

THOMPSON HIGH/MIDDLE SCHOOL

STUDENT HANDBOOK 2026-2027



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Thompson Public School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Jason Schwabe, Principal, 424 3rd St, Thompson, ND 58278, Phone: 701-599-2765, Email: Jason.Schwabe@tps-k12.org. For inquiries about Section 504, please contact our coordinator Joe Kulas, School Counselor, at the same address and phone listed above or by email: Joe.Kulas@tps-k12.org.

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Welcome to Thompson High/Middle School, Home of the Tommies!

We are excited to welcome students and families to the 2026-2027 school year. At THS/TMS we are committed to providing a safe, supportive, and challenging learning environment where all students can grow academically, socially, and personally. This handbook has been developed to help students and parents become familiar with the policies, procedures, expectations, and opportunities that help make our school a positive place to learn. We encourage all students and families to review the handbook carefully and use it as a resource throughout the school year. Creating a positive and successful school experience requires a shared commitment from students, parents, and school staff. By working together and embracing our core expectations of being on time, working hard, honesty, and respecting everyone, we can create an environment where every student has the opportunity to succeed. On behalf of the Thompson Public School Board of Education, faculty, and staff, welcome to another great year at THS/TMS. We look forward to helping each student make the most of their educational experience.

***Please note that all policies, rules, and guidelines outlined in this handbook are subject to the discretion of the administration and the Thompson Public School Board of Education.**

PHILOSOPHY

Thompson Public School believes it is the mission of the school to provide opportunities for all its students to develop intellectually, socially, emotionally and physically within a stimulating educational environment, which recognizes the uniqueness of each student as to attitudes, interests, and abilities, thus promoting responsible citizenship within a democratic society.

In application of this philosophy, Thompson Public School will seek to:

1. Understand and accept the unique characteristics of each child (student) and implement a learning program suited to his/her needs and abilities;
2. Teach each student the necessary skills so he or she may function adequately in society;
3. Help each student develop realistic expectations of themselves and achieve to the full extent of his/her capabilities;
4. Develop in each student the interest and motivation for lifelong learning;
5. Instill proper attitude towards our democratic way of life and our responsibilities as citizens;

6. Build sound character, encouraging students to develop desirable social and moral habits;
7. Develop honesty, integrity, and positive feelings of self-worth;
8. Provide for occupational awareness within a changing world of work and leisure;
9. Develop interests for cultural experiences that contribute to better use of leisure time.

ATTENDANCE

The Thompson Public School year consists of 173 days. Regular school attendance is very important to student achievement. A student's primary responsibility is to attend classes regularly and to fulfill all class requirements. Thompson Public School, therefore, strongly expects students to attend school every day unless they are ill.

- I. Cases of absence due to illness or unusual circumstance (immediate emergency) will require a phone call, email, or written note to the school office. Upon returning to school, the student must report immediately to the office for an absence slip. If a doctor has been seen, a doctor's excuse is recommended. Failure to comply with the required documentation and notification may result in the absence being unexcused. In this type of situation the student would be responsible for making up for the time missed.
- II. The excuse of the absence, due to unusual circumstances (immediate emergency), will remain the decision of the Administration.
- III. Absence for reasons other than illness, or unusual circumstance, will require notification and administrative approval prior to the absence if it is to be considered excused. In cases of administrative disapproval of a parent or guardian's request of a proposed absence of his/her child, the unexcused absence will revert to an excused absence status upon compliance by the student with administrative requirements.
- IV. The maximum number of allowable absences for each individual class period is 10 per semester (excused or unexcused). Students in grades 9-12 who exceed the allowable number of absences for each class shall lose credit for the course unless the Administration and/or School Board rules otherwise through an appeal process. It should be noted that all records regarding each case of loss of credit will be maintained by the

school office and made available for any further appeals.

- V. All unexcused absences (ie: skipping school or sleeping in) will be made up hour for hour in detention periods scheduled before school, after school, or on Saturdays. Students will be provided an opportunity to make up missed work during these periods.

- * All absences, excused or unexcused, count towards student records. Only school related absences will be removed from the student's records.

LENGTH OF THE SCHOOL DAY

The minimum length of the school day for high schools and combination Junior-Senior High Schools, grades 6-12, shall be six and one half (6 1/2) hours exclusive of the lunch period. The school day begins at 8:30 AM for all 6-12 students and ends at 3:20 PM.

BEFORE SCHOOL: Students enrolled in a 7:30 AM class may enter the building at 7:15 AM. All other students are not to enter the school building before 8:15 AM (8:05 AM if eating breakfast), except during inclement weather or for participation in a supervised activity or by permission of the principal. All students are to be in first period classrooms by 8:30 AM for attendance and lunch count.

AFTER SCHOOL: Students are to leave the building by 3:30 PM unless remaining for participation in a supervised activity or by permission of the principal. If a student, organization, or class wishes to use the building after school hours, or on a day when school is not in session, they must obtain permission from the superintendent or building principal and be accompanied by a faculty member who will remain with them the entire time the group uses the building. After all activities, the advisor will be the last to leave to see that the building is in proper order, the lights off, and all doors locked. Doors must be locked both during and after the use of the building; only members of the organization requesting use of the building will be allowed to remain.

PERMISSION TO LEAVE SCHOOL OR BUILDING

1. No student will be excused from school during the day unless they bring a written consent from their parents for such a purpose. A phone call or email by a parent to the building principal or secretary will be acceptable.
2. If a student is to leave school during the school day, he/she must first receive permission from the office.
3. If a student becomes ill and must leave during a session, he/she must notify the office.

UNDER NO CONDITIONS MAY A STUDENT LEAVE THE SCHOOL WITHOUT AUTHORIZED PERMISSION.

TARDINESS (High School)

Nearly every case of tardiness can be avoided. If through some unavoidable circumstance you must come to school late, bring an excuse from home. **In all cases of tardiness, students must report to the office to receive an admit slip to enter class.**

1. Tardiness disrupts the class and often has an effect on student learning since important information is shared at the beginning of the class period. In addition, most employers' look upon promptness as a virtue, and it is imperative that our students develop responsibility in this area.
2. Students are expected to be in their assigned room/area before the beginning of the class bell. After this they are considered tardy. Students who are 20 minutes late, or more, are considered absent.
3. Unexcused tardies will be dealt with as follows (this includes "sleeping in"):
 - a) 1st tardy – recorded, no penalty
 - b) 2nd & 3rd tardy – 15 minutes detention
 - c) 4th & 5th tardy – 30 minutes detention
 - d) 6th and over – 1 hour of detention, date and time set by principal
4. The parents of students who are excessively tardy will be informed by means of a report from the principal's office.

ATTENDANCE AND MAKE-UP

1. If a student has been absent from school, he or she must bring an excuse from home **SIGNED BY THE PARENT OR GUARDIAN** with the **DATE** and **REASON** for absence. A phone call or email by the parent to the building principal or office staff is acceptable.
2. The excuse is to be presented to the office as soon as possible upon the day of return.
3. All school work must be made up. It is the student's responsibility to contact instructors regarding make-up work assigned following their return to school.
4. The time allowed for make-up, of excused absences, is twice the number of days missed (except for tests). If you miss the day of a test, the test must be made up

immediately after the student returns to school, unless good cause is given as to why this is not possible. (Instructor's discretion)

5. Whenever possible, excuses should be applied for in advance of the day to be missed. All absences will be left to the discretion of the building principal as to whether they will be excused or unexcused. **Check before leaving if you are not sure a planned absence will be excused.**
6. Detention for unexcused absences may be assigned before/after school, during lunch or on Saturday mornings.

GRADUATION REQUIREMENTS

State required courses for graduation are:

English	4 Units
Social Studies	3 ½ Units (Local Requirement)
Mathematics	3 Units
Science	3 Units
Physical Education	1 Unit
Family Health	½ Unit
Personal Finance	½ Unit (Local Requirement)

In addition to the above requirements, students may select a minimum of 6 ½ additional units of course work to fulfill a total of twenty-two (22) units required for graduation. In order to graduate from Thompson High School in 2027, students will have to complete the following units:

	<u>2027 Graduates</u>
English	4
Social Studies	3 ½
Mathematics	3
Science	3
Physical Education	1
Family Health	½
Personal Finance	½
Electives	<u>6 ½</u>
	22

HONOR STUDENT (GRADUATION): Seniors eligible to graduate with academic averages of 93.5% or higher, for their first seven semesters in high school, will be classified as Honor Students.

ADMISSION REQUIREMENTS FOR BACCALAUREATE CAMPUSES IN THE NORTH DAKOTA UNIVERSITY SYSTEM

- WHO: All who graduate from high school, whether in North Dakota or any other state, in 1993 or later and are under age 23.
- WHERE: All four-year public campuses in North Dakota: NDSU, UND, Dickinson State, Mayville State, Minot State, and Valley City State.
- WHEN: Effective beginning summer term, 1993.
- WHAT: Required high school courses:
4 units of English
3 units of mathematics, Algebra I and above
3 units of laboratory science, including at least 2 in biology, chemistry, physics, or physical science
3 units of social studies

ACADEMIC LOAD

All Gr. 6-12 students are required to have six periods of the day fully scheduled with classes. Each student is limited to a maximum of one study hall per day. Exemptions to the academic load requirements may be received from the building principal.

DUAL CREDIT

The dual credit program allows juniors and seniors of Thompson High School the opportunity to take courses offered by an approved post secondary institution for both high school and post secondary credit. The program provides students with a greater variety of class offerings and the opportunity to pursue more challenging course work.

1. Any junior or senior taking a post-secondary course, while in high school, must have a cumulative grade point average of 3.00 or higher. Students must also meet the requirements as put forth by the Department of Public Instruction for ACT scores (English - 18 & Math - 21). ***In addition, the Accuplacer assessment may be used as an alternative method for students to qualify for College Algebra/Advanced Math provided the student has taken the ACT and successfully completed Algebra II with a grade of 90% or higher.***
2. The dual credit course the student plans to enroll in must have been approved by the principal and the post-secondary institution.
3. Courses taken as dual credit will be counted toward the THS course load requirement but cannot be substituted for any courses required for graduation.

4. The grade received at the post-secondary institution will be used in determining the grade point average in high school.
5. The student and the parent are responsible for all costs related to receiving dual credit. Costs include tuition, fees, textbooks, materials, and other necessary charges.

ONLINE COURSES

In accordance with Section 15.1-07-25.4 of the ND Century Code, TPS has established the following guidelines for students enrolling in courses through the ND Center for Distance Education (NDCDE) and/or any other online providers.

1. Juniors and seniors at THS are eligible to enroll in NDCDE courses after receiving prior approval from the counselor and/or principal. Other THS students may qualify if there is a need for credit recovery or a scheduling conflict is apparent.
2. Students must register for NDCDE courses by the established THS enrollment deadline. Late registration will not be permitted unless approved by the administration.
3. There will be a maximum of 2 online courses permitted each semester. This includes dual credit and any other online courses offered at THS.
4. The school will pay for NDCDE courses if the class is required for graduation **and is not offered at THS**. The school will also cover the enrollment cost if it provides advancement opportunities in upper level (Math, Science, etc...) courses, which are not available at THS.
5. The school will not cover the cost of NDCDE elective and/or foreign language courses unless a scheduling conflict has been identified.
6. Students taking any online courses will not be required to attend "in-person," providing adequate progress is being made. The counselor will work, in conjunction with the principal, to determine if a student will need to remain in the building for online coursework.
7. Students are subject to district "code of conduct" policies while enrolled in online courses. This includes violations of academic dishonesty, including cheating or plagiarism, which will result in disciplinary action in accordance with district policies.
8. Students participating in a NDHSAA sanctioned activity, and enrolled in online courses, must meet local eligibility requirements.

NORTH DAKOTA SCHOLARSHIP ELIGIBILITY REQUIREMENTS:

All THS students have the ability to earn the ND Scholarship (\$6000) and are encouraged to do so. The North Dakota Scholarship has several components. The first component is the Essential Skills. All students must fulfill the requirements of the Essential Skills in order to be eligible for the scholarship. The next three components are Post-Secondary Ready, Workforce Ready, and Military Ready. Students must meet 2 of those 3 components to be eligible. Any student that meets the Essential Skill requirements, as well as 2 of the 3 additional components qualifies for the ND Scholarship. Please communicate with the school counselor for specific details on the requirements of each component.

MARKING SYSTEM AND REPORT CARDS (6-12)

The report card is the school's message to the student and the parents indicating the student's progress and achievement in school. Report cards are issued to the student approximately one week following the termination of each semester.. Evaluation of the student is influenced by the following major factors:

- A. Class participation and conduct.
- B. Effort and ability
- C. Assignments
- D. Examinations

The marking system used within the high/middle school is as follows:

A+	100	C	82-84
A	96-99	C-	80-81
A-	94-95	D+	77-79
B+	92-93	D	74-76
B	89-91	D-	70-73
B-	87-88	F	69 & Below
C+	85-86	I	Incomplete

All subjects are passed or failed on a per semester basis.

To receive credit, all incompletes must be completed within a one week period following the end of a semester. If work is not completed in this time frame, the grade will remain as it was at the end of the semester.

CLASSIFICATION OF STUDENTS

Thompson High School will observe the following classification of students as determined by academic credits:

- Freshman - 0 Credits
- Sophomore - 4 Credits
- Junior - 9 Credits
- Senior - 14 Credits

If a student does not meet the credit classification, and can show that a reasonable schedule can be completed by the year they graduate, they could remain classified with their original class. This must be administratively approved via the principal's office. All students will plan their class schedules so a full four years of high school attendance is needed to complete the graduation requirements.

SEMESTER TEST POLICY

All students in grades 9-12 must take at least 3 final tests each semester that are taught in our building (online, dual credit, correspondence are not included). Two of the required tests must be from a core subject area while the other may be from an elective class. Students may be exempt from any remaining tests if they meet the following criteria:

1. A cumulative average of 90% or higher.
2. Any unexcused (skipping class) absence will require the student to take all semester tests.
3. More than four tardies per semester will require the student to take all semester tests.
4. Any form of school suspension will result in the student taking all semester tests. This includes drug, alcohol, and tobacco violations.

Test scores on all semester tests will account for 10% of the final grade. Students may elect to take a semester test, from which they are exempt, for the purpose of improving their overall grade. If the test does not improve their grade, the test will not be included in calculating the final grade.

PROMOTION - RETENTION POLICY

GRADES 6-8

Students failing one academic subject are promoted to the next grade.

Students failing two academic subjects are conditionally promoted to the next grade.

Students failing three or more academic subjects will be retained or promoted depending on each individual's social, emotional and academic needs. This determination will be made at the mid-point of semester two.

GRADES 9-12

Students in grades 9-12 earn credits on a per course basis with grade level determined by criteria under **CLASSIFICATION OF STUDENTS**.

PROCEDURE IN DROPPING A SUBJECT

High school students who must drop a subject after the school term has begun will:

1. Secure permission from their parents.
2. Secure permission from the building principal.

3. Students have the first five school days of a new semester to make schedule changes.

HONOR ROLL

Thompson High School utilizes an honor roll on the following method of determination:

The "A" Honor Roll requires a GPA of 93.5% or above

The "B" Honor Roll requires a GPA of 86.5% or above

ACADEMIC LETTERS

Students (6-12) having a year-long academic GPA of 93.5 or greater will receive academic certificates on Awards Day.

COUNSELING

The Counselor is available during different periods of the day to support students with conflict resolution; career exploration; personal problems; drug and alcohol information/resources; and also to aid with information on testing, scholarships and college information. Each student, grades 9-12, should be familiar with the school district's required subjects and the number of credits needed for graduation. This information can be obtained by contacting the building level principal or counselor.

The Counselor will meet with each senior, and their parents, prior to the beginning of their senior year to review credits and classes for the upcoming year.

STUDENT CONDUCT CODE AND DISCIPLINE POLICY

Every teacher has authority over all students whether a student is a member of that teacher's class or not. This authority over the students extends to the food service personnel, custodians, paras, secretaries, bus drivers, and other adult employees of the school as well.

Students must understand and accept the basic framework of regulations if the school is to function efficiently. Many of the rules and regulations governing student conduct are written in the Student Handbook. All students are expected to be familiar with these rules and regulations and to comply with them.

Occasionally, situations arise which are not covered by a stated rule or regulation. When doubt exists as to an acceptable course of action, students are expected to seek the advice of the building principal.

Further expectations of students are contained in the Thompson School Philosophy:

1. to work independently;
2. to do assigned work;
3. to develop effective study skills;

4. to develop effective communication skills;
5. to accept reasonable responsibilities;
6. to interact positively with peers and adults;
7. to accept individual limitations;
8. to show respect for the beliefs and interests of others;
9. to show respect for public property and the property of others;
10. to develop honesty, integrity, and positive feelings of self-worth.

Flagrant disrespect to any teacher; failure to promptly obey a teacher's order; use of vulgar, profane, or obscene language or gestures; vandalism; fighting; theft; harassment of any kind; or possession/use of a gun, knife or any object that can be reasonably considered a weapon will result in immediate in-school suspension at the discretion of the administration. Parents will be notified. Law enforcement may also be notified depending upon the severity of the violation.

Incidents of cheating on assignments or tests will be dealt with on an individual basis after consultation between teacher and building principal. Penalties will include possible reduction in grades; up to and including no credit being given for the work depending upon circumstances of the incident in question. Parents will be notified by the **teacher** in regards to any inappropriate conduct.

The requirement that students exhibit respectful behavior and promptly obey a teacher's request provides the authority and a mechanism which, used with discretion, should enable the teacher to effectively handle discipline problems within the classroom. Only when student conduct becomes unmanageable by the teacher will the student be removed from class.

Students receiving a school suspension will not be allowed to participate in any extracurricular practice or school sponsored event until the day after they are dismissed from the suspension. Expulsion must be approved by the Board of Education.

Below is a clarification of short-term suspension, long-term suspension (or expulsion), and "due process," which is intended to provide the student with his/her rights.

1. *Short-Term Suspension*: This form of suspension may be applied for a period of one to five days. The school will operate under two forms of suspension (in-school/out-of-school). In the case of a severe infraction the student will be sent home to serve the suspension. Suspended students will not have the privileges of participating in extracurricular activities.
2. *Long-Term Suspension (Expulsion)*: This is the most drastic action the school can enforce and will only be

used for the most serious student misbehavior. This type of disciplinary action taken by the school will result in a student being suspended for a period of five to ten days or being expelled from school for the remainder of the year. The expulsion usually means that the student will need to repeat the subjects missed during the expulsion. All long-term expulsions must be administered by the Board of Education with recommendations from the school administration.

3. *Disciplinary Action and Due Process of Law:* The school will pursue every effort to comply with the fourteenth amendment of the U.S. Constitution, which indicates a student has the right to a hearing and the "due process of law" either prior to a suspension or within a reasonable time thereafter. If a student's conduct is a danger to persons or is disruptive to the school program, he/she will be suspended and a hearing will occur as soon as time permits.
4. *Due Process Proceeding for Short-Term Suspensions:* Several basic elements of due process are allowed a student before a short-term suspension is decreed:
 - a. The student will be notified by oral or written means of the accusation(s) against him/her.
 - b. The school officials will provide evidence to support the charge.
 - c. The student will be provided with an opportunity to tell his/her side of the story.

DUE PROCESS FOR LONG TERM SUSPENSION/EXPULSION:

The following steps are to be utilized during the expulsion proceedings:

1. **Letter of waiver** (Parents elect not to go through the proceedings)
2. **Authorization to release records and notice of hearing on a long-term suspension or expulsion.** The parent or guardian will notify the office in writing if they wish to proceed with the hearing: **AUTHORIZATION TO RELEASE RECORDS** for a hearing regarding long-term suspension or expulsion from school.
3. **Hearing Procedures**
 - a. All hearings concerning long-term suspensions or expulsion of students from school shall be conducted by the School Board at its regular meeting place unless a

different site is established in the hearing notice.

- b. The student and the parents will be informed of the process and legalities of the hearing procedures.

TITLE IX Coordinator

The Title IX Coordinator is the Superintendent of Thompson Public School..

HARASSMENT GUIDELINES

A learning and working environment free from harassment will be maintained in the Thompson Public School. It will be a violation of this policy and grounds for disciplinary action (up to and including possible discharge and or suspension/expulsion) 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 nature defined by this policy. Harassment may be of any form, to include but not limited to: gender, race, national origin, disability, physical attributes or religion.

Definition of harassment: Harassment conduct is verbal, written, or physical conduct relating to an individual's race, national origin, disability, religion, or sexual orientation. It is considered harassment when:

1. the harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening, or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance;
3. the harassing conduct otherwise affects an individual's learning opportunities; and
4. the recipient interprets and regards the conduct as harassment.

Any person who believes he or she has been the victim of harassment by an employee or student of the school district, or any third person with knowledge or belief of conduct constituting harassment, should report the alleged acts immediately to any school district counselor, teacher or administrator. Filing of a complaint or otherwise reporting harassment will not reflect upon an individual's status or affect future employment, work assignments, or grades. **School district policy on harassment/sexual harassment is available in the Central Office. A student should seek the support of the counselor or administrator in filing a report of harassment.**

DRESS CODE

1. Students will be expected to keep themselves neat and well groomed. Any inappropriate dress will not be accepted. Distracting patches or lettering will not be allowed and any reference to drugs, alcohol, sex, violence, gangs, or profanity will not be tolerated.
2. Inappropriate clothing will not be tolerated. This includes but is not limited to: bare midriff clothing, see-through clothing, or any other sexually suggestive apparel.
3. No caps, hats, or hoods, are allowed during the regular school day unless approved by the building principal.
4. Gym clothes will be required for use in physical education classes grades 6-12.
5. Administration may request a student to change clothes, or to go home, for wearing inappropriate attire. The administration will make the determination of the appropriate action.

CELL PHONES/ELECTRONIC DEVICES

Thompson High/Middle School prohibits the carrying and usage of personal communication devices including, but not limited to, cellular phones, "smart devices" such as watches, headphones, tablets, Ipads throughout the course of the day. Students will not be permitted to use cell phones, or other personal electronic devices, during their designated lunch period. These devices are expected to be "**out of sight**", turned off, and/or on silent from 8:15 AM-3:20 PM.

Students in violation of this policy are subject to the following disciplinary action:

- 1st offense* – Device is confiscated, turned into the office, and returned to student at the end of the day. Student will serve one hour of detention.
- 2nd offense* – Device is confiscated and turned into the office. Parent/guardian will be notified and device will be returned at the end of the day. Student will serve three hours of detention and will store their device in the office for three school days.
- 3rd offense* – Device is confiscated, and parent/guardian will pick the device up at the school. Arrangements will be made to leave the device at home or stored in the office for

the remainder of the semester. The student will serve one day of in school suspension.

* Any student who refuses to turn over their device to a school employee will be issued a suspension at the discretion of the administration.

INTERNET USE POLICY

EXPECTATIONS OF STUDENTS

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom. Communications on the network are often public in nature and are to be monitored by filtering software. General school rules for behavior and communication apply. The use of the network is a privilege, not a right, and may be revoked if abused. These rules and expectations also apply to personal devices used on school grounds or using the school network.

Students are encouraged to contact the Technology department if they are having issues with their school-assigned device.

RULES

Privacy -- Computer/network storage areas and school accounts may be treated like school lockers. Network administrators may review computer and internet activity to maintain system integrity to ensure that students are using the system responsibly.

Illegal copying -- Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have express permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language -- No profane, abusive, or impolite language should be used to communicate, nor should materials be accessed that are not in line with the rules of school behavior. Never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

Use of Artificial Intelligence (AI)

With the growing presence of AI technology, we recognize that AI tools (such as ChatGPT or Grammarly) can support learning when used responsibly.

Acceptable Uses of AI:

1. Brainstorming ideas or topics
2. Asking general questions to build understanding,
3. Outlining or organizing your own ideas

4. Checking grammar or sentence structure (with proof that you originally wrote the material)

Unacceptable Uses of AI:

1. Copying full or partial AI-generated responses and submitting them as your own.
2. Providing information to AI technology and/or using AI to write essays, paragraphs, or projects that you did not revise, rewrite, or significantly contribute to.
3. Using AI to create, alter, manipulate, or distribute images, videos, audio recordings, or other media for the purpose of bullying, harassment, intimidation, humiliation, or harming another student or staff member

* Any unacceptable uses of AI will be treated as plagiarism and/or a violation of the school's bullying and harassment policies. Teachers will inform the principal of situations where the student has plagiarized work or misused AI technology.

Acceptable use agreement.

Use computers responsibly: do not harm others or their work, damage equipment or networks, or interfere with network operations using unauthorized software. Respect copyright laws and avoid viewing or sharing offensive content. Keep your password private, do not access others' files, and report inappropriate material immediately. Never record or photograph someone without their consent. Violating these rules may result in consequences and loss of privileges.

CHROMEBOOK USE

Students in grades 3-12 are provided a Chromebook to use during the school day and for use at home for school and personal work. Acceptable use policies apply to the use of the school Chromebooks inside and outside of the school building. Chromebooks are to be cared for properly and the student should always know its location.

Damage: Students are responsible for breakage of the device, regardless of fault. The Technology Department will assess the damage and determine the cost for replacement.

POSSIBLE DISCIPLINARY ACTIONS (for violations of operational rules)

Violating technology rules may result in loss of computer privileges, removal from classes, disciplinary actions, required payment for

damages, or even legal consequences. The disciplinary action appropriate for violation of operational rules will be determined by the teacher/technology coordinator/principal.

LIBRARY

The library will be open during school hours. All students must abide by the rules governing usage as determined by the librarian in cooperation with the school administration.

TEXTBOOKS

The school owns the textbooks used by the students. Students are held responsible for these textbooks. In case a textbook issued to a student is not returned or is damaged, the student may be required to pay full or partial replacement cost using the following guidelines:

Lost/Stolen/Damaged Beyond Repair:	Replacement Cost of Book
Torn Covers/Torn Pages/Broken Spine:	\$20.00
Excessive Writing/Drawing in Book:	\$10.00

LOCKERS

1. At the beginning of the school year a locker will be assigned to each student in grades 6-12. Students will have the option to furnish their own combination lock.
2. Lockers are to serve as depositories for books and clothing.
3. School lockers remain the property of the school district and under the authority of the Administration. As such, their use by the students carries no expectation of privacy. **Locker inspection will be held periodically.**
4. **The school district does not assume liability for stolen articles.** Students should not give their combinations to anyone nor should they "set" their locks. In the case of physical education lockers, they should be padlocked at all times whenever the student is not in the locker room.
5. Students should report any stolen articles to the administration immediately.
6. **Students will not be allowed to carry backpacks to class. Approved Chromebook cases will be permitted.**

LUNCH PERIOD

The noon lunch period is approximately thirty (30) minutes in duration. Students in grades 9-12 will have open campus privileges during the lunch period but could have this suspended if any issues arise. Grades 6-8 students must remain in the building during the lunch period unless prior permission has been granted by the building principal. All students bringing lunch from home, or outside food, must eat in the school lunch area. No carbonated beverages or candy products are allowed in the lunch area.

FEES

Participation fees for activities must be paid prior to the student's first game or meet.

FIRE DRILLS AND TORNADO DRILLS

Fire and tornado drills will be conducted during the school year. Practice and procedures are available in each room and will be determined and explained by principals and teachers.

ATHLETICS, BAND, AND CHORUS

All students are encouraged to participate in band, chorus, athletics, speech, drama, FCCLA, FBLA, TSA, and other extracurricular activities during the school year.

Eligibility for participation in extracurricular activities after school will be conditional upon acceptable student conduct during the school day. Eligibility will be determined by the rules and regulations set forth by the North Dakota High School Activities Association. In addition, all participants are expected to abide by the rules and regulations adopted by the organizations of which they are members.

Eligibility rules are to apply to ALL extracurricular activities and organizations. The extra-curricular handbook can be found on the school website.

ACADEMIC ELIGIBILITY (6-12)

1. Eligibility for students in grades 6-12 will be checked on a three-week basis, beginning with the third week of the semester. Ineligible students (those failing any subject) will remain at this status for a period of three weeks after which they may be removed, providing they are doing passing work in all their classes. Grades used for eligibility purposes will be calculated from the beginning of each semester.
2. Notification to a student of ineligibility will be made through the office of the principal after first notifying the coach/supervisor of the affected student.

3. Each coach/supervisor has a responsibility to make sure his/her participants understand the eligibility rules.
4. Any instructor submitting a student's name for ineligibility in his/her class should consult with the principal if there are special circumstances to consider or interpretations to be made.
5. There shall be no strictly defined school definition of what is passing in any individual class. However, the minimum passing grade for record keeping purposes is defined as 70%. Each teacher, using his/her own best judgment, must decide what is passing in the classes they instruct. This same standard must apply to all students (participants and non-participants) alike.

TO BE ELIGIBLE SCHOLASTICALLY A STUDENT IN GRADE 6-12 MUST:

1. Maintain a cumulative, ongoing, passing average computed from the beginning of the semester in all classes.
2. Must have on record a minimum of four (4) academic half-credits from the preceding semester.

NORTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION **CONDENSED ELIGIBILITY RULES**

Any student promoted to the ninth grade is scholastically eligible to start the first semester of the ninth grade regardless of the eighth grade scholastic record.

To be eligible a student must have earned four (4) academic half-credits the previous semester. Continued eligibility requires a passing average in all classes.

YOU ARE INELIGIBLE:

1. if you have not been IN CLASSES AS MANY DAYS AS YOU HAVE MISSED from the opening of the semester.
2. if you ENTERED SCHOOL LATER THAN 10 DAYS AFTER THE OPENING OF THE SEMESTER.
3. if you have COMPETED IN A SPORT FOR FOUR YEARS as a high school student.
4. if you COMPETE IN A SIMILAR ATHLETIC CONTEST ON AN OUT-OF-SCHOOL TEAM DURING THE SAME SPORTS SEASON, EVEN WHILE UNDER SUSPENSION.

5. if you have been ENROLLED IN AN INSTITUTION OF HIGHER RANK, except as an accelerated student carrying advanced work in addition to three (3) high school subjects.
6. if you did not EARN CREDITS IN FOUR SUBJECTS the preceding semester.
7. if you have GRADUATED from a 4 YEAR HIGH SCHOOL or equivalent.
8. if you have ACCEPTED AWARDS other than those having symbolic value and costing more than seventy-five dollars (\$75.00).
9. if you are TWENTY YEARS OF AGE or over.
10. if you are not an AMATEUR or if you have competed under an ASSUMED NAME.
11. if you have TRANSFERRED FROM ANOTHER SCHOOL without corresponding change of residence by your parents.
12. if you are in your NINTH SEMESTER OF ATTENDANCE and have reached your eighteenth birthday.
13. if you are in your eighth semester and your SEVENTH AND EIGHTH SEMESTERS ARE NOT CONSECUTIVE.
14. if you do not have a DOCTOR'S OR NURSE PRACTITIONER'S CERTIFICATE of physical fitness on file with the school district.
15. if you use or have in your possession tobacco, alcohol or illegal drugs. (Check with your principal for possible exceptions to the above rules).

DRUGS, ALCOHOL, TOBACCO, VAPING

School officials cannot justify the use of drugs, alcohol, tobacco, or vaping, by students within the framework of the educational process. Students who violate these standards of conduct will have disciplinary sanctions imposed upon them which will include, but are not limited to the following:

1. Any student found using, consuming, or possessing drugs, alcohol, tobacco, or nicotine products (including tobacco and non-tobacco vaping/e-cigarette devices or related paraphernalia) during the regular school day, or at any school activity, will be suspended from classes for a minimum of three school days.

2. Students in violation will be reported to law enforcement and juvenile authorities.
3. Any student in violation of the foregoing, in/out of the regular school day, will be suspended from all extra-curricular activities, including but not limited to dances, banquets, awards programs, public performances, and other school functions for a period of six consecutive school weeks. A second offense during the same school year will result in an eighteen-week suspension.
4. A student in the presence of drugs, alcohol, or tobacco who does not make a clear and decisive decision to remove him/herself within a reasonable amount of time will be found in violation of the policy.
5. In addition, any and/or all alcohol, drug, or tobacco (including vaping/e-cigarette devices citation (s) issued by law enforcement, during the summer months, will be considered that student's first offense for the upcoming school year. The student will be issued a 3-week suspension from extra-curricular activities and other school functions beginning on the first day of the activity in which the student participates.

SENIOR PRIVILEGES

Senior privileges are granted to members of the senior class who have met the following qualifications to receive them.

- 1) All grades must remain at or above 80% when checking eligibility. If a grade is below 80% the student must report to their study hall for a three week period.
- 2) Any drug, alcohol, tobacco, vaping violation will suspend a student's senior privileges until the penalty time has been served.
- 3) Senior privileges may be revoked for behavior issues in/out of the classroom. This includes but is not limited to cheating, dishonesty, disrespect, senior pranks, driving/parking violations, harassment, and excessive tardies, etc...
- 4) When a student has lost their privileges, parents are asked to only dismiss their child during study hall times for medical appointments or family emergencies. If this is not followed, the absence will be unexcused, and the student will be required to make up the missed time in detention.
- 5) Please remember these are privileges and not rights!

SPORTS CAPTAINCY

Any participant guilty of a **drug, tobacco, vaping, alcohol infraction, vandalism, or theft** from the beginning of that sport's season will be ineligible to be a captain of that sport. This ineligibility will extend through the next season of participation in any sport. Ineligibility will be removed after participation and completion, with no infraction, of any succeeding sport season.

Any non-participant guilty of a drug, tobacco, vaping, alcohol infraction, vandalism, or theft (from the beginning of the school year) will be ineligible to be a captain of any sport during that person's next season of participation.

OFFICERS/LEADERSHIP POSITIONS (NON-SPORTS ORGANIZATIONS AND ACTIVITIES)

Student Council
FCCLA
FBLA
SADD
One Act Play
King, Queen, and Attendants
National Honor Society
Class Officers
Yearbook
Speech
TSA (welding club)
(And Others)

Any student guilty of a drug, tobacco, vaping, alcohol infraction, vandalism, or theft (from the beginning of the school year) will be ineligible 6 weeks from the date of infraction for offices and leadership positions in school organizations and activities.

ACCIDENTS AND INJURIES

All accidents and injuries should be reported immediately to your teacher, building principal, school nurse, or supervisor.

JUNIOR AND SENIOR CLASS PRESIDENTS

It shall be the responsibility of the junior and senior class presidents to initiate parent meetings concerning joint fund raising by junior and senior parents for the After Prom Party or other functions.

STUDENT COUNCIL (6-12)

The Student Council exists as representatives of the student body at the school administrative level. Its members, representing their individual classes, work with the school administration regarding student rules, school policy and various student activities. Appropriate suggestions should be made by students to their council representative. Membership in the Student Council will be limited to the members as provided in its constitution. No student council meetings will be held without the presence of the advisor/and or administration.

NATIONAL HONOR SOCIETY (NHS)

The National Honor Society is an organization that seeks to promote and recognize student academic achievement, leadership, service, and character. Membership is limited to sophomores, juniors, and seniors who have achieved an overall cumulative average of 92%. Selection of individuals, by the faculty council, is on the basis of leadership, service, and character. For more information contact the advisor.

STUDY HALLS

Study halls (periods) exist for the purpose of allowing students time to study, complete assignments, and are not to be considered "free" periods. The following rules will apply governing study hall periods.

1. All students may be assigned a study hall (maximum of one) for each period not scheduled for class.
2. All rules governing classroom conduct will apply for the study hall.
3. A maximum number of students, as determined by the study hall supervisor, will be allowed to leave the classroom at any given time.
4. Deficient students will not be permitted to sign out of the study hall for any reason other than using the restrooms.

TRAVEL

Any school-sponsored trip planned for during or after school must be approved by the superintendent or building principal. All supervisors of school sponsored trips must complete an itinerary for the building level principal.

All students taking part in an activity involving travel (other than scheduled athletic activities or events) must have written permission from parents on a form printed for such an event. This permission form must be submitted to the building principal by the faculty members in charge before leaving on such a trip.

Student participants of school-sponsored activities and events are required to ride in school-furnished transportation. Participants and spectators riding a school-provided bus or van to an event must return home on the bus or van. Any exception will require prior administrative approval or direct contact of the advisor/coach by the parent requesting to transport his/her child home in advance.

Students participating in school activities such as basketball, football, music events, etc., must ride buses to and from events.

REGULATIONS GOVERNING STUDENTS RIDING SCHOOL BUSES

Bus transportation is a privilege. The School Board has the authority and duty to establish rules for students riding a school bus. Following are rules that have been adopted by Thompson Public School. Administration will determine the consequences following any violations.

1. Students being transported are under the authority of the bus driver.
2. Students who refuse to promptly obey the directions of the driver or refuse to obey the regulations forfeit the privilege of riding the bus.
3. Students shall be on time for the bus both morning and evening.
4. Students will be expected to walk a reasonable distance to meet the bus at an authorized stop on a highway, if necessary.
5. The student or parent shall inform the driver with written documentation or text message when they do not plan to ride the bus in the morning or evening.
6. Students should walk on the left side of the highway facing oncoming traffic.
7. When a bus is approaching a loading zone, students shall remain a safe distance from the bus until it has stopped and the door has been opened. They will then enter the bus in an orderly manner.
8. Students may select seats or they may be assigned by the driver.
9. On entering a bus, a student shall go immediately to their seat and remain sitting there until the bus stops and the driver verbally allows the child to move.
10. Students shall not walk around or stand up when the bus is in motion.
11. Books and packages shall not be placed in the aisle.
12. Students shall not sit with their feet or legs in the aisle.
13. Students shall not extend their hands, arms, or head from a bus window.
14. Students shall converse in normal tones. Loud or vulgar language is prohibited.
15. When the bus is coming to a railroad track, all conversation must stop until the bus has crossed the tracks.

16. Students shall not scatter litter in the bus or along the highway nor deface the interior of the bus.
17. Students shall not open or close the bus windows without the permission of the driver.
18. Students shall be courteous to the driver, to people passing the bus, and to fellow passengers.
19. The emergency exit door shall not be used except in the case of an emergency or for the purpose of conducting drills.
20. Students shall carry or wear such clothing as is appropriate for North Dakota winter weather.
21. Non-route students wishing to ride the bus must provide the bus driver with a signed request by parents and approved by the administration before being allowed to ride the bus.

DRIVING AND PARKING VEHICLES

Extreme caution must be exercised at all times while driving in and around the school parking lot or area. Students who drive vehicles to school must leave them parked in the student parking lot from the time of arrival to the time of dismissal. Students in grades 9-12 will be allowed to use vehicles during their lunch period unless there are any reported driving issues in and around the community.

Students who ignore safety and regulations will have their parents notified and law enforcement will be contacted. Additional violations will be taken care of by the school authorities and/or city officials.

Students are required to park in the north and east parking lots only. Do not park in the staff parking areas or on the street. ATV's, golf carts, and motorcycles will be required to park on the north end of the parking lot or the baseball lot.

BICYCLES

The riding of bicycles in the school area creates safety hazards. Bicycles are not permitted to be ridden on the school grounds during the school day and must remain parked in the bike racks. It is suggested that each bicycle be locked when parked.

SCHOOL SOCIAL FUNCTIONS

1. All school social functions require at least **ONE WEEK'S NOTICE to be given** to the building **PRINCIPAL** and permission received before such an event is planned.

2. All school functions must be chaperoned by a minimum of two parents and one instructional faculty member.
3. All school dances, except the Prom and Homecoming Dance, are strictly for the students of Thompson High/Middle School, grades 6-12. Immediate alumni may be admitted for certain functions, as may certain other non-students, if they have registered and are approved by the building principal two days prior to the event. Guest behavior and conduct is the responsibility of the inviting THS/TMS student.
4. A student attending a social function will not be allowed to come and go during the evening. Once a student leaves, he/she cannot return.
5. Student conduct at school functions at Thompson High/Middle School or at other schools must be in accordance with school regulations at all times.
6. Law enforcement may be contacted to ensure the safety of students.

JUNIOR/SENIOR PROM

1. THS juniors and seniors may attend the Prom and invite a guest.
2. All Prom couples must be signed up at least one week in advance. This will provide administration enough time to secure approval for out-of-town guests to attend.
3. Guests may not be more than one year removed from high school. Also, guests may not attend if they are a high school dropout.
4. Guests must be at least a sophomore in high school. Sophomores must be invited by a junior or senior.
5. No student may participate in Prom if under suspension for an alcohol, drug, or tobacco violation.

ADMINISTERING PRESCRIPTION MEDICATION IN SCHOOL

Any medication that is ordered by the health care provider to be administered at school may be given using the following procedures:

1. A parent/guardian must bring the medication to the school along with a signed Medication Authorization Form.
 - a. A signed Medication Authorization Form states in the absence of trained medical personnel, the parent/guardian authorizes any unlicensed person who has successfully completed medication training with certification, to administer medication in the school setting.

2. The following information must be included in the health care provider's written order and on the label of the prescription container:
 - a. Student name
 - b. Amount of dosage
 - c. Time of administration
 - d. Name and strength of medication
 - e. Instructions for administration
 - f. Length of time student will be on medication
3. For students in grades 6-8 **medications will not be accepted if sent to school in the student's backpack**. If it is a prescription medication, a health care provider's signature is required.
4. *For students in grades 9-12, medication can be sent in a backpack based on parent's discretion. TPS will not be responsible for lost or stolen medications if being delivered to school via a student.*
 - a. **Students storing prescription medications in their locker/pockets:** Parents must fill out a Self Administer Medication Authorization form.
 - b. **No controlled drugs** can be stored in lockers or with students. Controlled drugs **MUST** be kept locked in the School Nurse office. (Example: Ritalin, Adderall, Methylphenidate)
5. A student who has been diagnosed with asthma or anaphylaxis may possess and self-administer emergency medication for the treatment of such conditions provided the student's parent/guardian files with the school a document that is signed by the student's health care provider and which:
 - a. indicates that the student has been instructed in the self-administration of emergency medication for the treatment of asthma or anaphylaxis;
 - b. Lists the name, dosage, and frequency of all medication prescribed to the student for use in the treatment of the student's asthma or anaphylaxis;
 - c. Includes guidelines for the treatment of the student in the case of an asthmatic episode or anaphylaxis;
 - d. Requires a Food Allergy & Anaphylaxis Emergency Care Plan and/or Asthma Emergency Care Plan completed by the health care provider must be submitted to the school before the student attends each year.

Over-the-Counter Medications in School for Grades 6-12

1. Acetaminophen, Ibuprofen, Tums, and Midol/Pamprin are stock medications available in the School Nurse Office on an as needed basis.

- a. If a student is asking to use OTC medications 3 or more times a week, a doctor's order will be required in order for the school nurse to administer more.
 - b. If a student is asking to use OTC medications 4 or more times a month, parent/guardian will be notified with possible recommendation for further medical evaluation.
2. Students in grades 6-12 may keep OTC medication in their locker with a signed authorization form. If a student is found to have medication in their locker without a signed form, medication will be kept in the office for parent/guardian to pick up.
3. Students are not allowed to give OTC medications to any other student.

NUT FREE SCHOOL

Thompson Public School is a nut free school. TPS continues to work hard to control allergen exposure in the classroom as much as possible so please check the ingredients prior to bringing in snacks and always include the packaging. All food must be commercially prepared. Please do not bring homemade treats to school. In addition, our cafeteria will be a designated allergy-controlled zone. We will offer a diverse menu in our lunch program that will be safe for students with peanut allergies.

STORM DAYS

I. CANCELLATION OR POSTPONEMENT

ParentSquare will be utilized when school is canceled or delayed and whether the buses will run. In the case of cancellation, announcements will be made as early as possible.

In addition to ParentSquare, the information will be posted on the school website and Facebook. There are four alternatives for storm days:

1. There will be no school.
2. School and Buses will be 2 hours late
3. School will be in session, but buses will not run.
4. Virtual Learning Day

*On stormy days when the buses do run, parents have the final decision about whether to send or pick up their children.

II. DISMISSAL PROCEDURE ON STORMY DAYS

If stormy conditions develop while school is in progress, it will be school policy to continue classes until the normal dismissal time at 3:20 PM. At this time, weather permitting, the school buses will make the evening run. If weather does not permit the operation of school **buses**, all rural students will be picked up by a parent/guardian or go to their designated storm home. **DESIGNATED STORM HOMES IN TOWN MUST BE ON FILE WITH THE OFFICE**

III. 3:20 PM DISMISSAL (BUSES NOT MAKING EVENING RUN)

STUDENTS IN GRADES K-5 will not be allowed to leave their assigned classroom unless accompanied by a brother or sister in grades 6-12, a parent, or an assigned storm home parent.

Each classroom teacher is responsible to enforce the above procedure. A written record will be kept by each classroom teacher noting the release of each student and to whom released.

All town students (6-12) will be allowed to go to their homes. All rural students (6-12) will go to their storm homes or be picked up by a parent/guardian.

On stormy days when school is in session parents have the option of picking up their children at their convenience.

MISCELLANEOUS ITEM

PET POLICY: No family pets or other animals shall be brought to school.

The Thompson School Board and District maintains a District Policy Manual that may answer further questions not answered in the student handbook.

The Thompson Public School does not discriminate on the basis of race, color, national origin, sex or handicap in its educational programs/activities and employment policies/practices.

“TOMMIES HELPING OTHERS”

SERVICE-LEARNING AND VOLUNTEERING

Students are encouraged to become involved in service-learning and volunteer activities to enhance their career and character development skills. Use this page to keep an account of the activities you've completed. Additional forms may be picked up in the counselor's office. Juniors who accumulate 10 volunteer hours (in our building) during the first semester will be eligible for study hall privileges during the second semester.

WHAT YOU SHOULD DO: Please take time to record your volunteer and service-learning activities and secure your supervisor's signature at the end of each activity. At the end of the school year, remove this page from the planner and keep it in a folder. Continue this practice throughout your school career. This journal will be helpful in writing resumes and filling out job, college and scholarship applications.

Activity	Number of hours	Signature of supervisor
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		