2023-2024

7-12 Student-Parent Handbook

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GLEN ULLIN PUBLIC SCHOOL

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GENERAL SCHOOL INFORMATION

Welcome to the Glen Ullin Public School District. This handbook contains the district's policies and administrative rules.

MISSION STATEMENT

The mission of the Glen Ullin Public School District is to prepare its students to become lifelong learners and to graduate excellent, well-rounded students who will become active contributors to society.

VISION STATEMENT

Glen Ullin Public School District will prepare its students to become lifelong learners.

DISTRICT PHILOSOPHY (POLICY AA/GA)

Education is more than a school building, books, materials and schedules. Education is the total experience of a student aimed at developing the whole person. This educational process includes the gathering and organizing of knowledge which is meaningful and relevant to the student now and which will be useful to the student in future life. The students must understand and utilize their experience to develop citizenship and individual character. Individual instruction is an ideal situation, but group sessions are needed for the exchange of thoughts, experiences, and ideas. In order to develop a well-rounded student, the curriculum should include experiences related to intellectual, physical, social, cultural, and spiritual aspects of the student. It is the responsibility of the school to engage students in the learning process so learning is interesting and rewarding so that the students become lifelong learners. Parents have the responsibility of developing in their children respect for school property, teachers, and learning. Because parents play such an important role every effort should be made to make them a part of the education process. The education of our students will be greatly enhanced when parents and teachers work together.

The Glen Ullin School District does not discriminate in the education program and activities or employment based on race, sex, age, religion, disability, or national origin.

DISTRICT GOALS & OBJECTIVES (POLICY AAB)

Goal: To provide, through education, all the experiences needed to develop the whole person in each student.

Objectives:

1. Gather and organize knowledge, which is meaningful and relevant to each student.
2. Develop citizenship, leadership and individual character in each student.
3. Exchange thoughts, experiences and ideas.
4. Motivate each student to continue to learn throughout life.
5. Develop responsibility in each student.

6. Develop each student's full capacity to become a useful member of society.
7. Have each student take part in school experiences that parallel life experiences.
8. Develop each student physically, mentally, emotionally, and socially in accord with today's changing culture.
9. Realize individual positive self-concept and recognize potentials and limitations.
10. Meet all criteria set by the Department of Public Instruction to maintain accreditation.

TITLE IX

Glen Ullin Public School district does not discriminate on the basis of sex in its education program or activities, including in employment that it is required by Title IX not to discriminate in such a manner, and that questions regarding Title IX may be referred to the Title IX Coordinator. 34 C.F.R. § 106.8(b)(1).

Title IX Coordinator is
Todd Hetler
(701) 348-3590
thetler@glenullinbearcats.org

HOURS

The student hours at Glen Ullin Public School are from 8:25 A.M. to 3:20 P.M.

VISITORS ARE WELCOME!

Parents and community members are always welcome visitors. Those wanting to visit school are asked to stop at the office prior to visiting the classroom. Children or students not enrolled in the Glen Ullin School must have permission from the principal and teacher prior to visiting a classroom. Preschool children or other children visiting the classrooms are not permitted unless accompanied by a parent or permission is given by principal and teacher involved. When possible, the request to allow non-students to visit the classroom should be made to the principal 24 hours before the visitation.

To prevent classroom disruption, parents and guardians who are waiting for school to be dismissed are asked to wait quietly in the hallway and not interrupt teachers or students while in their classrooms. Students, when dismissed, will join parents or guardians in the hallway. Visitors coming to the school will need to enter through the front doors since all other doors will be locked for security reasons.

PARKING

For the safety of all students, parents of students should park in the parking lot while waiting to pick up their children. Students who drive cars and cycles to school will park them in the parking lot at the East side of the high school. Cars and cycles will not be moved during the school day without permission from the office. Off-the-road vehicles such as ATVs are not allowed on the premises. Students who ride bicycles to school should park their bicycles in the bike rack on the west side of the school. Students may not ride their bicycles during the school day.

CROSSWALK

For safety reasons, students are asked to cross the highway north of the school at the crosswalk. Students are asked never to walk along the highway. If students must walk along the streets, they should walk as close to the curb as possible on the side of the street facing traffic.

PARENTS

FEES FOR 2023-24

MEAL TICKETS

Lunch: Students: K-6-$2.65, Students: 7-12-$3.20, Adults: $4.05
Breakfast: Students K-12-$2.15, Adults: $2.90
Free and reduced meal applications are available at registration or by contacting the superintendent.

Behind-the-wheel driver education: $125 for students attending GUHS

STUDENT ACTIVITY FEES

For the successful pursuance of an activity program in school, a fee is necessary. It is suggested that each student purchase an activity ticket. Activity fee for grades 1-6 is $15.00 per student, $20.00 for students in grades 7-12, $50.00 for adults, and $25.00 for Senior Citizens (65+). The family (2 adults and the children living in the same household) maximum for activity fees is $110. This activity fee is an option to all students. The activity ticket will allow students to attend all home sporting events, except tournaments, theatre events, and music concerts.

ACTIVITY PRACTICE TIME

Practices are not to run beyond 9:00pm on Monday, Tuesday, Thursday, or Friday. Wednesday is designated church night and students are to be out of the building by 6:00pm. The Glen Ullin School will cooperate in scheduling as few events as possible on that night, thus allowing full opportunity for the churches to carry on their affairs without conflict will be permitted on Wednesday evenings.

PLACEMENT, PROMOTION, RETENTION AND ACCELERATION OF STUDENTS

(POLICY FBE)

Placement, promotion, retention, and acceleration shall be made in the best interests of the student after a careful evaluation of all the factors relating to the advantages and disadvantages of alternatives. The educational program shall provide for the continuous progress of children from grade to grade. A student's achievement of the skills for the grade to which he is assigned and his readiness for work at the next grade level shall be required before he is assigned to the higher grade.

In evaluating student achievement, each teacher shall make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized-test results, and teacher observation of student performance. Whenever retention is being considered, the teacher shall confer with the principal and other staff members involved with the child. The parents shall be invited

to a meeting with the teacher, principal, and other staff members as early as possible. Discussion shall consist of an explanation to the parents of their child's current academic standing and individual ability. The final decision whether or not to retain a student shall be made by the principal after consultation with the parents and the superintendent.

Similarly, acceleration or double promotion will be used only after consultation with all staff members involved with the child and with the parents. The principal shall make the final decision.

Every effort shall be made to identify special needs and talents of children early in their school careers so appropriate placements can be made.

PROMOTION AND RETENTION: ADMINISTRATIVE GUIDELINES

When teachers determine that it may be beneficial to retain a student in the same grade for one more school term, the following procedure will be used:

GRADES 7-8

Students who fail three or more of the core curriculum classes will fail the grade. Seventh and eighth grade students who fail 2 core subjects must enroll, participate in, and successfully complete remediation summer classes or be retained in the grade.

GRADES 9 – 12

Students in grades 9-12 will pass, fail or repeat classes as outlined through the graduation requirements and grade requirements. (Example 1 - a student who receives a 69% Semester grade for English II must repeat the class prior to graduation since English II is a state graduation requirement.) (Example 2 - a student failing an elective class with a grade below 70% will not receive credit for the course nor will it count toward the graduation requirements.)

SCHOOL CLOSING: ADMINISTRATIVE GUIDELINES

Procedures to be followed in case of a winter storm shall be:

1. When, in the administration's opinion, weather conditions are dangerous to the safety of students, a decision will be made to not open school or start later. The decision will be based upon information from the weather station, and people in the outlying areas of the district. The announcement to open late or not at all will be made over 550 a.m. KFYR Radio, WDAY, CBS, and NBC television as early as possible in the morning. Information also will be posted on the district website and relayed to parents/guardians using the ALERTNOW system.
2. When school is already in session and the weather appears to be a danger to the safety of the students in school, school will be dismissed. The announcement to close school early will be made at least 45 minutes before closing. When school closes early, no student who rode the bus to school will be allowed to stay in town without parent's permission.
3. Parents may pick up their children at the school any time they feel that the weather is too severe in their area to keep their children in school.

4. All bus students should have arrangements in town so that when the weather is too severe to send the buses home, they will have a place to stay. A snow storm emergency card should be on file in the main office.

EMERGENCY AND SNOW STORM INFORMATION CARDS

Parents or guardians are asked to complete the emergency information cards at the time of registration and to update the cards for children currently enrolled. The emergency card contains such information as health care provider's name, and emergency contacts.

VERY INVOLVED PEOPLE (VIP)

Involving parents and community members in the educational process benefits the school. The Glen Ullin School encourages parents and community members to become involved in the educational process by becoming a VIP. Working in the library or in the classrooms are some of the ways adults are able to contribute to the education of the Glen Ullin students. If interested in becoming a school volunteer, please contact the school office.

PATRON COMPLAINTS (POLICY BIB)

Constructive criticism of the schools is welcomed by the Glen Ullin School Board whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. The Board has however, confidence in its professional staff and desires to support their actions in order that they are free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a board member as an individual, it will promptly be referred to the school administration for study and possible solution.

Since individual board members have no authority to resolve complaints, other than by formal board action, administrators are expected to follow up on all complaint referrals and to advise the board members of the nature of the complaint and the action(s) taken. The Board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant. This follow-up should generally take the form of a brief written memorandum to the board members.

Complaints for which specific resolution procedures are provided shall be directed through those channels. This includes complaints about personnel and complaints about instructional materials. Complaints should be resolved at the lowest possible level of authority. If resolution of the problem seems unlikely at the building level either party is encouraged to refer the matter to the superintendent for their review.

If all other remedies have been exhausted, and a non-personnel related complaint has not been satisfactorily resolved, the complainant may request that the matter be placed on the agenda of the next regular meeting of the Board. The complaint shall be presented in writing and included in the agenda materials provided to the Board prior to the meeting. Generally all parties involved, including the administrator(s), shall be asked to attend such a meeting for purposes of presenting additional facts, making further explanations, and clarifying the issues.

The Board will not consider or act upon complaints that have not been explored at the appropriate administrative level or complaints for which specific resolution procedures have been established that do not include board review. If the Board decides to hear the complaint, the Board shall make a decision which shall be sent to all interested parties. If the decision alters policy, the procedures for suspending, amending or adopting policy shall be followed. Complaints concerning personnel will be heard only in accordance with applicable statutes.

PATRON COMPLAINTS ABOUT PERSONNEL (POLICY BIBA)

The Board recognizes that complaints from concerned patrons are inevitable. In order to provide an effective procedure for responding to complaints in a manner which is in the best interests of promoting better educational opportunities for children, the following policy is adopted.

Complaints about personnel shall first be directed to the related employee and if not able to be resolved then should be directed to the principal or other supervisor directly responsible for supervision of that employee. The supervisor shall:

1. Investigate the complaint and contact the employee about said complaint.
2. Promptly notify the employee if the complaint is to be placed in the employee's personnel file.
3. Schedule a meeting of the employee, the complainant, and the supervisor if deemed appropriate.
4. Provide a response to the complainant within fifteen (15) days of receipt of the complaint.

If either party is not satisfied with the handling of the complaint, the matter can be appealed to the superintendent for final resolution.

Complaints about the superintendent shall be directed to the Board President who shall follow the same procedure.

This procedure is intended to minimize the risk of a possible action for libel or slander, to retain the impartiality of the Board, and to maximize compliance with North Dakota law.

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PATRON COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS (POLICY BIBB)

Citizens of the school community who wish to register a criticism about the appropriateness or absence of instructional materials should obtain the "Request for Reconsideration of Instructional Resources" form from the building principal.

All criticism shall be on the "Request for Reconsideration of Instructional Resources" form, and the complaint must be specific as to author, title, publisher or producer, date of publication, and when relevant, page numbers of items to which objection is being made.

Upon completion of the "Request for Reconsideration of Instructional Resources" form, it shall be submitted to the building principal. The principal shall follow the established procedure for processing and responding to criticism of approved material.

This district subscribes to the philosophy stated in the Library Bill of Rights.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

1. ***Notice to Parents:***
   a. Each school district will provide on an annual basis to students and parents, notice of the rights of access to students' records. (FERPA)
   b. The notice will be included in a student handbook disseminated to all students and their parents at the beginning of each school year. Students transferring into the District during the school year will be given a handbook on the day of enrollment. Principals in each school district will be responsible for including the notice regarding Parents' Rights of Access to School Records in the schools' handbook.
2. ***Annual Notification Regarding Parent's Right of Access to Student Records:***
   a. Each year parents and students need to be reminded of the student records policy of the Gen Ullin Public School District. Parents of student, or 18 year old students who wish to review any or all the school records pertaining to the student, should contact the building principal for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records for the cost of copying.
   b. If parents or adult students believe something in the records is inaccurate or misleading, they may request that it be corrected, or they may have comments added to the record. If the principal and the parent or adult student cannot agree, the latter may contact the superintendent for a hearing.
   c. Record information will not be released to most persons or agencies without the written consent of parents. Nonetheless, it is the policy of this district to forward school records, without parents' consent, the schools I another district to which a student transfers. This is to facilitate the promptly placement of the student in the new school. However, parents may request a copy of the record. Similarly, without parent consent, the district forwards transcripts, or other information requested by high school students, to colleges and other educational institutions to which the student's area applying.
   d. For a complete copy of the district's student record policy, contact your school principal. Parents who have questions or concerns about the student record policy may direct them to the building principal, the superintendent or the US Office of Education.
   e. Also, federal law permits a school district to identify certain information as "directory information" which maybe be publicly released without permission of the parents. Glen Ullin Public School identifies this information as the following: name, address, telephone number, date, and place of birth, major field of study, participation in activities and sports, weight and height of the members of athletic terms, dates of attendance, diplomas and awards received, and most recent previous school attended. If you do <u>not</u> want this information released, please contact the principal of the school within ten (10) school days. If we do not receive your notice by that date, we will assume that you have no objection to release of such information. We believe that it is in the student's best interest to have such information released in school and community newspapers because of the recognition it gives them. We make every reasonable effort to protect our students' privacy.
3. ***Forms***
   a. For use by principals in school districts with parents who do not wish to have Directory Information of their child released without prior written permission.

FIRE EXIT AREAS PROCEDURE GUIDELINES

All students are to move immediately to the proper fire exits when the fire bell rings. Move in an orderly manner and in single file. Do not carry things with you. Move away from the school, and do not return until notified that it is safe. The first people from the first room out are to hold the doors open for the remainder. Teachers must take a head count of their class to see that everyone is out.

FIRE EXIT MARSHALLING AREAS PROCEDURE

If it becomes necessary, because of an emergency, to evacuate the school, students will be bussed or accompanied to the Sacred Heart Church. It may be necessary to utilize a temporary marshalling area until all students are transported to the Sacred Heart Church.

TORNADO EVACUATION AREAS PROCEDURE GUIDELINES

All students are to move immediately to the locker rooms on the east side of the gymnasium. Students are to take a sitting position with their heads down between their legs.

The Glen Ullin School Policy is to take cover as quickly as possible and not take time to open doors and windows.

TORNADO EVACUATION AREAS PROCEDURE

If it becomes necessary, because of an emergency, to evacuate the school, students will be bussed or accompanied to the Sacred Heart Church. It may be necessary to utilize a temporary marshalling area until all students are transported to the Sacred Heart Church.

STUDENT CONDUCT (POLICY FHC)

It is the intention of the Glen Ullin School Board that the learning environment shall be safe, drug free, and conducive to learning.

The Board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on District property or on property within the jurisdiction of the district; while on school owned, operated, and/or chartered vehicles; while attending or engaged in school activities; and while away from the school grounds if misconduct will directly affect the good order, efficient management and welfare of the district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students in our schools are expected to act in such fashion that their behavior will reflect favorably on the individual student and on the school, will show consideration for fellow students, and will create a harmonious school atmosphere. To accomplish this, all students must recognize their individual responsibilities and obligations and discharge them in accordance with the school regulations.

Attention is specifically called to behavior on school buses, at lockers, in the lavatories, in the gymnasium, in the corridors, in the cafeteria, in the area outside the school, in the library, in school offices, and of course, in the classrooms.

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 which tends to be vulgar or slanderous, or to defame character, or to advocate violation of federal, state, or local laws, or official school policies, rules, and regulations.

The rights and limits of students respecting freedom of speech, press, and assembly shall be in accord with the First Amendment of the United States Constitution. In each instance in which an employee acts to help students conduct themselves properly, emphasis shall be placed upon the growth of students in ability to discipline themselves.

The authority of schools extends beyond the building to the school grounds and to all places where school-sponsored activities are held, including athletic contests and such other activities as have a direct and immediate effect either on school discipline or on the general safety and welfare of students and staff.

Students shall have the right to receive annually at the opening of school, a publication listing the rules and regulations to which they are subject. Students have the responsibility to know and respect the rules and regulations of the school.

STUDENT RIGHTS AND RESPONSIBILITIES

Rights

1. Each student has the right to pursue an education.
2. Each student has the right to express opinions verbally or in writing.
3. Each student has the right to expect that the school will be a safe place for all students to gain an education.
4. Each student has the right to expect to assist in making decisions concerning his own educational goals.
5. Each student has the right to be represented by an active student government selected by free student elections.
6. In cases of suspensions and expulsions, the student who is disciplined has the rights provided by the school code and constitutional due process. If student witnesses testify in a disciplinary case, student witnesses' names shall not be made public.

Responsibilities

1. Each student may not hamper any other student from pursuing an education.
2. Each student must express opinions and ideas in a respectful manner so as not to offend or slander others.
3. Each student must be aware of all rules and expectations regulating student behavior and conduct and must follow the guidelines established in this code.
4. Each student must participate in learning situations.
5. Each student must play an active part in student senate by running for office, or conscientiously voting for the candidates and make the students' concerns known to the administration through the student representatives.
6. Each student must be willing to volunteer information in disciplinary cases should the student have knowledge of importance in such a case.

BULLYING (POLICY FHCIA)

For the purposes of this policy:

Bullying is defined as conduct prescribed in NDCC 15.1-19-17. The superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.

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

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

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

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

c. Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property which:

(1) Places the student in actual and reasonable fear of:
(a) Harm; or
(b) Damage to property of the student; and
(2) Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student's educational opportunities or substantially disrupts the orderly operation of the public school.

2. "Conduct" includes the use of technology or other electronic media.
N.D.C.C. § 15.1-19-17

Protected classes are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.

School property or the term **on-campus** refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.

School-sanctioned activity is defined as an activity that:

- Is not part of the district's curricular or extracurricular program; and
- Is established by a sponsor to serve in the absence of a district program; and
- Receives district support in multiple ways (i.e., not school facility use alone); and
- Sponsors of the activity have agreed to comply with this policy; and
- The District has officially recognized through board action as a school-sanctioned activity.

School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.

School staff includes all employees of the Glen Ullin School District #48, school volunteers, and sponsors of school-sanctioned activities.

True threat is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

PROHIBITIONS

While at a public school, on school district premises, in a district-owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event, a student may not:

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

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

Reporting Procedures for Alleged Policy Violations

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

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

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

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

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

Reporting to Law Enforcement & Other Forms of Redress

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

Documentation & Retention

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

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

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

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

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

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

later. If a student does not graduate from the District, such reports and investigation material shall be retained for six years after the student turns 18.

INVESTIGATION PROCEDURES

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

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

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

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

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

DISCIPLINARY & CORRECTIVE MEASURES

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

- Require the student to attend detention;
- Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed;
- Recommend alternative placement. This recommendation shall be submitted to the superintendent for approval or denial. The superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
- Create a behavioral adjustment plan;
- Refer the student to a school counselor;

- Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
- Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
- If applicable, contact the administrator of the website on which the bullying occurred to report it.

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

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

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

VICTIM PROTECTION STRATEGIES

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

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

Prevention Programs & Professional Development Activities

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

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SPECIAL EDUCATION SERVICES

CATEGORIES OF SPECIAL EDUCATION PROVIDED

SPECIAL EDUCATION

- Special Education is defined as specifically designed instruction, at no cost to the parent, to meet the student's unique educational needs. Special education can include classroom instruction, home instruction, instruction in hospitals and institutions or other settings. Special Education services may be supplemented by Related Services.

- In order to be eligible for special education services; (a) a child must be evaluated in accordance with IDEA (Individuals with Disabilities Education Act) requirements; (b) the child is determined through this evaluation to have one or more of the disabilities included in IDEA; and (c) because of a disability, needs special education services. The disability categories as defined by IDEA include: Autism, Deaf-Blindness, Deafness, Emotional Disturbance, Hearing Impairment, Intellectual Disability, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, Visual Impairment, and Non-Categorical Delay (NCD). For more information regarding special education and the special education process in the state of North Dakota, visit the North Dakota Department of Public Instruction website. https://www.nd.gov/dpi/sites/www/files/documents/SpeEd/Guidelines/Parent%20Guide%20to%20Special%20Education%202018.pdf

RELATED SERVICES

- Related Services means transportation and such developmental and corrective or supportive services required to assist a child with disabilities to benefit from special education.
- In order to be eligible for Related Services, a student must first be identified as having a disability and in need of Special Education services. The Related Services proposed or requested must then be determined to be required to assist the student in his/her Special Education program.

SECTION 504 – FEDERAL LAW

SECTION 504 – FEDERAL LAW OVERVIEW

Glen Ullin School must provide a free appropriate public education to students with disabilities in its jurisdiction who are eligible under Section 504. Instruction must be provided to meet the needs of those students as adequately as the needs of students without disabilities. This standard of what is "appropriate" differs from the IDEA "appropriate" standards, which requires the school to design a program reasonably calculated to confer educational benefit. An appropriate education under Section 504/ADA requires that the services be effective and fair.

Although Section 504 does not require schools to develop an Individualized Education Program with annual goals or an accommodation plan, the school should provide written documentation for each student identified and provide accommodations and/or services under Section 504. If the Building Level Support Team determines a possible need for accommodation, a referral should be made, and evaluations conducted. If the student is

identified as having a disability that is substantially limiting, has a record of such an impairment or is regarded as having such an impairment, the team may develop a Section 504 Accommodation Plan.

Section 504 should fall under the management of general education. School staff and parents should collaborate to help ensure that students are provided accommodations through general education. The exception to this standard is a student who has been determined as having a disability under the Individuals with Disabilities Education Act (IDEA). Such a student could receive special education services under IDEA and accommodations under Section 504. If a student is on an IEP, Section 504 accommodations will be included if the student has been determined to have a disability.

Please contact Mr. Hetler, the Glen Ullin Public School 504 Coordinator, if you have any questions. You may also contact the office of Civil Rights that is listed below for further questions.

The regional Office for Civil Rights for North Dakota is located at:

ChicagoOfficeOfficeforCivilRightsU.S.DepartmentofEducationCitigroupCenter500W.MadisonSt.,Suite1475Chicago,IL 60661
Telephone: (312)730-1560FAX: (312)730-1576TDD: (877) 521-2172

Procedural Safeguards Notice Section 504 of the Rehabilitation Act of 1974
Parents, guardians, individuals assuming a parental relationship, and/or students age 18 or older have the right to be informed of their rights under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794. The purpose of this procedural safeguards section is to inform you of those rights.

You have the right to:

1. Anti-Discrimination Compliance:

(a) Have your child take part in and receive benefits from public education programs without discrimination because of his/her disability;

(b) Receive notice with respect to identification, evaluation, or placement of your child;

(c) Have your child receive a free appropriate public education, which means s/he is provided with regular or special education and related services designed to meet the needs of disabled students as adequately as the needs of the student's non-disabled peers. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school, school-related, and extracurricular activities;

(d) Have your child educated in facilities and receive services comparable to those provided non-disabled students;

2. Referral and Evaluation Process:

(a) Have your child receive a referral and evaluation for individualized specialized education services if it is believed that s/he may be eligible for special accommodations, related services, or programs under Section 504 of the Rehabilitation Act;

(b) Have disability eligibility determinations under Section 504, as well as evaluation, educational, and placement decisions made by a Section 504 Committee, based upon a variety of information sources (which may include reports from physicians, school tests, standardized tests, etc.), and by persons who know the student and the student's history and individualized needs (which may include physicians,

parents, teachers, school personnel, administrators, etc.), who know the meaning of the evaluation data, and who have the best understanding of placement options;

(c) Have prior notification of the Section 504 Committee meeting at least five (5) calendar days prior to the meeting and have an invitation to participate in the meeting, whereby the Section 504 Committee shall determine whether the student is disabled under Section 504, and, if so, develop a written educational plan;

(e) Have your child referred to the Committee on Special Education if it is believed that the student may have an educational disability, which may be evaluated by the Committee on Special Education;

3. Accommodation Plan if Eligible:

(a) Have the Section 504 Committee determine whether the student is disabled under Section 504, and if so, develop a written educational plan, describing what accommodations, services, or programs will be provided to meet the student's needs;

(b) Have written notification of the Section 504 Committee's determination and recommendations;

4. Review of an Eligible Student's Evaluation and Plan:

(a) Receive periodic re-evaluations for your child when on a 504 Plan, and, prior to any significant change in the Plan, receive a review or reassessment of the student's needs;

5. Procedural Safeguards:

(a) Be notified in writing of any District decision concerning the identification, evaluation, and placement of a student;

(b) Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program and placement and obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;

(c) Submit a written request to the Section 504 Coordinator for an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement within thirty (30) days of receipt of the Section 504 Committee's determination. A section 504 dueprocess hearing may be called at the written request of the School District or a parent/guardian and shall state the reasons the hearing is being requested;

(d) Receive notice of the Section 504 due process hearing date at least seven (7) days prior to the date set for the hearing with a statement regarding time, place and nature of hearing; legal authority and jurisdiction under which the hearing is being held; statement of the matters asserted; right to be represented by counsel; and right to examine relevant records;

(e) Receive appointment of an impartial Hearing Officer as selected by the School District, who may provide both parties with pre-hearing procedures concerning a pre- hearing conference and exchange of exhibits and witness lists. If an impartial due process hearing is to be held under the Individuals with Disabilities Education Act (IDEA) concerning issues relevant to the Section 504 proceeding, a hearing officer qualified to conduct IDEA proceedings may consider Section 504 issues at the impartial hearing. The issues under IDEA and Section 504 shall be separately addressed in the hearing decision;

(f) Participate in the hearing, whereby you will have an opportunity to communicate in English or in your native language; present written and oral evidence; question and cross-examine witnesses; and be represented by counsel at your own expense.

(g) Be notified in writing of the Hearing Officer's decision within forty-five (45) days following completion of the hearing. The School District or parent/guardian may seek review of the decision of the Hearing Officer in a court of competent jurisdiction. The Hearing Officer decision shall be implemented unless the decision is stayed, modified, or overturned by a court.

If a parent/guardian believes the District has not acted in compliance with the law, s/he also has the right to file a complaint with the Office of Civil Rights. The Regional Office that covers North Dakota is:

OFFICE FOR CIVIL RIGHTS,REGION V U.S. Department of Education John C. Kluczynski Building230 South Dearborn St., Floor 37 Chicago, IL 60604

The Glen Ullin School District Section 504 Compliance Officer is Peter Remboldt. He is responsible for assuring that the District complies with Section 504 and may be reached at 701-348-3590, premboldt@glenullinbearcats.org.

GRADING SCALE

Daily assignments may be graded using a variety of grading options such as points, letter grades, or percentages. When percentages are used, the following conversion will be used to change percentage grades to letter grades:

A+...(99-100)	B+...(92-93)	C+...(85-86)	D+...(77-78)	F....(69 & below)
A..... (96-98)	B..... (89-91)	C..... (82-84)	D..... (73-76)	
A-…. (94-95)	B-.... (87-88)	C-.... (79-81)	D-.... (70-72)	

When letter grades are used for transfer students, dual credit or ITV, the following conversion will be used to change letter grades to percentage grades:

A+...(100)	B+...(93)	C+...(86)	D+...(78)	F....(69 & below)
A.....(97)	B.....(90)	C.....(83)	D.....(74)	
A-…. (94)	B-.... (87)	C-.... (79)	D-.... (70)	

ATTENDANCE (POLICY FC)

The School Board recognizes regular attendance as necessary to achieve consistent educational progress. Classroom learning experiences are a meaningful and essential part of the educational system. Time lost from class is irretrievable, particularly a student's opportunity for interaction and exchange of ideas with teachers. The absent student loses the benefits of lectures, discussions, and participation with other students. In addition, North Dakota state law requires all children between the ages of 7 and 16 to be in attendance every day school is in session, with exceptions for illness and certain other incapacities. The law also provides local school boards with the authority to establish standards for attendance. This school district, therefore, considers encouragement of consistent and timely attendance a major responsibility. Once enrolled every student regardless of age is subject to the district's attendance policy.

Students are expected to be in the class(es) to which they are assigned on every school day except in the case of illness or injury, school related activity, family emergency or religious observance. It is the responsibility of the

school administration to monitor student attendance and communicate with students and their parents when attendance patterns do not meet district standards. It is the parents' responsibility to ensure that their children are in school unless a valid reason for absence exists and to notify the school when their child will be absent. A student 18 years or older or a married student, upon request to the superintendent, may assume responsibility for the verification of absences from school.

ABSENCES:

- A student shall be allowed 10 absences per semester. When a student has acquired 11th absence, result will be an automatic loss of credit for that class.
- Leaving the school building during any part of the school day, (8:25 a.m. - 3:20 p.m. needs to be arranged ahead of time with the principal or superintendent. This prior arrangement will necessitate a phone call or a written excuse from the parent indicating reason for student to leave the building during school hours. If leaving the school during the noon approval must also be granted. Failure to adhere to this guideline will result in an unexcused absence.
- In-school-suspension will not count as days of absence. Out-of-school suspension will count as days of absence.

This criteria will be used to establish Glen Ullin Public School's official attendance register and the information that will be recorded on the child's report card.

School work missed by the student during an absence shall be made up regardless of the reason for the absence. Family trips should be scheduled, when possible, during the summer or other non-school days. Should it be deemed necessary for a student to be absent from school due to family trips, arrangements should be made by the student to complete, in advance, as much as possible of the school work that would be missed. Additional effort to make up work may be necessary upon the student's return. The following procedures will be incorporated to implement the above policy:

- The parent will be mailed a letter of notification of absence after the 5th absence in the class. On the 7th absence the principal will meet with the student involved.
- When a student has acquired 11 absences the student will automatically lose credit. If a student chooses to do so, they may contact the superintendent and request an appointment with the attendance committee to review the situation. Absences that will be waived within those 11 absences may include hospitalization, religious observance, death in the family or a doctor’s requirement that a student remain at home due to illness beyond two days. (Example: If a doctor told you that you needed to stay at home for 5 days, the first 2 days would count toward the total of 10 and the remaining 3 days could be waived).
- The committee may grant exceptions for the ten (10) day policy. The student must appeal verbally or in writing to the superintendent within ten (10) school days of the time the student reached the no credit status. The superintendent shall notify the student of the time and place of the appeal hearing not less than three (3) school days prior to the hearing. The superintendent shall notify the student of his/her right to present evidence and testimony on his/her own behalf and to be accompanied at the hearing by his/her parents and/or counselor if he/she so wishes. The superintendent shall issue the decision of the committee in writing within five days of the date of the hearing.

- The student may appeal the decision of the Attendance Committee to the School Board by written notice to the superintendent within ten (10) days of the issuance of the Committee's decision. The student shall receive at least three (3) days notice of the time and place of his/her hearing. At such hearing the student should be accompanied by his/her parents and/or counsel.
- In the event that a student files an appeal with the Board of Education, the principal shall notify the teacher of the course for which the student's credit is being denied. The teacher shall then prepare and present to the School Board a subjective evaluation of the student in the class for which denial of credit is being considered.
- It shall be appropriate to consider the reasons for the students' absences and/or tardies during the appeal process.

ATTENDANCE: ADMINISTRATIVE GUIDELINES

1. If buses are not able to transport students due to poor weather or road conditions, students will not be counted absent.
2. Three tardies per class will count as one absence.
3. Absences from classes due to Glen Ullin School activities will not be counted toward this policy.
4. Parents or guardian are to call 348-3590 by 8:00 a.m. on the day the student is absent to notify the office of the absence. If a student knows in advance that they will be absent from school, a parent/guardian needs to call the school or send a note with the student prior to the day they will be absent (day and time if it is an appointment).
5. **Students must check out with the principal or main office (if principal is not available) with parental permission before leaving the school building. Permission should be requested before school begins in the morning. If a student leaves without permission, the student will be considered absent.**
6. When a student is absent, time allowed for make-up work is twice the length as the number of days missed. Exception to this rule would be students who are involved in a student function. Students involved in a school function or activity are responsible for seeking and completing assignments prior to leaving for the function or activity. Assignments incurred during an absence for a school function or activity are due the day the student returns to school. Additional time to complete assignments incurred during an absence related to a school function must be sought and approved directly from the teacher.
7. If a student is less than 15 minutes late to class, he/she will be counted tardy. If a student is absent for fifteen (15) minutes or more from a class he/she will be counted absent for the period.
8. Seniors may receive two days for a college visitation and/or two days for job shadowing, granting no more than two days total of a college visitation or job shadowing visit per school year. (Note: each student must see the guidance counselor and obtain approval for a college visitation or Job Shadowing.) Students leaving on school-sponsored trips, college visitation, or job shadowing must present lessons completed in advance to each teacher before departure
9. Students who wish to participate in any school function must be present in school 4 class periods prior to the end of the day or prior to leaving for the event on the day of that function

SEMESTER TEST POLICY

All students in grades 7 – 9 must take *cumulative* semester tests *or projects* for both semesters. *Tests and/or projects will count for 10% of the semester grade.* All students in grades 10 – 12 must take their first-semester test, but may be exempt from their second-semester tests under the following conditions:

- Students must have an 87% or higher in the class
- Students cannot have more than three absences a class
    - All days missed from class will be counted as an absence except:
        - School-related absences
        - College visits (maximum of 2; verification required)
        - Absences in which medical personnel has given written orders for a student to stay home (verification required)
    - If Student Led Conferences are attended by the student, they will be allowed one day per conference attended. (maximum of 2)

Each class period stands on its own, with the following exceptions:

- Students who have an unexcused absence in any class will lose all exemptions
- Students who receive an ISS, OSS, or more than three discipline referrals in the second semester will lose all exemptions

Students who exceed the three-day absence limit may contact the superintendent and request an appointment with the attendance committee to review the situation.

HIGH SCHOOL CLASS

For a student to be considered a bona fide member of his/her class, he/she must have completed the following number of credits. Sophomore....6 Senior.....18 Junior....12c Graduation....24

NOTE: Any student who quits or drops a class before the end of the semester will not receive any credit for those classes not completed.

Online Classes

Online classes for credit recovery or enrichment are available for students in grades 10-12. All courses that are taken for enrichment must receive the approval of the principal. Students may not take an online course that is offered by Glen Ullin High School unless it is for credit recovery and the student's schedule does not permit them into the classroom. If a student fails an online class, that student is responsible for the registration fees of that class. Any class that is taken through correspondence may count as one of the 7 credit minimum required. All online courses must be completed by the last day of the semester. Any online course not completed will be recorded as an "F" on their transcript.

PLAGIARISM

RATIONALE

It is the responsibility of the faculty at Glen Ullin Public School to teach students about the research process, the proper use of grammar and conventions, and the rules of proper documentation. Faculty members also are expected to hold students responsible for honest work. Students are expected to accurately reference all sources of information used for a project. Plagiarism will not be tolerated at Glen Ullin Public School.

DEFINITION OF PLAGIARISM

Plagiarism is defined as:

- Copying of another person's ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source, and using those ideas or works as ones' own.
- Deliberate and/or consistent lack of proper documentation and citation in the project or paper.
- In-text documentation that is not reflected in the Works Cited page.

TEACHER RESPONSIBILITIES

Glen Ullin Public School teachers are to provide the following at the beginning of the paper or project:

- An assignment sheet with detailed instructions;
- A rubric outlining assessment at all point of the process and for the final product;
- Clear guidelines regarding acceptable amounts of help from peers or other adults.

In addition, teachers are responsible for:

- Assisting students who are having difficulty in the location and evaluation of information;
- Assisting students in how to manage time and deadlines throughout the research process;
- Conferencing with students on formatting and composing the project or paper.

STUDENT RESPONSIBILITIES

Glen Ullin students will:

- Submit authentic work;
- Follow the project instructions and deadlines assigned by the teacher;
- Ask questions and seek assistance;
- Cite sources correctly and accurately.

VIOLATIONS

If a teacher believes plagiarism has occurred, the teacher will determine the degree of plagiarism and implement the procedures recommended below.

DEGREES OF PLAGIARISM

1. A first-degree violation may occur due to ignorance or inexperience on the part of the student. An example of plagiarism at this level may involve a student using a paragraph or a few lines of text without citing the material properly; however, most of the paper is the student's own work. Recommended procedures for first-degree violations are outlined below; any one or more procedures may be chosen:
    a. Parent notification.
    b. A make-up assignment on a more difficult level.
    c. A grade reduction on the original assignment.
2. A second-degree violation is considered a more serious plagiarism offense. Examples of this violation include use of one or more paragraphs of another's ideas and/or works without correct citation. Incorrect citation may often take the form of improper paraphrasing. Although some of the work is the student's, it is evident that much of the work has been taken from other sources and not referenced. Recommended procedures for second-degree violations are outlined below; any one or more procedures may be chosen:
    a. Parent notification.
    b. A grade reduction on the original assignment.
    c. A letter in the student's academic file detailing the offense.
3. A third-degree violation is a severe case of plagiarism and indicates the majority of a student's work has been taken from another source or sources and not referenced. An example may be the use of a purchased term paper or other materials as one's own. Also, this violation may involve improperly acquiring information and/or intentionally altering it, i.e. citing sources that are not actually sources. In addition, a third degree violation occurs when a student has been found guilty of plagiarism in a prior instance. In this instance, a committee that includes the teacher involved, the principal, and the language arts teacher will meet to determine what actions will be taken. Recommended procedures for third degree violations are outlined below; any one or more procedures may be chosen:
    a. Parent notification.
    b. A denial of credit for the original assignment.
    c. A letter in the student's academic file detailing the offense.
    d. A reduction in the overall course grade for the term or year.
    e. Disciplinary action, including detention and in-school suspension.

Adapted from Plymouth Public School Plagiarism Policy, © 2008.

DUAL CREDIT

Dual credit courses are available to seniors who have earned at least a "B" average or above in a specific area such as English or Social Studies. Classes may be available before school (early bird) or during the school day through ITV. Interested seniors would be allowed to take the introductory college level class(s) in lieu of or in addition to the English IV or the Senior Social Studies (POD) classes. Those seniors taking the college class(es) would be allowed one extra study hall, if requested and available, during the school day. The College English and/or social studies class, if approved, would count toward fulfilling the graduation requirement of an English and /or POD. The credits earned in the college courses taken during the student's senior year would be part of the student's GPA (Grade Point Average) at the Glen Ullin School, as well as at the college. The college would also record on the transcript at the college, the student's class(es) taken and the grade and credit earned. All the costs for taking the college level classes would be paid by the students and/or parents. The Glen Ullin School reserves the right

to approve the course and content of college level classes prior to the student's enrollment in those classes. Those students who, after enrolling in college level classes, decide to drop anytime during the year must enroll in the parallel high school class immediately. The grade received up to the time of withdrawal would be averaged with the quarter, semester, or appropriate grading period. A final grade of at least a 70% in each required class taken would be needed to fulfill the graduation requirement.

GRADUATION (POLICY FBF)

Graduation from the schools of the 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 requirements for graduation shall be established in keeping with the North Dakota law.

Effective July 1, 2010 all students, regardless of program, must earn 24 credits for graduation, including the following: 4 credits in English which include Literature, Composition and Speech; 3 credits in social studies including: 1 in United States History, ½ United States Government and ½ Economics or 1 Problems of Democracy, 1 of any other social studies which may include Civics, Civilization, Geography and History, Multicultural Studies, North Dakota Studies, Psychology, Sociology or World History; 3 credits in science including 1 physical science, 1 biology; 3 credits in mathematics; 1 credit of physical education or ½ credit physical education and ½ credit health; 3 credits Foreign Language, Native American Languages, Fine Arts or Career and Technical Education courses. 7 credits in electives. It is understood that some students will be involved in special and adaptive programs, successful completion of which will result in graduation.

For students who plan to further their academic studies following graduation from high school, the following units of study are recommended as additions to or specification of the required units:

1. Mathematics--three units recommended, one unit - algebra, one unit - geometry, and one unit - Algebra II.

2. Natural sciences--three units including at least two of the three areas of biology, chemistry, and physics.

3. Foreign language--two units are recommended by the Board of Higher Education.

SENIOR CLASS PRIVILEGES

ADMINISTRATIVE GUIDELINES

1. Seniors who were on the 'B' Honor Roll or higher for the 4th Quarter of their junior year will be eligible for senior privileges for the entire year; seniors who have a grade of 'C-' or above in all classes will be eligible for senior privileges at the beginning of the second nine weeks.
2. Seniors who do not have enough credits to graduate will not be granted open study hall privileges. Those students taking independent study courses for graduation must have those courses completed before senior privileges will be granted.
3. The senior privileges are granted to each qualifying senior for lunch hour and study hall. Youth ministry programs and assemblies are not considered part of the seniors' study hall.
4. Students may be absent only during their study hall and/or lunch period. The tardy policy will apply to students who arrive late; on the fourth tardy, students will lose their privileges for the remainder of the school year.
5. Students leaving school will be allowed to use their own or their parents' vehicle only. Seniors using this study hall privilege will not be allowed to have another grade 1 – 11 student passenger. The only

passenger(s) allowed would be a senior having privileges and the same study hall. Students having grade 1 – 11 passenger(s) will lose their driving privileges for the remainder of the school year.

6. The following attendance and tardy rules will apply for the second semester of the school year:
    a. A senior having more than 3 unexcused tardies for the second semester will not be allowed senior privileges.
    b. A senior having any unexcused absence will not be allowed senior privileges.
7. Any senior being sent out of any classes or the gymnasium for discipline reasons may lose his/her privileges for a period of time determined by the administrator.
8. A senior must have a 'C-' or better in every class. Any time a senior does not meet this requirement, senior privileges will be lost until such time as grades have improved.
9. Seniors not current on their bills will not be allowed senior privileges until those bills are paid.
10. Any NDHSAA, specifically section 12, violations by a senior will result in their senior privileges being suspended for the remainder of the school year.
11. Any senior wishing to receive these privileges must have the parents/guardians permission form signed and returned to the principal's office before being allowed those privileges.
12. Seniors are asked to enter and exit the school parking lot in the East Side of the school. They are also asked not to drive in front of or around the school. Failure to abide by this rule will result in suspension of privileges.
13. Other student discipline violations not specified here will be handled at the discretion of the administration.
14. Any violation of these guidelines will result in a loss of privileges for the remainder of the year.

LUNCH PRIVILEGES

1. Lunch privileges are granted to each qualifying Junior for lunch hour on Friday each week.
2. Students may be absent only during their lunch period. The tardy policy will apply to students who arrive late; on the fourth tardy, students will lose their privileges for the remainder of the school year.

GRADUATION CEREMONY: ADMINISTRATIVE GUIDELINES

The valedictorian, salutatorian and honor students will be determined at the end of the third quarter. The valedictorian shall be that senior with the highest 4-year average. Salutatorian shall be the senior with the second highest 4-year average. Co-salutatorians or valedictorians may be appropriate when two students are very close in grade point averages. The average shall be figured to the nearest .01 of a percentage point. All other seniors with a GPA of 3.50 and above shall be graduated with honor. Distance Education course grades will also be used to calculate grades for honor students.

Those seniors who have not fulfilled all of the graduation requirements prior to graduation will not be allowed to participate in the graduation ceremonies. Only those students who have met all the graduation requirements will receive a diploma. Exceptions may be made by the Administration in cases of family illness, deaths, or an approved plan for graduation.

Graduating seniors must wear prescribed graduation attire, as approved by the Glen Ullin School Board. Graduates not wearing the approved attire will not be allowed to participate in the graduation ceremony.

STUDENT DISCIPLINE (POLICY FHD)

Good discipline in the school is extremely important to the school program. Without good discipline the school cannot discharge its primary responsibility in the development of citizenship. Without good discipline the school cannot maintain a learning environment that is safe, drug free, and conducive to learning. Without good discipline, students cannot realize their greatest opportunities for growth. Good discipline in the classroom consists of businesslike behavior which encourages active, cooperative participation by each student.

In situations involving undesirable behavior, it is necessary for the school to impose discipline. Disciplinary measures should be reasonable and appropriate to the nature of the misbehavior of the offending pupil and in accordance with the law.

The principal and the administrative staff are charged with maintaining adequate discipline in each school. All employees of the school system should aid in the discipline of the school.

Teachers are expected to assume responsibility for the discipline of students in the individual classrooms as well as contributing to the monitoring of discipline throughout the building. The teacher is responsible for the care, discipline, and instruction of pupils in his/her charge and as assigned by the principal or superintendent. The teacher shall enforce all rules governing the conduct of pupils. In maintaining discipline, the teachers must be able to proceed with the assurance that support will be forthcoming from the principal, the superintendent, and the School Board.

The authority of school officials acting pursuant to school rules is applicable to student behavior on and off campus when relevant to any lawful mission, process, or function of the school. The school may prohibit any action which impairs, interferes with, or obstructs the missions, processes, and functions of the school. Any off-campus student activity which does not come within this test is beyond the power and the responsibility of school officials to regulate. The relationship of each off-campus student activity to the mission, process, or function of the school must be determined from the specific fact situation.

The constructive side of discipline should be emphasized. A climate conducive to good citizenship should be created in the school. The best discipline prevents rather than corrects after the wrongdoing has occurred. Conferences with teachers, the principal, and parents should be effectively employed to bring about acceptable classroom behavior. Parents should be advised promptly when students begin to get into difficulty which might lead to suspension.

The use of corporal punishment, defined as physical pain inflicted on a student, is not allowed in the Glen Ullin Public School District. The use of any instrument such as a paddle or stick on a student is strictly prohibited. Corporal punishment does not include action taken by an employee for self-defense, protection of persons or property, obtaining possession of a weapon or other dangerous object, to quell a verbal disturbance or for the preservation of order. The School Board recognizes that reasonable physical force may occasionally be necessary to guard the safety and well-being of students or employees or to deliver a student to an administrator's office.

Complaints against a teacher regarding corporal punishment will be dealt with in accordance with school board policy on personnel complaints.

CHOICES PROGRAM

If a student chooses to behave inappropriately in the school setting and thus be a disruption to staff and/or other students' education experience, the student may be assigned to the Choices Program. During this time the student will be allowed to do his/her schoolwork and eat lunch in a designated area. Depending on the severity of the disruption, the principal reserves the right to skip steps to a more serious consequence.

1st Issue - Student will visit with the teacher. Behavior will be discussed and logged into PowerSchool. The student will also be aware of the consequences for any future misbehavior. Parent/Guardian will be notified via phone call/email/text by the teacher

2nd Issue - Teacher will meet with parent/guardian and student. Behavior will be discussed and logged into PowerSchool. Student and parent/guardian will also be aware of the consequences for any future misbehavior.

3rd Issue - Team Meeting with the student, parent/guardian, and teachers. Behavior will be discussed and logged into PowerSchool. Student and parent/guardian will also be aware of the consequences for any future misbehavior.

4th Issue - Team Meeting with student, parent/guardian, and administration. Behavior will be discussed and logged into PowerSchool by administration. Student and parent/guardian will be aware of the consequences for any future misbehavior.

5th Issue - Choices Program begins.

From the 5th issue and beyond, teachers are only responsible for logging those issues. Administration will be responsible for contacting parents/guardians.

CHOICES VISIT

5th Issue - Student will serve a 1-day ISS in the Choices Room.

6th Issue - Student will serve a 2-day ISS in the Choices Room.

7th Issue - Student will serve a 3-day ISS in the Choices Room.

8th Issue - 1-day OSS

9th Issue - 2-day OSS

10th Issue - 3-day OSS

11th Issue - **Mandatory Parent/Guardian Meeting**

CHOICES PROCEDURE

- Student will know why they are in the Choices Room
- Student will be given an assigned seat. Absolute quiet unless directed by the teacher.
- Student will fill out an Action Plan.
- Choices Teacher will go over the Action Plan with the student and will be made aware of the consequences for future misbehavior.

Bullying and Sexual Harassment are covered in Title IX and Bullying policies in the book.

** If a student feels their safety is threatened by another student's words or actions, the perpetrator will be isolated from the victim until a reasonable effort to maintain a safe environment has been created by school personnel. This seclusion may include in- or out- of –school suspension or an alternative learning environment. All actions by the administration will consider maintaining the best educational environment for ALL students.

FLOW CHART FOR DISCIPLINE COMMUNICATION

1. -Teacher/ Para witness a situation requiring an intervention
2. -Deescalate situation
3. -Document situation and make sure it is entered in PowerSchool Incidents noting who, what, when, and where.
4. -Principal & Assistant Principal will receive notification
5. -Assistant Principal will talk to student & witnessing staff about the situation
6. -Discipline ladder will be referenced
7. -If a consequence is warranted
   - Yes, a report is written to in PS to Principal
     - If approved by principal, then teacher & parent/guardian will be notified
   - No, a report is written to in PS to Principal & teacher is notified

SUSPENSION AND EXPULSION (POLICY FHDA)

Students are expected to conduct themselves in a manner suitable to their age and grade. Students willfully disobedient or consistently disturbing the class are subject to corrective discipline.

The school board hereby delegates to the superintendent or principal the authority to deal with disciplinary problems in the school including suspension. When a student is suspended this type of action may involve removing a student from classes, buildings, grounds, and activities.

A principal or superintendent may suspend a student for up to ten (10) days or recommend expulsion of a student. Parents of the student shall be notified promptly if a suspension has been given. The superintendent shall also be notified when a suspension has been imposed. The superintendent may expel a student for the remainder of the current school year after providing notice and a hearing as set forth in FHDA-R. When the conduct violates the district policy on carrying a weapon and the weapon is a firearm as defined by that policy, the expulsion may be for up to one calendar year. The superintendent shall determine the length of the expulsion on a case by case basis.

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

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Causing or attempting to cause physical injury to another person except in self defense.
4. Possessing or transmitting any firearms, knives, explosives, or other dangerous objects.

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 persistent defiance of proper authority.
7. Behavior which is detrimental to the welfare, safety, or morals of other students, and/or substantiated harassment.
8. Truancy.
9. Any student behavior which is detrimental or disruptive to the educational process, as determined by the principal.
10. Offensive and vulgar language, whether or not it is obscene, defamatory, or inciteful to violence, where it is disruptive of the educational process.
11. Threats of violence, bomb threats, or threats of injury to individuals or property.

Enrollment of Suspended Students

Any student who has been suspended from a school of this district is not eligible to attend any other school within the district until eligible to return to his or her regular school. Any student who has been suspended from another district will not be permitted to enroll in the District until eligible to reenroll 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.

TECHNOLOGY ACCEPTABLE USE POLICY

Due to the ever-changing nature of the technology involved with the Internet, Glen Ullin Public School District reserves the right to modify this policy for the protection of the students and the system.

Glen Ullin Google Suite for Education

Glen Ullin Public School is using Google Suite for Education in grades 3-12. G Suite for Education is a set of education productivity tools from Google including Drive, Classroom, and more. Students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn digital skills.

UNACCEPTABLE USE OF THE INTERNET

1. Use the network for any illegal activity, including violation of copyright or other contracts;
2. Use the network for financial or commercial gain;
3. Degrade or disrupt equipment, software or system performance;
4. Vandalize the data of another user;
5. Wastefully use finite resources such as paper or ink;
6. Gain unauthorized access to resource or entities;
7. Invade the privacy of individuals;
8. Use an account/password/login of another user;
9. Post personal communications without the original author’s consent;
10. Post anonymous messages;
11. Download, store or print ANY files or messages which are profane, obscene, or that use language which offends or tends to degrade others;

12. Violate any “content guidelines” which will be imposed by the school.

SECURITY GUIDELINES TO CONSIDER:

1. Be cautious when revealing your name, address or phone number, or any such private, confidential information such as credit card numbers.
2. Likewise, NEVER share names, addresses or phone numbers or confidential information of other people.
3. NEVER share your password or anyone else’s password.
4. Change your password occasionally.

VANDALISM/HARASSMENT

Vandalism of any sort will not be tolerated. Vandalism includes any act of damaging or defacing the computer hardware, any accessory, and/or the attempt to harm or destroy any data or on any internal system. Creating or trying to load a virus would be considered a serious act of vandalism.

Harassment is the attempt to annoy another user or interfere with another user’s communications or works. Sending unwanted e-mail is an example of harassment.

SECURITY

Security is a major concern for all computer systems, especially when the system involves the many uses of the Internet. That is why the list of unacceptable use includes items that would invade the privacy of confidentiality of other users anywhere on the network. Local users found to be a security risk or one who attempts to enter any other computer system seeking private information will be denied access to the Internet and/or computers. For example, if the school administration wished to share its budget information and financial records with school board members through a private system, and a student or patron would attempt to invade that system, that is a break in security that would be unacceptable. Any teachers’ grade reports would be confidential and searching for these records would be a breach in security.

Because of confidentiality issues, names of students will not be placed with pictures on the Glen Ullin website.

CONSEQUENCES FOR VIOLATIONS

Any violation of this policy, including instances of abuse, vandalism or harassment, will lead to loss of privileges for a time to be determined by the teacher and the principal.

CELL PHONE USE – ADMINISTRATIVE GUIDELINES

Cell phone usage is a privilege at Glen Ullin Public School. Students may use them prior to the school day, during noon hour, in between classes, and after school, and they also may be used in the classroom at the teacher’s discretion. Otherwise, cell phones must be turned off while in the building and put away. Some examples of things teachers have used cell phones for in the past include: QR code scavenger hunts, record student skits, record multimedia projects, take pictures of projects, etc.

The school district will not be responsible for lost or stolen cell phones. Staff will take appropriate actions if a cell phone is seen or heard during the school day. Disciplinary actions include, but are not limited to:

· 1st offense: Cell phone will remain in the office until the end of the day, the student will be allowed to pick up the phone.

· 2nd offense: Cell phone will be kept in the office for 2 days, the parent/guardian must pick up the phone.

· 3rd offense: Cell phone will be kept for one (1) week, the parent/guardian must pick up the phone.

· 4th offense: Cell phone will remain in the office. A conference will be held with the parent/guardian, student and administrator.

Students who record inappropriate content on a cell phone will be subject to suspension and/or expulsion at the discretion of the administration.

Students who record inappropriate content on a cell phone will be subject to suspension and/or expulsion at the discretion of the administration.

DRESS CODE – ADMINISTRATIVE GUIDELINES

The staff assumes that the students will use good judgment in wearing appropriate clothing for school and all school events. Personal appearance is usually an index to the attitude and behavior patterns of an individual. It is the responsibility of the parents to see that their children are neat, clean and appropriately dressed as to the activity involved and respective age levels of students. Our dress code encourages students to use good taste and common sense. Students found to be dressed in attire that creates a danger to health or safety; creates a disruption to the educational process; violates common standards of decency; or has inappropriate slogans or words will be dealt with at the discretion of the administration.

1. Students should dress modestly and not reveal their undergarments, midriff or cleavage.
2. No jeans with holes above the mid-thigh area.
3. Bottoms, including but not limited to pants, shorts and skirts, must be worn at, or moderately below the natural waistline.
4. The hem of the student's top must cover the waistband of the student's bottoms with absolutely no skin or underwear exposed.
5. The hem of shorts or skirts must be at or below mid-thigh.
6. Clothing shall not display, suggest or advertise drugs, tobacco, alcohol, obscene language, or items of sexual nature.
7. Caps, hats, hoods, bandanas and head apparel will not be worn in the building except on designated days.
8. Chains may be worn at the discretion of administration and spiked jewelry is not allowed.
9. No flannel bottoms or pajama-looking bottoms except on designated days.
10. Jackets and coats will not be allowed in the classrooms unless approved by the administration.
11. Sunglasses may not be worn in the building without written doctor approval except on designated days.
12. Individual classroom rules may apply for classes that incorporate labs.

BUS CONDUCT (POLICY FFC)

The disciplinary authority of the school shall exist over all students while being transported to and from the schools, and the driver of the bus shall be charged with their control and discipline while they are being

transported. The responsibility for supervision begins when the student boards the bus and ends when the student is delivered to the regular bus stop at the close of the school day.

The Board requires students to conduct themselves in the bus in a manner consistent with established standards for classroom behavior and student safety. The administration shall establish specific rules in keeping with this policy and shall take steps to ensure that all bus drivers as well as student riders understand the safety issues involved.

When a student behaves improperly on a bus, the bus driver shall document the incidents and report them to the principal or superintendent. The principal or superintendent will inform the parents immediately of the misconduct and request their cooperation in correcting the student's behavior. Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended indefinitely by the principal or superintendent. This suspension of riding privileges shall not exceed the balance of the school year. In such cases, the parents of the student involved become responsible for seeing that their student gets to and from school safely.

All students being transported by school transportation to and from any school activity during the winter months shall be properly dressed to protect them from the extreme weather conditions. This precaution is necessary so that the student will be prepared for any mishaps that might occur which expose them to inclement weather. Proper clothing includes protective head covering, winter coat or jacket, mittens or gloves, and foot gear.

This policy shall extend to any trip under school sponsorship, including extracurricular trips. Students shall respect the wishes and directives of staff and chaperones appointed by the school.

BUS CONDUCT - ADMINISTRATIVE GUIDELINES

1. Pupils will ride on assigned buses. Parents must request in writing any exceptions to this rule.
2. Pupils will board and debark from their assigned bus at selected designations unless written permission is granted to be let off at other than the regular stop. The bus driver must be presented such a written request signed by office personnel. Parents will assume the responsibility for the child when such a request is made and granted.
3. A Certificate or statement from a medical doctor will be forwarded to the office of the superintendent to substantiate all physically handicapped cases. Temporary handicap will require an annual statement. Permanent handicap will only require an initial statement. Parents are responsible for obtaining the statement and forwarding it to the superintendent’s office.
4. Student Responsibilities:
    a. Be on time at the designated school bus stops. Students not riding the school bus, please notify the bus driver or school at 348-3365.
    b. Stay off the road while waiting for the bus.
    c. Wait until the bus comes to a complete stop before attempting to board the bus. Line up in an orderly, single file manner. Do not rush to get on the bus.
    d. Keep hands and head inside the bus at all times.
    e. Assist in keeping the bus safe and sanitary at all times.
    f. Remember that loud talking and laughing or unnecessary confusion diverts the driver’s attention and may result in a serious accident.

g. Vandalism to school vehicles or fixtures (such as seats) will not be tolerated. Offenders will pay for the damage to the vehicles or fixtures.
h. Never tamper with the bus or any of its equipment.
i. Keep books, packages, coats, and all other objects out of the aisles.
j. Remain in the bus in case of road emergency, unless directed to do otherwise by the bus driver.
k. Do not throw anything out of the bus window.
l. Always be courteous to fellow pupils, the bus driver, and to passers-by.
m. Always remain seated while the bus is in motion.
n. Keep absolutely quiet when approaching and crossing railroad tracks at a railroad-crossing stop.
o. Squirt guns will not be allowed on the buses.
p. Cross the road at least 10 feet in front of the bus only after checking to be sure no traffic is approaching and/or after receiving a signal from the driver.
q. Help look after the safety and comfort of small children.
r. Riders are not permitted to leave the bus at other than regular stops unless proper authorization has been given in advance by school officials.

5. The above rules and regulations will apply to any trips under school sponsorship.
    a. Pupils shall respect the wishes of chaperones appointed by the school officials to accompany the bus riders.

INTERVIEWS BY POLICE (POLICY FHBA)

When there is a need for a police officer to interview a student, the officer is to be requested to confer with the student at a time when he/she is not under the jurisdiction of the school, if this can be arranged. However, when it is impractical, the officer may confer with the student during school hours, provided that the following conditions are met:

1. The officer is properly identified.
2. Permission from a school official is given.
3. Parents are notified immediately, if possible.
4. Student(s) are removed from the classroom by school personnel only, to guard against other students knowing about the matter.
5. The student's parent or guardian should be present during the conference. When this is not possible, permission to interview may be granted only if the superintendent determines that it is necessary for the child to be interviewed immediately and only in the presence of a school administrator.
6. The students will be afforded the same rights they have outside of the school. When they are suspected of having committed an unlawful act they must be informed of their constitutional rights by the police. They must not be subjected to coercion or illegal restraint.
7. When police officers are acting on behalf of the Department of Human Services in the investigation of a report of child abuse, Policy FFEB/FHBB shall apply.

Police Officer's Rights with Regard to Students

1. Right to Question Students in School: Police officers have no absolute right to enter the school premises and demand to interview any student. A spirit of cooperation should be extended to any bona fide police or law enforcement official who comes to a school seeking to interview students.
2. Right to Remove Students from School: Police officers have no right to remove a student from the school for purposes of interview, and this should not be allowed in the absence of the specific consent of parent or guardian.
3. Police officers, counselors of the juvenile court, or other authorized law enforcement officials have an absolute right to enter the school to take a student into custody or to make a lawful arrest of a student. However, the officer should be made to display either an order signed by a judge of the juvenile court authorizing the taking of the student into custody, or to display a warrant for the student's arrest. If the student is arrested and/or taken into custody at a school, the school officials should make every effort to notify the parents immediately.
4. Right to Serve Subpoena in School: Police officers have a legal right to enter schools to serve subpoenas.

Cooperation with Law Enforcement Agencies

While police officers have the legal right to serve a subpoena at school, the serving officials should be strongly urged to serve these subpoenas at the home of the student whenever possible.
In all of these situations, efforts should be made to minimize embarrassment or loss of class time for the student. The office of the superintendent should be notified immediately when any of the above-mentioned actions has occurred.

SEARCHES OF LOCKERS (POLICY FHBC)

Provision for temporary storage and safety of students' personal possessions ordinarily used in their day-to-day school activities will be made in certain school buildings by such devices as lockers. These lockers may not be used to conceal weapons and/or illegal substances.

Ownership and control of all lockers is retained by the school district. Access to all lockers under certain conditions is a legal right of school officials whose responsibility it is to protect the health, safety, and welfare of all students enrolled.

When the school principal has a reasonable suspicion that one or more lockers may contain objects or substances in violation of school rules or which may be detrimental to the health, safety, or welfare of all students enrolled, the principal may initiate a search of those lockers. The principal should make a reasonable effort to contact the student and ask the student to open the locker. The principal should then inspect the locker in the presence of the student.

If the student cannot be located, if the student refuses to open the locker, or if an emergency is deemed to exist, the principal may open and inspect the student's locker. In such a case, the principal should be accompanied by at least one other adult person.

In the event a police officer or other law enforcement officer is to conduct a search of a student's locker, person, or possessions, a search warrant is necessary.

Dogs may be used in the search of a student's locker. When the dog handler is a police officer, the officer shall be accompanied by a school official and shall not take part in the search once the dog has alerted unless a search warrant has been obtained.

The superintendent should be notified whenever a search has been conducted.

SEARCHES OF STUDENTS (POLICY FHBD)

A search of a student's personal property or clothing should only be undertaken when there is a reasonable suspicion that the student is concealing an object(s) or substance(s) in violation of school rules or which may be detrimental to the health, safety, or welfare of all students enrolled.

Because state and federal law and school policy prohibited certain articles and substances from being carried by students on school grounds, all personal property of students including but not limited to duffle bags, backpacks, bookbags, and purses shall be subject to inspection at the discretion of the principal. When the principal has reason to believe that one or more students are carrying contraband, those students shall be asked to allow a search of their possessions. They may also be asked to empty their pockets. Such search should be conducted in private by a school employee of the same sex as the student with a school employee present as a witness and only with the permission of the principal. Strip searches shall not be conducted.

In the event a police officer or other law enforcement officer is to conduct a search of a student's locker, person, or possessions, a search warrant is necessary.

The superintendent and parent/guardian should be notified whenever a search has been conducted.

VANDALISM (POLICY FHCE)

Because incidents of willful or malicious abuse, destruction, defacing, and theft of property of the school district are clearly contrary to the best interests of the school district and injurious to the rights and welfare of the entire community, it will be the policy of the Board to seek all legal redress against persons found to have committed such acts.

Books, materials, and equipment supplied by the district for the pupils must receive reasonable care. Students wantonly defacing school furniture or damaging school property or losing books charged to their care will be fined an amount sufficient to restore the damaged article to original condition or replace it.

Disciplinary action will be taken when students are involved. Full restitution for the damage caused will be sought from the responsible persons, or in the case of minors, from the minors and their parents, under the laws of this state.

The Board may offer a reward as authorized by North Dakota law to any person furnishing information leading to the apprehension and conviction of any person(s) appropriating or destroying property or equipment belonging to the school district. The Board may also accept private donations to establish a reward fund to encourage the furnishing of such information.

DRUG USE/ABUSE (POLICY FHCF)

The school has a clear responsibility to maintain an atmosphere which will promote a quality learning environment. It is the intention of the Glen Ullin School Board that the learning environment be safe, drug free, and conducive to learning. Because the use of drugs, alcohol, and other chemicals among young people has become a major problem in our country and because the use and availability of these substances on school campuses interfere with the educational process, this policy is being adopted and implemented. The policy is designed to help eradicate the influence of drugs, alcohol, and other chemicals within the school environment. As such it is designed to promote chemical health and protect students in the school environment by imposing consequences for violation of standards of conduct by educating students to, deter and prevent the use or abuse of chemicals. It is also designed to serve as a guide for faculty and staff in implementing intervention procedures for students.

EDUCATION

This district will teach about drugs and alcohol in an age appropriate developmentally based education and prevention program in every grade K-12. This program will include information about drug and alcohol counseling and rehabilitation programs available to the students. The district will also conduct staff orientation and continued training, and provide parent and community education. This will be done in cooperation with a community Chemical Health Committee. This education program will also include providing an information service for referral to counseling and/or treatment so that students may seek and get counseling on alcohol and drug matters any time without fear of reprisal and with assurance of the confidentiality of the counseling. Referral for treatment when needed should be a constructive and not a punitive action. We recognize that chemical addiction is a treatable disease.

STANDARD OF CONDUCT AND DISCIPLINARY SANCTIONS

PROHIBITED ACTIVITIES

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. It is the responsibility of the school to establish rules that will eliminate such use from the school setting. Therefore 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 what the student represents or believes to be any of the substances 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 or handbag, or when he/she owns it completely or partially.
3. Be under the influence of (legal intoxication not required), or to use or 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.

This policy applies to any student who is on school property, who is in attendance at school or at a school sponsored activity or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the school district or the 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, any depressant, any form of tobacco, and all other illicit drugs.
3. Any abusable glue or aerosol paint or any other chemical substance, for inhalation, including but not limited to, lighter fluid, white out, and reproduction fluid.
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 taken in accordance with the authorized use policy.
5. Any and all tobacco products, including but not limited to cigarettes, cigars, snuff, and chewing tobacco.

AUTHORIZED USE

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall follow the procedures of Policy FEAA--Administering Medicine to Students, which requires a prior permission signed by the parent for aspirin and/or Tylenol and the signed request of the parent for any other over-the counter medication, and the signed request of the physician and parent for any prescription medication.

VIOLATION

Disciplinary sanctions will be imposed on any student violating this policy. These sanctions may include suspension or expulsion and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities. The student may be referred to the superintendent. Any student who is observed to be under the influence of a prohibited substance will be taken immediately to the principal's or superintendent's office. The student's parents will be notified and asked to pick up the student. If there appears to be imminent danger to other students, school personnel, and/or the student involved, the principal or superintendent may have the student removed from the school by school, medical, or law enforcement personnel.

INTERVENTION

We also recognize the responsibility to assist students in recognizing their own addiction. It is realized 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 which 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. To this end the Glen Ullin School District encourages

faculty members to be observant of student behavior and to participate in a program of intervention. Faculty members may use a check list to determine whether observed behavior should be reported. If the faculty member decides that the behavior indicates a possible prohibited activity, the student should be reported to the principal or superintendent.

If the counselor, principal, or superintendent believes that the student indeed is in need of assistance, the counselor, principal, or superintendent may call the student in for a conference. The counselor, principal, or superintendent may receive assistance in how to confront students from a certified addiction counselor.

If, after conferring with the student, the counselor, principal, or superintendent believes that there is a probability that the student may be experiencing a drug or alcohol problem, the student and/or the student's parent(s)/guardian will be told that it is necessary that the student receive a formal chemical dependency diagnosis.

The school will make a reasonable effort to cooperate with a therapy program if one is recommended for the student.

The School Board of Glen Ullin School District believes that if a student is involved in a chemical dependency program and is successfully addressing his/her harmful involvement with chemicals, he/she 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 Glen Ullin School Board and the North Dakota High School Activities Association.

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.

A student can expect that any personal problem he/she discusses with an administrator, faculty member, social worker, Core Team Member or counselor will be strictly confidential. There are four exceptions:

1. Whenever a staff member learns of a condition which may adversely affect another student, he/she will have to act on that information.
2. If a student is experiencing health and/or emotional problems because of controlled substance use or abuse and is unable or unwilling to seek assistance, then referral should be made. Confidentiality will be maintained subject to the welfare of the student.
3. If a staff member has reasonable cause to suspect child abuse, the staff member must report to the Children and Family Services Division of the Department of Human Services.
4. If a staff member is called to testify in a judicial proceeding.

POLICY IMPLEMENTATION

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

mandatory. The handbook will include a form for parents to sign and return indicating that the information in the handbook has been received and read by the student and the parents. The principal or superintendent will maintain a file of returned forms.

The superintendent or designee will annually conduct in-service training sessions for all school district employees, which will include a review of this policy and procedures for implementation thereof. In the event an employee is unable to attend such in-service training sessions, the superintendent or designee will cause this policy to be individually reviewed with such employee.

The superintendent will maintain a list of all employees with whom this policy has been reviewed, whether individually or through in-service training, along with the dates of such review or training.

The Glen Ullin School District will review this policy and its implementation annually 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. Minutes of the school board meeting at which this review takes place shall document the review.

TOBACCO USE IN THE SCHOOLS (POLICY ABBA)

NORTH DAKOTA'S COMPREHENSIVE MODEL SCHOOL POLICY FOR TOBACCO USE

DEFINITIONS

For purposes of this policy:

- *Electronic smoking device* means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. Electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, e-hookahs, mods, tank systems, Juul, Suorin, or under any other product name or descriptor. Electronic smoking device also includes any component part of a product, whether or not marketed or sold separately, including, but not limited to, e-liquids, e-juice, cartridges, or pods..
- *Imitation tobacco product* means any edible non-tobacco product designed to resemble a tobacco product, or any non-edible non-tobacco product designed to resemble a tobacco product and intended to be used by children as a toy. Imitation tobacco product includes, but is not limited to, candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snus, and shredded beef jerky in containers resembling snuff tins.
- *Lighter* means a mechanical or electrical device typically used for lighting tobacco products.
- *Possession of tobacco products* means:

a. Actual physical possession of the tobacco product while on school property;

b. Use or consumption of the tobacco product while on school property;

c. Tobacco product located in the student's locker, car, handbag, backpack, or other belongings while on school property; or

d. Appearance by a student on school property after having consumed or ingested the tobacco product that is noticeable by breath odor.

- *Smoking* means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco, nicotine, or plant product intended for inhalation, including hookah and marijuana, whether natural or synthetic. "Smoking" also includes the use of an electronic smoking device. This excludes any FDA-approved nicotine replacement therapy.
- *School property* is defined in NDCC 15.1-19-10 (6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *Tobacco product* means any product containing, made, or derived from tobacco, or that contains nicotine, whether synthetic or natural, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to: a cigarette; electronic smoking device; cigar; little cigar; cheroot; stogie; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; snuff; snuff flour; snus; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco product also includes any electronic smoking device.
- *Tobacco use* means smoking and the heating, inhaling, chewing, absorbing, dissolving or ingesting of any tobacco product.
- *Visitor* means any person subject to this policy that is not a district student or staff member. This includes school volunteers, independent contractors, individuals performing services on behalf of the District, and individuals attending school-sponsored events or activities.

RATIONALE FOR REGULATING POSSESSION & USE

The health hazards of tobacco use have been well established. This policy is established to:

1. Reduce the high incidence of tobacco use in North Dakota.
2. Protect the health and safety of all students, employees, and the general public.
3. Set a non-tobacco-use example by adults.
4. Assist in complying with smoking restrictions in state and federal law (NDCC 23-12-10 and 20 U.S.C. 7973).

Tobacco use is the leading cause of preventable death and disability in North Dakota. To support and model a healthy lifestyle for our students and ensure a safe learning and working environment, the Glen Ullin School Board establishes the following tobacco-free policy.

PROHIBITIONS

Students are prohibited from possessing, using, consuming, displaying, promoting, or selling tobacco products, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any school sponsored event or activity. In addition, students who participate in extracurricular activities are prohibited from possessing or using tobacco products at any time, on and off school property, as directed by district policy (FFE) and the North Dakota High School Activities Association bylaws.

District staff and visitors are prohibited from using, consuming, displaying, activating, promoting, or selling tobacco products, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any school sponsored event or activity. This policy includes all events on school property that are not sponsored by, or associated with, the school.

The District shall not promote or allow promotion of tobacco products, electronic smoking devices, imitation tobacco products, or lighters on school property, at any school sponsored event or activity, or in any school publications. This includes promotion of these products via gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers or any other materials.

The District shall not accept any gifts (such as curriculum, book covers, speakers, etc.) or funds from the tobacco industry or from any tobacco products shop.

Exceptions

It shall not be a violation of this policy for an individual to possess or provide tobacco, electronic smoking devices, imitation tobacco products, or lighters to any other individual as part of a genuine indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice off of school property. It shall not be a violation of this policy to use a tobacco product as part of an educational experience related to indigenous tobacco practices when such use and education experience has been approved by administration.

It shall not be a violation of this policy for tobacco products, electronic smoking devices, imitation tobacco products, or lighters to be included in an instructional or work-related activity on school property if the activity is conducted by a staff member or an approved visitor, the activity does not include smoking, chewing, or otherwise ingesting the tobacco product, and has been approved by administration.

It shall not be a violation of this policy for non-students 18 years and older to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

COMMUNICATING TO STUDENTS, STAFF, & PUBLIC

The District shall comply with all smoking prohibition posting requirements in law. Appropriate signage shall be posted throughout the district at building entrances and other highly visible locations on school property, such as, but not limited to, school buildings, district vehicles, vehicular entrances to school grounds, school playgrounds, and all indoor and outdoor athletic facilities. Signage shall indicate that the Glen Ullin School District is tobacco free. This policy will be printed in employee and student handbooks. Parents and/or guardians shall be notified of this policy, and the local media may be asked to communicate this tobacco-free policy communitywide.

RESPONSIBILITY FOR VIOLATIONS

All individuals on the district's premises share in the responsibility for adhering to and enforcing this policy. The Superintendent shall develop regulations for the enforcement and implementation of this policy (ABBA-AR).

PREVENTION EDUCATION

The District may consult with the county health department and other applicable health organizations to provide students with age-appropriate tobacco prevention information that follows the guidance from the Centers for Disease Control and Prevention.

TOBACCO CESSATION SERVICES

Individuals requesting assistance with tobacco cessation services will be referred to NDQuits, the North Dakota Department of Health multi-media tobacco cessation program. This is a free cessation service provided to citizens of North Dakota.

CARRYING WEAPONS (POLICY FHCG)

It is the intention of the Glen Ullin Public School Board that the learning environment be safe, drug free, and conducive to learning. The Board determines that possession and/or use of a weapon or other dangerous object by a student is detrimental to the welfare and safety of the students and school personnel within the district.

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

Violation of this policy will result in disciplinary action up to and including suspension and expulsion. Parents will be notified, and all weapons, dangerous objects, and look-alikes will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration.

Educational classes held in the school facility, before or after normal school hours, are permissible if permission is granted by the principal or superintendent prior to this educational training for youth and adults. All weapons must be removed from the school premises after each educational class.

Bringing a firearm, as defined in 18 U.S.C. 921, to any setting that is under control and supervision of the school will require that proceedings for the expulsion of the student involved for a minimum of one calendar year be initiated immediately by the principal or superintendent. Firearms will be confiscated and turned over to law enforcement.

The superintendent may recommend a modification of the expulsion on a case by case basis. This modification shall be based on the circumstances revealed in the investigation into the incident conducted by the superintendent or other person designated by the superintendent to conduct the investigation. Alternate education may be provided for students who are expelled under this section.

Proper due process proceedings as defined in Policy FHDA (Suspension and Expulsion) will be observed in all suspensions and expulsions under this policy.

This policy does not apply to students enrolled and participating in a school-sponsored shooting sport, provided that the student informs the school principal of the student's participation, and the student complies with all requirements set by the principal regarding the safe handling and storage of the firearm.

The principal may allow authorized persons to display weapons, other dangerous objects, or look-alikes for educational purposes. Such displays will be exempt from this policy.

It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

A student who is defined as having a disability under the Individuals with Disabilities Education Act may be placed in an alternative educational setting for up to 45 calendar days, during which time a determination will be made as to whether bringing a weapon as defined by IDEA Regulations 300.520(d)(3) to school was a manifestation of the student's disability. Discipline and placement of the student will be in accordance with the Individuals with Disabilities Education Act.

BEARCAT EXTRACURICULAR POLICY

MISSION

The mission of Bearcat athletics programs is to cooperate with families and communities to be a proactive leader in providing quality educational opportunities for all ages in a positive learning environment, while meeting the challenges of a changing world through a continuing commitment to excellence.

PHILOSOPHY

It is the philosophy of Hebron and Glen Ullin Schools that athletics be considered an integral part of a program of education, providing experiences that will help students grow physically, mentally, and emotionally.

An integral part of the philosophy of the athletic program is that a student's educational experience should include participation in athletics both as a player and as a student. These experiences should contribute to the student athlete's knowledge, skill, and emotional growth, thereby making the athlete a better person and citizen.

The philosophy for athletic programs in grades four through eight is that students should participate in as many activities as possible, with similar playing time. A transition occurs at the ninth and tenth grade ("C-Squad") level; at this level, the philosophy is that all students should participate, but not necessarily for an equal amount of time. At this level, participation and skill development are the main objectives, as is the development of social and athletic skills through the winning and losing process.

The philosophy for students in grades 11 and 12 (junior varsity and varsity) is that students will participate at a higher competitive level, which will require a greater level of dedication on the part of the student. It falls upon the coaching staff to evaluate and select the teams based on the skill level of the students participating. At this level, the ideal is that every student participates; however, the event outcome will not be sacrificed so that every player can participate.

BASIC PRINCIPLES

- Coaches shall abide by the Bearcat Coaches' Responsibilities (Appendix A).
- The coach is in charge of the team and is to make decisions regarding team play. Respect will be given to each coach on the game decisions he or she makes.
- All participants shall be afforded the utmost protection while engaged in competition or performing while traveling to and from events. Their general health and physical welfare must be the first consideration.
- Sound equipment, safe conditions, and channels for assuring proper training and medical attention shall be available at all times.
- No member of the staff or faculty shall feel that his/her job depends on winning or losing, although we shall strive to the utmost to give our best effort.
- Athletic events or activities during school time will be kept to a minimum.

Sportsmanship

CODE OF CONDUCT

The Bearcat athletic program has implemented the following Code of Conduct for parents, guardians, spectators, and students.

Parents/guardians will not force their child to participate in sports.

- Parents/guardians and spectators will remember that children participate in sports to have fun, and that the game is for youth, not adults.
- Parents/guardians and spectators will learn the rules of the game and the policies of the school.
- Parents/guardians and spectators will be a positive role model for student athletes and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, umpires, officials, and other spectators.
- Parents/guardians, spectators, and students will not engage in any kind of unsportsmanlike conduct with any player, coach, umpire, official, or spectator, such as booing or taunting, refusing to shake hands, or using profane language or gestures.
- Parents/guardians will not encourage behaviors or practices that would endanger the health and well-being of the athletes.
- Parents/guardians will teach their children to play by the rules and to resolve conflicts without resorting to hostility and violence.
- Parents/guardians will demand that their children treat other players, coaches, umpires, officials, and spectators with respect regardless of race, creed, color, sex, or ability.
- Parents/guardians will teach their children that doing one's best is more important than winning, so that their child will never feel defeated by the outcome of a game or his/her performance.
- Parents/guardians will praise their children for competing fairly and trying hard.
- Parents/guardians and spectators will not ridicule or yell at any player for making a mistake or losing a competition.
- Parents/guardians will emphasize skill development and practice and how this benefits my child over winning.
- Parents/guardians will promote the emotional and physical well-being of the athletes over their personal desire to have their children win.
- Parents/guardians, spectators, and students will respect the officials and their authority during games.
- Parents/guardians will demand a sports environment that is free from drugs, tobacco, and alcohol.
- Parents/guardians and spectators will refrain from coaching any player or players during games or practices, unless that parent/guardian or spectator is one of the official coaches of the team.
- Parents/guardians will adhere to all rules and regulations set by the Bearcat Athletic Program.

Student Responsibilities

- Participation in athletics is a privilege that carries with it responsibilities to the team, student body, community, and other athletes. In their play and conduct, student athletes represent all of these groups.
- All athletes will review the Bearcat Code of Conduct. Athletes are expected to act in a sportsmanlike manner both on and off the field/court.
- All members of athletic teams are to work as a unit. All members need to be considerate and polite to each other as well as to the coaching staff.

Communication with Coaches, Players, and Officials During Contests

Confrontations with coaches, players, and officials during or immediately following games are unacceptable. Non-team personnel are not allowed in the team and coach's bench area at any time before or during games and practices.

Consequences for Displaying Unsportsmanlike Behavior/Violating the Code of Conduct

- Depending on the severity of the action, the student, parent, employee, coach, or spectator will be warned or removed from the event.
- Depending on the severity of the inappropriate behavior, the student, parent, employee, coach, or spectator may be suspended from attending activities for a period of one activity up to the rest of the school year.

- Repeated incidents may result in the loss of these privileges for a year or more.
- Students may be suspended from school for inappropriate behavior at school-sponsored events.
- Students will extend an apology – either written or verbal, whichever is appropriate – to those people who they have offended.
- Administrators present at the event will be responsible for enforcing this policy.

Our goal is to have all students and spectators behave in a manner that portrays good sportsmanship and proper behavior at school sponsored events.

TOBACCO, ALCOHOL, ILLEGAL NARCOTICS

Use or possession of tobacco, alcohol, illegal use or possession of narcotics or habit-forming drugs shall not be tolerated. Such use will result in suspension, as per the North Dakota High School Activities Association, from all game participation or public appearances which are not part of the normal class work. As per the North Dakota High School Activities Association, this suspension will begin on the date and time the student is notified by school faculty of the infraction.

- Any six-week suspension must include a suspension of at least two contests. If a student does not miss at least two contests in six weeks, his/her suspension will last until two contests are missed.
- Any eighteen-week suspension must include a suspension of at least six contests. If a student does not miss at least six contests in eighteen weeks, a suspension will last until six contests are missed.
- Any student who does not complete a two- or six-contest suspension during the school year will carry out the suspension of two or six contests during the following school year.
- To satisfy the 2-contest requirement, the student must participate in a school sponsored activity from the first day of practice and remain with the same activity in which the period of ineligibility was served, through the completion of the season.
- Summer infractions will carry a six-week suspension from the date and time notification is given to the student by the school administrator. Summer infractions shall not factor into a student's violation when determining multiple infractions during a school year. Summer infractions could occur from the last contest in the spring until the date of the first practice for the fall sport season. Multiple summer infractions will result in a maximum suspension of two contests per infraction.
- Students will be removed from officer positions in classes and organizations for the remainder of the school year.
- Contests are defined as regular season competitions (where scores, ratings, or awards are given) that are not a part of the normal class work. Scrimmages and pre-season jamboree's do not count, they are considered practices.

This suspension policy includes students who are "guilty by association"; that is, students who knowingly participate – whether he or she consumes – in any event or occasion where a violation of state law or local ordinance regarding possession, purchase, sale, or consumption of alcohol or illegal drugs occurs. If a student athlete is at a function and he or she becomes aware that such a violation is occurring, he or she must leave at the first available opportunity.

ACADEMIC ELIGIBILITY

A student cannot be failing any classes in order to remain eligible for athletic performances. Eligibility is determined each Monday morning. The North Dakota High School Activities Association also requires that a student must be making satisfactory progress toward graduation each semester. Failure to adhere to do so will make the student ineligible for a period of four (4) weeks the following semester.

It is the responsibility of the school to inform parents/guardians of ineligibility to participate.

TRANSPORTATION TO SCHOOL-SPONSORED EVENTS

All team members must ride on the bus/van to and from their activity unless prior approval is granted from the school administration. Students may ride home from an event with another parent or the parent's designee by supplying a signed note stating with whom the child will be riding. In addition, a phone call must be made to the school administration confirming parental wishes. These arrangements must be made before the bus/van departs. Also, students who go to the event on the bus/van may be released to their parents or the parent designee at the site of the event by the parents informing the coach in charge that their child will be going with them. On all activity trips during inclement weather, caps, gloves, and the appropriate footwear must accompany students.

Students who have been suspended from the team for *academic ineligibility,* alcohol, tobacco, or drug violations may continue to practice at the coach's discretion, but are not allowed to travel with the team. During home games, the student may sit on or near the bench (as determined by the coach) out of uniform.

These regulations also cover home games played at the other school's site.

Only team members are allowed to travel with the team.

TRAINING HOURS

Training hours (curfew) for students are as follows:

Sunday – Thursday: 10:30 pm
Friday & Saturday: 12:30 am
Adjustments to the curfew may be made at the sole discretion of the coach.

Violations of training hours (curfew): a one-game suspension for the first offense, and a two-game suspension for the second offense. The player will be suspended from the team following the third offense.

PRACTICE ATTENDANCE

The North Dakota High School Activities Association established starting dates for all athletic seasons. A minimum of nine (9) daily practices for grades 7-12, and eight (8) for elementary sports, before the student's first competition is required for 7-12. The coaches and athletic director will establish all dates

and times for practices. Excused practices are determined by the coach/advisor, and include but are not limited to illness, medical appointments, family emergencies, and work when absolutely unavoidable and necessary.

To obtain an excused absence, the coach must be notified in advance.

Penalties for unexcused absences:

First:	Warning, but allowed to play/participate
Second:	One game/match/meet suspension
Third:	Dismissal from team

Penalties will be the same for students who miss part of a practice for an inexcusable reason.

Injured players are expected to attend practice unless excused by the coach.

Students who have been suspended from the team for *academic ineligibility,* alcohol, tobacco, or drug violations may continue to practice at the coach's discretion, but are not allowed to travel with the team or attend home games

Students who have been dismissed from class or received detention are subject to the following consequences:

First:	Warning, but allowed to participate
Second:	One game/match/meet suspended; allowed to travel and sit with team
Third:	Dismissed from team

Students who have received an out-of-school suspension, or who have been expelled from school, may not practice, travel, or sit with the team.

APPEARANCE

Students representing the Bearcat athletic program will wear dress clothes to and from athletic events unless other arrangements have been made by the coach. Failure to comply with this policy will result in:

First:	One game/match/meet suspension; allowed to travel and sit with team
Second:	Two game/match/meet suspended; allowed to travel and sit with team
Third:	Dismissed from team

No blue jeans or t-shirts are permitted. Head attire such as baseball caps are not allowed for indoor activities. Team uniforms should be worn only during competitions unless otherwise approved by the coach.

LOCKER ROOMS

When changing into practice or game clothing, team members should place their casual clothes, shoes, and valuables in their lockers and lock them. The school is not responsible for lost or stolen property or money.

CELL PHONES

Cell phone usage will be limited to contacting parents or for use in emergencies before, during, and after games.

UNIFORMS

Athletes will turn in their uniforms following the final contest of the season. Players are responsible for paying for any damages incurred.

AWARDS

Students must meet the following criteria to receive an athletic letter.

Football:	Participation in five (5) quarters of varsity activity
Basketball:	Participation in eight (8) quarters of varsity activity
Volleyball:	Participation in eight (8) varsity games
Track:	Participation in three-fourths (75%) of varsity meets
Cheerleading:	Participation in three-fourths (75%) of varsity games
Golf:	Recording a score at a varsity match, with that score becoming part of total varsity team's score

PHYSICALS AND ACCIDENTS

Each student who participates in an athletic activity in grades 4 – 12 must complete a physical each year and submit the completed form to his/her coach at or before the first practice.

Catastrophic injuries can and do occur when students participate in athletics. The film "Sports Concussions" will be shown each year to all athletes. Parents are also encouraged to view the film. It is the responsibility of each parent/guardian inform the coach of any physical disability or ailment that may affect the safety of his/her child or the safety of others. It also is the responsibility of each parent/guardian to see that his or her child is covered for accidents or injuries that may occur at school or in school-sponsored events.

PROCEDURES FOR HEARINGS FOR STUDENTS SUSPENDED FOR VIOLATION OF CO-CURRICULAR ACTIVITY RULES

- Students may be suspended by the advisor/coach or administrator. Violations should be reported as soon as possible. Violations reported more than five business days after the alleged offense will not be reviewed. Students may be punished for the following violations:

    - Sportsmanship
    - Tobacco/Alcohol/Narcotics
    - Hazing
    - Attendance
    - Academic Eligibility
    - Transportation
    - Training Hours
- Consequences for violations are detailed in the corresponding section of this policy.
- Should a student commit a third violation of these policies after May 15, the punishment will be carried into the new school year and be enforced as that year's first offense, with the period of suspension beginning on the first allowable practice date of the first activity in which the student participates.
- Please note that the consequences for violating the Tobacco/Alcohol/Narcotics section of the policy are those recommended by the NDHSAA, and are different from the consequences for other violations.
- Students whose suspension is upheld by the principal or suspended by the principal may be given a hearing. When deemed necessary, a committee will be assembled by the building principal to determine the appropriate disciplinary action. The committee will be composed of at least three but not more than seven persons. Committee members will be certified school personnel selected by the principal. Parents and/or student(s) may request the inclusion of one student and one parent from the community as committee members.
- A hearing may be requested before the school superintendent or principal. This hearing may involve the Activities Director, the coach/advisor or the activity involved, witnesses to the violation, the students, and the student's parents. The student is allowed to testify, to have witnesses, and to question all witnesses. The results of the hearing are put in writing and a copy will be sent to the student and the student's parents.
- A second formal hearing may be requested by the student before the school board if the student or the student's parents are not satisfied with the hearing before the school administrator.
- The formal hearing before the school board will be conducted in accordance with the procedure for hearings as outlined by the North Dakota High School Activities Association and the policies of the Glen Ullin and Hebron School Board. **Public/Parent Concerns About Activity Programs**

Parent/coach communication is important for all athletic programs. Every coach will conduct a parent meeting at the beginning of each sport season to discuss program expectations and address any parental or athlete questions. We strongly encourage each parent to attend these meetings to aid in the communication process.

If parents or patrons wish to speak to a coach regarding a specific situation, they should contact the coach to set up a meeting to discuss their concerns. Decisions on subjects such as playing time, team strategy, and team members are the responsibility of the coach. If a parent wishes to discuss the events of a specific game or match, that meeting will be held no sooner than the following day.

FORMAL COMPLAINT POLICY

If issues are not resolved after a meeting of the coach and parent, the following procedure will be utilized. This procedure is intended to minimize the risk of a possible action for libel or slander, to retain the impartiality of the school board, and to maximize the school districts' ability to employ and retain coaches.

Anonymous complaints provide no avenue for response or redress of a complaint. An unsigned complaint will not be acted upon at any meeting of the board and anonymous telephone complaints will not be brought to the board by any individual board member, administrator, or other employee. No disciplinary action will be initiated solely on an anonymous complaint.

Parents/guardians should not contact a coach or coaching staff on game day or within 24 hours after the completion of a contest. Parents/guardians must first discuss the situation in a meeting with the coach, or with the coach and the athletic director.

If an agreement is not reached by the conclusion of the above meeting, the parents shall request in writing a meeting with the superintendent. This request must be made within five (5) days of the initial meeting.

The superintendent will respond to the complaint in writing within five (5) days. If the parent/guardian is not satisfied by the superintendent's response, he/she may appeal the complaint to the school board.

APPENDIX A

- All coaches must always have a list of parents and numbers with them. At all times, including practices, coaches must have the Emergency Medical Care Release forms which contain contact and medical information with them.
- All head coaches must have on file a copy of NDHSAA constitution. This can be obtained from the NDHSAA website or from the AD.
- Each head coach must have a mandatory pre-season meeting with student athletes and parents to and review "Concussion Management" and hand out all necessary forms, as well as collect physicals.
- A practice plan is strongly encouraged by all head coaches.
- Each head coach is responsible for keeping the NDHSAA site up to date as far as scores and rosters.
- Each coach is responsible for making sure EACH AD receives an electronic copy of your team roster. This will allow the AD to electronically submit your roster and schedule to fellow Athletic Directors.
- All varsity teams must submit scores to the appropriate media after each game/contest/meet/match. This includes writing articles/summations for the local papers.
- Coaches are responsible for making school announcements to recognize student athletes/teams upon achievement.
- Coaches are responsible for the distributing and collecting of uniforms. Each coach is also responsible for keeping an accurate account of uniforms for inventory reasons.
- All coaches should check locker rooms at the end of the game/match to make sure all uniforms have been picked up and locker rooms are cleaned. Our team bench should be clean when leaving the gym.
- All coaches are responsible for having their team clean up any mess left in the gymnasium after practice. This also includes any first aid items such as athletic tape and pre-wrap.
- All coaches should hand in a season summary for record purposes. This should also include, at the high school level, a season stat total.
- Coaches need to maintain supervision over their athletes. If you cannot be at practice on time let a fellow coach or the AD know and they will cover for you.
- It is the coaches' responsibility to inform the AD of any disciplinary actions or problems that have taken place in the program.

- All head coaches of all sports, except track, will be required to provide a team picture with cut line, roster and schedule/record on the NDHSAA website. Each coach will have to the end of the third week into the season to have this information in place or there will be a $50 late fee assessed for the first season and a $100 for subsequent seasons.
- Coaches make a list of supplies needed for next sports season immediately following their season.
- All coaches are welcome to join the local booster club.
- All head coaches are required to evaluate their assistant coaches. Evaluation forms can be obtained from the AD.
- All head coaches are responsible for completing Rules clinics regarding their particular sport each year. The dates for these Pre-season rules clinics can be obtained from the AD. Items to Note:
- Invoke the 24-hour rule when talking to parents. When meeting with a parent have someone with you—the AD, principal, superintendent, or another coach.
- Limit e-mail responses to parents—"yes, no, the bus leaves at 4 p.m." E-mail leaves a paper trail.
- Be on the alert for any hazing taking place. Explain to the team what hazing and harassment is.
- The locker room should not be "off limits" to coaches. Go into the locker room sometimes, yell into the locker room. If the team is of the opposite sex, send someone in once in awhile. Don't be predictable.
- Be sure that you know what is happening on the back of the bus. With the long buses, the back is far from the front. Coaches sit in back once in awhile.
- The greatest spots for trouble that you will encounter are on the bus, in the locker room, and on overnight trips.