



2020-2021
Student Handbook
Midkota High School

81 School Avenue
Glenfield, ND 58443
Telephone: 701-785-2126
Fax: 701-785-2126

School Website – www.midkotaschools.com

“Like” our Facebook Page - Midkota Public School

PowerSchool Website:
<https://midkota.ps.state.nd.us/public/>

MISSION STATEMENT:

*Educating students to be accountable, competent, and confident
as they pursue their passion in an ever-changing world.*

School Board

Joel Utke – President
Louis Halvorson Preston Hoffman Shian Hoyt Laura Kulsrud Veronica Vollmer – Vice President Bobbi Hoffman

Administration

| | | |
|-------------------|-------------------------------|--|
| Sara Bilden | Superintendent | Sara.bilden@k12.nd.us |
| Richard Danielson | Principal/Activities Director | Richard.Danielson@k12.nd.us |
| Nikki Boote | Business Manager | Nikki.Boote@k12.nd.us |
| Iris Brandt | Vocational Counselor | Iris.Brandt@k12.nd.us |
| Stacy Adrian | Counselor | Stacy.Adrian@k12.nd.us |
| Charla Hoyt | Asst. Business Manager | Charla.Hoyt@k12.nd.us |

Faculty

| | | |
|------------------------|--------------------|--|
| Taylor Sharp | Junior High | Taylor.Sharp@k12.nd.us |
| Kayla Danielson | English | Kayla.Danielson@k12.nd.us |
| Carrie Braaten | Math | Carrie.Braaten@k12.nd.us |
| Cassandra Eli-Reidburn | Social Studies | C.EliReidburn@k12.nd.us |
| Colleen Dalman | Special Education | Colleen.Dalman@k12.nd.us |
| Tanner Coenen | Science | Tanner.Coenen@k12.nd.us |
| Tyson Eli | Music | Tyson.Eli@k12.nd.us |
| Jessica Johnson | Librarian/Spanish | Jessica.Johnson@k12.nd.us |
| Kristi Halvorson | Business/Computer | Kristi.Halvorson@k12.nd.us |
| Kevin Veile | Building Trades | Kevin.Veile@k12.nd.us |
| Gavin Black | Agriculture | Gavin.Black@k12.nd.us |
| Mike Monson | Physical Education | Mike.Monson@k12.nd.us |

Support Staff

Paraprofessionals – Beverly Johnson, Paulette Hoyt & Paula Brandt
Food Service – Cindy Meehan and Tammi Briss
Custodial – Shelley Rushlow, Ron Lenz
ITV Coordinator – Kathy McCracken

Extra-Curricular Staff

| | |
|---|--|
| Rich Danielson/Derek Simonsen - Activities Director | Kristi Halvorson – FBLA, Yearbook |
| Mike Monson Head – Head BBB, JH BB | Madison Wallace - Asst. GBB, JH VB |
| Amberly Michaelis - Head GBB | Kayce Saxberg – JH VB |
| Kathleen Eggermont - Head VB | Ryan Spitzer, Rob Ressler - Asst. BBB |
| Nancy Paintner – Head G T&F | Presley Paintner, Taylor sharp – Asst VB |
| Rick Anderson – Head B T&F, Head CC | Dakota Hoyt, Kyle Mehus – JH BBB |
| Rick Christianson - Head BB | Tyson Eli – Music, Asst. Track and Field |
| Ben Morris – Head SB | Tanner Coenen - Envirothon |
| Rami Topp – Theater | Timothy White – Asst. CC, Asst. T&F |
| Kurt Reidman – JH GBB | |
| Coop with DP & Lakota – Baseball & Softball | |

WELCOME TO MIDKOTA HIGH SCHOOL

Welcome to Midkota High School. The information in this handbook gives a general idea of the policies and procedures to be followed at Midkota High School. This handbook answers many of the questions that come up during the school year. Midkota High School has a professional, caring staff and school board who provide an excellent educational environment and educational opportunities for our students.

Visitors are welcome!

Parents and community members are always welcome visitors. Those wanting to visit school are asked to stop at the office prior to visiting classrooms, staff or students. Students not enrolled in Midkota High School must have permission from the principal and teacher prior to visiting a classroom.

The Student

As you proceed through this year, think of your past, your present and your future. Think of the present in how much you are getting out of your school days. They will not be with you forever. As you look into the past, ask yourself: "Have I grown only physically and older in school?" As you look into your future, are you preparing yourself to make the most of it? Are you taking advantage of the wealth of educational material around you? Your teachers, principal and superintendent are all here to help you prepare for your future career. Start planning and building your future today!

A Good Record: Does It Count?

Every student should remember that you write your high school record; but once written, that record cannot be changed. You should also know that before securing employment, entering the Armed Forces, matriculating to a university or college, your record follows you. In fact, it usually precedes you. Most of the above agencies request student's records and a recommendation before fully considering him/her. The importance, therefore, of a good high school record cannot be overemphasized. An excellent record – high grades, good attendance, unquestionable behavior and a good rating in personality and character traits – should be the goal of every student at Midkota High School.

Attitude

Attitude is defined as a manner of acting, feeling or thinking that shows one's disposition, opinion, etc. Your attitude toward academic subjects and perhaps school in general should be challenging to you; a challenge that you must do your utmost to meet. Your attitude toward peers, teachers, staff and administration should be one of respect.

ADMINISTRATIVE RIGHTS

The School Board has the legal authority and is able to delegate that authority to the administration to make rules and regulations regarding the orderly operation of the school. These rules and regulations shall uphold the legal rights of students expressed by Board Policy FG.

The student handbook attempts to cover the administrative regulations of the Midkota Public School dealing with student conduct and behavior. This handbook helps parents, students, and staff to know what is expected and avoids an uncertainty and misunderstandings that can cause troublesome incidents.

All types of infractions may not be included and so modifications will be made if necessary at the direction of the principal. In all instances, interpretation is left to the principal to modify penalties suggested whenever extenuating circumstances seem to be present.

ACADEMICS

Academic Integrity

The copying of another student's work or completing any academic assignment or test by dishonest means and any plagiarism is wrong and will not be accepted at Midkota High School. Students found to be cheating will be subject to disciplinary action.

Individual teachers will explain what constitutes cheating/plagiarism in their classrooms and when it is acceptable to work together on group assignments.

Consequences for cheating/plagiarism:

1. A zero will be given as a grade
2. The student who allows someone to copy their work will receive 50% of their grade
3. Parents and the principal will be notified

Academic Lettering

Students in grade 9-12 who achieve the established GPA each year shall earn an academic letter. First time letter winners will receive a letter, a pin, and a bar. Subsequent letters will be recognized with a bar.

GPA requirements: Freshmen – 3.75; Sophomores – 3.75; Juniors – 3.5; Seniors – 3.23

District Grading Scale

- A (100-94)
- B (93-87)
- C (86-80)
- D (79-75)
- F (74 and lower)

Dual Credit

Midkota High School offers several dual credit courses. Students receive both high school and college credit after successful completion. Following are the ACT scores determined by the North Dakota University System which are required to enroll in dual credit courses.

| ACT TEST | 2 YEAR COLLEGE | 4 YR COLLEGE |
|--|-----------------------|---------------------|
| <u>ACT English</u> Required scores for English 110 (College Composition I) | 18 or higher | 18 or higher |
| <u>ACT Mathematics</u> Required scores for Math 103 (College Algebra) | 21 or higher | 22 or higher |
| <u>ACT Reading</u> 50% chance of "B" or higher in introductory course | 21 or higher | 21 or higher |
| <u>ACT Science</u> 50% chance of "B" or higher in introductory course | 24 or higher | 24 or higher |

Students who desire to take dual credit and do not have the above ACT scores may take a COMPASS exam at their own expense to achieve the required scores and allow enrollment in the class. This exam would be at the college issuing the dual credit.

Graduation Requirements

| <u>Subject</u> | <u>Requirements</u> |
|---|---------------------|
| English/Language Arts | 4 units |
| Mathematics (may include one unit of computer science) | 3 units |
| Social Studies | 3 units |
| • U.S. History | 1 unit |
| • American Government | ½ unit |
| • Economics | ½ unit |
| • Other social studies | 1 unit |
| Science | 3 units |
| • Physical Science | 1 unit |
| • Biology | 1 unit |
| • Other science | 1 unit |
| Physical Education/Health | 1 unit |
| Foreign or Native American language, fine arts, or career and technical ed. | 3 units |
| Electives | <u>5 units</u> |
| Total | 22 units |

***Optional High School Curriculum – (effective date 7/1/10) 21 units will be required for this high school diploma** (Student/parent/counselor or principal meeting to decide if this is the most appropriate route for the student)

- 4 units of English (from a sequence that includes literature, composition, and speech)
- 2 units of mathematics

- 2 units of science
- 3 units of social studies
- 1 unit of Physical Education **or** .5 unit Physical Education and .5 unit health
- 2 units (foreign language, Native American languages, fine arts, career & technical course); and
- 7 additional units

**If after completing at least 2 years of high school, a student has failed to pass at least ½ unit from 3 subsections listed for diploma; or has a grade point average at or below the twenty-fifth percentile of the class in which the student is enrolled, the student may request a meeting to determine whether or not the student should be permitted to pursue this optional curriculum.*

North Dakota Two-Year Campus Admission Requirements

- High School Graduation or successful completion of the GED
- An ACT or SAT score for applicants under the age of 25
- Specific programs and major fields may have additional requirement for admission

North Dakota Four-Year Campus Admission Requirements

- High School Graduation or successful completion of the GED
- An ACT or SAT score for applicants under the age of 25
- English – four units, including the development of written and oral communication skills
- Mathematics – three units, algebra I and above
- Laboratory science – three units (including at least one unit in two or more of the following courses: biology, chemistry, physics or physical science)
- Social Studies – three units (not including consumer education, cooperative marketing, orientation to social science and marriage/family)

(For specific “NDUS Admission Requirement Language” see:
<http://www.legis.nd.gov/assembly/57-2001/docs/pdf/3930401.pdf>)

Honor Roll

At the end of each semester, an honor roll is published. The standards for the honor roll are a 3.0 average. The honor roll is based on a 4.0 scale.

| | |
|--------------|--------------|
| A = 4 points | D = 1 point |
| B = 3 points | F = 0 points |
| C = 2 points | |

Honor Students

Senior honor students are determined following the mid-term date of the second semester of their senior year. Each honor student receives an honor trophy and honor cords issued at graduation. The criteria is based on student’s cumulative GPA:

| | |
|--|---------------|
| Summa Cum Laude – With highest distinction | GPA 3.75-4.0 |
| Magna Cum Laude –With great distinction | GPA 3.50-3.74 |
| Cum Laude – With distinction | GPA 3.25-3.49 |

Educational Concerns

At times, there are questions or concerns that may arise from a parent or student. If a student is having a problem that needs attention, whether it be with studies, other children, or staff, there is a standard process for addressing the problem. Problems are

best solved as close to the source as possible. With that in mind, we suggest the following:

- It is suggested that you discuss your concerns first with your child.
- If further communication is necessary, visit with your child's teacher.
- If satisfaction is not reached at this level, a visit with the principal or a letter is welcome.
- After a visit to the principal, if the situation warrants further discussion, a visit with the superintendent would be appropriate.
- The board members are to be contacted only after the teacher, principal, and superintendent have been approached and still no solution has been reached.

Online and Interactive Television (ITV) Classes

Midkota offers a wide array of elective and dual credit classes to provide additional educational opportunities for students through Central Dakota Distance Learning Consortium(CDDL), North Dakota Center for Distance Education(NDCDE), and other approved education centers.

All courses must be approved by the high school principal before students enroll in them if credit is to be transferred to Midkota High School. Students planning to graduate from Midkota High School must have all correspondence courses completed and approved by the high school principal by May 1st of the year they wish to graduate. No courses other than failed courses or those not offered by Midkota High School can be taken.

Student and parents must fill out a Midkota High School Distance Education Contract in order to take an online online or ITV course.

Students Eligible for ITV Classes

To register for ITV classes students must:

1. Have taken the required prerequisites
2. Have had no more than one deficiency during the past year in related subject area (deficiency is defined as a 'D' or 'F' for midterm or quarter grade, or failing a class).
3. Maintain a 'C' in English the previous year to enroll in a foreign language class.
4. Meet their local discipline policies.
5. Be approved of the high school principal.
6. Must complete the entire year long course unless permission to drop the class at semester time is granted by the Principal prior to enrollment.

ITV Student-Parent Contract

All students taking ITV courses along with their parents must sign a student-parent discipline contract. (See attached form)

Pupil Load

All students must be enrolled in 7 credits per semester, unless prior approval from building administration has been granted.

Registration

Pre-registration or request for subjects will be conducted in the spring of the previous year. It is essential that students make a careful selection of courses. Any change in registration should be discussed with the principal.

ACTIVITIES

In addition to your academic work, students can participate in the following activities:

Academic competitions, Baseball, Basketball, FBLA, Football, Music, Speech, Student Council, Track & Field, Volleyball, Softball, Theatre, Envirothon, National Honor Society and Sources of Strength.

EXTRACURRICULAR PARTICIPATION REQUIREMENTS

Philosophy

The Board believes that participation in extracurricular activities constitutes a privilege and not a right. Students who participate in extracurricular activities represent the student body, school district, and community on the state and national level. As such, behavior of these students is a reflection on the entire community.

The District will enforce the requirements placed on extracurricular participants by North Dakota law and the North Dakota High School Activities Association (NDHSAA), which govern both on- and off- campus behavior. In addition, the Board has established the following extracurricular participation requirements.

Activities Affected by this Policy

Activities affected by this policy shall include extracurricular activities as listed in the student handbook, including those not sponsored by NDHSAA.

Tobacco, Alcohol & Other Drug Use

The use or possession of tobacco, alcohol, or any controlled substance as defined by North Dakota Law is prohibited. Any student who is in violation of the foregoing shall be suspended from participation in interscholastic contests or activities for a minimum period of six consecutive school weeks for the first offense and a period of 18 consecutive school weeks for any subsequent offense. In addition to the tobacco, alcohol, and other drug prohibitions contained in NDHSAA bylaws, the District prohibits student presence at a gathering where alcohol, tobacco, or a controlled substance is being illegally used. Student presence at such a gathering will be regarded as possession. The building principal in coordination with the Superintendent will take into consideration whether or not the student was at a gathering where the student had knowledge that alcohol, tobacco, or a controlled substance was being illegally used, and whether or not the student had a reasonable opportunity to remove him/herself from said location. The disciplinary consequences for violating this rule shall be suspension

from extracurricular participation for the same duration as prescribed for tobacco, alcohol, and other drug possession by NDHSAA bylaws.

Academics

NDHSAA requires that local districts establish a definition of what constitutes a failing grade. For the purposes of this policy, a failing grade is defined as receiving an F or lower in any curricular course as computed from the beginning of the semester for regular education students or, in the case of special education students, not meeting the goals of Individual Education Programs as assessed from the beginning of the semester.

In addition to NDHSAA academic standards, the Midkota School District also requires that no student may participate in a contest if he or she is failing one or more class as computed from the beginning of the semester.

The first eligibility check for each quarter/semester will be completed after three weeks. After that eligibility will be checked at the end of each week. Failing students will be ineligible to participate in extracurricular activities the following week. Incomplete students will be eligible to participate as soon as the incomplete work is made up. An athlete may be ineligible and reinstated once. Athletes will be dismissed from the team if they become academically ineligible a second time.

Violation of Other Misconduct Policies

Students who violate student conduct policies not covered by NDHSAA bylaws may be subject to suspension from extracurricular activities for a period of up to six consecutive weeks for the first offense and a period of eighteen weeks for any subsequent offense(s) if occurring within eighteen weeks of the previous offense. Such consequences shall be imposed in addition to other disciplinary consequences imposed under the applicable policy.

Suspension Procedure

When the principal or Superintendent, as a result of his/her investigation, concludes that a violation of this policy or NDHSAA bylaws has occurred, s/he shall issue notice to the student of this suspension.

Practice and Travel while Suspended

Students who are under suspension are required to practice and travel with their respective teams. However, suspended students will not be allowed to miss school time to travel with the team.

While ineligible, students who are under suspension are required spend a minimum of 30 minutes prior to practice working on homework before going to practice until they have passing grades. Coaches or activity directors may deny these requests because of special circumstances.

Period of Enforcement

This policy shall be in effect 12 months per year, including those days and months when school and extracurricular activities are not in session. It shall be in effect for all extracurricular activities including those of junior high students.

Off-Season Violations

In addition to the penalties delineated in this policy, in the event the suspension is administered during a season when the student is not actively participating (e.g., summer for all students, fall for a student participating in track), the student's suspension shall be extended to include a minimum of a two-week or two-contest suspension (whichever is more severe) from the student's next activity. "Next activity" shall be defined as the next activity in which the student begins practicing at the appropriate date and concludes at the end of the season (i.e., does not start and quit). Should the student's next activity not be until the following school year, the two-week or two-contest rule will be applied at that time.

Enforcement Procedure

If the advisor of a school event finds probable cause to believe that any of these rules have been violated, the advisor shall suspend the student from further participation in the activity. The advisor shall inform the school administration and the individual's parents.

The school administration shall immediately investigate any alleged violations of the alcohol, tobacco and controlled substance rule. If the administrator finds probable cause to believe that this rule has been violated, he/she shall promptly give the student notice as provided below.

The period of suspension shall begin from the date and time notification is given to the student by the school administrator. The student shall have the right to a hearing within three school days after such notification. During the period between notification and hearing, the suspension may be deferred for good cause shown. Such hearing shall be on notice and conducted by a hearing panel comprised of the principal, superintendent, and director of the activity. The student shall have the right to be present at the hearing and offer such testimony and other evidence the student deems material. Such student shall also have the right to confront and question the person or persons who complained of said student's violation. The ruling may be reviewed by the Board of Education.

Extra-Curricular Transportation

School officials shall provide suitable transportation for all pupils representing the school on an officially school-sponsored activity. Activity buses are for students. No unnecessary noise, rowdiness, or belligerent behavior will be tolerated.

All students involved in school activities will ride the bus to and from the activity unless the parent or guardian sends a note or verbally requests that the student rides with them. Please make this verbal request to the school in person or via the telephone to the advisor, coach, activities director or principal. Please do this far enough in advance so bus drivers, coaches, etc. can be notified. Coaches or activity directors may deny these requests because of special circumstances.

Special circumstances for the above regulations will be handled on an individual basis with the coach, advisor, principal, and the activity director.

ATTENDANCE & ABSENCES

The Midkota Public School believes that regular school attendance is the joint responsibility of the student and their parent(s) or guardian(s), and it is essential for student success in school. The District shall abide with compulsory attendance requirements in state law for students ages seven through sixteen. In order to comply with and enforce these requirements, the Board establishes the following attendance policy.

Definitions

For purposes of compulsory attendance reporting under NDCC 15.1-20-02.1 (1-2):

- *Excused absence* is an absence that the District will not use in determining if a compulsory attendance violation occurred. Any absence may be excused if it is supported by either a verbal or written excuse supplied by the student's parent/guardian, teacher, or school administrator.

Examples of an excused absence may include illness, injury, family emergency, religious observance or instruction, suspension, participation in a school-related activity, court appearances when subpoenaed, or other reasons deemed necessary and justifiable by the building principal or Superintendent.

- *Unexcused absence* is any absence not supported by the verbal or written excuse required for an excused absence, and shall count in determining when a compulsory attendance violation occurred. If a student is absent for an unexcused reason, the parent/guardian is responsible for promptly calling the principal's office to explain the absence, and the student shall be subject to the consequences contained in the Absences section of this policy.

Examples of an unexcused absence may include, but are not limited to, truancy, oversleeping, routine errands, car trouble, haircuts, beauty shop appointments, car maintenance and repair, senior picture appointments, and any undeclared absences.

Documentation Requirements

School administration may require documentation to verify an excused absence, including, but not limited to:

1. Medical documentation from an appropriate licensed healthcare provider;
2. A copy of a court summons or subpoena;
3. An obituary for funeral leave;
4. Verification of planned or executed family travel (e.g., a boarding pass);
5. A request from an official at the student's place of worship; or
6. A request for an absence due to a curricular or extracurricular event submitted by the student's teacher, coach, or extracurricular advisor.

Compulsory Attendance Violations

North Dakota law defines what constitutes a compulsory attendance violation. Suspected violations of the compulsory attendance law shall

be reported to school administration and investigated in accordance with law. When a compulsory attendance violation is substantiated, the District shall comply with law enforcement reporting requirements under law.

Absences

The Board recognizes that prompt, regular attendance is extremely important. Absenteeism not only adversely affects the learning process of a student but also may impede their normal progression through the grades. The Board expects each student to attend all scheduled classes and daily activities except when a school administrator has excused a student.

The Superintendent or designee shall establish criteria for requesting and granting approved absences, make-up work requirements, and parental notification processes for students with accumulated absences.

Students shall be subject to disciplinary sanctions due to unexcused absences.

Disciplinary sanctions: The Board believes that unapproved absences are a form of misconduct and authorizes the Superintendent to establish grade-appropriate disciplinary consequences. Students shall be afforded appropriate due process rights based on the severity of the disciplinary penalty that the District is considering imposing. Students shall be required to complete make-up work in accordance with administrative regulations or will receive no credit for incomplete work.

Students may miss a maximum of 10 days of school during one semester or 20 days of school during one year. Students that exceed these numbers may be subject to loss of credit for the class. To earn the credits in question, students may make up time before or after school. Building administrators are granted the right to consider an extension of the 10-day limit.

On the day of the absence parents or guardians should call the school to explain the absence. If the school has not been called by 9:00 AM, a school official may call to verify the absence. A phone call or written excuse, signed by the parent or guardian, must be presented upon return to school. All excuses for absences must include a reason.

Attendance and Extra-Curricular Activities

Students participating in extracurricular events must be in school for the entire day to be able to participate in any extracurricular activity on that day or evening. Students must come to school on time the day following an extracurricular activity or they will be required to sit out the next event or contest. Students may be exempt from this rule for medical appointments and/or if they receive permission from the administration.

This includes all athletes, statisticians, managers, band members, chorus members, and any student involved in any capacity with an extracurricular activity.

Final Test Exemption:

All students in grades 9-11 will be required to take at least two required, core final examinations. Seniors will be required to take one. Students in grades 7 and 8 will be required to take all semester exams. ITV, online, and dual credit classes are excluded. The Midkota final exemption guidelines encourage school attendance, as well as give

students the experience of taking final exams in preparation for higher education/college.

Students in grades 9-12 will be eligible for exemption from a semester test by meeting the following criteria:

- No semester grade lower than a "C"- class specific (For second semester grade determination, grades will be pulled the Friday of the week prior to graduation)
- No more than 3 absences for a semester class period or 6 for a year-long class
- No more than 3 tardies for the semester

Additional Guidelines

- The student cannot have any unexcused absences.
- The student cannot have been suspended in-school or out of school.
- Any student who, during the school year, violated NDHSAA rule would not be eligible.
- Students may elect to take a test, but a lower score will not lower the student's grade. A higher grade will help the student's grade.
- School sponsored events do not count in absences for this exemption.
- There may be other exceptions determined by the principal.

Required finals for 9-12th grade students are as follows: Freshman will take Physical Science and English 9; Sophomores will take Biology and Geometry; Juniors will take English 11 and Algebra II; Seniors will take American Government/Econ.

Leaving School during the School Day

Students are not permitted to leave the school building at any time during regular school hours without checking out with the principal. Failure to follow the proper procedure will be considered an unexcused absence for the class time missed.

The parking lot is off limits during the school day. No cars are to be driven during school hours unless permission is obtained from the school principal.

Make Up Work

Schoolwork must be completed on time and deadlines met. No credit will be given if handed in after the deadline. The responsibility of making up missed schoolwork rests with the student, not with the teacher. All work that is due on the day a student is absent is required to be handed in on the day they return.

Work assigned while a student is absent is due at the end of the second day the student returns unless other arrangements have been made with individual teachers. For example, if a student is absent Monday, the work will be due by the end of the day Wednesday. If a student is absent Monday and Tuesday, the work is due by the end of the day Thursday.

If a student is absent for a field trip or a school event such as music or sports, their work is due before leaving for the day.

If absences occur at the end of a semester and there is not enough time to finish all assignments, the student will receive an incomplete grade on the report card. This will be changed when the work is completed.

Skipping School

Students caught skipping school will be dealt with as follows:

The first time a student skips class or all day, the student will be required to make up the time after school. The second time a student cuts class, the student will be required to make up the double time and a parent-student-principal conference will be held. The third time a student cuts class, the student will be recommended for expulsion from the class with a failing grade. If it is more than one class the student will be expelled from school for the remainder of the semester. Students under 16 will be referred to the juvenile authorities.

Tardiness

Excessive tardiness can become a problem if left unchecked and may result in a chaotic situation in classrooms. There may be legitimate reasons for being late to school or class but being on time is important. The following policy addresses tardiness: Tardies may be excused or unexcused. If a student has a signed slip from another instructor they do not have to report to the office. The principal will determine whether the tardy is excused or unexcused. All tardies will be recorded on the student's record. Students will make up unexcused tardies by spending a half hour before or after school for each unexcused tardy they receive after the first tardy in each quarter.

Juniors and Seniors Visiting Colleges

Seniors will be allowed two excused, prearranged trip with the counselor or principal to visit a college they are interested in. Parents MUST CALL the principal in order for their student to be excused. Any further trips will not be excused unless the parent accompanies the student and it is shown to be necessary and prearranged.

Juniors will not be allowed to visit colleges unless the parent accompanies the student and it is shown to be a necessary trip. The trip must be prearranged.

GUIDANCE AND COUNSELING POLICY

Midkota High School is interested in each student as an individual. Guidance and counseling programs related to academic, career and personal/social counseling area is available for all students. No student shall be required to participate in any guidance and counseling program to which the student's parent/legal guardian objects in writing. Parents may arrange conferences by calling the school. MHS maintains a guidance counseling office for the benefit of students. There are several reasons why students may wish to confer with the guidance counselor:

1. To have someone to listen to and work with your personal problems.
2. Gain information concerning vocations and careers.
3. To receive help with class scheduling.
4. To plan for future class enrollments.

5. To gather information concerning colleges, trade schools, military service, scholarships and other information about post high school training.
6. To receive interpretation of test results.

College Application

Transcripts and recommendations for admission to schools of higher learning are handled through the principal's office. Scholarship, and loan application information is available from the counselor.

College Entrance Testing

Any student planning to enter college should take the American College Test (ACT) and/or the Scholastic Aptitude Test (SAT). While these tests are given during the year, it is most advantageous for students to take the tests when it is most convenient. Application blanks and information are available in the counselor's office. Currently, the state of North Dakota pays for the ACT with writing during the student's junior year. If the student is not satisfied with his/her score he/she may take the ACT up to 12 times at his/her own expense. Testing prices and prep tests are available from the counselor.

Universal tests

Midkota provides universal screening tests to all students to provide appropriate support and intervention as needed. In order to provide challenging, beneficial, data-based instruction, students may be placed in specific intervention or support groups for some subjects.

Scholarships

Many scholarships are available to high ranking students who may need financial assistance to attend college. Students interested in applying for scholarships or other kinds of financial aid should consult the guidance counselor, or principal, for information. Announcements regarding scholarships are posted on the bulletin board.

North Dakota Academic Scholarship

Any resident student who graduated from a high school is eligible to receive a North Dakota academic scholarship in the amount of \$750/semester provided the student completes all following requirements:

1. a. 1 unit of Algebra II
b. 1 unit of mathematics for which Algebra II is a pre-requisite
c. 2 units of the same foreign language or Native American language
d. 1 unit of fine arts or career and technical education
e. 1 unit of a foreign language or Native American language, fine arts, **OR** career and technical education
2. Obtains a grade of at least "C" in each unit or .5 unit required for the diploma
3. Obtains a cumulative grade point of at least "B"
4. Receives a composite score of at least 24 on an ACT

5. Completes 1 unit of an advanced placement course and examination or a dual-credit course

*Along with these high school requirements, the following information is important to note: The student must be enrolled as a full-time student **at an accredited North Dakota postsecondary institution**; maintain a 2.75 college GPA; and the scholarship total cannot exceed \$6000 nor extend beyond 6 years.*

North Dakota Career and Technical Scholarship

Any resident student who graduated from a high school is eligible to receive a North Dakota career and technical scholarship in the amount of \$750/semester provided the student completes all following requirements:

1. a. 1 unit of Algebra II
- b. 2 units of an approved plan of study of career and technical education coursework
- c. 3 additional units, 2 of which must be in the area of career and technical education
2. Obtains a grade of at least “C” in each unit or .5 unit required for the diploma
3. Obtains a cumulative grade point of at least “B” as determined by the superintendent of public instruction
4. Receives
 - a. A composite score of at least 24 on an ACT **OR**
 - b. A core of at least 5 on each of 3 WorkKeys assessments

*Along with these high school requirements, the following information is important to note: The student must be enrolled as a full-time student **at an accredited North Dakota postsecondary institution**; maintain a 2.75 college GPA; and the scholarship total cannot exceed \$6000 nor extend beyond 6 years.*

SCHOOL and PERSONAL PROPERTY

Books

Books are furnished free of charge to all pupils for their use. Please take proper care of them. If books are abused, the pupil to whom the book was issued is responsible. Books lost, damaged or destroyed must be paid for by the student to whom the book was issued.

Lockers

Lockers for clothing and books are provided by the school. Each student is assigned a locker.

Rules regarding lockers:

1. Student must use the locker assigned.
2. Lockers should be kept closed.
3. Defective lockers must be reported to the office immediately so a new locker may be assigned.
4. Money and valuables must not be left in lockers. These things should be checked into the office.

5. Lockers must be kept in proper order.
6. The school is not responsible for items taken from lockers.
7. Ownership and control of all lockers provided by the school are known to and retained by the school officials for use in routine inspecting or searches.
8. Posters and signs should be in good taste.
9. The locker rooms are off limits except during physical education classes.

Vandalism and Theft

Destruction of school property or theft against school, teachers or other students may result in suspension and the involvement of the law authorities. A suspension from extra-curricular activities will also result.

STUDENT EXPECTATIONS / RESPONSIBILITIES

ELECTRONIC DEVICE POLICY (Cell Phones/Mobile Communication)

Students may have “silenced” Cell Phones and mobile communication devices on their person. The use of these devices during instructional time without the permission of the teacher, or in a disruptive manner in the school setting is prohibited. Cell Phones and Mobile Communication Devices that ring, vibrate excessively, or in any other way disrupt the educational process of a class, are grounds for confiscation of the device by school staff or personnel. Students are only permitted to use Cell Phones and Mobile Communication Devices in the cafeteria during their lunch periods and in hallways between classes. No student shall use a Cell Phone or Mobile Communication Device to violate any Student Code of Conduct, including Computer usage agreements, and/or Bullying Policies. Each teacher has the right to permit the use of Cell Phones and Mobile Communication Devices for instructional purposes. Upon the first offense of this policy, the teacher will bring the confiscated phone to the office and it can be picked up by the student at the end of the school day. Parents may be contacted to claim the student’s cell phone or other electronic devices from a school administrator. Contents of cell phones may be reviewed and searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. The student assumes all risks in bringing such devices onto school property or to school related functions. Students may pick up their confiscated device between 3:15 pm and 3:45 pm after their first offense. A parent or guardian must pick up the equipment in the office between 3:15 pm and 3:45pm on a regularly schedule school day on the second offense and upon any future disregard of this policy. Additional penalty will be imposed upon additional infractions.

Dismissal from Class

If a teacher finds it necessary to send a student from class because of disruptive behavior, he/she must report immediately to the principal’s office. The student must have a conference with the principal to be considered for reinstatement. Continued repetition of this sort will result in the student’s parent being involved in a conference. If, after the student’s parents have been involved, the situation has not been corrected, it is possible that the student may be dropped from the class with a failing grade and no credit.

Lost and Found

The office maintains a lost and found service. All articles found should be brought to the office. Students who have lost articles should report them to the office and reasonable assistance will be given to find the article.

Out-of-Town Trips

Students who are members of athletic teams, musical organizations, speech teams, or other school-sponsored activities are transported by bus or by school vehicles. Students who represent MHS are required to dress in good taste and to conduct themselves properly at all times.

Coaches and teachers who are in charge have complete authority over the group under their supervision. They are required to exercise good judgment regarding weather and road conditions and are instructed to use care and not take any chances if weather and road conditions are dangerous.

Students are required to travel to and from the event with the group unless each student's parents personally take the responsibility on the return trip.

Personal Appearance

Students should wear appropriate clothing to school and school functions. Shorts, dresses, and skirts may be worn and should cover at least half the thigh. Students are expected to remove all hats, caps, and etc. while in the school building and on school trips. For your safety and that of those around you, footwear is required at all times. Any student who wears clothing which in the teacher's opinion causes a disruption to the educational process will be asked to change or be sent to the school office. Students are required to correct the problem or be sent home. Should a student come to a game, contest, etc. dressed in an inappropriate manner, they will not be allowed to participate. Repeated violations will result in suspension.

Wellness and Smart Snacks in Schools

Midkota provides both required and elective courses for the instruction of proper health and wellness. In addition, Midkota also provided required and elective physical education courses for students to learn and practice proper physical fitness practices.

Food and drink sold at Midkota while school is in session, must comply with USDA Smart Snacks in School nutrition program. Students seen possessing or consuming food or drink that does not comply with the standards may be asked to dispose of the material or bring it to the office for pick-up after school hours. Food and drink is not allowed around school electronics.

Study Halls

Study halls are a place for quiet study. Come prepared to study hall with school work, library books, or magazines from the library. Sign out sheets will be provided for students leaving study hall to go to the bathroom, locker, library (if open), or to see a teacher. There will be a time limit of five minutes and only one person may leave the study hall at a time. Individual teachers may vary these basic rules at their discretion.

Suspension

Continuous and willful refusal to accomplish school tasks even though able to do so; insubordination; disorderly, vicious, illegal or immoral conduct; and persistent violation of school regulations are causes for suspension from school. This includes use of tobacco, narcotics, or alcoholic beverages on school property; appearing on school property after the use of narcotics or alcoholic beverages; hazardous or unauthorized use of motor vehicles; and bringing and/or using fireworks on school property. This list does not pretend to be a complete listing of all causes for suspension. Common sense should be used in making all decisions.

The length of suspension will be determined by school authorities and will reflect the offense committed. Parents or guardians will be notified of the action taken. A suspended student may not loiter or appear on school property or at any school activity. A student will be re-admitted to school after a satisfactory solution to his conduct is agreed upon by the student, his parents and the administration.

SCHOOL BUS REGULATIONS

The bus routes shall be set by the Board of Education. Any suggested changes must be reported to the superintendent, who with the Board of Education, determine the advisability of such changes. The bus driver has the same authority as a teacher.

Time will be saved on the route if pupils are on time for the bus and by letting the driver know if they are not to be on the bus. Pupils shall be dressed according to the season. There shall be no gum, food, or beverages in the bus without driver approval. Pupils shall help keep the bus clean.

If the buses are not being sent out, delayed or sent out early, a notice will be sent to parents and students via our school communication alerts.

All pupils will be delivered to their schools and homes. Any pupil getting out at any other point must have written permission from home. Any and all articles that are disruptive shall be taken by the bus driver.

MIDKOTA SCHOOL BUS POLICY

Behavior of students on the bus is always a concern. The first and foremost thing is the safety of everyone on the bus. The driver must pay attention to the road and not be constantly dealing with students. Riding the bus is a privilege and not a right.

Time spent on the bus should be enjoyable for the students. It should be a time to visit with each other and share experiences. Students should not be afraid on the bus as well as in school. Cooperation from the students and parents is appreciated.

There must be rules for the benefits of all students and the driver. The following are some of the major rules and the consequences for not adhering to them.

1. No moving from seat to seat.
2. Legs cannot be in the aisles.
3. No fighting or arguing.
4. Do not throw anything out the window.
5. Do not put hands or arms out the window.
6. No profanity.
7. Do not talk at railroad crossings (state law)
8. Always listen to your bus driver the first time he or she talks to you.
9. Incidents of unacceptable behavior will be reported to the office.
 - First incident - The student will be warned and the parents notified. A riding privilege suspension may be included based on administrator and transportation director discretion.
 - Second incident - A meeting with the student and parents. A riding privilege suspension may be included based on administrator and transportation director discretion.
 - Third incident – The student may be suspended for riding for the remainder of the week, or a minimum of 3 days and the parents will have to deliver the student to school.
 - Fourth incident – The student may be suspended from riding for the remainder of the year at Superintendent and Director of Transportation request.

At administration discretion incidents of a severe enough nature may cause stricter consequences.

All school rules and procedures are in effect on the school's transportation vehicles and the same consequences apply.

Parents should review these rules with their student(s) prior to school starting.

It is the hope of the school administration, staff, and board that incidents will be at a minimum and everyone has a successful year.

POLICY ON CARRYING WEAPONS

The Midkota School Board determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district.

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school sponsored activity. Such weapons include but are not limited to any knife (with blade exceeding 3"), razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind or any object that can reasonably be considered a weapon or dangerous instrument.

Vehicles with guns shall not be parked in school grounds. Guns used for class demonstration purposes (i.e. hunter safety classes) shall be cased until displayed to the class, without ammunition and must be managed through the principal's office.

Violation of this policy will result in disciplinary action. All weapons will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration.

Bringing a firearm, as defined in 10 U.S.C. 921, to school will require that proceedings for the expulsion for a minimum of one year of the student involved be initiated immediately by the principal. If the student has an individual education plan, an IEP team meeting will be called to determine whether there is a connection between the behavior and the disability and to determine appropriate discipline and/or placement. Other students may receive alternate placement at the discretion of the Superintendent. Other violations of this policy will require that proceedings for the suspension and/or expulsion until the end of the current school term be initiated by the principal.

BULLYING POLICY

The Midkota School District is committed to providing all students with a safe and civil school environment in which all members are treated with dignity and respect. Bullying of or by a student or school staff member is against federal, state, and local policy and is not tolerated by the Board. Bullying behavior can seriously disrupt the ability of the District to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the District that students and school staff members shall not engage in bullying behavior while on school property.

Definitions

For the purposes of this policy:

- *Bullying* is defined in NDCC 15.1-19-17 as:
 - a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - ii. Places the student in actual and reasonable fear of harm;
 - iii. Places the student in actual and reasonable fear of damage to property of the student; or
 - iv. Substantially disrupts the orderly operation of the public school; or
 - b. Conduct received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - ii. Places the student in actual and reasonable fear of harm;
 - iii. Places the student in actual and reasonable fear of damage to property of the student; or
 - iv. Substantially disrupts the orderly operation of the public school.
 - c. Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property and which:
 - i. Places the student in actual and reasonable fear of:

1. Harm; or
2. Damage to property of the student;
- ii. Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student's educational opportunities or substantially disrupts the orderly operation of the public school.

Conduct includes the use of technology or other electronic media (e.g. cyberbullying).

- *Electronic communication* is defined in NDCC 12.1-17-07(5) as a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.
- *Protected status* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following statuses are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *School-sanctioned activity* is defined as an activity that:
 - a. Is not part of the district's curricular or extracurricular program; and
 - b. Is established by a sponsor to serve in the absence of a district program; and
 - c. Receives district support in multiple ways (i.e., not school facility use alone); and
 - d. Sponsors of the activity have agreed to comply with this policy; and
 - e. The District has officially recognized through board action as a school-sanctioned activity.
- *School-sponsored activity* is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
- *School staff* include all employees of the Midkota School District, school volunteers, and sponsors of school-sanctioned activities.
- *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

Prohibitions

While on school property a student or school staff member may not:

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

Reporting Procedures for Alleged Policy Violations

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

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

4. **Reporting options for students and community members:** Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:

- a. Completing a written complaint form (ACEA-E4). A complainant will have the option of including their name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
- b. Complete and submit an online complaint form. A complainant will have the option of including their name on the form or submitting it anonymously.
- c. File an oral report with any school staff member.

Bullying may be a repeated or, in rare cases, one-time exposure to deliberate, negative behavior by one or more individuals that is unprovoked. Single incidents and conflicts between two or more individuals do not automatically constitute bullying behavior. Districts should investigate each situation to determine if the alleged behavior meets this policy's definition of bullying. If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies. A complaint filed anonymously may limit the district's ability to investigate and respond to the alleged violations.

Documentation and Retention

The District shall develop a form to report alleged violations of this policy (ACEA-E3). The form should be completed by school staff when they:

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

The form should be completed by an administrator when they:

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

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

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 years old or graduates from high school, whichever is later.

Investigation Procedures

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

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

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

1. Identification and collection of necessary and obtainable physical evidence (*NOTE: In some cases, physical evidence may be unobtainable, e.g., a private social networking profile*).
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator.
3. Interviews with any identified witnesses.
4. A review of any mitigating or extenuating circumstances.

5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

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

Reporting to Law Enforcement and Others Forms of Redress

Law enforcement must be notified by a school administrator or the Board President if there is reasonable suspicion that a bullying incident constituted a crime on or off school district property. Nothing in this policy shall prevent a victim/their family from seeking redress under applicable state and federal law.

Disciplinary and Corrective Measures

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

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

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

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

Victim Protection Strategies

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

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

NONDISCRIMINATION AND ANTI-HARASSMENT POLICY

General Prohibitions

The Midkota School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.

It is a violation of this policy for any district student, parent, guardian, employee, or third party to discriminate or harass against another district student or employee, based on any status protected by law, if the conduct occurred within the context of an education program or activity, or if the conduct had a continuing effect in the educational setting of a program or activity occurring on or off school district property. The District will not tolerate discrimination or harassment of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any individual affiliated with another who is protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

The District shall promptly investigate any discrimination, harassment, or retaliation complaint and act on findings as appropriate, which may include disciplinary measures such as termination of employment or expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process. The District will take steps to prevent recurrence of discrimination, harassment, or retaliation and remedy discriminatory effects on the complainant and others, if appropriate.

Definitions

- Complainant is the individual filing the complaint. If the complainant is not the victim of the alleged discrimination and/or harassment, the victim must be afforded the same rights as the complainant under this policy and regulation AAC-BR.
- *Disability* is defined in accordance with NDCC 14-02.4-02 (5).
- *Discrimination* means failure to treat an individual equally due to a protected status.
- *Protected status* is defined in applicable state (NDCC 14-02.4-02 (6)) and federal laws.
- *Employee* is defined in accordance with NDCC 14-02.4-02 (7).
- **Harassment** is a specific type of discrimination based on a protected status. It occurs under the following conditions:
 - a. For employees when enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe or pervasive enough to create a work environment that a reasonable individual would consider intimidating, hostile, or abusive
 - b. For students when the conduct is sufficiently severe, persistent, or pervasive so as to limit the student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.
- *Section 504 (Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794)* is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.
- *Sexual harassment* is a form of harassment based on sex or gender identity. It is defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature when:
 - a. It is quid pro quo, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade).
 - b. It creates a hostile environment, meaning unwelcome sexual conduct or communication that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the school's program(s). For employees, a hostile environment is created when submission to

unwelcome sexual conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.

- *Sexual harassment* examples include:
 - a. Sexual or "dirty" jokes;
 - b. Sexual advances;
 - c. Pressure for sexual favors;
 - d. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
 - e. Displaying or distributing of sexually explicit drawings, pictures, and written materials;
 - f. Graffiti of a sexual nature;
 - g. Sexual gestures;
 - h. Touching oneself sexually or talking about one's sexual activity in front of others;
 - i. Spreading rumors about or rating other's sexual activity or performance;
 - j. Remarks about an individual's sexual orientation; and
 - k. Sexual violence, including rape, sexual battery, sexual abuse, and sexual coercion.
- *Title II of the Americans with Disabilities Act* extends the prohibition on discrimination established by Section 504 to all services, programs, and activities of State and local government entities.
- *Title IX* is a federal law that protects people from discrimination, based on sex, in education programs or activities that receive federal financial assistance.

Complaint Filing Procedure

The Board shall create an informal and formal discrimination and harassment complaint filing procedure in board regulations coded AAC-BR. The procedure provides for an impartial investigation free of conflicts of interest. Nothing in this policy or in the discrimination and harassment grievance procedure prevents an individual from pursuing redress through state and/or federal law.

Confidentiality

An individual wishing to file an anonymous discrimination and/or harassment complaint must be advised that confidentiality may limit the district's ability to fully respond to the complaint and that retaliation is prohibited. The appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) shall perform a confidentiality analysis to determine when a request for confidentiality cannot be honored due to safety reasons or the district's obligation to maintain a nondiscriminatory educational environment. The complainant must be notified in writing of the confidentiality analysis outcome. A discrimination or harassment investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions such as when the record is protected by FERPA.

DISCIPLINE

A substantiated charge against a student in the school district will subject that student to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies.

In all cases, the school district reserves the right to take such disciplinary action as it deems necessary and appropriate to end sexual harassment and prevent its recurrence.

Midkota School District
Military Release of Information Opt-Out Form

Junior & Senior Student Opt-Out form regarding the release of name, address, and telephone number to military recruiters.

Student Name _____ Date of Birth _____

As a student you have the right to request that your private information is not released to military recruiters and others. Complete this Opt-Out form and return it to the High School Principal or Guidance Counselor.

I request that this student's name, address, and telephone number not be released to Armed Forces and Military Recruiters, or Military Schools.

Signature of Parent or Guardian: _____ Date: _____

OR

I am 18 years old and request my own name, address, telephone number and school records not be released to the Armed Forces, Military Recruiters, or Military Schools.

Signature of Student: _____ Date: _____

Both federal public law 107-110, section 9528 of the ESEA, and state laws require that school districts provide military recruiters access to secondary school students. The No Child Left Behind Act of 2001, the National Defense Authorization Act for Fiscal Year 2002, and Pennsylvania Act 10 (The Armed Forces Recruiting Act) reflect these requirements. They collectively require school districts to provide military recruiters the same access to secondary school students *as* they provide to postsecondary institutions or to prospective employers.

The law also allows you the right to Opt-Out from this by requesting that the district not release your information to military recruiters. The completion and return of this form serves as your request to withhold your private information.

PLEASE RETURN TO THE MIDKOTA HIGH SCHOOL PRINCIPAL OR GUIDANCE COUNSELOR

Midkota School Distance Education Policy

Students are eligible to take on-line course work from Midkota School District approved institutions if they meet the following criteria:

- Have at least a cumulative 2.8 GPA on a 4.00 scale unless taking for credit recovery.
- Are a sophomore who needs Credit Recovery (This means the student has failed a core class needed for grade level advancement or high school graduation).
- Are a member of the sophomore, junior or senior class and have at least a 2.8 cumulative GPA
- Are a student who needs Credit Recovery, meaning they have failed a core class needed for grade level advancement or high school graduation.
- Are a student that has transferred in to the school district without the credits necessary for grade level promotion or high school graduation.
- Are interested in taking course work that is not offered in Midkota High School's schedule or by Midkota High School instructors.
- Demonstrate skills for independent learning (strong work ethic, technological ability, time management, organization) as determined by administration. (Process for review includes: classroom teacher observations/recommendation, grades in content area, necessity for credit recovery and learning goals for coursework.)

Students/parents are responsible for the cost of on-line classes when:

- The class is being used for credit recovery (unless transfer a student).
- The course is failed by a student.
- A course needs to be extended beyond the 20 week course limit.

General Information:

1. Students need to be aware that an on-site (school district teaching staff) course facilitator and exam proctor is assigned to each student.
2. Student's IEP's and 504 Plans will be released to the educational institution upon request.
3. A designated class period will be scheduled for the course. Students will be expected to utilize this time for their course.
4. Midkota students must have signed Technology Acceptable Use Policy on file in the office.
5. Students enrolled in a 20-week course need to complete it before the local school district's semester deadline ends, as stated on the school calendar, to be awarded credit on their transcripts and/or be considered for graduation if a senior.

Contract with parent/student signatures needs to be developed reflecting the above.

Midkota High School Distance Education Student Contract

Student's Name: _____

Grade Level: _____

GPA: _____

Course (s) Being Requested:

This course is being requested because:

_____ I need credit recovery. This class will replace a course I have previously failed.

_____ I am interested in this course and it is not being taught on the Midkota High School Schedule and by Midkota instructors. Please state your learning goals for this course:

_____ I am a transfer student and I lack the necessary core credits for grade level promotion or graduation without this course.

While taking a course I understand that I and/or my parents are responsible to pay for this course if:

- I need this class for *Credit Recovery* purposes
- I fail the course
- I need to extend the course beyond the 20-week course limit

I also acknowledge:

- That an on-site (school district teaching staff) course facilitator and exam proctor is assigned to each student enrolled in a course.
- My IEP or 504 Plan will be released to the upon request.
- That a designated class period will be scheduled for the course. I will be expected to utilize this time for course work and testing.
- I must have signed Technology Acceptable Use Policy on file in the office.
- I need to complete the 20-week course **before** the local school district's semester deadline ends, as stated on the school calendar, in order to be awarded credit on my transcript and/or be considered for graduation if a senior.

Student

Date

Parent/Guardian

Date

Sign and return

MIDKOTA HIGH SCHOOL HANDBOOK SIGNATURE PAGE

I hereby acknowledge receipt of a copy of the Midkota High School student handbook. I agree to read and review the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in policies may supersede, modify or render obsolete the information summarized in this handbook. In the event that we are not entirely certain of some aspect of school policy, we will contact the principal for clarification.

This form must be signed and returned to the office by October 30, 2020.

Student name

Student signature

Parent/Guardian name

Parent/Guardian signature

Sign and return if taking ITV classes

Central Dakota Distance Learning Consortium ITV Student Discipline Policy and Contract

ITV is a means for districts to provide low-incidence courses that normally would not be offered to students because of low enrollment or lack of qualified personnel.

Because of the uniqueness of ITV, certain standards are expected of students enrolling in these courses. This policy is intended to make both the students and parents aware of the standards expected of students enrolling in such courses.

As a student taking an ITV course, I am aware that:

1. Certain standards are expected of me, as a student, and insubordination of any kind will not be tolerated. Insubordination has been defined as anything that interferes with teaching or learning in the classroom.
2. Inappropriate language or gestures will not be tolerated.
3. Because of the technology, anything I do in the classroom can be taped.
4. Classroom procedures must be followed.
 - a) Students must sit within camera view at all times.
 - b) Students must not mishandle the equipment in the classroom.
 - c) Students must follow all other rules as specified by the teacher.

The following procedures will be followed for students who cannot follow the above listed rules:

First Offense: The student will be removed from the class, given a warning, the principal will be notified, and parents will be notified by letter, of the infraction. The classroom teacher will send the letter to the parents. A copy of the letter will also be sent to the student's principal.

Second Offense: The student will be removed from the class, permanently.

SEVERE MISCONDUCT: The student will be permanently removed from the class immediately.

I have read and understand the policy above, and agree to everything stated.

| | |
|-------------------|-------|
| _____ | _____ |
| Student Signature | Date |
| _____ | _____ |
| Parent Signature | Date |

ACCEPTABLE USE POLICY

The Midkota Public School believes network access plays an important role in the education of students; however, the network also contains content that is not appropriate for students and staff. The District has taken precautions, in accordance with federal law, to restrict students and staff access to obscene, pornographic, and/or harmful information through the use of software designed to block sites containing inappropriate material. While the District has taken preventive measures, it recognizes that it is not possible to fully guarantee that students and/or staff will never access objectionable materials.

Education

The District shall provide education to students and staff about appropriate online behavior, including interacting with other individuals on social networking websites, as well as, cyberbullying awareness and response.

Monitoring Use

Network access is a privilege, not a right. Network storage areas shall be subject to the same scrutiny as school lockers for students. Students and staff shall have no expectations of privacy when using district computers and/or networks and shall use this technology solely for classroom/district-related purposes. Network administrators may view files and communications to maintain the integrity of the system and to ensure proper and responsible use of the system. Teachers and administrators will exercise supervision of student use.

Prohibitions

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

1. Accessing, downloading, or publishing inappropriate Internet material;
2. Sending or posting threatening, harassing, insulting, annoying or alarming content;
3. Sending, posting, or using obscene language;
4. Violating the privacy rights of students and employees of the District;
5. Vandalizing and/or tampering with district computers, and/or networks;
6. Hacking or any other form of unauthorized access to accounts, computer systems, or files;
7. Attempting to breach network security or transmit viruses;
8. Violating copyright, trademark, trade secret, or other intellectual property laws;
9. Using the network for political purposes as defined by state law, financial gain, and/or commercial purposes;
10. Accessing social networking or other Internet sites for noncurricular purposes.
11. Other actions deemed inappropriate or is not in the best interest of the District, its employees, and students.

Violations

Violations of this policy, or any federal/state law, rule or regulation, may result in loss of network privileges, as well as further disciplinary action up to and including suspension or expulsion for students or termination of employment for staff, as determined by the Superintendent or designee.

Consent

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

User Consent Signature

I have read and understand the Acceptable Use Policy. I agree to these policies.

Print: Student Last Name

First Name

Date

Signature of User

Signature of Parent

Annual Notices

FEDERAL NOTIFICATION MANDATES FOR STUDENTS

Annually the school will provide information on this in our back to school packet.

[Asbestos Hazard Emergency Response Act](#)

Elementary and Secondary Education Act

Midkota Schools will annually inform parents of:

1. [Parent and family engagement policy](#) (KAB)
2. [School-parent compact](#) (KAB-E)
3. [Annual Parent Meeting will be held at both Fall and Spring Parent Teacher Conferences](#)

Family Education Rights & Privacy Act (FERPA)

Midkota will provide the following notices in the opening school packet.

1. Notice of the right to inspect and review the student's education records and the procedure for exercising this right;
2. Notice of the right to seek amendment to portions of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights and the procedure for requesting amendment of records;
3. Notice of the right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that law authorizes disclosure without consent;
4. Notice of the right to file with the U.S. Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of the Act;
5. Notice of the district's policy of disclosing education records to education officials with a legitimate educational interest in viewing the records, a specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest;
6. Types of personally identifiable information that the school has designated as directory information, a parent's or eligible student's right to refuse to let the school

designate any or all of those types of information about the student as directory information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information about the student designated as directory information.

7. Notice that students' names, addresses, and telephone numbers shall be sent to military recruiters and colleges and universities, including the North Dakota University System (NDUS) **unless a parent/eligible student has opted-out.**

McKinney Vento Homeless Act

Midkota provides information on the McKinney Vento Homeless Act on a yearly basis. Information is posted in visible areas. Midkota surveys every family at the beginning of the school year regarding their home situation. Any students or families identified as homeless are provided with additional information regarding their rights as pertaining to this act.

Child Nutrition Programs

Midkota Public School participates in the National School Lunch Program, the School Breakfast Program, or the Special Milk Program, and provides both parents and the public with information about free and reduced price meals and/or free milk near the beginning of the school year via Messenger and school website.

Midkota informs the public (parents, students, and the community) about the content and implementation of your district's **wellness policy**.

Midkota's meal charge policy is disseminated yearly in our opening school packet.

Non-Discrimination

The Midkota Public School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

*Sara Bilden
Superintendent
701-785-2126
Sara.Bilden@k
12.nd.us*

Protection of Pupil Rights Amendments (PPRA)

Midkota Public School has developed policies related to surveying students and providing parents/eligible students access to instructional and survey material. The PPRA will be provided annually in the back to school packet.

- [Notification of Rights Under the Protection of Pupil Rights Amendment \(PPRA\)](#)
(GCC-E)

Section 504

Midkota Public School has a duty to locate, evaluate, and identify any child attending the public schools who may require Section 504 accommodations or services. Children eligible for Section 504 accommodations or services include those children who have a physical or mental impairment that substantially limits a major life activity.

If you suspect your child has a disability and may need 504 accommodations, or if you would like additional information, please contact your child's teacher, or call the District's 504 Coordinator, Stacy Adrian at the elementary or Sara Bilden at the HS.

Accreditation Requirements

Midkota Public School will review accreditation standards and policies for placement in student handbooks.