

WASHBURN HIGH
SCHOOL STUDENT
HANDBOOK

2019-2020

WASHBURN HIGH SCHOOL STUDENT HANDBOOK

This copy of our High School Student Handbook has been given to you so that you may become familiar with some of the main rules or regulations that are in effect during the school term. Please keep this handbook and use it as your guide during the school year. If ever there should be doubt as to interpretation, please feel free to contact the school's administrative office.

The administration and faculty have expectations of the students. Development of good discipline is one of the most important goals of education. Discipline is the development of self-control, character, and proper consideration for other people. Understanding the purposes of discipline in school facilitates the formation of positive attitudes and assists the student in doing his/her part to make himself/herself a better person and the school a better place.

Our expectations are that you:

- a. Conduct yourself in such a way that your classroom behavior assures the right of every student to learn and the right of every educator to teach. Conduct yourself outside of the classroom in such a way that your behavior demonstrates respect for the personal and property rights of other students, faculty and staff.
- b. Arrive at school and to class on time, and be prepared.
- c. Attend class regularly.
- d. Use and care for the buildings and facilities appropriately.
- e. Cooperate with the school staff as they attempt to meet the educational needs of all students.
- f. Adhere to acceptable standards of courtesy to others.

To your parents, we want to extend an invitation to visit school at any time. If there is a problem that they feel needs to be discussed with someone, they should make an appointment with the person concerned. Conferences with the teachers or the administration are welcomed. We ask though, that if at all possible, parents should arrange the appointment in advance.

New Families to This School District

If you are a new family to the school district, we wish to say "Hello" and welcome you to Washburn and its school system. We feel that the Washburn Public School District is providing a sound educational system. We do hope to be able to make our school system even better.

Nondiscrimination Policy

The **Washburn School District** is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender

identity, national origin, ancestry, disability, age, or other status protected by law, and provides equal access to the Boy Scouts and other designated youth groups.

The Board designates the Brad Rinas, Superintendent, as the Title IX Coordinator. He may be contacted at Washburn School; PO Box 280; Washburn, ND 58577; or 701-462-3221, or by email at brad.rinas@k12.nd.us.

The Board designates Christina Reynolds, Elementary Principal, as the Section 504 Coordinator. She may be contacted at Washburn School; PO Box 280; Washburn, ND 58577; or 701-462-3221, or by email at christina.reynolds@k12.nd.us.

Any employee or student of the Washburn Public School shall be entitled to submit any complaint of alleged discrimination on the basis of sex or disabling condition, directly to the Regional Office for Civil Rights of the United States Department of Human Services by sending said complaint to:

Office for Civil Rights, Chicago Office
U.S. Department of Education
John C. Kluczynski Federal Bldg.
230 S. Dearborn St., 37th Floor
Chicago, IL 60604
Telephone: 312-730-1560
Fax: 312-730-1576
Email: OCR.Chicago@ed.gov

Harassment or Bullying

Harassment or bullying of any type has no place in the school setting. The Washburn Public School will endeavor to maintain learning and working environments that are free of harassment and bullying. The school board expects administrators and supervisors to make it clear to students and staff that harassment or bullying in the school building, on school grounds, or at school sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students and termination of employment for employees.

Harassment may include but is not limited to sexual harassment, racial harassment, or harassment because of a physical condition or disability. It may also include but is not limited to hostile, demeaning, or intimidating behavior or conversation. Bullying is defined as: Conduct that occurs, or conduct that is received by a student while in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which: 1. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities; 2. Places the student in actual and reasonable fear of harm; 3. Places the student in actual and reasonable fear of damage to property of the student; or 4. Substantially disrupts the orderly operation of the public school.

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.

Students who witness or experience bullying or harassment are encouraged to report it. Tell an adult you trust.

Emergency and Drills

Washburn Public School is equipped with a fire alarm system that can be heard and seen adequately. A continuous ringing of the fire bell or the regular bell is a warning. When this is sounded, all students will leave the building in a manner provided in fire drill regulations. Drills will be held throughout the school year. Students should file out of the nearest exit and remain outside until recalled by the principal or superintendent. There should be no running or commotion and little need for talking during a fire drill. Uncooperative students may face serious disciplinary action, as fire drills are serious in nature. Notice for tornado warnings will be given over the PA as a signal for all staff and students to go to the designated area. Students are to follow the direction of teachers and other adult staff for the sheltering area during a tornado warning. Evacuation routes and sheltering locations will be posted in each classroom. Students are to proceed in a fire drill fashion. You are to remain in the shelter area until the principal or designated person instructs you to return to your classroom.

Photocopies

Students are not to use the photocopy machines in the school. Under rare circumstances where a teacher may send you to the office to make a copy, you need to be accompanied by a slip stating that is your purpose. The secretary will charge you ten cents (twenty cents per color copy) per personal photocopy.

Absences, Tardiness

Illness, doctor appointments, dental appointments, death in the family, funerals, and farm work at home during the planting and harvesting seasons will be excused absences.

Extended vacations or trips taken by the family when school is in session should be avoided if possible. If a trip does become necessary, parents should contact the school, and class work should be completed in advance.

If you must be absent from school, **have your parent or guardian contact the school before 8:30 on the morning of your absence.** The day you return to school, please check into the high school office. If your parent or guardian does not contact the high school office within 24 hours this is considered an unexcused absence and will be subject to the Unexcused Absence/Skipping School guideline.

Any time a student leaves or returns to the school building during the day they must check in at the high school office. Failure to do so could result in detention.

You will be given two days for the first day missed and one day for each additional day missed to do your make-up work. Failure to do make-up work on time will be considered late and result in a grade of "0" until made-up within a given teacher's late-work policy.

A doctor's note is required for extended illness or for absences after the ten-day period in order for the absence to be excused from making up time. In addition, students missing more than ten days of school or ten of the same class periods in each semester will not be eligible for extracurricular activities for the remainder of the semester or until time is made up.

Washburn Public School requires a student to be in attendance 160 days of the school year. If a student misses more than ten days of school or class periods in a semester, he/she will be required to make the time up after school with the classroom teacher or office. If required to make up time, and the time is not made up, the student will not receive credit for the semester.

If a student misses three consecutive periods, the absence is considered a half-day. The student must be in attendance 30 minutes of the 49-minute class period in order to be counted as present for the class period.

There are three minutes between class periods. Please observe this and do not be tardy for class. Unexcused tardiness will result in detention.

School Hours

The doors of the building are open from 7:00 a.m. to 4:30 p.m. Students who eat breakfast are allowed in the building at 7:50 a.m. All other students are asked not to be in the building before 8:00 a.m. unless they are in school for an activity or to meet with a teacher. At no time, before, during, or after school are students to be loitering or sitting in the hallways.

Regular Bell Schedule

Period One: (8:10) 8:30 – 9:19

Period Two: 9:22 – 10:11

Period Three: 10:14 – 11:03

Period Four: 11:06 – 11:55

Junior High Homeroom 11:57 – 12:17

Junior High Lunch: 12:20 – 12:40

High School Lunch: 11:55 – 12:40

Period Five: 12:42 – 1:31

Period Six: 1:34 – 2:23

Period Seven: 2:26 – 3:15

Shortened Period Bell Schedule

Period One: (8:10) 8:30 – 9:16

Period Two: 9:19 – 10:05

Period Three: 10:08 – 10:54

Period Four: 10:57 – 11:43

Cardinal/Roughrider Time: 11:46 – 12:16

JH Homeroom: 12:16 – 12:31

JH Lunch: 12:33 – 12:53

HS Lunch: 12:20 – 12:53

Period Five: 12:56 – 1:32

Period Six: 1:35 – 2:21

Period Seven: 2:24 – 3:10

Classification and Promotion of Students

In the spring, at the end of the school term, students in grade 7 and 8 are retained or promoted to the next higher grade level on recommendation of the teachers and made final by the approval of the principal. The committee will calculate the average of the first and second semester grade for a class to establish a grade for the year. Should a student fail two classes for the year, the student may be retained. The student will have the option to attend summer school in a neighboring school or complete coursework through the North Dakota Center for Distance Education (NDCDE). Summer school or NDCDE courses must be approved by the principal and completed prior to the start of school in order for the student to be promoted to the next grade level.

In grades nine through twelve, students with less than five units/credits will be classified as freshmen; students with less than 11 but at least five as sophomores; with less than seventeen but at least eleven as juniors; and with seventeen or more as seniors.

Care of Property

Desks, books, and all other school equipment that are loaned to students are school property. Any damage done to such articles will be assessed against the borrower. Every student should do his/her best to help keep the building clean. Wastebaskets are provided for all waste paper and refuse. Do not mark or deface the buildings, walls, or school furniture. Let us justify the confidence the community has in us by respecting the buildings they have put to our use.

Graduation Requirements

Required subjects needed for graduating from Washburn High School are the following:

1. 4 units of Language Arts
2. 1 unit of World History

3. 1 unit of United States History
4. 1 unit of Problems of Democracy
5. 1 unit of Physical Science
6. 1 unit of Biology
7. 1 unit of Science elective
8. 3 units of Mathematics
9. 1 unit of Physical Education, OR ½ unit Physical Education AND ½ unit Health.
10. 3 units of Career Technical Education OR Foreign Language; Native American language; fine arts
11. 5 units of additional electives

A total of 22 units are required to graduate.

Graduates must have passed the ND Civics Test

The Washburn School District requires that all students in grades 9-12 take no less than 6 regular classes each school year. Students are to have no more than one study hall. In some cases, where a class is a semester class, such as chorus and physical education, a student may need to be scheduled for more than one study hall. Each student must attend a minimum of 4 courses offered by Washburn High School and meet the required number of credits per semester as outlined in the student handbook. All student schedules need to be approved by the high school principal.

To be eligible for valedictorian and salutatorian honors, a student must attend the Washburn School for at least his/her entire senior year.

Commencement Participating Policy

The Washburn School Board wishes to recognize the accomplishments of graduates by holding a commencement ceremony.

It shall be the policy of this school district that, in order to participate in commencement exercises, a student enrolled as a senior in the Washburn High School must have satisfactorily completed the graduation requirements as set forth in policy by the Washburn School Board for graduating from the Washburn High School. For purposes of this policy, satisfactory completion of graduation requirements is defined as having fully completed all coursework so required with a final grade having been issued in each such class prior to the respective scheduled commencement exercise. Satisfactory completion of graduation requirements may occur up to the end of the day on the Friday before commencement exercises. Coursework, under this policy, includes all courses required for graduation whether taken in residence or by correspondence.

Students who apply for and are approved for early graduation will not participate in the spring commencement if they complete their graduation requirements at the end of the fall semester. A commencement ceremony will be scheduled for a date in January, at which time they will receive their diplomas.

Participation in the graduation ceremony is a privilege, not a right. Students who violate student conduct policies/regulations may be denied the privilege of participation in the ceremony at the Principal's or Superintendent's discretion.

Courtesy to the National Anthem and Flag

If the national anthem is played while the United States flag is displayed, everyone present should stand, remove head gear, face the flag and salute in the same manner as when the flag is raised or lowered or passes by in a parade. If the flag is not displayed, all persons should stand at attention facing the music.

Courtesy to the School Song

Courtesy demands that you stand at respectful attention for your own school song and for other schools' loyalty songs.

Behavior at School Functions (ball games, concerts etc.)

All students will be expected to behave in an acceptable manner when attending school activities. Misconduct and running in and out of the gym will NOT be tolerated. Continuous misbehavior may result in students not being allowed to attend activities.

1. Parents are encouraged to attend and supervise their children during school functions.
2. Students are expected to follow school rules during activities. Students attending the activity are encouraged to support and cheer for our participants, but are prohibited from cheers or chants designed to intimidate or degrade our opponents.
3. Students should only leave the gym during dead balls, quarter breaks and at the conclusion of the contest.
4. During the National Anthem, all students and fans should stand at attention, remove hats, and place their right hand over their heart.
5. At music concerts, students should remain in their seats and not leave the gym until the concert is over. If it is absolutely necessary for you to leave the gym during a concert, the proper time to leave is between songs.

Bicycles on School Grounds

Roller blades, scooters and skateboards on the school grounds is prohibited. Bicycles are to be parked in the bicycle rack and taken home at the end of each day. It is recommended you lock your bike in the rack. The school is not responsible for accidents or any missing or damaged items

Fundraising

When a student joins an organization, they may be asked to help raise funds for that organization. Those funds are typically used to support activities within the organization. All fundraising needs to be approved by the advisor and school administration.

The freshman and sophomore classes are responsible for concessions during the home basketball season. The class advisors will meet with students prior to the basketball season to establish a schedule for working concessions. Students are able to choose whether they want to work in concessions or clean-up after the games. Depending on class size, on average a freshman will work at two home games while a sophomore will typically work at one home game. Money raised during concessions will be used to support class functions such as prom, senior class trip, etc.

Driver Education

Driver Education is offered at Washburn School as a summer high school program. A student must have completed the 8th grade before enrolling in this class. A student must be 14 years old before beginning behind-the-wheel training. The Driver Education student participation fee is \$100.00. The fee for students who are repeating the class is \$500.00.

Lost and Found

A lost and found box for the high school is located in the school office.

Church Night

Wednesday and Sunday nights are traditional church nights recognized by the Washburn School District, therefore no organized team activities will take place at the school after 6:00 p.m. There are rare times that events have been scheduled on these nights, but they are discouraged. Administration must approve of an activity on a Sunday or Wednesday night.

Add/Drop Policy

Students may add a class anytime during the first week of that class or by agreement of the teacher and the principal.

Students may drop a class anytime during the first two weeks of that class. Any drops after two weeks may be recorded as a failing grade and will result in the student not being placed on the honor roll for that grading period.

Inclement Weather

Should inclement weather develop, parents and staff will be notified through the instant alert emergency notification system. KFYR radio will also be notified. Morning school closing will try to be made before 7:00 am on such days that weather conditions may require. On days when buses are operating, parents are to use their own discretion as to whether to send their children.

In some cases, it may be necessary to send buses out ahead of schedule in order to get pupils home as safely as possible during bad weather. When buses are sent out early, it does not mean that the students in town will be let out early - many times they will be kept until the regular time. When school lets out early, every attempt will be made to notify parents.

Students Who Drive to School

Extreme caution must be exercised before and after school. Small children may not look for cars before they attempt to cross the street. Help prevent accidents. Students are asked to park within the lines in the parking lot. Students will not park in the front row of the parking lot. This area is reserved for guests and parents picking up children. Students will not park in front of the school during school hours as this area is reserved for loading and unloading students and supplies. Students will not park in the teacher parking area in front of the school & along the yellow line on the south end of the parking lot.

Bus Rules

Students riding buses are expected to conduct themselves in a mannerly fashion. The driver is in full charge of the bus and the students riding it. The driver has the same authority as a teacher and the students are expected to comply promptly with their requests. It is the student's responsibility to meet the bus on time. If the buses do not run because of inclement weather, rural students will not be counted absent. If bus service is not needed for a rural student on a certain day, it is the responsibility of the student to inform the bus driver as soon as possible. Flagrant violation of these rules will result in the suspension of the student from the bus roster.

School bus rules:

- a. All school policies apply on the bus.
- b. Stay back from the bus until it comes to a complete stop and the bus driver opens the door. Exit in an orderly manner after the bus comes to a complete stop.
- c. It is highly recommended that students dress for the weather by having a winter coat, hat, and gloves. Bus drivers have the authority to not allow a student on the bus if the student is not dressed appropriately.
- d. Go directly to your seat and remain seated during the trip.
- e. Refrain from leaning out of windows, using obscene language or engaging in other dangerous and/or unacceptable conduct.
- f. Do not litter. No sunflower seeds.
- g. Do not tamper with the bus or any equipment on it.
- h. Students will be quiet until the bus has crossed the railroad tracks.

Lockers

Each student will be provided with a locker in which to keep books and outside clothing and that will be used throughout the school year. Hallway lockers will be assigned by the office

according to grade. Students must stay in their assigned lockers. Lockers in the locker rooms are assigned by the coaching staff. The lockers are property of the school. Students are encouraged to lock their assigned lockers. The school reserves the right to randomly inspect lockers. Students choosing to lock their lockers must notify the principal with the combination or a key to the lock.

The Washburn Public School accepts no responsibility for articles lost or stolen from lockers or elsewhere about the premises although reasonable care will be taken to guard against theft. Lockers are to be kept neat and clean at all times.

Calendar

A school activities calendar is available on our school website and mobile app. Any activities that have been approved by the administration will be placed on the calendar to avoid conflicts of school facilities.

School Lunch

The school lunch program was introduced into the school with the purpose of serving you. Students guilty of misconduct will be subject to dismissal from the school lunch privileges. Teachers and cooks are employed in the school lunch program to help and serve you. Show all due respect to these people. They do have the authority to dismiss you from the school lunch room should it become necessary. We ask that all food remains in the commons area. Money for breakfast and lunch can be given to the business manager before school.

Washburn School currently has an open campus during the lunch break for grades 9-12. Students need to keep in mind that having an open campus is a privilege. With this privilege of an open campus comes the responsibility of maintaining the highest levels of student conduct and citizenship while off campus, especially when operating a motor vehicle. Open campus lunch breaks are a privilege and when privileges become abused, they can be revoked.

All 7th and 8th grade students should remain in the building during lunch time, with the exception of the first Wednesday of each month.

During the second semester of their senior year, seniors who are passing all of their classes with grades of a C or higher will have open campus privileges during their study hall period. Those seniors will not have to check in to their study hall period and do not have to remain in the building. Any senior who does have a D grade or lower in any class will lose the open campus privilege and must attend their study hall period for the entire week until the next grade check.

Organization Meetings

Members of the high school faculty will be appointed as advisors for each activity or organization. No organization shall have meetings without the approval of the principal or

the advisor. An advisor or an appointed school representative must also be present at all meetings.

Aspirin and Other Medications

Before aspirin (the school does not give out aspirin, only non-aspirin types of medication) is given to a student, we must have the permission of the parents or guardians. In an emergency, a telephone call will be permissible and then a note from the child's parents may be placed on file. Refer to Board Policy Manual.

Electronic Devices

Modern technology has provided a wealth of electronic devices for entertainment and personal communication. Use of electronic devices will be prohibited at school during instructional time unless such use is for a clearly defined educational purpose with the permission of the classroom teacher. Instructional time is defined as that time between the tardy bell and the bell indicating the class period has ended.

Personal electronic devices may only be used in the hallways and are to be turned off while students are in their classrooms. Devices should be stored in lockers, backpacks, or teacher-provided classroom containers during the class period. Teachers may confiscate devices that are being used during class. Continued use of electronics in the classroom may lead to further disciplinary measures. Such disciplinary measures include, but are not limited to, lunch detention, after-school detention, loss of technology privileges, etc. In instances where a student is repeatedly reminded to stop using their personal electronics, the device may be confiscated and not returned until a parent comes to pick up the device from the school office at the end of the day. Cell phones are not allowed in the locker rooms or bathrooms.

Disciplinary Action

Improper conduct in or out of a class or at school functions by a pupil may result in a dismissal from the class, detention, in-school suspension, suspension from school or expulsion.

Lunch and After-School Detention Policy

After-school detention deals with minor infractions and may be determined by any classroom teacher. Staff members who find it necessary to retain a student after school for disciplinary measures are authorized under this policy to do so. The after-school disciplinary time is to be made up the day following the infraction. The length of time a student is held after school may vary depending upon the infraction. After-school detention is to be made up in the teacher's classroom and must be supervised by the assigning teacher, or in the school office to which a supervisor is assigned. All students are subject to after-school detention.

Students assigned to after-school detention will be expected to get their own rides home. After-school detention will take priority over any extra-curricular activity, job, trips and the like. It is because of the student's lack of responsibility that he/she received after-school detention, therefore the only exception will be a doctor's appointment accompanied by a slip from the doctor's office or a funeral. In the event that a student is absent from the assigned time of detention, one-half hour more of detention will be added.

Due Process

When a disciplinary situation comes to the attention of the Principal and is of sufficient magnitude to warrant a possible suspension from school, the student will be notified of the charge, given opportunity to refute the charges, and a decision will be made on the merits of the evidence.

A suspension is the deprivation of a student's right to an education for a short period of time. Students assigned in-school suspension will complete a behavior modification curriculum before returning to the classroom. A student may be suspended for insubordination, habitual disobedience, or disorderly conduct.

The same offenses may result in expulsion if they are of sufficient severity. An expulsion is the deprivation of a student's right to an education for a period longer than ten days. The maximum length of time would be to the end of the current term.

If expulsion proceedings are initiated, appropriate procedural safeguards will be followed to protect the rights of the student involved.

Out of Building Passes

When, for any reason, it is necessary for a student to leave the building, he/she must obtain a pass from the office. Upon returning to school, he/she shall return the pass to the office.

Academic Dishonesty

Academic dishonesty is defined as when a person misleads, deceives, or acts dishonestly on purpose. If a student is found guilty of academic dishonesty, the incident becomes part of their school record. Academic dishonesty can include: cheating, bribery, misrepresentation, conspiracy, fabrication, collusion, duplicate submission, academic misconduct, improper computer/calculator use, improper online/teleweb/blended course use, disruptive behavior, plagiarism, etc.

Examples of academic dishonesty include, but are not limited to:

- Copying from another student's test or homework
- Collaborating with or seeking aid from another student without permission from the instructor

- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or in part the contents of an un-administered test or information about an un-administered
- Altering grades or academic records
- Substituting for another person or permitting any other person to substitute for oneself to take an examination or complete a class assignment
- Submitting, without specific permission of the instructor, work that has been previously offered for credit in another course
- Sabotaging another student's work
- Submitting altered or falsified data as experimental data from laboratory data as experimental data from laboratory projects, survey research, or other field research
- Committing any willful act of dishonesty that interferes with the operation of the academic process
- Facilitating or aiding in any act of academic dishonesty

The first infraction:

The teacher takes the work of the guilty individuals.

Guilty individuals will redo the assignment or alternative assignment before/after school with the teacher.

The maximum grade a student may receive on the second assignment is a 50%.

Parents are contacted.

Conference with student, teacher, and principal.

The second infraction:

The teacher takes the work of guilty individuals.

The student receives no credit for the assignment.

Parent conference, including the student, teacher, and principal.

The third infraction:

Student is removed from class and receives no credit for the semester.

Marking Procedure

All teachers are expected to use the schools grading scale.

A = 100-94, B = 93-87, C = 86-80, D = 79-75, F = 74.4-0

All teachers shall use PowerSchool for grading purposes. In grades 9-12, classes are one semester in length. In grades 7-8, classes can be one quarter or one semester in length.

Many times it is difficult to draw the line on a failure or on a pass. Each teacher knows what the student's efforts and results are and will make careful consideration of all factors before reaching a decision.

Students in junior high are retained or promoted to the next higher grade level on recommendation of the teachers and made final by the approval of the administration.

Honor Roll and Grade Point Average (GPA)

Honor Roll and GPA are calculated at the end of each grading period. To qualify for the A Honor Roll, during a grading period, a student must have a GPA higher than a 93.5%. To qualify for the B Honor Roll, during a grading period, a student must have a GPA higher than an 86.5%. Concert band, concert choir, and physical education are not used to calculate GPA.

Class rank is calculated at the end of each grading period.

The valedictorian, salutatorian, and honor students in the senior class will be determined at 3 $\frac{3}{4}$ years. To be an honor student you must have a GPA at 3 $\frac{3}{4}$ years of 90% or better. This number is not rounded up; therefore, an 89.95% does not qualify you as a senior honor student. Senior honor students wear an honor cord at graduation.

The valedictorian and salutatorian honors are given to an individual, ties are broken by carrying out the GPA percentage as far as necessary to break the tie.

Study Halls

Students and teachers share a responsibility to insure that study halls are a quiet and constructive place to work. Study halls are provided for students as a place for completion of assigned homework, study of current work, and/or review of completed work. There is no such thing as being all done with studying; review, review, and review! Students are expected to bring adequate materials with which to work, study, or review for the duration of the study hall.

Passes to the shop or other classrooms must be obtained before the start of class from the instructor or advisor who has jurisdiction over that particular room. Research work in the library of extensive duration will also be by pass permission of the assigning teacher. Browsing visitations to the library shall be granted at the discretion of the study hall supervisor as to frequency and length of time of these visits. Under no circumstances will a student be allowed in these rooms without a signed slip. Pass slips are to be returned to the study hall supervisor before the end of the period. Students who have received a pass to leave the study hall are to go directly to the assigned room. Students who are found to be abusing these privileges will lose their right to leave the study hall.

A student may also lose privileges as disciplinary action for violation of other rules or for misbehavior in study hall or classrooms. No student should be in the halls without a pass. Every student is expected to return to the study hall from which leave was granted five minutes before dismissal to the next class. At the end of the period, see that all desks and aisles are cleared and that the room is orderly with the floor free of paper.

Students who have a failing grade in one or more classes have not earned any study hall privileges for the next week. The failing grade report will be generated on Wednesdays.

Career Counseling

Your career counselor will welcome you talking with him/her about your program study, vocational plans, college plans, or about any problem in or out of school which may be causing your concern. You may make an appointment with the counselor during the day or after school if you desire. Each student is entitled to receive a consultative review of their individual high school education plan at least once during each high school grade. Upon request of the student, the school shall provide the consultative review.

Dress Code for Students

It is known that students work and act better when they are clean and properly dressed and groomed. We feel that it is the parents' duty to guide their children as to how to dress or be groomed.

Shirts and pants should cover undergarments and midriff. Shorts that are worn during physical education class are not to be worn that day in school. Tattered or soiled clothes are inappropriate.

The school will not tolerate clothing which contains advertisements for tobacco, alcohol, drugs or which suggests or implies immorality, uses inappropriate language or portrays violence. Check with the principal if in doubt about such clothing. Students will be sent home to change clothes if they are wearing such clothing.

Hats will not be worn in the building. Hats must be stored in lockers or backpacks. Students should not carry hats around with them throughout the building.

Eligibility for Students involved in Co-Curricular Activities

In addition to meeting all academic rules and regulations set forth by the North Dakota High School Activities Association, students must also comply with local requirements.

All participants in athletics, music, speech or debate, cheerleading, FFA, FCCLA, student council and other school activities must comply with training rules that have been stated by the High School Activities Association. Failure to do so could result in the student being dropped from the particular activity. First Violation: Six-week suspension. Second Violation: Suspension for eighteen-weeks, as PRESCRIBED BY THE NORTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION.

Academics

In addition to meeting all academic rules and regulations set forth by the North Dakota High School Activities Association, students must also comply with local requirements. Any student in grades 7-12 who receives two or more failing grades in any courses will be academically ineligible for interscholastic competition for a period of one week, beginning on Wednesday. Any student in grades 7-8 who is participating at the high school level must be passing in all classes. Any student participating in two activities during

the same season, must be passing all their classes. Eligibility will be based on cumulative grades from the beginning of the semester and re-calculated weekly.

Attendance and Illness

Fully enrolled students are students enrolled in a minimum of 5 classes which usually equals 2½ credits per semester. Regarding illness, students are required to be in school the half-day before the extracurricular event. They must be in school in the afternoon if the event is in the evening. They must be in school in the morning if the event is in the afternoon. The principal or athletic director has discretion to deal with individual situations, which may include doctor appointments or other unique circumstances. Students are also expected to be in school the day after a game or contest.

Training Rules and Violations

Participants must comply with North Dakota High School Activities Association rules prohibiting the possession or use of alcohol, tobacco, and drugs. A violation of these rules will result in a six-week suspension from participation in events. A second violation will result in an eighteen-week suspension from participation in events.

Students who are present when alcohol, tobacco, or drugs are being used illegally, and who do not leave the premises, are subject to a six-week suspension for a first violation, and an eighteen-week suspension for a second violation.

Conduct

Participation in extracurricular activities is a privilege, and as such there is the expectation that students will exhibit respectful, responsible, and safe behavior both in school and at school events. The principal retains the right to take disciplinary action if he/she deems it is necessary. This action may include but is not limited to detentions, in-school and out-of-school suspensions, and suspension from attendance at, or participation in extracurricular activities. In addition, there is an expectation that students will adhere to a code of conduct which will be outlined by the coaching staff and communicated to parents. All athletes are required to sign a Code of Conduct prior to participation.

Curfew

Coaches are encouraged to use their discretion in setting reasonable curfew hours and to enforce those curfews in a reasonable manner that is directly related to the activity for which the curfew applies.

Washburn Public School believes strongly in the team concept, therefore, students will not be allowed to drive to and from school sponsored activities. The only exception, and it is discouraged, is when they ride with their parents or another student's parents. Prior arrangements must be made with the coach or advisor.

Possession, Use or Distribution of Illicit Drugs and Alcohol

DADE - Tobacco Use in the Schools

RATIONALE FOR REGULATING POSSESSION AND USE

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

1. Reduce the high incidence of tobacco use in North Dakota.

2. Protect the health and safety of all students, employees and the general public.
3. Set a non-tobacco-use example by adults.

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

DEFINITIONS

For purposes of this policy, —tobacco is defined to include any product that contains tobacco, is manufactured from tobacco, or contains nicotine, e-cigarettes and other electronic smoking devices. This excludes any FDA-approved nicotine replacement therapy.

USE AND POSSESSION PROHIBITIONS

Students:

Possession and/or use of tobacco products by students on district property, in district vehicles and at school-sponsored events (whether on or off district property) is prohibited at all times.

Staff/Visitors:

The use of tobacco products by all school employees and visitors on district property, in district vehicles and at school-sponsored events (whether on or off district property) is prohibited.

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

Additional:

The School District will not allow advertising of tobacco products in school buildings, on school property, at school functions on district property and in all school publications. This includes clothing that advertises tobacco products. The School District will not accept any gifts (such as curriculum, book covers, speakers, etc.) or funds from the tobacco industry.

COMMUNICATING TO STUDENTS, STAFF AND PUBLIC

This policy will be printed in employee and the student handbooks. It should be posted in highly visible places in all schools of the district, such as, but not limited to: all entrances of school buildings, school playgrounds, athletic fields and school-sponsored events (on district property). Parents will be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy communitywide.

RESPONSIBILITY FOR POLICY VIOLATIONS

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

TOBACCO CESSATION SERVICES

Individuals requesting assistance with tobacco cessation services will be referred to North Dakota Tobacco Quitline or North Dakota QuitNet. These are free cessation services provided to citizens of North Dakota.

(Reference: Creating and Maintaining a Tobacco-Free School Policy, Bureau of Health, Maine Department of Human Services; Fit, Healthy, and Ready to Learn, A School Health

Policy Guide, National Association of State Boards of Education, North Dakota School Board Association)

DADE-R - Tobacco Use Violation Procedures

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility of adhering to and enforcing this policy. The first violation will result in a verbal warning to the staff member. If a second violation should occur, a written warning will be issued to the staff member with a copy placed in his or her district personnel file. Further violations shall be considered insubordination and shall be dealt with accordingly based on established policies and procedures for suspension and dismissal of staff.

End of DADE R.....DADE-R
(Adopted June 9, 2011)

A student who takes medicine prescribed by a physician is required to advise his/her principal so that the taking of medication by prescription will not be misunderstood.

Students leaving for Activities

You are a student first and an athlete second. It is your responsibility to visit with your teacher about missing class well-**BEFORE** you leave for your school activity. Unless the teacher says differently, you are expected to be ready and prepared with all homework completed when you return.

Immunization Policy

North Dakota law states that a child may not be admitted to any public, private, or parochial school, day care center, child care facility, head start program, or nursery school operating in this state, or be supervised through homebased instruction, unless the child's parent/guardian shows proof that the child has received the required immunizations. More information may be obtained by visiting the North Dakota Department of Health website, <https://www.ndhealth.gov/immunize/>.

Student Council

Student council is the students' way of improving the school through their input. The council is made up of two representatives from each class in grades 7-12, one president from each class 7-12, a member from music, a member from FCCLA, a member from FFA, a member from speech/drama, and a few members-at-large (varies year to year). The vice president/president is elected as a two-year term - junior year they are vice president and senior year they are president. The student council is active in community service projects such as raising money for various charities and donating each year to the McLean County Resource Center.

Students who have ideas for improving the school should contact their class representatives, and they can take your ideas to the council. The council has a Constitution and By-Laws which they follow.

Notice

Insurance coverage for injury to students will be the responsibility of the parents.

Withdrawal or Transfer

If you plan to leave the Washburn School District at any time, please notify the office. The proper completion of necessary forms will make your move much easier.

Parent-Teacher Conferences

The Washburn Public School will hold two Parent-Teacher Conferences a year.

Interactive Television and online courses from the Missouri River Education Cooperative (MREC)

Interactive television (ITV) provides students with additional courses to further enhance their education. These courses are provided through the Great Western Network, a consortium consisting of 24 school districts. Students must have a "B" average to enroll in a foreign language class.

When preregistering for these classes, it is important that you be sure of your decision. The school district pays extra for you to be enrolled in these classes.

Weapons

The Washburn Public School Board has determined that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district. No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity. Such weapons include, but are not limited to, knives, razors, ice picks, explosives, smoke bombs, incendiary devices, guns (including pellet guns), slingshots, bludgeons, brass knuckles or artificial knuckles of any kind, or any objects that can reasonably be considered weapons or dangerous instruments. Violation of this policy will require the principal initiate the proceedings for the suspensions and/or expulsion of the student involved immediately. When a student is found to have a pocketknife, a utility knife, or a jack knife, it will be confiscated.

Dances

Homecoming and Snowball dances are hosted by the Student Council. Students in grades 7-12 may attend these dances. Students who are academically ineligible, or are serving a

suspension from activities for an alcohol or tobacco violation, may attend these dances. You may not attend these dances if you are currently suspended from school.

Prom and Grand March are hosted by the junior class. Students in grades 9-12 may attend Prom if they have been asked by a Washburn junior or senior. Students who are academically ineligible, or serving a suspension from activities for an alcohol or tobacco violation, may attend these dances. You may not attend this dance if you are currently suspended from school. Invited guests must be at least a freshman. School rules apply to all students and their guests, even if their guests have graduated or they if they are 21 years old. Proper identification must be supplied if requested.

The doors are locked at 10:00pm. Students leaving the dance will not be permitted to return. The advisor in charge of the dance may request that a sheriff deputy be in attendance at the dance. In the event that a student is acting inappropriately or not following school rules, the advisor/chaperone may refer the student to the Sheriff department or ask the student to leave. If a student is suspected of being under the influence, or in the possession of an illegal substance, the student will be referred to the Sheriff department.

Music Concerts and Competitions.

Academic and NDHSAA eligibility rules apply for large/small group music competition, Northwest Music Festival, UND Music Festival, etc.

The Christmas Concert, Spring Music Jamboree, Spring Concert and Memorial Day Parade are considered part of the music class and eligibility requirements would not apply.

The Music Department organizes a trip every four years. All school rules apply while on this trip but eligibility requirements do not apply.

Dual Credit Policy

Students wanting to take a Dual Credit College Composition 110 Course must meet the following requirements:

- Achieve a "B" average over the course of two semesters in English III
- Score at least an 18 on the English portion of the ACT test

Semester Test Exemption Policy

Student in grades 7-10 will not be exempt from semester test. Students in grades 11-12 will be exempt if the following criteria are met (All days excused or unexcused will count.)

A student that has a grade no lower than an 86.5% (This number is not rounded, therefore an 86.4% does not equal an 86.5%) will qualify for the semester test exemption in that class. Students with more than 7 absences in a class will not qualify for the exemption in that class.

Juniors and Seniors are required to take one semester test each semester. The test must be taken from a core subject area (Math, English, Science, Social Studies). A student may not test the same class both semesters. Juniors and Seniors taking online classes, ITV classes, or college classes are not exempt from those tests and must follow the policy of that teacher.

Any student who has been tardy for the same class 3 times in a semester will lose that class as a possible exemption and will be required to take that semester test.

Students who have been assigned in or out-of-school suspension, have lost the opportunity to be exempt from tests.

Student's grades 11-12 taking semester exams will have open campus but they must remain in the testing area for entire testing period for the exams they are taking.

*Students should realize that being exempt from a semester test is a privilege and not a right. Everyone is expected to take a semester test unless they have earned the right not to.

Suspended Students (Enrollment of)

Any student who has been suspended from a school of this district is not eligible to attend any other school within the district until eligible to return to his or her regular school. Any student who has been suspended from another district will not be permitted to enroll in the district until eligible to reenroll in his or her former district or until the board or the superintendent has reviewed the prior suspension and determines that the suspension was illegal or improperly given.

Discipline Guidelines

Every school must have rules and regulations. The number of rules could become endless in order to cover every situation. The following is not meant to be an exhaustive list, but rather a list of some of the more common student actions that result in disciplinary action. For situations not listed, common sense and decency should indicate the proper procedure.

Student Action	Consequence
Smoking or possession of tobacco products on school property.	3 Days in/out-school suspension and/or referral to police.
Classroom problems	Detention or in/out-school suspension. Length of stay will be determined by teacher and administrator.

Fighting	Detention or in/out-school suspension. Length of stay will be determined by administrator.
Profanity	Detention.
Possession of Drugs and Alcohol	3 Days in/out-school suspension and referral to police.
Attending school under the influence.	3 Days in/out-school suspension and referral to police.
Theft	Detention or in/out-school suspension. Length of stay will be determined by teacher or administrator. Referral to police.
Vandalism	Detention or in/out-school suspension. Length of stay will be determined by teacher or administrator. Referral to police.
Unexcused Absence/ Skipping School	Detention or in/out-school suspension. Length of stay will be determined by administrator. Student will receive a 0% for any daily in class assignments or work.
Insubordination	Detention or in/out-school suspension.
Harassment	Detention or in/out-school suspension and/or referral to police.
Inappropriate dress	Change clothing and detention.
Accumulating 3 hours of detention or repeatedly skipping detention.	One day in-school suspension.
Weapons such as guns and knives.	Suspension or expulsion.

High School Students on Emergency Squads Form

It is the belief of the Washburn School that civic responsibilities can be emphasized through participation by students in the various community emergency or rescue squads.

The following guidelines are requirements for student participation in these civic squads.

1. Students must provide proof of membership in an individual service squad.
2. Participation by a student in the service areas will need to meet the requirements of those students who participate in NDHSAA activities.
3. Students must be a Junior or Senior in good academic standing (maintaining a "C" average) in order to participate.
4. Parents or guardians must have signed a parent release form for the student's participation in the program.
5. Students approved for participation on the service squad are allowed to carry a beeper in school when they are on call.
6. Upon a call for duty, students are allowed to leave their classroom immediately and stop in the office to check out. Upon completion of their responsibilities, students are to check back in the office and return to class.
7. The office and staff will have a list of those students serving in these capacities.
8. If we have multiple students in the department, only those physically on call and on back up are the ones to leave the classroom for ambulance runs; in the event of a car accident or any fire, all are allowed to leave.
9. Any problems arising regarding a student's participation in the program will be documented.
10. In the event of a problem, the student will need to meet with the principal and if the problem warrants, possibly meet with a representative from the service squad as well, to address the problem. If the problem cannot be appropriately addressed, student participation may be terminated.
11. Coverage by Worker's Compensation for students will be the responsibility of the service squads as would be with any other member of the squad.

I have read the Washburn Public School policy on High School Students on Emergency Squads and agree with these guidelines.

Parent Signature _____ Student Signature _____