

GLENBURN HIGH SCHOOL 2023-2024

Mission Statement

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

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 meant to be all inclusive** but is supplemental to school board policies and state requirements.

ABSENCES

If you are absent from school, contact should be made with the school to explain your reason for absence. Immediately upon your return after being absent from school, you are required to obtain an admission slip from the principal or school secretary. A brief note from your parent, guardian, doctor, etc. may be required to explain your absence. Obtain permission from the secretary to go to your car.

ABSENCES

If you are absent from school, your parent should notify the school the morning of the absence or prior to any planned absence. A brief note from your parent, guardian, doctor, etc. may be required to explain your absence. Immediately upon your return after being absent you are required to complete any missed academic requirements for your classes. In the case of a planned absence, all academic requirements will be obtained from teachers prior to the absence with a plan in place for completion.

ACADEMIC

INTEGRITY

Glenburn Public Schools maintains a zero-tolerance policy for cheating and plagiarism. Cheating includes the improper access to or sharing of any work assigned by teachers, including tests and quizzes. Cheating and plagiarism, whether

intentional or unintentional, includes the use of phone or other electronic devices during a test or quiz without teacher permission.

Academic Consequences

1. Students will be given the opportunity to complete the work.
2. Work must be completed within 1 week
3. Students can only receive 70% of their graded work (example: if they score 18/20 on the assignment, they will receive a grade of 12.6/20)
4. Students that provide or share work, enabling another student to cheat or plagiarize, will receive credit for their work but will be subject to behavior consequences.

ACADEMIC REQUIREMENTS

No student shall enroll in fewer than seven classes. A student may take less than the seven-class requirement if he/she receives special permission from the principal. Students will be aligned to the Choice Ready framework to assure they are college, career or military ready.

ALCOHOL, NICOTINE, DRUGS GUIDELINES

The use or possession of alcohol, nicotine products, or drugs by students is strictly prohibited. This is consistent with North Dakota State Law. Glenburn School follows NDHSAA rules and Glenburn School Board policies. These policies forbid the use or possession of tobacco/nicotine products, alcohol, or other drugs in the school building, on school grounds, on school buses or at school functions, and outside the school functions. Violations of these policies will result in the following consequences: Any student who is in violation of the foregoing shall be suspended from participation in interscholastic contests and Glenburn Public School sponsored activities for a minimum period of 6 consecutive school weeks for the first offense and a period of 18 consecutive school weeks for any subsequent offense.

The following rules and regulations concerning Glenburn Public School sponsored activities were established to govern all school activities.

Extracurricular activities are activities that a student elects to participate in and does not receive academic credit for participation. This includes 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. Examples of co-curricular activities are music, speech, etc.

1. A student may practice but may not participate in games during suspension.
2. A band or choir student may practice and participate in activities, which are considered class requirements but may not represent our school in NDHSAA sponsored events.
3. A student may not travel on away activities that result in any missed school time.

These rules will be applied to all Glenburn Public School students.

Extra-Curricular Activities Infractions/ Suspensions

1. *First offense* - 6 weeks
2. *Second offense* - 18 weeks

Any infraction occurring during the summer months will have suspensions, which will begin at the beginning of the fall sports schedule for fall athletics participants or the start of school for non-athletic participants. Any suspensions occurring in the spring, which are not completed by the end of the current year, will be carried over to the fall or next activity, whichever comes first.

Students who violate these rules:

1. Will not be allowed to participate in any activity that is 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. Will not receive any special awards given out by the school that could possibly have been earned during the time of 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 where alcohol or drugs are being used illegally, will automatically be suspended from all

extracurricular activities for six weeks for the first offense, eighteen weeks for any offense thereafter.

ASSEMBLIES

Attendance is required at all assemblies. Proper applause shows good manners, while whistling, stomping feet and yelling have no place in a well-mannered student body. All speakers deserve the courtesy of your full attention.

ATHLETICS

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

ATTENDANCE ON DAYS OF EXTRA-CURRICULAR ACTIVITIES

Students shall be present by noon the day of all extracurricular activity if they are to be allowed to participate. Exceptions shall be allowed at the discretion of the administration for appointments. Students shall be present the day of the activity and immediate half day after the activity.

Exceptions shall be allowed at the discretion of the administration for appointments and other activities that cannot be scheduled at other times.

ATTENDANCE

Attendance laws govern students in North Dakota public schools. These laws require all children between ages 7 and 16 to be in attendance every day school is in session. The law cites illness and certain other incapacities as exceptions to these requirements. The law provides local school boards the authority to establish standards for attendance. The school board recognizes regular attendance as necessary to ensure continuity in the educational process. Classroom learning experiences are a meaningful and essential part of any educational system. Time lost from class is irretrievable, particularly for a student's opportunity for interaction and the exchange of ideas with classmates and teachers. The Glenburn school district considers consistent and timely attendance a primary student responsibility.

Regulations that apply to student absences:

1. Attendance is the responsibility of the student and his/her parents or guardians. This responsibility includes being aware of the district standards for attendance,

informing appropriate school officials of reasons for any absence of the student, and developing an acceptable attendance pattern for the student.

2. School personnel are responsible for keeping parents/guardians and the student informed of attendance patterns not meeting district standards.
3. School work missed by the student during an absence shall be made up regardless of the reason for the absence. Students are responsible for obtaining any missing work from their teachers.
4. Students shall be in attendance a minimum of 160 days per school year to be pro-rated to apply to each semester - 80 days.
 - a. Students may miss up to 10 days per semester without penalty. These days however must be for excusable reasons such as sickness, doctor appointments, or funerals.
 - b. After missing the maximum of 10 days per semester, students will be required to make-up school time regardless of the absence reason as deemed necessary by the administration. This time may be made up after school or on Saturday.

Definitions:

For the purpose of this policy:

- Excused Absence is defined as absence caused by illness, injury, family emergency, religious observance, suspension, participation in school related activity, court appearances when subpoenaed, or other reasons deemed excusable by the building principal or superintendent. The superintendent or designee shall develop criteria for requesting and granting an excused absence and shall establish make-up work requirements.
- Unexcused absence is defined as an absence that is not an excused and/or has not been approved by the building principal or superintendent. Unexcused absences include, but are not limited to, being absent from class or a scheduled activity during the school day without a parents/guardian's consent and appropriate school approval. If a student is absent for an unexcused reason, the parent/guardian shall still be

responsible for calling the principal's office to explain the absence.

The superintendent shall develop standards that define what constitutes a violation of compulsory attendance law. Suspected violations of the compulsory attendance law shall be investigated in accordance with law. When a compulsory attendance violation is substantiated, the district shall comply with reporting requirements under the law.

BAND AND CHOIR

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

BUS DISCIPLINE

Bus drivers have the same authority as any other staff member. They are obligated to enforce all rules. Students will adhere to all bus regulations formulated by the school. Disruptive behavior on a school bus will not be tolerated. It only takes a split second of bus driver distraction to cause a serious accident. The administration will rely on the discretion of the bus driver. The bus driver will report what they see. If a student is disruptive on the bus, action will be taken against the student who is seen regardless of whom else is involved. Disruptive behavior includes standing up, shouting, fighting, swearing, and throwing any object, teasing, or any other behavior that may endanger the safety of the other students on the bus. The bus driver will verbally warn students once that their behavior is not acceptable. The student's name will be turned in to the principal and parents will be notified. If unacceptable behavior continues bus-riding privileges will be suspended or revoked.

CHURCH AND SCHOOL

Wednesday is church night in the Glenburn community. All school activities will end at 6:00 p.m. or earlier on this day. There will be no Jr. High activities after school on Wednesday. No school related activities may be held on Sunday without permission from the administration. Exceptions may

be made for students that participate in varsity events with administration and parent approval.

CLASS CHANGES

All student class schedules are finalized on the third day of each new semester. No classes can be dropped or added after this date. Parents must sign off on any class changes.

PERSOANLIZED LEARNING

Students allowed to enroll in alternative academic opportunities such as dual-credit, LEAP program, ITV classes or CTE study will be asked to cooperate with the administration regarding schedule and deadlines. The Principal must approve all alternative academic programs. All expenses related to alternative academic programs are the responsibility of the parent or guardian.

DETENTION

Time after school will be set aside for detention each day. Infractions of classroom rules, tardiness, or other misconducts can cause a student to be placed in detention. Detention will be held directly after the regular school day and can necessitate parents arranging transportation home for their children. If arraignments cannot be made for that day, the student is expected to complete their detention the next school day. Failure to report to detention without permission will result in another detention. If a student accumulates 3 detentions in a semester, students will be given 1 day of in-school suspension. If a student accumulates 6 detentions in a semester, students will be given 2 days of in school suspension. Nine detentions will result in 3 days of in or out of school suspension at the discretion of the principal.

DISCIPLINARY ACTION

The board of education of the Glenburn School has adopted guidelines concerning the discipline of students. These guidelines will be used by the administration in determining disciplinary action. We stress that every effort will be made to insure the "due process" rights of all students. We request that any initial inquiries be made to the administration of the school. The Glenburn School does not discriminate against any student.

DISCIPLINARY VIOLATIONS

- *Sexual harassment.
- *Vulgarity including racial or sexual remarks.

- * The use of profanity.
- *Disrespect toward a staff member or others at school or at school activities.
- *Skipping any part of the school day.
- * Use or possession of tobacco, vapes, alcohol, or drugs on school property.
- *Participation in a conflict-verbal or physical.
- *Destruction of school property.
- *Theft or vandalism on school property.
- * Repeated indolence and/or openly refusing to do the schoolwork during class.
- *Repeated violations of school wide behavioral expectations.

DISCIPLINARY ACTIONS

1st Violation - 2 days of in-school suspension
2nd Violation - 2 days of out of school suspension
3rd Violation - 5 days of out of school suspension
Further Violations - Out of school suspension as determined by the administration and possible hearing before the board of education for expulsion.

DISCIPLINARY ACTIONS

Disciplinary includes but is not limited to detention, restitution, in school suspension, out of school suspension and expulsion.

**In school or out of school suspension includes suspension from any school activities that day.

***Any student action that has been determined to create potential danger to the safety of others on the school grounds may require immediate out of school suspension and may result in a hearing for expulsion. This includes but is not limited to: possession of a weapon; igniting anything flammable; use, sale, or distribution of drugs, alcohol or nicotine products.

DISMISSAL FROM CLASS

If a teacher finds it necessary to send a student out of class because of disruptive or disorderly conduct, the student is to report immediately to the principal. If the principal is not available, the student should report directly to the main office or superintendent. A conference will be arranged between the principal, student and teacher before the student will be allowed back to class. If the situation persists, a second conference will be held which will include the student's parents and 1 day of in-school suspension will result before being allowed back to class. After the student's parents have been involved and the situation is not corrected, the student may be dropped from the class with no credit or additional days of in-school or out-of-

school suspensions could be added at the discretion of the administration.

DRESS CODE

Personal appearance is usually an index to the attitudes and behavior patterns of an individual. For this reason, Glenburn School stresses appropriate dress and good grooming. The advertising of alcohol, drug and tobacco products, profanity, or lewd suggestive phrases or images and advocating of prejudice on clothing will not be allowed. Clothing that is determined to be too revealing will not be allowed. Administration will issue clothing to the student to be worn for the remainder of the day. Parents will be notified of the dress code infraction. The wearing of shorts will be determined by the administration. Students will be informed the first day of school and in the spring if shorts will be an option. If student(s) wear shorts prior to administrative permission, they will lose their test exemption privileges.

Additional Dress Code Regulations:

1. No baggy or trench coats will be allowed in the classroom.
2. No backpacks will be allowed in the classroom,
3. Shirts must be below the belt line (no skin showing),
4. No boxer shorts or other under garments exposed.
5. No bare shoulders or bare backs. Straps must be two fingers wide.
6. No caps or hoods except for special events and fund-raising activities.
7. Shorts/skirts/dresses must come to mid-thigh. Holes in jeans also must be no higher than mid-thigh.

Penalties for violation of dress code:

- 1st Offense: Correct the problem
- 2nd Offense: 1 day of in-school suspension
- 3rd Offense: 2 days of in-school suspension
- 4th Offense: 2 days of out of school suspension

DUE PROCESS

Due process shall be afforded to students 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 a 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, and if the student denies such violations, the student shall have the opportunity to present their side of the story. There need be no delay between the time "notice" is given and the hearing.

CANCELATION OR CLOSING

When it becomes necessary to dismiss school early, or to cancel school for the day due to inclement weather conditions, the announcement will go to the media as soon as possible. The stations that will be notified are KCJB-910, KRRZ-1390, KIZZ, and MAGIC 105 radio stations. KMOT-TV, KXMC-TV and MAFB rolling news will also be notified. Generally, messages will be given to the media by 7:00 AM. The school will also use Swift K12 Alert to notify staff, students and parents.

FINES

Teachers issuing textbooks maintain a record of the condition of each textbook. At the end of the semester or year the book will be examined for damage, excessive wear, markings, etc. Students who have damaged their books will be assessed a pro-rated fee based on the amount of damage, age of the book, and whether the book can be used again. Damage to desktops, athletic equipment, school buses, etc. will be the financial responsibility of the student.

FINAL EXAMS

Final exams will be given at the conclusion of the school year. All students must take one required final exam. Semester final test exemptions are determined by the number of missing assignments for each individual class period. A student may be exempt from a semester test if:

*They have an "A" average in the class and have three or less missing assignments during the semester.

*They have a "B" average in the class and have one or less missing assignments during the semester.

*They have not had an In-School Suspension or Out of School Suspension for the year. **Scheduling conflicts (Appointments) are not forgiven for finals.**

Required Finals are as follows:

Seniors: POD
Juniors: English
Sophomores: Biology
Freshmen: Math
8th Grade: English
7th Grade: Geography

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 go over the evacuation plan and rules at the beginning of each semester.

GRADING

The following grading system shall be used in determining 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;
Below 65% - **Failing**, **I** – Incomplete

GRADING PERIODS

Credits will be given on a semester or 9 weeks basis. There will be no semester test days. Teachers will give semester tests in their classes as they see fit.

GRADE CLASSIFICATION

Students must earn 5 ½ credits to be considered a Sophomore, 11 credits to be considered for a Junior and 16 ½ to be considered a Senior. Students that do not meet this progress will not be moved to the next level.

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 prior to graduation, the student must be enrolled as a full-time student at Glenburn High School. Students who meet this requirement but who do not have the necessary number of credits to graduate will not be allowed to participate in graduation exercises. Exceptions may be allowed by petitioning the school board.

GRADUATION REQUIREMENTS

To graduate from Glenburn High School and Choice Ready, a student must have completed a minimum of 22 units of credit including the required courses identified below. The units shall be arranged so that all students may receive a broad general background of educational experiences and be Choice Ready.

Required coursework includes:

4 units of English language arts from a sequence that includes literature, composition and speech.
3 units of mathematics which may include 1 unit of computer science approved by the superintendent of public instruction.
3 units of science, consisting of:
1 unit of biology
1 unit of chemistry
1 unit of physics or
1 unit of biology
1 unit of physical science
1 unit or 2 ½ units of any other science
3 units of social studies consisting of:
1 unit of United States history
½ unit of US government and ½ unit of economics or 1 unit of problems of democracy and
1 unit or 2 ½ units of any other social studies which may include civics, civilization, geography, history, multicultural studies, ND history, psychology, sociology, and world history.
1 unit of physical education or ½ unit physical education and ½ unit health.
3 units of foreign language, Native American languages, Fine arts or Career and technical education courses.
Any 5 additional elective units.
*Dual credit or college courses may substitute for above requirements.

The following exception to the above policy shall be allowed:

A transfer student who cannot earn 22 credits by carrying and passing a normal load as previously stated may be allowed to graduate with less than the normal required units. North Dakota state minimum graduation requirements shall still apply.
****Note--Also see page 9.**

Consultative Review

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

HONOR ROLL/HONOR STUDENTS

Each quarter, an honor roll will be compiled for grades 7-12. If a student's average is 3.67 or higher, they will achieve highest honors. If a student's average is 3.33 to 3.67 they will achieve high honors. If a student's average is 3.00 to 3.32 they will achieve honors. Senior students with a **3.50** or better high school grade point average will graduate as honor students. 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. For calculating both honor roll and honor students, percentages will be rounded up to the nearest one hundredth of a percentage. The top two honor graduates will be the graduation speakers, in case of a tie, the staff will vote on the speakers.

HOT LUNCH

The Glenburn School hot lunch program provides meals, which offer more than the daily minimum nutritional requirements. To operate the program at minimum costs, maximum student participation is necessary. Therefore, if a student is present in school, they should eat hot lunch. We are operating on a closed noon hour policy; therefore, no student will be allowed to go home for lunch unless it is on a permanent basis, and you can walk to and from your 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. The following items are noteworthy concerning your lunch program:

1. Students are expected to walk to and from the lunchroom.
2. No pushing, shouting, or jumping will be allowed in line or at the lunch table.
3. No food is to be taken from the lunchroom.
4. Dishes and silverware are to be returned to the bussing area.
5. No litter is to be left on the lunchroom floor.
6. A breakfast program will be available.
7. There will be no breakfast served when school starts late.
8. Time for breakfast will be from 8:05 a.m. to 8:25 a.m.

SWIFT K12 ALERT

Swift K12 Alert is used by the school to send messages in a mass form for communication to all stakeholders.

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 possible retention. When it is determined that a student is facing possible retention, a letter will be sent home to inform the parents.

LEAVING THE BUILDING

Students who need to 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 prior to departure. Students must indicate where they are going and for what reason. A student's leaving the building during school hours is not encouraged. Students who must take care of personal or family business during school hours will not be allowed to use a vehicle unless necessary. Students who leave the building without permission will be subject to disciplinary action. Under special circumstances, students may be given permission to 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.

LIBRARY RULES AND CONSEQUENCES

1. Books must be returned on time. Check out is for 14 days. A fine of 10 cents per day per book will be imposed if late.
2. Library use is a privilege. Do not abuse it by disturbing others or you will be asked to leave.
3. Four people per table is the rule. Chairs should be pushed in when you leave.
4. Students must have a library pass to come to the library. Please turn the library pass to librarian upon entry.

5. Students are not allowed in the A-V room or behind the circulation desk without permission from staff.

MAKE-UP WORK

Planned absences require students to check with their teachers prior to the absence to see if work is required to be completed in advance. A student who misses school will be given the opportunity to complete work on the day of absence through Microsoft Teams. Two days are allowed for every day missed for makeup work. A student who receives an Incomplete on their report card will be given a maximum of 2 weeks to complete make-up work. After the 2-week period, the incomplete will change to a "0" for each incomplete assignment. Students who miss school because of an out of school suspension will be allowed to make up their missed work, however, only for a maximum of 75% credit.

MEDICATION ADMINISTRATION

If a student needs to take any type of medication during the school day, 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 health care 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.

PDA

The school recognizes that genuine feelings of 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 serves 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 are subject to the following actions:

- * **First offense: warning/reprimand**
- * **Second offense: Detention & Parent Meeting**
- * **Third offense: ISS.**

PET POLICY

Bringing pets or wild animals to school is not allowed.

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-week period. All payments are to be made at the main office. Parents are encouraged to check students' grades in PowerSchool.

SCHOOL COMPUTER USE

Written parent permission, with a separate appropriate use policy, is required for any student Internet use at the school.

SCHOLASTIC ELIGIBILITY

Academic ineligibility results in suspension from all contests sponsored by the North Dakota High School Activities Association. **A student at Glenburn School must be passing 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 week 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.

SCHOOL DAY

The doors of the building will be open at 7:50am each morning for those who eat school breakfast. Student's not eating breakfast should not arrive before 8:10am. Unless you are involved 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 are expected to conduct themselves in the proper manner to always uphold the reputation of the school. Students who violate this rule run the risk of being prevented from participating in any future trips.
- B. Students must ride the transportation provided by the school to and from the event. The only exception to this rule is if the student will be riding home with their parent or guardian. Parents must personally notify the school personnel in charge.
- C. Students must be properly dressed for weather conditions. Warm coats, headgear, boots, and gloves must be worn or be available when the weather is cold.

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 only, anyone who moves will be subject to ISS or detention.
- B. Avoid storing money and valuables in your locker (the school is not responsible for losses).
- 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 will be required to return their lockers to the condition that they were assigned. To receive grades for the final semester, lockers will need to be cleaned out and books turned in as directed by school personnel.

STUDY HALL RULES

A student chooses to register for a study hall; study halls are not forced upon students. Consequently, it is the duty of the study hall teacher to ensure that the study hall is a constructive place to work. Study halls are provided for students as a place for

completion of assigned homework, study of current work, and/or review of completed work. **There is no such thing as being all done with studying!**

Goal: To maintain a learning environment for **all** students.

Guidelines for students in study halls:

1. Students will bring adequate materials on which to work, study or review for the entire period. You will not be admitted without books, paper and pencil. Students who fail to follow this rule will be sent to their locker to get their materials and will be assigned a detention.
2. Any student failing in any class will be placed on the restricted list.
 - a. The restricted list will run from Monday through Friday.
 - b. Students on the restricted list are required to have all materials necessary for studying when the study hall begins. Students who do not have materials will be instructed to go directly to their locker, get the necessary material and return to study hall. The student will then be assigned a detention.
3. Students not on the restricted list are allowed to sign out from study hall at the study hall teacher's discretion. Students signing out to the library have a 15-minute time limit, which allows more students to go there. There will be a maximum of 5 students to the library at one time.
4. Ask permission to speak to others.
5. If you plan to go to another class to do work (make up a test, computer work, etc.) you will need a yellow pass signed by the teacher **BEFORE** you get to study hall. **There will be no exceptions to this rule!** You are to go **only** to the area designated on the pass. No pop machine usage, or telephone calls are allowed without permission!
6. **NO SIGNING OUT FOR THE FIRST 15 MINUTES OF STUDY HALL.** When you check out, you must return to study hall 5 minutes before the end of the class period.
7. A seating chart will be used.
8. In the event a student violates any of the above rules, ALL privileges will be lost.

STUDENT TELEPHONE USAGE

Student may make calls from the telephone in the main office. Any student needing to make a long-distance call must gain permission from the secretary in the main office. Long distance calls will be the financial responsibility of the student. Students are allowed to receive only emergency calls from parents during school hours. Students will not be called from class to answer the telephone except in the case of an emergency.

STUDENT USE OF CELL PHONE OR ELECTRONIC DEVICES

Staff is allowed to ban cell phone use in their classrooms as seen fit. Locker rooms, lunchrooms, and bathrooms are cell phone free areas.

Students in violation of this policy will be subject to disciplinary procedures and confiscation of the electronic device. If a student's cell phone or other device is confiscated, the building principal or Superintendent may search the confiscated device in accordance with the districts searches of student's property policy.

STUDENT USE OF CELL PHONE AND ELECTRONIC DEVICES

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

Students with personal electronic devices, such cell phones/earbuds/smart watches, etc., have the following expectations for usage:

Non-school issued personal electronic devices are not allowed in classrooms or in the hallway during instructional time and need to be kept in their lockers, at home, in vehicles, in the office or in lockers.

Devices are not allowed in the following areas of the school:

Classrooms
Locker rooms/Restrooms
Library
Lunchroom

Devices can be checked between classes while at your locker.

Consequences for possession of electronic devices in unauthorized areas.

1st Occurrence:

1. Electronic device will be confiscated by teacher and turned into Principal until the end of the day.
2. If a student refuses to turn over device, administration will follow discipline for insubordination.

2nd Occurrence:

1. Electronic device will be confiscated by teacher and turned into Principal until the end of the day.
2. If a student refuses to turn over device, administration will follow discipline for insubordination
3. Parental notification with request to pick up the device.

All other occurrences:

1. Students will be required to turn device into the office daily.

If a student's cell phone or other device is confiscated, the building principal or Superintendent may search the confiscated device in accordance with the districts searches of student's property policy.

Special consideration for student usage will be granted by administration when:

1. A personal device is used as a daily aide for learning/understanding/health purposes. (Students with medical issues, special needs, language barriers, etc.).
2. Administration gives permission to a teacher to use device in the classroom.

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 prior approval from the principal at Glenburn before credit will be accepted. Students may not take a summer school class ahead of their regular class schedule. Currently, a student is only able to earn 1 credit per summer.

TARDINESS

Tardiness is considered a form of absenteeism and will not be allowed. The classroom teacher will

count students who are late for any class as tardy. Time lost will be calculated and the student will be required to make up tardy missed time at the end of the school day. Students who have a legitimate excuse for being late for a class (visiting with a teacher) should bring a note explaining their tardiness. After 3 tardiness events the student will receive detention. Each subsequent tardy will double detention time.

Civil Rights, Title IX & Section 504

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 on the basis of 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 a 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 i.e. elevator usage, 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 serve as a guide to 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; PO Box 138, Glenburn, ND 58740; 701.362.7426; email address: larry.derrl@k12.nd.us.

504 Coordinator (Elem): Emilie Walker: PO Box 138, Glenburn, ND 58740; 701.362.7426; email address: emilie.walker@k12.nd.us.

504 Coordinator (HS): James Swegarden; PO Box 138, Glenburn, ND 58740; 701.362.7426; email address: james.swegarden@k12.nd.us

UNAUTHORIZED PURCHASES

No purchases shall be made in the name of the school or school organization unless the superintendent has authorized it. The responsibility for payment of an unauthorized purchase rests completely upon the purchaser.

VEHICLE PARKING AND USE

If it is necessary to drive to school, your vehicle is to be parked in the morning and not driven until 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 southwest parking lot.

VISITORS

No visitors from other schools will be allowed to accompany GHS students during a regular school day without 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/or 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. Replica firearm or bomb means a realistic replica that because of 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 which is used for the purpose of inflicting bodily harm upon a person or is used to 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 a weapon. Students are prohibited from possessing or using laser pointers, lighters or other potentially dangerous items on school property or school sponsored events.

Not included as weapons:

*Antique firearms or sporting firearms, which will be used for demonstration purposes or educational purposes (these must be trigger locked and checked in with the administration and kept in a secure location until they are 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 a proper hearing can be arranged by the administration. Further suspension will be decided at the discretion of the administration. The proper authorities will be contacted, and legal action may result for violation of this policy.

GLENBURN HIGH SCHOOL CODE OF ETHICS

A successful school can survive only when students are willing to cooperate with teachers and fellow students. Obeying the rules of the school makes for a pleasant, fulfilling experience for all involved.

For all students to achieve their highest potential while in Glenburn School, it is vitally important that all students be a person of good character.

A person of good character. . .

- * Is a good person, someone to look up to and admire.
- * Knows the difference between right and wrong and always tries to do what is right.
- * Sets a good example for everyone.
- * Makes the world a better place.

A person of character lives according to the "Six Pillars of Character Counts!"--

Trustworthiness
Respect
Responsibility
Fairness
Caring
Citizenship

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

MILITARY AND INSTITUTIONS OF HIGHER EDUCATION

Military divisions and Institutions of Higher Education have the right to request names and addresses of students and their parents without consent of the home. If a family would wish to be taken off that list, they may do so by submitting a written request to the school on a yearly basis.

STUDENT VEHICLES ON SCHOOL PROPERTY

Use of school roads and parking lots is a privilege extended to students by the Board.

Each building Principal shall establish rules related to the forms of the student transportation permitted on school property, the parameters of the use, consequences for misuse, and traffic safety. At a minimum, students shall be expected to observe all driving, safety, and noise control ordinances and/or laws.

The district will coordinate with the local police department to help ensure traffic safety coverage on and around school property.

Searches of Vehicles

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

SUSPENSION AND EXPULSION REGULATIONS

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 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 and can be exercised AFTER the student is given:

1. Oral or written notice of the charges.
2. An explanation of the evidence.

3. An opportunity to present their side of the story.

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

Expulsion

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

Expulsion regulations are outlined in the Glenburn School Board Policy descriptor code: FFK-BR

2. Seniors will be allowed to go to the front of the lunch line.
3. Seniors will get one "open campus" day for lunch. They will be given the whole lunch period to eat and return to school.

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, in a prompt and equitable manner. 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 in any discrimination and harassment complaint. Please refer to this policy located on the district's webpage. If you need any assistance please contact: 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.

SENIOR PRIVILEGES

The following privileges will be given to seniors who are in good academic and behavioral standing during their senior year. Privileges will begin no later than the 4th quarter and at the discretion of the principal. These privileges may be revoked at any time.

1. Seniors will be allowed to use the commons area during lunch time.

HAVE A GREAT SCHOOL YEAR!

Student/Parent Handbook Acknowledgement Form

The 2023-2024 Glenburn School Student/Parent Handbook contains policies regarding attendance, dress code, technology and cell phones, student conduct expectations and discipline management, grading/reporting/testing, information, and more.

PARENT AND STUDENT ACKNOWLEDGEMENT:

I, the parent of _____ hereby confirm that I have access to or have received a copy of the 2023-2024 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 2023-2024 Glenburn School Student/Parent Handbook.

Student Printed Name: _____

Parent Printed Name: _____

Parent Signature: _____ Date: _____

Disclaimer: Glenburn School reserves the right to make changes to this document at any given time. You will be notified of any changes that are made