropriate when Level 2 interventions and consequences have been ineffective</i>	<i>Appropriate when Level 3 interventions and consequences have been ineffective</i>	<i>Appropriate when Level 4 interventions and consequences have been ineffective</i>
<ul style="list-style-type: none"> <li>• Warning</li> <li>• Letter of apology</li> <li>• Use of “Student Problem-Solving WS</li> <li>• Seat change</li> <li>• Parent contact</li> <li>• Teacher conference with student</li> <li>• Mentoring</li> <li>• In-class time-out</li> <li>• Time-out in another classroom setting</li> <li>• Restitution</li> <li>• Restorative practices</li> <li>• Reinforcement of appropriate behaviors</li> <li>• Written reflection about incident</li> <li>• Before or after school detention</li> <li>• Lunch detention</li> <li>• Behavior contract</li> <li>• Loss or suspension of classroom privileges</li> <li>• Informal and/or preventative school-based mentoring</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/guardian involvement</li> <li>• Phone call/letter to parent or guardian</li> <li>• Confiscation of item</li> <li>• Supervised time-out outside of classroom</li> <li>• Conference with parent/guardian</li> <li>• Detention</li> <li>• Behavior contract</li> <li>• Teacher and/or administrator conference with student and/or parent</li> <li>• Restitution</li> <li>• Restorative practices</li> <li>• Parent contract</li> <li>• Parent or guardian accompany student to school or classes</li> <li>• Peer mediation</li> <li>• Class or schedule change</li> <li>• Loss or suspension of classroom privileges</li> <li>• Loss or suspension of school privileges</li> <li>• Temporary removal from class</li> <li>• Informal and/or preventative school-based mentoring</li> <li>• School-based or outside facilitated conflict resolution</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral required</li> <li>• Parent/guardian notification required</li> <li>• Restitution</li> <li>• Restorative practices</li> <li>• In-school intervention</li> <li>• In-school suspension</li> <li>• Community service (volunteer work for any non-profit organization, public or private as a form of restitution)</li> <li>• Loss or suspension of school privileges</li> <li>• Temporary removal from class</li> <li>• Informal and/or preventative school-based mentoring</li> <li>• School-based or outside facilitated conflict resolution</li> <li>• Referral to Student Support Team</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral required</li> <li>• Parent/guardian notification required</li> <li>• Restricted activity</li> <li>• Restitution</li> <li>• Restorative practices</li> <li>• Modified school day</li> <li>• Loss or suspension of school privileges</li> <li>• Temporary removal from class</li> <li>• School-based or outside facilitated conflict resolution</li> <li>• Suspension (1-3 days) except for attendance-related offenses)</li> <li>• Student re-entry or success plan</li> <li>• Referral to Student Support Team</li> </ul>	<ul style="list-style-type: none"> <li>• Office referral required</li> <li>• Parent/guardian notification required</li> <li>• Restricted activity</li> <li>• Restitution</li> <li>• Restorative practices</li> <li>• Suspension (4-10 days)</li> <li>• Referral to alternative programming (if law enforcement has been involved)</li> <li>• Expulsion (to be considered only in the most extreme cases)</li> <li>• Student re-entry or success plan</li> <li>• Referral to student support team</li> </ul>

# Consequences for Elementary Students

Offense/Violation		Level of Consequence					Major Incident Report	School will contact:
		1	2	3	4	5		
<b>Absence (unexcused)</b> <i>Excessive absences may result in recommendation for retention</i>		•	•	•				
<b>Alcohol and other Drugs</b> <i>Possession * Consumption * Distribution</i> <i>Possession with intent to distribute</i>				•	•	•	√	Police
<b>Ammunition</b>			•	•			√	Police
<b>Arson/Fire</b>			•	•			√	Police
<b>Attack/Assault...</b> ...on students ...on staff ...on others	<i>Category 1: involves serious injury</i>				•	•	√	Police
	<i>Category 2: involves minor physical injury</i>			•	•		√	Police
	<i>Category 3: no injury, but aggressive actions</i>		•	•	•			
	<i>Category 4: intentional threat against another</i>	•	•	•	•			Police based on severity
<b>Bomb Threat</b>				•	•	•	√	Police
<b>Bullying</b>			•	•	•			
<i>Cyber-bullying</i>			•	•	•			
<b>Cheating</b>		•	•					
<b>Computer Misuse</b>	<i>Category 1: Malicious use/damage/deceit/theft</i>			•	•	•	√	Police based on severity
	<i>Category 2: Intentional damage, mischief</i>			•	•		√	
	<i>Category 3: Inappropriate use</i>	•	•	•	•			
<b>Destruction of Property/Vandalism</b>		•	•	•	•	•	√	Police based on severity
<b>Disrespect Toward Others</b>		•	•	•	•			
<b>Disruption to Classroom/School</b>		•	•	•				
<b>Disruptive Clothing or Appearance</b>		•	•	•				
<b>Inappropriate Use of Personal Electronics</b>		•	•	•				
<b>Extortion/Strong Arming/Blackmail</b>		•	•	•				
<b>False Fire Alarm</b>			•	•	•			Police based on severity
<b>False Information/Accusations</b>		•	•	•			√	
<b>Fighting: Physical</b>			•	•	•			
<b>Fighting: Verbal</b>		•	•					
<b>Fireworks/Explosives</b>		•	•	•	•		√	Police
<b>Forgery/Counterfeit Currency</b>			•	•	•			
<b>Gambling on school grounds or at school events</b>		•	•	•				
<b>Gang-related Activity</b>				•	•	•	√	Police based on severity
<b>Harassment/Intimidation</b>		•	•	•				
<b>Hazing</b>		•	•	•	•			
<b>Inappropriate Language</b>		•	•	•				
<b>Improper Physical Contact</b>		•	•	•				
<b>Insubordination</b>		•	•	•				
<b>Leaving an Area and/or Leaving Class and/or School Grounds without Permission</b>		•	•	•				Police (if unable to locate student)
<b>Matches/Lighter(s)</b>	<i>Possession of</i>		•	•			√	
	<i>Use of (see Arson/Fire)</i>			•	•		√	Police based on severity
<b>Misuse of Social Media</b>		•	•	•				
<b>Putting inappropriate substances in another person's food/drink or on a person's body without consent</b>				•	•	•	√	Police based on severity
<b>Sexual Activity</b>		•	•	•	•		√	
<b>Sexual Assault</b>				•	•	•	√	Police based on severity
<b>Sexual Harassment</b>			•	•	•		√	Police based on severity
<b>Stealing and/or Theft</b>		•	•	•	•		√	Police based on severity
<b>Tardiness/Excessive Tardiness</b>		•	•					
<b>Tobacco/e-Cigarettes:</b> <i>Possession, Distribution, Use</i>	<i>First Offense</i>	•	•	•				
	<i>Further Offenses</i>	•	•	•			√	Police
<b>Trespassing</b>			•	•				Police based on severity
<b>Unsafe Action(s)</b>		•	•	•	•			Police based on severity
<b>Weapons</b>	<i>Possession of Firearm as defined by ND Century Code</i>					•	√	Police – Mandatory Expulsion
	<i>Possession Other Weapon (knives, look-a-like guns, etc.)</i>			•	•		√	Police
	<i>Used to Cause or Attempt to Cause Bodily Harm/Injury</i>			•	•	•	√	Police

# Consequences for Secondary Students

Offense/Violation		Level of Consequence					Major Incident Report	School will contact:
		1	2	3	4	5		
Absence (unexcused) <i>Excessive absences may result in loss of credit for course(s)</i>		•	•					
Academic Dishonesty (Cheating and Plagiarism)		•	•					
Alcohol and other Drugs Possession * Consumption * Distribution <i>Possession with intent to distribute</i>				•	•	•	√	Police
	Distribution							
Ammunition			•	•			√	Police
Arson/Fire			•	•			√	Police
Attack/Assault... ...on students ...on staff ...on others	Category 1: involves serious injury				•	•	√	Police
	Category 2: involves minor physical injury			•	•		√	Police
	Category 3: no injury, but aggressive actions		•	•	•			
	Category 4: intentional threat against another	•	•	•	•			Police based on severity
Bomb Threat				•	•	•	√	Police
Bullying			•	•	•			
Cyber-bullying			•	•	•			
Cheating		•	•					
Computer Misuse	Category 1: Malicious use/damage/deceit/theft			•	•	•	√	Police based on severity
	Category 2: Intentional damage, mischief			•	•		√	
	Category 3: Inappropriate use	•	•	•	•			
Destruction of Property/Vandalism		•	•	•	•	•	√	Police based on severity
Disrespect Toward Others		•	•	•	•			
Disruption to Classroom/School		•	•	•				
Disruptive Clothing or Appearance		•	•	•				
Inappropriate Use of Personal Electronics		•	•	•				
Extortion/Strong Arming/Blackmail		•	•	•				
False Fire Alarm			•	•	•			Police based on severity
False Information/Accusations		•	•	•			√	
Fighting: Physical			•	•	•			
Fighting: Verbal		•	•					
Fireworks/Explosives		•	•	•	•		√	Police
Forgery/Counterfeit Currency			•	•	•			
Gambling on school grounds or at school events		•	•	•				
Gang-related Activity				•	•	•	√	Police based on severity
Harassment/Intimidation		•	•	•				
Hazing		•	•	•	•			
Inappropriate Language		•	•	•				
Improper Physical Contact		•	•	•				
Insubordination		•	•	•				
Leaving an Area and/or Leaving Class and/or School Grounds without Permission		•	•	•				Police based on severity
Matches/Lighter(s)	Possession of		•	•			√	
	Use of (see Arson/Fire)			•	•		√	Police based on severity
Misuse of Social Media		•	•	•				
Putting inappropriate substances in another person's food/drink or on a person's body without consent				•	•	•	√	Police based on severity
Sexual Activity		•	•	•	•		√	
Sexual Assault				•	•	•	√	Police based on severity
Sexual Harassment			•	•	•		√	Police based on severity
Stealing and/or Theft		•	•	•	•		√	Police based on severity
Tardiness/Excessive Tardiness		•	•					
Tobacco/e-Cigarettes:	First Offense	•	•	•				Police
	Possession, Distribution, Use Further Offenses	•	•	•	•	•	√	Police
Trespassing			•	•				Police based on severity
Unsafe Action(s)		•	•	•	•			Police based on severity
Weapons	Possession of Firearm as defined by ND Century Code					•	√	Police - Mandatory Expulsion
	Possession Other Weapon (knives, look-a-like guns, etc.)			•	•		√	Police
	Used to Cause or Attempt to Cause Bodily Harm/Injury			•	•	•	√	Police

## **Section VI – Procedures Relating to Disciplinary Action**

To protect student rights, certain procedures are followed with regard to disciplinary actions. These procedures are developed as suggested or required by law or regulation.

### **Corporal Punishment**

Discipline shall be maintained without the use of corporal punishment, which is prohibited in North Dakota state law. Corporal punishment is defined by state law as “the willful infliction of physical pain on a student; willfully causing the infliction of physical pain on a student; or willfully allowing the infliction of physical pain on a student.” However, state law “does not prohibit a school district employee from using the degree of force necessary: a. To quell a physical disturbance that threatens physical injury to an individual or damage to property; b. To quell a verbal disturbance; c. For self-defense; d. For the preservation of order; or e. To obtain possession of a weapon or other dangerous object within the control of a student.” N.D.C.C. § 15.1-19-02.

### **Suspension**

A student may be suspended for up to ten (10) consecutive days by a school administrator or that same administrator may recommend expulsion of a student as the result of a specific behavior. The student's parent or representative shall be contacted prior to the commencement of the suspension. The Superintendent may expel a student for the remainder of the current school year after providing notice and a hearing. Conduct, including but not limited to the following, exhibited while on school grounds, during a school-sponsored activity, or during a school-related activity is subject to suspension or expulsion:

1. Causing/attempting to cause damage to school property or stealing/attempting to steal school property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Causing or attempting to cause physical injury to another person except in self-defense.
4. Possessing or transmitting any firearms, knives, explosives, or other dangerous objects or devices which appear to be weapons regardless of whether or not they are capable of actually causing bodily harm.
5. Possessing, using, distributing, or being under the influence of any intoxicating or illegal substance.
6. Disobedience or defiance of proper authority.
7. Behavior, which is detrimental to the welfare, safety, or morals of other students.
8. Truancy.
9. Offensive and vulgar language that is disruptive of the educational process, whether or not it is obscene, defamatory, or could incite violence.
10. Any student behavior, which is detrimental or disruptive to the educational process, as determined by the principal.

Suspension Procedures: Suspensions involve either in-school (ISS) or out-of-school (OSS) from school classes, buildings, and grounds. Suspension shall not be for more than ten successive days. The parent(s) of the pupil shall be notified promptly by the school principal that suspension has been issued. The authority to initially determine whether a student shall be suspended, for a period not to exceed the ten days, rests with the principal and can be exercised AFTER the student is given:

1. Oral or written notice of the charges against him/her.
2. An explanation of the evidence against him/her.
3. An opportunity to present his/her side of the story.

There need be no delay between the time notice is given and the conduct of the above procedure. In those cases where a student's presence poses a continuing danger to persons or property or any ongoing threat of disrupting the educational process, the students may be immediately removed.

A student must be given an opportunity to complete assignments, take textbooks home, and take major tests or exams missed during the period of suspension.

### Suspension of Students with Disabilities

Suspension or expulsion of students with disabilities must comply with the provisions of the federal *Individuals with Disabilities Education Act (IDEA)*.



## Expulsion

Expulsion of a pupil from school is under the authority of the School Board, and, except when the behavior is bringing a firearm to school, may not extend beyond the end of the termination of the current school year. Such action would follow only after suspension. If the pupil involved has a disability, a determination that the conduct is not a manifestation of the disability must precede the recommendation for expulsion. The responsibility of the school does not end with expulsion. The school administration or their designee shall notify other appropriate agencies when a student has been expelled. A file shall be kept, and an effort made to help the student.

### Pre-Expulsion Hearing Notice to Student

The student and the student's parent shall be provided with the following notices, prior to the expulsion hearing outlined below:

1. Notice of Charges: The specific charges against the student shall be stated clearly enough for the student and the parent to understand the grounds of the charge and to be able to prepare a defense.
2. Notice of Hearing: The date of a hearing, which shall be within a reasonable time not to exceed ten days, if the student is currently under suspension, unless a postponement is requested or agreed to by the parent, shall be provided.
3. Notice of Right to Present Evidence: A student may present witnesses or documentary evidence to rebut the charges against the student.
4. Notice of Right to Adult Representation: The right to be represented and/or assisted at the hearing by a lawyer or other adult shall be explained. A parent or guardian who is unable to attend the hearing may provide written designation of another adult to assist the student in the parent's absence.

### Expulsion of Students with Disabilities

An expulsion may be affected for a student with a disability for any conduct, which would warrant expulsion for a student without a disability. Prior to expulsion, the Individual Education Plan (IEP) Team will meet to determine whether the misbehavior is a manifestation of the disability based on the criteria of Regulation 300.523(c) of the Individuals with Disabilities Act (IDEA). If the IEP Team determines that the misbehavior is a manifestation of the disability, the student may not be expelled. The District has an obligation to provide educational services during the time of expulsion. The IEP Team will determine the manner in which the services are provided.

A student with a disability must continue to receive a free appropriate public education whether or not they are expelled. A student with a disability for whom expulsion has been recommended is entitled to all the due process rights available to a student without a disability for whom expulsion has been recommended. In addition, the student with a disability is entitled to all the due process procedures available to a student with a disability under the Individual Disabilities Education Act and applicable state policies and procedures.

A special education student who is a danger to self or others or who has carried a weapon as defined by IDEA regulations to school or to a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative placement in accordance with the IDEA Regulation 300.521-529. A student who is defined as having a disability under IDEA may be placed in an alternative educational setting for up to 45 calendar days, during which time a determination will be made as to whether bringing a weapon as defined by IDEA Regulation 300.520 (d) (3) to school was a manifestation of the student's disability. Discipline and placement of the student will be in accordance with IDEA.

*Keep your thoughts positive because they become **YOUR WORDS.***  
*Keep your words positive because they become **YOUR BEHAVIOR.***  
*Keep your behavior positive because your behavior becomes **YOUR HABITS.***  
*Keep your habits positive because your habits become **YOUR VALUES.***  
*Keep your values positive because your values become **YOUR DESTINY.***

## **Section VII – Behavior on the School Bus**

Consequences for Violations Related to Transportation for all students include, but are not limited to:			
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<ul style="list-style-type: none"> <li>• <b>Warning from Administration</b></li> <li>• <b>Parent contact required</b></li> <li>• <b>Appropriate Action required</b></li> <li>• Student Conference</li> <li>• Seat change on bus</li> <li>• Bus/School Suspension depending on offense</li> <li>• Code of Student Conduct implemented as appropriate</li> </ul>	<b>Bus Suspension Required</b> (five schooldays)	<b>Bus Suspension Required</b> (20 school days)	<b>Bus Suspension Required</b> (remainder of the
<p style="text-align: center;"><b>Appropriate Action Required</b></p> <p style="text-align: center;">Additional Bus or School Suspension commensurate with offense</p> <p style="text-align: center;">Implement Code of Student Conduct as Appropriate</p>			

### ***A Privilege, not a Right!***

Riding the school bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct jeopardizes the safe operation of the school bus or the safety of students riding the bus. School suspension is a possible sanction.

Behavior or activity jeopardizing the safe operation of the school bus or interfering with the welfare of other vehicle occupants is prohibited. The school bus operator will report promptly and in writing to appropriate administrative staff any conduct appearing to require disciplinary action. After administrative staff evaluation, appropriate disciplinary action will follow. A copy of the misconduct report will be returned to the school bus operator. Generally, misconduct on a school bus will not deny a student access to the classroom. School suspension, including expulsion, will occur only in special cases of misconduct

that warrant this type of action.

### ***Video Cameras on Buses***

All school buses are equipped with video recording devices. These tools monitor the passenger areas of each bus. The objective is to provide an important additional tool to assist the driver and administration in managing student conduct on school buses, an important safety consideration that benefits all.

### **Bus Safety**

**When we ride the school bus  
We follow all the rules  
We listen to the driver  
Who takes us to the school.**

**We sit down in our seats  
And keep the aisles clear  
We use our quiet voices  
So the bus driver can hear!**



## Bus Behavior Expectations & Safety Requirements for All Students

**Riding the school bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct jeopardizes the safe operation of the school bus or the safety of students riding the bus. School suspension is a possible sanction.**

Students are expected to observe the following rules for safety and courtesy on the bus. Parents are responsible for the supervision and safety of students from home until they board the bus, and from the bus stop to home.

1. At the Bus Stop	2. When the Bus Arrives
<ul style="list-style-type: none"> <li>• Exercise safe pedestrian practices while on the way to the waiting area for the bus stop.</li> <li>• Arrive at the waiting area for the bus stop ten minutes before bus pickup.</li> <li>• Wait in a quiet and orderly manner.</li> <li>• Stay on your side of the roadway controlled by the bus warning lights.</li> <li>• Where same side service is provided, you should not cross the roadway for any reason. Please remain at the designated school bus stop on the same side of the road where you live.</li> <li>• Be aware, cautious, and respectful of traffic.</li> <li>• Wait in a safe place, clear of traffic, and away from where the bus stops.</li> <li>• Respect private property.</li> </ul>	<ul style="list-style-type: none"> <li>• Remain at the waiting area until the bus has stopped.</li> <li>• Check traffic from all directions, then check again.</li> <li>• Before walking from the waiting area to the entrance of the bus be certain that the bus warning lights are activated and that all traffic in all directions has stopped.</li> <li>• When safe to board, do so promptly.</li> <li>• When boarding, be aware of and avoid the “danger zone,” the twelve-foot area immediately surrounding the stopped school bus.</li> <li>• Be sure that you can see the bus driver’s eyes when near the school bus.</li> <li>• If crossing a street controlled by bus warning lights is necessary, cross promptly after checking that all traffic in all directions has stopped. Cross only in front of the bus.</li> <li>• Upon entering the bus proceed directly to an available or assigned seat.</li> </ul>
3. On the Bus	4. Exiting the Bus
<ul style="list-style-type: none"> <li>• Follow instructions of bus personnel.</li> <li>• Be respectful of all people, including all bus personnel.</li> <li>• Use language appropriate for the school setting.</li> <li>• Keep the bus neat and clean.</li> <li>• Do not eat or drink.</li> <li>• Talk quietly and politely.</li> <li>• Students must sit in their assigned seat, if one has been assigned by school bus personnel or school staff.</li> <li>• Stay seated while the bus is in motion; keep aisles and exits clear.</li> <li>• Carry-on items are limited to those that can be held in your lap only (including some musical instruments).</li> <li>• No hazardous materials, nuisance items, or animals are permitted on the bus.</li> <li>• Be respectful of the rights and safety of others.</li> <li>• Do not extend head, arms, or objects out of bus windows.</li> <li>• Inappropriate cell phone use is prohibited. Student use of cell phones should be limited to non-disruptive and/or silent activities. (See Rule 6 and Rules 13-15)</li> <li>• Remember that school rules apply to the school bus. For example, use or possession of tobacco, alcohol, and other drugs is not allowed.</li> </ul>	<ul style="list-style-type: none"> <li>• Remain seated until the bus comes to a complete stop.</li> <li>• Exit the bus at the bus stop area in an orderly manner.</li> <li>• Exit at your designated bus stop.</li> <li>• Check traffic from all directions, and then check again.</li> <li>• Before exiting the bus, be certain that all traffic in all directions has stopped.</li> <li>• When safe to exit, do so promptly.</li> <li>• Be aware of and avoid the “danger zone,” the twelve-foot area immediately surrounding the stopped school bus.</li> <li>• Be sure that you can see the bus driver’s eyes while near the school bus.</li> <li>• If crossing a street controlled by bus warning lights, cross promptly after checking that all traffic in all directions has stopped. <b>Only cross in front of the bus.</b></li> <li>• Exercise safe pedestrian practices while on the way from the bus stop to your home.</li> </ul>

## **Section VIII – General School Information**

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**Announcements and Calendar:** Daily school announcements will be published on PowerSchool and/or the district website. Confidential information will not be made available to the public. All announcements are to be submitted to the school secretary. Parents, students and community members may have school-related announcements printed following approval from a school administrator.

All school events are posted on the official calendar in the main office and on the school web page. The administrative staff receives input from faculty members relevant to scheduling school activities. Students interested in promoting the development of specific school events are required to work through Student Council, a faculty advisor, or coach.

### **Areas of the Building:**

1. Unless prior permission has been granted, high school students are only permitted in the elementary portion of the building during the school day to attend high school classes that meet in that area of the building, such as Art class.
2. High School students are restricted to the high school portion of the campus during the noon break and are to remain on school grounds. Students may wait at the “outside entryway area” to the school during their lunch break if it is supervised. The “outside entryway area” is the cemented area immediately next to the main entrance doors. Students must not stand on the grass, climb the trees, or step off the curb.
3. Students should not enter the school building prior to 30 minutes before school starts, nor should they remain 5 minutes after the last bell, unless directly supervised by a staff member.
4. Elementary school students are restricted to the elementary school portion of the campus at breakfast time, during the noon break and are to remain on school grounds.

**Assemblies:** People visiting our school to present assemblies are guests and should be treated with the appropriate courtesies. The image that our students impress upon others from outside of Trenton is the image of our school that is carried to other schools. Assembly performers should not be expected to be treated with courtesy, respect and without interruption. Students who choose to behave inappropriately during assemblies will be subject to disciplinary action.

**Athletics:** Trenton School proudly participates in a well-rounded athletic program. Good sportsmanship and appropriate spectator performance are essential to the continuance of the proud Trenton School athletic tradition. Please refer to the Trenton School Activities Handbook, which can be found on the district website and is available in the school office, for participation and athletic lettering information.

**Backpacks:** Unless given specific administrator permission for medical reasons, students in grades 7-12 are not allowed to bring backpacks into classrooms since they have adequate time between classes to go to lockers and exchange books during the school day.

**Band and Band Instruments:** Band is offered, beginning in grade five. All students have the option of buying or renting an instrument from local stores or obtaining them from the school based on availability. The school owns some band instruments. Students in grades 7-12 who choose to use an instrument belonging to the school will be required to pay a fee of \$30. This fee will be used to address normal wear and tear, fees are non-refundable. Unnecessary or deliberate damage will be paid for by the student. This may be more than \$30. A balance of \$30 must be kept at all times.

Some band instruments are provided to the students by the Johnson O'Malley (JOM) program for a deposit to be determined by the JOM Board. Students eligible for JOM instruments will have first choice of renting JOM instruments. After a period of time agreed upon by the JOM Board and the school administration, other students will have the option of obtaining any remaining JOM instruments. All students have the option of buying or renting an instrument from local music stores at their own expense.

**Building Cleanliness:** All students and staff are to take responsibility for cleanliness of Trenton School. Both teachers and students are responsible for ensuring that the classroom floors are free of litter prior to class dismissal. In addition, students should always endeavor to keep the school hallways clean of debris and to ensure that their lockers are also clean and orderly.

**Church Night (Wednesdays):** Wednesday evenings are reserved for church activities. Once the school year has started, all student activities (whether directly or indirectly sponsored by the school) will be terminated by 5:45 on Wednesday. Multi-school tournaments constitute the only approved exceptions to this rule. Any student who misses an activity due to a church function will not be penalized in any way.

**Classification of Students:**

When a student first enters high school, credit acquisition toward a high school diploma becomes a continuum that begins in ninth grade and ends when a student has earned enough credits and meets all other graduation requirements as determined by the state of North Dakota and school district policies. In order to be considered on track for graduation, by the end of a school year, a student must have earned credits according to the following progression:

- Sophomore = 5.5 credits;
- Junior = 11 credits;
- Senior = 16.5 credits.

For purposes of determining assignment to advisory class at Trenton High School, a student will be assigned according to their graduation year that was established upon entering ninth grade and they will continue with that group through their senior year. This designation does not change any policies or procedures relating eligibility and/or senior privileges.

**Dual Credit Policy:** Students are encouraged to pursue options that will allow them to earn college credit while in high school. However, the following expectations for students will be enforced:

1. Students wishing to take CTE classes must have a 2.0 cumulative GPA the semester prior to enrollment in the Dual Credit class. Students wishing to take non-CTE classes must carry a 3.0 cumulative GPA the semester prior to enrollment in the dual credit class.
2. Dual Credit college classes will be allowed to replace the same or similar course that may be on the master schedule with administrative discretion.
3. Transportation will be provided by the school for CTE classes only.
4. All students enrolled in dual credit classes at any college will be assigned to a teacher for attendance and assignments on days the college does not have class.
5. All expenses required for dual credit classes will be the students' responsibility besides transportation for CTE courses.
6. Dual credit and online classes will not be considered study hall and will not fall under senior privileges.

**Eighteen-Year-Old Students:** All students will be expected to follow school regulations even if they are eighteen years of age or older. This policy will provide consistency and fair treatment to all students.

**Enrollment:** To enter school, a student must be six (6) years of age by midnight on August 1. To enter Kindergarten, a student must be at least five (5) years of age by midnight of August 1. There is an early entrance provision that is rare, so please see the Elementary Principal or Superintendent regarding this.

Documentation of the following is required upon enrollment:

- updated home telephone number and work number of either or both parents,
- two other persons to call in case of emergency.
- a birth certificate is required for all children entering the Trenton School for the first time. There are several reasons for requiring authentic evidence of age:
  - it becomes a part of the permanent record of the school;



- it provides a reliable evidence of age for the purpose of first grade entrance; and
- it provides the exact age necessary in interpreting standardized test results.
- **Immunization Records**  
In accordance with North Dakota law, schools are NOT required to enroll and accept students without proof of up-to-date immunization requirements except for approved exemptions for religious, philosophical or medical reasons. If you have questions regarding the current North Dakota immunization requirements, please contact the school office.

**Food and Beverages:** The use of candy or gum in the classroom is at the discretion of the administration. Snacks such as chips, seeds, other food items that can create messes are not allowed. Water will be the only beverage allowed during the school day in classrooms and it must be in a clear see-through water bottle or container. Flavor additives that change the color of the water are also not permitted. Water next to computers is not allowed at any time. Teachers who permit students to have food items in their classroom are responsible for cleaning up any messes that have been created.

**Four Day School Week:** Trenton School has established a calendar in which students will not be in school more than four days each week. The typical school week will run Monday through Friday, however, there are some weeks when school will meet on a Friday, because of other days being missed during the week (for example, Labor Day is always on a Monday, so there will be school on Friday of the week of Labor Day). Please refer to the school district calendar that is available on the school website or Facebook page.

During most weeks when school meets Monday through Thursday, the school will be open for “Flex Fridays.”

- Grades K-6 - students will be able to engage in fun and educational activities that are not designed to include “new learning” that students will be expected to know and understand for their “regular” schoolwork. Flex Fridays for K-6 students will almost always be optional for students.
- Grades 7-12 - Flex Fridays will largely be used for students who are struggling academically or who have excessive absences from school and are in jeopardy of violating the school district’s maximum absence rule, which could result in class failure and loss of academic credit.
- Students in grades 7-12 will also have some opportunities to work with school staff in areas of interest in a “club” type setting. Such activities could possibly involve robotics, eSports, art, drama, outdoor recreation, and so on. Please note that these enrichment activities would depend on the availability of supervisors and schedules.

**Grading and Testing:** Grade averages are used to decide valedictorian, salutatorian, and honor roll students. Grade averages will be computed as follows:

GPA Values	Trenton School Grading Scale			
A.....4.00	A+ ..... 99-100	B-..... 87-88	D+..... 75-77	
B .....3.00	A ..... 96-98	C+..... 84-86	D..... 72-74	
C .....2.00	A- ..... 94-95	C..... 81-83	D-..... 70-71	
D .....1.00	B+ ..... 92-93	C-..... 78-80	F..... 0-69	
F .....0.00	B..... 89-91			

1. For a semester class, the grade used will be the cumulative grade. If a student fails, the semester no credit will be allowed.
2. Many courses at Trenton High School are year-long courses for scheduling purposes, however most elective courses are semester length (18 weeks). Grades for courses are applied to the student’s official transcript at the end of each semester.

3. All courses that carry a credit value will be used in computing grade averages. If a course (other than band, choir or physical education) is repeated, only the attempt with the highest grade will be used to compute grade point averages and apply credit toward graduation.
4. Semester and final examinations or a significant culminating activity will be given for all courses of instruction offered at Trenton High School with the exception of online courses. The instructor shall determine what relationship will exist between the exam grades and semester or final grades.
5. Study Hall: Students will only be allowed to take one study hall per semester. Online classes are not considered Study Hall; they are content classes.
6. High School Final Exams Information
  - a. Finals fall on the last week of each semester.
  - b. Attendance is mandatory (unless exempted- see “d” below) as this is high stakes testing.
  - c. If the student is absent for a semester final exam, a grade of ZERO will be applied unless:
    - 1) the student has a doctor or court note. The student must arrange for time for testing with the teacher and administrator.
    - 2) the absence is school related and arrangements for testing have been made with the teacher.
    - 3) the student and parent presents other extenuating circumstances to the high school principal for approval prior to testing day. If approved the student must arrange for time for testing with the teacher and administrator.
  - d. Final exam exemption: Any student who has one or fewer absences and/or unexcused tardies in a semester course AND has a “B” average or better in that specific class, may choose to either not take the final exam or not to have the final exam negatively impact the course grade in the final grade for that class with the exception of the following courses in which all students must complete the final exam: Grade 9 - Math, Grade 10 - Biology, Grade 11 - US History, Grade 12 - English 12

**Graduation (High School):** North Dakota Century Code 15-1-21 requires that all students in grades 9-12 must earn twenty-two (22) units (credits) and any other local district requirements in order to earn a high school diploma and be considered a high school graduate. The following is a list of specific graduation requirements that pertain to Trenton High School students in grades 9-12:

**Requirements for a Trenton High School Diploma:**

Semesters of attendance in a regular high school program .....	8 semesters
English/Language Arts .....	4 credits
Mathematics .....	3 credits
Health .....	0.5 credit
Physical Education .....	0.5 credit
Science (Physical Science, Biology, and one science elective).....	3 credits
Social Studies (US History, Problems of Democracy, and one social studies elective).....	3 credits
Choice from Foreign/Native Language, Fine Arts, or Career and Technical Education.....	3 credits
Any additional .....	5 credits
Total credits required for graduation.....	22 CREDITS

**Additional information:**

1. Students who earn high school credits while in middle school will have those credits applied to their high school transcript, but these credits do not count in the accumulation of credits for required courses identified above. For example, if a student takes Algebra I in eighth grade, the credit will be applied to their transcript, but they will still need to complete three credits of math in grades 9-12.
2. Students may not graduate early from Trenton High School, since eight semesters of attendance in a regular high school program are required for acquisition of a diploma.
3. All students in the graduating class having a grade point average over 3.50/4.00 will be recognized as High Honor Students. These students will have a special symbol representing this status next to ~~by~~ their names in the Commencement Program and will receive an honor cord and certificate.

4. All students with grade point averages from 3.00-3.49/4.00 be recognized as Honor Students and will have a special symbol representing this status next their name in the Commencement Program and will receive an honor cord and certificate.

**Graduation (Eighth Grade)**

1. Eighth graders must have passed all courses in order to participate in the graduation activities.
2. Eighth graders must retake any required core eighth grade subject(s) he/she fails before taking that particular subject in high school. Recovering credit(s) by taking online classes may fulfill required prerequisites. This will be at the family's expense and must be approved through the administration.

**Graduation Ceremony:** Participation in the graduation ceremony is a privilege reserved for those seniors who have met all graduation requirements and are in "good standing" on the last day of school. Seniors who have not met all graduation requirements or who are under a school or extracurricular suspension or expulsion as of the last day of school will not be permitted to participate in the graduation ceremony. The cap and gown are considered the official attire for the graduation ceremony. No alterations may be made to the cap and gown, other than school-approved cords and stoles and approved tribal regalia or objects of cultural significance, such as an eagle feather or an eagle plume.

**Hall Passes:** As a general rule, students are expected to attend class regularly and requests to leave class during the period should be strongly discouraged so that the necessary emphasis on learning is maintained. Students will only be permitted to leave class when a teacher permits it and receives the teacher's hall pass. Only one student is permitted to be out of class at a time.

**High School Courses:** Trenton High School has an excellent selection of courses available to students, both in the regular classroom and through online or dual credit options. Student course selections through online sources will, for the most part, be paid for by the school district, however, some courses that are deemed to be targeting strictly student interest areas and not related to a career plan will be paid for by the student. In addition, some courses may require a reasonable "materials fee" to offset the costs of materials for projects that the student will keep when the course is finished.

High school students who fail a required course have the following options related to credit recovery:

1. Take an online credit recovery course through North Dakota Center for Distant Education with the student being responsible for paying any applicable fees. In addition, these courses will be calculated in their GPA and/or counted as part of their eligibility.
2. Use the online program Acellus. If this option is chosen, students will be bound by the timing of a semester's beginning and ending, and progress will be monitored as part of their eligibility.
3. Retake the course that was failed in the following year.

**Infectious Diseases:** Students with infectious diseases such as pink eye, head lice, influenza, impetigo, etc. must stay home from school until they are no longer contagious. Parents are asked to report such illnesses to school personnel. As for lice, upon being nit free, a student may return to school.

**Library:** The Trenton School Library is open ½ hour before school starts and ½ hour after the last bell rings regular school day. A schedule will be created by the Librarian and posted in all classrooms and other appropriate areas. The Library is a center for quiet study, research and reference activities.

Any student sent to the Library with a signed planner is expected to use the Library for the purposes it is intended and to remain in the Library until either the time specified on the signed planner or to within five (5) minutes of the end of the class period sent. The Librarian will sign the planner and the student is then required to return to the issuing teacher with the validated planner.



**Library Materials Use:** Audio-visual equipment may not be checked out of the Library by students at any time! Reference books (i.e. encyclopedias, dictionaries, etc.) may not leave the Library. Students are expected to exhibit appropriate behavior in the Library. Students are to remember that the Library is not an area in this school where talking and socializing are permitted.

**Parking Lot:** Students are reminded that, according to law, the school day begins when one departs for school and until one return from school to their destination (home, work, practice, etc.). Therefore, the students can easily recognize the responsibilities of the school relevant to student vehicular use.

The following provisions pertain to all students who drive a motorized vehicle to school:

1. All student-motorized vehicles must be parked in the paved parking lot south of the school.
2. Students are responsible to park their vehicles in a lawful manner in designated marked spots and are not to block any entrances, parking spaces, or the handicapped parking spaces.
3. All vehicles should be locked, and the key removed as the school district accepts no responsibility for any thefts, nor vandalism, nor other damages incurred by the vehicles or the contents of said vehicles.
4. Students are not to sit in their parked automobiles nor are they to loiter in the parking lot during the school day. (see Building Regulations no. 4)
5. Students are not allowed in the parking lot during the school day without administration approval.
6. Students are not allowed to drive non-licensed ATV's or motorcycles on school property during school hours or after school hours, as well as, when school is not in session.
7. Students and visitors must park in the parking lots during school and after school. This includes students using the basketball courts after hours and spectators of any kind at sporting events. Large crowds of spectators and limited parking space should override this rule.
8. Students may drive their vehicles in and out of the parking lot only during the following times:
  - a. When arriving to or departing from school at the beginning of or at the end of the school day.
  - b. When arriving to school late or departing from school early.
  - c. Seniors with senior privileges may be leaving or arriving at different times of the day depending on their individual schedules.
9. When students are departing for the day, they need to exit on the high school end rather than the elementary exit to make it safer for students loading the busses.

The laws are very specific. The school has responsibility for the student during the school day. Therefore, the student is subject to school regulation the duration of each school day.

**Prom:** Each year the administration works with the Junior Class through its class advisors to prepare for the Prom. Many arrangements must be made. Some of these arrangements include:

- Earning money.
- Seeking support from the community.
- Following up on the details that require long range planning in order to prepare a successful Prom.
- Contracting for music/arranging for payment of.
- Establishing themes and programs.
- Acquiring needed materials.
- Designing and procuring invitations.
- Finding chaperones.
- Decorating.
- Preparing for the banquet.
- Cleaning up after the Prom.

Trenton School believes that the students should have one school event that does not stop a student from attending due to low academic performance. Academics will not apply to the Prom. Major disciplinary offenses will still apply. Prom cannot be attended if a student is currently serving a school suspension or would be serving an athletic suspension under the bylaws of the NDHSAA, even if the student is not participating in a sport at the time.

Students in grades 9-12 may attend and invite a guest in grades 9-12. ALL guests to Prom who are not Trenton High School students must need the following requirements:

1. MUST sign up in the office or with the prom advisor prior to the dance according to the date set by the Prom Advisor.
2. MUST allow a reference check.
  - a. Provide legal ID at the door, i.e. license or state issued ID.
  - b. Students out of high school must furnish two (2) references (one reference must be a former school official or employer).
  - c. Must not have any alcohol or drug related offenses within the current school year.
3. MUST not be more than 20 years of age or more than one year out of high school.
4. Be a student in good standing at another high school.
5. Students leaving prom early will be required to sign out and contact a parent.
6. Students may be asked to blow into an alcohol detection device per administrative discretion.
7. Students will be held to the highest behavioral standards. Any behavior (such as “bumping and grinding” or “dirty dancing”) deemed inappropriate by chaperones will not be tolerated.

**Proper Use of Facilities:** Students may use the school facilities only when supervised by a staff member. Students are not to use the gym floor unless instructed that they may do so and must wear proper footwear.

**Report Cards:** The Trenton School Academic Reporting System will operate as follows:

1. Report cards will be issued quarterly (every 9 weeks).
2. A final examination or a significant culminating activity will be given for each course. The relationship between the final and semester activity and the course or semester grade will be determined and will be announced by the teacher.
3. Students will be advised of the grading system/grading standards to be utilized in each of their courses by their teachers during the first week of each course.
4. Semester grades and required final assessments are the basis for the final course grades.
5. An “I” (incomplete) may be given if the student has not completed the course work or required examination(s). However, this only pertains to work that the student did not have an opportunity to complete in accordance with Rule #4 under ATTENDANCE PROCEDURES in this handbook. An “I” automatically converts to an “F” two (2) weeks after the end of the academic quarter in the event that the outstanding work has not been made up by that time. Exceptions to this must be approved by the Administration.

**Retention** (according to School Board Policy GCAA: Grade Promotion, Retention & Acceleration):

Student progress shall be continually evaluated based on state and local achievement standards., course content standards, and education goals and objectives established by administration and the teaching staff. The school district recognizes that at every grade level, there are differences among students in their intellectual and personal development and that individual students may be more proficient in some content areas than in others. Therefore, assignment of a student to a grade level shall be based on the best educational interest of the student, which shall be determined by using the following criteria:

1. Whether the student has completed course requirements at the presently assigned grade.
2. Whether the student demonstrates proficiency in enough course content areas to warrant promotion.
3. Whether the student has sufficiently met achievement standards and other educational goals/objectives established for the student’s current grade level.
4. Whether the student demonstrates the degree of social, emotional, and physical maturation necessary for successful learning experiences in the next grade level.
5. The decision to promote or retain a special education student shall be made by the Individual Education Program (IEP) team in accordance with applicable law.

Under no circumstances shall a student be retained for the sole purpose of improving the student’s ability to participate in the district’s athletic program.

**Schedule Changes:** The class choices made by students during pre-registration represent commitments they have made. Teachers are scheduled for courses, supplies and textbooks have been purchased, and a master school schedule has been established based on student input. All schedule changes must have prior approval of the Administration before becoming effective. The administration accepts schedule change requests from the counselor, teachers, students and parents on the prescribed form which is available in the Main Office.

Schedule changes are only considered for the essential good they may produce for the student. Students will be permitted three (3) days to enroll in classes at the beginning of each semester. A student who withdraws after two (2) weeks will have the name of the course and a grade of “F” appear on their transcript.

**School Board:** School board meetings are open to students, parents, and public and are encouraged to attend and are held on the third Tuesday of every month unless otherwise posted. The administration should be contacted for advice as to how concerns or issues are considered at school board meetings.

**School Cancellations:** If school is not held because of inclement weather or other Acts of God, attempts will be made to contact local radio (KEYZ), regional television stations via internet postings, as well as the District’s “all call” messaging system, webpage, and social media sites.

If school is not canceled and it might be unwise for some students to attend school because of distance involved, it is then the responsibility of the parents to make the decision as to whether the students should remain within the safety of their home. These absences will be recorded as “excused” or “forgiven” absences and will not count against them for purposes relating to the maximum absence rule (See Rule 2 on page 15). The school’s policy is to remain open if it possibly can.

**School Spirit:** School Spirit may be divided into three categories:

1. Courtesy – towards teachers, fellow students, and other staff members.
2. Pride—in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship—the ability to win and lose gracefully.

**School Trips:** Every student should realize that he/she is affecting the reputation of our School by their actions on school trips. A student who does not demonstrate a concern for our school’s reputation will not be permitted to make school trips. Students may not drive automobiles when participating in out-of-town school trips.

Students must use school provided or school authorized transportation to and from all school sponsored activities if they are representing Trenton School in a capacity other than a spectator. Any student who misses the bus will not play or participate in the activity. The only exception permitted to this transportation rule would be travel with your parent/guardian home from an event. Such arrangements must be made by the parent/guardian in advance by notifying the advisor/coach in person.

Over-night trips may be planned with prior administration approval. Parents must sign a consent form for students to participate.

**Academic Field Trips:** If a student has been a disruption or discipline problem during an academic field trip, he/she will not be allowed to attend any further academic field trips for the remainder of the school year. The student will be required to stay on campus and complete an alternative assignment equal to the grade that would have been received during the field trip.

Students that are academically ineligible cannot participate in School Trips. If the School Trip is curricular or graded the student will be given an alternative assignment. Close Up students will be exempt from the academic eligibility requirement.

**School Visits:** Parents are encouraged to visit the school and see their children in a learning situation. The policy of the School Board on classroom visits is:

1. The office must receive advance notice of the class/classes to be visited. This will be required. Notice may be given by telephone.
2. Visitors must check in at the appropriate office and sign in.
3. An explanation for the visit must be given at the time of checking in at the office.
4. The length of the visit will be established at the time of check in.
5. School visits by students that are not enrolled in Trenton School must have prior approval by the administration and teachers.
6. Meetings with teachers should be scheduled in advance; unless it is parent/teacher conferences.

**Senior Privileges:** Senior Privileges are not inherited but earned! Guidelines for senior privileges are:

1. Only seniors who have earned 15 or more credits are eligible for Senior Privileges.
2. Seniors must maintain a semester and nine-week grade of at least a “C- “(78%) in all classes to be eligible for privileges. Grades will be checked weekly in conjunction with eligibility. Privileges will be lost until the next eligibility period and grades are brought up to a “C- “(78%).
3. Seniors who fail a course:
  - a. During the first semester will not have privileges during the 3rd nine-week grading period. If at that time, the student is receiving a “C- “(78%) or better in all classes, he/she may have privileges.
  - b. Seniors who fail the 1st quarter will not have privileges during the 2nd nine-week grading period. If at that time, the student is receiving a “C- “(78%) or better in all classes, he/she may have privileges.
  - c. Seniors who receive a “D” (+ or – grades included) for a first semester grade, will not have privileges for the first 4 ½ weeks of the 3rd nine-week grading period. If at that time, the student is receiving a “C- “(78%) or better in all classes, he/she may have privileges.
  - d. Seniors who receive a “D” (+ or – grades included) for a first quarter grade, will not have privileges for the first 2 ½ weeks of the 2nd nine-week grading period. If at that time, the student is receiving a “C- “(78%) or better in all classes, he/she may have privileges.
4. When a senior has been absent for more than 5 full school days or 40 class periods per quarter they cannot have senior privileges until the start of a new quarter.
5. Any suspicious absences/truancy may result in the loss of privileges (applies to senior privileges only).
6. All tardiness during the current quarter will be dealt with as follows:
  - a. 1st Offense=Warning and student phone call to the parent.
  - b. 2nd Offense=Loss of privileges for 1 week and student phone call to the parent.
  - c. 3rd Offense= Loss of privileges for 2 weeks student phone call to the parent.
  - d. 4th Offense= Loss of privileges for the remainder of the semester and student phone call to the parent.
7. Any violation of Policy FFA “Student Alcohol Drugs”, and serious violations of Policy FF “Student Conduct and Discipline” will result in the permanent loss of privileges.
8. Any senior suspended for disciplinary reasons at any time during the year will not be eligible for privileges.
9. Seniors are allowed to leave campus during scheduled study halls and during noon hour. Students must report to their study hall and sign out at the front office prior to leaving campus.
10. The administration and/or school board reserves the right to revoke privileges at any time.
11. Senior privileges start when the first eligibility list takes effect.

**Student Council:** The Student Council is the “official” student organization empowered to provide student input to School Board member, school administrators and the faculty. At the beginning of each school year and prior to the September School Board meeting, the Student Council will submit bylaws by which the Council will be run to the School Board for approval.

The Student Council is the “official” student organization empowered to provide official student input to School Board members, administration, and faculty. At the beginning of each school year, the Student Council will create and approve bylaws by which the Council will be run and submit to the School Board prior to the September School Board meeting for approval. The Student Council’s strength will continue so long as serious-minded students continue to participate in their activities. The administration maintains a very positive attitude towards Student Council as some excellent contributions to the management of Trenton High School have

originated with this group.

Student Council is composed of students, in the High School of grades 9-12, and in the middle school of students in grades 7-8, who are elected and meet the requirements set forth by the student council advisor. Class representatives are elected by individual classes, the Student Council Vice President is elected within the Student Council organization. The elected Vice President then becomes the President the following year.

**Textbooks:** School textbooks are loaned to students as part of an education offered to students at public expense. Students are responsible for the safe keeping of textbooks loaned to them. In the event that a textbook is not returned or is returned in a significantly worsened condition than when issued, the student will be required to pay a reasonable replacement cost. This replacement cost should be consistent from teacher to teacher and subject area to subject area.

Textbook Etiquette will be handled as followed:

1. The student must understand that the textbook is borrowed property and should be returned in the condition it was in when it was given to the student.
2. An inventory list must be kept by the teacher.
3. All textbooks must be signed by the student that is using it.
4. The teacher must witness the signature.
5. Students must use their own textbooks.
6. Loose leaf papers must be stored in a separate folder. Too many papers in a book break the binding.
7. Documentation of the condition of the textbook must be kept by the teacher. A textbook is good for 10 years. Each 2.5 years, with normal wear and tear, it should be downgraded from Excellent, to Good, to Fair, to Poor. Following this logic, a textbook will naturally downgrade:
  - a. From Excellent to Good at the end of the 3rd year or start of 4th year.
  - b. From Good to Fair at the end of the 5th year or start of the 6th year.
  - c. From Fair to Poor at the end of the 7th year or start of the 8th year.
8. There will be a list kept in the office of students who owe to replace textbooks. Parents will be billed, and grades/diplomas will be withheld until the fines are paid.

**Transcripts:** One of the official functions of a high school is to provide certified, raised seal academic transcripts to institutions of higher learning or other official agencies to certify student's learning experiences. Federal law requires that the sending of academic transcripts be authorized in writing by the student (or parent if student is under 18 years of age) prior to the making of such disclosure. Students who wish to have a transcript copy released should contact the Administrative Secretary for this service.

**Trenton Honor Society:** Trenton High School students can qualify for membership in the Trenton Honor Society, which is affiliated with the North Dakota Association of Honor Society. Qualifications include:

1. Scholarship: Students must maintain a 3.00/4.00 cumulative academic average.
2. Service: All potential members must submit a list of their service activities to the selection committee. Each student must have been involved in at least three (3) service projects. Out of school projects are also considered. Dedication to service must continue throughout students' membership to Trenton Honor Society.
3. Leadership: Potential members also include leadership activities. Members must have held at least 1 elected office & must belong to 2 or more school organizations.
4. Character: Teachers are asked to evaluate the potential candidate's character based on the following criteria:
  - Integrity: No recorded incidents of cheating or intentional dishonesty.
  - Positive Behavior: No record of skipping classes or of knowingly violating school regulations. No record of civil offenses within the community.
  - Cooperation: Willing to assist classmates, faculty members, etc.
  - Ethics: Wants to do the "right" thing in most situations.



- For any character infractions (major offenses) the advisory committee will reconvene to determine the continued membership of said student.
- Underclassmen who are members of Honor Society will be selected to escort the graduates and assist at Commencement ceremonies.

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

## **Section IX – Required Policies for Publication**

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### **Policy ABCC: Wellness Policy**

#### **District Wellness Committee**

The Board shall form a District Wellness Committee to develop the wellness policy and perform additional duties described. The Board encourages parents, students, school food service representatives, teachers of physical education, school health professionals, school board members, school administrators, and the public to participate in the development, implementation, and periodic review and update of the school wellness policy.

The District Wellness Committee shall determine the best methods for these individuals and groups to participate in meetings and shall provide information about the participation processes to others using appropriate, effective, and cost-efficient methods.

The District Wellness Committee shall meet to develop a plan for implementing the wellness policy in each school. The implementation plan shall delineate roles, responsibilities, and timelines specific to each school and set goals and objectives in accordance with the requirements of this policy.

The District Wellness Committee shall work with the Superintendent to evaluate each implementation plan. The Superintendent shall designate one individual per school building to ensure building-level compliance with this policy. The name of each designee must be listed in administrative regulations (see ABCC-AR.) Each designee shall collect, summarize, and report evaluation data to the committee.

At least once every three years, the District Wellness Committee shall conduct an assessment of the wellness policy and comply with all reporting requirements mandated by federal law. The District Wellness Committee shall provide the assessment to the Board and disseminate it publicly on the districts website.

The District Wellness Committee may recommend amendments to the wellness policy for Board consideration, based on the results of the assessment; changes in District priorities; changes in community needs; changes in wellness goals; advances in health science, information, and technology; new federal or state guidance; or the issuance of new standards or regulations.

Annually, the District shall disseminate the wellness policy to staff, students, parents, and the public. The District shall also inform parents regarding improvements that have been made to school meals and compliance with school meal standards, the availability of child nutrition programs and how to apply; as well as the USDA Smart Snacks in Schools nutrition standards.

The District shall retain all wellness policy records mandated by federal law.

#### **Physical Activity**

In addition to state standards and mandates<sup>1</sup> related to physical education, the District should strive to make opportunities available for students to be physically active.

The goals of physical activity programs must be to:

1. Develop students' knowledge and skills necessary to perform a variety of physical activities;
2. Assess, maintain and improve personal fitness;
3. Regularly participate in physical activity;
4. Understand the short- and long-term benefits of physical activity; and
5. Value and enjoy physical activity as an ongoing part of a healthy lifestyle.

Students with disabilities and other special health needs may participate as fully as possible in physical education and other school physical activity programs. Teachers and other school personnel shall not withhold opportunities for physical activity (e.g., recess, physical education class) as punishment.

**[The District has implemented regulation ABCC-AR2, which contains additional programs and guidelines the District uses to promote physical activity.]**

#### **Nutrition Education and Promotion**

The District shall teach, model, and support healthy eating in grades K-12 through the curriculum and through other promotional methods. The District should strive to:

1. Educate teachers and other staff members responsible for nutrition education (e.g., provide training regarding the Dietary Guidelines for Americans and how to teach them);
2. Identify and implement methods to educate family members about district nutrition standards and goals as well as involve them in program development and implementation.



3. Integrate nutrition education into core curricula that is aligned with state standards and requirements;
  4. Include developmentally appropriate, culturally relevant and participatory activities in the nutrition curriculum;
  5. Emphasize caloric balance between food intake and physical activity
  6. Provide students with the knowledge and skills necessary to promote and protect their health;
  7. Promote fruits, vegetables, whole-grain products, low-fat dairy products, healthy food preparation methods, and accurate portion sizes; and
  8. Promote healthy food and beverage choices for all students as well as encourage participation in school meal programs.
- Nutrition promotion must be implemented through the use of evidence-based healthy food promotion techniques (e.g. Smarter Lunchroom techniques<sup>2</sup>). All foods and beverages offered to students during the school day must meet or exceed the USDA Smart Snacks in Schools nutrition standards.

The District Wellness Committee may develop a list of activities that will help the District achieve the above goals.

#### **Other School-Sponsored Activities**

The District shall seek to promote the physical activity and nutrition goals of this policy through other activities that are practical, implementable, and within district budgetary and statutory parameters. The goals of these other activities shall reinforce the nutrition promotion, nutrition education, and/or physical activity goals set forth above. Activities implemented under this provision may be offered to students, parents, and/or district staff.

The District Wellness Committee may develop activities and programs that will help the District achieve its goals. Such activities and programs may include before-school and after-school physical activities, active transport programs, staff wellness programs, staff professional development programs related to wellness, alternatives to using food as rewards, healthy celebration/party ideas and fundraisers, as well as community partnership programs.

#### **Nutrition Standards**

The District shall comply with applicable nutrition standards established in federal regulations for all reimbursable meals, e.g., the National School Breakfast and Lunch program.

The District shall comply with applicable nutrition standards established in federal regulations for all competitive foods and beverages sold on school grounds during the school day to students (see USDA [Smart Snacks in Schools](#) nutrition standards).

Except as otherwise provided, all foods and beverages provided for celebrations, for snacks, or as rewards, or sold for fundraising by the District, should be selected judiciously, taking into consideration the nutritional value of the food being served, the goals of this policy, and the frequency of use.

#### **Exception to Competitive Food and Beverage Sales**

Each school year, schools within the District may hold up to three fundraisers that do not comply with federal nutrition standards for competitive food and beverage sales. The Superintendent shall develop rules for requesting and receiving approval to hold fundraisers under this exception. The fundraiser may occur during school hours, but not during school meal times.

Standards for competitive food and beverage sales do not apply to foods and beverages sold off school grounds and foods and beverages sold on school grounds more than 30-minutes after the school day until midnight of the next school day.

#### **Hydration Standards**

To promote hydration, unflavored drinking water that is free must be made available to all students throughout the school day and throughout every school. The District shall make drinking water available where school meals are served during mealtimes.

#### **Marketing**

The District permits marketing and advertising of only those foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards. These standards do not apply to foods and beverages sold off school grounds.

#### **Qualifications and Training**

The District must comply with any applicable hiring requirements under federal regulations for new hires in the food service program. They must also comply with the annual training requirements under federal regulations for all food service personnel (see ABCC-E).

Complementing NDSBA Templates (may contain items not adopted by the Board)

- ABCC-AR, Building-Level Wellness Policy Coordinators
- ABCC-AR2, Physical Activity and Recess Regulations
- ABCC-E, Hiring & Training Requirements for Food Services Staff
- BBBB, School Board Committees
- BDA, Procedure for Adopting Board Policy
- BDBC, Citizens' Advisory Committees
- FGDB, Student Handbooks
- IB, Food Service Program
- IB-E2, DPI Requirements & Guidelines for Adult Meals
- IB-E3, Foods of Minimal Nutritional Value

## Policy ACF: Whistleblower Protections Policy: Prohibition Against Harassment

### Protections: Employees

The Eight Mile School District prohibits and will not tolerate any form of reprisal, retaliation, or discrimination (including, but not limited to: discharge, discipline, threats, or penalizing compensation, work conditions, location, or privileges of employment) against any employee because s/he:

1. In good faith, made or intends to make a report that the School Board, school employee, or an entity/person with whom the District has a business relationship has violated federal, state, or local law/administrative rules or school district policy through practice, policy, act, or omission;
2. Participates in an Eight Mile School District-related investigation, hearing, or inquiry; or
3. Refused to carry out a directive that the employee believes is a violation of state or federal law, rule, or regulation or poses a substantial or specific danger to public health and safety provided the employee has an objective basis for that belief and informs the employer that the directive is being refused for that reason.

### Protections: False Claims Act (FCA)

The District shall comply with the FCA and prohibits any district employee, contractor, or other district agent from knowingly submitting or causing the submission of a false or fraudulent claim to the federal government in the district's name. The District will not tolerate any form of reprisal, retaliation, or discrimination (including, but not limited to: discharge, discipline, threats, or penalizing compensation, work conditions, location, or privileges of employment) against any employee, contractor, district agent, student, community member because s/he filed a complaint in good faith under FCA against the District and/or any of its employees, contractors, or agents.

### Protections: Students & Community Members

The District will not tolerate any form of reprisal, retaliation, or discrimination against a student and/or community member because s/he, in good faith, filed a complaint against the District (or a district employee, contractor, or agent) under district policy or when authorized by law. Furthermore, the District will not tolerate any form of reprisal, retaliation, or discrimination against a student and/or community member because s/he participates in a district-related investigation, hearing, or inquiry.

### Grievance Procedure

Anyone covered by the above protections who reasonably believes that this policy has been violated by a district employee, contractor, or other authorized district agent may file a grievance in accordance with the district's applicable complaint or grievance policy. In the absence of policy, or if policy is not applicable given the nature of the grievance, the individual should report to the Superintendent who shall investigate. If a grievance under this policy concerns the Superintendent, Business Manager, or a school board member, the complainant should report to the Board President or Board Vice President (if the report concerns the Board President) who shall investigate.

Grievances not otherwise covered by deadlines in the applicable district policy must be reported within 180 calendar days unless state or federal law specifies otherwise.<sup>1</sup> Failure to timely present the grievance shall be deemed a waiver of the grievance. Investigations of grievances filed under this policy shall be completed within 60 days unless the investigator documents in writing reasonable cause for extending this investigation deadline. Upon completion of the investigation, the investigator shall issue his/her findings to the complainant in a written report.

Complainants may also report grievances under this policy to the state agency with jurisdiction over the subject of the grievance (e.g., ND Department of Labor or ND Department of Public Instruction), the appropriate federal agency<sup>2</sup>, and/or, if applicable, law enforcement.

If necessary, the Superintendent or the Board President/Vice President may take reasonable steps to protect the complainant from retaliation during and/or after the investigation. Reports of suspected employee impropriety under this policy shall be treated as confidential to the extent permitted by state law on administrative investigations of school personnel. All individuals involved in an investigation shall be advised to keep information about the investigation confidential and should be advised of the protections contained in this policy.

### Policy Violation Consequences

Any employee, district contractor, district agent, or student who is found to have engaged in any of the prohibitions contained in this policy may be subject to disciplinary action including, but not limited to, dismissal or expulsion in accordance with applicable policy and law.

### Prohibition of False Claims

The District may take appropriate disciplinary action against a district employee, contractor, and/or other district agent and/or may take legal action against anyone who knowingly files a false claim of reprisal, retaliation, or discrimination under this policy.

### Notice of Policy

Each employee, contractor, volunteer, school board member, and student should receive a copy of this policy and should sign a statement verifying his/her receipt and understanding of this policy.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- DE, Staff Code of Conduct

## Policy FCAF: Concussion Management

The District shall comply with the concussion management program requirements contained in law (NDCC 15.1-18.2). The District has placed concussion signs and symptoms; removal from practice, training, and/or game requirements; return to play requirements, and staff, student, and parental training requirements in administrative regulations (FCAF-AR). **These regulations shall be published in staff and student handbooks.**

The Board has also established the following definitions and requirements for the purpose of implementing the concussion management program law.

### Definitions

Law requires that all school-sponsored and sanctioned athletic training, practices, and games be governed by a concussion management program. The District has developed the following definitions for purposes of determining what constitutes athletic sponsorship and sanctioning:

- *School-sanctioned athletic activity* is a sport that:
  - a. Is not part of the district's curricular or extracurricular program;
  - b. Is established by a sponsor to serve in the absence of a district program;
  - c. Receives district support in multiple ways (i.e., not school facility use alone);
  - d. Requires participating students to regularly practice or train and compete.
  - e. The District has officially recognized through board action as a school-sanctioned activity.

The Board shall make all sanctioning decisions on a case-by-case basis, based on the criteria in this paragraph. As a condition of receiving school sanctioning, sponsors of the athletic activity shall agree to comply with this policy and the concussion management law. This includes agreeing to provide appropriate training and providing appropriate information to parents and students as required by law. The sponsor shall provide to the District documentation certifying that this training has occurred and students/parents have viewed required informational material on concussions prior to beginning the activity.

- *School-sponsored athletic activity* is a sport that the District has approved through policy or other board action for inclusion in the district's extracurricular program, is controlled and funded primarily by the District, and requires participating students to regularly practice, train, and compete.

### Removal Decisions

Under the concussion management law, the District is authorized to designate removal-from-play authority to individuals who have direct responsibility for student athletes during practice, training, and/or games if a student reports or exhibits a sign or symptom of a concussion. The **Athletic Director** shall make this determination, and the **Athletic Director** shall ensure that such designees are aware of this responsibility and have undergone appropriate training in accordance with law before commencing duties.

Law also authorizes licensed, registered, or certified healthcare providers whose scope of practice includes recognition of concussion signs and symptoms to make removal decisions. The **Athletic Director** may consult with medical personnel to determine who has such credentials and who would be willing to assist in this regard. The District must compile a list of such individuals, which may be provided to all coaches. This measure in no way guarantees that a healthcare provider trained and credentialed in accordance with law will be present at athletic training, practices, and/or events nor shall the voluntary creation of this safety precaution be construed to create or assume any potential liability under local, state, or federal law or regulation.

High school students and minors who serve as coaches or officials are encouraged to work with an adult who has removal from play authority prior to removing a student from play.

If two or more individuals with removal-from-play authority disagree on whether or not a student must be removed, the determination must be made in the interest of the student's safety, meaning that the student shall be required to sit out and comply with return-to-play requirements contained in law.

### Return to Play

The Board designates the **Athletic Director** to receive return-to-play documentation from a healthcare provider. This designee shall review the documentation, determine if the healthcare provider has placed any conditions on return to play, contact the healthcare provider for any necessary clarification on the authorization document, and communicate such information to applicable coach(es) and assistant coach(es). This designee shall also file return-to-play authorization documents in the student's educational record. This documentation must be retained for seven years after the student's enrollment or six years after a student turns 18, whichever is later.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- FCAF-AR, Concussion Management Program
- FCAF-E1, Concussion Management Removal From Play Authority
- FCAF-E2, Return to Play Acknowledgement Form

## Policy FFA: Student Alcohol & Other Drug Use/Abuse

### Philosophy

The Eight Mile School District shall strive to provide a learning environment that is safe, drug free, and conducive to learning. This policy is designed to help eradicate the influence of drugs and alcohol within the school environment, promote awareness and health, and protect students in the school environment by imposing consequences for drug and alcohol related violations.

### Prohibited Activities

It shall be against school policy for any student to:

1. Sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or sell, deliver, or give, or attempt to sell, deliver, or give to any person substances the student represents or believes to be a substance(s) listed in this policy.
2. Possess, procure, purchase, or receive, or to attempt to possess, procure, purchase, or receive the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy. A student will be determined to be "in possession" when the substance is on the student's person or in the student's locker, car, handbag, or when s/he owns it completely or partially.
3. Be under the influence of (legal intoxication not required), use, consume, or attempt to use or consume the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.
4. Knowingly or intentionally aiding or abetting in any of the above activities.

This policy applies to any student who is on school property, who is in attendance at school, at a school-sponsored activity, or whose off-campus conduct is reasonably predicted to substantially disrupt the operations of the District, district safety, or welfare of students or employees.

### Prohibited Substances

1. Alcohol, powdered alcohol, or any alcoholic beverage.
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant or depressant, and all other illicit drugs.
3. Any glue, aerosol paint, or any other chemical substance used for inhalation.
4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, "no-doze" pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants, sports or muscle-building supplements, and sleeping pills not administered and/or taken with appropriate consent and authorization from parents, school administration, and, if applicable, a health care provider.

The District has a separate policy dealing with tobacco use.

### Reporting Violations

A student or staff member that has reason to believe that a student has violated this policy should notify a school official (i.e., a teacher or administrator if the reporter is a student; a school administrator if the reporter is a district staff member). Except in limited circumstances under law,<sup>1</sup> a teacher is required to report known or suspected violations of this policy to the school principal or Superintendent.

### Violation

When a principal/Superintendent has reasonable suspicion that a student has violated this policy, s/he may search the student in accordance with the district's policy on searches of students' personal property.

Such searches shall not include referral for mandatory alcohol/drug testing.

Disciplinary sanctions will be imposed on, and additional actions may be taken (as listed below) in response to, any violation of this policy. These sanctions may include suspension or expulsion, intervention (as described below), and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities.

### Intervention

It is acknowledged that the public school has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependency; however, when observed behavior indicates that a problem exists that may affect the student's ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. The Superintendent shall develop a procedure for chemical dependency identification and referral for treatment.

Referral for treatment shall be a constructive not punitive action; however, use of the treatment program shall not override or prohibit the District from taking disciplinary action for violations of this policy.

The school will make a reasonable effort to cooperate with a therapy program if one is recommended for the student. The Board believes that if a student is involved in a chemical dependency program and is successfully addressing his/her harmful involvement with chemicals, s/he may continue in the regular school setting and continue to participate in any extracurricular program unless participation is in conflict with rules and regulations set forth by the Board and the North Dakota High School Activities Association and/or the student has been suspended or expelled as a result of a district policy violation.

The school may, through the use of available resources, provide follow-up counseling and supportive assistance to those students who return after successfully completing a therapeutic regimen, realizing that the student may need assistance in dealing with other environmental factors beyond the school's control which may remain unchanged.

### Confidentiality

The District shall maintain the confidentiality of students referred for counseling and chemical dependency treatment in accordance with the district's policy on counseling records.

### Education

The District will teach about drugs and alcohol in an age appropriate developmentally based education and prevention program in every grade in accordance with law. This program will include information about drug and alcohol counseling and rehabilitation programs available to the students.

In addition, the District will conduct staff orientation and training on drug and alcohol prevention, including a periodic overview of this policy and its procedures for implementation. The District will also provide parent and community education on the topic of drug and alcohol prevention.

#### **Policy Implementation**

Student handbooks shall contain a statement of sanctions required concerning the possession, use, or distribution of drugs and/or alcohol.

The Eight Mile School District will review this policy and its implementation periodically to ensure that disciplinary sanctions are consistently applied and to determine the effectiveness of the program for the prevention of alcohol and other drug use/abuse.

Each building administrator will annually conduct inservice training sessions for school district employees, which will include a review of this policy and procedures for implementation thereof. In the event an employee is unable to attend such inservice sessions, the administrator will cause this policy to be individually reviewed with such employee.

The building administrator will maintain a list of all employees with whom this policy has been reviewed, whether individually or through inservice training, along with the dates of such review or training.

In addition, student handbooks will be used to inform students that the use of alcohol and other drugs is wrong and harmful and is not permissible. Students, employees and parents will be given a copy of the standards of conduct and the statement of sanctions required concerning the possession, use or distribution of illicit drugs and alcohol.

Compliance with these standards of conduct is mandatory. The handbook will include a form for parents to sign and return indicating that the information in the handbook has been received and read by the student and the parents. Each principal will maintain a file of returned forms.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- ABBA, Tobacco Free School & Workplace
- FFA-AR, Alcohol & Other Drug Intervention Procedure
- FFE, Extracurricular Participation Requirements
- FFK, Suspension & Expulsion
- FFK-BR, Suspension & Expulsion Regulations
- FGAA, Student Counseling & Guidance Records & Confidentiality
- FGCB, Searches of Students & Students' Personal Property
- FGDB, Student Handbooks

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## **Policy FFK: Suspension and Expulsion**

#### **Definitions**

For the purposes of this policy:

- *School property* is defined as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, including those owned and leased by the District, and the site of any school-sponsored activity.
- *Suspension* includes in-school suspension from classes as well as out-of-school exclusion from school classes, buildings, grounds, and activities.

#### **Suspension/Expulsion Authority**

The Board hereby delegates to the Superintendent and each principal the authority to deal with disciplinary problems in his/her school, including suspension and recommendation for expulsion of a student. Suspension shall not be imposed beyond the maximum duration permitted by law.

The Board designates the Superintendent to serve as the hearing officer for expulsion hearings unless not qualified to serve as defined in board regulations. In such cases, the Board shall appoint an alternative hearing officer. The hearing officer may expel a student for conduct that violates this policy after providing notice and a hearing as set forth in board regulations. When the hearing officer is someone other than the Eight Mile School Board, the student may seek a review of the hearing officer's expulsion decision by the Board based on the record of the hearing.

Expulsion shall not be imposed beyond the maximum duration permitted by law.

#### **Conduct Subject to Suspension/Expulsion**

Conduct, including but not limited to the following, exhibited while on school grounds, during a school-sponsored activity, or during a school-related activity is subject to suspension or expulsion:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property;
3. Causing or attempting to cause physical injury to another person except in self-defense;
4. Possessing or transmitting any firearms, knives, explosives, or other dangerous objects or weapons;
5. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
6. Disobedience or defiance of proper authority;
7. Behavior that is detrimental to the welfare, safety, or morals of other students;
8. Truancy;
9. Offensive and vulgar language when it is obscene, defamatory, or inciteful to violence and disruptive of the educational process;

10. Threats of violence, bomb threats, or threats of injury to individuals or property;
11. Any student behavior that is detrimental or disruptive to the educational process, as determined by the principal.

Copies of these rules shall be posted in a prominent place in each school and shall be published in student handbooks.

#### **Suspension or Expulsion of Students with Disabilities**

Suspension or expulsion of students with disabilities must comply with the provisions of the Individuals with Disabilities Education Act.

The District is not required to refer a regular education student who has been suspended or expelled for violation of school rules and/or district policy for special education assessment and evaluation to determine if such a student might have a disability. A suspended regular education student is not entitled to reinstatement to classroom and campus privileges pending any assessment and evaluation that is to be made during the term of the student's suspension.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- FGDB, Student Handbooks
- FFK-BR, Suspension & Expulsion Regulations
- FFK-E1, Suggested Procedure for Conducting an Expulsion Hearing
- FFK-E2, Suspension & Expulsion of Special Education Students

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## **Policy FFK-BR: Suspension and Expulsion Regulations**

### **Suspension**

Suspension involves either in-school suspension or the dismissal of a student from school classes, buildings, and grounds. Suspension shall not be for more than maximum duration allowed by law. The parent(s) of the student are to be notified promptly by the school principal that suspension has been issued. The authority to determine whether or not a student shall be suspended rests with the principal or Superintendent and can be exercised AFTER the student is given:

1. Oral or written notice of the charges against him/her.
2. An explanation of the evidence against him/her.
3. An opportunity to present his/her side of the story.

There need be no delay between the time notice is given and the conduct of the above procedure. In those cases where a student's presence poses a continuing danger to persons or property or any ongoing threat of disrupting the educational process, the student may be immediately removed.

### **Expulsion**

Expulsion shall not be for more than the maximum duration permitted by law and the District shall follow the procedure for conducting an expulsion hearing contained in state law. If the student involved has a disability, see the exhibit on suspension and expulsion of students with disabilities.

The responsibility of the school may not end with expulsion. The guidance department may notify other appropriate agencies when a student has been expelled.

### **Expulsion Pre-Hearing Notice to Student**

The student and the student's parent shall be provided with the following notices, prior to the expulsion hearing outlined below:

1. **Notice of Charges:** The specific charges against the student shall be stated clearly enough for the student and the parent to understand the grounds of the charge and to be able to prepare a defense.
2. **Notice of Hearing:** The date of a hearing, which shall be within a reasonable time not to exceed ten school days, if the student is currently under suspension, unless a postponement is requested or agreed to by the parent.
3. **Presenting Evidence:** A student may present witnesses or documentary evidence to rebut the charges against the student.
4. **Notice of Right to Adult Representation:** The right to be represented and/or assisted at the hearing by a lawyer or other adult at the student's expense shall be explained. A parent or guardian who is unable to attend the hearing may provide written designation of another adult to assist the student in the parent's absence.

### **Conducting Hearings for Expulsion**

1. **Nature of the Hearing:** The hearing is not a court proceeding and should not be referred to or conducted as such. There are no specific rules of evidence or procedure that must be followed. The intent of the hearing is to determine whether the reasons offered for the proposed expulsion are supported by the evidence. The evidence offered at the hearing should be directed toward attaining the truth and shall include an opportunity for the presentation of evidence as to the existence of mitigating circumstances.
2. **The Hearing Officer:** The student is entitled to an impartial hearer of facts. If the school board has designated a hearing officer, the hearing officer may conduct the hearing unless s/he is biased or prejudiced against the student or was directly involved with the incident at issue. If the hearing officer is not qualified under this rule, another hearing officer should be called upon to conduct the hearing.
3. **Representation of the Student:** There is no requirement that the student must have representation at the hearing; however, if the student or his/her parent(s) request that s/he be represented by an attorney at the student's expense, the request must be granted. The school may choose to involve the parents in the disciplinary proceedings from the outset.
4. **A Recording of the Hearing:** A record of the hearing should be made to substantiate that the required elements of procedural due process were afforded the student. This can be accomplished by several methods. The preferred method of recording is tape recording or court reporter transcription of the entire proceeding. All evidence that is introduced in the form of written documents should be marked so as to identify the origin and order of introduction (e.g., School Exhibit 1, 2, 3, and Student Exhibit 1, 2, 3). All records of a hearing should be kept at least six years after the expelled student reaches the age of 18 years.
5. **Open or Closed Hearing:** Since an expulsion hearing before a designated hearing officer or the school board is subject to the Family Rights and Privacy Act (FERPA) the hearing shall be closed unless the parent/eligible student waives their rights under FERPA in writing.
6. **Witnesses in the Room:** At the request of the school representative or the student or his/her parents, witnesses may be excluded from the room except when offering testimony. The hearing officer should make this option known at the beginning of the hearing, before any evidence is presented. At no time may the student or his/her parent or representative be excluded from the room.



7. **Cross-Examination:** The hearing officer should permit cross-examination if any circumstances indicate that it is necessary in order to reach the truth or to otherwise conduct a hearing, which is fundamentally fair.
8. **Sworn Witnesses:** Witnesses should be given an oath or affirmation before offering testimony.
9. **Evidence:** If, at the conclusion of the hearing, the reasons given for the proposed expulsion are supported by the evidence offered at the hearing, the student may be expelled. The action of the student does not have to be proven beyond a reasonable doubt as in a criminal trial, but the action must be supported by the evidence. There must be evidence presented upon which the hearing officer can conclude that the student did do the alleged acts. In determining whether there is evidence to support an expulsion, the hearing officer may take into consideration only that evidence presented at the hearing.
10. **Making the Decision and Giving Notice to the Parties:** After the hearing, the hearing officer decides whether to expel a student. The hearing officer has the responsibility of promptly informing the student, his or her parents, the student's counsel, or his or her representative in writing of the decision. The decision must be specific enough so that a reasonable person can be advised of the finding and basis for the decision to expel. The decision should also contain information on how to appeal to the Board, if the Board did not serve as the hearing officer.
11. **Appeal to School Board:** Except when the Board served as the hearing officer, an appeal of the hearing officer's decision may be made to the Board based upon a review of the record of the expulsion hearing. This decision should be reviewed at the next regular meeting of the Board, except when good cause is shown for calling a special meeting for that purpose. Since the expulsion will affect or become a part of the student's educational record, the appeal hearing before the Board will be in executive session unless the parent/guardian signs a written waiver of their rights under the Family Educational Rights and Privacy Act.

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## ANNUAL NOTIFICATION OF ASBESTOS CONTAINING MATERIALS

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the fall of 2018, the Eight Mile Public School District performed inspections of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in the school administrative office since that time.

The EPA requires re-inspections of the asbestos materials to be performed every three years. An accredited Inspector/Management Planner from Badlands Environmental performed the re-inspection of the district in April 2023 and issued a report regarding the results. There were no significant changes in the condition of the remaining asbestos.

Badland Environmental Service has been contracted to provide environmental services, which includes maintaining compliance with Federal regulations regarding asbestos and other regulated environmental concerns. All asbestos containing materials the Eight Mile School District are in good condition and will continue to be managed in place, as recommended by the accredited Management Planner. The results of the re-inspection as well as the last 6-month surveillance are on file in the "Management Plan" in the school's administrative office. Everyone is welcome to view these anytime during normal school hours, M-F, 8:00 a.m. to 4 p.m. Our Asbestos Program Manager, Superintendent Matt Schriver, is available to answer any questions you may have about asbestos in our buildings at 701-774-8221 or you may contact James McGuire, Badlands Environmental, at (701) 223-7335. The Eight Mile School District School Board and Administration are intent on not only complying with, but exceeding federal, state and local regulations in this area. We plan on taking whatever steps are necessary to insure your children and our employees have a safe and healthy environment in which to learn and work.

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## NOTIFICATION OF TITLE VI, TITLE IX AND SECTION 504 POLICIES

YOU ARE HEREBY NOTIFIED that the Eight Mile School District ensures equitable access to, and participation in, Federally-assisted programs for students, teachers, and other program beneficiaries with special needs. District policy states that it will not discriminate on the basis of race, national origin, age, sex, handicap, or disability in its educational programs, activities, and employment policies or admissions policies and practices as required under Title VI, Title IX, Section 504, and the Americans with Disability Act of 1990.

YOU ARE FURTHER NOTIFIED that inquiries concerning the application of the above may be referred to:

Matt Schriver, Superintendent      OR  
Eight Mile School District #6  
PO Box 239 Trenton, ND 58853  
Phone: 701-774-8221

Office of Civil Rights Chicago Office  
U.S. Department of Education  
Citigroup Center  
500 W. Madison Street, Suite 1475 Chicago, IL 60661-4544  
Phone: 312-730-1560; Fax: 312-730-1576; TDD: 800-877-8339  
Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

The superintendent has been designated as the person responsible for coordinating the efforts of the Eight School School District #6 to comply with and carry out its responsibilities under Title VI, Title IX and Section 504, including the investigation of complaints alleging noncompliance.

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