

GLENBURN PUBLIC SCHOOL

7-12 HANDBOOK



2024 – 2025 School Year

Disclaimer: This handbook is not entirely inclusive but supplemental to school board policies and state requirements. Glenburn School reserves the right to amend this document at any time.

Mission Statement

The mission of the Glenburn Public School is to provide a comprehensive educational experience through continued self-analysis to empower all students with knowledge, skills, and attitudes to meet the challenges of our changing world.

Vision Statement

The vision of the Glenburn Public School is to enable each child to become independent, critical thinkers who make healthy lifestyle choices, achieve their highest potential and become lifelong learners and contributing members of society.

Beliefs Statement

We believe all students can learn, given equitable opportunities. It is our responsibility to prepare students for the future and provide a safe and secure learning environment.

WELCOME

The staff of Glenburn High School extends to you a warm greeting and a willingness to help you through the years that you will spend with us. This handbook is not entirely inclusive but supplemental to school board policies and state requirements.

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GLENBURN SCHOOL WIDE BEHAVIOR EXPECTATIONS

A successful school can survive only when students are willing to cooperate with teachers and fellow students. Following the school’s academic and behavior expectations will create a productive and safe learning environment for all students and staff.

All Glenburn students will:

- Be Respectful
- Be Responsible
- Be Safe
- Be Ready to Learn

GENERAL GLENBURN SCHOOL POLICIES

BREAKFAST

- Breakfast will be from 8:05 am to 8:25 am.
- There will be no breakfast served when school starts late.

BUSSING

The Glenburn Public School provides transportation to and from school for children in rural areas. Riding the bus is a privilege not a right. Students will conduct themselves accordingly:

- Students shall be prepared to get on the bus when it arrives.
- Once the bus has come to a stop:
 - students shall enter the bus and quickly find their seat
 - The seating arrangement (if needed) will be determined by the driver or administration
 - Students must remain seated while the bus is moving.
- If an additional student is riding a bus or a student needs to ride an alternate bus, this must be cleared through the office before the end of the day.
 - Any misconduct will be reported to the principal. A student may be denied riding privileges if behavior is deemed potentially dangerous to the safe operation of the bus.
 - If this occurs, then it is the parent/guardian responsibility to get their student to school or from school.
- When determined by administration, it is imperative that students have boots, coats, hats and gloves with them.
 - If students do not have these items, the bus driver could say that the student is not allowed on the bus.
 - If this occurs, then it is the parent/guardian responsibility to get their students to school or from school.

CIVIL RIGHTS, TITLE IX & SECTION 504

Title IX:

In accordance with Title IX of the Education Amendments Act of 1972, the District prohibits discrimination on the basis of sex, including sexual harassment, in any district education program or activity. The District shall respond when sexual harassment occurs in the district's education program or activity against a person in the United States. Board policy requires all staff to fully cooperate when asked to participate in a harassment or retaliation investigation. The procedure contained in this regulation supersedes the district's policies regarding complaints about personnel and bullying.

Section 504:

Section 504's free appropriate public education (FAPE) provisions require schools to provide students with disabilities regular or special education, and related aids and services, that: (1) are designed to meet the student's individual educational needs as adequately as the needs of students without disabilities are met; and (2) satisfy Section 504's requirements for evaluation and placement, educational setting, and procedural safeguards.

It is the policy of the Glenburn School District # 26 to support the provisions of Title IX of the Educational Amendments Act of 1972, Title VI of the Civil Rights Act of 1963, Americans with Disabilities Act of 1990, and

Section 504 of the Rehabilitation Act of 1973 and not to discriminate based on race, color, national origin, sex, religion, age, or handicap in employment policies and practices. It is the expressed intent of the Glenburn School District to provide full access to free and appropriate education and equal opportunity for all students in programs and activities, free from limitations of race, color, national origin, sex, religion, and handicap. This includes accessible entrances to the school and classroom modifications, elevator usage and P.E. locker room showers. Note: Handicap accessible locker room is the visitors' locker room by the new gym. This concept of equal opportunity will guide the School Board, administration, and staff in making decisions related to the employment of personnel, school facilities, curriculum, activities, and regulations affecting students and employees.

- Title IX Coordinator: Larry Derr; P.O. Box 138, Glenburn, ND 58740; 701.362.7426; email address: larry.derrl@k12.nd.us.
- 504 Coordinator (Elem): Emilie Walker: P.O. Box 138, Glenburn, ND 58740; 701.362.7426; email address: emilie.walker@k12.nd.us
- (H.S.): Jim Swegarden; P.O. Box 138, Glenburn, ND 58740; 701.362.7426; email address: jim.swegarden@k12.nd.us

DISCRIMINATION & HARASSMENT GRIEVANCE PROCEDURE

The following procedure is designed to resolve discrimination, harassment, and retaliation complaints by and against students, parents, and third parties, as described in board policy, promptly and equitably. Board policy requires all students and staff to fully cooperate when asked to participate in a discrimination, harassment, or retaliation investigation. The procedure for Policy AAC-BR will be applied to any discrimination and harassment complaint. Please refer to this policy located on the district's webpage. If you need any assistance, please get in touch with

- Elementary Principal Layne Fluhrer PO Box 138, Glenburn, ND 58740; 701.362.7426; email address: layne.fluhrer@k12.nd.us, or
- High School Principal Jim Swegarden PO Box 138, Glenburn, ND 58740; 701.362.7426; email address: jim.swegarden@k12.nd.us.

LEAVING THE BUILDING

Students who must leave the building during school hours must have permission from the Superintendent, Principal, or the office. Students must fill out and turn in an Early Dismissal form to the office before departure. Students must indicate where they are going and for what reason. Students leaving the building during school hours are not encouraged. Students who must take care of personal or family business during school hours can only use a vehicle if necessary. Students who leave the building without permission will be subject to disciplinary action. Under exceptional circumstances, students may leave the building at a regularly scheduled time. Such permission may be withdrawn if the student violates the conditions upon which such leave has been granted.

SCHOOL CLOSING

All school closings or late starts will be notified via PowerSchool Communicate. When it becomes necessary to dismiss school early or to cancel school for a day due to weather conditions, the announcement will be sent via the PowerSchool Communicate System as soon as possible. During the day, this announcement may be as little as 15 minutes before dismissal. Please advise the school which phone number(s)/email you want this notification to go to.

Parents/guardians must inform us as to how their students are being picked up if they cannot ride the bus home on days that we dismiss early.

ACADEMIC INTEGRITY

Glenburn Public Schools maintains a zero-tolerance policy for cheating and plagiarism. Cheating includes improper access to or sharing any work teachers assign, including tests and quizzes. Cheating and plagiarism, whether intentional or unintentional, include using phones or other electronic devices during an assessment without the teacher's permission. Consequences will be determined by the teachers' class syllabus/policies.

SCHOOL DAY

The building doors will open at 7:50 am each morning for those who eat school breakfast. Students not eating breakfast should not arrive before 8:10 am. Unless you participate in a supervised activity after school, you should leave the building at the end of the school day.

SCHOOL TRIPS

School trips for educational or recreational reasons are to be arranged by the teacher in charge and approved by the principal. The following things are expected from the students involved:

- A. Students must conduct themselves properly to uphold the school's reputation—students who violate this rule risk being prevented from participating in future trips.
- B. Students must use the school's transportation to and from the event. The only exception to this rule is if the student rides home with their parent or guardian. Parents must personally notify the school personnel in charge.
- C. Students must be dressed appropriately for weather conditions. Warm coats, headgear, boots, and gloves must be worn or available when the weather is cold.

SEARCHES OF VEHICLES

When student vehicles are parked on school property, the school retains the authority to inspect the vehicle's interior when a school official reasonably suspects that the vehicle contains illegal or unauthorized materials. Such inspections shall be conducted per the district's policy on searches of students' personal property.

PET POLICY

Bringing pets or wild animals to school is not allowed.

VISITORS

All visitors from other schools will be allowed to accompany GHS students during a regular school day with prior approval from the principal.

WEAPONS POLICY

It is against the policy of the Glenburn Public School and Section 922 of Title 18 of the United States Code for anyone to possess and carry a weapon on school grounds or school property.

The definition of a weapon is as follows:

- Any firearm, bomb, or explosive device, or any combination of parts from which a destructive device may be readily assembled: bludgeon, sand club, metal knuckles, throwing star, switchblade knife; knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal force. Replica firearm or bomb.
- A replica firearm or bomb means a realistic replica that, because of its appearance, could be used to place a person in fear of bodily harm.
- Any single-bladed article that could cut or stab or any article that is commonly used or is designed to inflict bodily harm.
- Any article that is not per se a weapon used to inflict bodily harm upon a person or cause a person to be placed in fear of bodily harm
 - Examples include, but are not limited to: belts, combs, pencils, pens, files, compasses, and scissors.
- Safety flares, starting pistols, or other devices not designed to be used as weapons. Students are prohibited from possessing or using laser pointers, lighters, or other potentially dangerous items on school property or at school-sponsored events.

Not included as weapons:

- Antique firearms or sporting equipment will be used for demonstration or educational purposes (these must be trigger locked and checked in with the administration to be kept in a secure location until needed, after which they will be returned to the secure location until removed from the school grounds).

Any employee or student possessing or carrying a weapon as defined above will be immediately suspended until the administration can arrange a proper hearing. Further suspension will be decided at the discretion of the administration. The appropriate authorities will be contacted, and legal action may result in a violation of this policy.

ACADEMIC POLICIES

ACADEMIC INTEGRITY

Glenburn Public Schools maintains a zero-tolerance policy for cheating and plagiarism. Cheating includes improper access to or sharing any work teachers assign, including tests and quizzes. Cheating and plagiarism, whether intentional or unintentional, include using phones or other electronic devices during an assessment without the teacher's permission. Consequences will be determined by the teachers' class syllabus/policies.

SEMESTER EXAMS

Students will complete final exams at the end of the first AND second semesters.

- All students will complete a final exam at the end of the first semester for each class.
- All students will be required to take ONE second semester exam (listed below).

Students must be in good standing to be exempt from taking their remaining second semester exams. If a student does not meet all the requirements, they will be required to take all of their second semester exams.

Students in Good Standing for Semester Exam Exemptions– **must meet ALL requirements.**

- 'B' or better in **ALL** classes AND

- No more than 3 missing assignments in all classes (, a total of 3 missing across ALL class, NOT just 3 missing/per class) AND
- No more than 5 unexcused absences per class AND
- No ISS/OSS

Required Second Semester Exams are as follows:

Seniors: POD

Juniors: English

Sophomores: Math

Freshmen: Biology

8th Grade: English

7th Grade: Geography

For absences related to 2nd semester exams:

- For an absence to be considered **excused**, the student must have a note from their doctor/physician, participating in a school activity or extra-curricular activity or co-curricular activity. This does NOT count towards overall attendance.

BAND AND CHOIR

Band and choir courses are considered co-curricular offerings; students under suspension can participate in the classes to complete requirements. Students are not allowed to participate in or audition for any contests, festivals, or activities sanctioned by the NDHSAA that involve representing the Glenburn Public School. Students under suspension will be allowed to perform at athletic performances and concerts necessary for earning credit in the respective courses.

GRADING

Administration and teachers will use the following grading system to determine percentage grades, honor roll, and honor positions:

- **A**-100%-90% - 4.0.
- **B** – 89%-80% - 3.0.
- **C** – 79%-70% - 2.0.
- **D** – 69%-65% - 1.0.
- **F**- Below 65% - Failing,
- **I** – Incomplete

GRADE CLASSIFICATION

Students must earn five ½ credits to be a sophomore, eleven credits to be a Junior, and sixteen ½ to be a Senior. Students not meeting this progress will not be moved to the next level.

GRADING PERIODS

Students will earn credit on a semester or 9-week basis. Semester exams will count for 10% of S1 and S2 grades.

GRADUATION POLICY

All students wishing to graduate from Glenburn High School must have attended an approved public or private high school for at least eight semesters. The last semester before graduation, the student must be enrolled full-time at Glenburn High School. Students who meet this requirement but do not have the necessary number of credits to graduate will not be allowed to participate in graduation exercises. (this can include registered in college dual-cred classes). Exceptions may be permitted by petitioning the school board.

GRADUATION REQUIREMENTS

To graduate from Glenburn High School and Choice Ready, a student must have completed at least twenty-two units of credit, including the required courses identified below. The units are arranged so that all students may receive a broad background of educational experiences and be choice-ready.

Required coursework includes:

- ✓ Four English language arts units from a sequence that includes literature, composition, and speech.
- ✓ Three units of mathematics, which may include one computer science unit approved by the Superintendent of public instruction.
- ✓ Three units of science, consisting of:
 - Option 1:
 - One unit of biology
 - One unit of chemistry
 - One unit of physics
 - Option 2:
 - One unit of biology
 - One unit of physical science
 - One unit or two ½ units of any other science
- ✓ Three units of social studies consisting of:
 - One unit of United States history
 - ½ unit of U.S. government and ½ unit of economics or one unit of problems of democracy and
 - One unit or two ½ units of any other social studies, including civics, civilization, geography, history, multicultural studies, N.D. history, psychology, sociology, and world history.
- ✓ One unit of physical education OR ½ unit of physical education and ½ unit of health.
- ✓ Three units of foreign language, Native American languages, Fine arts, or Career and technical education courses.
- ✓ Any five additional elective units.
- ✓ Dual credit or college courses may substitute for the above requirements.

The following exception to the above policy shall be allowed:

As previously stated, a transfer student who cannot earn twenty-two credits by carrying and passing a normal load may be allowed to graduate with less than the standard required units. North Dakota state minimum graduation requirements shall still apply.

CONSULTATIVE REVIEW

Glenburn High School students can request a consultative review of their education plan. This request can happen once per academic year.

HONOR ROLL/HONOR STUDENTS

An honor roll will be compiled for grades 7-12 each quarter. For calculating both honor roll and honor students, percentages will be rounded up to the nearest one-hundredth of a percentage

- If a student's average is 3.67 or higher, they will achieve the highest honors.
- If a student's average is 3.33 to 3.67, they will earn high honors.
- If a student's average is 3.00 to 3.32, they will achieve honors.

4.0-3.85 will be Summa Cum Laude, 3.84-3.70 will be Magna Cum Laude and 3.69-3.5 will be Cum Laude The top two graduates will be offered the opportunity to speak at graduation. If they decline the opportunity, the senior class will choose the graduation speakers. Senior students with a 3.00 to 3.50 school grade point average will be recognized as honor students during graduation

JUNIOR HIGH PROMOTION OR RETENTION

For a seventh or eighth-grade student to be automatically promoted to the next grade, they must pass all four core classes (math, English, social studies, science). For any student who does not meet this requirement, a meeting will be held with the student's teachers to discuss retention. When it is determined that a student is facing retention, a letter will be sent home to inform the parents.

GRADE PROMOTION, RETENTION, AND ACCELERATION (Glenburn School Board Policy GCAA)

The Glenburn School District is committed to fostering the continuous educational and personal growth of its students. Student progress shall be continually evaluated based on state and local achievement standards, course content standards, and education goals and objectives as established by administration and the teaching staff.

The Board recognizes that at every grade level there are differences among students in their intellectual and personal development and that individual students may be more proficient in some content areas than in others. Therefore, assignment of a student to a grade level shall be based on the best educational interest of the student, which shall be determined by using the criteria established below.

Criteria for Determining Promotion and Retention

The decision to promote or retain a student shall be based on at least the following criteria:

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

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

Procedures for promoting and retaining students shall be developed by the Superintendent and delineated in administrative regulations.

Acceleration

The Superintendent shall develop grade acceleration criteria and approval/denial procedures, which shall be delineated in administrative regulations.

MAKEUP WORK

Planned Absences: A planned absence is when a parent/guardian contacts to school to notify them their child will be absent.

- **Planned absences** require students to check with their teachers prior to the absence to get any assignments they will miss or need to complete prior to the absence. The teacher can determine if the assignment needs to be completed and turned in prior to the absence or can be done when the student returns. This includes co-curricular and extra-curricular functions.
- **Unplanned/Sick:** Students should utilize Microsoft Teams to check in with their teachers if they have an unplanned absence/sick that day. Microsoft Teams will be utilized to communicate assignments to students with long-term absences (more than 3 days).

Students will be allowed two days to complete assignments for the first day missed, and then one day for each subsequent day missed.

- **Extra/Co-Curricular Activities:** Students are required to check with their teachers to get any assignments they will miss due to the participation in the activity. Any assignments missed due to participation in activities need to be completed per teacher instruction. No additional days are given. (Even though an email will be sent with a list of students, the students are STILL required to check in with the teachers)

A student who receives an Incomplete on their report card will be given a maximum of 2 weeks to complete makeup work. After two weeks, the incomplete will change to a "0" for each incomplete assignment.

MILITARY AND INSTITUTIONS OF HIGHER EDUCATION

Military divisions and Institutions of Higher Education have the right to request the names and addresses of students and their parents without the consent of the home. If a family wishes to be taken off that list, they may submit a written request to the school yearly.

PERSONALIZED LEARNING

Students allowed to enroll in alternative academic opportunities such as dual credit, LEAP program, ITV classes, or CTE study are expected to cooperate with the administration regarding schedules and deadlines. The principal must approve all alternative academic programs. All expenses related to alternative educational programs are the parent or guardian's responsibility.

REPORT CARDS

Report cards are issued each quarter. Report cards indicate student progress and are to be taken and shown to parents. Parents who do not have an opportunity to see the report card are encouraged to contact the principal, and a copy will be mailed immediately. All student accounts must be paid in full by the end of the nine weeks. All payments are to be made at the main office. Parents are encouraged to check students' grades in PowerSchool.

SCHOLASTIC ELIGIBILITY

Academic ineligibility results in suspension from all contests sponsored by the North Dakota High School Activities Association.

To **maintain high and consistent standards**, the following rules of eligibility have been adopted as policy covering all groups who perform, compete, or make public appearances as a representative of Glenburn High School.

Academic ineligibility results in suspension from all contests sponsored by the North Dakota High School Activities Association.

- A student at Glenburn School must pass all classes to be eligible. If a student is ineligible at the end of a semester, the student will not be allowed to participate in extra-curricular activities for the following 3 weeks of the following semester.
- A teacher may take a student off the ineligible list during the week if the teacher has adequate time to correct submitted schoolwork and the student raises their grade to passing.
- For eligibility purposes, the academic week runs from Wednesday through the following Tuesday. Students will be allowed to participate in an out of school activity if that activity is a requirement of their academic class.
- A student will be allowed to practice while on the ineligible list but not allowed to leave school early for any extracurricular functions.

REMEMBER, you are a **STUDENT ATHLETE**. Student first, athlete second. If you are falling behind in a class and need help, please talk to your teacher and coaches to plan to get additional help.

STUDENT TECHNOLOGY USE POLICY

Any students found to be using school technology inappropriately or vandalizing will lose those privileges and be required to reimburse the school for any damages.

SUMMER SCHOOL

Minot Public Schools has allowed our students to participate in their summer school program, which provides classes for students needing to make up a failed class. Glenburn students planning to enroll in summer school must have approval from the Principal at Glenburn before the credit will be accepted. Students may not take a summer school class ahead of their regular schedule. Currently, a student is only able to earn one credit per summer.

ATTENDANCE POLICIES

Regular school attendance is essential for student learning and is the responsibility of both the school and the parent.

Attendance and Absences (Glenburn School Board Policy FFB)

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

Definitions

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

- **Excused absence** is an absence that the District will not use in determining if a compulsory attendance violation occurred. Any absence may be excused if it is supported by either a verbal or written excuse supplied by the student's parent/guardian, teacher, or school administrator.
 - Examples of an excused absence may include illness, injury, family emergency, religious observance or instruction, suspension, participation in a school-related activity, court appearances when subpoenaed, or other reasons deemed necessary and justifiable by the principal or Superintendent.
- **Unexcused absence** is any absence not supported by the verbal or written excuse required for an excused absence, and shall count in determining when a compulsory attendance violation occurred. If a student is absent for an unexcused reason, the parent/guardian is responsible for promptly calling the principal's office to explain the absence, and the student shall be subject to the consequences contained in the Absences section of this policy.
 - Examples of an unexcused absence may include, but are not limited to, truancy, oversleeping, routine errands, car trouble, haircuts, beauty shop appointments, car maintenance and repair, senior picture appointments, and any undeclared absences.

Documentation Requirements

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

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

Compulsory Attendance

Violations North Dakota law defines what constitutes a compulsory attendance violation. Suspected violations of the compulsory attendance law shall be reported to school administration and investigated in accordance with law. When a compulsory attendance violation is substantiated, the District shall comply with law enforcement reporting requirements under law.

Absences

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

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

Students shall be subject to disciplinary sanctions due to unexcused absences. Accumulated absences in excess of 10 may result in disciplinary consequences.

Disciplinary Sanctions

The Board believes that unapproved absences are a form of misconduct and authorizes the Superintendent to establish grade-appropriate disciplinary consequences. Students shall be afforded appropriate due process rights based on the severity of the disciplinary penalty that the District is considering imposing. Students shall be required to complete make-up work in accordance with administrative regulations.

Dissemination

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

ATTENDANCE ON DAYS OF EXTRACURRICULAR ACTIVITIES

Students are expected to be present on the day of their activity, and the immediate day after. Students must be present the entire school day (unless pre-approved by the principal) or they will not be allowed to participate in that day's activity.

Students who are absent the immediate day following the activity (unless that absence has been pre-approved by the principal, the students may face consequences as determined by their coach and/or athletic director.

TARDINESS

Tardiness is considered a form of absenteeism and will not be allowed. The classroom teacher will count students late for any class as tardy. Students with a legitimate excuse for being late for a class (visiting with a teacher) should bring a note explaining their tardiness. After three tardiness events, the student will receive detention. Attendance reports will be run daily, and students will be notified of detentions by the end of the day to be served that week.

DISCIPLINE POLICIES AND PROCEDURES

DETENTION

A student who has earned a detention will be required to serve that detention on Thursday of that week.

- A student who fails to report for their detention without permission will earn another detention.
- For every three detentions a student earns, they will earn one day of ISS.
- The principal will email the teachers the detention list for that week and the teacher that has detention duty by 8:30 am on Thursday morning. Homeroom teachers will notify a student on the list in their room where they are to report.
- During detention time, students are expected to work on current or missing classwork or other work the supervising teacher assigns. Students cannot leave early, and they cannot be on their phones. Detention time will start when the student has all the materials they need in the classroom.
- If a student needs to make other arrangements, they must get a signed note from the principal confirming those arrangements.

DISCIPLINARY ACTION

Students will be subject to disciplinary actions according to the administration's discipline policy.

SUSPENSION AND EXPULSION POLICIES

Suspension

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

- An explanation of the evidence.
- An opportunity to present their side of the story.
- There needs to be no delay between the time notice is given and the conduct of the above procedure. In those cases where a student's presence poses a continuing danger to persons or property or any ongoing threat of disrupting the educational process, the student may be immediately removed.

When a student returns from suspension, they will go through a reintegration meeting with the school counselor, principal, and possibly any other offending parties and the students' parents/guardians. Students will not be allowed back into the regular classroom until this process is completed. When a student returns from suspension, they will report to the main office to wait until the counselor comes to get them.

Expulsion

- Expulsion shall not be for more than the maximum duration permitted by law, and the district shall follow the procedure for conducting an expulsion hearing contained in state law. If the student involved has a disability, see the exhibit on suspension and expulsion of students with disabilities. Expulsion regulations are outlined in the Glenburn School Board Policy descriptor code: FFK-BR.

DUE PROCESS

Students shall be afforded due process in disciplinary cases of some magnitude, such as expulsion and suspension. In the case of expulsion, the student and their parents shall receive the violation notification in writing within a reasonable time; be given sufficient notice of time and place of hearing; may appear with counsel; may confront and cross-examine; face accusers and refute violations; and be heard by the school board. In the case of suspension, the student will be given verbal notice of the violation. If the student denies such violations, the student shall have the opportunity to present their side of the story. There must be no delay between the time "notice" is given and the hearing.

STUDENT RESPONSIBILITIES

ASSEMBLIES

Students are required to attend all school assemblies. All speakers deserve the courtesy of your full attention. Students will follow the Glenburn School Wide Expectations at all school functions.

DRESS CODE

Personal appearance is usually an index to an individual's attitudes and behavior patterns. For this reason, Glenburn School stresses appropriate dress.

- No alcohol/drug/inappropriate language/inappropriate images on clothing
- No backpacks will be allowed in the classroom.
- No exposed undergarments
- No strapless tops
- No hoods up or hats – Hats are ONLY on the last day of the school week provided you have paid your money.
- Shorts/skirts/dresses must come to mid-thigh
- Shirts must be below the belt line (no skin showing)

Students will be given one warning and an opportunity to correct the violation. If the student refuses to do so, they will earn detention.

FINES

Teachers issuing textbooks maintain a record of the condition of each textbook. Teachers will examine textbooks at the end of the semester for damage, excessive wear, markings, etc. Students who have damaged their books will be assessed a prorated fee based on the amount of damage, the age of the book, and whether the book can be used again. Damage to computers, athletic equipment, school buses, etc., will be the student's financial responsibility.

HOT LUNCH

The Glenburn School hot lunch program provides meals that offer more than the daily minimum nutritional requirements. We are operating on a closed noon-hour policy; therefore, students will only be allowed to go home for lunch if it is permanent, and they can walk to and from their home in the 20 minutes allowed for lunch. Parents must notify the school in such a case. The lunchroom is a cell phone-free zone. Students are to remain in the lunchroom for the duration of their lunch period unless they have a pass from a teacher to leave early for extra help.

LIBRARY RULES AND CONSEQUENCES

1. Books must be returned on time. Check-out is for 14 days. If late, a fine of ten cents per day per book will be imposed.
2. Library use is a privilege. Please do not abuse it by disturbing others, or you will be asked to leave.
3. The rule is four people per table. Chairs should be pushed in when you leave.
4. Students must have a library pass to come to the library. Please turn in the library pass to the librarian upon entry.
5. Students are only allowed in the A-V room or behind the circulation desk with permission from staff.

PDA

The school recognizes that genuine affection may exist between students; however, students shall refrain from inappropriate behaviors on campus or at school-related events. PDA includes any physical contact that may make others in proximity uncomfortable or serve as a distraction. Some examples include but are not limited to, kissing, inappropriate touching, fondling, cuddling, holding hands, excessive hugging, violating another person's personal space, etc.

Students caught engaging in inappropriate PDA will be given a warning and if the behavior is not corrected, the school discipline policies will be enforced.

STUDENT LOCKERS

Metal lockers are provided for each student's convenience in storing books, materials, etc. Each student is assigned a locker and must agree to abide by the following regulations:

- A. Use assigned locker(s) only.

- B. The school is not responsible for personal items stored in your locker that are damaged.
- C. Periodic inspection of lockers will be made by the administration or designated staff.
- D. If a locker is broken or vandalized, it is the student's financial responsibility to repair it.
- E. At the end of the school term, students must return their lockers to the condition they were assigned. To receive grades for the final semester, lockers must be cleaned out and books turned in as directed by school personnel.

STUDENT USE OF CELL PHONE AND ELECTRONIC DEVICES

Students and staff must follow board policy FFI regarding electronics use:

Middle and high school classroom teachers shall prohibit **possession and use** of personal technology in the classroom. Students may not access their personal electronic devices (including but not limited to phones, smart watches, tablets, etc.) between 8:30 am – 3:10 pm. Students can leave their phone in their vehicle, locker, the office, or with a teacher.

Students who violate this policy will have their phone taken to the principal and be subject to consequences deemed appropriate by the teacher and/or principal under the school's discipline policy.

STUDENT TELEPHONE USAGE

Students may make calls from the telephone in the main office.

STUDENT VEHICLE PARKING AND USE

- If it is necessary to drive to school, your vehicle will be parked in the morning and only moved once school has been dismissed. If the vehicle must be used during the school day, students must receive approval from the principal. Students may park in the middle of the main parking lot, and not in front of the light pole.
- The use of school roads and parking lots is a privilege extended to students by the Board.
- Administration shall establish rules related to the forms of student transportation permitted on school property, the use parameters, consequences for misuse, and traffic safety. At a minimum, students shall be expected to observe all driving, safety, and noise control ordinances and laws. The district will coordinate with the local police department to help ensure traffic safety coverage on and around school property.

ATHLETICS & EXTRA-CURRICULAR ACTIVITIES

All students participating in extracurricular athletics will follow the requirements outlined in the Athletic Handbook.

ALCOHOL, NICOTINE, DRUGS GUIDELINES

NDHSAA Article XIV: Tobacco, Alcohol & Other Drug Use In addition to the tobacco, alcohol, and other drug prohibitions contained in NDHSAA bylaws, the District prohibits student presence at a gathering where alcohol, tobacco, or a controlled substance is being illegally used. A student's presence at a gathering shall be regarded as possession. The principal and/or Superintendent shall take into consideration whether or not the student was at a gathering where the student had knowledge that alcohol, tobacco, or a controlled substance was being illegally used, and whether or not the student had a reasonable opportunity to remove themselves from said location. The

disciplinary consequences for violating this rule shall be suspension from extracurricular participation for the same duration as prescribed for tobacco, alcohol, and other drug possession by NDHSAA bylaws.

Extracurricular Activities Infractions/Suspensions

1. *First offense* - 6 weeks
 2. *Second offense* - 18 weeks
- Any infraction during the summer months will result in suspension, beginning at the fall sports schedule for fall athletics participants or the start of school for non-athletic participants. Any suspensions occurring in the spring that are incomplete after the end of the current season will be carried over to the fall or next activity, whichever comes first.
 - The school board has established the following rules and regulations concerning Glenburn Public School-sponsored activities to govern all school activities.
 1. A student may practice but not participate in games during suspension.
 2. A band or choir student may practice and participate in activities considered class requirements but may not represent our school in NDHSAA-sponsored events.
 3. A student may not travel on away activities, which results in missed school time.
 - Extracurricular activities are activities that a student elects to participate in and does not receive academic credit for participation. These activities include all Glenburn School-sponsored activities or events. Co-curricular activities involve student participation in a regular class setting along with activities organized and directed by the teacher in which the student must participate as part of the class requirements.

Students who violate these rules:

1. Will not be allowed to participate in any activity sponsored by the NDHSAA or in which Glenburn School is involved during the term of the suspension (note the ruling for band and choir).
2. The student will not receive any special awards from the school during their suspension.
3. If the infraction occurs during a sports season, that participant will not earn a school letter for that sport.

Guilt by Association: Any student attending a party with illegal alcohol or drug use will automatically be suspended from all extracurricular activities for six weeks for the first offense and eighteen weeks for any offense after that.

CHURCH AND SCHOOL

Wednesday is church night in the Glenburn community. All school activities will end at 6:00 pm or earlier on this day. There will be no Jr. High activities after school on Wednesday. School-related activities may only be held on Sundays with permission from the administration. Exceptions may be made for students who participate in varsity events with administration and parent approval.

EXTRA-CURRICULAR ACTIVITIES POLICY

Glenburn School Board Extracurricular Participation Requirements Policy (FFE)

Philosophy

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

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

Activities Affected by this Policy

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

Tobacco, Alcohol & Other Drug Use

In addition to the tobacco, alcohol, and other drug prohibitions contained in NDHSAA bylaws, the District prohibits student presence at a gathering where alcohol, tobacco, or a controlled substance is being illegally used. A student's presence at a gathering shall be regarded as possession. The principal and/or Superintendent shall take into consideration whether or not the student was at a gathering where the student had knowledge that alcohol, tobacco, or a controlled substance was being illegally used, and whether or not the student had a reasonable opportunity to remove themselves from said location. The disciplinary consequences for violating this rule shall be suspension from extracurricular participation for the same duration as prescribed for tobacco, alcohol, and other drug possession by NDHSAA bylaws.

Academics

For the purposes of this policy, a failing grade is defined as receiving a "F" or lower in any curricular course as computed from the beginning of the semester for regular education students or, in the case of special education students, not meeting the goals of Individual Education Programs as assessed from the beginning of the semester. In addition to NDHSAA academic standards, the Glenburn School District also requires that no student may participate in a contest if they fail more than one class as computed from the beginning of the semester.

Violation of Other Misconduct Policies

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

Suspension Procedure

When the building principal or Superintendent, as a result of their investigation, concludes that a violation of this policy or NDHSAA bylaws has occurred, they shall issue notice to the student of this suspension. Practice and Travel while Suspended Students who are under suspension are encouraged to practice and travel with their respective teams. However, suspended students will not be allowed to miss school time to travel with the team.

Period of Enforcement

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

Accumulation of Violations

A student's record of violations of this policy shall be cumulative commencing with promotion from grade eight to grade nine and concluding upon their graduation or completion of any school-sponsored activity extending beyond graduation (e.g., state track meet).

Off-Season Violations

In addition to the penalties delineated in this policy, in the event the suspension is administered during a season when the student is not actively participating (e.g., summer for all students, fall for a student participating in track), the student's suspension shall be extended to include a minimum of a two-week or two-contest suspension (whichever is more severe) from the student's next activity. "Next activity" shall be defined as the next activity in which the student begins practicing at

the appropriate date and concludes at the end of the season (i.e., does not start and quit). Should the student's next activity not be until the following school year, the two-week or two-contest rule will be applied at that time.

SCHOOL SAFETY

FIRE DRILL/EMERGENCY PROCEDURES

Fire drills are held periodically in compliance with state law. Every time the fire bell sounds, all staff members and students must assume this is a fire and act according to the evacuation plan. Each room has a designated exit. Classroom teachers will review the evacuation plan and rules at the beginning of each semester.

MEDICATION ADMINISTRATION

Suppose a student needs to take medication during the school day. In that case, the parent/guardian must sign a Request/Consent for Medication Administration form. After the form is completed and signed, you must bring it to school to be kept on file (forms may be obtained at the school office). We also request any information concerning special healthcare provisions or restrictions that may apply to a student. These special provisions will be written into a plan and kept on file. All medications will be dispensed and recorded in the main/lunchroom office.

STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT FORM

The 2024-2025 Glenburn School Student/Parent Handbook contains policies regarding attendance, dress code, technology, cell phones, student conduct expectations and discipline management, grading/reporting/testing, and information.

PARENT AND STUDENT ACKNOWLEDGEMENT:

I, the parent of _____, now confirm that I have access to or have received a copy of the 2024-2025 Glenburn Student/Parent Handbook and further understand the responsibilities expected of Glenburn parents and students; the policies, procedures, rules, regulations and practices as stated in this document; and, that all students will be held accountable for their behavior and may be subject to disciplinary actions listed in the handbook. By signing this document, I acknowledge that I have received, read, and agree with the contents listed in the 2024-2025 Glenburn School Student/Parent Handbook.

Student Printed Name: _____

Parent Printed Name: _____

Parent Signature: _____ Date: _____