



MISSION



Challenge all to meet academic and life goals while inspiring lifelong learning.

Hettinger Junior High/High School Parent – Student Handbook

2023-2024 School Year

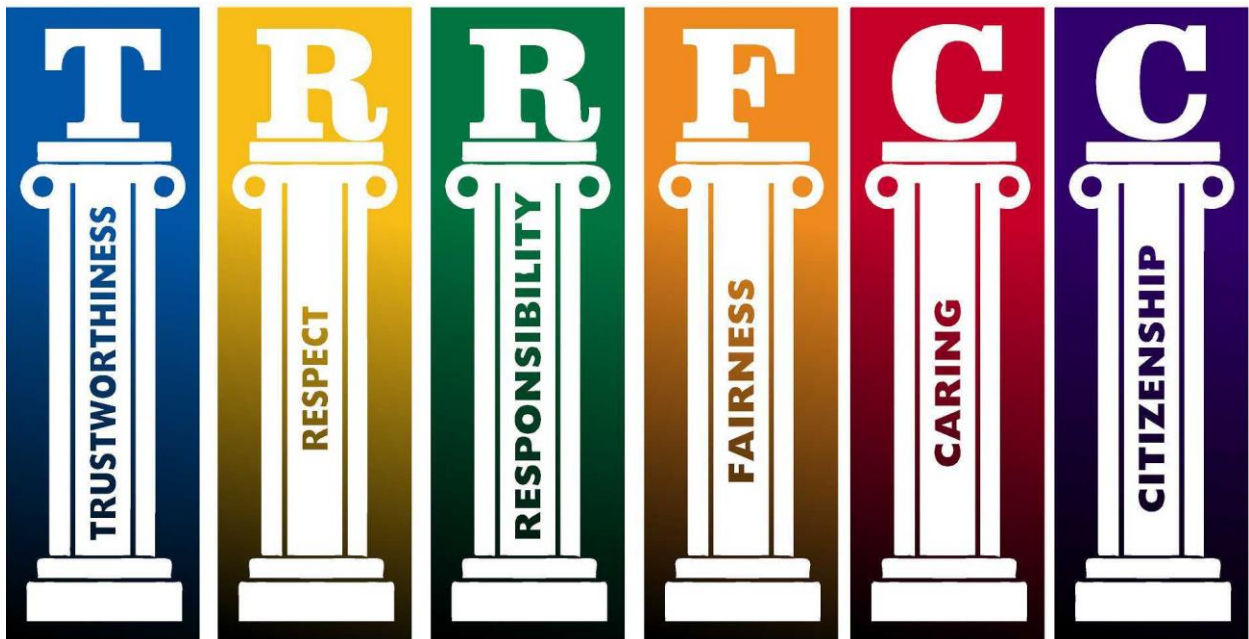


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Hettinger Public School

2023 - 2024 School Calendar

School Day 8:05 - 3:23

- Professional Development
- Holiday
- Parent / Teacher Conferences
- Flex Schedule 8:05-12:35

Approved 02/15/2023

8 August 2023 0						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 16-17/21 Teacher Professional Development
- 17 OPEN HOUSE 8:00-9:30
- 22 FIRST DAY OF SCHOOL

18 September 2023 1						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 4 No School - Labor Day
- 15 Flex Day
- 21 Parent Teachers Conferences
- 22 No School
- 25-29 Homecoming Week

19 October 2023 2						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 6 No School
- 13 Flex Day
- 20 End Quarter 1
- 19 No School - Teachers Convention
- 20 No School - Teachers Convention
- 27 Flex Day

16 November 2023 2						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 3 Flex Day
- 10 No School/Veterans Day
- 17 Flex Day
- 22-24 No School - Thanksgiving

13 December 2023 1						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 8 No School
- 15 Flex Day
- 21 End Quarter 2 / Semester 1
- Holiday Break 12/22/23-1/2/24

20 January 2024 0						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 2 School Resumes
- 5 No School
- 15 No School/MLK Day

17 February 2024 2						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

- 2 Flex Day
- 9 Teach Professional Development
- 16 Flex Day
- 19 No School/President's Day
- 29 Parent Teacher Conferences

16 March 2024 2						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1 End Quarter 3/No School
- 8 Flex Day
- 15 No School
- 22 Flex Day
- 29 No School - Good Friday

18 April 2024 2						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 1 No School - Easter Monday
- 12 Flex Day
- 19 No School
- 26 Flex Day

10 May 2024 1						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 3 No School
- 10 Flex Day
- 17 End Quarter 4 / Semester 2
- 16 LAST DAY OF SCHOOL
- 17 Snow Day
- 19 Graduation

Instructional Time

153	Full Instruction Days
1099	Full Instructional Hours
13	Flex Days
56.29	Flex Hours
1155	Total Instructional Hours

MISSION STATEMENT

CHALLENGE ALL TO MEET ACADEMIC AND LIFE GOALS WHILE INSPIRING LIFE LONG LEARNING

DISTRICT VALUES

TRUSTWORTHINESS: Be honest. Do not deceive, cheat or steal. Be alcohol, tobacco, and drug free. Have the courage to do the right thing. Stand by your family, friends, country, and school.

RESPECT: Treat yourself and others with respect; follow the Golden Rule. Be tolerant of differences. Use good manners, not bad language. Be considerate of the feelings of others. Do not threaten, hit, or hurt anyone. Deal peacefully with anger, insults, and disagreements.

RESPONSIBILITY: Do what you are supposed to do. Persevere: keep on trying. Always do your best. Use physical and verbal self-control. Think before you act and consider the consequences. Be accountable for your choices.

FAIRNESS: Play by the rules. Be open-minded; listen to others. Do not take advantage of others. Do not blame others carelessly.

CARING: Be kind. Be compassionate and show you care for yourself and others. Express gratitude. Help people in need.

CITIZENSHIP: Do your share to make your school and community better. Cooperate. Stay informed; vote. Be a good neighbor. Obey laws and rules. Respect authority. Protect the environment.

EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITIES

The Hettinger School District is committed to a policy of equal opportunity for all employees and students. Discrimination based on sex, race, creed, marital status, age, disability, national origin, or color is prohibited.

BELL SCHEDULE

Flex Bell

Period 0	7:30 - 8:05	7:30-8:05
Period 1	8:05- 8:57	8:05-8:30
<i>Homeroom</i>	9:00 – 9:17	No Homeroom
Period 2	9:20 – 10:12	8:38-9:08
Period 3	10:15 – 11:07	9:11-9:41
Period 4	11:10 – 12:03	9:44-10:14
<i>Lunch</i>	12:00 - 12:35	12:00-12:35
Period 5	12:38 - 1:31	10:17-10:47
Period 6	1:34 - 2:28	10:50-11:20
Period 7	2:31 – 3:23	11:23-11:58

JUNIOR HIGH/HIGH SCHOOL GRADING SCALE

A	4.0	95-100
A-	3.67	93-94.9
B+	3.33	90-92.9
B	3.0	87-89.9
B-	2.67	83-86.9
C+	2.33	80-82.9
C	2.0	77-79.9
C-	1.67	73-76.9
D+	1.33	70-72.9
D	1.0	67-69.9
D-	0.67	65-66.9
F	0	0-64.9

STUDENT HONOR ACHIEVEMENT

The Hettinger School District empowers students to achieve at their highest level of performance. There will be an Honor Roll and National Honor Society Chapter (NHS) in place to provide recognition of this achievement.

Honor roll recognition requires: **1.)** GPA - 3.33 or greater on a 4.0 scale; **2.)** no incompletes on academic work; and **3.)** no school suspension or minor in possession during Semester.

GRADE POINT AVERAGE, AND CLASS RANKING POLICY – {FBD}

1. Class rank of graduates from Hettinger High School will be determined by the grade point average (GPA)
2. Calculation of class ranking will be made at the close of the first semester of the senior year.
3. All incoming grades from other districts will be converted to our system for determining grade point average and honors.
4. All teachers at the junior high and high school levels will utilize the uniform grading scale as listed below.
5. Grade point averages will be computed for every enrolled student at the end of each semester.
6. Any cumulative GPA higher than 4.0 will be rounded to 4.0 upon graduation.

7. Students who maintain a 3.85 grade point average or higher throughout the first seven semesters of high school shall be designated as *High Honor Students*.
8. Students who maintain a 3.33 (up to 3.84) grade point average for the first seven semesters of high school shall be designated as *Honor Students*.
9. Student speakers for graduation will be designated by the administration from among the high honor and honor students. The students with the four highest grade point averages will be offered the opportunity to speak at graduation. If one or more declines the opportunity, the student with the next highest grade point average from among the high honor and honor student will be offered that opportunity.

Written reports on student progress will be issued to parents at least twice a year in all grades, K-12, and parents will receive written notice of the availability of report cards at least annually. The reporting dates will be determined annually.

HETTINGER HIGH SCHOOL CLASS MEMBERSHIP

Freshmen are required to attend 7 class periods; 6 class periods must be academic classes. Freshmen membership: 0 to 6 credits.

Sophomores are required to attend 7 class periods; 6 class periods must be academic classes. Sophomore membership: a minimum of 6 credits.

Juniors are required to attend 7 class periods; 6 class periods must be academic (zero-hour exception). Junior membership: a minimum of 12 credits.

Seniors may be required to attend 6 class periods; 5 class periods must be academic classes. Senior membership: a minimum of 17 credits.

GRADUATION REQUIREMENTS - {FBF}

Graduation from the Hettinger School District implies that students have satisfactorily completed the prescribed courses of study for the several grade levels in accordance with their respective abilities to achieve and that they have satisfactorily passed any examinations and other requirements set by the School Board and the faculty. In addition, students shall have maintained a satisfactory record of citizenship during their progression through the instructional program of the schools.

The minimum requirements for graduation shall be established in keeping with the North Dakota Century Code (NDCC 15.1-21-02.2).

All students, regardless of program, must earn 23 credits for graduation. Required courses include:

Course	Required Credits
English	4
Social Studies	3
Science	3
Mathematics	3
Computer	1
½ Health and ½ Physical Ed.	1
Electives (3 must be CTE, Fine Arts, or Foreign Language)	8
Total	23

Students will not be allowed to have more than one study hall per semester. Exceptions may be provided for students based on special needs and the decision of the full academic team comprised of administration, student, parent/guardians, and the student’s teachers for that year.

It is understood that some students will be involved in special and adaptive programs, successful completion of which will result in graduation.

For curriculum planning purposes, the student contemplating early graduation is encouraged to make intentions known as soon as possible to the Guidance Counselor, Principal, and Superintendent. Applications must be made to the School Board no later than the May meeting. (Also see Hettinger Public School Policy GDAA).

Physical Education Classes

All High School and Jr. High students are expected to take part in Physical Education classes unless they are sick or injured. In case of an extended absence, a medical excuse will be required. All students registered in a PE class will need to have gym clothes and gym shoes for class. See the dress code for what is appropriate.

No Privilege (NP) List

The No Privilege List is compiled weekly and runs from Monday morning (8:15am) to Monday morning the following week (7:45am). A teacher or administrator can place students on the List for grades or behavior. Students are most commonly put on the list for being near failing, failing, not turning in work, behaving inappropriately in class or in school in general, or being tardy. If a student is on the list for failing more than one subject, that student is ineligible for a week (Junior High athletes playing varsity have different eligibility rules, please see school district AD). The student may still get a pre-signed pass to go to another room to work during study hall (i.e. computer lab or library) only if it is signed by the teacher and the principal. A pre-signed pass **MUST BE DONE BEFORE THE CLASS BEGINS AND NOT MAKE THE STUDENT TARDY.**

A student may ask any teacher OR the office staff if they are on the NP List, who put them on the NP List and for what reason. To know why they are on the list, it is recommended that the student discuss it with the teacher that put them on the list.

It is also required that staff tell the students when they are being put on the list and for what reason.

DISTANCE EDUCATION

All students that sign up for ITV classes on the Great Western Network or with the RACTC during pre-registration in the spring are bound to that class as the school is charged a fee for their enrollment. If during the year a student decides to withdraw from a class, whether at semester time or in the middle of the class, they will be charged a fee of \$300/semester.

Also, after signing the network agreement a student can be dropped from the class for behavior or other reasons and will also be assessed a \$300/semester fine. Administration can waive the fee if they feel there is extenuating circumstances.

Independent Study Courses

Students in North Dakota have the opportunity to take independent study courses through the NDCDE. These courses require administrative approval from the attending school. When selecting courses, the course a student is requesting to take must not be a replacement of a required core course. The cost for NDCDE and all independent courses will not be covered by the school. In addition, Exam Administrators may ask for compensation for their time.

For independent study courses to be approved by the administration, the student must meet one of the following criteria:

1. Students must be taking a course that is not offered through Hettinger High School.
2. Students must have failed a course twice through HHS to be able to take the same course through independent study.
3. Student must be a junior or a senior trying to take a course that because of an irresolvable scheduling conflict they are prohibited from taking.
4. Students must be approved for early graduation.

Class Registration Fees

Music Instrument Maintenance \$100.00

Music Percussion Maintenance \$65.00

Drivers Education

District Student - \$175.00

Non-Districts Student - \$225.00

Families may be allowed to make payments during the school year so that the amount is paid before the beginning of Driver's Ed in the summer.

SCHOOL FOOD PROGRAM

High school and Jr. High students may pay lunch money to the High School office. Individual meals may be paid for in the lunchroom during the lunch period. When making payment by check, make it payable to Hettinger School Lunch. Always check to see if you qualify for free or reduced meals at school.

Breakfast Prices: Students \$2.55, Adult \$3.00, Extra Entrée \$1.70

Lunch Prices: Students \$3.30, Adult \$4.00, Extra Entrée \$1.70

Milk Price: \$0.50 for everyone

STUDENT ACTIVITY TICKETS

The student activity ticket may be used for football, basketball, and volleyball games, wrestling matches, and music concerts. It is **NOT** good for plays, musicals, or tournaments.

Activity Tickets:

- Students K-12: \$45.00
- Adults: \$60.00
- Sr. Citizen (65+): \$45.00

ACTIVITY MEETING SCHEDULE:

Monday: National Honor Society/FFA

Tuesday: Science O/Owls/Robotics

Wednesday: FBLA/Speech/Drama

Thursday: Student Council / JH Student Council

Friday: Class meetings/Special Meetings/HOSA/NHDAC

ADMINISTRATION OF PRESCRIPTION MEDICATION - {FEAA-R}

- A. Any prescription medication that is ordered for administration at school should be given using the following procedures:
 1. Prescription medication sent or brought to the school must be accompanied by a signed request/consent from the parent or legal guardian. This consent must grant permission for school personnel to administer the prescription medication.
 2. The following information must be included on the ORIGINAL PHARMACY LABELED-CONTAINER:
 - a. The student's name.
 - b. Amount of dosage
 - c. Time of administration.
 - d. Name and strength of prescription medication and route (i.e., oral, eye drops, eardrops, nebulizer).
 - e. The instructions for administration.
 - f. Special care, such as refrigeration.

- g. Name of physician or other legally designated health care professional.
 - 3. Major side effects of the prescription medication should be listed on the information accompanying the prescription medication. Generally, the pharmacist will provide this information.
 - 4. Prescription medication for emergency use. In emergency cases, such as acute allergic reactions, the school personnel shall promptly notify emergency medical personnel and the parent(s) or legal guardian.
 - a. If prescription medication is for known acute allergic reactions, such as a bee sting kit, then it may be administered by the school nurse, or a person trained by a physician, dentist, nurse, or other legally designated health professional upon written consent from a parent or legal guardian.
 - b. Personnel who have been trained according to rules established by the local board of health may administer epinephrine (Epi Pen) without written consent. (NDCC 23-01-05.2)
In many communities, the emergency number is 911; the emergency number for the community in which the school is located shall be included in the school's policy and procedures.
 - 5. All labeled prescription medications shall be kept in a secure, locked, clean container or cabinet to protect the safety of the student receiving the prescription medication and other students. The administrator of the school shall determine who within the school will be given the responsibility to check in and administer the prescription medication.
 - 6. The administrator shall establish a check-in procedure for prescription medication brought to the school. This procedure shall include: recording the date the prescription medication was deposited, ensuring that parent request/consent is on file, and notifying the person who has been designated to administer the prescription medication (*See Form Request/Consent for Medication Administration*)
 - 7. It is recommended that no more than one month's supply of any prescription medication be brought to school at any one time and that it is the parent or guardian's responsibility to replenish the prescription medication supply if necessary.
 - 8. A separate record for each student shall be kept of the administration of the prescription medication, noting date, time, and signature of the person administering it. All such records are confidential and are separate from the student's education records. (NDCC 15.1-24-04)
 - 9. Be sure the following criteria are followed each time prescription medication is administered:
 - a. Right student
 - b. Right prescription medication
 - c. Right dosage
 - d. Right route
 - e. Right time
 - 10. Administration of prescribed prescription medication during school hours will be noted on the designated form for each student that includes: student name, prescription medication, dosage, route, time/frequency, signature of person administering the prescription medication, and a place for other information to be recorded, such as any observed reaction to the prescription medication or possible side effects. When this prescription medication regime is completed or the form is filled, it is to be placed in the student's medical treatment record. (*See Form Documentation for Medication Administration*)
 - 11. Prescription medications must be picked up by the parent(s) or legal guardian at the end of each school year or when the prescription medication is no longer needed by the student or when the student withdraws from school.
If parent or guardian does not pick up prescription medications by the end of the school year, the school will consult with the pharmacy that filled the prescription medication or the local health department for proper disposal of the prescription medication.
 - 12. A new pharmacy label/container must accompany any new prescription order, change in prescription, or refill. A parent request/consent must be on file for any new prescription or change in prescription. Parent request/consent must be current for each prescription medication.
- B. Personnel Responsible for Administering Prescription medication
- 1. All personnel should be familiar with the policy and procedures for administering prescription medication in the school.
 - 2. All personnel having responsibility for supervising students shall be given adequate information about the student, including related medical problems, if any, suspected allergies, emergency contact

- persons, etc., and shall be informed of anticipated circumstances for which school personnel may need to be in touch with out-of-school personnel (e.g., medical personnel, other agencies, etc.)
3. A list of personnel within the school building who are responsible for administering the prescription medication should be kept on file. Personnel on the list must receive instruction about the administration of prescription medication and a specific review of instructions for a given student's prescription medication needs.

C. Other Safeguards or Circumstances

1. Even when students are determined to be capable of independently administering their own prescription medication, the student will be required to deposit the prescription medication in the designated area. However, there may be exceptions that will be documented in the student's school record.
2. ALL PERSONNEL must be informed of proper procedures in emergencies and of circumstances in which they are expected to directly call the emergency medical assistance number.
3. When students require extensive medical and health related observations while in school or if medical/health related equipment or appliances must be monitored while the student is in school, ADDITIONAL PROCEDURES WILL NEED TO BE ESTABLISHED.

Liability Disclaimer

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

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

ATTENDANCE AND ABSENCES {FFB}

North Dakota law contains compulsory attendance requirements for students ages seven through sixteen. In order to comply with and enforce these requirements, the Board establishes the following attendance policy.

Section I: Definitions

- A. 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, teacher, or school administrator.
 - *An unexcused absence* is any absence not supported by the verbal or written excuse required for an excused absence.
- B. For the purposes of imposing academic sanctions under Section III of this policy as authorized by NDCC 15.1-20-02.1(3):
 - *Approved absence* is an absence that the district believes is necessary and/or unavoidable and has received administrative approval. Necessary and/or unavoidable absences may be caused by 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/or unavoidable by the building principal or Superintendent. Students granted approved absences shall not

be subject to the consequences contained in Section III of this policy. The Superintendent or designee shall develop criteria for requesting and granting an approved absence and shall establish make-up work requirements.

- *An unapproved absence* is an absence that does not meet the above criteria for approved absences. If a student is absent for an unapproved reason, the parent/guardian shall still be responsible for calling the principal's office to explain the absence, and the student will be subject to the consequences contained in Section III of this policy.
- *Attendance Policy* still requires illness or absence call by 9:00am for morning classes and 1:00pm for afternoon classes.

Section II: Documentation Requirements

School administration may require applicable documentation to verify an excused or approved 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;
6. A request for an absence due to a curricular or extracurricular event submitted by the student's teacher, coach, or extracurricular advisor.

Section III: Accumulated Unapproved Absence

Academic sanctions: The Board believes there is an intangible benefit associated with being present in the classroom. Attendance shall be a factor used in computing students' grades.

Students who are absent for unapproved reasons shall be subject to academic sanctions (which may include, but not be limited to, a point, percentage, or grade reduction) and/or intervention counseling in accordance with administrative regulations. The Superintendent or designee shall develop regulations on grade-appropriate academic sanctions and other intervention strategies for unapproved absences. These regulations shall contain provisions that allow students to remedy some, or all the adverse academic consequences associated with unapproved absences.

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 the law. When a compulsory attendance violation is substantiated, the district shall comply with law enforcement reporting requirements under law.

Dissemination

This policy shall be published in all student handbooks and distributed to parents annually.

ABSENCES

The Hettinger School District standard requires that all schoolwork missed by the student during an absence shall be made up regardless of the reason for the absence. Students in grade Kindergarten-6 whose poor attendance has caused a notable deficiency in learning may be retained at their present grade level if, in the judgment of the principal, such action is advantageous to the student. This decision is made after consultation with the teacher(s) and the parent(s) during the last month of the school year.

Unexcused absences that exceed the Hettinger School District standard of five (5) per year for students in grades K-12 will require that schoolwork be made up before credit or promotion can be awarded.

The principal is granted the right to make exceptions to the Hettinger School District standard in extra-ordinary cases.

Suspension will not count as an unexcused absence for purposes of determining the number of unexcused absences to be considered for credit. Suspension is limited to ten days per year then the next step is expulsion.

The Hettinger School District recognizes three types of absence:

1. Excused

Excused absences shall be those caused by illness, injury, family trips, family emergency, religious observance, or those absences granted in advance by the principal. In the case of advanced excused absence granted by the principal, an effort should be made to complete all the work ahead of time. Schoolwork not assigned before an excused absence will be allowed two days for every day missed to make up work. For example, if you are gone on Monday the work is due on Wednesday.

The responsibility for making up the work and the absence excused rests with the parent/guardian and student. If a student is absent for illness for more than three (3) days a doctor's note may be required.

2. Unexcused

With parent/guardian's knowledge and/or consent. If a student is absent with parent/guardian's consent for reasons other than those stated above, the parent/guardian is expected to call the principal's office to explain the absence and the student will be subject to a penalty, since the student will be in willful violation of the Hettinger School Board regulations. If a student is absent more than three consecutive days, the principal shall arrange a visit with the student's parent/guardian. If the absences become habitual and the principal is not satisfied that the absences are excusable, the principal shall file a Report of Suspected Child Abuse or Neglect with the Adams County Social Services and the State's Attorney for appropriate action. Unexcused habitual absence is defined as five (5) or more absences per year. All schoolwork missed will have time equal to time gone to complete.

3. Truancy (also known as cutting or skipping)

"Truancy" is defined as being absent from one or more classes without the consent of parent/guardian or school officials. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled. It also includes any after-school special-help session, or disciplinary session, which the student has been directed to attend. It does not include absences due to disciplinary suspension.

When truancy occurs in grades 7-12, parents will be contacted by phone or letter as soon as practical. Subsequent trancies will require a conference including the principal, parent/guardian(s), student, teacher and/or counselor. The building principal is given broad authorization at this point to implement a range of solutions for truancy problems that would include a.) Detention; b.) Closed campus; c.) Suspension; d.) Loss of credit/drop from the class; e.) Truancy petition.

When a student has been truant from a given class three times, he/she will be dropped from the class with a failing

grade. This action will be handled by the principal's office. The parent/guardian(s) will be notified and notice of this action will be recorded in the principal's office and the guidance department. Administrators are granted the right to make exceptions to the truancy regulation in extraordinary circumstances.

Tardiness

Students arriving late to school or returning late from lunch without a note from parent/guardian, without an acceptable pass from a teacher, or with a note that gives reasons other than those listed as acceptable in the attendance policy (Section I: B and under ABSENCES #1) will be listed as tardy.

Students arriving after the bell dismissing 1st period or 6th period class will be considered absent. Students listed by teachers during other periods of the day as arriving late to class without a proper pass will be considered tardy. Students arriving to class more than 10 minutes after the class has begun will be counted absent from the class and not tardy. Every three tardies a student gets in a class will be considered an absence will count towards the 10 days of absence allowed per semester per class. Once a student gets an additional 3 tardies, it will be considered an unexcused absence in that class.

Attendance and Credit

To earn credit or promotion in a class, a student must be in attendance for a minimum number of days per school year or semester. Student absences shall not exceed more than 10 absent days per semester per class. An absent day in relation to a class is defined as missing that class for an entire period or showing up for a class more than 10 minutes after the class has started without an appropriate pass.

Accumulated absences that exceed the standard warrant a review of credit by the administration. The only exceptions to the above limit are school-sponsored activities, absences approved in advance by administration under special circumstance, or medical absences with a signed doctor's excuse stating the specific time the student will be or was unable to attend school.

A review of credit is defined as the administration reviewing the student's participation and attendance in class with the student, parent, and instructor. The review of credit provides the administrator with two options:

1. to deny credit based on student performance and attendance,
2. have the student make up time and work to a level acceptable to the instructor. It should be clear that the student has demonstrated adequate proficiency to earn credit for the class.

If a student is to make up work to recover the credit, it should be stated in a written "learning contract" specifically what the student is to complete (assignments, amount of time, etc.), who the supervisor is, when the deadline for completion is, and what the consequences of not completing the contract in the given time or to stated specifications are.

The contract should be signed by a parent, student, teacher, and administrator and a copy provided to all.

Attendance and Graduation

Students that transfer into the Hettinger Public School from state accredited schools must be in attendance their last semester and complete all requirements for graduation to receive a Hettinger Public School diploma and to be eligible to participate in graduation exercises. Students that transfer from non-accredited schools or from home-based schools must be in attendance their last two semesters and complete all requirements for graduation to receive a Hettinger Public School diploma and to be eligible to participate in graduation exercises.

Additional time is necessary to evaluate and assess the academic value of coursework completed in non-accredited or home-based schools.

Evaluation of this coursework will include review of course outline, review of achievement and competency tests for each required subject. If necessary, additional achievement and competency tests may be required prior to approval of coursework and placement at appropriate academic level.

The Superintendent will develop and enforce regulations to monitor this student attendance policy.

AUTOMOBILE USE

Each school will provide adequate parking for staff and visitors. Driving on school roads and parking on school property is a courtesy offered to students and others by the Board. All motorized vehicles such as cars, trucks, and the like, when on school property, shall use only such streets or parking areas as shall have been provided for such purposes. Students will be restricted to parking in designated areas.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots, including regulating driving, and parking. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

It is understood that all vehicles used on school property shall observe all requirements relative to safety and noise control as may have been set by law or by school regulations. The administration shall establish rules and regulations to assure traffic safety. The district shall not assume any responsibility for damage to cars or for theft.

The Board will work with the City Police Department and other appropriate city and/or county agencies in an effort to provide the best possible safety coverage for students leaving and entering the school grounds.

CO-CURRICULAR/EXTRACURRICULAR ACTIVITY (Additional info can be found in School Board Policy FFE)

The Hettinger School District Co-Curricular program will provide an opportunity for fun and team effort skills with development of physical and emotional maturity. Success in winning is a positive goal but not the priority in this process.

To maintain Education as the Hettinger School District as our primary purpose, these objectives shall be used:

1. A co-curricular program is to supplement the student education.
2. Student participation will be voluntary and student choice respected.
3. Co-Curricular program will require positive attitude, appropriate sportsmanship behavior.
4. The Co-Curricular program will promote the following:
 - a. Loyalty, cooperation, respect of Advisor/Coach, peers, and leadership.
 - b. Activity Advisor/Coach that will provide leadership in developing self-discipline and self-motivation.
 - c. Development of participant and community pride for the student efforts.
 - d. Positive skills learned for lifelong use.

Co-Curricular activity programs for Junior High will:

- a. Be available to all students who desire to participate.
- b. All students will compete equally as possible.

- c. Emphasize effort and development more than outcome.
- d. Follow NDHSAA rules for Junior High

Co-Curricular activity programs for High School will:

- a. Develop mature, disciplined individuals and teams that represent the Hettinger School District competitively at Varsity level.
- b. Allow a Junior High student to compete with High School Team if: Advisor/Coach has received approval of Activity Director and Administration prior to talking with student and parents. The Superintendent shall make the final decision.

Makeup Work from Planned Absences:

If a student is going to be gone for an excused event, they must turn in their work to their teachers before they leave on the trip, unless other arrangements are agreed upon by the teacher. If this is not completed the penalty would be at the discretion of the teacher.

Sunday and Wednesday Family Night {ABAB-AR}

The activities director keeps a master calendar and facilities schedule. The principal and activities director need to be consulted well in advance in order to schedule an activity or event.

The building principals and activities director shall not permit groups to schedule any school activities after 6:00 p.m. on Wednesday evenings or on Sunday. All students must be out of the building, and school doors must be closed by 6:00 pm on Wednesdays. The time after 6:00 p.m. on Wednesday is considered family time and must remain free from school activity interference.

Attendance, Eligibility and Student Activities

Attendance eligibility for co-curricular activity or practice requires the student to be in school the whole day. Exemptions to this policy include, but are not limited to, illness, medical appointments, educational opportunities, and family emergency absences that have received Administrative (Superintendent or Principal) approval. If an Administrator is not available, then absence can be approved by the Activity Director. In case of illness, students must arrive by the beginning of third period to participate in co-curricular activity. This policy will be implemented in a consistent manner for all students.

Academic ineligibility for co-curricular activity, in grades 7-12, is in effect if the student is failing in two classes. The passing grade to be computed from the opening of the semester and relative to such subjects only as severally and individually shall have a credit value of one-half unit per semester. This computation will occur weekly on Monday morning to reflect grade averages from the beginning of the semester. Ninth grade students are academically eligible even if socially promoted from 8th grade. A 7th or 8th grade student must be passing in all subjects to be eligible to participate in high school activities. In High School, failure to acquire four "half units" at the end of a semester will make the student ineligible for a period of four weeks the following semester.

Co-Curricular Student Transportation Inclement Weather

On school activity trips, the student is under the supervision of the school and must abide by the regulations of the school regarding behavior. A school official will accompany students on all activity trips. Students will be required to return on the activity bus unless they are released to their parent/guardian or another student's parent who has been given permission, this needs to be done in writing before departure for the event.

Prior to departure from school the parent/guardian must send a signed permission slip and make telephone or personal contact with Activity Director, Principal, or Superintendent to receive approval for a student to be released to another student's parent. All permission slips will be kept by the advisor/coach/Activity Director until the end of the school year.

Activity Trips during inclement weather:

The school administration will make the final decision regarding activity trips. The decision will be based on one or more of the following:

1. State road advisory reports;
2. Contact with the state highway patrol;
3. Contact with the sheriff's department;
4. Contact the school authority at the destination of the activity.

Participants must have appropriate winter gear (i.e., head gear, gloves, appropriate shoes/boots and coats) in order to be allowed on the bus.

STUDENT EDUCATION RECORDS {FGA}

The district shall comply with all required components of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA) when maintaining, retaining, granting access to, disseminating, and disposing of student educational records. In addition, the district shall comply with all notification requirements required by these laws.

Definitions for the purpose of this policy:

- *Legitimate educational interest* is defined as access that is needed in order for a school official to fulfill his/her professional responsibility.
- *School official* is defined as:
 - A. An individual employed by the district in an administrative, instructional, or support staff position;
 - B. School board members;
 - C. A person or company contracted by the district to perform institutional services and/or functions, including, but not limited to, attorneys hired by the district and data storage and protection agencies;
- *A permanent record* is defined as a record containing a student's name, address, phone number, record of grades, years enrolled, courses attended, and grades completed.

Access

The district shall grant access to student educational records to individuals as authorized by law. When applicable, appropriate consent will be obtained and/or agreements established to release records and the district will honor opt-out requests. The district shall comply with all recordkeeping requirements related to record access and disclosure as delineated in law.

School officials with a legitimate educational interest in a student's educational record shall be granted access to the portions of the record that they have a need to know.

This list of school officials shall be included in the district's annual FERPA notification.

School officials will receive appropriate training and information on privacy to ensure records are not misused. The district shall put reasonable methods in place to ensure that school officials only obtain access to educational records or portions of educational records of which they have a legitimate educational interest. These methods shall be delineated in administrative regulations.

Review and Amendments

The Board shall develop procedures for a parent/guardian/student to review and amend educational records. These procedures shall be delineated in board-approved regulations and shall be disseminated annually in accordance with law.

Record Dissemination

1. Other schools: When a student enrolls, intends to enroll, or has enrolled in another school, the district shall forward a copy of the student's educational record, including disciplinary records involving suspension and/or expulsion to the new school district without prior consent so long as disclosure is for enrollment or transfer purposes. The district shall retain the original student record.
2. Directory information: The Board defines directory information as:
 - a. Address
 - b. Date and place of birth;
 - c. Dates of attendance;
 - d. Degrees, honors, and awards received;
 - e. Electronic personal identifier;
 - f. Grade level;
 - g. Institutional electronic mail address];
 - h. Major field of study;
 - i. Most recent educational agency or institution attended;
 - j. Participation in officially recognized activities and sports;
 - k. Photograph;
 - l. Student's name;
 - m. Telephone listing;
 - n. Weight and height of members of athletic teams.

*The district may release this information without a parent/guardian/ authorized student's consent unless the parent/guardian/authorized student has requested to opt-out. Opt-out notices will be disseminated in accordance with the law. The district shall provide applicable directory information to entities authorized to access directory information under FERPA and North Dakota law unless a parent/authorized student has opted out.

3. The district may release the contents of a student's educational record for reasons permitted by law, such as, but not limited to, health and safety reasons after considering the totality of circumstances and determining an articulable and significant threat to the health and safety of the student or others exists.
4. The district may or, when required by law, shall release students' personally identifiable information from student educational records to authorized representatives, as defined by FERPA, in accordance with PII disclosure agreement requirements and other safeguard procedures mandated by FERPA regulations.

5. De-identified information may be released upon request if the request meets conditions permitting release of such information under law.

Record Retention & Destruction

All components of a student's educational record shall be retained for at least the duration required by state law after which the permanent record will at least be retained. No record will be destroyed for which there is an outstanding request from a parent/student to review.

DANCES AND ACTIVITIES

The two live or DJ music dances are approved for Hettinger High School each year, the Homecoming Dance, and the Junior-Senior Prom. Organizations wishing to host other dances will need to request pre-approval from the administration. Law enforcement will be hired for the dances at the expense of the sponsoring organization.

Guests who are not enrolled at Hettinger High School will need to register in advance with the appropriate school official as designated for the event. If students leave any of the dances, they will not be allowed back into the dance without chaperone approval after the designated time for locking the doors and beginning the dance. No student or guest will be allowed in after the doors are locked unless prior arrangements are made with the Principal or Advisor. The doors will normally be closed 30 minutes after the scheduled time for the dance to begin.

Students in grades 9-12 and their guests will be allowed to attend high school dances with the exception of the Homecoming Dance at which Hettinger Alumni will be welcome. Hettinger School will enforce a zero-tolerance policy for drugs, alcohol, and tobacco at all events, regardless of the age of the participants. The board, knowing that school activities are a privilege for the students, gives the advisors (teachers) the authority to evict any student or guest for any unacceptable conduct during the activity. For the Junior-Senior Prom, juniors, seniors, and sophomores will have the right to invite escorts who are freshmen or older (escorts cannot be older than 20).

***And students serving a NDHSA violation will not be allowed to attend these events.**

DETENTION

Students who are given detention by an instructor are expected to make up that time with the instructor or with an assigned supervisor. The student must make arrangements to make up the detention within two (2) days of the date that detention was given. Failure to do this can cause in-school suspension. Detention will be held before or after school hours and will have priority over co-curricular activities.

If a student is required to serve detention, his/her parent shall be notified by the school prior to the student serving the detention. (FF-AR)

DRESS CODE

Personal hygiene and dress are primarily matters of concern between the students and their parents. The School Board encourages the students to use sound judgment. Inappropriate clothing attire and poor personal hygiene can negatively impact the learning environment. Additionally, clothing, attire and personal hygiene should not in any way constitute a threat to the safety and health of the student and others. The following codes are expected at Hettinger Public School:

1. No clothing and all other personal items/accessories that a. contain vulgar, derogatory, violent or suggestive diagrams, pictures, slogans, or words; b. belittle any race, religion, nationality, or gender; c. portray or promote tobacco, alcohol, or illicit drugs.
2. Hats/headgear are to be removed when entering the building and placed in lockers during the school day.
3. Backpacks and coats are not to be worn in the classroom.
4. Tops will cover torso and undergarments.
5. Bottoms will reveal no more than 8 inches from the top of the knee.
6. Appropriate footwear is expected, (No cleats)

Athletic uniforms would be an exception to the above code. No student shall be prevented from attending school or a school sponsored activity because of appearance if style, fashion, or taste is the sole criterion for such action. If Administration determines clothing not appropriate for learning environment, a clothing change may be required.

If a student is sent to the office for a dress code violation it will be considered a class disruption under the discipline matrix and the appropriate consequence will be administered. (12/17/21).

Physical Education Dress Code

Swimsuits must be either 1 piece or can be 2 pieces that must cover the midriff area or be practical for physical education.

Furthermore, any shirts or shorts worn for physical education class will not be allowed to be worn to non-physical education classrooms.

CELL PHONE/ELECTRONIC DEVICES USE

Students are not allowed to use their cell phones from 8:10 am until 3:15 pm., however cell phones are permitted during their lunch hour in the commons area between the library and principal's office. Use in any other area (text or talk) will result in the student or teacher turning the phone into the principal until the end of the school day, repeated offences may result in more severe discipline.

These devices will be allowed in the commons area only. A student using these after 8:10 am and before 3:15 pm in the lunchroom, hallways or any area that is not allowed for use will have the device taken and will fall under the same penalties as cell phone use. A teacher may allow use of the device in their classroom for activities they consider appropriate.

Consequences:

1st Offense -Phone returned to student at end of day.

2nd Offense - Parent required pick up in office after 24 hours.

3rd Offense – Meeting with the student and his/her parents/guardians.

Further Offenses – Student deemed insubordinate and given more serious punishment through the Administration.

NOTE: *Teachers may require students to place their phones up front with the teacher during tests or quizzes.*

NOTE: No cell phones are allowed in locker rooms. Phones will be left with the instructor before entering the locker room and dressing for class.

Telephone Usage

Please do not phone your child during school hours unless there is an emergency. We, too, will discourage your child from phoning you at home or work for trivial reasons. If it becomes necessary for you to get in contact with your child, we would much rather take a message to the pupil, than have them come to the phone. Students should not have their friends call them at school. We will not take any messages or call students to the phone in this case.

NONDISCRIMINATION & ANTI-HARASSMENT POLICY - {AAC}

Nondiscrimination Policy Statement - {AAC}

The Hettinger School District, in the County of Adams and State of North Dakota, supports the provisions of Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 which commit all schools to the elimination of discrimination on the basis of race, creed, color, national origin, sex, marital status, age, and disability in employment and in those programs and activities offered to its students. It is the expressed intent of the Hettinger Public School to provide equal opportunity for all students, free from limitations of race, creed, color, national origin, sex, marital status, age, or disability. For Title VI and Title IX, 504 and ADA, contact Superintendent Ryan Moser 701-567-5315.

General Prohibitions

The Hettinger Public 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 and/or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law.

It shall be a violation of this policy for any district student or employee to harass or discriminate against another district student or employee based on any status protected by law. The district will not tolerate harassment or discrimination of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any person affiliated with a person protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

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

Definitions

- *Complainant* is the individual filing the complaint. When the complainant is not the victim of the alleged harassment/discrimination, the victim will 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 a person 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 person would consider intimidating, hostile, or abusive
 - B. For students when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.
- *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* may include, but are not limited to:
 - 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 a person's sexual orientation
 - K. Sexual violence including, but not limited to, rape, sexual battery, sexual abuse, and sexual coercion

Complaint Filing Procedure

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

Confidentiality

An individual wishing to file an anonymous harassment and/or discrimination complaint shall be advised that confidentiality will limit the district's ability to fully respond to the complaint and that retaliation is prohibited. The Superintendent 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.

A harassment or discrimination investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions such as when the record is protected by FERPA.

Responsible Employees

The Superintendent shall identify school employees responsible for receiving and reporting discrimination and harassment incidents and complaints. These individuals shall be listed in student handbooks and shall receive appropriate training on their reporting duties.

Policy Training and Dissemination

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

Nondiscrimination Coordinator

The Board designates Superintendent as the Title IX and Nondiscrimination Coordinator. S/he can be contacted at 209 8th Street South, Hettinger, ND 58639-1188, 701-567-4501. The Title IX/Nondiscrimination Coordinator and any other school official responsible for investigation of discrimination complaints shall receive appropriate training.

DISCRIMINATION & HARASSMENT GRIEVANCE PROCEDURE {AAC-BR}

The following procedure is designed to resolve harassment and discrimination complaints as defined in board policy in a prompt and equitable manner. Board policy requires all students and staff to fully cooperate when asked to participate in a harassment investigation. The procedure contained in these regulations supersedes the district's complaints about personnel and bullying policies.

Retaliation Prohibited

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

Complaint Filing Format and Deadlines

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

To Whom Complaints May be Filed

Complaints may be filed with any responsible employee. Each district school shall print a list of responsible employees in its student handbook. Responsible employees are required to report any discrimination/harassment

to the Superintendent when they knew (e.g., received a complaint, directly observed it) or should have known it was occurring (e.g., overheard students talking about an incident, saw discriminatory or harassing graffiti or vandalism on school property). Failure by a responsible employee to report under this regulation may result in disciplinary action.

Initiating Complaint Resolution Procedure

After receiving a discrimination/harassment complaint or gaining knowledge of potentially discriminatory/harassing conduct, the Superintendent shall contact the complainant/victim, determine if an informal or formal investigation is appropriate, and determine if the complainant/victim requests confidentiality. Requests for confidentiality shall be handled in accordance with policy AAC.

Prohibition on Meeting with the Accused

At no time during the informal or formal resolution process shall the complainant be required to meet with the accused. If any school official listed in this regulation as responsible for conducting or overseeing the investigation is the accused, the Superintendent or Board President (if the Superintendent is the accused) shall designate a different individual (which may be a third party) to carry out the accused's responsibilities associated with the investigation.

Third-Party Assistance

School officials responsible for conducting/overseeing discrimination/harassment investigations are authorized to receive assistance from the district's legal counsel throughout the process.

Investigation Timeframes

The informal resolution procedure shall be completed within 30 days of a responsible employee reporting the complaint or incident to the Superintendent unless the investigator documents reasons for delays and communicates these reasons with the complainant and accused. The formal resolution procedure shall be completed within 60 days of a responsible employee reporting the complaint or incident to the Superintendent or a complainant or accused terminating the informal complaint procedure unless the investigator documents reasons for delays and communicates these reasons with the complainant and accused.

Interim Measures

Pending the final outcome of an informal or formal investigation, the district shall institute interim measures to protect the complainant and inform him/her of support services available. These interim measures should have minimum impact on the complainant.

Informal Resolution Procedure

This procedure shall not be used when the alleged discrimination or harassment may have constituted a crime. This procedure shall only be used when mutually agreed to by the complainant and the Superintendent.

During this process, the Superintendent shall only gather enough information to understand and resolve the complaint. Based on this fact-gathering process, the Superintendent shall propose an informal solution, which may include, but not be limited to, requiring the accused to undergo training on harassment/discrimination, requiring all students and staff to undergo such training, instituting protection mechanisms for the complainant, and/or holding a formal meeting with the accused to review the harassment/discrimination policy and discuss the implications of violating it. Both the complainant and the accused must agree to the informal resolution before it can be instituted.

The Superintendent shall monitor the implementation and effectiveness of recommendations and initiate the formal resolution procedure below if harassment/discrimination persists.

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

Formal Resolution Procedure

Whenever alleged discrimination or harassment may have constituted a crime, the Superintendent should contact law enforcement and enter into a memorandum of understanding concerning sharing of evidence and coordination of the investigation.

The fact-gathering portion of the investigation shall be carried out by the Superintendent and shall consist of interviews with the complainant, the accused, and any others who may have witnessed or otherwise have knowledge of the circumstances giving rise to the alleged complaint and may involve gathering and review of information relevant to the complaint. Both the complainant and accused will have equal opportunity to present evidence and name witnesses. Witnesses shall be instructed not to discuss this matter with others.

The fact-gathering portion of the investigation shall be completed within 15-20 calendar days or as soon as practical. After gathering this information, the investigator shall determine if a recommendation for expulsion for an accused student or discharge for an accused teacher should be made. If this recommendation is made, the hearing shall be held in accordance district policy and law, except that both the complainant and accused shall have an equal right to attend the hearing, have parents/spouse (for employees) and a representative present, present evidence, and question witnesses. The complainant may choose to watch the hearing remotely and appoint a representative to participate in the hearing in his/her stead.

Investigation Report:

After the fact-gathering process and, if applicable, hearing is complete, the Superintendent or hearing officer (if a hearing was held) shall complete a written report containing a determination of whether allegations were substantiated, whether the discrimination/ harassment policy was violated, and recommendations for corrective action, if any. These determinations shall be made on a case-by-case basis. The Superintendent/hearing officer shall assess if discrimination/harassment more than likely not occurred based on, but not limited to, the following criteria:

- Whether evidence suggests a pattern of conduct supporting or disproving the allegations or harassment or discrimination
- Whether behavior meets the definition of harassment, sexual harassment, and/or discrimination as defined in board policy
- Ages of the parties involved
- Relationship between the parties involved
- Severity of the conduct
- How often the conduct occurred, if applicable
- How the District resolved similar complaints, if any, in the past.

Any disciplinary action shall be carried out in accordance with board policy, law, and, when applicable, the negotiated agreement.

The investigation letter shall indicate if any measures shall be instituted to protect the complainant. Such measures may include, but not be limited to, extending any interim protection measures taken during the investigation. The letter shall also inform the complainant of support services available.

The investigation letter shall contain a monitoring plan to evaluate the effectiveness of the resolution and help prevent recurrence.

The resolution listed in the investigation report shall be final and binding; however, nothing shall prevent the parties from seeking judicial redress through a court of competent jurisdiction or through any applicable state or federal complaint procedures.

Illness and Injury

Students often become ill in school. When it becomes necessary to send a student home, the parent(s) shall be notified. The school will require the phone number where the parent can be reached during the day and the name and phone number of a person or persons to be called in case of an emergency should the parent(s) not be available when the student becomes ill. All contagious or infectious diseases should be reported to the local health authority. Illnesses of an unusual nature are also to be reported to the local medical authorities.

Significant Contagious Disease, any child having any contagious or infectious disease or living in any house in which such disease exists or recently existed shall be sent home from school and shall not be readmitted without a physician's written statement that the child is free from contagion, in accordance with the regulations of the local board of health.

Accidents: All accidents that occur on school property or during school activities should be reported to the principal's office as soon as possible. In the event a child is injured in school, the teacher, principal or school nurse will administer first aid. If the accident is of a serious nature, the parent/guardian(s), will be called immediately. If the school is unable to contact the parent/guardian(s), an ambulance will be called, or a school official will transport the student to a medical facility.

The supervising teacher will complete school accident forms supplied by the office.

Inoculations /Immunization Certificate {NDCC23-07-17.1}

The parents or guardian of each child admitted to the schools shall present a certification from a licensed physician or authorized representative of the State Department of Health that the child has received or is in the process of receiving those immunizations required by law except as exempted by law.

INTERNET ACCEPTABLE USE POLICY - {ACDA}

The Hettinger Public School District provides employees and students with access to the district's computer system, including the Internet. This enables students/employees to participate in a variety of activities that support and enhance learning. It is general policy of the district to promote the use of computers in a manner which is ethical, responsible, legal, and appropriate. Steps have been taken to monitor access to inappropriate information, however, we cannot control all of the information available on the Internet. Access to network services is given to students who agree to act in a considerate and responsible manner. **Access is a privilege-not a right.** Failure to adhere to the Acceptable Use Agreement will result in revocation of access privileges as described in the agreement.

Consequences: The use of the computer network, Internet, and e- mail at Hettinger Public School is a privilege that all students and employees have. Abuse of this privilege will result in the following for students: **1st offense** - Loss of Internet and e-mail privileges for two weeks. Parents will be notified. **2nd offense** - Loss of Internet and e-mail privileges for nine weeks. Parents will be notified. **3rd offense**-Loss of Internet and e-mail privileges for the duration of their school career at Hettinger Public School. Parents will be notified. Consequences may be modified by the administration depending on the severity of the offense.

LEAVING CLASS OR SCHOOL

Students must check out of the room he/she is leaving and check in with the teacher in the room they are going to. If a student is on the No Privileges List, the student will not sign out of a study hall or classroom, except to get

academic help from a teacher. If a student on the No Privilege List wishes to leave a classroom, he/she must have a pre-signed pass signed by both the issuing teacher and the principal.

No student will be permitted to leave the buildings under any circumstances if he or she is on the “No Privileges List.” All students must check out through the high school officer before leaving school. If the Principal is not in the building a pass may be obtained from the Superintendent. To leave without permission constitutes skipping school and results in consequences.

Students will not be allowed to check out of study hall to leave campus, unless a note or call is received from a parent, and will be allowed only if deemed appropriate by administration

SCHOOL FOODS PROGRAM

The school operates a breakfast and hot lunch program at the cafeteria. Students have a Power Lunch number that they key in when they go through for breakfast or lunch. Students paying full price are asked to keep their account in the positive by bringing money or a check when necessary to be credited to their account. This may be paid for in the high school office. Make checks payable to Hettinger School Lunch. A thirty-five-dollar (\$35) debt will be allowed on breakfast and lunch fees per family. After the \$35.00 limit, children will need to bring lunch from home until the account is settled. Your child’s lunch balance will be accessible on Power School for your convenience. The lunch menu is on the back of the district calendar. An extra entrée is available to students in grades 4-6 if they have a positive balance. Extra milk is available to all students with positive balances.

Breakfast Rates

Student \$ 2.55

Adult \$ 3.00

Milk \$.50

Extra Entrée \$ 1.70

Lunch Rates

Student \$ 3.30

Adult \$ 4.15

Milk \$.50

Extra Entrée \$ 1.70

The cost of the School Foods Program may be changed at any time. This will depend on what the Federal Government does concerning monies to the program and how much U.S. commodities it will furnish the schools. In some cases, families may qualify for free lunches or reduced rates, and it actually benefits the district in receiving grant monies if we have a higher percentage receiving free or reduced rates. Information regarding reduced or free meals may be obtained in the elementary principal’s office. Families must reapply in the first 30 days of school yearly to qualify for free and reduced meals. After 30 days they will be put on full pay status without a new application.

Sack Lunches

The school encourages students who do not go home for dinner to eat in the school cafeteria. However, if you wish to send a sack lunch with your child, you may do so. Students who bring packed lunches will eat them in the cafeteria

along with their classmates and are encouraged to buy milk for \$.50 to go with their lunch. We are a peanut and tree nut free school, so these items or items manufactured in a plant with them are not allowed in the lunchroom. Lunchables must be checked for peanut candy. Pop is not allowed in the lunchroom!

Hettinger Public School is a peanut and tree nut free school. Any item manufactured in a plant with peanuts or tree nuts will not be allowed in the school. Parents, please read the labels of anything brought or sent to school.

MUSIC LESSONS

Students who are taking private music lessons may be excused from study halls, music classes or band to take lessons from a private instructor. Those wishing lessons of this type during the school day must check with the principal to see if the student and instructor's schedules will allow for lesson time.

OPEN, CLOSING AND EMERGENCY CLOSING

School classes begin at 8:05 AM and end at 3:23 PM. Students are allowed in the school building at 7:45 AM unless they have written permission from teaching staff. **Students must leave the school building at 3:35 PM unless involved in co-curricular activities or other teaching staff approved activity.**

Examples of an emergency include but are not limited to **1.)** Severe weather; **2.)** Building emergency; **3.)** Crisis of other origin.

Family notification will be done by 1. Local radio announcement; 2. Telephone and E-mail address provided to the school for AlertSolution. 3. Elementary student parents (in town and bus student) will be notified if possible, at work place, home or day care provider, sent home beginning of each year and **MUST** be filled out; 4. Parents or care givers of elementary students are asked to come into school to pick up students; 5. Bus students **MUST** fill out and have on file FFBB-E1 Alternate housing or Day Care form.

Once early dismissal has been determined the Superintendent will make a timing decision and determine the departure of all students. All students' school day will end with early school dismissal decision.

Jr. High and Sr. High Emergency Building Dismissal Fire – The Hettinger Junior High and High School will follow the fire dismissal policy that is set forth in the Hettinger School District Policy Manual.

Tornado

When an immediate threat of a tornado occurs, a continuous warning will be given by the local sirens. The following procedures are to be used by occupants of the Hettinger Public School.

1. Get inside the main building, including students in the T&I building, and move to the pool locker rooms and the hallway between the pool and small gym.
2. When kneeling in the hallways you should face the wall and cover your head: Do not kneel behind doors or near outside walls of the building.
3. Remain in your protective position until the all-clear signal is given.

PLACEMENT, PROMOTION, RETENTION, ACCELERATION & EARLY GRADUATION OF STUDENTS - {GCAA}

Procedure for Determining Promotion & Retention

If a teacher believes retention is a possibility, s/he shall contact the student's parent(s) and inform the building principal as early as possible. The principal shall inform the parents of remediation options. Advancement to the

next grade may be made conditional upon successful remediation or demonstrated proficiency within a timeframe established by the principal.

Teachers, in consultation with parents, are responsible for making promotion and retention recommendations based on promotion and retention criteria contained in policy. Recommendations shall be submitted to the building principal for approval.

A parent who is dissatisfied with the principal's decision may appeal to the Superintendent. The Superintendent's decision shall be final. Appeals must be initiated within 30 days of receiving notice of the principal's promotion or retention decision. Failure to timely present the appeal shall be deemed to be a waiver of the appeal process.

Promotion & Retention of Special Education Students

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. Parents wishing to appeal to the IEP's decision shall follow appeal procedures under the Individuals with Disabilities Education Act.

Acceleration

Decisions regarding acceleration shall be made by the principal in consultation with the student's parent(s)/guardian(s), teacher(s) and guidance counselor. The principal's decision shall be binding but may be reversed by the principal should new evidence indicate such a need.

When making acceleration decisions, principals shall take into account at least the following criteria: test scores, grades, attendance, and recommendation from advisor.

Grades 7-8: Seventh and eighth grade students who fail classes or score low on the NWEA and/or state assessment test will be subject to the following:

1. Any student who fails more than one class of English, math, social studies, or science for the year will automatically repeat the grade.
2. Any student who fails English, math, social studies, or science for the year:
 - a. will repeat the entire grade; or
 - b. will make up the failed work according to the teacher's requirements in that class.

The failed student and his or her parent(s) will decide which of the above options will be most appropriate. The work must be completed satisfactorily by August 1-following the failed class. The work done in the summer must meet the approval of the teacher who assigned the work. The failed student and parent(s) are responsible for the student completing the failed assignments to the teacher's satisfaction. The student who fails to complete the necessary work will automatically repeat the entire grade.

3. Any student who scores low (novice) in English or math in the NWEA test and/or state assessment test will repeat that class.

-Students may have the option of taking the NWEA test before next year's school begins.

4. Any student who fails classes other than English, math, social studies, or science will pass to the next grade providing that the percentages in all classes average to a passing grade overall.

5. Students with an IEP may be exempt from the above with the approval of the team.

6. If special circumstances exist, the Administration may exempt the student from the above policy.

Grades 9-12: Students in grades 9-12 will advance from grade to grade by amount of credits earned. Students must earn a minimum of 23 total credits in the areas as approved by the School Board for graduation.

Students wishing to graduate early need to have School Board approval one year ahead of time.

REPORT CARDS, REPORTING PROCEDURES, AND PARENT –TEACHER CONFERENCES

It is the intention of this school to keep each parent informed as to the progress of the pupil. This may be done through a phone call, progress reports, use of PowerSchool, the report card or personal contact at parent-teacher conference. If the student has an incomplete at the end of the grading period, this will be changed to an F and NO credit, if the work is not completed within two (2) weeks.

SCHOOL LIBRARIES

The library media center is for students, faculty, staff, school board and the community. It is meant to be both a relaxing and stimulating place. When a student has the privilege to check a book out from the Hettinger School District library, that student has the responsibility to return it. If a book cannot be returned due to an accident or a loss, that responsibility must be assumed by paying for the book and all processing fees. Intentional misuse of library facilities or materials will result in disciplinary action in accordance with the student conduct policy.

SCHOOL PROPERTY

All parents are advised that children must respect public school property of any kind. Reimbursement for damages will be expected in cases of vandalism. N.D.C.C. 32-03-39 makes it possible for the school to recover the damages from parents or students. Excessive damage to textbooks is considered vandalism and reimbursement will be expected.

SEARCHES OF LOCKERS

The district retains ownership and control of all lockers. Access to all lockers is a legal right of school officials whose responsibility is to protect the health, safety, and welfare of all students enrolled. Students shall have no reasonable expectation of privacy when using lockers. Students shall be given advanced notice of this policy through student handbooks or another form of notification.

Lockers may be subject to suspicion less searches, inspections for purposes such as routine maintenance, or searches where there is suspicion that locker(s) contains objects/substances that are illegal, violate school policy, or may be detrimental to the health, safety, or welfare of district students.

Search Procedure

When a locker is subject to a search, the principal/Superintendent should be accompanied by at least one other school staff member.

Students' personal items stored in lockers such as, but not limited to, book bags, purses, and coats shall not be searched unless there exists reasonable suspicion that they contain an object(s) or substance(s) in violation of school rules/policy, the law, or which may be detrimental to the health, safety, or welfare of enrolled students. Administrators shall make a reasonable attempt to have students present during searches of personal items contained in lockers except when an immediate search is necessary in the event of an emergency.

The Superintendent should be notified whenever a search has been conducted if the Superintendent was not involved in the search.

Use of Trained Dogs & Involvement of Law Enforcement

Trained dogs may be used to smell the outside of students' lockers. If the dog detects the possibility of objects/substances that are illegal or violate school policy, the principal/Superintendent shall search the locker in accordance with the search procedure above.

In the event a police officer or other law enforcement officer is to conduct a search of a student's locker, probable cause is necessary unless the search is school-initiated and would pose a safety threat if conducted by school staff.

Illegal substances found in lockers will be turned over to proper authorities.

Searches of Students {FGCB}

A search of a student's personal property or clothing shall only be undertaken when there is a reasonable and particularized suspicion that the student is concealing an object(s) or substance(s) in violation of school rules/policy, the law, or which may be detrimental to the health, safety, or welfare of enrolled students. The building principal or Superintendent must authorize all searches.

When the principal/Superintendent has reasonable suspicion that one or more students are carrying a prohibited object, article, or substance or are otherwise in possession of a prohibited object, article, or substance on school property or at a school-sponsored event, all personal property belonging to the suspected student(s) may be subject to inspection. When determining the scope of a search, the principal/Superintendent shall ensure that any measures adopted are reasonably related to the object of the search and not excessively intrusive in light of the age and sex of the student.

Search Procedure

For the purposes of this policy, personal property includes, but is not limited to a student's vehicle, backpack, book bag, and/or purse. Students may also be asked to empty their pockets; however, strip searches shall not be conducted.

Searches of persons should be conducted in private by a school employee of the same sex as the student with a school employee present as a witness.

Searches of Vehicles

The principal or designee, with a witness present, shall conduct searches of student vehicles if the vehicle is parked on school property and if reasonable suspicion exists. The principal shall make a reasonable attempt to contact the student who owns the vehicle and ensure s/he is present during the inspection unless an emergency situation is deemed to exist. If a vehicle is locked and its owner cannot be contacted or refuses to open it, the principal shall contact law enforcement.

Involvement of Law Enforcement

The principal/Superintendent may request the assistance of law enforcement to conduct any portion of a school-initiated search of a student/student's personal property that would pose a safety threat if conducted by school staff. In all other cases, law enforcement must have probable cause in order to search a student/student's personal property.

Illegal substances found during searches of students/students' personal property will be turned over to proper authorities.

Reporting Requirements

The administrator who authorized the search shall notify the Superintendent whenever a search has been conducted and shall complete a search and seizure report form to be retained in the suspected student's educational record.

SEXUAL HARASSMENT - {AAC}

A learning and working environment that is free from sexual harassment will be maintained in the Hettinger Public School District. It will be violation of policy for any member of the district staff to harass another staff member, student or faculty member, or students to harass other students, through conduct of communication of a sexual nature as defined by this policy, whether quid pro quo or as creation of a hostile environment. Further, this District will not tolerate the harassment of any staff member or student by any third party. This prohibition shall be in effect in any building belonging to or used by the Hettinger School District or on the grounds of any such building or any property or in any vehicle belonging to or used by the Hettinger School District or any school related activity.

Any person who believes he or she has been the victim of sexual harassment by any employee or student of the school district, or any third person with knowledge or belief of conduct, which may constitute sexual harassment, should report the alleged acts immediately to any teacher, counselor, or administrator, or directly to the board president. The person receiving the complaint shall refer it to the District Title IX Coordinator for investigation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments or grades.

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

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

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

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

1. Sexual or "dirty" jokes
2. Sexual advances
3. Pressure for sexual favors.
4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body.
5. Displaying or distributing sexually explicit drawings, pictures, and written materials.
6. Graffiti of sexual nature
7. Sexual gestures.
8. Touching oneself sexually or talking about one's sexual activities in front of others.
9. Spreading rumors about or rating other students or staff as to sexual activity or performance.

The right to confidentially, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when this conduct has occurred.

Any person making a knowing false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge for employees or suspension and expulsion for students. Notice of this policy will be circulated to all departments and incorporated in teacher and student handbooks.

Study Hall Conduct:

- A.** Students will take their assigned seats immediately upon entering the study hall and begin to work on subject matter or read.
- B.** Students will remain silent during the time roll is being taken.
- C.** The instructor may permit students who are not on the no- privilege list to leave the study hall for the following reasons:
 - 1.** To go to the library for 20 minutes unless for a project or report that needs additional time.
 - 2.** To see another teacher, who has given the student a pre-signed pass for academic help.
 - 3.** To go to the lavatory (only 1 person at a time).
 - 4.** To see the principal or guidance counselor.
 - 5.** Emergencies or special situations.
- D.** All students are to return to the classroom by the last five (5) minutes of the period.
- E.** Sleeping is not allowed in study halls.
- G.** Three students at a time may sign out during regular study hall for pop/candy for 10 minutes.
- H.** The key word in the study hall is study. Therefore, students are to remain quiet and establish a decorum that will provide a time and place to do schoolwork.
- I.** Students not following these rules may be given detention, which may lead to suspension.
- J.** Teachers have the liberty to add rules to their individual study halls as long as they are explained and posted for students.

Student Rights and Responsibilities - {FG}

The Board affirms those legal rights of students that are guaranteed under the federal and state constitutions and statutes. The Board reminds students that rights also are accompanied by responsibilities.

These rights and responsibilities include:

1. Civil rights, including the right to equal educational opportunity and freedom from illegal discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school as required by law and to observe school rules and regulations essential for permitting others to learn at school.
3. The right to due process of the law with respect to expulsion, searches and seizures, or administrative decisions that the student believes have injured his/her rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights. Students may exercise their right to freedom of expression through speech, assembly, petition, and other lawful means. The exercise of this right may not interfere with the rights of others. Freedom of expression may not be utilized to present material that is vulgar, slanderous, defames character, advocates violation of law or is in violation of district policy.

The Superintendent shall ensure that students are made aware of the legal authority of the Board and the delegated authority of the staff to make rules and regulations regarding the orderly operation of the school, which uphold the legal rights of students.

SUPPLIES IN CLASS

Students are required to arrive at each class during the school day with the necessary tools of a student's trade; that is, textbooks and/or workbooks, pencils, a supply of paper and other items pertinent to the subject being taught and required by the instructor. Students who fail to meet these classroom requirements may be dealt with at the time of the incident.

SUSPENSION AND EXPULSION - {FFK}

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, whether owned or 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 Hettinger Public 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 where applicable, 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, whether or not it is obscene, defamatory, or insightful to violence, where it is 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.

Enrollment of Suspended Students: Any student who has been suspended from another district is not to enroll in the district until eligible to re-enroll in his or her former district or until the Board or the Superintendent has reviewed the prior suspension and determines that the suspension was illegal or improperly given.

TOBACCO, ALCOHOL, CONTROLLED SUBSTANCE - {FFA}

Philosophy

The Hettinger Public 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 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.

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,¹ 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.

All drug/alcohol testing shall be performed in accordance with federal law on Transportation Workplace Drug Testing. This language in no way authorizes random drug testing in district schools as part of the curricular program.

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

¹ When a teacher/principal participates in a juvenile court program and receives confidential information about a student.

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 **Hettinger Public 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.

Tobacco, Alcohol and Controlled Substances Co-Curricular Participation

Refer to the NDHAA and the Hettinger/Scranton Coop.

VISITORS

Visitors are welcome in school, especially parents. However, please obtain permission before you bring a guest. Do not embarrass your guest or yourself by bringing them unannounced. Visitors must register at the principal's office. Students should obtain a visitor's pass from the principal the day before bringing in a visitor. No visitors are allowed during exams or if prior arrangements have not been made. The student is responsible for his or her guest.

WEAPONS - {FFD}

Definitions

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

Prohibitions

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

Disciplinary Consequences

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

Bringing a firearm to school will require that the district immediately initiate proceedings for the expulsion of the student involved for a minimum of one calendar year in accordance with the district's suspension and expulsion

policy. The Superintendent may modify the length of a firearms-related expulsion on a case-by-case basis based on the following criteria:

1. The totality of the circumstances, including the severity of the incident and the degree of endangerment of other students and staff.
2. The age and grade level of the student.
3. The prior disciplinary history of the student being expelled.
4. Relevant factors which contributed to the student's decision to possess a firearm in violation of this policy.
5. The recency and severity of prior acts resulting in suspension or expulsion.
6. Whether the optional provision of educational services in an alternative setting is a viable alternative to modifying the duration of the expulsion.
7. Input, if any, provided by licensed professionals (psychologists, psychiatrists, counselors) as to whether the expelled student would place himself/herself or others at risk by returning to the school prior to the expulsion period.

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

Special Education Students

A student who is defined as having a disability under the Individuals with Disabilities Education Act (IDEA) who has brought a weapon to school shall be handled in accordance with IDEA regulations. The district shall make manifestation determinations, disciplinary decisions, and placement decisions of such students in accordance with IDEA regulations.

Nonapplicable Provisions

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

SENIOR PRIVILEGES

Requirements for Senior exempt testing:

Any senior who:

- A. Meets Hettinger Graduation requirements.
- B. Has a 3.33 GPA in the class to be exempt from.
- C. Have had 2 or less unexcused absences in the school year.
- D. Has had no out of school suspensions or minor in possession violations during school year.
- E. Has missed less than 10 days for a semester long class or 20 days for a yearlong class, unless approved by an administrator, may be exempt from taking spring semester finals.
- F. Has had less than 12 tardies total for the year, unless approved by administration.
- G. Cannot be on "no privilege" list for behavior during finals week.

Requirements for Senior open study hall privilege in fourth report card period or the date the administration feels appropriate:

Any senior who:

- A. Is in compliance with Graduation Requirements.
- B. Has had no out of school suspensions or minor in possession violations during school year.
- C. Have had 2 or less unexcused absences in school year.
- D. Cannot be on "no privilege" list.
- E. Has not missed more than 10 days of class either semester.
- F. Has had less than 12 tardies total for the year.
- G. Open study hall will be reduced by one day for each day over the maximum number of tardies & absences. This reduction will be taken at the beginning; therefore, some students will have different start dates.

RULES OF OPEN STUDY HALL PRIVILEGE:

- 1. Students staying on campus will attend their normal study hall if they choose not to leave.
- 2. Seniors must be in class by the second bell, may wait if early in AV room, if occupied may wait in front of high school office. Principal may revoke privilege for one week for disorderly behavior.
- 3. If senior is late to class from open study hall the rules are:
 - i. 1st offense, senior will lose 3 days of privilege
 - ii. The 2nd offense will result in loss of privilege for one week.
 - iii. 3rd offense will result in loss of privilege.
- 4. Any senior apprehended by authorities during school hours or outside school day for vandalism, alcohol and/or tobacco, shoplifting, reckless driving, and other similar offenses will lose the privilege.
- 5. Privilege is lost if senior is failing a school course, may regain privilege if course standing improves.
- 6. Attendance based on first class (not period) in AM & PM. Attendance policy still requires illness or absence call by 9:00am in the morning and by 1:00 PM for afternoon absence.

Intentional misuse of library facilities will result in disciplinary action in accordance with the student conduct policy.

Due to space considerations, policies may be abbreviated for handbook publication. Abbreviations will not change the meaning or intent of the policy. Complete policies are available to students in the high school office, and to the public in Superintendent/Main Office, 701-567-5315.

Statement of Acknowledgement for Student Handbook

Please return by Monday, August 31, 2022.

Student's Name: _____

Student's Grade Level: _____

Please sign as acknowledgement that you and your student understanding the entire student handbook and agree to the responsibilities outlined within the student handbook.

Printed Student Name

Student Signature

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

