



Selfridge High School Student Handbook

2025-2026

**STRIVING FOR EXCELLENCE
IN
EDUCATION**

MESSAGE FROM THE SUPERINTENDENT

We wish to welcome each of you to Selfridge High School. While wishing to create an atmosphere which is conducive to learning the following statements and rules of conduct were established to assist students, parents, and staff in developing the best educational environment possible. Since this handbook is prepared for general knowledge concerning school matters. Keep this handbook available for reference when needed. All students are requested to share this book with their parents and use it as a reference as needed, It will provide information about rules, standards, policy, discipline, activities and general information. The goal of the Selfridge High School is to provide the best education possible and to assure positive personal growth for each student, it is also our goal to assist you so that you can have the most rewarding year possible as a student. Have a very successful school year. The Selfridge High School is accredited by the North Department of Public Instruction. Each student is also encouraged to enroll in the required courses for his or her level. All students are encouraged to enroll in at least three courses. Required courses which are failed by the student must be made up before graduation.

Kristi Miller, Superintendent, 701-422-3353

VISION STATEMENT

The vision of Selfridge School District is to shape responsible citizens who honor themselves and others.

MISSION STATEMENT

Selfridge Public School strives to provide a rigorous and relevant education within a safe, positive, and productive school environment.

STAFF ASSIGNMENTS

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| Superintendent | Mrs. Kristi Miller |
| Principal | Mr. Michael Every |
| Business Manager | Haley Kraft |
| Administrative Assistant/Hall Monitor | Juanita Kraft |
| Counselor | |
| Business Ed/Computer Ed | Ms. Lacher |
| English/Drama/Speech | Dr. Anderson |
| Library | Dr. Anderson |
| Mathematics/..... | Mr. Bunghanoy |
| Music | Ms. Andojado |
| Science | Mr. Johnson |
| Physical Education | Mrs. Olson |
| Special Education | Ms. Hammel |
| Government, History & Social Studies | Mr. Miller |
| Native American Language | |
| Speech Therapist | Mrs. Hochhalter |
| Technology/Tutor | Mr. Agard |
| Asst. IT | Talayna Fox |
| Custodian/Maintenance | Mr. Ude |
| Cooks | Bella Volk |
| Asst. Cook | Alvin Volk |

STUDENT/PARENT INFORMATION ITEMS

ELIGIBILITY FOR SCHOOL: The Selfridge Public School is equally free, open and accessible at all times to all children.

1. Each public school must be free, open, and accessible at all times to any child provided:
 - a. The child may not enroll in grade one unless the child reaches the age of six before August first of the year of enrollment;
 - b. The child may not enroll in kindergarten unless the child reaches the age of five before August first of the year of enrollment; and
 - c. The child has not reached the age of twenty-one before August first of the year of enrollment.
2. Notwithstanding subsection 1, a school district may not enroll in grade one a child who is not six years old before August first, unless the child will be six years old before December first and:
 - a. The child, by means of developmental and readiness screening instruments approved by the superintendent of public instruction and administered by the school district, can demonstrate academic, social, and emotional readiness; or
 - b. The child has completed an approved kindergarten program.
3. Notwithstanding subsection 1, a school district may not enroll in kindergarten a child who is not five years old before August first unless the child will be five years old before December first and the child, by means of developmental and readiness screening instruments approved by the superintendent of public instruction and administered by the school district, can demonstrate superior academic talents or abilities and social and emotional readiness. (15.1-06-01 NDCC)

STUDENT ENROLLMENT: All students enrolling in Selfridge Public School for the first time are required to have proof of immunization. Under state law, no child will be permitted to attend school unless they have a Certificate of Immunization on file at the school or submit one before admission. The certificate must indicate the child has been vaccinated against diphtheria, pertussis, tetanus, measles, rubella, mumps, and polio. A physician or health department representative must sign the certificate. A Birth Certificate and Degree of Indian Blood Certificate is needed.

Emergency Contact Information Policy

All enrolled students are required to have up-to-date emergency contact information on file in the school office. This includes a working home phone number, cell phone number, place of employment, and an alternate contact number.

In the event that any of these numbers change or become out of service, parents and guardians must promptly notify the school to ensure that a working contact number is provided.

It is essential for all parents and guardians to maintain 24/7 availability from the school in case of emergencies.

HIGH SCHOOL BUILDING HOURS: The High School is typically open from 7:30 a.m. to 4:00 p.m.

SCHOOL DAY: The school day for students is 8:00 a.m. to 3:30 p.m., Monday through Friday. Students are not allowed in the building before 7:45 a.m. or after 3:35 p.m. unless involved in a school activity, detention, or seeking extra help from an instructor. Student must be under direct supervision of an instructor. No student will be allowed in the building evenings or weekends unless a member of the faculty or an authorized chaperone is supervising.

PARENT-TEACHER CONFERENCES: Parent-Teacher Conferences are held at the end of the first and third grading periods. All parents are urged to attend.

PETS: Dogs and cats are wonderful pets, but they occasionally follow children to school and cause problems. If this happens, pet owners will be called by phone. If we cannot reach you by phone, the police will be called to pick up the pet. No pets will be allowed in school buildings or on school grounds.

PROCEDURES WHEN CHILDREN BECOME ILL AT SCHOOL: If a child becomes ill while at school, every effort will be made to contact the parent. If that isn't possible, the emergency number will be called.

MEDICATION AUTHORIZATION: For safety reasons, Selfridge Public School office staff must be advised of any prescription or non-prescription medication authorized by the students' parents. It violates school board drug policy for students to maintain any medication, prescription or non-prescription, on the school premises without advising office staff. Students requiring medication must complete the medication record in the office.

Asthmatic or diabetic children will be able to keep emergency medication with them by office authorization.

FIRST AID PROCEDURES: In cases of injury, temporary first aid is administered and an effort is made to contact the parents. At times this has been difficult, so please keep the office informed of changes in your home, office and emergency numbers.

LICE INFESTATION:

When a child has been found to be infested with head lice/nits (lice eggs) the following steps will be followed by the school.

1. The child's parent/guardian or designated emergency contact will be notified to be made aware.
2. An informational letter or brochure relating to Pediculosis Capitis (head lice) will be sent home with the infested child. In addition, a copy of the school policy will be sent home with the parent.
3. Children out of school with head lice/nits, or children held from school because of fear of contracting head lice/nits will be counted as an excused medical absence, but not to exceed five consecutive school days per incident.

4. Each child will be carefully examined by a licensed health care provider and a written notice of “no lice or nits present” must accompany the child upon return to school.
5. The school encourages parents to inspect their children often, which is the best form of prevention and control. We encourage parents to report cases of lice infestations so that other parents can be alerted to a possible lice outbreak.
6. A child cannot be sent home from school for head lice, and once affected, students are only excused for one day.

TELEPHONES: SCHOOL TELEPHONES ARE BUSINESS PHONES. Students may receive permission to use the phone only for emergencies. Social calls and calls concerning after school activities must be made at home. When they leave home in the morning, students must know where they are to go after school. The office personnel will make every effort to deliver any important message to your child.

FIRE DRILLS: Fire drills will be held periodically during the school year. Upon hearing the fire bell all students along with their teacher will proceed to the appropriate exit and will remain outside until the all clear signal is given. Building evacuation route are posted in each classroom.

EVACUATION PROCEDURE FOR TORNADO AND/OR TORNADO DRILL:

1. Girls proceed quietly to the girls’ bath/locker room and boys proceed quietly to the boys’ bath/locker room.
2. After arriving in the bath/locker room, sit down with your back against the wall, place your head on your knees, and cover your head with your hands.
3. Move as far away from windows and doors as possible.

VISITORS: Parents are welcomed visitors to the school. Parent-teacher conferences are scheduled at the end of first and third quarters. If you wish to talk to a teacher, PLEASE do not wait for the scheduled conferences; simply send a note indicating your desire for a conference and teachers will work to accommodate your request. If you would like to visit your child's classroom, please call the office to arrange a time. If there is something special you would like to see, please make prior arrangements with the teacher.

Children visiting your home will NOT be allowed to visit your child's classroom during the regular school day without the approval of the Building Principal or Head Teacher.

All visitors to Selfridge School are required to "check in" and "sign in" at the main office upon arrival at the school.

MAJOR WINTER STORMS AND OTHER EMERGENCIES: In the event that weather conditions require the closing of school, parents will be notified. IF BOTH PARENTS WORK, PLEASE MAKE ARRANGEMENTS FOR AN ADULT TO WATCH YOUR CHILDREN SHOULD WE NEED TO RELEASE THEM EARLY. A WORKING PHONE NUMBER MUST BE ON FILE IN THE OFFICE.

SCHOOL CLOSINGS:

Information regarding school closings due to storm or other emergency will be broadcast through the schools all call system, posted on the school's social media sites, and other news media.

PARENT CONCERNS: Constructive concerns can be helpful to the district. Most concerns can be resolved by informal discussions between the parent and the staff member. Should the matter not be resolved, the principal will attempt to resolve the issue through a conference with the parent and the staff member.

CHAIN OF COMMAND FOR GRIEVANCES: If a parent/guardian has an educational concern, they are to speak with the teacher/staff member to resolve the issue. If the parent/guardian does not feel satisfied they are to speak with the Principal or Superintendent for help in resolving their concern. If parents are still not satisfied, they need to contact the President of the School Board and request to be placed on the agenda at the next regular scheduled meeting.

CLOSED CAMPUS: 7-12 students are not to leave the school campus at any time without prior submission of a written or personal request from a parent or guardian to the building administrator. Students violating this policy will be considered truant and will be charged with an unexcused absence. Students may also face disciplinary actions such as a one day in-school or out of school suspension for the first offense and a two to five day suspension for the second offense and possible expulsion for more offenses.

PARENTS RIGHT TO KNOW: Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. If you are interested in learning this information, please contact the school administration office at (701) 422-3353. Upon this request, you will receive a detailed explanation of the licensing, education and experience of each of our teachers. You will also receive information regarding the names and qualifications of the paraprofessionals at our school.

STUDENT INFORMATION ITEMS

STUDENT RIGHTS AND RESPONSIBILITIES: The student's right is to a learning experience which helps the student develop skills, competence and attitudes fundamental to their achievement of individual satisfaction as a responsible contributing citizen.

All students who attend the district's school shall comply with the written policies, rules and regulations of the school; shall pursue the required course of studies and are subject to the authority of teachers and administration of the school while in school or on the premises, on the way to and from school, and during all school sponsored activities.

GENERAL RULES: Students' good behavior and respect for the feelings of others will insure you having a successful school year.

1. Follow directions of all school personnel/adults.
2. Attend and be on time for all your classes.
3. Respect the rights and property of fellow students and of your teachers.
4. Do not loiter in hallways or restrooms during class time.

5. Be responsible for your property and for materials issued to you. The school assumes no responsibility for your losses.
6. Food or drinks are not to be taken into classrooms during class time.
7. Deposit trash in trash receptacles in hallways and classrooms.
8. Do not run, push, or shove at any time.
9. Do not cheat or copy the work of another student.
10. Do not use profanity, vulgar language, or obscene gestures toward any other students or adults.
11. Anyone asked to leave the classroom will be sent to the office.

Students are to conduct themselves as ladies and gentlemen while in the school and classes. The teacher may dismiss students from class if their conduct is such that it interferes with the work of the class. After the first incident of a student being removed from a class that student will not return to the class unless a commitment is made to improve their behavior. Only the principal or superintendent can grant reinstatement to a class. On the second dismissal from that same class a meeting will take place between student, parent, teacher, and superintendent.

Minor Violations: Staff consequences and/or detention will handle minor violations

CORRECTIVE ACTIONS: Include but are not limited to:

1. Expulsion
2. Suspension (In-school & Out of school)
3. Detention
4. Loss of privileges
5. Notification of appropriate authorities
6. Clean-up Duty
7. Restitution for damages

STUDENT BEHAVIOR: Students at Selfridge High School are expected to display good values and behavior. Students are expected to treat this institution and all members of the community with respect and dignity. The rules and policies set forth have been developed to provide a safe and orderly environment during school and school-sponsored activities.

MINIMUM CLASSROOM RULES: All students at Selfridge High School will be expected to follow these minimum classroom rules. Teachers may wish to add some additional rules to meet the needs of their specific areas.

1. Be prepared for all classes. Bring your notebook, book, pen/pencil, paper and dress appropriately for physical education. If you are not prepared for class you may receive a zero for the day or detention time assigned at the discretion of the teacher.
2. Students and staff will be courteous to each other. Use positive conversation and refrain from degrading words or actions.
3. Students are to be in their assigned places when the period begins and not in the hallway unless, permission was granted earlier.
4. Students are expected to follow the direction of the teacher and ask permission before using any classroom equipment.
5. Students are not to leave the classroom without permission.

6. Students are to respect school property at all times. Students will be required to pay for damaged or lost property if it occurs.
7. Throwing items will not be tolerated. All damage that is caused as a result of throwing items will be assessed to the student.
8. Students are to refrain from writing on walls, desks, tables etc. Students will be required to clean surfaces and pay for damaged property.

PERSONAL APPEARANCE: Basically, the control of student grooming is a personal matter, however, it is essential that some school rules exist so that the learning atmosphere will not be disrupted by student dress and the safety and health of students shall not be jeopardized.

1. Student dress should be neat, clean, and meet common standards of decency at all times.
2. Reasonable length shorts are permitted, but they must not be ragged cutoffs or have holes in them. Shorts must come to the bottom of the students finger tips and be seen below the shirt.
3. Footwear shall be worn in school.
4. Patches, pictures, or writing with obscene, vulgar, gang related or suggestive connotations will not be permitted.
5. Clothing with alcohol, drug or tobacco insignias or messages will not be permitted.
6. Swimming suits are unacceptable wear. Halter tops, bare midriff tops; see through clothing, and spandex, as outerwear is also unacceptable.
7. Headgear or sunglasses are not to be worn in the school building during the school day. Head coverings of any kind are banned within the building during school hours unless permitted by faculty or administrative discretion. Hats should be kept in the students' lockers or they may be confiscated by either the teacher or the administration.
8. Street shoes are not allowed on the gym floor
9. No baggy clothing or 'colors' are allowed.
10. Pants with holes are allowed, but the holes can't be above the bottom of the students finger tips.
11. Principal's discretion will be used to determine if apparel is appropriate.
12. Backpacks and purses will be placed in students' lockers and not allowed in classrooms.

* Violation will result in an office referral and the student will be asked to change or leave campus.

FIGHTING (Zero Tolerance Policy): Fighting at school or at activity functions is prohibited. Violations of this policy will result in a major disciplinary action and may be turned over to law enforcement officials at the discretion of the administration. Proper due process proceedings will be observed in all fighting incidents. Fighting will result in the immediate suspension of all students involved.

PARENTAL CONTACT AND/OR CONFERENCE: A faculty member or administrator may contact by phone or letter the parent or guardian of a student. The concern may be an academic

matter or may relate to student behavior. The parent or guardian may be requested to make a personal visit to further discuss the situation and afford student's due process.

TEACHER DETENTION: Individual instructors may assign student detention. This detention will be at the convenience of the instructor and will take precedence over all practices, rehearsals, activities, or competition in extracurricular or curricular events. Students must complete their detention on the day it is assigned or the following day. It is the student's responsibility to notify their parents, arrange for rides, cancel appointments, etc. Students who fail to serve instructor's detention will be assigned to serve additional administrative detention after school.

ADMINISTRATIVE DETENTION: Students assigned to administrative detention are required to report when scheduled. Specific times and dates for detention will be communicated. Detention has priority over any school activity.

DISCIPLINE REFERRALS: Parents will be notified of any disciplinary problems by telephone or written notification.

Out-of-School Suspension: This occurs when the student is dismissed for a specified period. This time period is usually from one to ten days, but may be longer or for an indefinite period of time. The length of suspension will be determined by school administration and will reflect the offense committed. After their suspension has been served, the parent/guardian must bring the student back and visit with the administration. A suspended student may not loiter or appear on school property or at any school activity. All course work will receive no less than eighty per cent for homework and missed tests.

STUDENTS WITH DISABILITIES

1. Suspension of Student with Disabilities

Students with disabilities may be suspended for a period not to exceed ten cumulative school days for any conduct, which would warrant suspension for a student who does not have a disability. The suspension may be affected immediately upon the decision of the designated building administrator who will review the file to ascertain if the Individual Education Plan (IEP) or 504 Plan addresses the behavior in question. If the IEP or 504 Plan does address the behavior, the specified procedure should be followed. The administration must make and document efforts to contact and notify the parent prior to the suspension.

A student with disabilities may be suspended for additional periods of up to ten school days for separate acts of misconduct as long as such removals do not constitute a pattern of change in placement. Educational services must be provided in cases of removals (suspensions) in excess of ten cumulative school days in a school year. The services are to be provided to the extent determined necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals of his/her IEP or 504 Plan. The principal

in consultation with the student's special education teacher or team shall make the service determination. If suspensions in excess of ten cumulative school days in a school year constitute a change of placement as defined in IDEA/B Regulation 300.530, then a manifestation determination review must be conducted before a suspension is implemented.

In any suspension, the student's parent or representative shall be given oral or written notice of the charges, an explanation of the evidence supporting the charges, and an informal opportunity to respond to and rebut the charges.

2. Expulsion of Students with Disabilities

An expulsion may be affected for a student with a disability for any conduct, which would warrant expulsion for a student without a disability. A meeting to determine whether the conduct was a manifestation of the student's disability must be conducted prior to a decision to expel a student. The Individual Education Plan (IEP) Team or 504 Team will meet to determine whether the misbehavior is a manifestation of the disability based on the criteria of IDEA/B Regulation 300.530. If the IEP Team or 504 Team determines that the misbehavior is a manifestation of the disability, the student may not be expelled. The District has an obligation to provide educational services during the time of expulsion. The IEP Team or 504 Team will determine the manner in which the services are provided.

A student with a disability must continue to receive a free appropriate public education whether or not they are expelled. A student with a disability for whom expulsion has been recommended is entitled to all the due process rights available to a student without a disability for whom expulsion has been recommended. In addition, the student with a disability is entitled to all the due process procedures available to a student with a disability under the Individual Disabilities Education Act and applicable state policies and procedures.

A special education student who is a danger to self or others or who has carried a weapon as defined by IDEA regulations to school or to a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative placement in accordance with the IDEA/B Regulation 300.504. A student who is defined as having a disability under the Individuals with Disabilities Education Act may be placed in an alternative educational setting for up to 45 calendar days, during which time a determination will be made as to whether bringing a weapon as defined by IDEA/B Regulation 300.530 to school was a manifestation of the student's disability. Discipline and placement of the student will be in accordance with the Individuals with Disabilities Education Act.

Legal Reference:

Americans With Disabilities Act of 1990, Pub. L. No. 101-336, 104 Stat. 328 (1990) NDCC Ch. 14-02.4 Discrimination
NDCC 15.1-09-33(17) School Board - Powers
NDCC 15.1-19-10 Possession of a weapon - Policy - Expulsion from school
IDEA/B 300.504 Procedural Safeguard Notice
IDEA/B 300.530 Authority of School Personnel
Tinker v. Des Moines 393 U.S. 503 (1969)

Honig v. Doe PL 103-227 Goals 2000: Educate America Act, Title X, Section 1032 Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994 1973
Rehabilitation Act, Section 504
45 CFR Part 84 Regulations
20 U.S.C. 1400 et seq Individuals with Disabilities Education Act
18 U.S.C. 921 Definitions

PHYSICALLY RESTRAINING OR ESCORTING STUDENTS: According to North Dakota Century Code 15-47-47, “No school district employee may inflict, cause to be inflicted, or threaten to inflict corporal punishment on a pupil. For purposes of this section, corporal punishment means the willful infliction of, willingly causing the infliction of, or willingly allowing the infliction of physical pain on a student. This section does not prohibit the use of force that is necessary for a district employee to quell a physical disturbance, for the purpose of self-defense, for the preservation of order, or to obtain possession of weapons or other dangerous objects within the control of a student.”

SUSPENSION AND/OR EXPULSION: Students may be suspended from school by the superintendent or principal for serious or continual violation of school rules. Students who continually violate school rules or the rights of others or whose presence at school constitutes a threat to safety, may be recommended for expulsion. Expulsion can be authorized only by the School Board, and results in the student being excluded from school for a period established by the board.

All hearings concerning student expulsion shall occur in front of the School Board while they are in Executive session, and as such, will be open to board members, administrators, the student involved, parents or guardians of the student, and legal counsel for the board and or student.

STUDENT AND PARENT DUE PROCESS RIGHTS: All students have a responsibility to follow school regulations. However, schools have an equal responsibility to assure that students are afforded necessary due process rights when administering punishment for violations of school or classroom regulations. In all cases of discipline by the teacher or principal, the student will be:

1. Told what rule they have broken.
2. Given the reason or reasons why it is believed that a rule was broken.
3. Given an opportunity to explain their side of the issue.
 - (a.) Matters of discipline levied by the teacher may first be appealed to the principal. Once the principal has rendered a decision, the student or parent/guardian may, proceed to steps (b) and (c) of this policy.
 - (b.) Matters of discipline levied by the principal may first be appealed to the superintendent. Appeals may be made by the student or by the student's parent/guardian.
 - (c.) The decision of the superintendent may be appealed to the school board, which shall conduct a hearing to determine the innocence or guilt of the student and/or the appropriateness of the punishment administered. In a hearing before the School Board, the student may be represented by a legal advisor and may present and/or cross

examine witnesses. In all cases, the School Board has the authority to take such action as they deem appropriate.

ATTENDANCE PHILOSOPHY: Students at Selfridge Public School are expected to attend every class to which they are assigned during the school year.

GENERAL ATTENDANCE POLICY: The Selfridge School Board recognizes that regular school attendance is necessary to achieve consistent educational progress. In addition, North Dakota State law requires all children between the ages of 7 and 16 to be in attendance every day school is in session with exceptions for illness and certain other incapacitates. It is the responsibility of students to attend school/classes regularly, be prepared for class and complete their assignments and follow school rules.

Excessive absences will not be tolerated, and will be dealt with according to Standing Rock Schools Attendance Protocol.

The following reasons for absence from school will be considered as excusable if followed in the prescribed manner:

- 1) Medical appointments for the student including physician, dentist, or chiropractor with a doctor's note.
- 2) Illness or injury to the student.
- 3) Parental work release request.
- 4) Death in the immediate family.

PROCEDURE FOR ATTENDANCE

- 1) If a student will be absent for all or part of the school day, the superintendent's office should be notified as soon as possible. If a phone call is not received the day of the absence, the absence will be unexcused. In the event that a student returns to school after the parent calls in, the student and/or parent must notify the main office at the time of the return. The school will make the final determination whether the absence is excused, unexcused, or exempt. Failure by the parent/guardian to contact the school regarding a student's absence can result in a student's loss of credit, and the student being dropped from the Selfridge Public School's enrollment records.
- 2) Any student absent will be marked absent one eighth of a day per period absent. A student should not exceed more than 5 absences per class per quarter.
- 3) When returning to school the student has the responsibility of getting an admit slip.
- 4) When a student knows in advance that he will be absent from school for all or part of a day he/she should have his/her parent or guardian notify the school so that an advance makeup slip may be given the student. It should be properly filled out and returned to the office.
- 5) Any student who needs to leave the building during the day must have a note from home or have the parent call and explain the reason for the dismissal. Only the office staff may give a student permission to leave the school during the day.
- 6) Students will be allowed twice the length of time absent (excused only) to make up their missed schoolwork during an absence. If work is not made up before the allotted time ends they will receive a zero for the work not completed.

7) Students who have been absent for a period of five consecutive days without an excused absence will be exited from the system.

Credit Buy Back Requirements

In accordance with our attendance guidelines, the following measures will be implemented regarding student absences:

1. **Excessive Absences:** If a student accumulates more than 10 absences in a given class, credit may be revoked.
2. **Buy Back Requirement:** Students with 5 to 10 absences must participate in a buy-back program. This involves serving detention for each class period missed beyond the 5-absence threshold per semester.
3. **Age Consideration:** Please note that revoking credit is generally more straightforward for students aged 16 and older compared to those younger than 16.
4. **Online Credit Recovery:** Students who are unable to maintain their attendance may be transitioned to online learning platforms, where they will have the opportunity to complete coursework and earn credit.

TARDY INFORMATION:

Students should always arrive on time for school. A student will be considered tardy if they are not in the classroom when the bell rings, if a student misses more than 14 minutes of class they will be counted absent. If a student is late continually, and is determined by the principal to have excessive tardies, a conference with the parents will be called and a plan of action to correct the problem will be established, such a plan will call for the assigning of detention. If for some unforeseen reason he/she cannot arrive on time, please notify the office with a note or a phone call. If a student receives 6 tardies within a nine-week period then, he or she will serve one-half hour of detention for the 6th tardy and one-half hour detention for any tardies incurred after receiving the 6th tardy. When a new nine-week period begins each student will start with 0 tardies and the same process will be used. (remove or restate to match new behavior matrix)

Student Attendance

The Standing Rock Sioux Tribal Education Department believes there is a positive relationship between school attendance and student success. It further believes that school attendance is a responsibility shared by students, parents, schools and community.

The Tribal Education Department, along with the Standing Rock Education Consortium, in accordance with Tribal Code, requires that all students between six and nineteen years of age (and those students 5 yr. old enrolled in kindergarten) attend school regularly during the full period and hours, religious and cultural holidays excepted, that the school in which the child is enrolled is in session until the end of the school term, quarter or semester of the school year in which the student becomes 19 years of age, unless they have an acceptable excuse, meet

attendance exceptions outlined in School Policy and Tribal Code, or have graduated from High School. It is the responsibility of each school's attendance officer to determine if an absence is excused, unexcused, or truant.

A student will be considered excused for school attendance if the student is considered temporarily not in proper physical or mental condition to attend school, but can be expected to return upon termination or abatement of the illness or condition. The school attendance officer may request that the parent/guardian obtain a written statement documenting the existing condition.

A student may be excused in writing by the parent/guardian prior to an absence occurring. Under this provision, absences through prior parent request cannot exceed 10 days in a school year.

A student who has reached the age of 16 years and meets the criteria established by North or South Dakota Law may also be excused from school attendance to participate in programs leading to high school graduation or high school equivalency.

No student shall be denied credit in a course solely because of an excused or unexcused absence.

***Legal Reference: Standing Rock Sioux Tribe – Code of Education
Adoption date: August 2010***

Student Attendance Procedures

School Attendance Officer

The building principal or designee shall serve as the school attendance officer for each Standing Rock Reservation School. The school attendance officer shall be responsible for all attendance matters relating to school attendance and truancy. The school attendance officer of each school shall determine daily which students enrolled in the school are absent from school and whether their absences are excused.

The school attendance officer or designee in each school shall inform the parent/guardian of a student's truancy and direct the parent/guardian to return the student to school no later than the next day on which school is in session or to provide an excuse for the student's absence.

The school attendance officer or designee shall furnish student attendance information to the school Superintendent for the purpose of providing the appropriate agencies and the state with required records. Building principals shall annually determine how many students enrolled in their schools were absent in the previous year and whether the absences were excused. This information will be provided to the Board of education by the Superintendent.

Student Absences

The primary responsibility for regular school attendance of a student rests with the student's parent/guardian.

Excused Absences

All excused absences require that parent/guardian verification be provided to the school attendance officer or designee in advance of the absence or prior to re-admittance to school.

Excused Absence with Prior Parent Request

A parent/guardian may request that a student be excused from school attendance prior to an absence occurring. The request shall be in writing and the student may be excused by the parent/guardian under this provision for not more than 10 days in the school year. Absences include but are not limited to the following:

- Appointments that cannot be scheduled outside of the school day.
- A court appearance or other legal procedure that requires the student's presence.
- A death in the immediate family or funerals for relatives or close friends.
- Attendance at special events of educational value such as college visits, job fairs, etc.

Excused Absences without Prior Consent

The school attendance officer or designee is authorized to approve an excused absence for any student for the following reasons:

- Evidence that the student is not in proper physical or mental condition to attend school. The school may request the parent/guardian to obtain a written statement from a physician, dentist, chiropractor, optometrist, or psychologist (counselor), or cultural/spiritual leader. Such excuse shall be in writing and shall state the period of time, which shall not exceed 30 days. Absences beyond 30 days require another written statement.
- An emergency in the family or other crisis that requires the absence of the student because of family responsibilities.
- Religious/Cultural holidays.
- A quarantine imposed by the public health department.
- Approved school activities during class time.
- Special circumstances that show good cause and which are approved by the school attendance officer or designee.

A student's truancy, discipline or school achievement problems, or disabilities may not be reason for the school attendance officer or designee to excuse a student from attending school.

Truancy

A student is considered truant if absent from part or all of one or more school days during which the school has not been notified of the legal cause of such absence by the parent/guardian of the

absent student. It also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance code. Written notification of legal cause of absence shall be submitted by the parent/guardian prior to the absence, the day of, or upon the return to school.

Parents/guardians shall be notified when a student has an unexcused absence. Notices shall be made by personal contact, mail, or telephone call of which a written record is kept. Notice by personal contact or telephone shall be attempted prior to notice by mail.

The parent/guardian shall be directed to return the student to school no later than the next day school is in session or provide an excuse of absence.

Consequences for truancy shall be determined by the building principal or designee and published in the student handbook. These may include assignment to detention or a supervised, directed study program that occurs outside the regular school day.

Habitual Truancy

A student is considered a habitual truant if absent from school without an acceptable excuse for part or all of five days on which school is held during a semester.

The parent/guardian of a student who is a habitual truant shall be notified by mail when the student initially becomes a habitual truant. The notice shall include the following:

- A statement of the parent's/guardian's responsibilities under the Tribal Education code to cause the child to attend school regularly.
- A statement that the parent guardian or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for children at risk.
- A request that the parent/guardian meet with appropriate personnel to discuss the child's truancy. The notice must include the name of the school personnel with whom the parent guardian should meet, a date, time, and place for the meeting, and the name, address, and telephone number of a person to contact to arrange a different date, time or place. The date for the meeting must be within 5 school days after the date that the habitual truant notice has been sent to the student's parent/guardian. The meeting may be extended for an additional 5 school days with the consent of the student's parent/guardian.
- A statement of the penalties under Tribal Code that may be imposed on the parent /guardian if he/she fails to cause the child to attend school regularly as required by Law/Code.

Before any proceedings may be brought against a student for habitual truancy or against the student's parent/guardian for failure to send children to school, the school attendance officer must provide evidence that appropriate school personnel have, within the school year during which the truancy occurred, addressed all the following:

- Met with the student's parent/guardian to discuss the student's truancy or attempted to meet with the student's parent/guardian and received no response or were refused. This

does not apply if the required parent meeting is not held within 10 school days after the date the habitual truancy letter was sent.

- Evaluated the student to determine whether learning/emotional problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems. The student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level.
- Conducted an evaluation to determine whether social problems may be the cause of the student's truancy and, if so, taken appropriate action or made appropriate referrals to community agencies.
- Items 2, 3, and 4 above do not apply if the school attendance officer provides evidence that the appropriate school personnel were unable to carry out the activity due to the student's absences from school.

The Standing Rock Sioux Tribal Education's Truancy Plan shall be followed when addressing habitual truants including taking students into custody. It will be required that the truancy plan be reviewed and, if necessary, revised every two years.

Tardiness

Guidelines and criteria previously described for determining if an absence is excused or unexcused apply to students who are tardy. A determination as to the classification of a tardy is the responsibility of the school attendance officer or designee. A pattern of tardiness on the part of any student shall be brought to the attention of the student's parent/guardian. If it appears that the student is negligent with being at school/class on time, appropriate disciplinary action shall be taken. 8 tardies equals 1 day absent.

Depending on the frequency and the amount of school missed, tardiness may be classified as an unexcused absence and therefore reportable as truancy or habitual truancy. Guidelines regarding tardiness are established at each level and are laid out in the Student Handbook.

NOTE: If a student has excessive tardiness in a class, final test exemption is forfeited. Excessive tardiness is defined as five or more tardies during one semester.

Suspensions from School

Suspensions from school are unexcused absences. During a period of suspension, a student shall not be on the school campus or attend any school activity. When a parent/guardian has a meeting with an administrator, the student may be present. Students will be afforded opportunities to complete missed assignments and examinations.

MAKE-UP ASSIGNMENTS, EXAMINATIONS, GRADING AND CREDIT

All students with excused and unexcused absences shall be given the opportunity to make up examinations and work missed in accordance with the guidelines outlined below. Credit in a course or subject shall not be denied solely because of a student's excused or unexcused absence from school. Schools are required to specify the conditions under which a student may be permitted to take examinations missed during absences. They are also required to specify

conditions under which a suspended student will be permitted to complete course work, and take any quarter, semester or grading period examinations. Teachers will be required to set a timeline for make-up work to be completed, not to exceed (3) days.

School guidelines are as follows:

Excused Absences

- Students who are absent from school for reasons that are determined to be excused by the school attendance officer or designee shall be given the opportunity to make-up work missed when they return to school. It is the student's or parent's responsibility to contact the teacher to make arrangements for making up work missed during an absence from school. The respective teacher shall identify make-up work. If any question arises as to the appropriateness, feasibility of making up a particular assignment or timelines, the teacher shall discuss with the building principal the extent to which make-up work or substitute assignments are possible.
- Students who are absent from school with the prior written permission of their parent/guardian are also required to make up work missed during the absence. The arrangements for making up course work and examinations shall be the same as for other excused absences.
- Examinations missed during an excused absence shall be taken within a reasonable time from the date of the absence. Students can be expected to complete an examination upon the day of their return, especially if it was a one or two day absence.

Unexcused Absences and Suspensions

All students with unexcused absences and suspensions shall be given the opportunity to make up work and examinations missed in accordance with the following guidelines;

- Credit in a course or subject shall not be denied solely because of a student's unexcused absence or suspension from school.
- Students with unexcused absences or suspensions occurring during the time of major examinations (quarter, semester, or grading period) shall be permitted to take such examinations if course credit is at risk. The examination make-up date shall be determined by the teacher with approval of the principal. Students in this circumstance may be expected to make up the exam on the day of return.
- Students with unexcused absences or suspensions will be given (3) days to complete class work missed, examinations excepted, for each day or period of absence. If the work is not turned into the teacher within this established timeline, then the student may not receive credit for the work. Extensions may be granted by the principal.
- Students with unexcused absences or suspensions may be assigned a supervised, directed study program to make up assignments and make up examinations.

Accumulated absences that exceed 5 each quarter of the school year will require that those days be made up before credit or promotion is awarded.

After School Program

After School Program (ASP) will be held to give High School students the opportunity to gain back class periods missed and strengthen academic excellence. High School students will gain back one (1) class period for each one (1) hour served at the ASP. The time will be applied to the class period most in need. ASP will be held Monday – Thursdays each week (weather permitting) from 3:30 to 5:00. Students are responsible for transportation to and from ASP. In addition, students are responsible for collecting assignments from their teachers in order to earn credit. The ASP attendance is not required, but strongly suggested for students with excessive absences or in need of academic assistance. It is required to earn back missed time from classes. The ASP has a zero tolerance policy. Any student who is being disruptive will be dismissed. After a student has violated the zero tolerance policy he/she will only be allowed back to the ASP at the discretion of the Administration. The zero tolerance policy includes the following: Student/Parent handbook guidelines apply; iPods, cell phones, or other electronics are not permitted; no pop or energy drinks are permitted; no food will be permitted; students must be respectful and quiet; students must remain in the designated area at all times; students must sign in and out to receive credit for hours; if students sign out they will not be allowed to come back that day. Students will be referred to After School Program to make up any absences.

CREDIT LOSS AFTER EXCESSIVE ABSENCES

The number of absences per semester is limited to five (5) per class, whether excused or unexcused. It is the student's responsibility to monitor his/her attendance to avoid credit loss. When the number of absences in a class exceeds five (5), the course semester grade will be recorded as a NC (no credit due to credit loss) which grants no credit for the class and counts as zero (0) in the student's Grade Point Average (GPA). When a student is notified of credit loss, he/she must see a counselor immediately.

** The only exceptions to the above absence limit standard are school-sponsored activities, out-of-school suspensions, and medical absences with a signed doctor's excuse stating the specific time that the student could not be in school. **

CONTAGIOUS DISEASE AND IMMUNIZATIONS

Students who have communicable diseases as defined by the Department of Public Health, and students who do not have their required immunizations or waivers for same may be excluded from school in accordance with state law and school policies. Students will not be permitted to return to school until medical clearance is provided. Communicable Diseases that commonly are associated with school exclusion include rubella (red measles), parotitis (mumps), varicella (chicken pox), pertussis (whooping cough), rubella (German measles) or Hepatitis. The presence of head lice, although not a communicable disease, may also result in exclusion from school.

NINETEEN YEAR OLD STUDENTS

When a student attains the age of nineteen years, the rights accorded to the parents transfer from the parent to the student. Students are no longer required by law to attend school. However, all students who choose to continue in school must follow attendance policies. All written and verbal communication regarding attendance policy violations will continue to include parents unless the student specifically requests their exclusion in writing to the principal.

STUDENT PARTICIPATION IN PROGRAM LEADING TO HIGH SCHOOL DIPLOMA

Upon the student's request of the school board and with the written approval of the student's parent/guardian, any student in grades 9 through 12, and a child at risk, may attend, in lieu of high school or on a part time basis, a college that provides a program leading to the student's high school graduation. (Tribal Education Code 503.1.14)

Upon the student's request of the school board and with written approval of the student's parent/guardian, any student in the above named age group, shall be excused from regular school attendance to attend a program leading to a high school equivalency diploma if the student began the program while placed in a secured correctional facility, a secured child caring institution (treatment), or a secured juvenile detention facility.

MEDICAL EXCUSE FROM ATTENDING CLASSES

Students who have a medical reason to be excused from specific classes shall obtain a written statement from their physician. The statement shall include the reason for the request and the period of time the student is to be excused. It is suggested that the parents use the school document titled Medical Excuse Form. The statement shall include restricted activities, as well as any appropriate accommodations or alternative activities. Attendance by the student through partial participation will be expected and encouraged. However, if the teacher, in consultation with the principal, believes that another educational facility setting in the school would be more appropriate during the class period, then the student may be reassigned.

The student statement will be maintained in the student's file with a copy provided to the teacher.

Students in grades 7 through 12

Students who are excused by a physician for more than 10 days in a quarter grading period may receive a withdrawal, incomplete, or grade that will be computed as part of the student's grade point average. Students who receive a withdrawal will be required to retake the class if required for graduation. Students who receive an incomplete will be required to complete the course work within the designated timeline and subsequently receive a grade. The principal and teacher will determine which option will apply.

Principals have the authority to waive courses for seniors who have a medical condition and excuse that may prevent them from graduating. Other means to obtain the necessary credit(s) will be pursued prior to a waiver being granted.

HOMEBOUND INSTRUCTION FOR ABSENT STUDENTS

Students who are unable to attend school due to a persistent health condition that will result in 30 consecutive days of absence, or frequent absences of a shorter duration that cumulatively will extend beyond 30 days in a school semester may qualify for homebound instruction. Written verification by a physician will be required but does not guarantee homebound instruction. The homebound decision for a student with a disability shall be made by the IEP team and, for

students without a disability, by the building principal in consultation with the school nurse and superintendent.

PARENT RESPONSIBILITIES

It is the responsibility of the parent/guardian to ensure the student's regular school attendance. Parent/Guardian is expected to provide a written explanation of a student's absence in advance of the absence or upon the student's return to school.

STUDENT RESPONSIBILITIES

Students are required to attend all classes unless they have obtained approval by the building principal or designee, or have parental permission as approved by the school attendance officer or designee.

It is the student's or parent/guardian's responsibility to make appropriate arrangements with the teacher to make up all assignments, including examinations, in accordance with the previously noted guidelines.

TEACHER RESPONSIBILITIES

Teachers are responsible to submit attendance reports to the attendance officer or designee. Teachers are required to emphasize the importance of good attendance. They are to develop classroom procedures and grading requirements that reflect this policy. They are also not permitted to deny credit in a course or subject solely because of a student's absence from school.

APPEALS TO THIS POLICY

Appeals to administrative decisions pertaining to this policy shall initially be reviewed at the school by the principal. If the parent/guardian or student disagrees, the superintendent shall be contacted.

WITHDRAWAL FROM SCHOOL

If a student decides to be withdrawn from school for whatever reason, and decides to attend another school, it is the sole responsibility of the parent/guardian to obtain the required documents of enrollment in to the new school. If the existing school of attendance does not receive the appropriate documents of enrollment from the new school within 10 school days, the student is to be considered truant, and appropriate measures will be taken.

TRUANCY PLAN

Procedure

- A. Procedures to be followed for notifying the parents or guardians of the unexcused absences of habitual truants under Tribal Education Code and for meeting and conferring with such parents or guardians.

The school attendance officer:

Shall notify the parent or guardian of a child who is a habitual truant, by mail, when the child initially becomes a truant. These letters will go out after the student has accumulated (5) unexcused absences, (10) unexcused absences and after 15 unexcused absences, the letter will go out registered or certified. The notice shall include all of the following:

1. A statement of the parent or guardian's responsibility, under Tribal Education Code, to cause the student to attend regularly.
 2. A request that the parent or guardian meet with the appropriate school personnel to discuss the child's truancy. The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date time, and place for the meeting and the name, address, and telephone number of the person to contact to arrange a different date, time or place.
 3. A statement of the penalties, under Tribal Code, that may be imposed on the parent or guardian if he or she fails to send child to school.
 4. The notice should include the dates of the student's unexcused absences, along with the number of days absent.
- B. Plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
1. A parent, a guardian, or an adult student may request an excused absence from the principal or his/her designee.
 2. Truancy means any absences of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of Tribal Education Code section 504.
 3. Truant students shall be returned to the school principal or his or designee.
 4. The school principal or his/her designee shall be responsible for the administration of the Truancy Plan.
- C. Methods to increase and maintain public awareness of and involvement in responding to truancy within the school.
- Publications of policies, procedures, articles, etc. on truancy in the school handbook and in the school newsletter.
 - Active public relations campaigns stressing the importance of school attendance.
 - Encouraging positive reinforcers for good attendance.
 - Meeting with representatives of the Tribal and non-tribal business community to promote hiring policies which require graduation from high school.
- D. The immediate response to be made by school personnel when a truant child is returned to school.

1. A meeting is held with the parent or guardian or adult student to comply with policy and Tribal Education Code.

Discuss possible options available to the student such as:

- Attendance in another school
- Children at risk program
- Work study or work training program (WECEP, Job Corp.)
- Student assistant program
- Homebound instruction when student qualifies
- Contracting with educational services provider

2. Document all of the above in the student's records.

- E. Methods to involve the truant child's parent or guardian in dealing with and solving the child's truancy problem.

The school has fully complied with policy and the Tribal Education Code in reference to parent notification of truancy. The school and social services agencies will consider offering the following services to solve the child's truancy problem:

- Parent education programs for parents and truants
- Family support groups.
- Family based services
- Staff development for school personnel on family services
- Cultural/Spiritually based programs that may assist in the problem.

- F. The School Attendance/Truancy Committee shall meet annually to review and renew the School's truancy plan.

REFERRAL TO LAW ENFORCEMENT/SRO

Once all of the above steps are completed by the school and the school taken the truancy issue as far as they can without success, the case will be referred over to the School Resource Officer/Law Enforcement.

Documents needed for referral

- A copy of the documented parent/guardian contacts that were made either in person or by phone in reference to the child's truancy.
- A copy of all 3 letters that were sent out to the parent/guardian explaining the student's truancy problem. This will include the (3) day letter, (5) day letter and the final notice referring to Law Enforcement, (10) day letter.
- A copy of the student's demographic sheet that includes all the students' personal information.
- A copy of the printout showing the student's current attendance.

These documents will be placed into a packet form by the school attendance officer or designee and turned over to the School Resource Officer for referral to Tribal Court.

Law Enforcement /Court Process

1. Once the Police Officer/SRO has collected all the evidence and documents in reference to the student's truancy, he or she has an option to refer to Juvenile Court or investigate to determine what the causes of the truancy might be.
2. If the Officer has found sufficient evidence to determine the case be turned over to the court, a Police Report will be generated and turned over to the Presenting Officer of the Juvenile Court with all supporting documents.
3. Once sufficient evidence on the truancy case has been determined, there are a number of options that can occur at this point in reference to the court:
 - If the student is 12 years of age or older, the student will be charged with Truancy and referred to Juvenile Court, this may also include parents being charged with Child Neglect (failure to send your child to school).
 - If the student is under the age of 12, the parent/guardian will be charged with Child Neglect-failure to send child to school, with the referral going to the Adult Tribal Court.
 - At any point during the investigation process it may be determined that there are other factors that need attention. It is possible that a CHINS petition (Child in Need of Supervision) may be filed with court and CPS (Child Protection Services)

It is possible that in many situations that a combination of, and/or all of the above may be filed in court.

Penalties

All penalties are determined by the Tribal Court.

Truancy in and itself, is a Status Offense, and the student cannot be detained in a facility for truancy alone.

If one of the penalties include being court ordered to attend school, and the student misses school without being excused, this now becomes a violation of a court order and becomes an arrestable offense, where the student can be arrested and detained.

Responsibilities

It is the responsibility of the parent/guardian and the student to attend the court hearing. All parties involved will be subpoenaed by the court. If any party is unable to make the court appearance on the date given, is their responsibility to contact the court in advance.

If any party fails to appear, those individuals will be held in contempt of court.

HABITUAL TRUANT Sample Procedure and Notice Statement

When a child becomes a “habitual truant” (absent without an acceptable excuse for any part of 5 out of 10 consecutive days in a semester. Or any part of 10 days in a semester), the attendance officer or designee shall send, by registered or certified mail, the following statement to the child’s parent or guardian. The statement shall be mailed no later than the end of the second day after the child becomes a “habitual truant”.

Notice of Habitual Truancy

Date:

Students Name:

Date: of Birth:

Section 504 of the Standing Rock Sioux Tribe Education Code requires you have to have your child attend school regularly until graduation from High School, or until the end of the semester in which he/she turns 18 years of age, or until he/she is excused from attendance by the School Board. Your child has been absent without an acceptable excuse for at least part of 5 out of 10 consecutive days, or at least part of 10 days this semester and is now a habitual truant.

School policy allows you to request certain changes in your child’s school program or curriculum. In addition, your child may be eligible for inclusion in the schools Children At Risk program.

I am requesting a meeting with you to discuss your child’s truancy as required by School Policy. The meeting is scheduled as follows:

Date:

School Personal involved:

Time:

Place

If you need to arrange a different date, time, or place, contact:

Name:

Phone:

Address:

Please contact me as soon as possible to confirm this appointment.

Failure to comply with this meeting request will result in a referral to Law Enforcement/SRO

STANDING ROCK SCHOOLS ATTENDANCE PROTOCOL: To address student attendance, it is sometimes necessary for schools to seek legal intervention and /or assistance. The SRST Tribal Code of Justice and the SRST Children’s Code both include provisions for legal intervention. Thus when schools file with the SRST Tribal Courts, all attendance documents are to be filed with both the Office of the Prosecutor and the Office of the Juvenile Presenting Officer. Schools may file the attendance documents directly with the Standing Rock Tribal Courts or work with the school resource officers. When the schools choose to work with

the school resource officers, the school resource officers are responsible for filing all attendance documents with the Standing Rock Tribal Courts.

Documents showing the school's attempt(s) at working with the Parents(s) or Guardian(s) are crucial for intervention and /or assistance from the Standing Rock Tribal Courts. As these documents are critical to legal intervention, schools must document all contacts (phone calls, meetings, and letters) with the parent(s) or guardians.

When the schools send letters to the Parent(s) or Guardian(s) in regard to excessive absenteeism in accordance with local school policy, copies of these letters are also to be sent to the Office of the Prosecutor and the Office of the Juvenile Presenting Officer. The Office of the Prosecutor will then also issue a letter to the Parent(s) or guardians.

Schools are encouraged to consistently report attendance for Indian and non-Indian students to the appropriate court. Reporting for non-Indian students is to the Office of the State's Attorney with the appropriate county. Schools are also encouraged to maintain records to track the dates and activity when seeking legal intervention and/or assistance with student(s) attendance.

Selfridge Public School Policy for Tobacco Use

Definitions

For purposes of this policy, "tobacco" is defined to include any product that contains tobacco, is manufactured from tobacco, or contains nicotine. This includes vape pens. This excludes any FDA-approved nicotine replacement therapy.

Rationale for Regulating Possession & Use

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

1. Reduce the high incidence of tobacco use in North Dakota.
2. Protect the health and safety of all students, employees, and the general public.
3. Set a non-tobacco use example by adults.

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

Use & Possession Prohibitions

1. Students: Possession and /or use of tobacco products by students on district property, in district vehicles and at school-sponsored events (whether on or off district property) is prohibited at all times.
2. Staff/Visitors: The use of tobacco products by all school employees and visitors on district property, in district vehicles and at school-sponsored events (whether on or off district property) is prohibited.

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

Communicating to Students, Staff, & Public

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

USE OF ALCOHOL, TOBACCO, AND OTHER DRUGS: No student shall possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverage, toxicant inhalant, or other intoxicant (as those items are defined by law), or over the counter drugs. This applies on school grounds during any school term as well as off school grounds at any school activity, function, or event. Any student in possession or under the influence of alcohol or drugs will be referred to the principal and the Resource Officer. Violations will result in disciplinary steps as outlined in the Student Handbook, in Selfridge School Board policy, and by North Dakota High School Activities Association.

DISCIPLINE POLICY FOR ALCOHOL, TOBACCO, AND OTHER DRUGS: The Selfridge School Board has established the following policy regarding major discipline of alcohol, tobacco, or drug violations:

- I. Major disciplinary offenses shall be:
 - A. Tobacco use or possession of tobacco products (vapes, snuff or dip) during school hours, on school premises, or at school related function.
 - B. Illegally using, possessing, distributing, or being under the influence of drugs, narcotics, or alcohol during school hours, on school premises, or at a school related function.
- II. Major disciplinary offenses shall be dealt with in the following manor:
 - A. First major disciplinary offense:

Tobacco/Vaping use: Notification to parents, referral to Non-Smoking Program, referral to local law enforcement if underage, out-of-school school suspension. Suspension (1 to 3 days at principal's discretion), and notification to North Dakota High School Activities Association.

Drinking or Drugs: notification to parents, referral to local law enforcement if underage, out-of-school suspension (1 to 3 days at Principal's discretion), possible referral for addiction, if determined by counselor or administration to warrant referral.

Other: Action to be determined by the administration within the boundaries of state statutes (notification of North Dakota High School Activities Association)
 - B. Second major disciplinary offense:

Tobacco/Vaping use: Notification to parents, referral to local law enforcement. If underage, out-of-school suspension (5 to 10 days at principal's Discretion).

Drinking or Drugs: Notification to parents, out-of-school suspension (5 to 10 days at principal's Discretion), notify North Dakota High School Activities Association, required counseling, referral to local Law enforcement.

C. Third major disciplinary offense: Referral to Selfridge School Board with recommendation for expulsion.

SEARCH AND SEIZURE POLICY

Selfridge Public School reserves the right to search any and all persons entering the school property. Selfridge Public School also reserves the right to search lockers, book bags, wallets, purses, vehicles, and other property located within school boundaries. The searches will be conducted by school administration or others appointed by school administration when "Reasonable Suspicion" and/or "Probable Cause" have been determined. The school also reserves the right to request a K-9 unit from law enforcement services to aid in the searches and seizures.

ALCOHOL & DRUG TESTING

Any student, with reasonable suspicion, who is suspected of being under the influence of drugs or alcohol during the school day, or during an extra-curricular/school-related function, will be required to submit to a drug or alcohol test according to the following:

1. A student is suspected of being under the influence of drugs or alcohol.
2. The incident is reported to the school administrator or designee.

A school Administrator or designee, as determined by an administrator, shall immediately investigate any alleged violation/reasonable suspicion/probable cause of use of alcohol, tobacco, vaping, or illegal drugs made known to the administrator, or documented and reported by coaches/school staff at any venue, either at home or away. A drug test will be administered by others appointed by school administration or law enforcement. The drug test will be administered immediately or on the next academic school day, as deemed necessary, following the reported violation.

FLAG, PLEDGE OF ALLEGIANCE, AND NATIONAL ANTHEM COURTESY:

If the United States flag is displayed, everyone present should remove headgear, face the flag, and place their right hand over their heart during the pledge of allegiance and national anthem. If the flag is not displayed, all persons should stand at attention facing the music.

FOOD, CANDY, SOFT DRINKS, SUNFLOWER SEEDS, AND GUM: Sunflower seeds are not allowed in the school building. Energy drinks are not allowed in the school building or on the school bus. Candy, soft drinks, and food are not allowed during normal school hours except when special permission (for parties or fund-raisers) has been sought by the teacher and granted by the building principal. Individual teachers vary in their method of deterring student

consumption or use of these items. Individual teachers' preferences will be honored in these cases. There will be no candy, pop and sunflower seeds allowed on school buses.

MOTORIZED VEHICLES: Selfridge High School maintains a closed campus. Students are not allowed at their vehicles during school hours unless they are excused to leave. If you must leave due to illness, run an errand, or leave due to emergency, you need a note or call from parent/guardian stating the purpose of your need to check out. Before leaving you must sign out through the office.

TEXTBOOKS: The school owns Textbooks. If the book is lost or receives more than typical wear and tear, the student will be assessed damages up to full replacement cost.

LOCKERS: Lockers belong to the school and are subject to inspection. Metal lockers for clothing and books are assigned to each student. The following rules will apply regarding lockers:

1. Students must use the lockers assigned.
2. Defective lockers must be reported to the office immediately so a new one may be assigned.
3. Money and valuables should not be left in lockers. These items should be checked in at the office for safekeeping.
4. The school is not responsible for items taken from lockers.
5. Lockers must be kept in proper order.
6. Tape, stickers, and writing are not allowed on the outside of the locker without administrative permission.
7. The school shall at all times retain ownership and control of all lockers. The school reserves the right to search or inspect lockers at any time.
8. Padlocks will only be permitted with administrative permission. Combination or key must be kept in the office for the allowance of administrative access into the locker. Unauthorized locks will be cut off the locker.
9. Messages or notes are not permitted to be placed in other student lockers.

POSTERS, STICKERS, AND SIGNS: The posting of any posters, notices, displays, etc. must be approved in advance by the office. Please use only the bulletin boards when posting approved items. Do not place signs, stickers, posters, tape, etc. on painted walls, furniture, or fixtures unless you have received permission from the principal in advance. If approved, only masking tape or putty can be used.

PERSONAL ITEMS: Cell phones, laser pointers, squirt guns, radios, CD players, personal headphones, etc. are not allowed at school. Items brought may be confiscated by any authority figure for a period of one day. A second time occurrence will result in the item being confiscated until the parent picks it up in the office. A third occurrence will result in the item being confiscated until the end of the school term with the parent to pick up the item at the end of the school term. Note: An exception to this policy may be sought and obtained from the building principal in cases where personal items are utilized in conjunction with an extracurricular or classroom activity that has been approved by the instructor.

LOST AND FOUND: The office maintains a lost and found service. All articles found should be brought to the office. Students who have lost articles should report them to the office and reasonable assistance will be given to find the article.

SKATEBOARDS, ROLLER BLADES, ROLLER SKATES AND BICYCLES: Use of roller blades, skateboards, roller skates, and bicycles are prohibited on school grounds.

SNOWBALLS OR ROCKS: It is against school policy to throw snowballs or rocks during school hours and activities. This includes school property, adjoining streets, sidewalks, and lots. Students will be disciplined according to school policy.

COLD WEATHER DRESS: Students must be adequately dressed for the weather. This includes coats, caps, mittens or gloves.

CAFETERIA AND HOT LUNCH PROGRAM: Breakfast and hot lunch are served in Selfridge School's cafeteria located at the high school at no cost to the students. The regular cost of breakfast is \$2.50 for staff and visitors. The regular cost for lunch is \$5.00 per day for staff and visitors.

Please exercise good manners and eating habits in the lunchroom. Be courteous while standing in line. Please keep tables clean, return all items to the kitchen counter, and try to keep the noise level moderate. Do not take more food than you can eat, and do not remove any food from the lunchroom. All students are expected to throw garbage into a disposal can and leave their places at the table clean.

GENERAL ASSEMBLIES: From time to time during the school year, general assemblies will be held for the students. These may include entertainers, performers, or pep rallies. Failure to obey common rules of courtesy will result in suspension from assemblies. Individual students who are especially disruptive will not be allowed to attend assemblies in the future and will go to study hall. Whistling or rhythmic clapping is never in good taste when there is a speaker and should be reserved for athletic contests.

BUS TRANSPORTATION GUIDELINES

1. Bus drivers have the same authority as teachers, and may exercise this authority if warranted.
2. The superintendent or building administrator has the right to suspend any student from riding the school bus for a specific time. Riding the bus is not a right, it is a privilege.
3. Bus departure will be five minutes after the specified bell rings for bus students.
4. If you are not on the bus, you are responsible for your own transportation home.
5. You should tell the driver if you cannot or will not be on the afternoon bus run, if you are on the bus in the morning.
6. Before a student may leave his or her bus at other than his designated stop, the student must have parental permission and the bus driver must be aware of that permission.
7. Students are permitted to ride other buses. Transportation is not provided for parties or get-togethers. These requests will be denied. Bus changes are **ONLY** allowed if it is a district student going to an existing bus stop.

- a. The **guest student** must get a note from his/her parent(s)/guardian(s) that gives the student permission to ride a host student's bus. The note from his/her parent(s) or guardian(s) must state their knowledge that their student(s) is/are going to the guest student's house.
- b. The **host student** must also submit a note from his/her parent(s)/guardian(s) giving guest student(s) permission to be with their host student. The parent/guardian must acknowledge that they know the guest student(s) is/are coming home with their child.

BUS RULES: Every rider shall abide by these rules or be deprived of the privilege to ride the bus:

- 1) The bus driver is to report any misconduct to the principal.
- 2) The superintendent or building administrator will notify parents of misconduct.
- 3) All bus riders shall remain seated when the bus is in motion.
- 4) All bus riders shall keep their heads, hands, and arms inside the bus.
- 5) Scuffling, fighting, or obscene language are forbidden.
- 6) School bus riders shall not tamper with the bus or any of its equipment. The offender shall pay for damage to seats; etc.
- 7) School bus riders shall not litter the bus with food or other debris. The eating of peanuts or sunflower seeds is prohibited on the bus.
- 8) The bus rider shall keep all books, packages, coats, or other articles out of the aisle.
- 9) The bus rider shall not leave books, lunches, or other articles on the bus.
- 10) Horseplay is not permitted around or on the school bus.
- 11) The driver shall confiscate any and all articles or projectiles such as bean shooter, water pistol, and cap gun.
- 12) A rider shall bring no animals, firearms, explosives, or anything of a dangerous or objectionable nature on the bus.
- 13) Conversation shall be carried on quietly while on the bus, except when approaching a railroad crossing when absolute quiet must be maintained.
- 14) School bus riders are expected to be courteous to bus drivers, chaperones, and fellow students.
- 15) If a student other than the regular rider wishes to be transported, he/she must present to the bus driver a pass signed by the superintendent. This pass may be acquired by bringing a written notice from the parent to the superintendent, who will issue a pass to board the bus.
- 16) Radios, tape players, etc. are not allowed to be played on the buses.
- 17) Buses will not go off main roads during adverse road conditions. Parents are to meet the bus at a main road.
- 18) Students who ride the bus to school may not leave school grounds in the morning prior to the school day.
- 19) Buses will wait no more than two minutes and will honk twice at each bus stop before leaving.

20) Students in violation of bus rules can be subject to suspension of school transportation privileges for periods of time deemed appropriate. Parents will then be responsible for the student's transportation to and from school.

STOPPING FOR A SCHOOL BUS: State law requires that ALL vehicles (both traffic from the front and rear) must come to a complete stop and proceed only when the flashing lights on the school bus are turned off.

GUN FREE SCHOOLS: In accordance with the Gun-Free Schools Act, 20 USC 3351, any student who brings a firearm onto school property, except as provided below, shall be expelled for a period not less than one calendar year unless modified by the School Board, upon a recommendation by the superintendent.

The superintendent or building administration may waive specific provisions of this policy on a case by case temporary basis for educationally related activities. Such a waiver must be in writing.

The term "firearm" shall be defined as provided in 18 USC 921. This term shall include any weapon which is designed, or may be readily converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

If a student violating this policy is identified as a child with disabilities either under the IDEA of Section 504, a determination must be made whether the child's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA of Section 504, lawful procedures for changes in placement must be followed for suspensions of greater than ten days.

Any student subject to expulsion shall be entitled to a hearing before the School Board. Nothing in this policy shall prevent the School Board from making an alternative placement for a student in lieu of expulsion provided that such placement removes the student from the regular school program.

The District shall keep a record of all students disciplined under this policy and the circumstances surrounding their discipline, including the number of students expelled and the types of weapons involved. This information shall be provided to local law enforcement authorities and other governmental agencies as required by law.

In addition to the above stated policy, any person who possesses, carries or stores a weapon in a school building, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by the District. In addition, a parent or guardian of any minor violating this policy shall also be referred for possible prosecution, on the grounds of allowing the minor to possess, carry or store a weapon in a school building.

For the purposes of this section only, the following terms are defined: “school building” shall be defined as all buildings owned or leased by a local school district that are used for instruction or for student activities; “weapon” shall be defined as any type of firearm, ammunition, a knife with a blade four (4) or more inches in length, a sword, a straight razor, a throwing star, nun-chucks, firecrackers, or brass or other metal knuckles.

The School Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry or store a weapon in a school building shall present this request to the Board in a regular meeting. It is solely within the Board’s discretion whether to allow a person to possess carry or store a weapon in a school building. This policy does not apply to law enforcement personnel.

FIELD TRIPS: A permission slip will be sent home to secure the parent’s/guardian’s permission in writing before any extensive field trip and must be returned to the school office before being allowed to participate. Field trips are a privilege to be earned by students.

EXTRACURRICULAR ACTIVITIES: HIGH SCHOOL PARTICIPATION: Students who participate in extracurricular activities are subject to the rules and regulations of both the North Dakota High School Activities Association and Selfridge School Board. Your coaches and activity directors have copies of those rules and regulations and the procedure for enforcement. If you want information on these areas, please discuss them with your director or principal. [Depending on the cooperative activity you choose, you may be subject to cooperating schools policy]

Students must be passing in at least four academic subjects who have a credit value of one-half credit per semester to be eligible to participate in extracurricular activities. Students must have passed at least four academic subjects from last semester/including previous year semester to be eligible. Grade checks will be conducted on a weekly basis.

CHURCH NIGHT: As a courtesy to church organizations, no school activities will be scheduled on Wednesday nights after 5:30 p.m. Also, no athletic practices or contests are to be scheduled on Sundays.

DANCE REGULATION(S):

The superintendent must approve all school-sponsored dances. All dances must meet the following rules and regulation;

- 1) The dance sponsor will obtain permission prior to the dance at least one week ahead of the planned date.
- 2) All rules governing student behavior will be followed.
- 3) Chaperones are in charge of the event: anyone failing to follow their instructions runs the risk of school sponsored dances being discontinued or he/she being barred from further dances.
- 4) Clean-up is the responsibility of the group hosting the dance.
- 5) All dress code regarding personal appearance apply to school dances. (Formal dress attire is permitted for picture purposes/or special occasion with prior permission).
- 6) Dances will start with arranged times but must end before 11:00 PM, with the exception of the prom where times must be worked out with the superintendent.

- 7) Dances will be held in the gym or cafeteria.
- 8) Anyone leaving after the start of the dance will need to have his or her reason cleared with the chaperone and will not be allowed back.

Prom Rules:

- 1) Students in grades 9 through 12 may invite:
 - a. A grade 7 to 12 Selfridge student
 - b. A person who is 20 years of age or younger.
 - c. Someone in grade 7 to 12 from another school with prior approval from the Principal.
- 2) The student must be in good standing at their school
- 3) All guests must have a completed Guest Approval Form. Photo ID must be presented at Prom to be admitted.
- 4) Students in grades 7 and 8 may attend with a signed parental permission slip turned in to the office before the prom.
- 5) When Standing Rock High School hosts the prom, students are subject to Standing Rock High School rules.
- 6) Students must be academically eligible to attend prom.

PERMANENT RECORDS:

- A. Grades earned each quarter and attendance data are entered on the student's transcript which remains in the school files thereafter. Since this transcript is the school record of your accomplishments while you are in school, we urge you to make it a desirable record.
- B. Student records will be opened upon a request by the student or his/her parents at any time during school hours. These records may be seen in the principal's office.
- C. Individual transcripts containing such information as students name and address, birth date, academic work, attendance record, and standardized test scores will be kept permanently.
- D. Report cards, teacher's class record, class schedule records, and immunization records will, after eight (8) years from the date of the student's graduation, be shredded and burned.

REPORT CARDS: The school year is divided into four quarters. Report cards will be completed at the end of each quarter. Report cards will be presented to parents at Parent-Teacher Conferences at the end of the first and third quarters. Report cards will be given to the student or mailed home at the end of the second and fourth quarters.

PROGRESS REPORTS: All students will receive progress (mid-term) reports at the middle of each grading period.

HOMEWORK POLICY: Homework is a "do-it-yourself" program to provide essential practice in needed skills. Properly used it can aid in the development of good study habits.

GRADING SCALE:

STANDARD GRADES: The grading system is based on the following scale:

| Point Value | Grade | Percent | Grade Point Average | Grade Equivalent |
|-------------|-------|-------------|---------------------|------------------|
| 12 | A+ | 100-97 | 4.00 | Excellent |
| 11 | A | 96-95 | 4.00 | Excellent |
| 10 | A- | 94-93 | 3.67 | Excellent |
| 9 | B+ | 92-90 | 3.33 | Above Average |
| 8 | B | 89-88 | 3.00 | Above Average |
| 7 | B- | 87-86 | 2.67 | Above Average |
| 6 | C+ | 85-83 | 2.33 | Average |
| 5 | C | 82-80 | 2.00 | Average |
| 4 | C- | 79-77 | 1.67 | Average |
| 3 | D+ | 76-74 | 1.33 | Below Average |
| 2 | D | 73-72 | 1.00 | Below Average |
| 1 | D- | 71-70 | 0.67 | Below Average |
| 0 | F | 69 or below | 0.33 | Unsatisfactory |

MODIFIED GRADES: To be used for IEP students. The grading system is based on the following scale:

| Point Value | Grade | Percent | Grade Point Average | Grade Equivalent |
|-------------|-------|-------------|---------------------|------------------|
| 12 | A+ | 95-or Above | 4.00 | Excellent |
| 11 | A | 92-94 | 4.00 | Excellent |
| 10 | A- | 90-91 | 3.67 | Excellent |
| 9 | B+ | 88-89 | 3.33 | Above Average |
| 8 | B | 85-87 | 3.00 | Above Average |
| 7 | B- | 80-84 | 2.67 | Above Average |
| 6 | C+ | 78-79 | 2.33 | Average |
| 5 | C | 75-77 | 2.00 | Average |
| 4 | C- | 70-74 | 1.67 | Average |
| 3 | D+ | 68-69 | 1.33 | Below Average |
| 2 | D | 65-67 | 1.00 | Below Average |
| 1 | D- | 60-64 | 0.67 | Below Average |
| 0 | F | 0-59 | 0.33 | Unsatisfactory |

Students are graded on a three-fold grading system: one for achievement in classes, and the others for citizenship and application. Poor academic grades are often closely related to poor conduct, effort, and citizenship.

CHEATING and PLAGIARIZING: Cheating will not be tolerated. Cheating is defined as using unacceptable means to attain academic success. Cheating may include, but is not limited to: copying tests; copying computer assignments, homework, or class work; obtaining verbal assistance or looking on another's work during a test; using crib notes during a test; using unauthorized test material; or plagiarism. Plagiarism will be defined in all classes where longer papers and research assignments are given. Plagiarism is considered cheating. Consequences of cheating will include:

- 1) Loss of credit on the academic project, test, homework, etc.
- 2) A discipline referral slip will be sent to the principal and parents will be notified by letter or phone call.
- 3) A letter will be filed in student records explaining “Incident Involving Dishonesty in Academics”.

PROMOTION AND RETENTION: Elementary and High School Students: A pre-determined set of regulations and rules will not be used to regulate the outcome of students in regards to the promotion or retention of the individual student. The best interest and wellbeing of that student is to be uppermost in the mind when making this determination. Students who are having difficulty in school will be identified early in the school year and regular conferences held to determine progress. Promotion will be based upon student mastery of curricular standards and recommendation of the classroom teacher. Students in grades Kindergarten – 8 whose poor attendance has caused a notable deficiency in learning will be retained at the present grade level if, in the judgment of the building principal, such action is advantageous to the student based on their core subjects. The 7-8th grade students are able to make up their absences in their classes by staying for the after school tutoring session. For every hour they stay they will gain back one class period. The decision about promotion and retention will be made after consultation with the teacher(s) and the parent(s) during the last month of the school year.

STUDENT RECORDS: Parents and adult students (18 years of age) 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 made for the cost of copying.

If parents or adult students believe something in the records is inaccurate, misleading, or otherwise violates privacy or other rights, they may request that it be corrected or they may have comments added to the record.

Record information will not be revealed to persons or agencies without the written consent of parents or adult students. 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, or to colleges and other educational institutions to which the student is applying.

GRADUATION REQUIREMENTS: ACADEMIC MINIMUMS: Selfridge Public School requires a minimum of 22 credits for graduation, including all North Dakota State requirements and those set by the Selfridge School District. Academic courses receive ½ of a credit for a semester course and one credit for a yearly course. A course needs to meet the required number of minutes to receive a full credit. Students may receive high school credit for elective courses not offered at Selfridge High School and for required courses through correspondence courses, Interactive Television and online.

Language Arts – 4 credits

Within the regular Language Arts program

Mathematics – 3 credits

Within the regular Mathematics program

Social Studies – 3 credits

The following courses are required: U.S. Government, U.S. History and World History.

Physical Education & Health – ½ unit Health and ½ unit Physical Education

Physical Education and Health is required by separate statute. It is recommended that local policies provide for Physical Education/Health as a requirement for freshmen and sophomores and at a minimum is offered as an elective to juniors and seniors.

Science – 3 credits

The following courses are required: Physical Science and Biology.

Career and Technical Education – 3 Credits

Electives – 5 credits

According to school board policy adopted October 18, 1979; every student must be enrolled in a minimum of eight semesters in order to graduate. Freshman must take a minimum of 7 credits, Sophomores, must take a minimum of 7 credits, Juniors must take a minimum of 6 credits, Seniors must take a minimum of 6 credits. Seniors on track to graduate may apply for a modified schedule of no less than 4 credits.

SEMESTER TEST POLICY

A semester test will be given at the close of each semester, for each core courses having value of ½ unit of credit per semester or 1.0 unit of credit per year. Failure to take semester tests will result in an incomplete grade for the semester and no credit will be given for the course. Students in grades 7-12 must take at least two semester tests per semester, but may be exempt from one or more provided they meet the following criteria. Those who don't meet the exemption will take all core subject tests per semester.

Students who meet the criteria will take one core subject test and the semester test with the lowest grade (can be core or elective) as assigned by grade:

Semester Test Exemption Criteria:

1. Have 5 or fewer excused absences and no unexcused absences
2. Do not have any current failing grades (F's or 0's)
3. Do not have any missing assignments
4. Have had 2 or fewer detentions during the semester
5. Have not been suspended during the semester
6. On the A or B honor roll for the semester

7th -12th grade students who meet the exemptions will take the following tests each semester: The semester test in the **class with the lowest grade AND one core class** assigned by grade. Semester test will alternate between core classes, principal will assign tests by grade each semester.

GRADUATION EXERCISE REQUIREMENTS:

A student who is seeking permission to graduate must have fulfilled all minimum academic graduation requirements, clear all monetary debts to the school, and complete all detention assignments before graduation day.

CAPS AND GOWNS:

Graduation caps and gowns are required graduation apparel. Students purchase graduation caps and gowns. If you have a brother or sister who graduated from Selfridge High School, it is possible for you to wear their cap and gown if they are the right colors.

VALEDICTORIAN/SALUTATORIAN/HONORS REQUIREMENTS

To qualify for Valedictorian and Salutatorian the student must have attended Selfridge High School for at least two years, (the entire Senior year and one other). The student(s) with the highest-grade point average (minimum of 3.8) will be recognized as Valedictorian, or Co-Valedictorians. The student(s) with the next highest grade point average (minimum of 3.5) will be recognized as the Salutatorian, or Co-Salutatorians.

In order to qualify as an Honor Student, the student must have attended their senior year at Selfridge High School and have maintained at least a 3.000 G.P.A. as of the end of the third quarter of their senior year of school.

In all cases of determining honors, all classes receiving 0.5 credit or higher will be included except those graded as pass or fail. All G.P.A. scores will be carried out four decimal places with the fourth place rounded off to the third place to determine the final G.P.A.

Valedictorian and Salutatorian will be determined at the end of their third Quarter of their senior year for participation in Best of the Class. The valedictorian shall present the valedictory address to the class during graduation exercises.

DIRECTORY INFORMATION:

Federal law permits a school district to identify certain information as “directory information” which may be released publicly without permission of the parents. The district identifies this information as the following: name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous school attended. If you do not want this information released, please contact the superintendent at the Selfridge High School within ten school days from the date this school handbook is received.

TITLE I:

The Title I program is designed for students who are unable to get full value out of the learning process which is offered in the traditional classroom setting. Title I instruction will be given in Language Arts, Reading, and Math to eligible students.

SPECIAL EDUCATION COOPERATIVE:

Selfridge High School provides Special Education services for students with disabilities. These disabilities may include cognitive delay; hearing impairment, including deafness; speech or language impairment; visual impairment, including blindness; emotional disturbance; orthopedic impairments; autism; traumatic brain injury; other health impairments; deaf-blindness; multiple disabilities; or specific learning disabilities and who because of those impairments need special education and related services. If your child needs special education services, please contact his/her teacher or principal about a referral.

EQUAL EDUCATION AND NONDISCRIMINATION:

The Selfridge School District #8 is committed to equality of educational opportunity. It is the policy of this District to provide learning and working environment free of discrimination.

All students have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, extracurricular and other school related activities. Discrimination in education because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law. Further, the District is committed to taking whatever remedial action is necessary to eliminate existing discrimination and its effects.

TITLE IX:

Selfridge Public School District supports the provisions of Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 which commit all schools to the elimination of discrimination on the basis of race, color, national origin, sex, and handicap to those educational programs and activities offered to its students. It is the expressed intent of the Selfridge Public School District to provide equal opportunity in its employment practices or educational programs and activities to all students, free from limitations of race, color, national origin, sex, and handicap.

Inquiries regarding discrimination should be directed to the Selfridge School's Title IX Coordinator, Mrs. Miller. Specific written complaints should be directed to the Superintendent of Schools.

The District will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries

SEXUAL HARASSMENT/INTIMIDATION:

The Selfridge School District #8 is committed to a positive and productive working and learning environment free of discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The District prohibits sexual harassment or

intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer or student, and finds such behavior just cause for disciplinary action. Whereas sexual harassment substantially compromises the attainment of educational excellence, the District will not tolerate such behavior between members of the same or opposite sex.

Furthermore, the District prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment or against any employee or student who testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender.

This policy applies to individuals attending any school-sponsored events, regardless of location.

DEFINITIONS:

Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal, physical and/or visual contact of a sexual nature when:

- * Submission is made either explicitly or implicitly a term or condition of an individual's employment or education;
- * submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- * that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or of creating an intimidating, hostile or offensive employment or educational environment.

An "intimidating, hostile or offensive employment or educational environment" means an environment in which:

- * unwelcome sexually-oriented jokes, innuendoes, obscenities, pictures/posters or any action with sexual connotations makes a student or employee feel uncomfortable, or
- * any aggressive, harassing behavior in the workplace or school that affects working or learning, whether or not sexual in connotation, is directed toward an individual based on their sex.

Examples of sexual harassment or intimidation:

- * sexual advances which are unwanted (this may include situations which began as reciprocal attractions, but later ceased to be reciprocal).
- * sexual gestures, verbal abuse, sexually-oriented jokes, innuendo or obscenities.
- * displaying of sexually suggestive objects, pictures, cartoons, or posters.
- * sexually suggestive letters, notes or invitations.
- * employment or educational benefits affected in exchange for sexual favors.
- * physical conduct such as assault, attempted rape, impeding or blocking movement, or unwelcome touching.
- * hazing, or daring to perform in unsafe work or learning practices, particularly directed toward students or employees in nontraditional settings.

INTERNET POLICY:

The Selfridge School District recognizes the need for its staff and students to have access to a computerized global information network (Internet) and be trained for its proper use. Having access to this information network requires use consistent with the district's educational policies and state and federal laws. The Internet system is to be used for educational purposes only. It may be used to supplement classroom materials, to do research for class projects, explore new educational resources, and for other purposes authorized by school authorities. Intentionally accessing information that is illegal, sexually explicit or offensive to certain racial, ethnic or religious groups are not permitted. All for-profit activities are inappropriate. The use of the computerized information network of the school is a privilege, not a right, and inappropriate use will result in suspension or termination of those privileges. Users of this informational system will be held responsible for their on-line behavior and accordingly the district will institute an Acceptable Use Agreement.

COMPUTER USE:

- Students shall not be allowed to visit websites, or any link thereof, that is used for chatting or social media.
- Student will only be allowed to retrieve emails from their school k12 email.
- Students shall not be allowed to visit any website which contains a proxy server, or offers links to proxy servers.
- Students shall not be allowed to delete their History folder on any District computer, or any part of their History folder on a District computer.
- Students shall not be allowed to use any other student's account.
- Students who fail to conform to these policies shall lose their privileges as to the use of District computers for a length of time to be as determined by the Technology Coordinator, and/or as recommended by a Teacher or an Administrator

Technology

- **Student Device User Agreement**
- The Selfridge Public School District authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.
- The district expects all students to use technology responsibly to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.
- Each student who is authorized to use district technology and his/her parent/guardian shall sign this Device User Agreement as an indication that they have read and understand the agreement.
- **Definitions**
- District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (Wi-Fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, MP3

players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

- **Student Obligations and Responsibilities**

- Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.
- Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:
 - 1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive.
 - 2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying").
 - 3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.
 - 4. Infringe on copyright, license, trademark, patent, or other intellectual property rights.
 - 5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher, administrator or technology coordinator, changing settings on shared computers).
 - 6. Install unauthorized software.
 - 7. "Hack" into the system to manipulate data of the district or other users.
 - 8. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice.

- **Privacy**

- Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.
- The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.
- All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

- **Personally, Owned Devices**

- If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable

Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

- **Loss, Stolen, or Damaged Device**
- If a student loses an assigned technology device, the technology device is stolen, or the technology device is damaged, the student must immediately notify a staff member or the principal. If a police report is filed, the student is expected to cooperate and provide truthful information. A student whose technology device is lost, stolen, or damaged due to a violation of this Student Technology Device Use Agreement, purposeful action, and/or negligence is subject to consequences as outlined in this Agreement. If a lost or stolen technology device is not recovered or if a technology device is otherwise damaged, the student and the student's parent(s) or guardian(s) are financially responsible for the technology device
- **Consequences for Violation**
- Violations of the law, Board policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

Edu-Tech Acceptable Use Policy

Edu-Tech provides information technology resources to K-12 schools in North Dakota. These resources deliver electronic communications internally within school districts and externally to systems across the world. We provide these services solely to promote and enhance the quality of education in North Dakota's K-12 system.

This acceptable use policy ensures that use of the Edu-Tech resources by all users is done in an appropriate manner. Use of Edu-Tech services is a privilege and not a right. All users are obligated to respect and protect the rights of every other user and act in a responsible, ethical and legal manner.

Acceptable Use

Edu-Tech accounts and affiliated services may be used for K-12 education related purposes only. Logins and passwords are provided for the individual's use while they are affiliated with an Edu-Tech member school or organization.

Under no conditions shall any user provide another person with access to or use of their account. Similarly, users shall not examine, change, or use any account but their own. No user may represent themselves as another individual or entity in electronic communication.

Users shall not deliberately attempt to degrade system performance or capability. Knowledge of system or special passwords does not convey permission or privilege to use such passwords. No account shall be used to damage a system or file or remove information without authorization. Edu-Tech's services may be used only for lawful purposes. Transmission, distribution or storage of any material in violation of any applicable law or regulation is prohibited. This includes, without limitation, material protected by copyright, trademark, trade secret or other intellectual property right used without proper authorization, and material that is obscene, defamatory, constitutes an illegal threat, or violates export control laws.

Under no circumstances may Edu-Tech's services be used to send material that is intended to threaten, harass, annoy or alarm another person without legitimate purpose-this includes chain mail.

Use of computer system and databases shall be limited to the purpose(s) for which access was granted. Use of services for political (lobbying) purposes, for gaining business contacts or for personal or private profit is prohibited. Organizations may not use any Edu-Tech service for increasing their membership or gaining additional contacts.

Users should expect only limited privacy in the contents of their personal files and communications. Files may be searched if there is reasonable cause that a user has violated Edu-Tech policies or the law. Investigations will be reasonable and related to the suspected violation. Edu-Tech will cooperate with external networks and authorities in the resolution of an investigation within the restrictions of federal and state law and the Family Educational Right to Privacy Act (FERPA).

Any user of Edu-Tech's services who violates this policy may be denied access to the system. Users may also be denied access based on their local school district's acceptable use policy. Failure to abide by this policy may result in the loss of privileges as well as further disciplinary and/or legal action. All accounts are the sole property of Edu-Tech and are provided to the user's organization or school district as a service, as such final determination of account status is up to Edu-Tech staff and may not be appealed. If account access is denied for disciplinary reasons, users forfeit all information in the account.

HEALTH & SAFETY WAIVER:

Health and Safety: The health and safety of students and staff is of the utmost importance to the Selfridge Public School District. All North Dakota Department of Health, the Center for Disease Control, and other federal and state guidelines associated with COVID-19 and other communicable diseases are to be considered by both the District and students/families entering the 2020-2021 school year. The District is committed to adhering to the ND K-12 Smart Restart Guidelines, the District's Health and Safety Plan, and all other federal and state guidelines to ensure a healthy and safe school year. The District asks families, students, and staff to monitor symptoms at home and ensure that no one attends school when sick until at least 24 hours after they no longer have a fever (temperature of 100.4 or higher) or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without the use of fever-reducing medicine (e.g., Tylenol). Policies like this encourage and support individuals staying home when sick in order to prevent the transmission of COVID-19 and other illnesses including the flu. Adhering to this policy helps the District to keep the school open. No individual may attend school or participate in an extracurricular activity if he or she is exhibiting COVID-19 symptoms; has received a positive COVID-19 test within 5 days of school or the extracurricular event *and* has not been fever-free for 24 hours without the use of fever-reducing medications; students should wear a mask for 5 days after returning for school. All individuals attend and participate in school and extracurricular activities voluntarily and at their own risk.

Students, families, and staff are asked to review, understand, and agree to adhere to this policy, the regulations, expectations, and any penalties that may be contained in Selfridge School District policies for failing to adhere to all District policies. Through this policy, students,

families, and staff have been informed of the contagious nature of COVID-19 and voluntarily assume the risk (and accept sole responsibility for any injury or illness) that they may be exposed to or infected by COVID-19 or a communicable disease by attending school or participating in an extracurricular activity, and that such exposure or infection may result in personal injury, illness, permanent disability, and even death. Through receipt of this policy (and a signature of acceptance of this handbook), each individual releases, provides a covenant not to sue, discharges, and holds harmless the Selfridge Public School District, its employees, agents, volunteers, and representatives (“District Releases”), of and from any claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating to COVID-19 and any actions, omissions, or negligence of District Releases, whether a COVID-19 infection occurs before, during, or after attendance or participation in school or an extracurricular event.

These forms are to be signed by each student of Selfridge Elementary School and his/her parent or legal guardian and returned to the Elementary Principal after the Selfridge Public School Elementary Student/Parent Handbook has been read and reviewed.

Please sign and return this sheet to school

**STUDENT
ACKNOWLEDGMENT OF HANDBOOK FORM**

This is to certify that I, _____, a student of Selfridge Public School, have read and understand all the school rules and policies as explained in the Selfridge Public School Elementary Student/Parent Handbook. I am aware of the consequences should I choose to violate any rule or policy contained in said handbook.

Individual students with known handicapped conditions have specifically reviewed and understand the student handbook.

(Student signature)

(Date)

Technology Student Acknowledgment

This is to certify that I, _____, a student of Selfridge Public School, have received, read, understand, and agree to abide by this Acceptable Use Agreement and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

(Student signature)

(Date)

Please sign and return this sheet to school

**PARENT OR LEGAL GUARDIAN
ACKNOWLEDGMENT OF HANDBOOK FORM**

I, _____, the parent or legal guardian of _____, Have reviewed the Selfridge Public School Elementary Student/Parent Handbook with my son or daughter. I am aware of the consequences should my child choose to violate the rules or policies of said handbook.

(Parent or legal guardian signature)

(Date)

Technology Parent or Legal Guardian Acknowledgment

I, _____, the parent or legal guardian of _____, As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. By signing this Agreement, I give permission for my child to use district technology and/or to access the school's computer network and the Internet. I understand that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from my child's use of district technology or the failure of any technology protection measures used by the district. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting.

(Parent or legal guardian signature)

(Date)

****In no way does failure to sign this page indicate student excusal from policies and procedures.**

