

# Four Winds High School



**TABLE OF CONTENTS**

Fort Totten Public School Information .....pg. 3  
Rights and Responsibilities .....pg. 4  
Parent & Family Engagement .....pg. 6  
Academics .....pg. 6  
Policies & Procedures.....pg. 9  
Extra-Curricular Activities.....pg. 22

## **INTRODUCTION**

### **HANDBOOK PURPOSE**

The purpose of this handbook is to acquaint parents, students, staff, and community members with the organization and requirements of the Four Winds High School. Dear Parents & Students:

Welcome to the new school year. We sincerely hope you will take time to think about your future and begin to formulate goals, which will guide you toward a successful and productive life. Students who are actively involved in school activities tend to enjoy school, and as a result, perform better academically. This handbook contains information which is important for your success at Four Winds High School. Please take the time to read this information and discuss it with each other. We encourage you to ask questions of any staff member regarding anything that you do not understand. Enjoy your school year.

Four Winds High School Administration

### **FOUR WINDS HIGH SCHOOL CONTINUOUS IMPROVEMENT PLAN**

#### **-VISION STATEMENT-**

*The vision of Four Winds High School is to develop our students to be problem-solvers who are socially, emotionally, and physically prepared to lead healthy and productive lives.*

#### **- MISSION STATEMENT –**

*The mission of the Four Winds Community School is to cultivate learners who excel academically, physically, spiritually, and socially while integrating community and culture in the school environment.*

#### **- BELIEFS –**

*We believe that teachers can change lives.  
We believe that learning is a lifelong process.  
We believe that learning can lead to success.*

#### **Objectives:**

- Students will receive the individualized supports they need to be on track for graduation.
- Members of the school community will have access to important information and ownership over goals.
- Students will be actively engaged in rigorous, evidence-based learning in every class.
- Students will be able to meet grade-level expectations for informative and argumentative writing.
- High school teachers will have curriculum plans for all courses.
- Four Winds High School and Tate Topa staff will collaborate for student success.

### **FORT TOTTEN PUBLIC DISTRICT # 30 BOARD OF EDUCATION**

- Please see the Fort Totten Public School Board's web page at <http://bit.ly/4pJFwvC> for board members, meeting times, and locations

### **ADMINISTRATION**

- Jeff Olson – Superintendent
- Travis Mertens– Interim Principal
- Megan Estenson – Special Education Director
- Rick Smith – Athletic Director
- Christina Anderson – Business Manager

### **IMPORTANT PHONE NUMBERS**

- Four Winds Community School 766-1400
- High School Office Extension 1476
- Superintendent/Title I Director Extension 1427
- Principal Extension 1402
- Special Education Director Ext 1423
- Athletic Director Extension 1469
- Business Manager Extension 1438

**SCHOOL WEBSITE:** <https://www.fourwinds.k12.nd.us>

### **SCHOOL HOURS**

The school day is defined as 8:45 a.m.-3:32 p.m. Students are not to be on school property after 3:32 p.m. without a valid reason and proper supervision. Those apprehended may be charged with criminal trespass to tribal authorities.

## **RIGHTS AND RESPONSIBILITIES**

The Fort Totten Public School District 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(s) has been designated to handle inquiries regarding the non-discrimination policies:

Rick Smith, Activities Director & Title IX Coordinator  
Fort Totten Public School  
PO Box 239  
Fort Totten, ND 58335  
701-766-1400ext 1469  
rick.smith@k12.nd.us

Kristi Black, 504 Coordinator  
Fort Totten Public School

PO Box 239  
Fort Totten, ND 58335  
701-766-1400 Ext 1474  
kristi.black@k12.nd.us

**Region VIII - Denver (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)**

Office for Civil Rights  
U.S. Department of Education  
Citigroup Center 500 W. Madison Street  
Suite 1475  
Chicago, IL 60661-4544  
312-730-1560  
FAX: 312-730-1576  
TDD: 800-877-8339  
Email: OCR.Chicago@ed.gov

**FEDERAL GUIDELINES/NON-DISCRIMINATION POLICY**

It is the policy of the Four Winds High School that no person shall, on the basis of race, sex, color, or national origin, age or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance. This is in compliance with the Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, Title IX, the Age Discrimination Act, and the Americans with Disabilities Act as well as the Buckley Privacy Act.

**ACCESS TO RECORDS**

Student records are stored in the high school office. Records requests shall be available to authorized persons within the school, the students and his/her parents or legal guardian. Such records are not available to others except by express consent of the student, his/her parents or legal guardian, under legal compulsion or in cases where the safety of persons or property is involved. A student or his/her parents or legal guardian may have access to his/her records under reasonable circumstances. The administrative staff, faculty members, students, parents and/or legal guardians are bound to respect the confidentiality of the files and records.

**ANNUAL NOTIFICATION REGARDING PARENTS' RIGHT OF ACCESS TO STUDENT RECORDS (20 U.S.C. AS 1232g; 34 CFR Part 99)**

Parents of students or 18-year-old students who wish to review any or all of the school records pertaining to the student should contact the building Principal for an appointment. The records will be reviewed with school personnel and parents may have copies of the records for the cost of copying. If parents or adult students believe something in the records is inaccurate or misleading, they may request that it be corrected or they may have comments added to the records. If the Principal and the parent or adult student cannot agree, the latter may contact the Superintendent for a hearing. Record information will not be released to most persons or agencies without the written consent of parents. Nonetheless, it is the policy of this district to forward school records, without parent consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record. Similarly, without parent consent, the district forwards transcripts, or other information requested by high school students to colleges and other educational institutions to which the students are applying. For a complete copy of the district's student record policy, contact your school Principal. Parents who have questions or concerns about the student record policy may direct them to the building Principal, the Superintendent or the U.S. Office of Education.

**STUDENT RIGHTS TO PRIVACY OF EDUCATIONAL RECORDS**

The Family Education Rights and Privacy Act (FERPA) designates certain information related to you as directory information and gives Four Winds High School the right to disclose such information to anyone inquiring without having to ask you for permission, unless you specifically request in writing that all such information not be made public without your written consent. The categories designated as directory information at Four Winds High School are listed below:

- Name, home address, telephone listing
- E-mail address
- Gender and marital status
- Name and address of parents(s)
- Classification as a freshman, sophomore, junior, or senior
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance at Four Winds High School
- Degrees and awards received, including selection to the Honor Roll, honorary organizations, and graduation with honors
- Grade point average (available to campus professional and social organizations)
- The most recent previous educational agency or institution attended by the student.

Please consider carefully the consequences of any decision made by you to withhold directory information, as any future request for such information from non-institutional persons or organizations will be refused. Four Winds High School will honor your request to withhold directory information until you specifically request, in writing, to lift a restriction to your records. Four Winds High School cannot assume responsibility to contact you for subsequent permission to release information and assumes no liability for honoring your instructions that such information may be withheld.

A copy of the Family Educational Rights and Privacy Act of 1974 is on file and available for inspection in the office at Four Winds High School.

**STUDENTS WITH DISABILITIES**

**Consultation** -- Consult with special education staff should be undertaken whenever an issue is presented as to whether behavior deemed inappropriate may be related to a disability, particularly if removal or dismissal is contemplated. Such a consultation also should be undertaken, when a student has been removed from class, to determine whether there is a need for a further assessment or for a review of a current Individual Education Plan and/or Behavioral Intervention Plan.

**Referral**--A teacher, counselor, or administrator who believes that a student not previously determined to be under a disability may nonetheless warrant evaluation and may refer the issue to the appropriate program.

**STUDENT RIGHTS**

All students are guaranteed the right to a free public education in a safe and supportive environment. They are entitled to equal opportunities regardless of race, color, religion, sex, gender identity, national origin, disability, or any other protected status. Students also have the right to free inquiry and expression through speech, assembly, petition, and other lawful means. These rights support each student's ability to learn, share opinions, and participate fully in school life, as long as they do not interfere with the rights of others or disrupt the orderly operation of the school.

#### **STUDENT RESPONSIBILITIES**

With these rights come responsibilities. Students are expected to attend school regularly and on time, be prepared for class, and follow school rules that ensure a safe and effective learning environment. They must respect the rights and property of others, treat classmates and staff with courtesy, and avoid behavior that causes harm, discrimination, or disruption. When exercising free expression, students are responsible for doing so in a respectful and lawful manner, avoiding vulgar, slanderous, or defamatory speech. They must be respectful and avoid any behavior that threatens the safety or learning of others. This may include but is not limited to: threats, stalking, fighting, harassment, or using abusive or disrespectful language toward students, staff, or bus drivers. Students must follow directions from teachers and staff, and refusal to follow rules, defiance of authority, lying, or falsifying records will result in discipline. Property must be respected at all times—this includes avoiding theft, vandalism, locker break-ins, arson, false alarms, or bringing fireworks or explosives. Students are responsible for restitution if they damage or steal property, which may mean paying for, repairing, or replacing what was lost. Driving and parking on school grounds must also be safe and responsible. By meeting these responsibilities, students help create a positive school culture where all can succeed.

#### **DUE PROCESS**

Students are entitled to due process when disciplinary actions, searches, or administrative decisions may affect their rights or education. This means students must be told the reason for the action, given the opportunity to respond, and treated fairly throughout the process. Due process applies to serious matters such as suspension or expulsion as well as other administrative decisions that may impact a student's education. These protections ensure that students are not unfairly deprived of their rights and that all disciplinary actions are carried out fairly, consistently, and in line with district policy and the law.

#### **PARENT & FAMILY ENGAGEMENT POLICY**

In support of strengthening student academic achievement, the District which receives Title I, Part A funds, hereafter referred to as "Fort Totten Public School District 30- Schools", must jointly develop with, agree on with, and distribute to parents and family members of participating children a written Parent and Family Engagement Policy that contains information required by the Every Student Succeeds Act (ESSA). The policy establishes the district-school's expectations and objectives for meaningful parent and family engagement and describes how the District will implement a number of specific parent and family engagement activities. The full KAB District Schools Parent and Family Engagement Policy can be found at <http://bit.ly/4pJFwvC>.

## **ACADEMICS**

#### **ENTRANCE REQUIREMENTS**

Fort Totten Public District #30 is organized to serve students 9-12 grade students who reside within their district, and will not discriminate in student enrollment based upon race, creed, spiritual beliefs or practices, gender, disability, or any other factor. The Four Winds Community School, Pursuant to 25CFR Part 45, is responsible for providing a free appropriate education to all children including children with disabilities who are between the ages of five (5) and twenty-one (21). Four Winds Community School will not refuse services to a child with disabilities that resides within school district boundaries.

The Four Winds High School Board of Education reserves the right to restrict or refuse enrollment to anyone other than children with disabilities, including but not limited to the following requirements:

- Parents or Legal Guardians must enroll the student.
- Residency is based on the Fort Totten School District #30 boundaries (9-12).
- Four Winds High School requires transcript documents before official acceptance for all transfer students.
- Enrollment forms must be completed before entry
- Certified Birth Certificate
- Medical (immunization) form
- 506 Form (if applicable)
- Tribal Enrollment Paper/Card
- Other Forms Required by the School System

The Four Winds High School reserves the right to deny enrollment, to place conditional enrollment requirements, or to prohibit the continued enrollment of any student:

1. Whose pattern of behavior disrupts his/her own or other student's learning time-on-task or poses a potential danger to the health and safety of students, staff, or any other persons who attend the school.
2. Expelled from any school during the school year. The student will not be allowed to enroll at Four Winds High School at any time during the school year.

#### **GRADING SYSTEM**

Grade Reports - Progress reports will be sent after the 4th week of each quarter for all students. Weekly progress reports will be sent for any student who is making unsatisfactory progress determined by the teacher. Student grade report is issued at the end of each nine-week period. Parent-teacher conferences are held during the 1<sup>st</sup> and 3<sup>rd</sup> quarters of each school year.

Quarter grades are to be based upon the following grading scale:

- 100-90 - A
- 89-80 - B
- 79-70 - C
- 69-60 - D
- 59 - 0 - No Credit/F

#### **DISHONESTY**

Academic dishonesty is any act that violates the rights of another student in academic work, or that involves misrepresentation of a student's own work. This includes, but is not limited to, cheating on assignments and examinations, misrepresenting another individual's work as one's own, e.g. plagiarism from hard copy of the internet, copying from another student during an exam, and/or use of any material or device not approved by the instructor during an exam, talking during testing time, forging a name, destroying or hiding computer files, or allowing a student to copy your work.

**ACADEMIC DISHONESTY CONSEQUENCES:**

First Offense: Teacher confiscates assignment and graded as zero, conference with teacher, parent/guardian notification with an incident report.

Second Offense: Failure of class at the discretion of teacher and administrator

**INCOMPLETE GRADE**

Any incomplete grade must be made up during the succeeding two weeks. If the work is not completed during the specified time, an appropriate grade will be given for the missing work.

**MAKE UP WORK POLICY**

Classwork needs to be completed as assigned. Students who miss schoolwork because of an excused absence will be given the opportunity to complete all assignments and tests in a timeline determined by the classroom teacher. Students shall receive full credit for work satisfactorily completed based on teacher discretion. After an unexcused absence, students may or may not be allowed to complete assignments at the teacher's discretion.

**Student Academic Program:**

A full-time student is required to be enrolled for the school year. A full academic program is one which meets 7 hours per day, five days each week, for each semester. Students that are in the 12<sup>th</sup> grade are required to be enrolled 5 hours per day, five days each week, for each semester.

**WITHDRAWALS**

Students withdrawing from school must follow these procedures:

- Minor students must present approval from parents in writing.
- Students (18) eighteen years old or older must present a written statement of their intent to withdraw.

All students must present a withdrawal form signed by the designated principal indicating that all issues have been cleared.

**TRANSCRIPTS**

Official transcripts signed by the principal will not be given directly to students or parents but will be mailed to the agency requesting them.

Unofficial transcripts furnished to students or parents will be stamped "**copy**" and considered an unofficial copy.

**FAILED COURSES**

Failed courses required for graduation must be satisfactorily repeated.

**CLASS STATUS**

0 to 3 Credits	Freshman
3.5 to 10 Credits	Sophomore
10.5 to 15 Credits	Junior
15.5 to 22+ Credits	Senior

**DROPPING COURSES**

After the first 5 school days of a semester, students will not be allowed to drop a course unless permission is granted from the High School Principal.

**SCHEDULE CHANGES**

Following the enrollment process for the school year, no schedule changes will be made unless cleared and approved by the administration.

**HIGH SCHOOL RANK IN CLASS/HONOR STUDENTS**

VALEDICTORIAN is based on highest cumulative GPA after his/her seventh semester of high school.

SALUTATORIAN is based on 2<sup>nd</sup> highest cumulative GPA after his/her seventh semester of high school.

HONOR STUDENTS need to obtain a 3.0 or higher GPA through his/her seventh semester of high school.

**(BEING AN HONOR STUDENT IS SEPARATE FROM THE NATIONAL HONOR SOCIETY)**

Class rank shall be computed by the following procedures:

- All students shall be ranked at the end of each semester.
- All students who have the same class designation in their student number are ranked.
- The grade point average is computed to three (3) decimal places and then rounded off to two (2) places.
- The 8<sup>th</sup> semester rank shall be the official rank recorded on the student's permanent record. This 8<sup>th</sup> semester rank is based on cumulative quality points earned during each semester of high school.

**HIGH SCHOOL HONOR ROLL**

There will be an A & B honor roll for each quarter. The criteria are listed below:

A Honor Roll

- 90-100% average in all classes
- Enrolled in five or more subjects

B Honor Roll

- 80-89% average in all classes
- Enrolled in five or more subjects

Students not meeting these criteria and having extenuating circumstances may appeal to the principal for consideration to be placed on one of the above honor rolls.

Students must be enrolled in a minimum of five courses the whole semester in order to obtain honor roll status. Students with a D or F are not eligible for the Honor Roll.

#### **HIGH SCHOOL GRADUATION REQUIREMENTS**

22 credits will be required to graduate. These credits shall include:

- 4 credits – Language Arts
- 3 credits – Math
- 3 credits – Science (**Required: Physical Science, Biology**)
- 3 credits – Social Studies (**Required: US History, POD**)
- 1 credit – Physical Ed or ½ credit Physical Ed. and ½ credit Health
- 3 credits from any of the following: Dakota Language, Foreign Language, Fine Arts or CTE
- 5 credits Electives

#### **GED CREDIT FOR HIGH SCHOOL GRADUATION AND CURRICULUM REQUIREMENTS**

High school students may be allowed to receive credit for taking relevant portions of the GED (General Education Development) assessment to satisfy corresponding graduation requirements set forth in NDCC 15.1-21-02.2 and NDCC 15.1-21-02.3.

#### **QUALIFYING FOR A FOUR WINDS COMMUNITY HIGH SCHOOL DIPLOMA**

The following shall apply relative to a student qualifying for a diploma from the 12th grade:

- All graduation requirements must be met.
- Passage of the Civics test as required by ND Century Code 15.1-21-27.
- The minimum attendance requirements shall be regular daily attendance at which time the student must earn passing grades in all subjects.
- Seniors must be enrolled in a minimum of five credit hours for the school year. Students unable to fulfill this requirement must petition the principal for a waiver.
- No senior will be allowed to participate in commencement exercises unless all requirements for graduation have been met or the Fort Totten School District #30 School Board has granted special permission.

#### **HIGH SCHOOL ASSIGNMENT OF CREDIT**

Credit shall be granted for correspondence study under the following conditions:

- The school must be approved by its State Department of Education or recognized by North Central Association.
- The principal must approve the course(s) prior to the student's registration.
- With principal approval, credits earned by correspondence study may be honored toward graduation.
- The course work should parallel Four Winds curriculum.

#### **COLLEGE LEVEL CREDIT**

Credit shall be granted for course work taken at the college level under the following conditions.

- Courses must be dual credit approved.
- The school must be accredited by its regional association or recognized by North Central Association.

#### **EXTENDED SCHOOL YEAR CREDIT**

Credit may be granted for attendance at extended school year or credit may be earned in another school district under the following conditions:

- The principal must approve the course work prior to the student's registration.
- The school must be accredited.
- Each one-credit course must provide for one hundred twenty (120) student contact hours, or one hundred fifty (150) hours for science or CTE courses.
- Credit shall be granted for course work completed in programs that are members of the Four Winds School under the following conditions:
- Course content should contain the level of essential skills offered in the high school course.

#### **TESTING**

Certain standardized tests administered to all students are part of the general program. The counselors, data coordinator, and teachers are available to interpret these tests to the student and their parents. These tests results will aid the student in understanding themselves and their abilities, and/or will help the school in analyzing and revising the curriculum. Tests are administered covering several fields of subject matter. Test results are used internally for placement purposes and curriculum adjustments and externally to determine adequate yearly progress for the Every Student Succeeds Act.

#### **REQUIRED TESTING**

Entrance placement tests, Informal Assessment, Teacher observation, State Testing, STAR 360 testing, READ/MATH 180, and ASVAB testing

## **POLICIES & PROCEDURES**

#### **ATTENDANCE POLICY**

The Fort Totten Public School District requires students to attend school regularly because it is essential for success. By law, students ages seven through eighteen must attend school. Attendance is a shared responsibility between the student and their parent or guardian. Absences can be either excused or unexcused. An excused absence happens when the school receives a valid reason from a parent, guardian, teacher, or administrator, such as a doctor's note, a court paper, or notice of family travel. If no valid reason is provided, the absence is considered unexcused. Parents are expected to contact the school right away if their child is absent. School leaders may ask for documentation to support excused absences, like medical notes, funeral notices, or requests from teachers or coaches. Unexcused absences can lead to consequences, including academic penalties. Students who miss more than ten days in a semester may face grade reductions or other sanctions. Attendance can also affect overall grades, and schools may require students to complete extra work or attend counseling to make up for missed learning. If a student's absences break state attendance laws, the school will investigate and report violations to law enforcement when necessary. The district expects every student to attend all scheduled classes and activities unless officially excused. This policy is explained in student handbooks, posted online, and shared with parents

each year. The full FFB Attendance Policy can be found at <http://bit.ly/4pJFwvC>

#### **Absence Procedures**

When a student is absent from school for three consecutive school days or twenty-one class periods without an excuse, staff will make every attempt to contact parents/guardians. If a student's absence exceeds more than three days, the parent/guardian may be asked to meet with the Student Attendance Review Board (SARB) to assist the family and discuss ways on getting their student to school every day. SARB consists of administrators, Spirit Lake Tribal Council member, Tribal Social Service member, and Tribal Court official. All contacts or attempted contacts will be documented. A referral to the court system may be made at any time by the school for undocumented absences.

Students will not earn credit for a class from Four Winds High School when they reach **13** un-excused absences in a single class period unless arrangements have been made with the teacher and administration. If a student accumulates thirteen or more consecutive unexcused absences, students may be dropped from enrollment and need to contact the school to reenroll.

#### **Extended Absences**

Parents/Guardians should make every attempt to let the school know if their student will be absent for three or more days so arrangements can be made for class assignments.

**Spirit Lake Tribal Code Section 966** requires that all students below the age of 18 must be in compliance with the Tribes Attendance Policy. The law places responsibility for regular attendance of students on the parent/guardian. Violations of the law are referred to Tribal Court.

#### **Perfect Attendance**

Perfect Attendance means that a student has no absences. This includes missing any part of a class period, sent home by administration, medical appointments, and family emergencies. There are no exceptions.

#### **Truancy Definitions**

Truancy is defined as any day or period of un-excused absence. Failure to report to the office after being sent there, leaving class without permission, abusing hall passes, and failure to go to class is also considered truancy.

#### **CLASS PERIOD TARDINESS FOR GRADES 9-12**

Tardiness is being late to any class period by arriving after the bell rings. Students grades will be affected for time missed from class.

#### **LEAVING CAMPUS – CLOSED CAMPUS**

Students, under the age of 18, cannot leave campus during lunch time. Students 18 years and over that fail to return from lunch for class will not be allowed to leave during lunch for one (1) week, 2<sup>nd</sup> offense will result in loss of leaving during for the remainder of the school year.

## **DISCIPLINE**

Our goal is to keep school safe, respectful, and supportive for everyone. When problems happen, we use restorative practices whenever possible. This means students will have the chance to talk through issues, take responsibility, repair harm, and rebuild trust instead of only receiving punishment. Serious or repeated violations may still lead to detention, suspension, or expulsion. Students may lose privileges such as transportation, parking, or activities if rules are broken. Cheating or plagiarism may result in academic penalties, and items not allowed in school may be taken away. Damage to school property must be repaid.

The bus is part of the school day, and unsafe or disrespectful behavior may result in losing bus privileges. Fighting, threats, drugs, alcohol, vaping, tobacco, weapons, or vandalism will result in immediate consequences.

Alcohol, tobacco, vapes, drugs, inhalants, prescription medication not prescribed to you, and drug paraphernalia are never allowed at school or school events. Students may be required to complete a drug or alcohol test if there is reasonable suspicion of use. Breaking these rules will lead to discipline and may also involve law enforcement. Summarize Reference Web Site

#### **DETENTION**

Students may need to serve detention for failure to abide by school conduct rules.

#### **STUDENT DRESS AND BEHAVIOR**

At Four Winds High School, the way we dress and act should help create a safe and respectful learning environment. Students may not wear hoods in the building, and public displays of affection like kissing, holding hands, or showing hickies are not acceptable at school. Clothing must be modest and safe, which means undergarments must be covered, and shirts must cover the shoulders and body trunk or be worn with an overshirt. Shorts, skirts, dresses, and similar clothing must reach at least mid-thigh. Clothing, jewelry, or accessories that advertise alcohol, tobacco, or drugs, or that include vulgar, obscene, or prejudiced messages, are not allowed. Summarize Reference Web Site

#### **GANG ACTIVITY**

Four Winds High School has zero tolerance for gang activity. Wearing or carrying gang symbols, paraphernalia, or making gang-related gestures will result in disciplinary action. Clothing or accessories that are judged by administration to be gang-related, such as certain colors, oversized clothing, caps, or shoes, are not allowed at school or school activities. Students wearing these items will be sent home for the day. Summarize Reference Web Site

#### **HAZING PROHIBITION**

Hazing of any kind is not allowed and will result in serious discipline, including suspension or expulsion. Hazing means pressuring or forcing someone to do something

that could cause harm in order to be part of a group. It doesn't matter where or when it happens—it is still a violation of school rules and state law. In North Dakota, hazing can even be a crime, with charges that range from a Class B misdemeanor to a Class A misdemeanor if someone is hurt. Summarize Reference Web Site

### **SCHOOL WEAPONS**

Weapons of any kind are not allowed on school property, buses, vehicles, or at school events. This includes real weapons such as firearms, knives, explosives, or stun guns, as well as "look-alike" weapons like pellet guns or toy guns. Everyday objects like scissors, chains, or sprays can also be considered weapons if they are used to harm or threaten others. Students who accidentally find a weapon should take it immediately to the principal's office and will not be punished for doing so. The district follows a strict zero-tolerance policy, and students found in possession of weapons face suspension or expulsion. By law, bringing a firearm to school results in a one-year expulsion, though the Superintendent may adjust this in rare cases.

Summarize Reference Web Site

### **personal electronic communication devices prohibition during instructional time**

To keep learning time focused and free from distractions, students may not use personal electronic devices like cell phones, smartwatches, tablets, earbuds, or gaming devices during the school day. All personal devices must be turned off or silenced, put away, and kept out of sight during instructional time. Exceptions are only made if the device is needed for medical reasons, part of a student's IEP or 504 plan, or approved by a teacher for a specific learning activity.

Students may be allowed to use personal devices during school activities outside of class time—such as bus rides, field trips, sporting events, or dances—when approved by a coach, teacher, or supervisor. Students are never allowed to use devices to cheat, bully, record others without permission, or share inappropriate content.

If a student breaks this rule, administration will decide the consequence, which may include loss of privileges or further discipline. Students may always contact parents through the school office if needed.

The full FFI **Personal Electronic Communication Devices Prohibition During Instructional Time policy can be found at**

**IN-SCHOOL SUSPENSION (ISS)**An ISS assignment is intended to allow a cooling off period of more than a single class, to avoid disruption of a class or of the school environment, or to consider a decision on proceeding to an OSS.

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

An out-of-school suspension is intended to avoid disruption of a class or the school environment when less severe remedial measures are inadequate to assure avoidance of such disruption.

### **EXPULSION**

**Authority**--The board may prohibit a student from further attendance for a violation of conduct standards.

**Duration**--(1) Expulsion may be ordered for a period of up to the remainder of the school year. (2) Violation of the Federal Gun Free School Act requires Expulsion for one (1) calendar year.

### **EXCLUSION/NO REENROLLMENT**

**Authority**--The board may prevent the re-enrollment of a student

**Duration**—Exclusion can be up to a one academic school year.

### **BULLYING POLICY**

Everyone at Four Winds deserves to feel safe and respected. Bullying of any kind—whether in person, online, or through other actions—will not be tolerated. Bullying includes behavior that causes fear, harms someone, damages property, or disrupts learning. It can happen at school, on the bus, at school activities, or even online if it affects the school environment.

Students and staff cannot bully, retaliate against someone who reports bullying, or make false reports. If you experience or see bullying, you can tell a teacher, administrator, or any staff member, fill out a report form, or use the anonymous reporting system. All reports will be taken seriously, investigated, and followed up with appropriate action.

Students who bully others may face consequences such as detention, suspension, expulsion, loss of privileges, schedule changes, or referral to counseling. Victims will be supported through protection strategies, counseling, and staff monitoring to help them feel safe.

The District will continue to teach students and staff about bullying prevention and expects everyone to do their part to create a respectful school community.

### **SECURITY PRACTICES**

Security checks will be conducted on a daily basis. All students, staff, and community members are subject to security checks. Any volunteer in the school must comply with the federal regulation of a background and fingerprinting check.

### **SEARCHES OF STUDENTS & STUDENT'S PERSONAL POSSESSIONS**

Lockers belong to the school, not the student, and may be checked at any time to keep the school safe. Students should not expect privacy when using lockers. Administrators may search lockers if they suspect a rule or law has been broken, and trained dogs or law enforcement may be involved if needed. Personal belongings inside a locker can only be searched if there is reasonable suspicion. Items against school rules or the law will be taken away and may be turned over to police.

Administrators may search a student's backpack, purse, vehicle, or other belongings if there is reasonable suspicion of a rule or law violation. Searches must be done fairly, not be overly intrusive, and always respect the student's age and privacy. A same-sex staff member must conduct personal searches with another adult present as a witness. Vehicles on school property can also be searched if there is reasonable suspicion. Items that break school rules or the law will be taken away and may be given to law enforcement. Students who violate these rules may face school discipline and possible legal action

Summarize and Reference Web Site Policy

### **SEXUAL HARASSMENT/SEXUAL VIOLENCE/INDECENT EXPOSURE**

Four Winds High School does not allow sexual harassment in any form. Sexual harassment means unwanted sexual behavior that makes someone feel uncomfortable, unsafe, or stops them from learning. It can include things like sexual jokes, comments, or gestures, spreading rumors about someone's sexual activity, unwanted touching such as patting or pinching, asking for sexual favors, showing inappropriate pictures or drawings, or talking about sexual activity in front of others. More

serious acts like sexual assault, stalking, or dating violence are also considered sexual harassment.

If sexual harassment happens, students should report it to any staff member or directly to the Title IX Coordinator. Reports are taken seriously, investigated, and students will be supported throughout the process. The school will take action to stop the harassment, protect students, and apply consequences, which can include suspension, expulsion, or other discipline. Retaliation against someone who reports sexual harassment is also not allowed.

Summarize and Reference Web Site Policy

#### **SEX OFFENDER PRESENCE NEAR SCHOOLS PROHIBITED (12.1-20-25. North Dakota Century Code)**

To keep everyone safe, the district has strict rules for sexual offenders on school property. In most cases, people on the sex offender registry who are not parents of students cannot come onto school grounds, except to vote or attend a public meeting. Parent sex offenders may only come to school with written permission from the Superintendent, such as to drop off or pick up their own child or attend a meeting about their child's education.

If a student is a registered sex offender, the Superintendent (or the student's IEP team if they have a disability) will decide the safest educational setting. Sometimes this may mean an alternative placement outside the regular school.

Any sexual offender allowed on school property must check in right away with school officials and may be assigned a staff chaperone. If the rules are broken, law enforcement will be contacted immediately and any permissions will be revoked.

#### **STUDENT DRIVERS**

The student parking area is designated at each school. FWHS students are required to part in the Alternative/CTE parking lot. STUDENTS ARE REQUIRED TO PARK APPROPRIATELY. Students may not go to their vehicle during the school day without permission from administration.

#### **CAFETERIA**

During assigned lunch periods students are expected to report directly to the cafeteria. They may bring lunch from home. In compliance with the United States Department of Agriculture (USDA) regulations, a breakfast/lunch program is provided.

Students are to maintain an efficient, clean, and enjoyable cafeteria. No food is to be taken out of the cafeteria by students. It is prohibited to bring in any competing prepared food. Students may bring lunch from home. Absolutely no pop is allowed in the cafeteria.

Students are expected to clean up as directed by the cafeteria supervisor. Running, fighting, loud talking, and/or shouting are out-of-order. Students who leave school during lunch periods are considered truant.

**COUNSELING AND SCHOOL PSYCHOLOGIST** The school psychologist and guidance counselor at Four Winds Community School serve as the link between the individual student and the total school environment. Any problem important to the student is considered important by the psychologist or guidance counselor. These problems may be personal in nature, or they may be school related, such as curriculum selection or course failure. The school maintains a Counseling Office available to students and parents for counseling at all times. Any student may be referred to a counselor who is available throughout the school day.

#### **FIRE DRILLS**

Fire drills are held during the school year. You should be familiar with the traffic pattern posted in each room and the fire alarm signal. The following instructions are to be carried out:

1. Students are to move quickly and orderly to the designated exit.
2. Students are to walk to the designated areas away from the building. (50 feet)
3. Students are not to return to the building until a clearance has been given by the Fire Marshall or designee.

Turning in a false alarm for any reason is grounds for expulsion and police notification.

#### **HALL PASSES**

Students are not to be in the halls during class hours. An electronic pass system will be used by all school staff and students.

#### **LOCKERS**

Lockers will only be assigned if the student requests one. All lockers are property of the school and should be used to house school items, outdoor garments, and personal phones. Lockers can be entered by administration at any time to inspect for cleanliness, or to search for items. Students are responsible for the condition of their locker and may not write or affix decals or stickers. Students should not share combination numbers with other students. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN PROPERTY.**

#### **LOST AND FOUND**

The Lost and Found Department is located in the high school, middle school, or elementary office.

#### **NATIONAL HONOR SOCIETY (SEPARATE FROM BEING AN HONOR STUDENT)**

The purpose of this organization is to create an enthusiasm for education, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship in the students of Four Winds High School.

#### **Selection and Membership:**

Membership is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, citizenship, character, leadership, and service. Four Winds High School uses the guidelines of the national organization in selecting new members. The Faculty Council will make final selections.

The following guidelines are used to determine admission into National Honor Society (NHS) at Four Winds High School:

- Maintains a 3.0 or higher grade point average and has received no grades below a C (80%) during the school year
- Exhibits leadership skills in and out of school
- Has at least 95% school attendance
- Maintains Honor Roll status each quarter

Admission to the NHS is an honor given to students. It is not a right and is something which can be earned. It is intended to be an award to recognize the combination of outstanding scholarship, citizenship, character, leadership, and service. Membership is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, citizenship, and character. Failure to maintain the standards on which students were selected are grounds for dismissal. Once a student is dismissed, he/she cannot reapply at the level they were dismissed from. National Honor Society and National Junior Honor Society are two separate affiliations.

**SCHOOL PROPERTY**

The appearance of the building reflects the pride students have in their school. This means students should go out of their way to help maintain a clean and orderly school. Damage to or destruction of school property will not be tolerated and will result in disciplinary action and restitution of damages by students/parents. The students shall not tamper with the lighting, the windows, the shades, heating equipment, P.A. system, or lockers. (Refer to vandalism/theft section).

**STUDENT COUNCIL**

This is the student governing body made up of representatives from all classes. Student Council activities promote leadership skills, time management, organizational skills and self-esteem building experiences. Any student holding an office in this activity must have a C average. The grade point average must be maintained while the student holds office or he or she must resign at the end of the quarter.

**TEXTBOOKS**

Textbooks issued are the property of Four Winds Community School. They should be used with care and returned in good condition. Students are responsible for books which are lost, stolen, or damaged beyond use and will be billed accordingly.

**UTILIZATION OF COMPUTER TECHNOLOGY**

All use of technology shall be consistent with the school’s mission statement by facilitation of resource sharing, innovation and communication. The failure of any user to follow the terms of the Authorization for Internet Access or the classroom computer rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action. All computers are school property.

**VISITORS**

Parents interested in the school’s program are welcome to visit the school and must stop at the security window. Students from other schools or friends of students will not be allowed to visit while classes are in session. All visitors must secure and wear a visitor’s pass. Violators will be considered as criminal trespassers and will be prosecuted accordingly.

**EXTRA-CURRICULAR ACTIVITIES**

Over 150 different students compete in athletics each year at Four Winds High School. Our school offers team sports for boys and girls. Extra-curricular activities are defined as an activity that is outside traditional educational services or events (sports, sporting events, dances, prom, homecoming activities, clubs, trips, etc.).

**LIST OF TEAM SPORTS**

<b>BOYS</b>	<b>GIRLS</b>
Basketball	Basketball
Cross Country	Cross Country
Football	Volleyball
Baseball	Softball
Wrestling	Wrestling
Track	Track

Extra-curricular activities shall be offered to all students who successfully meet the guidelines established for the participant. Policies are enforced by the coaches, advisers, teachers and school administrators. Four Winds High School will follow the North Dakota High School Activities Association rules.

The following rules will be included but not limited to:

- Eligibility Requirements:
- Training rules
- Follow rules set up by the coach or advisor
- Violations could result in suspension from the activity

Students must be in school all day in order to participate in extra-curricular activities unless otherwise approved by administration.

**EXTRA-CURRICULAR ELIGIBILITY**

Athletic/Eligibility checks:

Grade checks for each quarter will be at 4 ½ weeks and after the posting of the 9 week grades is final. At that time, if a student/athlete is failing a class, they will be ineligible until the failing grade is made into a passing grade.

It is the responsibility of the Athletic Director to determine eligibility for participation in interscholastic athletic programs. These determinations will be based on student academic performance, grades, attendance, and other school and state policy as appropriate. It is the Athletic Director’s responsibility to inform the school Principal and coaches of the eligibility status of students participating.

**EXTRA-CURRICULAR ATTENDANCE REQUIREMENTS**

In order to participate in extra-curricular competition events, the student must be present in school all day.

If a student is over the attendance policy, they will not be able to participate in any extra-curricular events at the school until they are back in good standing or within the attendance policy.

All students must be in school a full day after a game. Consequences may result in a one game suspension.

**Exceptions to These Rules:**

- Medical Excuses accompanied by a medical slip
- Funerals
- Administration has the final say in attendance issues

**NOTICE OF CHANGE**

Nothing in this handbook supersedes any Fort Totten Public School District #30 School Board Policies or North Dakota Century Code. The Fort Totten Public School District 30 Board reserves the right to change, modify, amend or reconsider any policy or procedure contained herein. Any changes, modifications, amendments, or reconsiderations to policy or procedures will be considered only after the appropriate process is followed/adhered to. This handbook will not be updated more than one time per year.

***\*Please return this form to the high school office\****

**Four Winds High School  
Student / Parent Handbook Acknowledgement**

Student(s) Name(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I acknowledge that I have received a copy of the  
Four Winds High School Student /Parent Handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date