

Central Valley High School

*TO ENGAGE, EDUCATE, AND EMPOWER OUR COMMUNITY FOR THE 21ST
CENTURY*

CENTRAL VALLEY SCHOOL

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2026 – 2027

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Jaimie Gunderson

Lori Henningsgard

Don Eliason

Heidy Snyder

Superintendent/Asst. Athletic Director

Principal

Music

Science

Science/Math/PE

Social Science

Counselor

Business Education

English /Library

English/ German

Math

PE

Art/Tech Ed/Tech Coord

Special Education

Athletic Director

Secretary

Business Manager

Head Custodian/ Bus

Head Kitchen

Kitchen

Custodian

Bus

Bus

Paraprofessional

Welcome to Central Valley Public School. Central Valley School Administration and Faculty extend a warm welcome to you for the coming school year. This handbook has been prepared for you for the purpose of clarifying most of the rules and regulations students will be expected to follow while attending Central Valley School. Not all rules and regulations are covered in this handbook because it is impossible to cover every situation. Various situations arise from time to time that will be addressed on an individual basis or more formally through School Board Policy. It is the responsibility of each student to become familiar with this handbook, and it is recommended that parents, as well, read it so that they, too, are aware of its contents.

General Information

GENERAL RULES OF CONDUCT

1. Show respect for fellow students, faculty and employees.
2. Respect and abide by all regulations.
3. Respect and protect school property.
4. Maintain high standards of courtesy, decency, morality, honesty, language, and attendance.
5. Pay attention in classes and complete homework assignments. It is necessary for each student to protect the rights of other students to their education.
6. WALK in the hallways.
7. Prevent injury to others.
8. Accept punishment for cheating, but better yet, DO NOT cheat.
9. Keep your voice and language under control at all times.
10. NO food or beverage is allowed in the classrooms or hallway except water.
(Exceptions with prior administrative/teacher approval.)
11. Students bringing lunches may keep them in their lockers. All food and beverage will be consumed in the lunchroom/dining area. (Pop may be consumed in the east entry, if cans and bottles are picked up and kept out of the hallway.)
12. Students are expected to show good sportsmanship at all ~~athletic~~ extracurricular and co-curricular contests.
13. High school students are to stay out of the locker rooms during the day unless they are going there for physical education class. Students are allowed to put athletic/sports bags in the locker rooms before school.
14. Students will not be allowed to carry backpacks to classes or to the lunchroom. Backpacks or other types of book bags/athletic bags must be left in the lockers or locker rooms during the school day, not on the floor outside your lockers.
15. Stealing school property or the property of another student will result in an automatic suspension. The length of time of the suspension will be determined on a case by case basis.

WORKING PRIVILEGES

Working privileges for students are extended to those individuals working for parents or immediate family. No other student will be allowed to miss class to work. Any student missing school to work for a non-family member is considered skipping school with Detention/Suspension as the consequence. Going to job interviews and training sessions is considered the same as skipping school for work. **Detention/Suspension will be assigned as punishment by the administration. Exceptions may be granted by the administration for leaving school early and the last hour is a study hall.**

CONDUCT AT OUT-OF-TOWN EVENTS

The standards for acceptable conduct at out-of-town events are identical to those when the event is at home. Students that drive or ride in cars to these events will be considered in the same manner as those that ride the school buses as far as their conduct at these events are concerned. Students are expected to follow rules of sportsmanship.

LOCKERS

Each student will be assigned a large personal locker that should be kept neat and may be inspected periodically. Valuables should not be left in lockers. Personal decorations are not allowed on lockers. Locks will be provided for any student that wishes to use one; replacement cost is \$2 if the lock is not returned at the end of the year. If any student is

suspected of having drugs, alcohol, pornographic materials, or any contraband in their lockers, an inspection can be made at any time by the administration and the material seized or confiscated. Material will be turned over to law enforcement if necessary. *Students bringing their own locks from home must provide the office with the combination or a key. Failure to comply can result in the lock being cut off.*

COMPUTER, INTERNET, AND DEVICE USE

Central Valley will follow the Chromebook Policy for computer conduct, prohibited use, offenses, and consequences protocol.

LUNCHROOM

All meals served to students and adults should be paid in advance. If you do not wish to eat the lunch that is served by the school, you may either bring your own lunch from home and eat it in the lunchroom or go without lunch. Students are to stay in the lunchroom or in the east entryway during their lunch period until their dismissal bell rings. Students are not to line-jump or cut in front of others as they line up. Students are to be respectful to all school staff and not leave messes on the tables or on the floor. No yelling, clapping, throwing food, etc, will be tolerated. Students are not to be in the school parking lot during noon hour.

STUDENT DRESS

All students are expected to dress in an appropriate manner. Any apparel which causes an obvious distraction or disturbance will be questioned. No apparel that advertises an alcoholic beverage, breweries, tobacco, drugs, or drug paraphernalia shall be worn to school. No dress that contains writing that is obscene or disrespectful or promotes drinking or using drugs shall be worn to school. (Big Johnson, Coed Naked Sports, or similar shirts are not to be worn to school.) Students of either sex are not to wear hats or caps during school hours, except for special dress days. Caps/hats should be removed upon entering the building and put back on only when exiting the building. Students are encouraged NOT to wear hats at indoor school events.

1. Students are also not to wear backless tops, tube tops, halter tops or any top that show a person's belly (midriff), short-shorts, or clothes that shows a person's underwear (this includes bras, bra straps, and thongs), mini-skirts deemed too short, or clothes with revealing holes in them. Visible straps on clothing must be at least two inches wide. Students will be confronted by teachers/ administration on an individual basis when students' wear inappropriate clothes.
2. No student is to wear a headband or any type of clothing that signifies membership in a certain gang.
3. Chains are considered **weapons** and will not be worn to school at any time. Chains attached to pocketbooks, worn as belts, or worn around the neck are not to be worn at any time on school premises. A chain which has weight & substance is different from a necklace.
4. No outside jackets or coats will be worn during the school day. (Exceptions will be made during very cold weather.)
5. T-shirts will be provided in the office for students not following our dress code.
6. Shorts/Skirts that are shorter, at any point, than an individual's hands when his/her arms are held straight at his/her sides will not be allowed.

BUS BEHAVIOR

Any student that rides a bus other than his or her own route must have his/her parents notify the office by written note or telephone call. A bus permission slip will then be given to the student to present to

the bus driver. This also applies to non-bus students. Misbehavior on the buses is covered by the following policy:

First Offense: The bus driver will speak with the individual students involved and give written notice.

Second Offense: The bus driver, student and administrator will meet. Parents will be notified.

Third Offense: The student will lose bus-riding privileges for 1 week. Parents will be notified.

If any subsequent behavior issues arise, a meeting will be scheduled between the bus driver, student, parents/guardians, and administration.

LICE

School personnel will follow the recommendation of the North Dakota State Department of Health regarding control of the school environment to prevent the spread of head lice. When lice or nits are detected, the student's parent/guardian shall be contacted immediately and information on treatment will be sent home with the student. and the student shall be sent home as soon as practicable with an informational letter and the instructions for treatment. Siblings and students who may have shared head attire may also be checked. The student will not be readmitted until free of both lice and nits as stated by medical personnel. Notification to parents of other students who may have been in contact with the head lice will be sent treatment information.

EXCLUSION OF ILL INDIVIDUALS FROM SCHOOL

The district will follow the guidelines and recommendations of the Traill County District Health with regard to illness and exclusion from school.

SKIPPING SCHOOL

You are guilty of skipping school when you are not in school when your parents or guardians think you are. Skipping school is considered a serious infraction of school rules and state law. The school will contact parents/guardians when individuals fail to show up for school without prior notice. Skipping school will result in the administration assigning Detention/Suspension. The final determination of skipping school will rest with the administration.

SCIENCE LABORATORY-SHOP

No student should enter science laboratories, or shop unless accompanied by a teacher or by permission from an instructor or administrator. Breakage resulting because of carelessness in any laboratory or shop shall be paid by the individual(s) responsible. Do not feed any organism or touch equipment, or animals unless authorized to do so by the instructor. Students are not allowed to remove items from labs or shops without teacher permission.

DANCES / PROM

- NDHSAA rules apply – students cannot be serving a suspension
- Academics – All students must be eligible
- Discipline – Cannot be serving a suspension or be behind on detention or makeup time
- Once the doors have been closed and locked for the event, students are not allowed to leave and come back in. If students leave, they are finished with the dance.
- Missing school to rent/buy/pickup dresses, tuxedos, or other prom/dance items or procedures does not count as a school event and will be counted towards the student's absences.

- For high school dances, all students must be enrolled in school and in grades 7-12 (Prom age limits listed below). Students from other schools who plan to attend a high school dance must be put on a list in the office by at least 4 days before the event. All students must be in good standing with their school.
- A student may be required to submit to alcohol checks during the dance if any chaperone or supervisor of the dance believes someone to be drinking. Any detection will result in not being able to participate in the event and the proper authorities will be alerted.
- For junior High Dances, all students must be enrolled in school in grades 5-8. Moved from two bullet points above.

Prom Specific Policies

- Alcohol – all students need to use the alcohol detection device to check their breath for any alcohol before Grand March begins. Any detection will result in not being able to participate in the Grand March or Prom and proper authorities will be alerted.
- All juniors are given the Friday before prom to decorate if they have volunteered during the fundraising opportunities throughout the year. If they did not help during the week, they are required to be in all classes on that said Friday.
- No one under 9th grade will be allowed to attend prom – You must be a sophomore, junior, or senior to ask someone to prom.
- No one over the age of 20 will be allowed to attend prom without prior approval from administration.
- Prom is a Formal Event – Students should have a date and wear nice clothing (not street clothes).
- Policies will be enforced using administrative discretion.

VISITORS

If a student wants to bring a visitor to school he/she must get permission from the administration and the teachers who will be involved. Visitors will be allowed to visit for one hour.

PHYSICAL CONTACT (AFFECTION)

School is an educational environment and all students should feel safe, secure and comfortable about being here at all times. No area of school or school grounds is an appropriate place for intimate physical contact (affection) between two students. Physical contact between couples: such as embracing, kissing, or fondling, etc. is not acceptable behavior. This policy applies to any school related events/activities, during the day or evening, at Central Valley School. Students will be disciplined if problems persist.

PERSONAL COMMUNICATION DEVICES (Policy FFI)

The Central Valley School District prohibits students from using personal electronic devices during instructional time. Prohibited devices include laptops, ipads, smartphones, cell phones, bluetooth-enabled devices, tablets, smartwatches or other wearable devices, gaming devices, and any other devices as defined under N.D.C.C. 15.1-07-39.

All personal electronic communication devices must be turned off, securely stowed away, and inaccessible to students during instructional time. Exceptions to this policy include

school-owned devices provided to students, school-approved devices used by students, medical-provider recommendation, and a required accommodation.

Disciplinary Measures:

- 1st Violation: confiscate device, email parent, return device at end of the day
- 2nd Violation: confiscate device, email parent, return device at end of the day, one detention
- 3rd Violation: confiscate device, return device at end of the day, detention, and face to face meeting between parent, student, and administrator to develop a compliance plan
- 4th Violation: confiscate device, return device to parent during meeting and review compliance plan, one day ISS
- 5th Violation: confiscate device, return device to parent during meeting and review compliance plan, one day OSS
- 6th Violation: confiscate device, return device to parent during meeting and review compliance plan, 3-5 days OSS
- 7th Violation: confiscate device, return device to parent during meeting and review compliance plan, 10 days OSS and recommendation for expulsion. Due process procedures contained in the suspension and expulsion policy and regulations shall be followed.

ATTENDANCE

Students in all North Dakota Public Schools are governed by state attendance laws. These laws require all children between the ages of 7 and 16 to be in attendance every day school is in session. The law provides local school boards authority to establish standards for attendance. The school board recognizes regular attendance as necessary to ensure continuity in the educational process. Classroom learning experiences are a meaningful and essential part of any educational system. Time lost from class is irretrievable, particularly a student's opportunity for interaction and exchange of ideas with teachers. The absent student loses the benefits of lectures, discussions, and participation with other students. This school district, therefore, considers encouragement of consistent and timely attendance a major responsibility. **Parents are to call the school by 8:35 AM if their child will not be in school that day or needs to leave school early.**

The following regulations will apply to student absences:

Good attendance in school should be a top priority for our students. Daily attendance is the responsibility of the students and their parent(s)/guardian(s). The district attendance policy limit is: 10 absences per class each semester.

A student who misses more than 15 minutes of class will be counted as absent

Absences in excess of this maximum may result in the student's loss of credit for the course. Absences which count toward the limit include illness, appointments (including dental, doctor, and court), vacations, truancy, etc. Additional medical absences will be granted if there is a written doctor's excuse stating the student should not be in school. A written doctor's excuses should be turned in within 5 days of the student returning to school. All absences in excess of the maximum, without a written doctor's note, will be made up hour for hour, beginning with the eleventh absence. Absences for school related activities are not counted against the limit. Administrative discretion may be used to excuse excess absences.

Make-up time will be held before and after school on **TUESDAYS**, and will continue until all time is made up. Additional days may be added in order to allow students time to make up at administrator's discretion. Seniors who are unable to make up their required makeup time before graduation will not be allowed to attend the graduation ceremony. They will be required to make up all required makeup time and necessary course work in order to graduate and receive their diploma.

The school will notify the parents quarterly when a student reaches 5 ~~& 10~~ absences in any one class period. Parent meetings will be held as needed for excessive absences.

MAKE-UP WORK

If a student misses school, it is his/her responsibility to make up all missed assignments. The students have the number of days absent from school plus one day to complete all homework and tests/quizzes/projects.

LATE WORK

A student will receive full credit earned for work turned in on time. If not turned in on time, students will receive a zero until the work is completed. Students will have four calendar days to turn in work and receive credit earned with a loss of one letter grade. Students will have another three calendar days to turn in work and receive a max of 60% on the work. Any work turned in after the seven calendar days have passed will receive no credit for their work.

POST-SECONDARY SCHOOL VISITS

Students will be allowed one post-secondary school visit that will be excused. Students must verify each post-secondary school visit with the school counselor.

LEAVING THE SCHOOL BUILDING

If students become ill during the school day and must go home, the principal will make arrangements to see that they receive proper care. **NEVER leave the building without reporting to the principal, the superintendent or the secretary.** Parents will be notified before a student leaves school due to illness. All check out procedures must be followed before you leave the school building.

Before leaving, the student must:

- 1. Verify parental permission (note or telephone call)**
- 2. Receive approval from the administration**
- 3. Sign out on the sheet in the main office**

TARDY POLICY

Students are allowed one unexcused tardy per semester before consequences will be administered. Students will be marked tardy first hour if they are not in their desks by the last bell, for the other hours students are to be in the room before the tardy bell rings.

Students who are tardy and come in after the first hour will automatically be required to make up time.

1. Students will be marked tardy if they don't have parental permission regardless when they arrive
2. Any student with two unexcused tardies in one day will make up 1 1/2 hours of detention.
3. After the first unexcused tardy per semester, students will be required to attend detention for each tardy - detention will occur before or after school on **TUESDAYS**. Students are responsible for having a ride home from after school detention.

4. Students are to bring homework or a book to detention, no magazines or newspapers. No personal communication devices will be allowed during detention.
5. Detention time for tardies is 3:20 – 4:00 (after school) & 8:00 – 8:35 (before school)

***Time will be made up the following Tuesday, otherwise the student will be assigned an additional detention. No participation in extra-curricular activity until detention time is made up. (This includes athletic practices.)**

Discipline AUTHORITY

Every teacher is given authority over all students whether they are in the teacher's class or not. This authority extends to the administrators, substitute teachers, paraprofessionals, cooks, janitors, secretary, business manager and the bus drivers as well.

CLASSROOM RULES AND CONSEQUENCES

When a student violates a rule or procedure, teachers can provide a consequence. The consequence will be administered calmly and with consistency, natural and logical in relation to the unwanted behavior, applied immediately after the behavior occurs, considerate of a student's culture, background, and dignity, and applied in a neutral fashion.

Each teacher will develop their own consequences for their classroom using the format below.

- First Offense - remind/prompt expected behavior to class.
- Second Offense - verbal warning.
- Third Offense - Parent contact and 1st Classroom Consequence
- Fourth Offense - Parent contact 2nd Classroom Consequence
- Fifth Offense - administrator-managed consequence and conference between parents/guardians, classroom teacher, student, and principal.

STUDY HALL EXPECTATIONS

Study hall whether supervised or unsupervised is a set aside time for students to complete school work. This is a time for students to complete assignments. Study hall supervisors will have rules and expectations that must be followed to remain in the study hall class.

DISMISSAL FROM CLASS

If a student is dismissed from class due to behavior, he/she will report to the **principal's office immediately**. A discipline report will be filed on PowerSchool and emailed to a parent/guardian by the teacher. The student will be given detention. If a student is dismissed from class for the third time, he/she will not be allowed back in that class and will receive a failing grade in the class. This will result in ineligibility for extra-curricular activities.

DETENTION

Before and after-school detention will be used at Central Valley School as a tool of behavior modification. If a student is behaving inappropriately, any staff member with authority over a student, may issue a detention for the behavior.

1. If a staff member gives a student detention, the staff member must report it to the principal. A log entry will be created and an email will be sent to the parent/guardian of the student with explanation.

2. Detention time will be made up on Tuesday mornings (8:00-8:30) or evenings (3:20-4:00). If a student fails to fulfill their assigned detention time, that student is deemed ineligible for all school activities (including games and practices) until their detention time is fulfilled.
3. Students failing to attend their assigned detention (before or after-school) will automatically be assigned an additional detention. Parents will be notified.
4. Students are to bring homework or a book to detention, no magazines or newspapers. No personal communication devices will be allowed during detention.

IN SCHOOL SUSPENSION

In School Suspension will take place in the principal's office. Students will do homework and work assigned by the teacher and principal. Students are not to read magazines or sleep during detention times. Infractions to these rules will result in a warning plus extra assigned detention time.

SUSPENSION (OUT OF SCHOOL)

A teacher may request suspension for a student, but the principal or superintendent must administer the suspension. A suspension shall be limited to a period of 10 days or less. Parents of suspended students will be notified of the details of the suspension. No student will be suspended without being informed of the charges and the punishment. The student will be given an opportunity to present his/her side of the case. The principal may, if deemed necessary, require parents to personally appear with the student before reinstatement. Students are responsible to turn in ALL make-up work the day he/she returns to school to receive full credit for homework. It is the student's responsibility to collect assignments from the teachers.

SUSPENSION-Reason

A student may be suspended (in school or out of school) for the following reason:
Willful violation of any reasonable school board policy dealing with discipline. Ex. Defiance to authority, disrespect, disruptions in class or hallways, fighting, excessive absences, swearing, etc.

EXPULSION

An expulsion is more serious than a suspension and must be approved by the Board of Education after recommendation for expulsion from the principal or superintendent. When an expulsion is the only method of handling a severe and habitual discipline problem, the parents of the child may meet with the Board of Education if they so request. In severe cases, the expulsion may be for the remainder of the school term. No student will be expelled from school without due process.

EXPULSION-Reason

A student may be expelled from school for the following reason:
Willful violation of any reasonable school board policy dealing with expulsion. Ex. Any violation of state or federal law dealing with firearms, any conduct that endangers other individuals, disruptive behavior, etc.

DISCIPLINARY STEPS

Discipline will occur in the following steps:

- 1) Detention

- 2) In-school suspension
- 3) Out of school suspension
- 4) Expulsion

*The amount of each will be determined by the severity of the infraction and the number of times the student has failed to follow school policy.

*Steps in this process may be skipped depending on the severity of the infraction.

Class Information

CLASS LOAD AND REGISTRATION

Students will register for next year's classes in the spring of the preceding year. All students must enroll in classes for six hours and are allowed one study hall per day. Students taking dual credit must have a GPA of 3.0, can have no credits to recover, and must receive approval from administration. If a student has failed an online or ITV course in the past, the administration may refuse the request to take another online or ITV class even if the student meets all other criteria. If Central Valley offers the dual credit course the student must take the class from CV unless a financial advantage or incentive exists for the student to take it from another institution. All dual credit, online, and ITV courses count toward student eligibility.

Senior Class Load – Seniors who have met specific criteria may opt out of 1 elective class their senior year and take 5 classes instead of 6 during the second semester. For seniors to be eligible to opt out of a class, they must have:

1. A 3.0 cumulative GPA
2. Failed no classes in grades 9-11
3. Have 18 credits completed by the start of their senior year
4. Have passed the ND civics test
5. Be Choice Ready, Recorded 25 hours of community service OR 2 or more years in a co-curricular or extra-curricular organized activity.

If the qualifying senior does not have a first or seventh hour class, they will enroll in a study hall and will be allowed to come in at the start of the 2nd hour or leave after the sixth hour, respectively.

CLASS SCHEDULE

A student may drop or add a class only after receiving permission from the principal and all teachers involved. No changes will be permitted after the 5th day of classes, unless very unusual circumstances prevail. Students CAN drop course at the end of the first semester and receive credit for the 1st semester. Classes can be added at the semester break with the permission of the teacher. Drop/Add Forms must be completed and signed and returned to the principal. A parental signature will be required with this form.

GRADUATION REQUIREMENTS

The following credits are required for graduation from Central Valley High School;

<u>Subject Areas</u>	<u>Total Credits grades 9-12</u>
English (9, 10, 11, 12)	4 credits
Social Studies	3 credits
Mathematics	3 credits
Science	3 credits
Physical Education	1 credit
Foreign Lang., Fine Arts, CTE	3 credits

Electives

5 elective credits*

22.0 credits is the minimum needed to graduate

(A senior must have all 22 credits completed to participate in graduation exercises.)

FOUR-YEAR COLLEGE ADMISSION REQUIREMENTS FOR THE STATE OF NORTH DAKOTA

4 credits of English

3 credits of mathematics (Algebra I or above)

3 credits of laboratory science (physical science, biology, advanced biology, chemistry, & physics)

3 credits of social studies

A foreign language is recommended, but is not required.

HONOR STUDENTS

At the end of the third nine-week period of their senior year, honor students will be selected. To make this selection, all academic course grades will be computed for grades 9-12 to establish their GPA. A GPA of 3.75 or greater will qualify an individual as an honor student. Students must also score in the proficient range in all academic areas of the State Standardized Tests and maintain a 3.75 GPA to be recognized as honor students at graduation.

JUNIOR HONOR GUARD

At the end of the third nine-week period of their junior year, honor guard will be selected. To make this selection, all academic course grades will be computed for grades 9-11 to establish their GPA. The four students with the top GPA will be selected.

HONOR ROLL

An honor roll will be posted at a reasonable time each nine-week period. A copy of the honor roll will be sent to the local newspapers. The following criteria apply for the honor roll:

1. Grades in **ALL** classes will be used to calculate honor roll.
2. Calculations for GPA are based on the 4.00 scale
3. An incomplete will disqualify a student from the honor roll
4. There will be 2 honor rolls:

“A” Honor Roll GPA 3.75-4.00

“B” Honor Roll GPA 3.00-3.74+

Grade Scale

Central Valley High School uses the following grade scale to determine an earned grade for classes. Please note that classes taken through another institution (ITV, Dual Credit, Online, etc.) will use the host institution's grade scale for determining grades.

A – 94-100

B – 87 -93

C – 77 - 86

D – 70 - 76

F – Below 70

VIRTUAL LEARNING BECAUSE OF WEATHER

During the school year, the district may offer virtual instruction when weather or other conditions make it unsafe to attend school in person. Attendance will be taken on these days.

Students will attend each of the classes for virtual instruction except for study hall. During the time in which there is virtual instruction, students are required to be online. If a student is not online, the student will be marked absent for the class.

ACADEMIC HONESTY

Central Valley High School requires all students to demonstrate honesty in preparing and presenting materials, as well as in testing situations. Academic dishonesty, cheating, or plagiarism involves an attempt by the student to show possession of a level of knowledge or skill that he or she does not possess. Examples include copying and/or turning in another student's work as your own, using unauthorized materials for assignments and tests, and using words and ideas from a source without giving credit to the original source. Students determined to have committed any act of academic dishonesty may lose credit on the assignment, quiz, or test and will receive detention.

FAILURE OF CLASSES

In Grades 9-12 you must pass a class on a semester basis to earn credits toward graduation. Remember an incomplete on a report card becomes an "F" in two weeks if the work is not made up.

Extra-curricular Activities

SPORTSMANSHIP

Sports fans should adopt the following Code of Sportsmanship:

1. I will applaud good plays made by both teams.
2. I will consider our athletic opponents and their fans as guests and will treat them accordingly.
3. I will consider the officials as the proper authorities of the game.
4. I will cheer for both teams on the floor or field.
5. I will do everything in my power to prevent heckling, booing, throwing of objects, or other acts of discourtesy.
6. I will stand during the school songs and the National Anthem.
7. I will take pride in promoting good sportsmanship among the spectators, players and coaches and lend my support to any program that strives for this.

RULES FOR OUT-OF-TOWN BUS TRIPS

1. Only students in grades 7-12 are allowed to ride the activity buses.
2. Bus drivers and chaperones have the right to exercise proper discipline on such trips under the same authority as during the regular school day.
3. A student riding to an activity must ride home on the same bus unless special permission (oral or written) has been given to the **chaperone** by the parents.
4. Students shall ride on the bus to which they have been assigned.
5. A student will not be allowed to ride the bus if he/she is not dressed in accordance with weather conditions
6. A fee will be collected from each student that rides the bus to out-of-town events. Spectator buses will be taken providing enough students sign-up in the office.

ELIGIBILITY RULES

If a student is to participate in any school function or represent the school in a contest or event with another school, the student must have been in school a full day (hours 1-7) the day of the event. Students that are tardy must be at school by 9:00 A.M. Students that are home

sick for **any portion of the day** will not be allowed to participate in that night's event or practice. Only in instances where the student has no control over the absence will this requirement be waived. Some examples include dental or medical appointments, funerals, school activities, some church functions, etc. If there is a question about the nature of the absence, receive clarification from the principal before leaving. Central Valley School is a member of the North Dakota High School Activities Association and will abide by their regulations as minimum standards with regards to tobacco, steroid, and alcohol use, but Central Valley requires students to be passing in all subject areas to be able to participate in extra-curricular activities. (This includes athletics, cheerleading, prom, school plays, homecoming activities, dances, annual staff, and other events sponsored by any school organization.)

All Extra Curricular Activities will follow the rules and guidelines stated within the HCV Extra-Curricular Activities Parent/Student Handbook. Handbooks are available on the HCV Athletics website.

Grades will be taken every **Thursday by 4:00 PM** to determine participation eligibility. If a student is receiving an "F" in any class they will be ineligible to participate in games for one week starting the **following Monday. Eligibility will run from Monday to Sunday.** **Parents and students will be notified no later than 4:00 on Friday.** The first 4 weeks of a semester will not have grade checks on Thursday. If a student fails a semester class, they will be ineligible for the first 2 weeks of the following semester. This includes fall semester to spring semester and spring semester to fall semester. If a student takes a credit recovery class over the summer and passes, they will be eligible immediately for the fall sport.

Policies

CENTRAL VALLEY DRUG AND ALCOHOL POLICY **POSSESSION/USE OF ALCOHOL/TOBACCO/DRUGS (including steroids)**

Should a student be found to be consuming or in the possession of alcohol/tobacco/drugs, the following regulations apply.

If the use or possession of alcohol/tobacco/drugs is **on school property**, the following procedure will be followed:

1. The student(s) will be questioned by one administrator or the athletic director.
2. The student(s) will be reported to the proper law enforcement agency if necessary.
3. The student(s) automatically serves a three-day suspension/detention.
4. The parents/guardians of the student(s) involved will be notified of the use or possession of alcohol/drugs and will be called to pick up the student immediately.

Also, if the student is involved in any extra-curricular activities (**athletics, cheerleading, prom, drill team, all music concerts and contests, school plays, FFA activities, homecoming activities, dances, annual staff, and other events sponsored by any school organization**) the following rules apply:

1. The student shall be suspended from all extra-curricular activities' competitions for 6 weeks from the time of school notification for the first offense and 18 weeks for an additional offense.
2. If the student is found to be in possession or used alcohol/tobacco/drugs **off the school grounds**, the extra-curricular suspension will be imposed, but no in or out of school suspension time will be assigned.

3. Starting with practices in the fall, with the first offense, any student violating these alcohol/tobacco/drugs rules will not be allowed to attend the athletic banquet, but will receive their awards. For the second offense, all extra-curricular awards from the school shall be forfeited.

NORTH DAKOTA'S COMPREHENSIVE MODEL SCHOOL POLICY FOR TOBACCO USE

Definitions For purposes of this policy:

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

Rationale for Regulating Possession & 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.
4. Assist in complying with smoking restrictions in state and federal law (NDCC 2312-10 and 20 U.S.C. 7973).

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

Use & Possession Prohibitions

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

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

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

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

Communicating to Students, Staff, & Public

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

Responsibility for Violations

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

Tobacco Cessation Services

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

Summer Alcohol/Tobacco/Drug Policy

In the event a suspension is administered during a season when the student is not actively participating (e.g., summer for all students, fall for a student participating in track), the student's suspension shall be extended to include a minimum of a two-week or two-contest suspension (whichever is more severe) from the student's next activity. "Next activity" shall be defined as the next activity in which the student begins practicing at the appropriate date and concludes at the end of the season (i.e., does not start and quit or join half way through the season). Should the student's next activity not be until the following school year, the two-week or two-contest rule will be applied at that time.

HEARING PROCEDURES

Any student found to be in violation of the rules concerning a controlled substance shall be entitled to a hearing.

The following procedures will be followed:

1. The administrator and athletic director will be called. A lawyer may also be called to sit in if the administration feels it is necessary.
2. A written notice shall be given to the student and his/her parents of a hearing with the committee.
3. The student may have a representative present at said hearing other than his/her parents. Other persons representing the student may be called in to testify on behalf of the student.
4. The specific violation shall be reviewed at said hearing and the student and his/her parents shall have an opportunity to be heard.
5. The administration shall render its decision concerning the violation during the hearing.
6. If the student is found to have been in violation, the punishment will be issued according to the policy. If the school year ends before a student's suspension ends, the rest of the suspension will be carried into the following year.

WEAPONS

The Central Valley School Board determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district. No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in the school building, on the school grounds, in any school vehicle or at any school-sponsored activity. Such weapons include, but are not limited to any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles, or artificial knuckles of any kind, chains, or any object that can reasonably be considered a weapon or a dangerous instrument. Violation of this policy requires that proceedings for the suspension and/or expulsion of the student involved be initiated immediately by the principal.

BULLYING

Bullying (as defined below) will not be tolerated on Central Valley grounds, property, or at school events. Any reports or witnessing of bullying will be investigated immediately by the administration and proper procedure will be followed in accordance with NDCC 15.1-19. Please refer to the schools adopted policy on bullying for all procedures and definitions. A full copy of our bullying policy can be obtained from the office at the school office or on the CV website.

"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:

(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; or

b. Conduct that is 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:

(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.

CONCUSSION MANAGEMENT

The District shall comply with the concussion management program requirements contained in law (NDCC 15.1-18.2).

The District has placed concussion signs and symptoms; removal from practice, training, and/or game requirements; return to play requirements, and staff, student, and parental training requirements in administrative regulations (FCAF-AR). These regulations shall be published in staff and student handbooks.

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

Definitions

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

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

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

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

Removal Decisions

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

Law also authorizes licensed, registered, or certified healthcare providers whose scope of practice includes recognition of concussion signs and symptoms to make removal decisions.

The Superintendent may consult with medical personnel to determine who has such credentials and who would be willing to assist in this regard. The District must compile a list of such individuals, which may be provided to all coaches.

This measure in no way guarantees that a healthcare provider trained and credentialed in accordance with law will be present at athletic training, practices, and/or events nor shall the voluntary creation of this safety precaution be construed to create or assume any potential liability under local, state, or federal law or regulation.

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

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

Return to Play

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

SEXUAL HARASSMENT

A learning and working environment that is free from sexual harassment will be maintained in the Central Valley Public School District. It will be a violation of policy for any member of the district staff to harass another staff member or student, or for students to harass employees or other students, through conduct or communication of a sexual nature as defined by this policy, whether **quid pro quo** or as creation of a hostile environment. Further, this District will not tolerate the harassment of any staff member or student by any third party. This prohibition shall be in effect in any building or on any property or in any vehicle belonging to or used by the Central Valley Public School District or at any school-related activity.

Any person who believes he or she has been the victim of sexual harassment by any employee or student of the school district, or any third person with knowledge or belief of conduct which may constitute sexual harassment, should report the alleged acts immediately to any teacher, counselor, or administrator, or directly to the board president. The person receiving the complaint shall refer it to the District Title IX Coordinator (Jeremy Brandt) for investigation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments, or grades.

Administrators and supervisors will make it clear to their staff and students that sexual harassment is prohibited by board policy and is grounds for disciplinary action. Administrators will use staff meetings and in-service sessions and student assemblies to inform employees and students of their rights and remedies under the law.

A substantiated charge against a school district staff member will subject such member to disciplinary action, which may include discharge.

A substantiated charge against a student in the school district will subject that student to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct or communication of a sexual nature when (1) submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement, or grade, (2) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education, or (3) such conduct or communication has the purpose or effect of substantially or

unreasonably interfering with an individual's employment or education or creating intimidating, hostile, or offensive employment or education environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Sexual or "dirty" jokes.
2. Sexual advances.
3. Pressure for sexual favors.
4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body.
5. Displaying or distributing sexually explicit drawings, pictures, and written materials.
6. Graffiti of a sexual nature.
7. Sexual gestures.
8. Touching oneself sexually or talking about one's sexual activity in front of others.
9. Spreading rumors about or rating other students as to sexual activity or performance.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when this conduct has occurred.

EXPULSION PROCEDURE AND DUE PROCESS (Board Policy)

When, in the opinion of the school administration, a student is recommended for expulsion, the following procedure will be followed:

1. The parents will be sent a written notice of the rules that have been violated, the intention to expel, and the place, time, and circumstances of a hearing before the school board. It is not necessary for parents to accompany the student to the hearing.
2. A full and fair hearing before an impartial adjudicator will be held. (Most often the president of the school board will act as the adjudicator.)
3. The student may be represented by an adult or by an attorney if deemed desirable.
4. The student has an opportunity to present favorable witnesses and to cross-examine opposing witnesses.
5. A copy of the hearing will be made available to the student and parent in transcript of tape recorded form upon request.
6. The school board will make their decision within twenty-four hours after the hearing and will notify the student and a parent within twenty-four hours after the decision has been made.

PROMOTION-RETENTION POLICY

In order to establish a policy for the promotion-retention of students within the school district, the school board recognizes the need to develop consistent and uniform guidelines. Therefore, the school board establishes the following policy:

All students will follow the prescribed schedule of classes mandated by DPI and shown on the School Class Schedule, with Basic Skills or Learning Disabilities support individually scheduled as determined by the Special Education guidelines and Title I requirements.

Junior High Retention Guidelines for grades 7 & 8

1. Students failing two or more core classes for the year will be retained. (Core classes include language arts, math, social studies, and science.)
2. Students will be allowed to make up a failed course through the division of independent study or through summer school in order to be promoted at the parent's expense.
3. Students will not be retained in a grade more than once.

Senior High Retention Guidelines for grades 9-12

Students in grades 9-12 earn credits on a per course basis. Students must meet the guidelines for graduation set in our school board policy.

The districts Grievance Procedure and Harassment Policy is available in the district policy manual.

***Other changes in policy may be made during the school year
when the need arises***