

# Divide County School District

## Student-Parent

## Handbook

**2025-26**



*Home of the Maroons*

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PROVIDING ALL STUDENTS WITH THE OPPORTUNITY TO LEARN AND BECOME  
RESPONSIBLE, PRODUCTIVE CITIZENS.

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“The function of education is to teach one to think critically. Intelligence plus character - that is the goal of true education.” Martin Luther King, Jr.

### **Message to Elementary Families**

All DCE families are valued members of our DCE Team! There is a direct correlation between family involvement and a student's success in school. You are encouraged to maintain communication with your student, teachers, and principal, in order to be actively involved in your student's education. Your student's teacher will communicate with you in a variety of ways – DC App, PowerSchool, emails, private messages, phone calls, etc. Stay informed by activating your PowerSchool access and downloading the DC App. Please contact your student's teacher throughout the year when you have a question or concern about your student's progress, behavior, or other matter. The DCE staff will do the same to communicate concerns and celebrations with you. Let's work together!

### **Message to High School Students**

Welcome to Divide County High School. I am excited to start the new school year! I hope you take advantage of the educational and extra-curricular opportunities provided for you at DCHS. Education and learning extend beyond high school and are life-long skills that no one can take from you. Use your time at DCHS to explore life skills that you can use in your future, such as time management, responsibility, work ethic, and character. I expect you to conduct yourself in a manner that represents Divide County through integrity, respect, honor, and kindness.

This handbook was compiled to furnish you with pertinent information concerning the rules and expectations of our school. The School Board has endorsed the guidelines of this handbook and authorizes the staff and administration to implement its contents to the full extent of all provisions within it. Students and parents are urged to read the handbook and keep it handy for use as a reference.

### **Message to Parents**

The Administration and Board recognize that potential complaints from concerned patrons are inevitable. The most effective means of addressing concerns is in a manner that is in the best interest of promoting better educational opportunities for children. Concerns should be resolved at the lowest possible level of authority. Patrons with concerns are requested to first discuss the concern with the employee involved. If the concern cannot be satisfactorily resolved at that level, the concern shall be directed to the principal or other supervisor directly responsible for supervision of a respective employee. If the concern is not satisfactorily resolved at the building level, it may be referred to the Superintendent for investigation and resolution. If all remedies have been exhausted, a patron may request that their concern be placed on an agenda of an upcoming school board meeting.

## DCSD Honor Code

Divide County School District remains committed to being a place where every student is treated fairly, and with dignity and respect. The expectation is that every student will demonstrate these same qualities when interacting with teachers, administrators, staff, and each other during school hours and at school sponsored activities.

The Divide County School District Honor Code sets forth high expectations that we place upon ourselves as teachers/administrators and that we expect our students to either develop or already possess. Therefore, the Honor Code represents those behaviors expected of every student as follows:

- I promise to be honest and trustworthy in all that I do.
- I promise to be helpful and cooperative with administrators, teachers, classmates, and guests.
- I promise to be responsible for homework, to study, and to meet all deadlines for assignments, projects, and exams.
- I promise to care for my personal property, and also that of my classmates and the school.
- I promise to be punctual at regular school/class attendance and other meetings.
- I promise to observe and obey all established school policies, rules, regulations, and teacher and administrative guidelines relating to academic performance, and appropriate behavior/conduct.
- I promise to use my time wisely, both in and out of school, and to safeguard the time of others so that the learning process will not be disrupted.
- I promise to accept the discipline of the school as desirable and necessary for my well-being and that of my classmates, and to exhibit proper and safe behavior.
- I promise to put forth maximum effort on my own behalf to achieve high academic results and superior ethical behavior.
- I promise to keep myself under good emotional self-control and to be positive/cheerful; and when I feel wronged by teachers or classmates, I will utilize due process to redress my grievances.
- I promise that I will not deface or destroy school property and will help keep our school clean, neat, and free of litter.
- I promise that I will not throw/toss any object that could cause injury to another person.
- I promise that I will follow the basic rules of good manners when eating lunch.
- I promise that I will not bring unsafe objects to school such as matches, knives, or other objects that may be considered unsafe or could cause harm to others.

## **Acceptable Use Policy**

### **Acceptable Use**

Access to the district's information systems should be for the purpose of education or research and must be consistent with the educational objectives of the District.

### **Unacceptable Use**

The District subscribes to the acceptable use policies of EduTech. All district computer users shall abide by this policy. The Superintendent or designee may take disciplinary measures when any of the following actions occur on/through district computers/networks;

1. Using the network for any illegal activity, including, but not limited to, violations of copyright or other contracts or transmitting any material in violation of any U.S. or state law or regulation.
2. Downloading of software without the authorization of a supervisor or teacher (in the case of students) regardless of whether it is copyrighted or free of viruses.
3. Using the network for private financial, commercial gain, or personal advertising.
4. Wastefully using resources such as file space, paper, toner, etc.
5. Gaining unauthorized access to resources, entities, or accounts.
6. Invading others' privacy such as, but not limited to, revealing an address or phone number without appropriate consent. Students are prohibited from revealing personal information about themselves and/or others without obtaining written consent in accordance with the Federal Education Rights and Privacy Act and receiving administrative approval.
7. Using another's password or account.
8. Posting materials authored or created by another without his/her consent.
9. Posting anonymous messages.
10. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, harassing, or illegal material.
11. Using the network while access privileges are suspended or revoked.
12. Plagiarism of any type.
13. Managing and/or viewing personal websites and/or using or participating in chat rooms, instant messaging services, and/or social networking sites for personal and/or non-curricular purposes.
14. Vandalizing computers, computer systems, computer networks or data of other users. Vandalism is defined as any malicious attempt to do harm or destroy data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses or hacking accounts.
15. Other activities or actions deemed inappropriate and not in the best interest of the District, its employees, and students.
16. Unless an information system is provided by Divide County School District, no support will be provided by the school district. This includes any personal device, mobile storage devices, etc.
17. District issued devices to staff are provided to conduct Divide County education services only. Anything beyond this scope is considered personal use and will not be supported.
18. Personal Devices – Students are expected to only use devices issued by the school district while in school. Use of personal devices is prohibited at any time during school hours and will not have access to school internet platforms.



## **Violations**

The applicable/authorized building administrator, supervisor, and/or teacher are responsible for applying consequences when this policy has been violated. Possible consequences include but are not limited to:

1. Loss of access to district resources.
2. Appropriate disciplinary action, including, but not limited to suspension or expulsion in accordance with district policy and law.
3. Restitution of costs associated with repair of equipment or software associated with improper use of district equipment, systems, resources, network, or another student's device.
4. When applicable, law enforcement agencies may be involved.
5. Staff that violate this policy may be subject to disciplinary action up to termination/discharge of employment in accordance with law.

## **Filtering**

In accordance with the Children's Internet Protection Act (CIPA), the District uses Internet filtering to restrict access to inappropriate websites that contain material that is obscene, pornographic, and/or harmful to minors. Users are cautioned that due to the continuous proliferation of websites, there is no guarantee that inappropriate sites will never be accessed.

## **Viruses**

Users are responsible for checking their own disks and downloaded materials for possible viruses. The District assumes no responsibility for any damages caused by viruses, which may not have been acquired on school computers.

## **Inspection**

Internet access is a privilege, not a right. The equipment and access to the internet remains the property and responsibility of the Divide County School District, which offers it to students and staff for their convenience and work-related use for staff and educational use for students. The District reserves the right to limit use or inspect the contents of all files on district computers/networks. All users are advised that they have no expectation of privacy in the information contained in school owned or leased machines or district networks.

## **Consent**

All students and staff must consent to this policy in writing prior to accessing district networks and/or computers.

## **Attendance Regulations**

North Dakota Law states, "Any person having responsibility for a child between the ages of seven and sixteen years shall ensure that the child is in attendance at a public school for the duration of each school year." In addition to State law requirements, the Board establishes the following attendance policy:

- If a student is under sixteen years old, state law requires that he or she attend school unless he or she is ill or has been excused. Local district regulations state that a student of grades 7-12 may not be absent from an enrolled class more than ten (10) times for a semester course or twenty (20) times for a two-semester course. A student of grades K-6 may not be absent from an enrolled grade more than ten (10) full school days for a semester or twenty (20) full days for the entire school term. After the 7<sup>th</sup> absence a parent meeting will be scheduled by the principal to discuss concerns about a student's attendance record.
- Students who exceed these limits will be in jeopardy of losing course grade points, complete course credit, or being retained in a grade level.

- North Dakota Law states that students under the age of 16 must be enrolled in a public or private school district, unless approved for “Home Education” as defined by state law.
- North Dakota Century Code, Chapter 15.1-20 may be referenced for a complete text of the state law on attendance.

### Administrative Guidelines

The following administrative guidelines will assist in determining whether an absence is approved as an excused absence, or recorded as an unexcused absence. The status of an absence may be determined the day of the absence or upon the student’s return to school, based on contact/correspondence from the parent/guardian and the reason for the absence.

1. **Excused absences** may be approved by the principal/superintendent for reasons such as, but not limited to:
  - a. Absences caused by illness or injury to the student;
  - b. Necessary medical/dental care; (documentation from clinic/hospital)
  - c. Regularly scheduled counseling service;
  - d. Family emergency or serious illness in the family which requires the student to be home;
  - e. Death in the student’s immediate family;
  - f. Religious holidays if the request is signed by the parents or church official; and/or
  - g. Reasons due to extenuating, and/or, unavoidable circumstances, subject to discretionary approval by the principal/superintendent.
2. An **unexcused absence** is any absence not approved by the administration and not supported by acceptable verbal or written documentation required for an absence in section 1, and absences for reasons other than the suggested guideline in section 1. An (UAB) will be given for an absence that is not supported by acceptable/accountable information/contact received from the student’s parent/guardian.
3. Examples of unacceptable reasons to be absent may include, but are not limited to:
 

Repetitively going shopping, getting a haircut, staying home to babysit, feeling tired, thinking it is too cold/too much snow, and similar unacceptable or suspicious reasons.

  - a. Students with unexcused absences will not be given two days per absence to make up assignments. For grades 7-12, each unexcused absence will result in an after-school detention as the consequence. All detentions will be served after school and in a timely manner. A full day of unexcused absence will result in 1 day of ISS and potential academic sanctions.
  - b. Students who are absent for unapproved reasons shall be subject to academic sanctions, which may include but are not limited to, a point/percentage/letter grade reduction, loss of credit – zero in all classes for the day, retention, and/or intervention counseling.

An absence which does not fall within the definition of an excused absence will be given administrative consideration if it is due to extenuating circumstances. Extenuating/unavoidable circumstances include, but are not limited to, extended absences due to serious illness or family emergency or circumstances affecting the student which are beyond the control of the student or parent/guardian. A written statement from a medical doctor and/or parents or guardian is required to change an “unexcused absence” to an “excused absence” due to health/medical circumstances.

The District requires a student to be in attendance 173 days of the school term. In the event a student accumulates more than 20 absences that are not excused by school, he or she may not receive credit in each of his/her enrolled classes for the semester in which the excessive absences occurred. If the student is a K-8 student, he/she may need to repeat the entire grade in order to continue attendance at DCSD. These make-up requirements may be reviewed and waived by the administration on a case-by-case basis, depending on circumstances. Administration may consider factors such as extenuating circumstances when making a retention decision. In grades 7-12, the

student must be in attendance 30 minutes of the 50-minute class period in order to be counted as present for the class period.

Except for illness and/or emergencies, students generally know ahead of time if they are going to be absent from school. Thus, advance excused absence requests are generally required. However, there are situations that arise which may prevent advance notice. Therefore, some absences may be approved as an excused absence after a student's return to school. Parents are asked to cooperate fully with the attendance policy by communicating their child's absence to school administration promptly. A note, phone call, text message, or e-mail from the parent or guardian is required at the time of the child's return to school. Telephone calls can be made to the principal's office if something unexpected happens. This is expected even if it is within an hour before school starts. An acceptable reason must be given for an absence, by the parent or guardian. If the parent/guardian does not contact the school office within 24 hours of the absence, the absence will be recorded as UNEXCUSED and will be subject to the unexcused consequences. Any time a student leaves or returns to the school building during the day, the student must check in at the building office - failure to do so, will result in an unexcused absence.

Students will be allowed two days to make up assignments for each day of an excused absence. If a student does not make up his or her assignments within the timeframe given, he/she will receive a "0" for the work that was not made up by the deadline in each of his/her classes. Extended consecutive days of absence may require special accommodations with a respective teacher and/or the principal. Extended vacations or trips taken by the family when school is in session should be avoided. If a trip does become necessary, parents should contact the school in advance. When possible, classwork must be completed in advance of the absence. For the purpose of recording absences in the student data system, the following list of attendance codes are used in Power School (student data system):

#### **EXA - Excused Absence**

This code is used when the absence has been approved by the Principal and the parent or guardian has informed the school, verbally or in writing, that the student is absent for an acceptable, **legitimate reason**. Even though such an absence is excused, it is still recorded as an absence.

#### **UAB - Unexcused Absence**

This code is used when the Principal has not approved the absence and/or has not received a phone call or note from the student's parent or guardian reasonably explaining a student's absence.

#### **TD - Tardy**

Used when a student is late to school or class. The habits and attitudes of students have a great deal to do with getting to class on time. Being on time is very important. Each school class period is to start according to schedule. Students are expected to be there on time and ready to start work for the day. In case a student is tardy, the following procedures have been established:

- If you have been detained in the office or by a teacher during the day, ask for a pass from the person who detained you before going to your next class to avoid a tardy.
- If you arrive late to school, report to the office first at the elementary or to your respective class at the high school.
- After receiving a warning from the Principal, tardiness will result in detention time served before or after school.
- Tardy Police at Divide County High School will reset each quarter.

## **Grades 7–12 Tardy Policy:**

Students in grades 7–12 are allowed up to three tardies per quarter without consequence.

- Beginning with the 4th tardy, and for each additional tardy after that, students will be assigned a 30-minute after-school detention, to be served with the principal or a designated teacher.
- Student-athletes must serve their detention before attending practice.
- If a student fails to serve their assigned detention, the consequence will double each time:
  - 1 missed detention = 2 detentions
  - 2 missed detentions = 4 detentions
  - Continued failure to serve will result in escalating consequences:
    - 4 missed detentions = 1 day of In-School Suspension (ISS)
    - 1 day of unserved ISS = 1 day of Out-of-School Suspension (OSS)

## **AA - Athletic Absence**

Recorded when a student is absent to participate in a school sponsored athletic event. Students are not recorded as absent for an approved athletic/extracurricular absence.

## **CA - Curricular Absence**

Recorded when a student is absent to attend a curricular event, such as a field trip, speech event, music event, FBLA, FFA, or FCCLA activities. Students are not recorded as absent for a curricular absence.

## **ISS - In-School Suspension**

Recorded as an excused absence.

## **OSS - Out of School Suspension**

Recorded as an unexcused absence.

## **W - Weather Related Absence**

Recorded when a student is unable to attend school because of weather related incidents. The student is still recorded as absent, but it is an excused absence.

## **CV - College Visit**

Seniors are allowed to visit colleges during the school year, which is considered a curricular absence, but is limited to 2 days of absence per school term.

## **Awards, Achievements, Honors, Lettering**

Awards are academic and performance-based class awards. They are not subject to the letter policy. Awards that can be earned by students are in the following areas: Yearbook awards, Newspaper awards, Music awards for contests and top music students, drama awards, speech awards, and FCCLA Awards. Additional awards may be presented for academic achievement in the classroom based on individual teacher's assessments. An awards ceremony is conducted during the final week of school in the afternoon during the regular school day in an effort to gain peer recognition. Community members are encouraged to attend. FBLA and FFA schedule separate awards ceremonies and/or banquets.

### **Policy on Lettering and Awards**

At a ceremony to be held in conjunction with class night, students at DCHS will be presented with two types of recognition: letters and awards.

### **Awards**

Pins, bars, etc. which are awarded in classes for academic and performance excellence. An example of a letter is football. An example of an award is the Top Business Student of the Year.

### **Lettering**

A Letter is the DC emblem, bar, or pin, which is awarded in the following areas: athletics, music, and cheerleading.

Letters are subject to the letter award policy and thus can be taken away for violation of that policy. These letter awards shall not be given to a student who has consumed or been found in possession of alcoholic beverages, tobacco products, or other controlled substances as defined in chapter 19-03.1 of the NDCC. Awards and honors earned prior to violation will be given if the sport or event has come to a conclusion. Students may not earn a letter or award for any violation during a particular season. When the suspension occurs near the end of the school term, it will carry over to the fall, unless the suspension is served by missing events in the summer months such as; state golf, state track, or FBLA, FCCLA, or FFA events.

### **Letter Awards**

A student can earn a letter in each of the following provided they meet the criteria.

FOOTBALL: Play in ½ of the total quarters of varsity games.

BASKETBALL: Play in four quarters of varsity games.

VOLLEYBALL: 1) Must play in a minimum of 50% of the varsity matches. 2) If no statisticians are available, players must take book or line judge for those matches.

GIRLS AND BOYS TRACK: Earn 20 points in varsity track meets.

GOLF: Be on the team that represents the school at the Regional meet.

CHEERLEADING: Must be a member of the varsity cheerleading squad.

Cheerleaders are expected to participate and fulfill all requirements for lettering in order to letter. Cheerleaders can only receive one letter if they cheer for more than one sport. If they cheer for one sport and not two, they are eligible (if they fulfill cheerleading lettering requirements) for one letter.

Coaches or directors have the discretion not to award letters to a student who in his or her opinion has not performed to the coaches' expectations in the intangible areas. Coaches also have the discretion to award letters to someone who has been injured and does not meet the letter criteria.

### **Music Lettering Policy**

Letters will be awarded on the basis of points given for activities and achievements, as follows: Band participation, 1 point; choir participation, 1 point; lessons, 1 point; audition for NW Festival, ½ point; accepted for NW Festival, 1 point; Audition for All State, ½ point; accepted for All State, 1 point; solo at district, ½ point; solo star at district, 1 point each; ensemble at district, ½ point (awarded only once); ensemble star at district, 1 point each; star at state, 1 point each; 90% attendance at athletic events, 1 point.

The requirement to earn a letter is 2 ½ points per year. The letter may be lost at any time of the year, because of an activity's suspension.

Additional awards will be given as the cumulative total reaches certain points.

10 points cumulative

Music Honor Pin

25 points cumulative

Music Achievement Award

45 points cumulative

Director's Award

Individual files will be kept to be used during conferences or for any questions by students. Borderline letter winners may have their letters awarded or withheld because of intangibles such as attitude and conduct.

### **Honor Roll**

A student in grades nine through twelve shall be listed on the Academic Honor Roll during each nine-week quarter of the school term. Only academic courses are used in the computation of grade averages (this does not include band, choir, and physical education).

1. To qualify for the A Honor Roll, a student must have a least a 93% average with no more than one grade lower than 93%, but no LOWER THAN 90%.
2. To qualify for the B Honor Roll, a student must have at least an 85% average with no more than one grade lower than 85%, but no LOWER THAN 83%.

### **National Honor Society**

Students can become a member through a selection process that concludes with induction into the school's National Honor Society (NHS) chapter. Students who maintain a 3.500 GPA through the first 3 semesters of high school are eligible for nomination to be inducted to this elite honorary society. Students may apply for a nomination through an application process. Applications are reviewed by the high school principal and high school staff. The high school staff then votes on each applicant to approve or deny induction into the Honor Society. The principal is not a voting member, but facilitates the nomination process and final voting of nominees. Nominations are considered in April of each academic year. Upon selection as an inductee, an induction ceremony is scheduled in late April or May. Staff members must abstain from voting on applications involving their own children.

### **Eligibility Requirements:**

Students in grades 10–12 who meet the requirements for membership outlined below are eligible to be invited for membership.

Qualifications for membership are based on the four pillars of NHS:

- **Scholarship** -- Per national guidelines, at a minimum, students must have a cumulative GPA of 3.5 on a 4.0 scale.

- **Service** -- This involves voluntary contributions made by a student to the school or community, done without compensation.
- **Leadership** -- Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character** -- The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally, maintains a clean disciplinary record. Students who meet the scholarship requirement will have an opportunity to complete an application form detailing their accomplishments in and commitment to service, leadership, and character.

Understanding the Obligations of Membership Students who accept membership and are inducted into the chapter should be aware of the time and commitment involved with this honor. For example, there will be chapter meetings. The chapter advisor will articulate the yearly meeting schedule and member attendance obligations. Members also must participate in chapter and individual service projects to benefit the school and community. Contact the chapter adviser to obtain a full list of the obligations of membership for the school's chapter.

Continuous membership is contingent on maintaining a 3.5 GPA and/or continued commitment to service contribution, leadership resourcefulness, and positive character qualities. This status is also determined by consensus vote of the high school staff. Failure to maintain a proper cumulative 3.5 GPA will result in a student dismissal from the DC NHS chapter.

### **Distinguished Scholar Program**

The purpose of this program is to encourage students to take and excel in a well-rounded academically oriented curriculum. Upon graduation they will be recognized as "Distinguished Scholars." To be recognized as such, the following requirements must be met:

1. Complete the following courses with no more than 3 grades below an 87% and none below 75%.
  - A. Algebra I, Algebra II, Geometry, Sr. Math, College Algebra
  - B. Physical Science, Biology, Chemistry, Physics or Advanced Biology, Human Anatomy & Physiology, AP Chemistry
  - C. English I, II, III, Speech/Creative Writing, English IV and/or College Composition
  - D. U.S. History, World History, Government/Economics
  - E. Any (3) Vocational Education courses (\*)
  - F. A Full credit of Computers

One (1) or more foreign language courses may substitute for any of the vocational courses.

2. A student must have competed in at least two (2) academic contests. Examples of such contests are FBLA, FCCLA, FFA, Science Fair, math etc.
3. Must have taken the following tests: PSAT and either the ACT or SAT or both.

### **Presidential Academic Fitness Award**

Presidential Academic Fitness Awards will be awarded to graduating seniors who have met the following criteria:

1. Attained a B-plus average, or equivalent, accumulated over grades 9, 10, 11, and the first semester of grade 12. The B-plus average is defined as equivalent to 3.3 on a 4.0 scale or an 85% on a 100-point scale.
2. Received a score in the 11<sup>th</sup> or 12<sup>th</sup> grade, placing them at or above the 80<sup>th</sup> percentile on any nationally recognized standardized achievement test battery or any nationally standardized college admissions examination, such as SAT or ACT.

### **Valedictorian and Salutatorian, Honor Students**

A cumulative grade point average of at least 3.50 is required to be considered the valedictorian and a cumulative grade point average of at least 3.4 is required to be considered the salutatorian. Physical education, band and choir classes are not included in the GPA calculation. Grade point averages of home school and transfer student

transcripts shall be evaluated by DCHS administration and must be determined to be equivalent to local district GPA calculations in order to be considered for the honor of salutatorian or valedictorian. Any high school senior who has a 3.25 GPA or better, in academic class work shall be recognized as an honor student for graduation exercises.

### **Backpacks**

Backpacks are not allowed in classrooms throughout the school day. If brought to school, they must be kept in assigned lockers.

### **Bullying Policy**

#### **Definitions**

For the purposes of this policy:

Bullying is defined as conduct prescribed in NDCC 15.1-19-17.

1. "Bullying" means:
    - a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
      - 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;
    - 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 which:
      - i. Places the student in actual and reasonable fear of:
        1. Harm; or
        2. 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.
  2. "Conduct" includes the use of technology or other electronic media.
- Protected classes are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
  - School property or the term on-campus refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.



- School-sanctioned activity is defined as an activity that:
  - Is not part of the district's curricular or extracurricular program; and
  - Is established by a sponsor to serve in the absence of a district program; and
  - Receives district support in multiple ways (i.e. not school facility use alone); and
  - Sponsors of the activity have agreed to comply with this policy; and
  - The District has officially recognized through board action as a school-sanctioned activity.
- School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
- School staff includes all employees of the Divide County 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 at a public school, on school district premises, in a district-owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event, a student may not:

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

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

## **Reporting Procedures for Alleged Policy Violations**

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 him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President.

Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member will 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: A complaint will have the option of including his/her 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.
  - b. File an oral report with any school staff member.

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

### Reporting to Law Enforcement & Other Forms of Redress

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

### Documentation & Retention

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

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 she/he:

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

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

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the District, such reports and investigation material shall be retained for six years after the student turns 18.

### Investigation Procedures

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

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

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

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

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

### **Disciplinary & Corrective Measures**

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

1. Require the student to attend detention;
2. Impose in- or out-of-school suspension or recommended 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;
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 on which the bullying occurred to report it.

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

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

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

### **Victim Protection Strategies**

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

## **Prevention Programs & Professional Development Activities**

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

### **Student Bus Rules**

1. The bus driver is in charge of the bus at all times.
2. Stay seated while the bus is moving and until the bus comes to a complete stop.
3. Windows must be no more than half opened and all parts of your body must remain inside the bus. Do not throw things out of the window.
4. No loud, harassing, rude, or obscene language. Be courteous to everyone at all times. Volume must be kept at a level that is not distracting to the driver.
5. Keep your hands to yourself. Do not touch each other or another's things. No pushing, kicking, fighting or throwing things.
6. Cell phones/video games may be used for personal use only to play games or listen to music using headphones etc. No pictures or video may be taken of others.
7. Do not destroy property. This includes writing in the bus, tearing holes in seats, or throwing food or trash anywhere but in the garbage can. The driver will decide if food is allowed on his/her bus.
8. Possession/use of weapons, alcohol/drugs, or tobacco products including e-cigarettes is prohibited.

Parents are encouraged to ensure their children understand and comply with the rules and regulations governing school bus operation. It is important for parents to recognize that students riding the bus must adhere to all guidelines and follow the driver's instructions, as failure to do so may result in the loss of bus riding privileges.

The primary responsibility of the bus driver is to provide safe transportation for all passengers. To support this, students must follow the rules to minimize distractions and allow the driver to focus on safety.

### **Care of School Property**

The school buildings and vehicles are regularly maintained for the health and safety of all its occupants and are to be immediately repaired or maintained when the need arises. The community and students are proud of the facilities. It is not something to take for granted as your parents and neighbors have all made an effort through taxes and personal support to provide modern facilities.

The students and faculty must be responsible as individuals, and as groups, for all equipment, vehicles, books, and furniture. Anyone found abusing them must take the responsibility of paying for the damages or replacing them; this includes all library material and school issued classroom materials. Wastebaskets are strategically located for disposing of all garbage.

## **Carrying Weapons**

### **Definitions**

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

### **Prohibitions**

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

### **Disciplinary Consequences**

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

Bringing a firearm to school will require that the District immediately initiate proceedings for a recommended expulsion of the student involved for a minimum of one calendar year in accordance with the district's suspension and expulsion policy. The Superintendent may modify the length of a firearms-related expulsion on a case-by-case basis based on the following criteria:

1. The totality of the circumstances, including the severity of the incident and the degree of the endangerment of other students and staff.
2. The age level of the student.
3. The prior disciplinary history of the student being expelled.
4. Relevant factors which contributed to the student's decision to possess a firearm in violation of this policy.
5. The recency and severity of prior acts resulting in suspension or expulsion.
6. Whether the optional provision of educational services in an alternative setting is a viable alternative to modifying the duration of the expulsion.
7. Input, if any, provided by licensed professionals (psychologists, psychiatrists, counselors) as to whether the expelled student would place himself/herself or others at risk by returning to the school prior to the expirations of the expulsion period.
8. A student who is identified as having a disability under the Individuals with Disabilities Education Act (IDEA) who has brought a weapon to school shall be handled in accordance with IDEA regulations. The District shall make manifestation determinations, disciplinary decisions, and placement decisions of such students in accordance with IDEA regulations.

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

### **Non-applicable Provisions**

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

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

### **HB 1160 AND SB 2354 GUIDANCE: STUDENT USE OF TECHNOLOGY (ELECTRONIC DEVICE BAN)**

*This past session, the North Dakota Legislature passed HB 1160 and SB 2354, which prohibits students from using personal electronic communication devices during instructional time. One main goal of these bills is to remove unnecessary, non-educational distractions that can be caused by students' use of smart phones, smart watches, tablets, etc. By prohibiting and limiting the use of personal electronic devices during the school day, students will have more opportunities to engage in meaningful interactions, collaborate with peers, and cultivate the essential skills necessary for academic and life-long success.*

*HB 1160 and SB 2354 require districts to create a policy that requires all personal electronic communication devices to be silenced or turned off, securely stowed away, and inaccessible to students during instructional time. However, schools may limit or allow students access to personal electronic communication devices outside of instructional time, during a school-related activity. Exceptions must be made when a licensed medical provider determines the device possession or use is necessary for the "health or well-being of the student," or when possession or use of a device is required by the student's individual education program under the IDEA, Section 504, or a plan developed in accordance with state or federal law requiring accommodation. Exceptions may also be made for school-owned devices, school-approved devices, and portable devices that meet the definition of a medical device under federal law. If a student needs to contact a parent or guardian during the school day, HB 1160 and SB 2354 require schools to make a telephone available for such student use.*

*HB 1160 and SB 2354 require strict compliance with policy by students and school employees. When determining the appropriate response to violations, districts must consider the totality of the circumstances surrounding the violation. Each district must determine appropriate enforcement provisions to ensure compliance.*

#### **Definition of Electronic Devices**

Students are NOT allowed to use or possess personal communication devices, electronic devices, cell phones, pagers, beepers, iPods, iPads, tablets, earbuds, WiFi capable watches, etc. during school hours – 8:30 a.m. to 3:30 p.m. Cell phones must be turned in to a designated area or staff member, stored securely in a locker, or left at home during the school day.

The Superintendent and/or designee is authorized to make exceptions to the prohibitions set forth in this policy when use of an electronic device is provided for in a student's IEP or 504 Plan, as specified on the IEP or 504 Plan.

The school district and/or staff are not responsible for lost, stolen, or broken cell phones and/or other electronic devices brought to school, and will not pay for phones lost, stolen, misplaced or damaged as a result of staff members implementing this cell phone/electronic device regulation.

Students in violation of any portion of this policy will be subject to disciplinary procedures and confiscation of the electronic device. If a student's cell phone or other electronic device is confiscated, the building principal or superintendent may search the confiscated device in accordance with district policy. If school officials suspect that a student possesses or is disseminating an image that potentially violated NDCC 12.1-27.1 – 03.3 or finds such an image during a search of an electronic device performed in accordance with policy, s/he may report this matter to law enforcement for investigation. Disciplinary action up to and including suspension and/or expulsion may also be taken against any student using an electronic device in a manner that causes substantial disruption to the educational environment.

**Violation #1:**

Cell phone or electronic device will be confiscated and turned in to the principal's office and returned only to the parent/guardian of the student at the end of the day. The student must contact his/her parent/guardian. One half-hour of after-school detention will be administered. The student must turn in their cell phone/device to the office at the beginning of the day for five (5) consecutive school days, if brought to school.

**Violation #2:**

Cell phone or electronic device will be confiscated and turned in to the principal's office and will be returned only to the parent/guardian of the student at the end of the day. The student must contact his/her parent/guardian. One hour of detention will be assigned. The parent/guardian must personally come to the respective school office to retrieve the device. The student must turn in their cell phone/device to the office at the beginning of the day for fifteen (15) consecutive school days, if brought to school.

**Violation #3:**

Cell phone or electronic device will be confiscated and turned in to the principal's office and the student will be assigned one (1) day in-school suspension. The student must contact his/her parent/guardian. The parent/guardian must personally come to the respective school office to retrieve the device. The student must turn in their cell phone/device to the office at the beginning of the day for thirty (30) consecutive school days, if brought to school, or the remainder of the semester, whichever is greater.

After 3 violations, or a perceived severe nature of violation, a meeting with the parent, student and principal will occur, at which time 3-5 days out-of-school suspension will be considered and/or expulsion recommended to the Board of Education.

Depending on the nature and circumstances involved in the violation (for example - nude pictures, sexting, cyber-bullying, profanity, etc.) and discipline history of the student, a teacher or administrator may choose any level of consequence deemed appropriate for the nature of the violation, and is not held to any particular order of violation

(for example, an offense, such as nude pictures, may justify jumping right to a violation 2 or 3 consequence for the violation being handled).

We realize that having to pick up a student's phone or device may be inconvenient and therefore, we recommend parents discuss this handbook regulation carefully with their child(ren) in order to avoid any issues or controversy.

### **Chaperones on School Trips**

Chaperones must check with the principal, coach, or advisor for specific rules, regulations and itinerary. Chaperones assist school personnel in the adult responsibility of the specific trip. Chaperones should know the who, what, where, when, and why of the scheduled event they are to help school personnel supervise. The number of chaperones on school events will be based on the number and gender of the students going. With administrative approval, small groups may not need to secure a chaperone in addition to the advisor.

### **Class Purchasing**

The class or club advisors and the administrative assistant in the school office must be aware of all class organization or club purchases. Students are not allowed to make purchases without an advisor's knowledge and approval. Students who do not follow this procedure may be subject to personal payment for the purchase.

### **Closed Campus and Leaving School Grounds**

DCHS is a closed campus throughout the scheduled school day and during lunch. Leaving the school campus is only allowed with written parental permission and administrative approval for absolutely necessary reasons, school business, or activities. Business and activities may include (but are not limited to) practices, errands for clubs, work study, or to help area organizations with student volunteers. DCE is also a closed campus during the scheduled school day and during lunch.

### **Communication Through Announcements**

Announcement forms are located in the office and must be filled out properly before they will be read on the intercom. Only the principal will make exceptions during the day in regard to impromptu announcements for special occasions and such will be limited.

The principal, administrative assistant, or any person authorized to use the intercom system in the school is encouraged not to use it for communication to any class that is in session unless it is an extreme emergency. Announcers are also urged to speak softly and clearly during the times between classes when they must call someone to the office. Announcements over the intercom are normally at the beginning of the first period and at the end of the day.

### **Copyrighted Material and Intellectual Property**

Administration shall investigate any and all complaints of alleged copyright violations. Students who willfully disregard the district's copyright position are in violation of board policy and shall be subject to disciplinary consequences in accordance with policy and law. Anyone who willfully disregards this policy does so at his or her own risk and assumes ALL liability.



## Curriculum/Classes

Students in Grades K-6 receive instruction as prescribed by the local Board of Education, Department of Public Instruction regulations, and state and federal statutes. Grades K-6 will operate in self-contained classroom settings with special instructors for: music, physical education, life skills, computer, and library. Instruction includes communication skills (reading, writing, English, phonics, speaking, handwriting, keyboarding), science, health and safety, social studies, math, art, physical education and music.

### High School

#### Course Loads:

Seniors must be enrolled in five (5) DCHS class offerings. Juniors must be enrolled in six (6) DCHS class offerings. Freshmen and Sophomores must enroll in seven (7) class offerings. Exceptions to the course load requirement, any course replacement or substitution must be guided by a student's individualized education plan (IEP), 504 plan, or prior administrative approval.

#### Changing of Class Schedules (Drop/Add)

The courses are determined by the number of teachers available in relation to the enrollment of the students and the students' choices of elective courses during the spring pre-registration. No class changes – dropping or adding a class -- are allowed after the 5th day of instruction of each semester. The rules for changing class schedules by students have to be enforced for the following reasons:

1. Teachers have been hired and assigned teaching loads based on the student pre-registration.
2. The courses, classes, and rooms have been assigned according to these factors.
3. Books and materials needed in courses/classes have been purchased in quantities to match the student pre-registration.

The high school counselor or principal will either schedule a final registration in August or provide appointments for students wishing to adjust or change their schedules with parental permission. Changes will be allowed once school starts under the following reasons:

1. Adding classes will be allowed for the following reasons:
  - a. If it is done during the first five (5) days of instruction each semester and if the particular class section has room to accommodate another student.
  - b. If a new course or section is added to the schedule.
  - c. If it is noticed that a student is not taking six (6) book courses-the student will be required to enroll in a sixth (6th) course.
  - d. If there is a particular reason or unusual circumstance to add the course and the parents consult with the principal.
2. Dropping out of a class will only be allowed for the following reasons:
  - a. If a student accidentally signed up for a class in which he/she has already received credit.
  - b. If the course is deemed inappropriate for a student's grade level or ability level.
  - c. If it is requested of the principal by the teacher, and it is possible to make other class arrangements.
  - d. If there is a particular reason or unusual circumstance justifying dropping the course and the parents consult with the principal.

#### Correspondence Course Requirements

The following conditions will apply:

1. If a student needs to take a course through alternate arrangements for credit or in order to graduate, the student is responsible for the course and cost associated with it.
2. All classes must be completed on, or before, May 15, unless an extension is approved by the principal and supervisor.

3. Students must be current with their assignments before they can receive senior privileges.
4. Application for classes cannot be made during the final nine-week grading period without the consent of the principal and supervisor.
5. Courses cannot be taken for classes available at DCHS without written approval of the DCHS instructor of the class involved and the principal.
6. All DCHS rules and guidelines will apply to these courses and administered as such.

#### Dual Credit Requirements

DCHS allows qualified juniors and seniors to sign up for Dual Credit classes to be taken during school hours. In accordance with ND Statute, before enrolling in a course, the student must obtain written permission from the student's school district superintendent, principal, and parent. The administration shall determine the number of credits for which the student is eligible and shall include the number of credits on the document granting permission required by this section. Basic requirements include the following:

1. Students must maintain regular attendance and follow all school rules and regulations.
2. Students must be in good standing regarding behavior/discipline history.
3. Students must have a 3.0 grade point average.
4. Students will be in a supervised classroom with school personnel supervising them while working on dual credit classes.
5. Dual credit classes may not replace DCHS credit unless by administrative approval.
6. Students will be expected to devote adequate time to their dual credit classes on a daily basis, similar to being in a regular district class.

#### ITV Course Requirements

Only students in grades 10 through 12 are eligible to take an ITV class, unless a class for grade 9 is offered by the administration as a substitute class for a normally offered class. These students must be in good academic standing in order to take an ITV course. In other words, they cannot have a semester or final grade lower than an 80% in more than one class. The Great Western Network also requires students and their parents to sign a form. This form states that if a student gets sent out of an ITV class three times, he/she will be removed from the class permanently. DCHS will enforce this policy. If a student is removed from an ITV class permanently, he/she will need principal approval to take an ITV class in the future. In addition, the student will be responsible for one-half the cost of the course. One-half the cost of the course is approximately \$300.00. In addition, if a student drops from the class at any point during the school year for any reason, whether it is week one or week 15, he/she will be required to pay for one-half the cost of the course. A student will also be required to pay one-half the cost of the course if he/she fails the year-long course. Students will pre-register for ITV courses in the spring. Students and their parents will be notified about the course offering as well as the rules for taking an ITV course. The parents and students will also be notified that once a student commits to an ITV course, he/she cannot decide at a later time to drop from the course. This is a Great Western Network policy that DCHS will enforce.

#### Semester Tests

DCHS will administer semester tests at the end of semester 1 and semester 2 in grades 7-12. These tests will be comprehensive in design and will be required in all classes. The overall weight of the test cannot be more than 15% of that class's total semester grade.

Semester tests will be given the last week of each semester.

## **Disciplinary Guidelines**

It is important that students learn to respect the rights of themselves and others. Parents are requested to cooperate in developing communication with school staff that will result in proper conduct and that in turn will result in the best learning environment for each student. Divide County Elementary utilizes a process of Positive Behavior Supports and Interventions to support students in learning to be responsible, respectful and safe. In the event of serious infractions of laws or school rules, the following procedures will be followed:

- Student will be referred to the school principal.
- The school principal will notify the parents by phone or in writing.
- Appropriate disciplinary action or counseling will be initiated.
- Repeated major infractions or a serious infraction may result in:
  - Detention/Saturday Detention
  - Suspension
  - Expulsion
- Suspension and expulsion policies will be consistent with legal guidelines of student rights.
- Parents/guardians are responsible for any damage to school property by their children.

### **Disciplinary Level System**

#### **CLASSROOM CONTROL AND MANAGEMENT:**

It is important that students learn to respect the rights of themselves and others. Parents are asked to cooperate in developing communication with school staff that will result in proper conduct and that in turn will result in the best learning environment for each student. We expect disobedience, disrespect, and insubordination to be exceptions rather than the rule in our classrooms. We strive to instill in every student the importance of recognizing that they are responsible for their own behavior. However, when disruption occurs, the teacher and/or principal must take the place of the parent and control the situation. When a student's misbehavior is a violation of civil and/or criminal code, the administration, in most cases, will contact local law enforcement.

- A leveled system of ascending consequences will be followed for all disciplinary actions. In order for the student to learn and for a teacher to instruct, there must be an atmosphere in the school that is conducive to learning. Student behavior that interrupts or disturbs the learning environment is unacceptable and will be dealt with firmly and consistently. This system assists the student in making good choices and helps him/her manage his/her behavior. This is a lifelong skill that is imperative to success in later life.

### **Level 1**

#### **INFRACTIONS:**

1. Class disruption – any behavior that interrupts the learning environment including noncompliance, cell phone usage, etc.
2. Inappropriate hall behavior
3. Leaving class without permission
4. Use of profane language in school or at a school sponsored function
5. Cheating
6. Minor vandalism of school property, as judged by the administration
7. Tardy to school or class
8. Any other minor infraction as determined by the administration

**PENALTY** – Up to the discretion of the administration i.e., detention, ISS, etc. Vandalism issues will be reported to law enforcement. Vandalism issues will be reported to law enforcement.

## **Level II**

### **INFRACTIONS:**

1. Fighting
2. Stealing
3. Talking to a staff employee in a disrespectful manner
4. Openly defying teacher's authority (insubordination)
5. Major vandalism, as judged by the administration
6. Second offense of Level I
7. Harassment (example: sexual, bullying, hazing, intimidation, religious)
8. Any other moderately severe infraction as determined by the administration

**PENALTIES:** Up to 3 days in or out of school suspension, at the discretion of administration. Vandalism issues will be reported to law enforcement. Vandalism issues will be reported to law enforcement.

## **LEVEL III**

### **INFRACTIONS:**

1. Physically assaulting a school employee
2. Causing major physical harm to another student
3. Deliberate action that can endanger the life, health, or safety of another student
4. Possession of a weapon on school grounds
5. Use of tobacco in school, on the school premises, or at a school related function
6. Illegally using, possessing, distributing, or being under the influence of alcohol, drugs, narcotics in the school, or at school related functions
7. Second offense of LEVEL II

**PENALTIES:** Up to 5 days in or out of school suspension, at the discretion of the administration or expulsion as recommended.

## **LEVEL IV**

### **INFRACTIONS:**

1. ANY SECOND INCIDENT OF A LEVEL III OFFENSE THAT DID NOT RESULT IN EXPULSION
2. Any other extremely severe infraction as determined by the administration

**PENALTIES:** Up to 10 days out of school suspension and/or recommended EXPLUSION

## **DETENTION**

1. Students who are assigned detention will notify parents/guardians in the Principal's office.
2. Students must serve detention the day the detention is referred, unless transportation or family issues need to be addressed, in which case the detention will be served the following day. Athletic or club practice or events are NOT acceptable reasons for missing detention.
3. Students who are assigned detention must report to the office for detention with the principal or an assigned teacher immediately following dismissal. Being tardy to detention may result in additional consequences.
4. The detention will double every time it is skipped. (1 to 2, 2 to 4, 4 to 1 day of ISS, 1 day of ISS to 2 days of ISS) Student may also be suspended on grounds of insubordination.

5. Students are not allowed to bring food, drinks, cell phones, etc., into detention.
6. Students must bring enough work or appropriate reading material to detention to remain busy. There will be no talking or working with another student in detention.
7. Students may request to see other teachers for help during detention and students may use a laptop for school related work during detention. (grades 7-12)
8. Students who misbehave during detention are subject to detention or suspension the following day.
9. Students with repeated tardiness may be assigned detention.

### **Suspension and Expulsion**

The School Board has the authority to expel a student from school for the remainder of a school year. In the expulsion proceedings, a thorough and fair due-process procedure will be established and followed for the student. The School Administration can suspend a student from school for up to ten (10) days.

Failure to comply with these or other requirements and duties as listed or as dictated by common sense will mean a student is guilty of misconduct. If this is the case, the student may lose the privilege of attending school. Each case of misconduct will be handled on an individual basis since each student is treated as an individual.

When a student's misbehavior is a violation of school policy and also of the civil and criminal code, the administration in most cases will contact local law enforcement.

### **FINAL AUTHORITY**

When there are no rules written to cover a certain aspect of behavior or handbook violation, the person in charge, such as a teacher has the right of "in loco parentis" (a legal term meaning in place of the parents). This means that the teacher can make a rule to control the specific situation. The same is true for a principal or superintendent who is in a legal sense the same as a teacher. Failure to comply with handbook rules or other requirements and duties as listed, or as dictated by common sense, will mean a student is guilty of misconduct. If this is the case, the student may lose the privilege of attending school. Each case of misconduct will be handled on an individual basis since each student is treated as an individual.

Every student in school has the right to simple due process. They have the right to be heard, to know who their accuser is, except for bullying incidents being investigated, and the right to have their parents or another adult present when facing a serious charge.

### **Display of Affection**

Display of affection, such as kissing, arm-in-arm, groping, etc. is not permitted anywhere in school, on school grounds, or in school vehicles.

### **Dress Code -- Proper Dress and Attire in School**

Everyone takes pride in the school appearance when it is in its best condition. Dress is no exception. The School Board and Administration expect that all involved will groom themselves and dress neatly in clothes that are suitable for school activities and classroom. Shorts may be worn by students if they are in good taste. At the elementary school, shorts can be worn from the beginning of school until September 30 and beginning of May

until the end of the school year. Shorts and dresses shorter than mid-thigh will not be allowed. Spaghetti straps and clothing exposing undergarments are not acceptable. The teachers will report students to the principal, and the principal has the authority to stop any student from wearing improper attire that is not safe, hinders the process of education, or is obscene. Students, teachers, and administrators will not tolerate or allow T-shirts or other clothing that has offensive or improper pictures or statements displayed (if it is offensive to one, it is offensive). The wearing of hats, stocking caps/toques and head coverings (hoods) is strictly prohibited in the school building and should be removed when entering the building. Hats are not allowed on your person or in your possession during the school day. Keep hats in your locker, vehicle or at home.

Students in violation of the hat, cap, hood policy will be issued the following consequences:

1<sup>st</sup> offense – 1 half-hour detention

2<sup>nd</sup> offense – 1 hour detention

3<sup>rd</sup> offense – 1 half-day in-school suspension and parent notification

4<sup>th</sup> offense – 1 day in-school suspension and a parent meeting

As part of our dress code, students and staff are expected to follow the guidance and requirements of the district's safety plan to help control the potential spread of COVID-19, if it becomes necessary.

Elementary Students: The following items are required during winter weather:

- Winter Coat
- Winter Hat
- Gloves/Mittens
- Snow pants
- Snow boots

Students will not be allowed on the school bus without the proper winter attire during winter/cold weather. Elementary Students will need all appropriate winter gear for school recess.

## **Eligibility**

### **Administrative Rules on Academic Eligibility**

DCSD is a dues paying member of the North Dakota High School Activities Association (NDHSAA). Therefore, to maintain eligibility as a school to participate in NDHSAA activities, tournaments and events, DCSD must adhere to all and any regulations set forth by the NDHSAA. NDHSAA policy guides and supersedes any school district policy, unless DCSD has a stricter penalty or enforcement. The NDHSAA constitution and by-laws can be found at <https://ndhsaa.com/>. The NDHSAA phone number is 1-701-845-3953.

All 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, junior high and senior high school student participants in athletics or any other extra-curricular activities falling within the parameters of the NDHSAA must have passing grades in all classes to participate.

Grades will be the basis for eligible participation throughout the school year. An “eligibility review” will be administered at 8:00 A.M. on each applicable Wednesday morning of the school year. Students who are failing a class will be notified Wednesday morning by the principal, athletic director or coach that he/she has a failing grade and will be ineligible. Any student failing one or more classes during grade check will automatically be ineligible until the next grade check (Wednesday-Wednesday). There is no probationary period for grade reviews during the school year. The eligibility check will always be of a student's current grades for each class.

Students will be allowed an exemption from non-eligibility once per semester. A “first failing grade notification” will serve as a warning that the student has a failing grade at the time of the weekly grade review. This courtesy

warning will only be given ONCE per semester per student, not once per class. If the student is failing 2 or more classes upon first notification, the exemption does not apply and academic eligibility guidelines will be enforced. At the beginning of Semester 1 and Semester 2, students will receive a 2-week grace period. No grade reviews will occur until the Wednesday of the third week of Semester 1 and Semester 2. At the beginning of Quarter 2 and Quarter 4, students will receive a 1-week grace period. No grade review will occur until the Wednesday of the second week of Quarters 2 and 4.

### **Ineligibility Application**

Any student failing one or more classes during grade reviews will automatically be ineligible until the next grade review (Wednesday-Wednesday). There is no probationary period for grade reviews during the school year. A student participant who is ineligible may participate in practices only if the coach, activities director and principal agree to it, after considering after-school homework help. The principal and activities director will speak with the coach and teacher(s) prior to making a final decision. Simply put, a student may not always be able to improve his/her grade within a week by spending time at practice instead of spending time on school assignments. Furthermore, any student participant who is ineligible to participate will not be allowed to go to any away game(s) during regular school hours, but may support the team by showing up for an event later in the evening if it does not interfere with school time.

A failing grade at the end of Semester 1 and end of Semester 2 will result in an ineligibility period of three (3) weeks. The three (3) week period for student's grades will start on the first school day of the next semester. Therefore, the end of Semester 2 in the Spring counts for the eligibility of Semester 1 in August (7<sup>th</sup> – 12<sup>th</sup> grade students only).

Any student who has failed one or more classes at the end of a semester will not be allowed to compete in sports or any other extra-curricular activity for a period of three (3) consecutive weeks. For example, a student who failed Math and/or English for the semester (but not the year-long course) at the end of May will not be able to compete in Volleyball or Football for three (3) weeks beginning in mid-August, unless the student participates in the summer school session and raises the grade to a passing score. Summer school make-up work must be completed by August 1. The beginning of the three weeks of ineligibility is the first day of the next semester, (i.e. the first day of school for the 1st semester - first day of school after summer break or the 1<sup>st</sup> day of the 2<sup>nd</sup> semester).

### **Administrative Rules on Summer Ineligibility due to Drugs, Tobacco, Alcohol, etc.**

A student is ineligible to compete in activities in a given school year if he/she is in violation of use or possession of drugs, alcohol, tobacco (including e-cigarettes or vaporizers), and/or any other serious offense, such as vandalism, theft, or assault committed during the summer.

The penalty for a violation during the summer months is as follows: a student is ineligible for the first four volleyball games, first two football games or first four boy/girls' basketball games, depending on when the student participates in their first sport. An offense in the summer counts as the first offense for that coming school year and affects the student for their first sport participated in. If that student receives a second offense in the summer or that same school year, it will result in an 18-week suspension to begin at the start of school or, if school has begun, to start immediately.

### **Administrative Rules on Eligibility for Tardy and Absent Students**

In order to participate in practices or play in an interscholastic event, a student participant must have been in school all day beginning with first hour. Students are not allowed to come in at noon and then compete in an extracurricular activity later that day. Exceptions to this policy will be made if a student has a doctor's appointment or is unable to attend school due to inclement weather or impassable roads. Students who are sick the first part of the day and then come in later are not eligible to compete in extra-curricular activities that day/evening. The partial day absence must also be an excused absence, and the parent must promptly call the school or provide a note explaining the absence. Exceptions may be given at the principal's and/or athletic director's discretion, but only if the student participant has given prior notification of his or her necessary absence. In addition, if a student participant misses school on Friday and it is an excused absence, he or she may play/practice on Saturday.

### **Administrative Rules on Eligibility Affected by Drugs, Tobacco, Alcohol, Paraphernalia, Arrests, or Formal Charges**

Any student with or in possession of alcohol, tobacco products (including e-cigarettes or vaporizers, etc.), drugs or controlled substances on or off of school property (including in a vehicle/locker/or personal item), school vehicles, or at any school-sponsored event will be subject to NDHSAA penalties and policies (six or eighteen-week suspension). Any and all discovery of alcohol, tobacco products (including e-cigarettes or vaporizers) drugs, controlled substances and/or paraphernalia on or off school grounds will be turned over to local law enforcement by DCSD administration.

### **Penalty for Violation of Drugs, Tobacco, Alcohol, Vaping, etc.**

In accordance with NDHSAA, the use or possession of tobacco, (including e-cigarettes or vaporizers, etc.) alcohol, or any controlled substance as defined by North Dakota Law or any other serious offense, such as vandalism, theft, or assault, is prohibited. Any student who is in violation of the foregoing shall be suspended from participation in extra-curricular activities for six (6) consecutive school weeks for the first offense in a given school year and a period of 18 consecutive school weeks for any subsequent offense. According to NDHSAA policy, each student gets a fresh start in regard to eligibility affected by a violation of drugs, tobacco, alcohol, e-cigarettes, etc. - i.e., the offenses of the current year do not affect the next school year.

### **Additional Extra-Curricular Activities Affected**

The same rule for athletes under the NDHSAA shall apply to students who are in other extra-curricular activities and/or school sponsored events, including school plays, music competitions, FCCLA, FFA, and FBLA competitive events, art competitions, homecoming activities, school dances, prom, science fairs, spelling bees, chess club, art club, etc. Several of these activities may continue into the summer months. Any infraction by a student involved in these activities during the summer months will be suspended from participation based on NDHSAA and DCSD guidelines explained within this handbook.

Any student with, or in possession of, alcohol, tobacco (including e-cigarettes or vaporizers) or controlled substances as defined in Chapter 19-03.1 of the NDCC on or off school property, school vehicles, or at any school-sponsored event may be brought before the school board for consideration of expulsion. The use of illicit drugs and the unlawful possession and use of alcohol/tobacco is illegal and harmful.

### **Authority When Rules Are Not Written**

**Refer to "Final Authority" sub-section of the Discipline section.**



## **Investigation and Due Process of Student Eligibility Violation**

The principal and athletic director shall immediately investigate any alleged violation of the alcohol, tobacco and controlled substance rule that is made known to the principal or athletic director. If the administrator finds probable cause to believe that there has been a violation, he or she shall give the student and parents notice. The student shall have the right to an informal hearing after such notification. The hearing will be conducted by a school administrator or athletic director. The student shall have the right to be present and to offer such explanation and other evidence as the student deems necessary and pertinent to the suspected violation. The school administration is responsible for determining whether a student has violated a regulation and for the enforcement of the penalty in cases of violations. The period of suspension shall begin from the date and time notification is given to the student by the school administration.

## **Entrance Age Requirements**

In compliance with Chapter 15.1-22 of the North Dakota Century Code, a child must turn the age of 5 by midnight on July 31<sup>st</sup> of the year of entrance to a kindergarten program.

## **Family Involvement and Support Plan**

The school and home is a partnership in the educational process for student learning. The school is a major source of learning but the home can make a significant difference in how much and how well a child learns.

The Divide County Staff counts on the support of the parents and community. It is this support and involvement that provides the foundation for setting goals and expectations for students.

### **Parent Support:**

#### **School Program**

1. Attend regularly scheduled parent-teacher conferences.
2. Communicate with your child's classroom teacher.
3. Know what your child is studying.
4. See that your child follows the rules and attends school regularly.
5. Review with your child the handbook, newsletters, daily papers, assignment planners (grades 1-6), report cards, PowerSchool, and electronic communications.

#### **Home Learning**

1. Encourage and expect high performance from your child for school, work, household duties and other responsibilities.
2. Show interest in what your child does each day.
3. Provide proper conditions for home study –
  - a. 20 minutes of reading time a day (30 minutes for grades 7-12).
  - b. Quiet study area free from distractions.
4. Limit the time spent watching TV and playing with video games and electronic devices.
5. Provide supervision to ensure your child receives adequate rest, nutrition and physical exercise.
6. Encourage language skills – speaking, listening, vocabulary development.

### **Involvement**

1. Visit your child's classroom at least once during the year.
2. Work with your child on classroom projects, reading/math activities, and other programs.
3. Contact the classroom teacher for information or to resolve a concern.
4. View your child's progress in PowerSchool.
5. Attend Family Night functions at the school when possible.
6. Support the school in its efforts to maintain proper discipline.

### **Student Responsibilities:**

1. Attend school regularly.
2. Come to school prepared with my homework and supplies.
3. Observe regular study hours.
4. Always try to do my best in my work and in my behavior.
5. Work cooperatively with my classmates.
6. Be Safe, Be Responsible, Be Respectful

### **Divide County School District Will:**

1. Provide high-quality curriculum and instruction that enables participating students to meet or exceed the State's student achievement standards.
2. Provide a supportive and effective learning environment.
3. Provide parents with frequent reports on their children's progress.
4. Provide parents with reasonable access to staff. Teachers will be available during regular school hours between the hours of 8:15-4:00 and by email.
5. Provide parents with opportunities to volunteer and participate in their child's class and to observe classroom activities. Please set up a time with the individual teacher for observations (grades 1-6).

Only by working to improve the partnership can the school and home fulfill the goals and expectations that we all hold for the students attending Divide County School District.

### **Food Service Program**

The cafeteria in each school is open throughout the year serving breakfast and hot lunch to students. The hot lunch and breakfast menus are carefully planned to provide a balanced diet for student meals each day.

Breakfast is offered at DCE starting at 8:10 a.m. until 8:35 a.m. If students are planning to eat breakfast at school, they should report to their classroom and then immediately go to the cafeteria. High school breakfast is served from 7:55 until 8:20 a.m. in the commons.

Breakfast and lunch menus follow state and federal guidelines. Students may bring their own lunch. Guests are required to notify the school office by 9:30 a.m. to be included, if they would like to eat lunch with their student that day. As part of the Federal Health and Wellness regulations, students and staff are not allowed to have pizza parties or other food substitutions and/or arrangements during lunch hour.

Parents are encouraged to complete a Free or Reduced meal application available at each building. Please note that Kindergarten snack milk, and an extra milk at breakfast or lunch, is not part of an approved free meal application.

Students are expected to maintain a positive account balance throughout the year. 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. If a positive balance is not maintained, parents are then encouraged to provide a meal to be brought from home. District payment options for student meal accounts include cash or check payment in person at either school office, send payment with the student, or mail payment to the District Office at PO Box G, Crosby, ND 58730. Other payment options are available through parent eFunds accounts.

When a student's account reaches a negative balance of \$20.00, a letter and free/reduced meal application will be mailed to the student's parent/guardian.

When a student's account reaches a negative balance of \$40.00, a meeting will be scheduled with the building administrator and/or social worker.

In the event a student has insufficient funds in their meal account, the student will not be allowed to charge any extra or a la carte items to their account.

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 for meals. 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 or charitable funding source to offset costs incurred from unpaid meal charges and collection fees.

#### **Balance:**

Students will have positive or negative meal balances rolled forward into their meal account for the next year. Students that graduate or withdraw from the District will have remaining balances moved to their siblings' accounts, or may receive a refund of the remaining balance in their meal account upon request within 30 workdays of completion or withdrawal, or the balance will become the property of the District.

### **Grade Promotion/Retention**

At the elementary level, placement, promotion or retention for students of grades K-6 shall be made in the best interest of the student after careful evaluation of all the factors relating to the advantages and disadvantages of a final decision. Occasionally it is necessary to retain a child in the same grade for another year. This recommendation is made by the school team only after a careful study of the child's needs. A recommendation is not based entirely upon the child's intellectual ability to meet grade level expectations in subject matter – it also includes social, physical, and emotional needs. The final decision will be made by a school team consisting of the principal, teachers involved with the student, parents, and other resource personnel.

Here is a revised and professional version of the policy statement regarding grade-level promotion and graduation requirements for Divide County High School:

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## Divide County High School: Grade-Level Promotion and Graduation Requirements

To be formally promoted to the next grade level, high school students must successfully earn a minimum of **6 credits** during the academic year. The following credit benchmarks must be met prior to the start of each school year:

- **Sophomore (Grade 10):** Minimum of **6 credits** earned
- **Junior (Grade 11):** Minimum of **12 credits** earned
- **Senior (Grade 12):** Minimum of **18 credits** earned

In order to graduate from Divide County High School, students must have earned a minimum of 24 credits and must have successfully fulfilled all graduation requirements as outlined by the North Dakota Department of Public Instruction and in accordance with the North Dakota Century Code.

For junior high students, promotion to the next grade level will be determined by the school administration, based on academic performance, staff input, and a review of individual circumstances. Students who do not meet the necessary academic expectations may be retained at their current grade level at the discretion of the administration.

### Grading System

A -- 93 to 100 = 4.0 – Exceptional Achievement

B -- 85 to 92 = 3.0 – Above Average Achievement

C -- 77 to 84 = 2.0 – Average Achievement

D -- 69 to 76 = 1.0 – Below Average Achievement

I -- An incomplete on the report card – a grade has not been assigned until the work/testing is completed

U -- 68 and below – Unsatisfactory achievement – no credit earned

All teachers will use “Total Points” in their classes to determine quarter, semester and yearlong grades. (grades 7-12)

### Make-Up Work/Assignments

Students are encouraged to make up all their assignments BEFORE an absence occurs, whenever the student or parent knows in advance of an absence. Special consideration will be made if the assignment/work is of such a nature that all of it cannot be done in advance, in which case it may be completed upon return to school, with prior approval of the individual teacher.

Students who have been absent (an excused absence) will have 2 days to make up work/assignments for every day of absence beginning the day after they return to school. (i.e. absent on Tuesday, make-up work is due Friday at the beginning of each respective class period or is considered late and does not have to be accepted by the teacher). There is no extended time given (additional 2 days) to students that miss Semester 1 or 2 finals. Final tests need to be taken before the end of each Semester. Any student missing more than five (5) consecutive days of excused absences may be given consideration for additional time to complete make-up work. If a student knows that he/she will be absent in advance, he/she must speak to each teacher and get the schoolwork in advance. Each teacher must sign off and indicate when the work is due (e.g., prior to leaving, immediately when the student returns, or within a reasonable amount of time after the student returns). School administration will also be made aware of this information, and it is the student’s responsibility to provide school administration the necessary paperwork and communicate effectively with school administration regarding the student’s absence(s). If the student fails to complete his/her schoolwork in the allotted time given by the teacher, he/she may receive a ZERO

for all school work not completed. Individual teachers and the student will be consulted to determine the total allowable time. Any time a student is absent for part of the day the student should immediately (that same day) see the teachers of the classes missed to retrieve his/her assignments.

### **Homework/Daily Work**

Students are expected to complete all assigned homework/daily work. Tracking homework completion is the responsibility of each respective teacher for their respective classes and consequences for not completing homework should be administered by the teacher who assigned it.

### **Guidance Services**

The elementary guidance counselor will provide lessons on a weekly/biweekly basis to all grade levels. Individual guidance counselor sessions, as well as small group sessions, will also be available to students on an as-needed basis. The guidance department at DCHS will provide assistance to all students in the area of social or personal concerns on an individual or group basis. The counselor shall assist in activities that help students gain career awareness. The counselor is available for students planning college programs, searching for financial aid or other career avenues.

## **Immunizations for School**

### **NDCC 33-06-05-01**

Certificates of immunization or other official proof of immunization must be presented to the designated institutional authority before any child is admitted to an institution. Any child admitted to school under the provision that such child is in the process of receiving the required immunizations shall be required to receive the immunizations according to the recommended schedule set forth by the North Dakota State Department of Health. Any child not adhering to the recommended schedule shall provide proof of immunization or a certificate of immunization within thirty days of enrollment or be excluded from school.

### **Three Exceptions:**

1. Medical Exemption: Requires a certificate from a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health of the child.
2. Philosophical, Moral or Religious Belief Exemption: Requires a certificate signed by the parent or guardian who's sincerely held philosophical, moral or religious belief is opposed to such immunization.
3. History of Disease Exemption: Requires a certificate signed by the parent or guardian or physician stating that the child has a reliable history of chickenpox disease.

Please be aware that students, who have a waiver of immunization either for medical or religious or philosophical reasons, will be excluded from school if there is an outbreak of a disease for which the student is not immunized.

## **Lockers**

Lockers for clothing and books are provided for most grades by the school. Students must use the locker they have been assigned. The following locker rules are to be followed:

1. Money and valuables should not be left in lockers. These things should be checked into the office or with their classroom teacher. The school will not be responsible for any articles lost from lockers or locker rooms.
2. Lockers must be kept in proper order. Locker checks may be made periodically to check that things are in order. School official's reserve the right to group-inspect the lockers any time they feel there is a need to check for cleanliness or for any other reason.
3. If the principal has reasonable suspicion of illegal or harmful contraband, the locker may be inspected without notice.

## **Lost and Found**

The school will have a location that contains items that were found throughout the school year. The school is not responsible for the misplacing of any personal items, so students are encouraged not to bring expensive items to school. If an item of great value is brought, students should take proper measures in making sure the item is secure.

## **MEDICATION PROGRAM IN SCHOOL**

Divide County School District policy *ACBD: School Medication Program* is available upon request or on our school website.

### **Parents Right to Know Clause**

Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. If you are interested in learning this information, please contact the school administration office at (701) 965-6313. Upon this request, you will receive a detailed explanation of the licensing, education, and experience of each of our teachers. You will also receive information regarding the names and qualifications of the paraprofessionals at our school(s). In addition, if at any time during the school year a child is assigned, or taught by, a teacher who is not highly qualified for four or more consecutive weeks, the parents will be notified.

### **Parent-Teacher Conferences**

Each school year will include two scheduled Parent-Teacher Conferences, offering valuable opportunities for parents and teachers to connect and share insights that support each student's learning and growth. These meetings are a meaningful time to strengthen the partnership between home and school. Families are always welcome to reach out to their student's teacher at any point during the year with questions or concerns—open communication is encouraged and appreciated.

### **Pets/Animals in School**

The Divide County Elementary School recognizes there are medical and physical dangers with animals. The following guidelines have been adopted regarding all animals in or on the premises.

1. All requests to bring an animal to school must be made a week in advance and be approved by the principal and classroom teacher.
2. Parents must be notified in writing prior to any activity involving animals.
3. No domesticated animals shall be allowed in school unless proof of current vaccination is provided.
4. No wild animals shall be allowed unless under the control of an individual trained in the care and management of animals.

### **Phone Use (Student)**

The telephone in the office is restricted to emergency use. The phone should only be used before and after school or during the noon break. Cell phone use during school is prohibited. Instructors will confiscate any cell phone that is being used during school.

The school secretary is instructed to take messages from parents and see that they are delivered to the students during their class breaks. Parents are urged not to insist that the students be called to the office unless it is an emergency. Parents need to check in at the office if wanting to visit with their child.

## **Prom**

All prom dates must be enrolled in a high school or approved home education program. Prom dates not enrolled at DC High School must have their resident school contacted to verify current enrollment and must receive a favorable report/recommendation from their principal.

Prom is a lock-down activity. Students are not allowed to leave the prom until the official ending of the prom. If students leave prior to the end of the prom, the After-Prom Party Committee will be notified and entrance to the After-Prom Party may be denied.

DCHS administration and faculty request and accept law-enforcement assistance to ensure the safety and sobriety of all participants before, during and after the school prom. Therefore, DCHS administration and faculty will alert and request the presence of local law-enforcement to help assist in preventing any alcohol, tobacco (including e-cigarettes or vaporizers) or drugs from entering the prom. Student prom participants may be subject to a random breathalyzer or law enforcement sobriety test to enter prom. Student refusal to submit to a breathalyzer or sobriety test will result in the student being refused entrance to the prom.

*Students assigned to In-School Suspension (ISS) or Out-of-School Suspension (OSS) during the week leading up to prom will be deemed ineligible to attend the event.*

The same rules that apply to athletes under the NDHSAA guidelines shall also apply to students participating in other extracurricular activities and/or school-sponsored events, including prom. Any student under enforcement of Divide County High School and NDHSAA substance policies (six-week or eighteen-week restrictions) will be ineligible to attend prom.

## **Public Concerns about Co-Curricular Programs**

Please refer to the student activities handbook.

## **Report Cards/Progress Reports**

Report cards are issued four times per year, following the end of each nine-week grading period. For students in grades K-6, a parent signature is required on the return envelope to confirm receipt. For parents of students in grades 7-12, report cards are mailed home. Additionally, grades for all students can be accessed at any time throughout the grading period via PowerSchool.

*Parents and students are encouraged to obtain and use their Power School login and password to monitor their progress in school.*

Please note, parents are urged to contact the teachers if they have any questions regarding the report card grades.



## **Requirements for Graduation**

In order to graduate from Divide County High School, a student shall have completed a minimum of 24 units/credits of class work, which shall include the following:

NDCC 15.1-21-25. High school graduation - Minimum requirements.

The following twenty-two units of high school coursework constitute the minimum requirement for high school graduation as prescribed by ND Century Code:

1. Four units of English language arts from a sequence that includes literature, composition, and speech
2. Three units of mathematics
3. Three units of science, including: One unit of physical science; One unit of biology; and One unit of any other science; or Two one-half units of any other science
4. Three units of social studies, including: One unit of United States history; One-half unit of United States government and one-half unit of economics; Or One unit of problems of democracy; and One unit or two one-half units of any other social studies, which may include: Civics, civilization, geography and history, multicultural studies, North Dakota studies, psychology, sociology, and world history;
5. One unit of physical education; or One-half unit of physical education and one-half unit of health;
6. Three units of: Foreign languages; Native American languages; Fine arts; or Career and technical education courses; and any five additional units.

**SPECIAL NOTE:** The graduation requirements are minimal State standards required of all students. Divide County School District requires two (2) additional course requirements for graduation, to include one (1) additional credit of math and one (1) additional credit of science, for a total of twenty-four (24) credits. Students who plan to apply for the ND technical or academic scholarships and attend post-secondary schools should keep in mind the specific entrance requirements of those scholarships and schools and select a strong high school program to meet those requirements. Out-of-state colleges may have different requirements.

College admission requirements for all four-year colleges in North Dakota:

1. Four units of English, including the development of written and oral communication skills.
2. Three units of mathematics, Algebra I and above.
3. Three units of laboratory science, including at least 1 unit of 2 or more of the following: biology, chemistry, physics, physical Science, advanced biology, ecology, or AP chemistry.
4. Three units of social studies, excluding consumer education, cooperative marketing, orientation of social sciences, and marriage/family.

## **Scholarships**

### **Course Requirements for the ND Technical and Academic Scholarships**

#### 15.1-21-02.4. North Dakota career and technical education scholarship

Any resident student who graduates from a high school during or after the 2010-11 school year is eligible to receive a North Dakota career and technical education scholarship provided the student:

1. Completed four units of English language arts from a sequence that includes literature, composition, and speech;
2. Completed three units of mathematics, including: One unit of algebra II, as defined by the superintendent of public instruction; and two units of any other mathematics;
3. Completed three units of science, including: One unit of physical science; One unit of biology; and One unit of any other science; or Two one-half units of any other science;

4. Completed three units of social studies, including: One unit of United States history; One-half unit of United States government and one-half unit of economics; or One unit of problems of democracy; and One unit or two one-half units of any other social studies, which may include civics, civilization, geography and history, multicultural studies, North Dakota studies, psychology, sociology, and world history;
5. Completed one unit of physical education; or One-half unit of physical education and one-half unit of health;
6. Completed: One unit selected from: (1) Foreign languages; (2) Native American languages; (3) American sign language; (4) Fine arts; or (5) Career and technical education courses; and Two units of a coordinated plan of study recommended by the department of career and technical education and approved by the superintendent of public instruction;
7. Completed any five additional units, two of which must be in the area of career and technical education;
8. a. (1) Obtained a cumulative grade point average of at least 3.0 on a 4.0 grading scale, as determined by the superintendent of public instruction, based on all high school units in which the student was enrolled; and (2) Obtained a grade of at least "C" in each unit or one-half unit; or  
b. (1) Obtained a cumulative grade point average of at least 3.0 on a 4.0 grading scale, as determined by the superintendent of public instruction, based only on the units required by subsections 1 through 7; and (2) Obtained a grade of at least "C" in each unit or one-half unit; and
9. Received:
  - a. A composite score of at least twenty-four on an ACT; or
  - b. A score of at least five on each of three WorkKeys assessments recommended by the department of career and technical education and approved by the superintendent of public instruction.

#### **15.1-21-02.5. North Dakota academic scholarship**

Any resident student who graduates from a high school during or after the 2010-11 school year is eligible to receive a North Dakota academic scholarship provided the student:

1. Completed four units of English language arts from a sequence that includes literature, composition, and speech;
2. Completed three units of mathematics, including:
  - a. One unit of algebra II, as defined by the superintendent of public instruction; and
  - b. One unit of mathematics for which algebra II, as defined by the superintendent of public instruction, is a prerequisite;
3. Completed three units of science, including:
  - a. One unit of physical science;
  - b. One unit of biology; and
  - c. (1) One unit of any other science; or  
(2) Two one-half units of any other science;
4. Completed three units of social studies, including:
  - a. One unit of United States history;
  - b. (1) One-half unit of United States government and one-half unit of economics; or (2) One unit of problems of democracy; and
  - c. One unit or two one-half units of any other social studies, which may include civics, civilization, geography and history, multicultural studies, North Dakota studies, psychology, sociology, and world history;
5. a. Completed one unit of physical education; or  
b. One-half unit of physical education and one-half unit of health;

6. Completed: Two units of the same foreign or native American language; American sign language; and One unit selected from: (1) Foreign languages; (2) Native American languages; (3) American sign language; (4) Fine arts; or (5) Career and technical education;
7. Completed any five additional units, one of which must be in the area of fine arts or career and technical education;
8. a. (1) Obtained a cumulative grade point average of at least 3.0 on a 4.0 grading scale, as determined by the superintendent of public instruction, based on all high school units in which the student was enrolled; and  
(2) Obtained a grade of at least "C" in each unit or one-half unit; or  
b. (1) Obtained a cumulative grade point average of at least 3.0 on a 4.0 grading scale, as determined by the superintendent of public instruction, based only on the units required by subsections 1 through 7; and  
(2) Obtained a grade of at least "C" in each unit or one-half unit;
9. Received a composite score of at least twenty-four on an ACT; and
10. a. Fulfilled any one-unit requirement set forth in subsections 1 through 7 by means of an advanced placement course and examination; or  
b. Fulfilled any one-half unit requirement set forth in subsections 1 through 7 by means of a dual-credit course.

### **School Closing/Late Start**

When the weather conditions are such that it becomes questionable as to whether school will open that particular day, an announcement will be made using the designated alert system, which comes from our DC app. Parents are asked to keep their contact information up to date in the office so the system will be able to contact them. will also be utilized to notify of school closings. If students are in school when a storm is apparent risking travel, students will be dismissed and sent to their storm homes. All rural students will be dismissed to storm homes in town. Our primary concern is always the safety of the students.

### **School Start and End Times - Elementary**

The elementary school day begins at 8:40 a.m. The school doors will be open to students at 8:10. If necessary, students may be dropped off at the school playground beginning at 7:50 a.m. Students will be supervised outdoors until the school doors open at 8:10.

Breakfast is served from 8:10 – 8:35 a.m. If your child needs to eat breakfast at school be sure they arrive by 8:25.

School is dismissed on a staggered schedule beginning at 3:18. There will be no playground supervision after school.

### **DISMISSAL ROUTINE**

Parent/Guardian will complete a dismissal plan form. The school will follow the dismissal plan unless a phone call or note from the parent changes the plan. Please inform the school as early as possible of any changes in the dismissal plan. Changes to the dismissal plan must be reported before 3:00 p.m., however, the earlier you can notify the school of the plan the better as this puts the child at ease during the day.

## Senior Privileges – Fourth Quarter

During fourth quarter, when senior privileges are granted to those eligible, the following guidelines must be followed:

- Student must be in good academic standing (80% and above) and have good attendance and behavior, then they may leave the school premises during the scheduled SRB during their fourth quarter.
- Driving and senior permission form must be signed before leaving the building.
- Senior must sign in and out with the high school office.
- Seniors are not allowed to loiter in the hallways during their fourth-quarter senior privilege.

### Consequences:

- Students will not be granted senior privileges if ANY grade they have is below 80%. Once the grade is 80% or higher, senior privileges will be reinstated.
- If a senior receives detention, that senior will lose his/her privileges until that detention is served.
- Being tardy to a class
  - will result in loss of privileges for that day.
- If a student is caught drinking or in possession of alcohol, drugs, tobacco products, or partaking in other illegal activities, the student will lose his or her senior privileges for the same period of time set forth by the NDHSAA – 6 weeks or 18 weeks.
- Certain issues may arise which are not specifically stated within school policy, whereby, discretion will be up to the Divide County High School administration.
- Any disciplinary issues may result in the loss of senior privileges.
- If a student has an unexcused absence, senior privileges will be lost for four weeks.
- The School Board and/or the School Administration reserve the right to revoke senior privileges at any time.

## Storm Homes

**All rural students are required to have a storm home** listed with the school. In the event of early dismissal due to weather or other emergency, the students will be dismissed to their storm homes. Parents should notify the office of any changes throughout the year.

## Student Fees

Student activities' fees help to ensure DCSD can continue to provide high-quality programs and opportunities for our students, ensuring sustainability and continued support for our student activities.

Yearly General Student Activity Fee Grades K-6 = \$15.00

Yearly General Student Activity Fee Grades 7-12 = \$25.00

This fee applies to students not participating in Grades 7-12 athletics and other activities programs. This fee pays for admission to all regular-season athletic events.

The breakdown is as follows: 7<sup>th</sup> – 12<sup>th</sup> Athletics and Activities

- |                             |   |                      |
|-----------------------------|---|----------------------|
| ● 1 sport athlete/activity  | = | \$25.00              |
| ● 2 sport athlete/activity  | = | \$50.00              |
| ● 3+ sport athlete/activity | = | \$50.00 cap (yearly) |

- Multiple family athletes/activities = \$100.00 cap (yearly)

An additional fee will not be assessed. This fee pays for admission to all regular-season athletic events.

An instrument rental fee is charged for the use of school-owned band instruments at the cost of \$160.00 per year, half of which is payable at the beginning of each semester. All percussion students will need to pay an \$80 fee per year for use of school instruments, half of which is payable at the beginning of each semester.

### **Suspected Child Abuse or Neglect**

Teachers and school personnel are mandated, by law, to report all suspected cases of child abuse or neglect.

### **Tobacco Policy**

#### **Use and Possession Prohibitions**

1. Visitors – The use of tobacco products by all visitors on district property, in district vehicles, and at school sponsored activities (whether on or off district property) is prohibited at all times.

#### **Visitors**

All visitors are asked to call ahead and arrange a convenient time to visit your child's classroom with your child's classroom teacher. All parents, guardians, and visitors are required to sign in at the office when visiting the school during school hours. A visitor's badge must be worn while on the school premises.

#### **When in Doubt, Ask**

Each student has the responsibility to check with the principal when in doubt about any rule or regulation. This student handbook does not cover every aspect of the student life and activity in the school year. It is written to provide guidelines for major areas. The principal may hold assemblies to provide detailed explanation of school events or regulations.