

STUDENT-PARENT HANDBOOK

2026-2027

Hankinson High School

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Hankinson Student-Parent Handbook

All policies, procedures and regulations contained in this handbook are in accordance with the approved policies of the Hankinson School Board. The 2026-2027 Student-Parent Handbook was approved by the Hankinson School Board on August 10, 2026.

INTRODUCTION

We, the Hankinson School Board, present this statement of our basic beliefs concerning education in order to formulate district goals and objectives and to establish programs that are designed to meet these goals and objectives within the legal framework of state and federal law.

We believe:

1. The purpose of education is to equip students with the knowledge and skills necessary to become active, informed, and productive members of society. Our public schools have a responsibility to foster the growth of intelligent and informed citizens.
2. All individuals are entitled to equal rights, freedoms, and opportunities regardless of economic, cultural, or intellectual differences. The District is committed to creating and preserving a learning and working environment that promotes tolerance and is free from discrimination and harassment.
3. Only through the study of basic subject matter, history, culture and fine arts will students be prepared for both the practical tasks and complexities of the world. The District will provide all students with opportunities to participate in varied curricular offerings.
4. Education should aid in the development of good character, self-respect and self-worth, and offer opportunities to form satisfying and responsible relationships with other people. The District will offer programs that allow students to practice the skills of family and community living and that promote an appreciation for health and safety.
5. Education must look to the future. The District will offer programs to help students with skills that may be demanded by our future society, that help students select appropriate occupations, and that provide opportunities to develop worthwhile leisure time activities. The District will also offer programs that teach money, property, and resource management techniques and conservation practices in order assist students with planning for the future.
6. Educational experiences should be timed in accordance with students' readiness for them. All district programs will take into account factors such as age, maturity, and readiness.
7. Appropriate discipline helps ensure that the educational program operates efficiently and helps mold students into upstanding citizens. The Board shall develop policies in accordance with law to ensure administrators are equipped to appropriately respond to disciplinary issues.
8. Parents and the community should serve as partners with schools. It takes the combined effort of all members of the community to develop and maintain an educational program that meets the objectives delineated above. District schools will embrace the support and reflect the expectations of the community.

To provide the efficient operation and administration of Hankinson Public School, the Hankinson School Board and the Administration have established this policy manual to inform students, parents, and community of the policies of Hankinson Public School.

These policies consist of legislative acts passed by the Board of Education while in session. Such published policies with supplemental rules and regulations are helpful to students, teachers, administration, parents, school board members, and employees. These policies are intended to reduce to a minimum the process of trial and error, and to provide harmony in human relations. The Hankinson School Board will provide for the school system these general policies in keeping with the rules and regulations of the State Board of Education, the requirements of state law, and the wishes of the community, students, and faculty.

ELASTIC CLAUSE

This handbook will not cover all possible events that will occur during the school year. If a situation arises that is not specifically covered in the handbook, the administration will act fairly and quickly to resolve the situation. In reaching a solution, the interest of the students, parents, staff, school, district and community will be taken into consideration.

DISCLAIMER

All policies, procedures and regulations contained in this handbook are in accordance with approved policies of the Hankinson School Board. All changes to the handbook for the school year are presented to the school board.

This handbook is subject to change at any time by policy changes of the Hankinson School Board and/or actions of the administrators.

Hankinson Public School

OUR MISSION

Empowering Success: Every Student, Every Opportunity, Every Day

OUR BELIEF

We believe in a safe, caring, and respectful learning environment where students are at the center of our educational decisions. In a partnership between the school and community, students will be supported, encouraged, and challenged to reach their full potential.

OUR VISION

We will seek to empower students with authentic and innovative educational experiences in a safe and supportive environment. Every student will be provided the opportunity to develop the essential skills of communication, collaboration, critical thinking, and creativity. These skills will prepare our students for an ever-changing world where they will become confident, community-minded, and productive members of society.

DISTRICT GOALS AND OBJECTIVES

The District shall comply with approval requirements in state law and shall strive to provide schools that meet the criteria for accreditation with commendation from the Department of Public Instruction and that show adequate yearly progress as defined in federal law.

In addition to meeting these approval and accreditation requirements/standards, the Board has established goals and objectives, which are contained in the district's strategic plan and are outlined below.

Strategic Initiative 1: Academic Engagement

Goal 1: 21st Century Readiness and Personalized Learning

Hankinson will use the 21st Century skills of collaboration, communication, creativity, and critical thinking to provide the structure for teaching and learning. 21st Century skills encourage high achievement of every student and support the teaching of the North Dakota State Standards.

Goal 2: Technology and Innovation

Hankinson will continue to increase the integration of technology as a learning tool for students and staff and will work to incorporate computer science and cybersecurity into the K-12 curriculum.

Goal 3: Data-Driven Decision Making

Hankinson will use data to make decisions about student achievement and growth.

Strategic Initiative 2: Professional Learning and Development

Goal 1: Professional Development for Staff

Hankinson staff members will participate in professional development activities as organized by the school districts leadership team. Opportunities for professional development will be targeted and implemented as appropriate for teachers and support staff.

Goal 2: Professional Development for School Board

Hankinson School Board members will engage in Professional Development activities throughout the school year.

Strategic Initiative 3: School Culture and Climate

Goal 1: Student Leadership and Citizenship

Increase awareness and opportunities for leadership and service learning for students.

Goal 2: Positive Behavior Management

Hankinson Public School will implement a school-wide positive behavior system for all students.

Goal 3: Social Emotional Support

Hankinson will increase the availability of social and emotional supports for students.

Strategic Initiative 4: Resource Management and Planning

Goal 1: Long Range Facilities Planning

Hankinson will strive to build and maintain facilities necessary to carry out the mission of the district with appropriate space available for all aspects of education.

Goal 2: Long Range Technology Planning

Hankinson will integrate technology within the curriculum to optimize the individual learning of each student.

Integrated technology assists students in gathering, evaluating, and or using information, conducting research, solving problems, and or creating original works.

Goal 3: Long Range Financial Planning

Hankinson will develop a long-range financial stability and sustainability plan. This effort will require ongoing state commitment to education funding, local support for the educational experience expected by district stakeholders, and current federal support for federal educational mandates.

NONDISCRIMINATION POLICY

The Hankinson School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding nondiscrimination policies:

Title IX and Section 504

Sarah Pohl, High School Principal

PO Box 220, 415 1st Ave SE, Hankinson, ND 58041

701.242.7516 | sarah.pohl@k12.nd.us

Grievance procedures can be found in school board policy AAC-BR1 and CCB. *The full Nondiscrimination and Anti-Harassment Policy can be found online at the school's website or in the appendix of this handbook.*

ANTI-HARASSMENT POLICY

The Hankinson School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law.

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

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

SEXUAL HARASSMENT DEFINITION

Sexual Harassment is a form of harassment based on sex or gender identity. It is defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of the basis for employment decisions or educational decisions or benefits for students.
- Such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating, hostile, or offensive work or learning environment.

The full anti-harassment and nondiscrimination policy can be found online or in the appendix of this handbook.

DECISION MAKING BODIES

Hankinson School Board

Aaron Medenwaldt, President
Nick Foertsch, Vice President
Melissa Schmidt
Jason Semerad
Jodi Severson

Administration



Mr. Chad Benson
Superintendent



Mrs. Sarah Pohl
High School Principal
Athletic Director



Mrs. Renae O'Meara
Elementary Principal
Activities Director

HANKINSON SCHOOL BOARD

The Hankinson School Board is made of five elected individuals who are freely chosen to represent the wishes of the entire school district. The board meets monthly in a public meeting in the high school library, where they hear problems or business brought to their attention. They are also responsible for making the final decision regarding school policy. Meeting schedules can be found on the school website.

ADMINISTRATION

The Superintendent and Principals represent the administration. They represent the Board to the faculty, parents, and students. They also represent the faculty, parents, and students to the School Board. The Hankinson School Board authorizes the Superintendent to administer the policies set forth by the School Board

PARENTS/GUARDIANS

It is the role of all parents/guardians of school age children that attend the Hankinson Public School and all faculty members that teach at said school to provide continuous input regarding their wishes as to what they feel school policy ought to be.

STUDENT COUNCIL

The Student Council shall consist of recommended/selected members from each of the 9-12 grade classes. Their role is to provide the student perspective and opinion in school decisions. The advisor is responsible for appointing members.

CHAIN OF COMMAND

There is a sequence that should be followed in the event a parent, student, instructor or coach has a concern or question. The steps listed below constitute the chain of command:

1. Classroom Instructor / Advisor / Coach
2. Building Administrator (Principal) / Athletic or Activities Director
3. Superintendent
4. Hankinson School Board

ACADEMIC POLICIES

GRADUATION REQUIREMENTS

To earn a high school diploma from Hankinson Public School, students must meet the graduation requirements established by the Hankinson School Board and the North Dakota Department of Public Instruction. **A minimum of 22 credits is required for graduation.** These credits are accumulated in grades 9-12.

Credit for successfully completing courses will be awarded at one half (1/2) credit per semester. Failing a semester of a required course will require retaking of the failed semester.

The following coursework has been approved by the Hankinson School Board and meets or exceeds state graduation requirements:

Subject	Credits Required	Additional Information
Social Studies	4	Including U.S. History & Problems of Democracy
English	4	English I, English II, English III, English IV* *English 110/120 may substitute
Science	3	Including Physical Science and Biology
Mathematics	3	Including Algebra I and Geometry
Foreign Language, Fine Arts, and Career & Tech Ed	3	
Computer Science requirements	1	May also satisfy science or math
Physical Education	1	Or ½ credit Physical Education and ½ credit Health
Electives	4	

Those graduating from Hankinson High School shall meet or exceed the requirements as set forth by the Department of Public Instruction and the Hankinson School Board.

- Student must acquire a minimum of 22 credits including the courses listed above
- Student must be in attendance the last semester of their senior year

Student transferring into the Hankinson Public School during their senior year must meet the following requirements to receive a diploma from the Hankinson Public School:

- Student must not have been in prior attendance at the Hankinson Public School during their senior year
- Student must be accompanied by a parent/guardian
- Student must meet the minimum requirement for credits at the last school attended, or the minimum required credits at the Hankinson Public School, whichever is lesser

Should special circumstances prevent compliance, a student may appeal to the administration for an exemption to the above regulations.

Students who successfully complete the alternative diploma requirements are eligible to receive a diploma.

Seniors who have not satisfactorily completed the requirements for graduation will not be allowed to take part in the commencement exercises. *Approved by the Hankinson School Board on the 8th day of May, 1995.*

SENIOR PORTFOLIO

On May 12, 2014, the Hankinson School Board approved a portfolio requirement for graduation. This includes but is not limited to such topics as a research paper, career planning, and work samples. All students in grades 9-12 will be required to complete their portfolio as a graduation requirement.

Specific guidelines, yearly requirements and examples are on file in the counselor’s office.

GRADUATION HONORS

The student with the highest grade point average will be valedictorian, and the second highest will be salutatorian. If there is an unbreakable tie, multiple awards may be given. Seniors with a grade point average of 3.67 or higher will be recognized as honor students. Final GPA and class rank will be determined by semester grades beginning with the first semester of the freshman year and ending with the first semester of the senior year. Quarterly honor rolls are based on quarter grades only and are not used in determining GPA or class rank. They reflect only those grades earned during that particular grading period.

HONOR GUARDS

It shall be the policy of the Hankinson School that the top two students from the junior class will be honor guards during the graduation exercise. These two students will be determined by grade point average only, after the completion of the first semester of the year. If the top grade point averages are equal third quarter grades may be used in conjunction with the semester grades to determine the Honor Guard.

STUDENT CLASSIFICATION

Student grade classification is based on a student’s total accumulated credits. State law classifies Hankinson High School students in the following manner:

Freshmen	< 6 Credits
Sophomores	6-10.75 Credits
Juniors	11-15.75 Credits
Seniors	>16 Credits

MID-TERM PROGRESS REPORTS

Progress reports will be provided to the parents/guardians of all students at the mid-term of each nine-week grading period.

Upon receiving these reports, parents are encouraged to contact the school and make arrangements to confer with the teacher if they have questions, comments, or concerns.

Parents are the first and most important teachers of their children. It is through their cooperation in our school that the best instructional results are attained. Parents are invited to visit classes and talk to the teachers in regard to their child's school work.

REPORT CARDS

Report cards will be distributed following the end of each nine-week grading period.

Evaluation will be based on the individual discretion of each instructor and will be explained to the class before the course begins.

In grades 7-8, failure to pass more than one course successfully will place the student in danger of retention.

In grades 9-12, failure to pass a semester of a required course successfully will result in that student having to repeat and pass the semester of the course to receive credit.

Any student receiving an incomplete grade must have make-up work completed within one week of the next grading period, or the grade will become an “F” with no credit. The administration may grant exceptions to students with extenuating circumstances.

GRADING SCALE AND GRADE POINTS EARNED

Letter Grade	Percentage	Grade Points Earned
A	95-100	4.00
A-	90-94	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	0-59	0.00

HONOR ROLL

The honor roll is calculated at the end of each quarter based on a grade point average earned. Only the grades for academic subjects are used for calculating honor roll status.

Honor roll students will be designated as follows:

HONORS: GPA of 3.00 with no grade below 1.67 (C-)

HIGH HONORS: GPA of 3.67 with no grade below 2.67 (B-)

HIGHEST HONORS: GPA of 4.00

INDEPENDENT STUDY

Along with the curriculum offered at Hankinson Public School, additional independent study courses are available through ND Center for Distance Education. Students who intend to take independent study courses must secure prior permission from the administration for the credits to be included on the Hankinson High School transcript.

Independent study courses may not be used to replace the curriculum offered at Hankinson Public School without prior permission from the principal. Independent Study courses may be taken to make up failed courses or taken to supplement curriculum at Hankinson Public School. The administration will determine whether independent courses are to be considered part of the student's class schedule. Students must follow class registration guidelines for independent study courses.

Students taking independent study courses may be financially responsible for the cost of taking the courses.

Students are required to take the courses outlined on page 9 of the handbook. Taking these courses via independent study or online courses may not fulfill the requirement for graduation.

ACADEMIC HONESTY

Students who are caught cheating will receive a grade of zero on their work and will be referred to the principal for potential further consequences. Cheating may include but is not limited to plagiarism, copying, and unauthorized use of Artificial Intelligence.

PROMOTION, RETENTION, AND TERMINATION

DEFINITIONS

Promotion: Advancement upward to the next grade level in normal sequence

Retention: Holding a child at the same grade level to repeat the following year

Termination: Removal of a student from the regular classroom environment

Registration

Students will pre-register for their next year's classes each spring with the information and guidance offered by their school counselor and principal. Students are encouraged to enroll in classes considering their future needs, rather than through the influence of their peers. Students will review their schedules in August before school starts and are allowed to make changes to their schedule at this time. Upon the start of each semester students will have one week to make changes to their schedule with the approval of administration.

The goal is to have all students who graduate from Hankinson Public School be able to meet minimum standards for graduation and to be able to function in society.

Basis for Action in Grades 7 & 8 Before being promoted the student must be passing in at least three-fourths (fail no more than one) of their academic classes or meet the requirements of their individualized education program. The student must be in attendance 160 days unless absences are excused and approved by the administration.

If the student is in danger of being retained, parents should be notified by the classroom teacher(s) and/or the administrator as to this possibility.

If the decision to retain is not satisfactory to the parents, the parents may request a meeting with the principal. If the decision of the principal is not acceptable, the parents may appeal to the superintendent. If the decision of the superintendent is not acceptable, the parents may appeal to the Hankinson School Board.

Basis for Action in Grades 9 - 12 Students must have received twenty-two (22) credits before they will be included in graduation exercises from Hankinson Public School. This includes the required courses prescribed by the Department of Public Instruction and the Hankinson School Board.

A student must have earned at least 6 credits to be classified as a sophomore, 11 credits to be classified as a junior, and 16 credits to be classified as a senior.

All students in grades 9 - 12 must attend a minimum of six classes through their senior year. Students must carry band and choir both semesters for them to be counted as one of the six classes.

Any change in a student's schedule must be approved by the administration. Students may not drop a course after the first week of the semester. Dropping a class after the designated time period will result in a failure (F) and zero credit.

USER FEES

It is the position of the Hankinson Public School that throughout the course of the school year, each student involves himself/herself in learning experiences in which the end result is a product that becomes the personal property of the student, even though the materials (i.e. computer supplies, paper, art supplies and other project materials) were originally purchased by the school district.

The user fee is used by the District to off-set the cost of such materials and supplies and is consistent with applicable North Dakota Century Code.

SENIOR PRIVILEGES

Seniors may be granted privileges during the final quarter of the school year. A senior privileges agreement must be signed by both the student and their parents and must be on file in the office before they are eligible to check out.

Students are eligible to use senior privileges if:

- They have earned more than 16 high school credits
- They have a C or higher in all classes, as of the last eligibility check
- They have not received more than one detention in the current semester

Senior privileges can only be used during normally scheduled study halls.

SRCTC students may check out when they return from Wahpeton. SRCTC and ITV students may utilize senior privileges if there are no SRCTC or ITV classes that day.

Students must check themselves out in the office. One student is not allowed to check out another student.

Students who do not have a first period class do not have to come to school until the second period begins.

Students with a seventh period study hall are not required to return to school for W.I.N. time.

Students with a study hall before or after lunch may have an extended lunch period outside of the building.

Students are not permitted to check out more than one time during the school day. This does not include W.I.N. time.

The principal reserves the right to suspend privileges due to behavior and/or academic concerns.

EARLY GRADUATION

The Hankinson School Board may grant a student request for early graduation. Requests will be reviewed by the Hankinson School Board and each request will be decided upon individual merits. Reviewing of a request for early graduation will include but will not be limited to: administration recommendation, review of educational records, and student progress toward graduation. **In all cases, each student must fulfill all graduation requirements of the Hankinson School District.**

TRANSCRIPT RELEASE

Seniors may request release of their transcripts to colleges, etc., after the completion of the first semester and after grade point averages have been determined.

SENIOR CLASS FUND

Senior class funds may be used for flowers, honorariums, senior trip, etc. The diplomas, awards and programs will be furnished by the School District. **Students are responsible for purchasing their own caps, gowns, tassels, announcements, etc., for the graduation ceremony.**

ATTENDANCE POLICIES

SCHOOL HOURS

Classes begin: 8:25 a.m.

Classes end: 3:25 p.m.

- Students are not permitted on second or third floors at their lockers, in hallways, or in classrooms before the 8:20 a.m. bell unless prior permission is granted.
- After 4:00 p.m., no students are allowed to be in the building unless supervised.

CLASS ATTENDANCE

The Hankinson 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 success in school. The district shall abide with compulsory attendance requirements in state law for students ages seven through sixteen.

Attendance will be taken in every class. If a student arrives late to the school for the taking of attendance, the student must report to the office immediately and check in. All students must have parental permission to attend appointments, etc., by a phone call or e-mail to the school or a note from a parent/guardian.

LEAVING SCHOOL

Hankinson High School is a closed campus. Students, once in attendance, are required to stay on campus until being dismissed at the end of the school day or excused by the administration.

If a student needs to leave school at any time during the day for any reason, they must have parental permission to the office before being excused by the administration. They must stop in the office to check out before leaving the premises.

Students in grades 10 -12 shall be allowed an open-campus lunch period. The students will have their lunch time to leave the campus. Tardiness to fifth hour class will result in the loss of this privilege.

Students who become ill during the day are to report to the office and the parent/guardian will be contacted before the ill students are allowed to leave.

ABSENCES

Regular school attendance is of utmost importance to the student. **Any student who is absent from school at any time must have a written or verbal excuse to the office before the absence occurs or as soon as possible.** Make-up work assignments must be picked up from the teachers involved before the student is absent when at all possible.

The office may accept permission notes written by students who are 18 years of age or older, provided that the student's parent has given prior written approval for the student to assume this responsibility.

TARDINESS

Students shall be in their classroom at the designated start time. After two tardies per semester, students will make up one hour of detention for each tardy recorded. If a student is more than 20 minutes late to a period, they will be considered absent for that period.

EXCUSED ABSENCES

Excused absences shall include the following: illness, injury, family emergency, religious observance or instruction, suspension, participation in school-related activity, court appearances when subpoenaed, or other reasons deemed necessary and justifiable by the administration.

Accumulated absences in excess of ten per semester may result in academic or disciplinary consequences.

The administration may prorate the number of absent days for students who enroll after the semester has begun.

Any school function in which the students are directly representing the school and are under the supervision of a teacher or advisor, are excusable and students do not need an excuse from parents. Students must, however, pick up their make-up work before they leave on such activities. Any absence which meets the above requirements will be excused. Students will be allowed a reasonable amount of time to do required course work. A reasonable time shall be decided upon by the teacher and student with the principal's input.

Students will have the same number of days to make up the missed work as the number of days they were absent. However, for the first day of absence, students will be given two days to complete the missed work. After that, the standard rule of one make-up day per day absent will apply.

Work assigned prior to the student absence is due the first period of the class on the day the student returns.

UNEXCUSED ABSENCES

Unexcused absences are absences that are not supported by verbal or written excuse for an absence.

Unexcused absences include but are not limited to the following:

- **Truancy** (cutting or skipping) -defined as being absent from one or more classes without consent. It is also defined as failure to report to the office after being sent there, leaving class without a teacher's permission, abuse of pass usage, and failure to go to class.
- **Oversleeping**
- **Unverified Appointments**

Unexcused absences will result in a zero for the day on school work.

Any classroom time lost because of an unexcused absence must be made up. This time is made up through detention or suspension.

Students who have five (5) unexcused absences in a quarter from any class will earn zero credit for that class that quarter.

Study halls are considered classes and unexcused absences from study halls will be made up through detention.

Students over the age of sixteen, who do not attend school regularly and are absent without providing acceptable excuses for such absences may at the discretion of the superintendent be dropped from the rolls.

Students who are over 20 minutes late for a class period will be considered unexcused for that period. Each unexcused period will result in one hour of detention.

Trains, road construction, poor weather, or power outages are not excused for tardies and absences. Students should leave early and plan ahead.

The full Attendance and Absence policy (FFB) can be found on the Hankinson Public School website or in the appendix of this handbook.

ENROLLMENT

New Students

A special effort will be made to accept all students who wish to attend Hankinson Public School. The high school principal shall evaluate the credits earned by students who transfer from another school. All credits earned from an accredited school will be accepted.

Married Students

An equal high school educational opportunity will be provided every student at Hankinson High School regardless of their marital status. Married students will abide by the rules of conduct and participation in school activities governing the student body.

Pregnant Students

An equal high school educational opportunity will be provided to a pregnant student. Her spiritual, psychological, and physical well-being, will be considered at all times when planning her educational program.

HEALTH AND SAFETY

STORM DAYS / EARLY DISMISSAL

If school should need to be canceled, postponed, or dismissed early due to weather or other emergency, an announcement will be broadcast over local radio and television stations, social media platforms, and via our notification system in Infinite Campus, which will contact parents based on their notification preferences. It is the responsibility of the parents to ensure that this information is up to date.

If there is a change of weather conditions during the school day that would make driving hazardous, the school will close. Buses will take those students who ordinarily ride buses to their homes. Parents will be permitted to pick up

their children if they wish, or if for any reason their children will not ride the bus, they are to inform the school. The bus drivers will immediately notify the school office by bus radio if any of the following conditions arise: 1) road is blocked 2) alternate route is used 3) bus becomes stalled 4) a student is injured or becomes seriously ill. This information will be reported to the parents as soon as possible. In the event the superintendent feels that the buses cannot make the routes, that the weather conditions do not permit safe transportation, all students will be sent to their storm families.

In the event of early dismissal for other reasons (workshops, holidays, etc.) notice will be given several days in advance.

FIRE DRILL PROCEDURE

HPS will conduct a minimum of four fire drills per year. During the first fire drill, students will be instructed as to the proper procedure by their classroom instructor. Thereafter, drills may come as a surprise and students and staff must respond accordingly by proceeding quickly, but orderly, to the designated exit and to an area at least 75 feet from the building. Upon reaching these areas, teachers will take roll and report any absences to the principal's office.

Teachers will determine procedures for leaving the room and taking roll. Fire drill procedures are used as a serious effort to maintain safety of students and staff.

LOCKDOWN DRILL PROCEDURE

Hankinson Public School may initiate a lockdown for a variety of reasons including but not limited to health concerns of staff or students, law enforcement visits, community risk or emergency, or unauthorized access of the building. To ensure preparedness, HPS staff and students will participate in at least one lockdown drill per school year. The specific procedures will depend on the type of lockdown that is initiated.

TORNADO DRILL PROCEDURE

A minimum of one tornado drill will be conducted each school year. During the drill all windows and doors will be shut, and students and staff will proceed as quickly as possible to designated areas.

Designated Emergency Exits:

- Room 119-120 -- west exit
- Room 127 -- east exit out of room
- Old Gym -- north exit
- New Gym -- northwest exit
- Room 200-201 -- south stairs to southwest exit
- Room 214 -- south stairs to southwest exit
- Room 217-219 -- north stairs to west exit
- Room 300-301, 313 -- south stairs to southwest exit
- Room 307-308 -- vestibule stairs to south exit
- Room 309-312 -- east stairs to east exit
- Room 315-319 -- north stairs to west exit

MEDICATIONS

If a student requires medication during school hours, an authorization form must be on file in the office. School staff can only assist with or supervise medication administration with a written order from a physician and written consent from a parent or guardian. Students needing medication must have a physician's written order with specific instructions for administration. Medications must be transported to and from the school office by a parent or guardian. Students are not permitted to carry or store any medication—whether prescription or non-prescription—in their lockers or backpacks.

STUDENT IMMUNIZATIONS

Parents must provide school authorities with a certification from a licensed physician confirming that their child has received, or is in the process of receiving, immunizations against diphtheria, pertussis, tetanus, measles, rubella,

mumps, polio, meningitis, varicella, and hepatitis B. An updated immunization certificate should be submitted at the beginning of the school year or whenever additional immunizations are administered. Students enrolling after the start of the school year must complete their immunizations by the beginning of the following term. School authorities shall inform parents or guardians of their right to refuse immunizations, and a completed form must be on file with the school at the beginning of each school year.

SPORTS PHYSICALS & CONCUSSION FORMS

All students participating in extra-curricular sports must pass a physical examination and return a completed physical form to the office each school year. Concussion forms must be signed by students and parents annually. Physicals forms and concussion forms must be turned in prior to participation in extra-curricular activities. Both forms can be found at the school's website or picked up in the office.

STUDENT INJURIES

All accidents or injuries connected with any school activity will be considered serious and handled accordingly. Special care will be given to any injured student to prevent any further trauma or injury. When a student is injured, it is his/her responsibility to report such to a staff member. All injuries will be reported to the administrative office, which will immediately determine any further emergency needs and notify the parents as soon as reasonably possible.

Medical treatment is the responsibility of the parent/guardian and will not be assumed by the Hankinson School District. The Hankinson School District assumes no liability for medical bills incurred by any student, including athletes.

INFECTIOUS DISEASE

In considering the admittance or denial of admittance of a child who is diagnosed as having a significant infectious disease such as Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), Cytomegalovirus (CMV), or Hepatitis B, the District will abide by the decision of the local board of health significant infectious disease committee. This committee consists of the Superintendent or designee, the local health officer or other physician designated by the local board of health, the child's physician, and a school board member.

Any change in the child's condition that might require reassessment of the child's attendance shall be reported to the superintendent, who shall call a meeting of the committee to consider such reassessment.

The District shall provide appropriate alternative programs for children who are unable to attend school or who may need accommodations because of significant infectious disease. A program will be determined by a team consisting of the superintendent, principal, the child's personal physician, the child's primary classroom teacher and the child's parent(s). The special education director and other specialists may be included if appropriate. Any information coming before this team shall be considered confidential.

SUPERVISION AND DISCIPLINE

STUDENT SUPERVISION

In order to establish and maintain order within our school, the Hankinson School Board has delegated the authority of discipline to the principals of Hankinson Public School. Through their authority, and of the authority granted teachers and staff, they will protect the safety, rights, dignity and property of each individual within our school as well as the school itself. Proper supervision will be maintained at all times. The school building will be available for school activities as long as they have been properly approved and will be properly supervised by faculty.

STUDENT DISCIPLINE

The most effective discipline is self-discipline. Each individual within our school system is expected to behave in a responsible manner that is within the limits of good taste and is appropriate to the educational functions of a public school. No individual will be permitted to exercise an act which conflicts with the rights of others, or behave in a

manner which threatens the health, safety, or orderly management of the school. Students should use common sense to guide their behavior. Those who show proper respect to fellow students, school employees, teachers, and school property will have few problems resulting in disciplinary action.

DETENTION

Pupils who disrupt the educative process or the decorum of the school or attempt to encourage others to do so, may be required to serve detention. Detention will be held twice per week (unless additional days are needed). Time and location will be set by the administration. The length of detention will be set by the teacher or principal. Following a number of detentions, the principal has the discretion to suspend a student in place of assigning detention. To receive credit for serving detention, the student must be present by their assigned time and remain until excused by the supervisor. If student is more than one minute late for detention, the student will need to leave, and their detention time will be doubled. Students failing to report for assigned detention will receive double detention time. If detention is missed a second time, the student will be suspended for one school day. If detention falls during the time of an extracurricular event or practice, the student will NOT be excused to participate in that activity during detention time.

STUDENT SUSPENSION FROM CLASS

A teacher may dismiss a student from class for up to three days, prescribe and administer any reasonable and legal punishment. Cases of suspension or expulsion shall be referred to the principal. If the student is sent from any classroom for misbehavior, the student will report immediately to the principal's office to discuss the situation.

Disruptive behavior in school or at school activities will result in the student serving detention at a time arranged by the teacher or principal.

1st Offense: Detention and conference with instructor and administrator

2nd Offense: Detention and conference with parent, instructor, and administrator

3rd Offense: Removal from class, receive no credit, sent to study hall

While suspended, students are required to keep up with their school work. It is the students' responsibility to make arrangements with each teacher to ensure make-up work is completed. Suspended students must complete all make-up work within one day after returning to class. This means all assignments must be completed at the beginning of class on the second day.

Each time a student is disciplined, a notice will be sent to the parents informing them of the incident. A copy of each notice will be kept on file.

A student sent to the office for failing to complete assigned school work will receive detention. Failure to stay the designated time will result in double time. If the time for double time is not met, the student may be suspended from school for up to three days.

Students who have been disciplined are encouraged, and may be required, to meet with the counselor to discuss the problem.

SUSPENSION/EXPULSION POLICY

Pupils who disrupt the educative process or the decorum of the school or attempt to encourage others to do so, may be suspended and may be referred to the School Board for expulsion and to civil authorities for prosecution. No student shall be expelled without a formal due process hearing.

Expulsion referrals to the School Board may result after two out-of-school suspensions. Major violations of the educative process or the decorum of the school may result in an immediate referral to the School Board for consideration of expulsion.

Suspension and expulsion may be invoked for, but is not limited to, the following reasons:

- Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;
- Causing or attempting to cause damage to private property or stealing or attempting to steal private property
- Causing or attempting to cause physical injury to another individual, except in self-defense
- Possessing or transmitting on school property a firearm, dangerous weapon, or any object that is used, attempted to be used, or threatened to be used to intimidate or cause bodily harm
- Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind
- Disobedience or defiance of proper authority
- Behavior that is detrimental to the welfare, safety, or morals of other students
- Truancy
- Offensive and vulgar language when it is obscene, defamatory, or inciteful to violence and disruptive of the educational process
- Threats of violence, bomb threats, or threats of injury to individuals or property
- Student behavior that is detrimental or disruptive to the educational process, as determined by the principal

In-School Suspension

Students report to the assigned area where they will remain for the entire school day. Students are required to work on assignments during this time. Credit is given for all assignments given and/or completed during in-school suspension.

Out-of-School Suspension

Students will not report to school. Credit will NOT be given for any assignments given during out-of-school suspension. Students are not allowed to attend extra-curricular activities either before or after school on the day(s) they are suspended.

Suspension or expulsion of students with disabilities must comply with the provisions of the Individuals with Disabilities Education Act.

The District is not required to refer a regular education student who has been suspended or expelled for violation of school rules and/or district policy for special education assessment and evaluation to determine if such a student might have a disability. A suspended regular education student is not entitled to the reinstatement of school privileges pending any assessment and evaluation that is to be made during the term of the student's suspension.

WEAPONS IN THE SCHOOL

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

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

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

Bringing a firearm, as defined in 18 U.S.C. 921, to school will require that proceedings for the expulsion of the student involved for a minimum of one year be initiated immediately by the principal. The superintendent may recommend a modification of expulsion on a case-by-case basis. This modification shall be based on the circumstances revealed in the investigation into the incident conducted by the superintendent or other person designated by the superintendent to conduct the investigation. The superintendent will notify law enforcement.

A student who is defined as having a disability under the Individuals with Disabilities Education Act may be placed in an alternative educational setting for up to 45 calendar days, during which time a determination will be made as to whether bringing the firearm to school was a manifestation of the students' disability. Discipline and placement of the student will be in accordance with the Individuals with Educational Disabilities Act.

Other violations of this policy will require the proceedings for the suspension and/or expulsion until the end of the current school term be initiated immediately by the principal.

***Proper due process proceedings will be observed in all suspensions and expulsions under this policy.*

WEAPONS DISCIPLINE

A student shall be expelled for the school term and may not be reinstated unless and providing that:

1. The student satisfies the superintendent of their personal contrition
2. The student satisfies the superintendent of their personal resolve to not repeat any comparable acts
3. The parents/guardians demonstrate to the superintendent that an appropriate combination of special home precautions, home instructional programs, professional counseling, and home discipline programs of an appropriate design and duration have been taken to assure the superintendent of the absence of opportunity and inclination on the part of the student to repeat any comparable acts
4. The parents/guardians satisfy to the superintendent of the parent's/guardian's resolve that comparable acts will not be repeated

For purposes of this policy, the school term is a school year. If the superintendent determines that the conditions for reinstatement have not been fulfilled before the beginning of any following school term, the superintendent will make a recommendation to the Hankinson School Board and initiate proceedings for expulsion in the following term.

DISCIPLINE MATRIX

The Discipline Matrix on the following page is designed to provide clear guidelines and expectations for student behavior at Hankinson Public School. It outlines specific behaviors and the corresponding consequences to ensure consistency, fairness, and transparency in our approach to discipline. This tool is intended to support a safe, respectful, and productive learning environment for all students. While the matrix serves as a guide, each situation will be evaluated individually, and school administration reserves the right to use discretion based on the circumstances.

Hankinson School Discipline Matrix

	Action Taken				
Level 1	1	2	3	4	5
assault	Go right to Step 4 and report to law enforcement			Minimum	Minimum
arson				3-Day Suspension	5-Day Suspension
drug distribution				Maximum	Maximum
threat of school violence				Expulsion	Expulsion
Level 2	1	2	3	4	5
use, possession, or under the influence of drugs or alcohol	Go right to Step 4			Minimum	Minimum
use or possession of tobacco or vaping devices				3-Day Suspension	5-Day Suspension
				Maximum	Maximum
weapons				Expulsion	Expulsion
Level 3	1	2	3	4	5
fighting	Go right to Step 3		Minimum	Minimum	Minimum
verbal assault			Detention	1-Day Suspension	5-Day Suspension
bullying/threatening/harassment					
vandalism or theft			Maximum	Maximum	Maximum
pornography			Expulsion	Expulsion	Expulsion
trespassing or violations of law					
Level 4	1	2	3	4	5
disruption	Minimum	Minimum	Minimum	Minimum	Minimum
disrespect	Administrative Conference	Detention	1-Day Suspension	2-Day Suspension	3-Day Suspension
cheating/forgery/dishonesty					
inappropriate language					
property damage or misuse	Maximum	Maximum	Maximum	Maximum	Maximum
acceptable use policy violation	3-Day Suspension	3-Day Suspension	5-Day Suspension	5-Day Suspension	Expulsion
personal electronic device violation					
physical misconduct					
teasing / taunting					
locker room or restroom behavior					
Level 5	1	2	3	4	5
unsafe behavior	Minimum	Minimum	Minimum	Minimum	Minimum
public display of affection	Administrative Conference	Detention	Detention	Detention	1-Day Suspension
food/drink					
unauthorized area	Maximum	Maximum	Maximum	Maximum	Maximum
dress code violation	1-Day Suspension	1-Day Suspension	3-Day Suspension	3-Day Suspension	5-Day Suspension
Bus Conduct	1	2	3	4	5
	Minimum	Minimum	Minimum	Minimum	Minimum
	Warning	Detention	1 week no ride	2 weeks no ride	1 month no ride
	Maximum	Maximum	Maximum	Maximum	Maximum
	1 week no ride	2 weeks no ride	1 month no ride	1 semester no ride	1 year no ride

DUE PROCESS - ACADEMIC

Any time a student is prohibited from participating in any educational opportunity provided by the school district, that student must be provided due process. This applies to situations such as removal from class, suspension or ineligibility from extra-curricular activities, expulsion from school, or any other similar expulsion from school experiences.

Due process means giving the student the right to present his/her side of the story. In some cases action must be taken first and due process provided later, however, the student must be given due process as soon as possible. In the majority of cases, due process simply involves listening to the student's side of the story before making a decision whether or not to exclude the student. In a case considered to have a potentially serious effect on the offending student and/or the entire student body, due process requirements increase. In these cases the student and the teacher should present their sides of the story to the principal.

This constitutes due process for both parties and the principal will then make a decision. If either party thinks that they did not receive due process, an appeal can be made to the superintendent, then to the School Board.

DUE PROCESS - ACTIVITIES

All participants in activities will receive due process before being removed from the activity. Due process entails making all participants aware of the rules. In the event of a violation, the parents will be notified and a time for an informal hearing set.

At this hearing, the allegations will be brought out with all of the facts, including witnesses if necessary, disclosed in the situation. At this hearing any penalty due will be given. The parents will then be informed with the right to appeal the decision to the Hankinson School Board.

The period of suspension shall begin from the date and time notification is given to the student by the school administrator. The student shall have the right to a hearing within three school days after such notification. During the period between notification and hearing, the suspension may be deferred for good cause shown. However, if the suspension is not imposed and the student is found to be in violation of the alcohol, tobacco and controlled substance rule, any interscholastic contests or activities participated in by the student after the initial hearing, will be forfeited and the suspension will start from the date that guilt was established. Such hearing shall be on notice and conducted by a school administrator. The student shall have the right to be present at the hearing and offer such testimony and other evidence the student deems material. Such student shall also have the right to confront and question the person(s) who complained of such students' violation of the NDHSAA rule.

If the student is not satisfied by the ruling of the hearing officer, such student shall have the right to have the ruling reviewed by the local School Board.

STUDENT GUIDELINES

COMPUTERS

Computers and Chromebooks are available only for educational purposes at Hankinson Public School. Students will use these devices in their classes on a daily basis.

They are to be used only with teacher permission and under teacher supervision. Misuse or mishandling of the devices will result in the loss of privileges.

Students who wish to use a school device for personal reasons will pay a user fee of ten cents (10¢) per sheet of paper if for printed documents.

INFORMATION NETWORK SYSTEM – ACCEPTABLE USE POLICY

The Hankinson School Board, administration, and staff of Hankinson School recognize the need for access to a global information network. Preparing students to compete in the 21st Century requires access to the tools they will be using as adults. Accordingly, Hankinson School shall operate an information network system to enhance and expand the Hankinson School's educational mission.

An information network is defined as the hardware, software, cabling and related equipment that allows for the creation, storage, transfer and access to data, video, and voice communication both within the district and to the outside world. Responsible use of this global information network is of primary importance. Responsible use shall be governed by the regulations and conditions set forth in this policy.

The district's information network shall be used for educational purposes consistent with the district's educational mission, staff and district policies, state laws and federal laws. Use of the information network is a privilege. That privilege may be revoked or restricted.

Student use of the district's information network requires staff permission. Students must sign an Acceptable Use Policy each school year. The Acceptable Use Policy further expands on the current policies regarding the use of devices and the school's network. The district reserves the right to inspect folders, files, and storage devices to assure compliance with this Information Network Acceptable Use Policy.

COPY MACHINES

Copy machines are available only for educational purposes in the Hankinson Public School. They are to be used only with teacher, administrator, or officer personnel permission. Misuse or mishandling of the copy machines will result in losing the privilege of using the copy machines. Students who wish to use a copy machine for personal reasons will pay a user fee of ten (10¢) cents per sheet of paper.

DRESS CODE

Students are expected to wear clean, neat, and appropriate clothes. Excessively torn or tattered clothing is unacceptable. It is the expectation of the Hankinson School Board, administration, and staff that all students maintain proper dress at all school functions and activities.

As a member school of Drug Free Schools, students will not wear any article of clothing, pins, buttons, or anything that advertises, displays, or in any way represents alcohol, drugs, or tobacco. This includes school hours and at any school related activity.

The wearing of hats/caps, jackets, hoods, backpacks and sunglasses are not allowed during classes, passing periods, or at lunch.

Clothing that is suggestive, revealing, or obscene is prohibited in school and at school functions. This includes, but is not limited to, logos or brands and graphics such as weapons and gang related insignia. Clothing such as short shorts or skirts, halter tops, tube tops, spaghetti straps or those which expose a bare midriff, bare back, undergarments, cleavage, and any other clothing deemed inappropriate by the administration is not permitted.

FOOD AND REFRESHMENTS

Vending and pop machines will be available for student use at designated times. Sunflower seeds are prohibited in the school building. Food and drink are not allowed during class or in student lockers without staff permission for special occasions. Clear water bottles with plain water only are acceptable in lockers and in classrooms. Food provided by the hot lunch or breakfast program must remain in the lunchroom.

LOCKERS

The Hankinson Public School maintains complete ownership and control over all school lockers being used by students. The lockers provided in the high school and locker room areas are for the students' convenience. Students are responsible for the proper care of the assigned lockers. At no time are students to be using lockers assigned to

another student. Students should not slam locker doors or abuse the lockers in any way. Lockers which receive excessive damage beyond normal use will result in a charge to the student(s) responsible.

Students may hang posters, pictures, etc. in good taste, but should refrain from using tapes or stickers that are difficult to remove. Students are responsible for the removal of all items, including the tape from lockers by the end of the school year.

Hankinson Public School District accepts no responsibility for articles lost or stolen from lockers. Searches may be conducted when there is reasonable suspicion that one or more lockers contain objects or substances in violation of school rules. It is each student's responsibility to keep personal belongings secured in their locker room locker and to keep the locker locked whenever it is not in use.

SEARCH AND SEIZURE

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

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

Search Procedure

When a locker is subject to a search, the principal/superintendent should be accompanied by at least one other school staff member. Students' personal items stored in lockers such as, but not limited to, book bags, purses, and coats shall not be searched unless there exists reasonable suspicion that they contain an object(s) or substance(s) in violation of school rules/policy, the law, or which may be detrimental to the health, safety, or welfare of enrolled students. Administrators shall make a reasonable attempt to have students present during searches of personal items contained in lockers except when an immediate search is necessary in the event of an emergency. The superintendent should be notified whenever a search has been conducted if the superintendent was not involved in the search.

Use of Trained Dogs and Involvement of Law Enforcement

Trained dogs may be used to smell the outside of students' lockers. If the dog detects the possibility of objects/substances that are illegal or violate school policy, the principal/superintendent shall search the locker in accordance with the search procedure above. In the event a police officer or other law enforcement officer is to conduct a search of a student's locker, probable cause is necessary unless the search is school-initiated and would pose a safety threat if conducted by school staff. Illegal substances found in lockers will be turned over to proper authorities.

STUDENT VEHICLES AND STUDENT PARKING LOT

Use of school roads and parking lots is a privilege extended to students by the Board. Students shall be expected to observe all driving, safety, and noise control ordinances and/or laws. Vehicles must not be parked blocking access to building by delivery trucks, garbage trucks, etc., or in front of nearby driveways, mailboxes, or sidewalk access.

The District will coordinate with the local police department in order 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 a 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' personnel property.

ELECTRONIC DEVICES

All personal electronic communication devices must be silenced or turned off, securely stored, and kept out of reach during instructional time. Instructional time includes the entire school day—from the morning bell to dismissal—including passing periods, lunch, and WIN Time.

Use of personal devices may also be restricted during field trips or other school-related events.

Personal electronic devices include any portable device capable of voice, text, or data communication, or those that can connect to smartphones, Bluetooth, tablets, smartwatches, wearables, or gaming systems. This includes, but is not limited to: cell phones, tablets, smartwatches, and wireless earbuds or headphones.

Exceptions may be made by the principal or a designee for health, safety, emergencies, or if required by an individual education plan (IEP).

Violations of this policy will result in a disciplinary referral, and the device will be held in the office until the end of the school day. Consequences will be determined based on the school's discipline matrix.

TELEPHONE USE

Students may utilize the office phone to contact a parent or guardian during the school day if needed. Parents should contact the office to relay messages to their children.

STUDENT SERVICES

LIBRARY / RESOURCE CENTER

Students may sign out of study hall to go to the library during open periods. Students who do not have library privileges can only come into the library for research work, and they must have a signed pass from the teacher for whom they are doing research.

Students and staff may obtain materials and information from the North Dakota State Library. This material is usually available for a period of four weeks. There is no charge for this service, except for lost or damaged items.

Students and staff are responsible for the proper care of library items. It is the student or staff members financial responsibility to replace lost or damaged items.

BUS TRANSPORTATION

The safety of students while riding school buses is a priority for the district. To help ensure a safe and orderly ride, students are expected to follow all bus safety rules and directions from the driver.

The Hankinson Public School must abide by NDCC 15-34-17 which states: **The disciplinary authority of schools shall exist over all children while being transported to and from schools and the operator shall be charged with their control and discipline while they are being transported.**

Since an extreme responsibility rests with each bus driver, and final responsibility rests with the School Board, the following policy is designed to aid the transportation service and ensure the safety of every student:

Buses will drive into farm yards where route turnaround is necessary and where homes are more than 1/4 mile from the regular bus route, only if driveways and yards are in proper condition to do so. When any route, road, driveway, or yard becomes difficult to travel, only good roads will be used.

Parents are responsible to deliver and pick-up their children at the nearest point on the route the bus can travel. This is to be determined by the driver and the superintendent. Parents will be notified of the change.

Drivers may set seating arrangements for each student on the bus. Students must remain in their seats for the entire trip and must not move from seat to seat. Students are required to wear seatbelts in buses that are equipped with

them. Drivers may change seating arrangements from time to time as student control problems arise. Drivers are responsible for controlling students in the bus and for reporting any problems to the superintendent. They will notify the parents of these problems using the procedure outlined in the bus incident report.

No selling of candy or other concessions will be allowed on any school bus. Use or possession of any tobacco/chemical substance will not be allowed on buses. This includes students, drivers, and supervisors.

Video surveillance may occur on any school transportation vehicle.

SRCTC Bus

Students attending classes at the Southeast Region Career and Technical Center will ride the bus provided by the school district. If a student must drive to the Center due to an appointment, arrangements must be made with the administrative office prior to driving. Students are limited to driving no more than three times per semester.

All students who ride the bus to the SRCTC are subject to regulations governing Hankinson School buses. Any misbehavior which distracts the driver is a very serious hazard to the safe operation of the vehicle, and as such, jeopardizes the safety of all passengers and is considered a violation of the regulations governing Hankinson School buses.

Students missing the SRCTC bus will be counted as unexcused. If SRCTC classes are not being held students are expected to remain in their fourth period class until normal dismissal.

A violation of regulations by students riding the SRCTC bus may result in suspension or revocation of riding privileges. Students missing the SRCTC bus will be responsible for their own transportation and subject to disciplinary action. Students will be held responsible for vandalism occurring to seats or other parts of the bus. Vandalism is defined as unintentional damage or intentional damage or attempts to damage or destroy district equipment. Restitution may be imposed for acts of vandalism.

FOOD SERVICES

The school lunch program is administered by the Food and Nutrition Service, a part of the US Department of Agriculture. They work with state and school districts toward achieving the goal of the Child Nutrition Program to safeguard the health and well-being of the nation's children. The Food Service Program of Hankinson serves a noon meal planned to contain the five components. Hankinson Public School is on an offer vs. serve program which students, K-12, may take three of the five components offered. The Food Service Manager shall be responsible for preparing the menus that serve this goal. Students must pay for meals in advance. A record is kept of the meals consumed per individual each day. Students who bring lunch are to eat their food in the lunchroom. Students may be allowed in the gym or hallway at the discretion of the principal.

Grades 7-12 Meal Costs

Breakfast: \$2.00 per day Lunch: \$2.75 per day

School board policy IB-BR outlines procedures for students to charge meals. Details of the policy are listed below.

Payment Options

Parents are responsible to ensure that students have sufficient funds to purchase school meals each day or pre-pay for meals, to avoid accruing meal charges. District payment options for student meal accounts include in person, online payment, automatic payment, etc.

Charging Procedure

In the event a student does not have sufficient funds, the District shall not withhold meals.

Payment Reminders

Whenever a student incurs a charge, district personnel shall notify the parents of the student by letter, phone, text, etc. If a pattern of charging continues, administration shall attempt to contact the student's parent and encourage

the parent to complete a free or reduced meal application. Nothing in this procedure prohibits school district personnel from reporting suspected abuse or neglect of a student as required by law.

Unpaid Meal Charges

Parents are expected to pay all charges within 30 days. If they fail to do so, the District may rollover debt or refer the debt to collections. The District may use an alternative funding source (e.g., nonfederal funding or charitable funding source) to offset costs incurred from unpaid meal charges and collection fees.

Balance

Funds in the student's meal account may be carried over to the next school year. A written request must be submitted to the district office for a refund of monies remaining in a student's meal account. A student who is graduating shall be given the option to transfer meal funds to a sibling's account.

COUNSELING SERVICES

School counseling services are provided by the Southeast Region Career and Technical Center five days per week. The objective of the school counseling program is to foster students' academic, career, and personal/social development.

The school counseling program is guided by the American School Counseling National Model and the American Counseling Association code of ethics. The ultimate goal is to help students identify their interests and abilities, enhance productivity, dependability, self-expression/control and to become outstanding future citizens.

Services include, but are not limited to individual/group sessions, classroom lessons, crisis intervention, teacher/parent consultation, college and career planning, and testing. Services are available to all students and interventions are designed to be solution-focused, short-term, and goal-oriented.

Parents and students are encouraged to request a meeting to discuss academic and career planning, scheduling, post-secondary options, personal problems or issues they may be facing. In alignment with the ACA/ASCA code of ethics, all individual and group sessions are confidential unless:

1. Someone is hurting them
2. They are threatening to hurt someone else
3. They are hurting themselves

SPECIAL EDUCATION

The Hankinson Public School is part of the South Valley Special Education Unit. Students who need special services may be referred to the Special Education Director by a parent, teacher, or other. The Director may then refer the student to be evaluated for a need for special education and if they qualify, assigned the proper specialist for services. The services could address learning disabilities, speech, language, or hearing difficulties, or assistance for the handicapped.

The need for specialized services is determined through special testing after the student has been referred. A team of professionals along with the parents will then decide the extent of need for the referred individual.

Routine vision, hearing, and speech screening will be held periodically by county health services and a speech therapist. Parents will be informed if their child has been referred for any form of special education.

STUDENT ACTIVITIES

RULES FOR INTERSCHOLASTIC ACTIVITIES

Hankinson Public School shall provide a well-organized, properly supervised, extra-curricular program. This program is an integral part of the student's education. Good judgment shall be used in providing these programs to ensure that they serve the best interest of the school and the students.

The Hankinson School is a member of the North Dakota High School Activities Association (NDHSAA). The purpose of this organization is to plan, direct, and sponsor competitive activities among its member schools. Rules and regulations for these activities are made by the association for the best interest of the participating student and the school.

In order for any student to be eligible to participate in any interscholastic activity, he/she must follow the regulations set by the NDHSAA.

NDHSAA CONDENSED ELIGIBILITY RULES

Participation in activities will be allowed:

- If you have been in class as many days as you have missed from the opening of the semester
- If you entered school within the first 10 days of the semester
- If you have competed in a sport for less than eight consecutive semesters as a high school student
- If you have not competed in a similar athletic contest on an out-of-school team during the same sports season, even while under suspension
- If you have been enrolled in an institution of higher rank except as an accelerated student carrying advanced work
- If you earned 2.5 credits the preceding semester
- If you maintain satisfactory progress toward graduation
- If you have not graduated from a four-year high school or equivalent
- If you have not accepted awards other than those having symbolic value and costing no more than \$300
- If you have not accepted non-monetary compensation totaling more than \$500 during the current association year (July 1-June 30)
- If you are not twenty years of age or over
- If you are an amateur in the sport in which you are competing or if you have not competed under an assumed name
- If you have not transferred from another school without corresponding change of residence by your parents
- If you are in your 8th semester and your 7th and 8th semesters are consecutive
- If you have a doctor's or nurse practitioner's certificate of physical fitness
- If you have not used or have in your possession tobacco, alcohol, or illegal drugs

NDHSAA rules are minimum requirements and **additional rules may also be set aside by the advisor or coach of each activity, the administration and board** and are to be followed.

ACTIVITIES COVERED BY ELIGIBILITY RULES

Athletic

- Football
- Volleyball
- Boys Basketball
- Girls Basketball
- Softball
- Baseball
- Boys Golf
- Girls Golf
- Girls & Boys Track
- Cheerleading
- Hockey
- Gymnastics

Non-Athletic

- Science Fair
- Speech
- Music/Choir
- Drama
- Newspaper
- Yearbook
- Student Council
- FFA
- Academic Competitions
- Rotary Student of the Month

STUDENT ELIGIBILITY FOR ACTIVITY PARTICIPATION

Eligibility

All participants in any interscholastic contest shall meet the eligibility requirements of the North Dakota High School Activities Association. In addition to these eligibility requirements, students who represent the Hankinson Public School in any contest or activity will meet these additional criteria:

1. Must maintain a passing grade in all academic subjects
2. Set examples of dependability, good sportsmanship, and excellent conduct at all times
3. Shall be in attendance by noon on the day of the activity unless prior arrangements have been made through the principal's office

It is the policy of the school that classroom education shall have preference over extra-curricular activities.

This means that students who do not meet the requirements as measured in terms of their ability shall not be allowed to participate.

OPEN GYM

Students participating in open gym activities are to observe all school rules, and be courteous to others in the gym. Students are to remain in the gym area only and are not to be in the academic areas. Adult supervision is required. At no time are students required to attend an open gym.

ATHLETIC PARTICIPATION FEES

All students involved in athletic teams must pay a \$25 participation fee for each activity.

Fees are due prior to the first day of the activity.

- A cap of \$125 per family on athletic participation fees
- A refund of ten (\$10) dollars per participant will be made for those families qualifying for reduced meals
- A refund of twenty-five (\$25) per participant will be made for those families qualifying for free meals

Families wishing to be on a reduced rate are assured complete confidentiality.

Refunds will be allowed only if a student decides before the activity begins (the first practice) not to participate, or if a student fails to make a team. After the activity begins students who quit, are injured after the first event, or cannot participate due to a violation of eligibility guidelines will not be given a refund.

HANKINSON HIGH SCHOOL TRAINING RULES

The years in which students represent Hankinson High School in interscholastic competition conducted under the auspices of the North Dakota High School Activities Association may be the most enjoyable years in their young life.

As they compete and perform, Hankinson High School has local rules and regulations that they must follow in order that their interscholastic participation and competition can be a profitable educational experience.

Hankinson High School and its staff feel that participation in activities is a very beneficial part of the student's education. The qualities of honesty, effort, leadership, and the ability to accept a competitive atmosphere are only several of the benefits to the student that are developed. Once a student becomes involved in an activity that they should put forth 100% effort. If a student puts forth any less, they are cheating themselves and the other students in the activity. A student should be all he/she can be, first in the academic curriculum, secondly in the extra-curricular activities. When academics and extra-curricular activities are combined, students benefit from a broad and well-rounded education.

All students are encouraged to participate in extra-curricular activities. When a student enters an activity, he/she is making a commitment to themselves, the coach/supervisor, fellow students, the school and community. One is asked to make sacrifices for the betterment of the team or activity.

The following training rules are all formulated to improve the students' health and character. Any students with a serious concerned attitude will find no difficulty in following these training rules.

While at school functions, if a student is suspected of illegal possession, illegal use of drugs or alcohol or under the influence of such substance, the student will be evaluated by the school authority. In the event that it is determined that the student may be under the influence of drugs or alcohol and for the safety of the student, the parents and/or law enforcement will be contacted to pick up the student.

If a student becomes ill while at a school function, the school authority, to insure the safety of the student, will evaluate the student and, if warranted, will contact the student's parents.

The training rules for athletic teams and listed participant activities will be minimum standards for all sports and activities. Coaches/advisors may go above and beyond these standards provided they submit a handbook to administration and notify parents and participants of their policies. All participants will follow the NDHSAA rules and regulations where they apply and HHS also sets the equivalent regulations for those activities not covered by the NDHSAA.

ACTIVITIES COVERED BY TRAINING RULES

As well as any future activities, athletic or non-athletic, that may become part of the Hankinson High School program.

Athletic

- Football
- Volleyball
- Boys Basketball
- Girls Basketball
- Boys Track
- Girls Track
- Fast Pitch Softball
- Baseball
- Boys Golf
- Girls Golf
- Hockey
- Cheerleading
- Gymnastics

Non-Athletic

- Science Fair
- Speech
- Music/Choir
- Drama
- Homecoming Events
- Prom and other dances
- Field Trips
- Newspaper
- Yearbook
- Student Council
- Washington, D.C. Trip
- FFA
- Awards Ceremonies/Banquets
- Academic Competitions
- Rotary Student of the Month

GENERAL TRAINING RULES FOR ACTIVITIES

1. Use or possession of tobacco or alcohol, illegal use or possession of narcotics or habit-forming drugs and vaping is prohibited. A cumulative record of violations of this regulation, beginning when the student enters the seventh (7th) grade, will be kept in the principal's office. There will be a four-step penalty phase for violations.
1st Violation: six (6) week suspension from all activities
2nd Violation: eighteen (18) week suspension from all activities
3rd Violation: one (1) year suspension from all activities
4th Violation: suspension for remainder of high school career
Summer Violations: There will be no suspension for violations that occur between the last day of NDHSAA Class B activities and the first day of NDHSAA Class B activities the next school year. However, the violations will count as one of the four violation limit.
Carry Over Provision: Suspensions from violations that occur during the school year will have a carryover provision. If the suspension time period extends beyond the last day of NDHSAA Class B activities, it will be continued beginning with the first day of NDHSAA Class B activities for the next school year.
2. **"Guilt by Association"** is defined as being in close proximity to alcohol or drugs. If a student is in a car with contraband (alcohol or drugs) in it or if they are at a house party with contraband they are considered "guilty by association."
Note: A violation of this definition will result in a one calendar week suspension (not to exceed 3 contests) but will not count as one of the four-step violations listed above. Violations must be documented by either notification by law enforcement agencies, a written statement by an eye-witness, and/or other evidence proven to be true. Suspension begins the date guilt is established.
3. Reports of training rule violations from sources other than law enforcement will be handled as follows:
 1. Evidence proven to be true will result in a violation.
 2. Evidence from prior school years will not be considered for violations.
 3. Evidence proven to be true having taken place from the last day of NDHSAA Class B activities of previous year and first day of NDHSAA Class B activities of the current year will be considered summer violations.
4. All students will be on time and will attend all scheduled practices. Permission to miss a practice must be received from the coach before practice begins. The penalty for an unexcused absence from practice will be left to the discretion of that particular activity coaching staff or advisors.
5. Students who do not receive a passing grade in ALL subjects in the most recent grade check period will be ineligible to participate or travel with the activity until above criteria is met at the next grade check. As a rule, grade checks will take place on Wednesdays, when the calendar permits. If a student has not passed ALL academic classes at semester end, there is a minimum four week period of ineligibility. Students who fail a second semester class will begin their period of ineligibility on the first day of practice for fall activities. Students who fail a first semester class will begin their period of ineligibility the day that the semester grades are due to the office. Because school calendars change from year-to-year, the administration will set the dates for grade checks for the school year. Participation is defined by games, events, etc. Participation in practice will be determined by the coach/advisor.
If a student is ineligible the Hankinson School District will not be responsible for any expenses for the ineligible student. (meals, hotel rooms, tickets, etc.)
An activity is considered any school sponsored game, academic contest, public performance, etc., that is not a requirement for a class.
6. If students are suspended from school, they are also suspended from participating and/or attending all extra-curricular activities for that same period of time.
7. Awards may be given in each activity if the student participates in all practices and games/performances allowed by the coach or supervisor.
8. The head coach or supervisor of each activity has the immediate authority over his/her participants. The coach or supervisor is the person to see about positive or negative information concerning the program.

TRANSPORTATION TO AND FROM ACTIVITIES

When Hankinson Public School provides transportation to and from activities, students are expected to ride on school provided transportation.

The following exceptions apply:

- If students will be leaving from or going to a school sponsored activity with an other adult other than a parent or with the school's transportation, prior administrative approval must be obtained.
- Coaches and advisors may check out students directly to their parents after an activity.
- In the event of an emergency students may be released to an adult other than a parent (family, medical, accident, etc.) with administrative approval.

ADMISSION TO SPORTING EVENTS AND BEHAVIOR EXPECTATIONS

At Hankinson Public School, we believe that athletics are an extension of the classroom, and as such, all student athletes, student spectators, district personnel, and public spectators are expected to demonstrate respect, integrity, and good sportsmanship at all times. Below are the rules of conduct for all athletic events.

- Respect the American flag and the National Anthem.
- Spectators must wear appropriate clothing. Those who do not comply or who wear clothing that is vulgar, obscene or that in some other way inappropriate, as determined by school/tournament personnel, will be removed from the facility if they do not cooperate with this behavior expectation.
- The use of appropriate language is expected at all times. Profanity, negative chants, trash talk, name-calling, personal attacks or other acts of disrespect are unacceptable and must be immediately addressed by school/tournament administrators. Any discriminatory slur will result in immediate removal from the facility.
- Any attendee ejected from a NDHSAA regular season or tournament contest will incur a minimum two week suspension from activities.
- Respect the game/contest. Under no condition shall anyone other than the members of the official squad enter the playing surface. No one may interfere with the contest in any way.
- Handheld signs and flags, which do not obstruct the view of others, are permitted provided they are in good taste. Signs or other similar items contest/tournament officials deem to be in poor taste will be removed. Message or "white" boards are prohibited. The carrying of flags around the playing surface is NOT allowed.
- Artificial noisemakers of any kind (i.e. megaphones, cowbells, sirens, whistles, thunder sticks, and other similar items) are not allowed at any indoor events, including outdoor sports played at indoor venues. Exception – Megaphones appropriately used by cheerleaders are permitted if allowed by contest officials.
- Laser lights or any other lights deemed distracting to participants are strictly prohibited.
- The use of unmanned aerial vehicles (UAV), also known as drones, is prohibited at all contests.
- Loitering or horseplay in the halls or gymnasium is not permitted.

All students will be admitted to home sporting events at no additional cost, with the exception of post-season events.

RULES GOVERNING PROM

Students in grades 11-12 may attend the prom and any further prom activities. Guests from lower grades (9-10) may be invited and students may invite older individuals. Individuals in grade 8 or lower and individuals age 21 or over may NOT attend prom. This rule also applies to any post-prom activities sponsored by other organizations. Students bringing guests from out of town must fill out a form with the office a minimum of one week prior to prom.

Spectators are welcome to visit the prom to watch the introduction of the participants and the grand march. All spectators are asked to leave following the grand march, at which time the doors will be locked.

Any students leaving after the doors are locked are not allowed to return. Students must bring any bags or changes of clothing into the building prior to the start of the grand march. Students will NOT be allowed to leave the building to retrieve their change of clothing after the grand march.

Prom decorations are not to be destroyed or taken down prior to permission from the advisor. Disregard for this rule will be expulsion from the activity.

Chaperones are to use their judgment in regard to proper lighting for the prom. If the band/DJ does not have enough lights to light up the floor, the chaperones have the authority to use gym lights.

The use of tobacco or alcohol products is prohibited. Law enforcement may be notified when legally justified. Students in violation of rules may be ejected from prom and can also be expected to receive additional punishment from the school administration.

EXTRA-CURRICULAR ACTIVITIES

The following extra-curricular activities are sponsored by Hankinson High School. All of these activities, including those not mentioned, are subject to the rules of participation and conduct set forth by Hankinson High School:

Yearbook Staff

The purpose of yearbook staff is to create a Hankinson High School annual yearbook. Students in grades 9-12 are allowed to join the yearbook staff. Students participating will construct the yearbook through web based software. Photographs will be taken and edited from a variety of activities for inclusion in the yearbook. Other duties assigned by the advisor may include fundraising activities or school event coverage.

Concessions

Selling of concessions will be assigned to school clubs by the administration. This will be determined by need. No concessions will be sold without the knowledge of the advisor.

Student Council

The purpose of Student Council is to develop attitudes of and practice in good citizenship, to improve student-teacher relations, promote harmonizing relations throughout the entire school, improve school morale, assist in the direction of student activities, promote the general welfare of the school, and charter school clubs and organizations that were not formed prior to Student Council.

Student Council member must apply annually and are selected by the advisor. Seniors, juniors, sophomores, and freshmen will represent their classes on the Student Council. Student Council will consist of 10-15 members. The goal is to maintain an even representation by both males and females.

The advisor may alter the number of representatives per grade, when applications deem it necessary. Of these students a president and vice president will be elected.

President – responsible for meeting with the principal on a regular basis, responsible for conducting student council meetings, making final decisions, asking for volunteers and/or assigning responsibility, and monitoring that projects progress in a timely manner.

Vice President – responsible for working with the president to prepare for meetings, assisting the president, and helping the president monitor that projects progress in a timely manner.

Secretary – responsible for taking minutes at each meeting, submitting minutes to the advisor and each class representative.

Treasurer – responsible for tracking income and expenses of the Student Council account, and reporting the account balance at each meeting.

Student Council Members – responsible for bringing ideas to meetings, working to move projects along, and bringing concerns to the council from their peers

Student Council members are required to attend all meetings, participate in all projects, and actively participate in student council.

Science Fair

The purpose of the science fair is to promote additional education in the field of science through "hands-on" involvement. Students who participate in the science fair develop a project that is displayed in the Regional Science Fair. Projects are judged and those considered exceptional may continue to state and international contests.

Cheerleading

Cheerleaders will sign up for cheer squads each spring, if there is interest from the student body. Cheerleaders are elected for the next school year. Six cheerleaders will be selected for each varsity girls and boys basketball and varsity football squads. All girls in grades 9 -12 may try out for the varsity/junior varsity athletic squads. Five cheerleaders will be selected for each junior varsity girl's and boy's basketball squads. Junior high cheerleaders shall consist of no more than five members of the 7 & 8 grades and will cheer for the junior high football and basketball teams.

Cheerleaders will be selected by a committee of faculty members, student council members, and class officers. Cheerleaders will be judged on pep, jumps, ability to work with others, coordination, and voice. It is at the discretion of the advisors and Administration to determine if two squads (varsity and junior varsity) will be selected.

Cheerleaders are considered athletes and must abide by the participation and conduct requirements set forth by the NDHSAA and the Hankinson High School.

Pep Band

- High School Band - Band members are required to play at select home basketball, football games, Homecoming, and other events as scheduled by the instructor.
- Junior High Band - Each junior high band member present at the football and basketball games are required to play and be on time. Junior high band members not present are excused. Junior high band members will receive extra credit points. Junior high band members are required to play for Homecoming.
- Be On Time!
Each band member must be on time and their music must be in the correct order.
- Exceptions - Junior varsity players and cheerleaders will join the band immediately following the junior varsity game.
- Excused Attendance
 - Band members who are athletes involved in the varsity team (varsity athletes will receive the allotted points toward their quarter grade)
 - Inclement weather for those who have to drive in from the country
 - Illness
- Grading - Each band member will receive points for each game. Points may be deducted for the following: tardiness, no music, not ready to play, no instrument, and no lyre. *Pep band attendance points are part of the students' grade.*

NON-ATHLETIC AWARDS

Drama

Pins will be awarded to drama participants for successfully taking part in a production.

Honor Students

The top three honor students will speak at graduation. All honor students will be recognized during commencement exercises.

Mathematics

Awards will be given to participants in math competitions at the discretion of the advisor.

Newspaper

Pins will be awarded to members of the newspaper staff at the discretion of the advisor.

Science Fair

Pins will be awarded to science fair participants at the discretion of the advisor.

Speech

Pins will be awarded to speech participants at the discretion of the advisor.

Student Council

Pins will be awarded to all members of the student council.

Yearbook

Pins will be awarded to members of the yearbook staff at the discretion of the advisor.

LETTER AWARDS**Basketball**

- A letter will be awarded to a participant for two years of service. This service may be on the varsity or junior varsity level or a combination of both.
- A letter will be given to a participant if they are on a district tournament team. (This will apply only to seniors who have not received a previous letter)
- A single year letter is determined by the number of quarters equal to 1/2 of the total games per season (this applies to varsity only).
- An athlete sustaining an injury that prevents them from meeting the requirements to earn a letter will be awarded a letter for the season at the discretion of the coach.
- An athlete will not receive a letter if they default during the season.

Cheerleading

A letter will be awarded to varsity cheerleaders the first time they earn a letter. A football or basketball emblem will be awarded for the varsity the first year they are on the varsity squad. Service bars are awarded if they letter more than one year. Junior varsity is awarded a megaphone emblem and a bar for a successful year and a bar for their second year on that squad.

Drama

A student must meet one or more of the following requirements for earning a letter:

- Successfully participate in a full production of a 2 or 3 - act play. This includes attending all rehearsals (unless approved by advisor) and assisting with the necessary extra duties of production including, but not limited to: props, make-up, costumes, lighting, and student directing.
- Successfully participate in the stage crew for a full production of a 2 or 3 act play.
- Participate in minor roles (not necessarily limited to speaking parts) for a minimum of two productions; this includes, but is not limited to: costumes, speaking parts, stage crew, handing out programs, props, make-up, student directing, and lighting.
- Any student who does not meet the above requirements may still earn a letter at the discretion of the advisor.

Football

A letter will be awarded to a participant for two (2) years of service. This service may be on varsity or junior varsity, or a combination of both. This will start as a sophomore and the participant will letter in their junior year.

- A letter will be awarded to a participant if they are on a playoff travel team. This will apply only to seniors who have not received a previous letter.
- A single year letter is determined by the number of quarters equal to ½ of the total games per season. This applies to varsity only.
- An athlete sustaining an injury that prevents them from meeting the requirements to earn a letter will be awarded a letter for the season at the discretion of the coach.

- Athletes will not receive a letter if they default during the season.

Golf

An individual may be awarded a letter in golf if any of the following criteria are met:

- Placing in a meet on an individual basis.
- Be a member of the playing squad that qualifies for the state tournament.
- Participate in golf two consecutive years.

Students must complete the season in which they are participating to fulfill letter requirements. Injuries, illness, and other season ending situations will be taken into consideration by the administration and coaching staff.

Music

A letter will be awarded if a participant earns a star rating at the regional music festival and participates at state competition or participates in the All-State Honor Band/Orchestra or Choir.

A letter will be awarded if a participant meets three of seven of the following requirements:

- Help in fundraisers as a captain or take on specific extra duties
- Be a band officer
- Do a solo (Band: Instrumental or Choir: Vocal)
- Be in a small ensemble (duet, trio, quartet...)
- Accompany an ensemble, solo, or choir.
- Jazz band member or vocal jazz member
- Participate in an audition for any one honor band/choir/orchestra

Science Fair

Students must participate at a regional science fair for two years or be a state fair participant to receive a pin, letter, and bar.

First year participants will receive a science pin or if they participate at a state science fair they will also receive a letter and bar.

International science & engineering fair finalists will receive plaques.

All science fair participants will respect and observe the Hankinson High School training rules.

Speech

A student must meet on or more of the following requirements to earn a letter:

- Place in the top five at two or more speech meets.
- Qualify for the regional meet and place in the top ten.
- Qualify for the state meet.
- Participate in speech for a minimum of two years.

Track

A letter will be awarded if a participant scores in a varsity track meet.

Athletes must complete the season through the regional meet or state meet, if qualified.

Volleyball

A letter will be awarded to a participant if they are on a region final four tournament team.

A single year letter is awarded to varsity players who play in ten or more games per season.

An athlete sustaining an injury that prevents them from meeting the requirements to earn a letter will be awarded a letter for the season at the discretion of the coach.

An athlete will not receive a letter if they default during the season.

APPENDIX: POLICIES AND NOTIFICATIONS

POLICY AAC - NONDISCRIMINATION AND ANTI-HARASSMENT POLICY

General Prohibitions

The Hankinson School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law.

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

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

Definitions

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

- a. It is quid pro quo, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade).
- b. It creates a hostile environment, meaning unwelcome sexual conduct or communication that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the school's program(s). For employees, a hostile environment is created when submission to unwelcome sexual conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- *Sexual harassment examples* include:
 - a. Sexual or "dirty" jokes;
 - b. Sexual advances;
 - c. Pressure for sexual favors;
 - d. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
 - e. Displaying or distributing of sexually explicit drawings, pictures, and written materials;
 - f. Graffiti of a sexual nature;
 - g. Sexual gestures;
 - h. Touching oneself sexually or talking about one's sexual activity in front of others;
 - i. Spreading rumors about or rating other's sexual activity or performance
 - j. Remarks about an individual's sexual orientation; and
 - k. Sexual violence including rape, sexual battery, sexual abuse, and sexual coercion.
- *Title II of the Americans with Disabilities Act* extends the prohibition on discrimination established by Section 504 to all services, programs, and activities of State and local government entities.
- *Title IX* is a federal law that protects people from discrimination, based on sex, in education programs or activities that receive federal financial assistance.

Complaint Filing Procedure

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

Confidentiality

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

Complaint Recipients

If any district employee receives a discrimination or harassment complaint, the employees shall forward it to the appropriate grievance coordinator. All district employee must receive training on their reporting duties.

Policy Training and Dissemination

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

Grievance Coordinators

The Title IX coordinator's responsibilities include overseeing the district's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. The Title IX Coordinator must have knowledge of the requirements of Title IX, of the district's policies and procedures on sex

discrimination, and of all complaints raising Title IX issues throughout the District. To accomplish this, the Title IX Coordinator must be informed of any report or complaint raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates the Superintendent as the Title IX Coordinator. He/she may be contacted at: 415 1st Ave. SE, Hankinson, ND 58041 or (701) 242-7516.

The 504/Title II coordinator's responsibilities include overseeing the district's response to disability discrimination reports and complaints. The 504/Title II Coordinator must have knowledge of the requirements of Section 504 and Title II, of the district's policies and procedures on disability discrimination, and of all complaints raising Section 504/Title II issues throughout the District. To accomplish this, the 504/Title II Coordinator must be informed of any report or complaint raising Section 504/Title II issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates the Superintendent as the 504/Title II Coordinator. He/She may be contacted at: 415 1st Ave. SE, Hankinson, ND 58041 or (701) 242-7516.

The Nondiscrimination coordinator's core responsibilities include overseeing the district's response to discrimination and harassment reports and complaints that do not include sex or disability, but instead the other protected statuses. The Board designates the Superintendent as the Nondiscrimination Coordinator. He/She may be contacted at: 415 1st Ave. SE, Hankinson, ND 58041 or (701) 242-7516.

The Title IX, 504/Title II, and Nondiscrimination Coordinators, and any other school official responsible for the investigation of discrimination complaints, shall receive training. This training must include:

1. The definition of discrimination, harassment, and retaliation;
2. The handling of complaints under the Discrimination and Harassment Grievance Procedure (AAC-BR); and
3. The applicability of confidentiality requirements.

Complementary Documents (may contain items not adopted by the Board)

- AAC-BR1, Discrimination and Harassment Grievance Procedure
- AAC-E1, Filing a State or Federal Discrimination and Harassment Complaint
- AAC-E2, Discrimination and/or Harassment Complaint Confidentiality Assessment
- AAC-E3, Discrimination and/or Harassment Training Requirements for Students and Employees
- AAC-E4, Reasonable Accommodation Request Physician Form
- FGDB, Student Handbooks

End of Hankinson School District #8 Policy AAC Amended: 03/12/18

POLICY AAC-BR1 - DISCRIMINATION AND 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 contained in this regulation supersedes the district's policies regarding complaints about personnel and bullying.

Retaliation Prohibited

The District prohibits retaliation for an individual's participation in and/or initiation of a discrimination and/or harassment complaint investigation, including instances when a complaint is not substantiated. The consequences for violating this prohibition are delineated in the nondiscrimination and anti-harassment board policy, coded AAC.

Complaint Filing Format and Deadlines

A complaint may be filed verbally or in writing and should be filed as soon as possible after the discrimination, harassment, or retaliation allegedly occurred. Delays in filing a complaint may cause difficulties in the investigation.

With Whom Complaints May be Filed

A complaint may be filed with any district employee. District employees are required to report any discrimination or harassment to the appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) when they knew (e.g., received a complaint, directly observed it) or should have known it was occurring (e.g., overheard students talking about an incident, saw discriminatory or harassing graffiti or vandalism on school property). Failure by a district employee to report under this regulation may result in disciplinary action.

Initiating Complaint Resolution Procedure

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

Prohibition on Meeting with the Accused

At no time during the informal or formal resolution process shall the complainant be required to meet with the accused. If the appropriate grievance coordinator assigned to conduct or oversee the investigation is the accused, the Superintendent, or Board President (if the Superintendent is the accused), shall designate a different individual (which may be a third party) to carry out the accused's responsibilities associated with the investigation.

Third-Party Assistance

A school official responsible for conducting or overseeing discrimination and/or harassment investigations is authorized to receive assistance from the district's legal counsel throughout the process.

Investigation Timeframes

The informal resolution procedure must be completed within 30 days of a district employee reporting the complaint or incident to the appropriate grievance coordinator, unless the investigator documents reasons for delays and communicates these reasons to the complainant and accused. The formal resolution procedure must be completed within 60 days of a district employee reporting the complaint or incident to the appropriate grievance coordinator or a complainant or accused terminating the informal complaint procedure, unless the investigator documents reasons for delays and communicates these reasons with the complainant and accused. Acceptable reasons for delays include extended school breaks when witnesses are not available, and complex cases involving multiple witnesses.

Interim Measures

Pending the final outcome of an informal or formal resolution, the District shall institute interim measures to protect the complainant and inform him/her of support services available. Interim measures may include a district-enforced no contact order, schedule changes, academic modifications for the complainant, and/or school counseling for the complainant. These interim measures should have minimal impact on the complainant. If the accused is a student, interim measures should also take into consideration the accused student's educational rights.

Informal Resolution Procedure

This procedure may only be used when mutually agreed to by the complainant, the accused and the appropriate grievance coordinator. This procedure may not be used when the alleged discrimination and/or harassment may have constituted sexual violence or any other crime. The formal resolution procedure must be used whenever the informal procedure is not permitted.

During the informal resolution process, the investigator shall gather information necessary to understand and resolve the complaint. Based on this fact-gathering process, the investigator shall propose an informal resolution, which may include requiring the accused to undergo training on discrimination and/or harassment, requiring all students and staff to undergo such training, instituting protection mechanisms for the complainant, and/or holding a formal meeting with the accused to review the nondiscrimination and anti-harassment policy and discuss the implications

of violating it. Both the complainant and the accused must agree to the informal resolution before it can be instituted.

The appropriate grievance coordinator shall monitor the implementation and effectiveness of the formal resolution procedure and initiate the formal resolution procedure if discrimination and/or harassment persists.

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

Formal Resolution Procedure

This procedure must be used whenever the informal resolution procedure is not used.

Whenever alleged discrimination or harassment may have constituted a crime, the Superintendent should contact law enforcement and enter into a memorandum of understanding concerning sharing of evidence and coordination of the investigation. However, the District shall proceed with its investigation and this resolution procedure, regardless of the criminal investigation or outcome.

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

The fact-gathering portion of the investigation must be completed as soon as practical.

Investigation Report

After the fact-gathering process is complete under the formal resolution procedure, the appropriate grievance coordinator shall complete a written report containing a determination of whether allegations were substantiated, whether the nondiscrimination and anti-harassment policy was violated, and recommendations for corrective action, if any. The appropriate grievance coordinator shall assess if discrimination and/or harassment "more likely than not" occurred based on the following criteria:

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

The investigation report must indicate if any measures are to be instituted to protect the complainant. Such measures may include extending any interim protection measures taken during the investigation. The report must also inform the complainant of support services available, which at a minimum must include offering school counseling services if the complainant is a student.

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

Disciplinary Action

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

The appropriate grievance coordinator along with the building principal shall determine if a recommendation for expulsion for an accused student should be made.

The appropriate grievance coordinator along with the Superintendent shall determine if a recommendation for discharge for an accused employee should be made.

If this recommendation is made and a hearing is required, the hearing must be held in accordance with district policy and law.

Both the complainant and accused shall have an equal right to attend the hearing, have a representative and parent (if student) present, present evidence, and question witnesses.

The complainant may choose to appoint a representative to participate in the hearing in his/her stead.

Notice of Outcome

Both the complainant and the accused must be provided written notice of the outcome of the complaint.

Nothing shall prevent the parties from seeking judicial redress through a court of competent jurisdiction or through any applicable state or federal complaint procedures.

Investigation Materials

Investigation materials must be retained by the appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) for at least six years.

End of Hankinson School District #8 Board Reg. AAC-BR1

Amended: 03/12/18

POLICY ABBA - NORTH DAKOTA'S COMPREHENSIVE MODEL SCHOOL POLICY FOR TOBACCO USE

Definitions

For purposes of this policy:

- *Electronic smoking device* means any device that can be used to deliver aerosolized or vaporized nicotine to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, or e-hookah.
- *Possession of Tobacco Products* means:
 - c. Actual physical possession of the tobacco product while on school property;
 - d. Use or consumption of the tobacco product while on school property;
 - e. Tobacco product located in the student's locker, car, handbag, backpack, or other belongings while on school property; or
 - f. Appearance by a student on school property after having consumed or ingested the tobacco product that is noticeable by breath odor.
 - *Smoking* means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco, nicotine, or plant product intended for inhalation, including hookah and marijuana, whether natural or synthetic. "Smoking" also includes the use of an electronic smoking device. This excludes any FDA-approved nicotine replacement therapy.
 - *School property* is defined in NDCC 15.1-19-10(6)(c) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
 - *Tobacco product* means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not

limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also includes any electronic smoking device.

- *Tobacco use* means smoking and the heating, inhaling, chewing, absorbing, dissolving, or ingesting any tobacco product.

Rationale for Regulating Possession and Use

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

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

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

Use and Possession Prohibitions

- **Students:** Possession and/or use of tobacco products by students on school property is prohibited at all times.
- **Staff/Visitors:** The use of tobacco products by all school employees and visitors on school property is prohibited.

This policy includes all events on school property that are not sponsored by, or associated with, the school at all times.

- c. **Additional:** The District will not allow advertising of tobacco products on school property or in any school publications. This includes clothing that advertises tobacco products.

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

Communicating to Students, Staff, and Public

This policy will be printed in employee and student handbooks. The District shall comply with all smoking prohibition posting requirements in NDCC 23-12-10.4 and post such notices in other highly visible places in all district schools and property, such as, but not limited to: school playgrounds, athletic fields, and school-sponsored events (on district property). Parents will be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy communitywide.

Responsibility for Violations

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

Tobacco Cessation Services

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

Complementary Documents (may contain items not adopted by the Board)

- DEAA, Drug and Alcohol Free Workplace
- FF, Student Conduct and Discipline
- FFE, Extracurricular Participation Requirements
- HDD, Gifts and Bequests
- KAAA, Visitors in Schools
- KAAA-AR, Visitors in Schools Regulations

POLICY ABCC - WELLNESS POLICY

District Wellness Committee

The Board shall form a district wellness committee to develop the wellness policy and perform additional duties described. The Board encourages parents, students, school food service representatives, teachers of physical education, school health professionals, school board members, school administrators, and the public to participate in the development, implementation, and periodic review and update of the school wellness policy.

The District Wellness Committee shall determine the best methods for these individuals and groups to participate in meetings and shall provide information about the participation processes to others using appropriate, effective, and cost-efficient methods.

The District Wellness Committee shall meet quarterly to develop a plan for implementing the wellness policy in each school. The implementation plan shall delineate roles, responsibilities, and timelines specific to each school and set goals and objectives in accordance with the requirements of this policy.

The District Wellness Committee shall work with the Superintendent to evaluate each implementation plan. The Superintendent shall designate one individual per school building to ensure building-level compliance with this policy. The name of each designee must be listed in administrative regulations (see ABCC-AR). Each designee shall collect, summarize, and report evaluation data to the committee.

At least once every three years, the District Wellness Committee shall conduct an assessment of the wellness policy and comply with all reporting requirements mandated by federal law. The District Wellness Committee shall provide the assessment to the Board and disseminate it publicly on the district's website.

The District Wellness Committee may recommend amendments to the wellness policy for board consideration, based on the results of the assessment; changes in district priorities; changes in community needs; changes in wellness goals; advances in health science, information, and technology; new federal or state guidance; or the issuance of new standards or regulations.

Annually, the District shall disseminate the wellness policy to staff, students, parents, and the public by publication in student handbooks and posting on the district website. The District shall also inform parents regarding improvements that have been made to school meals and compliance with school meal standards, the availability of child nutrition programs and how to apply; as well as the USDA Smart Snacks in Schools nutrition standards.

The District shall retain all wellness policy records mandated by federal law.

Physical Activity

In addition to state standards and mandates¹ related to physical education, the District should strive to make opportunities available for students to be physically active.

The goals of physical activity programs must be to:

- Develop students' knowledge and skills necessary to perform a variety of physical activities;
- Assess, maintain and improve personal fitness;
- Regularly participate in physical activity;
- Understand the short- and long-term benefits of physical activity; and
- Value and enjoy physical activity as an ongoing part of a healthy lifestyle.

¹ <https://www.nd.gov/dpi/SchoolStaff/SafeHealthy/HealthEducation/>

Students with disabilities and other special health needs may participate as fully as possible in physical education and other school physical activity programs. Teachers and other school personnel shall not withhold opportunities for physical activity (e.g., recess, physical education class) as punishment.

Nutrition Education and Promotion

The District shall teach, model, and support healthy eating in grades K-12 through the curriculum and through other promotional methods². The District should strive to:

- g. Educate teachers and other staff members responsible for nutrition education (e.g., provide training regarding the [Dietary Guidelines for Americans](#) and how to teach them);
- h. Identify and implement methods to educate family members about district nutrition standards and goals as well as involve them in program development and implementation;
- i. Integrate nutrition education into core curricula that is aligned with state standards and requirements;
- j. Include developmentally appropriate, culturally relevant and participatory activities in the nutrition curriculum;
- k. Emphasize caloric balance between food intake and physical activity;
- l. Provide students with the knowledge and skills necessary to promote and protect their health;
- m. Promote fruits, vegetables, whole-grain products, low-fat dairy products, healthy food preparation methods, and accurate portion sizes; and
- n. Promote healthy food and beverage choices for all students as well as encourage participation in school meal programs.

Nutrition promotion must be implemented through the use of evidence-based healthy food promotion techniques (e.g. Smarter Lunchroom techniques³). All foods and beverages offered to students during the school day must meet or exceed the USDA Smart Snacks in Schools nutrition standards.

The District Wellness Committee may develop a list of activities that will help the District achieve the above goals.

Other School-Sponsored Activities

The District shall seek to promote the physical activity and nutrition goals of this policy through other activities that are practical, implementable, and within district budgetary and statutory parameters. The goals of these other activities shall reinforce the nutrition promotion, nutrition education, and/or physical activity goals set forth above. Activities implemented under this provision may be offered to students, parents, and/or district staff.

The District Wellness Committee may develop activities and programs that will help the District achieve its goals. Such activities and programs may include before-school and after-school physical activities, active transport programs, staff wellness programs, staff professional development programs related to wellness, alternatives to using food as rewards, healthy celebration/party ideas and fundraisers, as well as community partnership programs.

Nutrition Standards

The District shall comply with applicable nutrition standards established in federal regulations for all reimbursable meals, e.g., the National School Breakfast and Lunch program. The District also operates additional nutrition-related programs and activities including Fresh Fruit & Vegetable Program or others. The District shall comply with the USDA Smart Snacks in School nutrition standards for all competitive foods and beverages sold on school grounds during the school day to students, including those foods and beverages provided at celebrations and parties and classroom snacks brought by staff or family members. The District shall not allow foods and beverages at a free or discounted price if those foods do not meet the USDA's Smarter Snacks in Schools nutrition standards. Non-food celebrations and rewards shall be promoted and a list of ideas made available to staff and family members.

² <https://www.healthiergeneration.org/programs/>

³<http://smarterlunchrooms.org/ideas>

Foods purchased to raise funds must meet the USDA's Smart Snacks in Schools nutrition standards. The District may also encourage fundraising ideas that are non-food related.

Exception to Competitive Food and Beverage Sales

Each school year, schools within the District may hold up to three fundraisers that do not comply with federal nutrition standards for competitive food and beverage sales. The Superintendent shall develop rules for requesting and receiving approval to hold fundraisers under this exception. The fundraiser may occur during school hours, but not during school meal times.

Standards for competitive food and beverage sales do not apply to foods and beverages sold off school grounds and foods and beverages sold on school grounds more than 30-minutes after the school day until midnight of the next school day.

Hydration Standards

To promote hydration, unflavored drinking water that is free must be made available to all students throughout the school day and throughout every school. The District shall make drinking water available where school meals are served during mealtimes. In addition, students shall be allowed to bring and carry water bottles filled with only water throughout the day.

Marketing

The District permits the marketing of food items that meet or exceed the USDA's Smart Snacks in School nutrition standards. All advertising and promotions of food items, must be approved by the Superintendent, or an individual that has been appointed by the Superintendent to make such decisions. These standards do not apply to foods and beverages sold off school grounds.

Qualifications and Training

The District must comply with any applicable hiring requirements under federal regulations for new hires in the food service program. They must also comply with the annual training requirements under federal regulations for all food service personnel (see ABCC-E).

Complementary Documents (may contain items not adopted by the Board)

- ABCC-AR, Building-Level Wellness Policy Coordinators
- ABCC-AR2, Physical Activity and Recess Regulations
- ABCC-E, Hiring and Training Requirements for Food Services Staff
- ABCC-E2, Wellness Policy Assessment
- BBBB, School Board Committees
- BDA, Procedure for Adopting Board Policy
- BDBC, Citizens' Advisory Committees
- FGDB, Student Handbooks
- IB, Food Service Program
- IB-E2, DPI Requirements and Guidelines for Adult Meals
- IB-E3, Foods of Minimal Nutritional Value

End of Hankinson School District #8 Policy ABCC

Amended: 05/11/20

POLICY ACEA - BULLYING POLICY

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

the policy of the state and the District that students and school staff members shall not engage in bullying behavior while on school property.

Definitions

For the purposes of this policy:

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

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

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

- *School staff include all employees of the Hankinson School District, school volunteers, and sponsors of school-sanctioned activities.*
- *True threat is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.*

Prohibitions

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

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

Reporting Procedures for Alleged Policy Violations

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

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

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

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

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

Documentation and Retention

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

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

The form should be completed by an administrator when they:

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

2. Receive an oral report of an alleged violation of this policy.

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

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

Investigation Procedures

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

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

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

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

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

Reporting to Law Enforcement and Others Forms of Redress

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

Disciplinary and Corrective Measures

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

1. Require the student to attend detention.
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed.
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been

given notice of the charges against him/her and an opportunity to respond. Alternative placement of special education students will be handled in accordance with applicable policy.

4. Create a behavioral adjustment plan.
5. Refer the student to a school counselor.
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff.
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim.
8. If applicable, contact the administrator of the website or social media platform on which the bullying occurred to report it.

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

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

Victim Protection Strategies

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

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

Dissemination and Education

The District shall review and revise this policy as it determines necessary. A copy of this district bullying policy and any amendments must be filed with the Department of Public Instruction.

The District shall place this policy, in its entirety, in student and staff handbooks and ensure that it is explained and discussed with its students each school year. The District shall also develop and implement bullying prevention programs for all students and staff professional development activities. School administration may develop guidelines to assist students and staff with identifying bullying conduct.

Complementary Documents (may contain items not adopted by the Board)

- AAC, Nondiscrimination and Anti-Harassment Policy
- AAC-BR, Discrimination and Harassment Grievance Procedure
- AAC-E, Filing a State or Federal Discrimination and Harassment Complaint
- ACEA-E1, Bullying Policy Adoption and Dissemination Checklist
- ACEA-E2, Bullying Reporting Guidelines
- ACEA-E3, Student Reporting Form
- ACEA-E4, Staff Reporting Form
- ACEA-E5, Bullying/Harassment Investigation Protocol
- FF, Student Conduct

End of Hankinson School District #8 Policy ACEA

Amended: 05/11/20

POLICY FCAE - SUICIDE PREVENTION

Definitions

This policy defines the following:

- *At risk* means a student who has made a suicide attempt, has the intent to die by suicide, or has displayed a significant change in behavior suggesting the onset or deterioration of a mental health condition. The student may have thought about suicide including potential means of death and may have a plan. In addition, the student may exhibit feelings of isolation, hopelessness, helplessness, and the inability to tolerate any more pain.
- *Mental health* means a state of mental and emotional being that can impact choices and actions that affect wellness. Mental health problems include mental and substance use disorders.
- *Postvention* means a crisis intervention strategy designed to reduce the risk of suicide and suicide contagion, provide the support needed to help survivors cope with a suicide death, address the social stigma associated with suicide, and disseminate factual information after the suicide death of a member of the school community.
- *Risk assessment* means an evaluation of a student who may be at risk for suicide, conducted by the appropriate school staff (e.g., school psychologist, school counselor, or school social worker). This assessment is designed to elicit information regarding the student's intent to die by suicide, previous history of suicide attempts, presence of a suicide plan and its level of lethality and availability, presence of support systems, and level of hopelessness and helplessness, mental status, and other relevant risk factors.
- *Risk factors for suicide* means characteristics or conditions that increase the chance that a person may try to take his or her life. Suicide risk tends to be highest when someone has several risk factors at the same time. Risk factors may encompass biological, psychological, and or social factors in the individual, family, and environment.
- *Suicide Death* means death caused by self-directed injurious behavior with any intent to die as a result of the behavior. *(Note: The coroner's or medical examiner's office must first confirm that the death was a suicide before any school official may state this as the cause of death.)*
- *Suicide attempt* means a self-injurious behavior for which there is evidence that the person had at least some intent to kill themselves. A suicide attempt may result in death, injuries, or no injuries. A mixture of ambivalent feelings such as wish to die and desire to live is a common experience with most suicide attempts. Therefore, ambivalence is not a sign of a less serious or less dangerous suicide attempt.
- *Suicidal behavior* means suicide attempts, intentional injury to self-associated with at least some level of intent, developing a plan or strategy for suicide, gathering the means for a suicide plan, or any other overt action or thought indicating intent to end one's life.
- *Suicide contagion* means the process by which suicidal behavior or a suicide influences an increase in the suicidal behaviors of others. Guilt, identification, and modeling are each thought to play a role in contagion. Although rare, suicide contagion can result in a cluster of suicides.
- *School property* is defined in NDCC 15.1-19-10(6)(c) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

Purpose

The purpose of this policy is to protect the health and well-being of all district students while on school property by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide. The District:

- o. Recognizes that physical, behavioral, and emotional health is an integral component of a student's educational outcomes;
- p. Further recognizes that suicide is a leading cause of death among young people;
- q. Has an ethical responsibility to take a proactive approach in preventing deaths by suicide; and
- r. Acknowledges the school's role in providing an environment which is sensitive to individual and societal factors that place youth at greater risk for suicide, and one which helps to foster positive youth development.

PREVENTION

District Policy Implementation

A district Suicide Prevention Coordinator shall be designated by the Superintendent. This may be an existing staff person. The District Suicide Prevention Coordinator shall be responsible for planning and coordinating implementation of this policy for the District. Each school principal shall designate a school Suicide Prevention Coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. This may be an existing staff person. All staff members must report students they believe to be at elevated risk for suicide to the school Suicide Prevention Coordinator.

Staff Professional Development

All staff shall receive biennial professional development on risk factors, warning signs, protective factors, response procedures, referrals, postvention, and resources regarding youth suicide prevention.

The professional development may include additional information regarding groups of students at elevated risk for suicide, including those living with mental and/ or substance use disorders, those who engage in self-harm or have attempted suicide, those in out-of-home settings, those experiencing homelessness, American Indian/Alaska Native students, LGBTQ (lesbian, gay, bisexual, transgender, and questioning) students, students bereaved by suicide, and those with medical conditions or certain types of disabilities.

Additional professional development in risk assessment and crisis intervention may be provided to school-employee mental health professionals and school nurses.

Youth Suicide Prevention Programming

Developmentally-appropriate, student-centered education materials shall be integrated into the curriculum of all K-12 health classes. The content of these age-appropriate materials may include:

- The importance of safe and healthy choices and coping strategies.
- b. How to recognize risk factors and warning signs of mental disorders and suicide in oneself and others.
- c. Help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help. In addition, schools may provide supplemental small group suicide prevention programming for students.

Publication and Distribution

This policy must be distributed annually and included in all student and employee handbooks, and on the school website.

Complementary Documents (may contain items not adopted by the Board)

- FCAE-BR, Suicide Prevention Procedures

End of Hankinson School District #8 Policy FCAE

Amended: 05/11/20

POLICY FCAF - CONCUSSION MANAGEMENT

The District shall comply with the concussion management program requirements contained in law (NDCC 15.1-18.2). The District has placed concussion signs and symptoms; removal from practice, training, and/or game requirements; return-to-play requirements, and staff, student, and parental training requirements in administrative regulations (FCAF-AR). These regulations shall be published in staff and student handbooks.

The Board has also established the following definitions and requirements for the purpose of implementing the concussion management program law.

Definitions

Law requires that all school-sponsored and sanctioned athletic training, practices, and games be governed by a concussion management program. The District has developed the following definitions for purposes of determining what constitutes athletic sponsorship and sanctioning:

- *School-sanctioned athletic activity* is a sport that:
 - s. Is not part of the district's curricular or extracurricular program;
 - t. Is established by a sponsor to serve in the absence of a district program;
 - u. Receives district support in multiple ways (i.e., not school facility use alone);
 - v. Requires participating students to regularly practice or train and compete.
 - w. The District has officially recognized through board action as a school-sanctioned activity.

The Board shall make all sanctioning decisions on a case-by-case basis, based on the criteria in this paragraph. As a condition of receiving school sanctioning, sponsors of the athletic activity shall agree to comply with this policy and the concussion management law. This includes agreeing to provide appropriate training and providing appropriate information to parents and students as required by law. The sponsor shall provide to the District documentation certifying that this training has occurred and students/parents have viewed required informational material on concussions prior to beginning the activity.

- School-sponsored athletic activity is a sport that the District has approved through policy or other board action for inclusion in the district's extracurricular program, is controlled and funded primarily by the District, and requires participating students to regularly practice, train, and compete.

Removal Decisions

Under the concussion management law, the District is authorized to designate removal-from-play authority to individuals who have direct responsibility for student athletes during practice, training, and/or games if a student reports or exhibits a sign or symptom of a concussion. The Athletic Director shall make this determination, and the Athletic Director shall ensure that such designees are aware of this responsibility and have undergone appropriate training in accordance with law before commencing duties.

Law also authorizes licensed, registered, or certified healthcare providers whose scope of practice includes recognition of concussion signs and symptoms to make removal decisions. The Athletic Director may consult with medical personnel to determine who has such credentials and who would be willing to assist in this regard. The District must compile a list of such individuals, which may be provided to all coaches. This measure in no way guarantees that a healthcare provider trained and credentialed in accordance with law will be present at athletic training, practices, and/or events nor shall the voluntary creation of this safety precaution be construed to create or assume any potential liability under local, state, or federal law or regulation.

High school students and minors who serve as coaches or officials are encouraged to work with an adult who has removal-from-play authority prior to removing a student from play.

If two or more individuals with removal-from-play authority disagree on whether or not a student must be removed, the determination must be made in the interest of the student's safety, meaning that the student shall be required to sit out and comply with return-to-play requirements contained in law.

Return to Play

The Board designates the Athletic Director to receive return-to-play documentation from a healthcare provider. This designee shall review the documentation, determine if the healthcare provider has placed any conditions on return to play, contact the healthcare provider for any necessary clarification on the authorization document, and communicate such information to applicable coach(es) and assistant coach(es). This designee shall also file return-to-play authorization documents in the student's educational record. This documentation must be retained for seven years after the student's enrollment or six years after a student turns 18, whichever is later.

Complementary Documents (may contain items not adopted by the Board)

- d. FCAF-AR, Concussion Management Program
- e. FCAF-E1, Concussion Management Removal From Play Authority

POLICY FFB - ATTENDANCE AND ABSENCES

The Hankinson 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 Absence 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:

- Medical documentation from an appropriate licensed healthcare provider;
- A copy of a court summons or subpoena;
- An obituary for funeral leave;
- Verification of planned or executed family travel (e.g., a boarding pass);
- A request from an official at the student's place of worship; or
- 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 impeded 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 academic and/or disciplinary sanctions due to unexcused absences. Accumulated absences in excess of ten per semester may result in academic and/or disciplinary consequences.

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

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. Student shall be required to complete make-up work in accordance with administrative regulations or will receive no credit for incomplete work.

Dissemination

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

Complementary Documents (may contain items not adopted by the Board)

- g. FFB-E, Accumulated Absence Letter to Parents
- h. FGDB, Student Handbooks

End of Hankinson School District #8 Policy FFB Amended: 05/11/20

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Hankinson School District #8, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Hankinson School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Hankinson School to include this type of information from your child's education records in certain school publications. These publications include, but are not limited to:

- A playbill, showing your student's role in a drama production
- Music activity programs
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity programs
- School web site

Generally, Hankinson School must have written permission from the parent or eligible student in order to release any information from a student's educational record. However FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- Companies that manufacture class ring
- Companies that publish yearbooks
- Organizations offering scholarships
- Sports publications (Hoopsters and Pigskin Previews)
- School officials with legitimate educational interest
- Other schools to which a student is transferring
- State educational agency for audit or evaluation of federal or state-supported programs or enforcement of or compliance with federal legal requirements relating to these programs

- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without prior written consent.

If you do not want Hankinson School to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by mid-term of the 1st quarter.

Hankinson School has designated the following information as directory information:

- Student’s name
- Participation in officially recognized activities and sports
- Address
- Telephone number
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Honors and awards received
- Date and place of birth
- Classes taken
- Dates of attendance
- Grade level
- Educational institutions attended

Parents or eligible students have the right to inspect and review the student’s educational records maintained by the school. Requests must be in writing to the Superintendent, who, within a reasonable time will set up a date and time (school working hours) when the records may be inspected and reviewed.

Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. Requests must be in writing to the Superintendent, who, within a reasonable time, will consider the request that the school correct records, and contact the parents or eligible students with the Superintendent’s decision.

If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Three years after graduation or three years after the termination of the provision of educational services to the student, all but the Permanent Record may be destroyed. The Permanent Record shall contain only name, address and phone number, the student record of grades, years enrolled, courses attended and grade completed. The Permanent Record shall be retained in perpetuity in the student’s resident district.

The District shall notify the parents of children in special education when personally identifiable information collected, maintained, or used by the District are no longer needed to provide educational services to the child. South Valley’s policy is 5 years. The contents of the student’s Special Educational Services Record except for a permanent record of the student’s name, address and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed, shall be destroyed when the information is no longer needed

to provide educational services to the child if the parents request destruction. If the parents do not request destruction, the Director of Special Education shall determine on a case by case basis whether to retain the entire record, taking into consideration the protection against improper and unauthorized disclosure and the child's potential need for the records, such as social security benefits.

ANNUAL ASBESTOS NOTIFICATION

Required by the AHERA Rule, 40 C.F.R. SS 763.93(g)(4)

Asbestos is a naturally-occurring mineral which has, until about 1980, been commonly used as a building material. It will not burn, is an excellent insulator, has great strength, is resistant to chemicals, and absorbs sound. Examples of asbestos-containing building materials (ACBM) are vinyl floor tile, sprayed-on acoustical ceiling materials, and pipe insulation. As ACBM deteriorate over time, or are disturbed by maintenance, renovation, or demolition activities, asbestos fibers are released into the air. Inhalation of these microscopic, airborne fibers has been proven to cause such deadly respiratory diseases as lung cancer and asbestosis (scarring of lung tissues). Uncontrolled asbestos contamination in buildings has been, and remains, a significant environmental and public health issue. In 1986, Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) to require public and private, secondary and elementary schools to identify ACBM in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the US Environmental Protection Agency finalized a regulatory program which enforces the AHERA mandate. These regulations are incorporated within the AHERA Rule (40 C.F.R. Part 763, Subpart E).

Upon confirmation of the presence of ACBM, an Asbestos Management Plan was developed for each of the school buildings in the School District by an asbestos management planner and accredited by the State of North Dakota. The Asbestos Management Plan(s) include a description of the measures currently being taken to ensure that the ACBM remaining in our school building(s) are maintained in a condition that will not pose a threat to the health of our students and employees.

In compliance with the AHERA Rule, the Hankinson School District had its school building(s) inspected by an asbestos inspector, accredited by the State of North Dakota. During that inspection, areas of suspect ACBM were identified. The type and condition of these ACBM were noted. Samples were taken of some of the suspect ACBM. Laboratory analysis of these samples confirmed the presence or absence of ACBM. Suspect ACBM not sampled and analyzed were assumed to contain asbestos. Confirmed and/or assumed ACBM currently remain in certain locations in our school building(s).

A copy or copies of the Asbestos Management Plan(s) is/are available for your review in the School District administrative office during regular office hours.