7-12 STUDENT HANDBOOK

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SECTION I: GENERAL SCHOOL RULES

A. PHILOSOPHY OF DISCIPLINE

Education cannot proceed without good, consistent discipline. Good discipline is best thought of as helping a student to adjust, rather than as punishment. Discipline is training to act in accordance with rules to obtain certain goals.

The Richardton-Taylor School feels it is the responsibility of the school to help the student maintain and further develop his or her self-discipline so that the exercise of individual rights does not infringe upon the rights of others.

The dignity of individuals should be protected with proper consideration for their personal feelings, which may be associated with race, color, creed and intellectual characteristics. The recognition by the pupil and the teacher of their responsibilities to each other in this connection might well establish a mutual respect, which should stimulate a sound basis for developing high morale and for carrying out school procedures.

To enjoy the benefits of school citizenship, rules and guidelines for student behavior in the Richardton-Taylor School have been established and adopted to insure the conduct which will promote the learning process.

The Richardton-Taylor Board of Education reaffirms the discipline policies and guidelines of the school district. It is expected that the administration and faculty will review the rules and regulations with the students and that these rules and regulations will be enforced consistently and evenhandedly.

B. ASSERTIVE DISCIPLINE

Richardton-Taylor School adheres to the Assertive Discipline Plan. This systematic disciplinary plan allows teachers to teach and students to learn without interference or disruption.

Each teacher provides students and parents with a classroom disciplinary plan. The plan may include objectives of the class, behavior expectations, consequences for non-compliance with those expectations, and items of positive reinforcement for meeting those expectations.

The staff, administration, students and parents are all involved in the assertive discipline plan.

It is the responsibility of the teacher to inform the principal and the parents if the student is in violation of the classroom discipline plan. If necessary, parents will be called during the school day if the behavior warrants such serious action.

Failure to comply with classroom discipline could lead to a meeting with the principal, a reprimand or warning, after-school detention, in-school suspension, out-of-school suspension, or expulsion. A student that receives detention for behavioral purposes will serve detention on Thursday 3:30 – 4:30 pm with the classroom teacher. Students will be notified regarding detention on Wednesday. If a student fails to serve detention, a student is ineligible to participate in school activities until detention is served the following Thursday. Expectations included in classroom discipline plans stress appropriate behavior and academic preparation necessary for conducting a successful class.

C. SCHOOL DISCIPLINARY PROCEDURES FHDA

Students are expected to conduct themselves in a manner suitable to their age and grade. Students willfully disobedient or consistently disturbing the classes are subject to corrective discipline.

A principal has complete authority to deal with disciplinary problems in his/her school, and the superintendent shall be called into disciplinary action only when requested by the principal or upon written request of the student involved, or his/her parents.

A principal may suspend a student for up to five (5) days or recommend a longer suspension or expulsion of a student. Conduct, including but not limited to the following, exhibited while on school grounds, during a school sponsored activity, or during a school-related activity is subject to suspension or expulsion.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property;
3. Causing or attempting to cause physical injury to another person except in self-defense;
4. Possessing or transporting any firearms, knives, explosives, or other dangerous objects;
5. Possessing, using, transporting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
6. Continued disobedience or persistent defiance of proper authority;
7. Behavior which is detrimental to the welfare, safety, or morals of other students;
8. Truancy;
9. Any student behavior which is detrimental or disruptive to the educational process, as determined by the principal;
10. Offensive and vulgar language, whether or not it is obscene, defamatory, or to incite violence, where it is disruptive of the educational process.

APPLYING THE POLICY

1. Consequences listed are for behaviors resulting in a referral to the office.
2. Consequences listed are MINIMUMS and can include one or more or a combination of all listed.
3. The administration and staff reserve the right to respond to misbehavior not listed in this policy.
4. The matrix governs the consequences for behaviors that are referred to the principal or fall under the supervision of the principal and does not limit or infringe on established classroom rules set by teachers.
5. All students will be given the rights of fair procedure or due process.
6. Each incident will be considered on an individual basis by the administration. The specific disciplinary action and severity of punishment for inappropriate student behavior will be handled at the building level with the exception of expulsions, action taken by the school board. Due to age differences, disciplinary actions may vary accordingly.

C. RTHS Discipline Matrix

Offenses	Consequences			Habitual Disobedience
Class one (per quarter)	**1st Offense**	**2nd Offense**	**3rd Offense**	**4+ Class 2-6 offenses**
Tardy	Record	Record, Warning	Record	Detention, Parent Contact, Attendance Contract
Agenda/Policy Misuse	Warning	Detention Parent Contact	Detention 2-4 days Parent Contact	ISS 1-3 days Parent Contact
Class two (per semester)	**1st Offense**	**2nd Offense**	**3rd Offense**	**4+ Class 2-6 offenses**
Unexcused absence Inappropriate Dress	Record, parent contact	Detention, parent contact	Detention, parent conference	Parent/student/admin conference, Attendance contract, school service
Disrespect, causing disruption, display of inappropriate materials, neglecting obligations, disorderly conduct	Detention, parent contact	Detention 2-4 days, parent contact, counselor referral	Detention 2-4 days, ISS 1-3 days, counselor referral, school service, parent/student/admin. conference	ISS 3-5 days, OSS 1-3 days, reassignment, school service, behavior contract
Class three (per semester)	**1st Offense**	**2nd Offense**	**3rd Offense**	**4+ Class 2-6 offenses**
Insubordination, skipping, inappropriate behavior, pornographic materials, disrespectful/obscene language or actions, physical aggression, harassment, tobacco violation ABBA-BR	Detention 1-3 days, parent contact, or ISS 1-3 days if obscene language is directed at a person	Detention 2-4 days, parent conference, counselor referral, school service, ISS 3-5 days, OSS 1-3 days if obscene language is directed at a person	OSS 3 days parent/student/admin conferences, behavior contract, counselor referral, school service, police referral	OSS 5-10 days, Reassignment, School service, police referral
Class four (per semester)	**1st Offense**	**2nd Offense**	**3rd Offense**	
Violence, fighting, intimidation, theft, physical injury, destruction of property, secret societies, hazing	OSS 1-5 days, parent conference, detention 1-3 days, counselor referral, restitution, police referral	OSS 5-10 days, parent conference, Detention 2-4 days, restitution, police referral	Long term suspension or expulsion with written conditions of return, police referral, reassignment, restitution	
Class five (per year)	**1st Offense**	**2nd Offense**		
Any drug or alcohol violation during the school day or during a school event including but not limited to using, under the influence, or possessing drug paraphernalia	OSS 1-10 days, parent conference, counselor referral, restitution, police referral, student activity rules will be followed	Long-term suspension or expulsion, police referral, student and parent must attend a drug/alcohol evaluation and counseling before student returns to school.		
Drugs, alcohol – possessing an amount that suggests distribution	Long-term suspension or expulsion, drug and alcohol evaluation and counseling required before student returns to school			
Weapons, bomb threat, fires, endangering the life of others	Long term suspension or expulsion, parent conference, referral to authorities, Mandatory 12-month expulsion for firearm possession as defined under GFSA, policy FFD			

Students who commit any of the above offenses will notify their parent/guardian.

School administrators and staff have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances, and when considering the totality of the circumstances, including the age of the student. Each situation will be evaluated on an individual basis.

Discipline for IDEA/504 students with disabilities shall be in accordance with state and federal laws and school board policies, including but not limited to policy FFK-E2.

If a student feels his/her safety is threatened by another student's or students' words and/or actions, the students/s will be removed from the situation until a safe educational environment is maintained for all learners.

DEFINITIONS:

Activity rules: Any student who violates Class Five and who is involved in co-curricular activities shall incur penalties as specified in the activity rules. Activity rules are established by the NDHSAA and Richardton-Taylor School Board.

Agenda/Policy Misuse: This includes defacing the agenda, or using someone else's agenda. Derogatory, obscene and hateful language in the agenda is not accepted. Students must have their agenda with them at all times.

Assault-Physical or Verbal: Physical assault is an act which one occasionally inflicts or attempts to inflict bodily harm upon another. Verbal assaults are abusive, threatening, profane, obscene language either oral or written by a student toward a staff member or another student including conduct which degrades people because of their race, gender, religion, ethnic background, or physical or mental handicaps.

Bus Behavior: While on district-provided transportation, students shall adhere to the same behavior expectations, standards, and consequences as at school.

Computer violation: Consequences for computer violations will be applied according to the nature of the offense on the Disciplinary Plan, (i.e. Copying administrative files = theft; destroying files = destruction of property; not following computer rules = insubordination.) Violations may result in restriction and/or loss of computer privileges.

Detention: The student is kept after school up to one hour at the discretion of the administrator or teacher.

Destruction, Vandalism, or Theft: Willfully causing or attempting to cause damage to private or school property, including the alteration of student/school computer programs/systems. Theft is the act of intentionally taking, using, transferring, concealing or retaining possession of property of another without consent, or the finding of lost property and not making reasonable effort to find the owner.

Due Process: Includes the rights to 1) be informed of the behavior which would result in disciplinary action, 2) be given notice of any rule violation, 3) be given explanation of the evidence supporting the charge, 4) be given the opportunity to present the student's side of their story, 5) be given a penalty that is proportionate to the violation.

Expulsion: Disciplinary action taken by the Richardton-Taylor School Board whereby a student is separated from school attendance.

Harassment: Refer to the Richardton-Taylor School District Harassment policy.

Hazing: Committing an act against a student or coercing a student to commit an act that creates risk or harm to a person, in order to be initiated into a student group.

BEHAVIOR THAT MAY RESULT IN DISCIPLINARY ACTION:

Disciplinary action may be taken against students for any behavior which is disruptive or which violates the rights of others. The following are examples of acts subject to disciplinary action in district schools:

* Truancy and unauthorized absences: According to the North Dakota Century Code 15.1-20-02.1 Attendance-Determination-Policies:

To be deemed in attendance for the purpose of this chapter, a student may not be absent from school without excuse for more than:

a. Three consecutive school days during either the first half or the second half of a school or school district's calendar;
b. Six half days during either the first half or the second half of a school or school district's calendar; or
c. Twenty-one class periods.

If a student is absent without an excuse in these cases they will be marked as truant and will be reported to the proper authorities.

*School disruptions and disobedient, disorderly conduct: Any student; who disturbs, refuses to follow published rules and regulations or interrupts the effective operation of the school or school-sponsored activities.

*Sexual Harassment: Sexual harassment is defined as the unwelcome sexual advancement, request for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature.

*Insubordination: Any student who fails to comply with staff, administration, or faculty directions.

E. HALLWAY RULES AND REGULATIONS

In order to pass to and from class with a minimum of interference, and in order to maintain an atmosphere of acceptable behavior in our hallways at all times, students will be expected to conduct themselves according to the following regulations.

1. Shouting or any talking louder than the usual conversational level of speaking is unacceptable in our hallways.
2. Littering is unacceptable.
3. Shoving, pushing, jostling and fighting are unacceptable.
4. Running is never acceptable behavior in our hallways.
5. In passing between classes, please try to stay to the right of the hallway whenever possible. During these times loitering around your locker is not acceptable since only three minutes are allowed between classes.

IN GENERAL, HALLWAY BEHAVIOR WILL BE THAT TYPE OF BEHAVIOR EXPECTED IN THE CLASSROOM AND THE TYPE STUDENTS CAN BE EXPECTED TO FOLLOW WHENEVER AND WHEREVER GOOD MANNERS AND COURTESY ARE THE ONLY ACCEPTABLE TYPE OF BEHAVIOR

F. STUDY HALL PROCEDURES

An academic atmosphere is to be maintained in all study halls. The following regulations are to be enforced by the study hall supervisor:

1. Study hall will be maintained at a quiet level.
2. A seating chart, a sign-out sheet, and agenda pass will be used for those students leaving the classroom.
3. All students will bring homework, study materials, and reading materials to study hall.
4. Students may leave study hall to visit a teacher if the student has a pass from that teacher requesting that he/she be permitted to leave, the teacher supervising the student issues a pass and monitors student, or the student is called to the office for a message or for information.
5. Library policy: Students are allowed into the computer lab/library with a pass signed by a classroom teacher to do assigned work for that class.

G. STUDENT APPEALS PROCEDURE

Students or parents shall have a method of appeal when, in the opinion of the student or parent, normal rights have been violated. The student and/or parent should first make every attempt to resolve the difficulty, misunderstanding, disagreement, or violation with the person or persons involved. (i.e. A student feels he received a lower grade than he justly deserved. Attempt should be made to resolve the problem with the teacher involved.) If this should fail, the order of appeal is:

1. PRINCIPAL
   The principal will assume personal responsibility to resolve the matter. If, in the opinion of the student and/or parent, the problem is yet unresolved, appeal may be made to:

2. SUPERINTENDENT
   If, in the opinion of the student and/or parent, the problem is yet unresolved, appeal may be made to:

3. SCHOOL BOARD
   Appeals to the School Board should be made to the superintendent to have the matter placed on the agenda of the next regular meeting. If, following School Board action, the student and/or parent feels the matter is not satisfactorily resolved the next level of appeal is:

4. LEGAL PROCEEDINGS
   Appeal procedures in case of expulsion are incorporated in the expulsion proceedings.

SECTION II: SCHOOL REGULATIONS

A. ASSEMBLIES

During the school year, there will be a variety of assemblies. It is expected that those giving the program will be accorded due respect and courtesy. Whistling, making remarks to the presenters or talking during the performance is unacceptable behavior.

Assemblies are a "NO PHONE ZONE". If a student is in violation of this rule, consequences will abide the state phone policy.

B. TARDY

1. If a student receives 4 unexcused tardies, that student will serve 1 hour detention on Thursday from 3:30 – 4:30 pm of that week and/or discretion of teacher and/or administrator.
2. A student is ineligible to participate in school activities until detention has been served.
3. Notification for detention will take place no later than Wednesday.

C. ATTENDANCE AND EXTRACURRICULAR PARTICIPATION FFE

Students participating in extracurricular events, practices or rehearsals must be in school for a FULL DAY if they wish to be involved in any extracurricular activity on that day, evening. Students who cannot attend school on the day of an extracurricular activity may be exempted from this rule only if they have received prior permission from the administration.

This ruling will cover all extracurricular participants involved in any capacity with an extracurricular program.

Students at Richardton-Taylor High School are given ample opportunity to participate in a wide array of activities and programs. But to do so they must meet certain eligibility requirements set by the school and the North Dakota High School Activities Association. These criteria include attendance, academic performance, residency and abstinence from alcohol, tobacco, and controlled substances.

Academic eligibility is determined weekly during the school year. Junior High and Senior High students will become ineligible if failing one or more class(es). Attendance and residency requirements are dealt with on an individual basis and will limit participation only if in violation of school law as interpreted by the Department of Public Instruction.

Violations of the NDHSAA rules on alcohol, tobacco and controlled substances require special attention. Violations to the NDHSAA rules on alcohol, tobacco, and controlled substances will result in a suspension based on a report from law enforcement, student self-report or administration/staff report on school campus or activity. The first verified violation of this clause will lead to an automatic six-week suspension. Suspension will begin immediately following investigative findings or a report from law enforcement.

A second violation against the alcohol, tobacco, and controlled substance rule within a 12-month period starting on the date of the first violation will lead to suspension for a period of 18 weeks. Suspension will begin immediately following investigative findings or a report from law enforcement.

During the period of suspension for either academic reasons or alcohol, tobacco or controlled substance violation, the student will not be allowed to participate in NDHSAA sanctioned or non-sanctioned activities, all school-sponsored activities, and or any other event determined by the

administration; including but not limited to, sports, drama, student congress, music competitions/festivals, band night, speech, math counts, acalympics, student council, honor society, prom setup, prom, class trips.

D. EXTRACURRICULAR ACTIVITIES

Students participating in all athletic extracurricular activities must adhere to the eligibility rules of the North Dakota High School Activities Association as follows:

YOU ARE NOT ELIGIBLE:

- If you have not been in classes as many days as you have missed from the opening of the semester.
- If you entered school later than 10 days after the opening of the semester.
- If you have competed in a sport for four years as a high school student.
- If you compete in a similar athletic contest on an out-of-school team during the same sport season, even while under suspension.
- If you have enrolled in an institution of higher rank except as an accelerated student carrying advanced work in addition to three high school subjects.
- If you did not earn credits in four subjects the preceding semester. *(RTS policy does not allow for a student to be failing any class.)*
- If you do not maintain a passing average in four subjects during the present semester. *(RTS policy does not allow for a student to be failing any class.)*
- If you have graduated from a 4-year high school or equivalent.
- If you have accepted awards other than those having symbolic value and costing less than seventy-five dollars.
- If you are twenty years of age or over.
- If you are not an amateur or if you have competed under an assumed name.
- If you have transferred from another school without corresponding change of residence by your parents.
- If you are in your ninth semester of attendance and have reached your eighteenth birthday.
- If you are in your eighth semester and your seventh and eighth semesters are not consecutive.
- If you do not have a doctor's or nurse practitioner's certificate of physical fitness issued since April 20th of the past school year.
- If you use or have in your possession tobacco, alcohol or illegal drugs.
- If you have not completed a concussion form.

E. Transportation to Extracurricular Events

All team members must ride on the bus/van to and from their activity unless prior approval through the school administration is obtained. Students must be accompanied by a parent/guardian when using an alternative mode of transportation in order to be considered eligible to participate.

Students may ride home from an event with another parent or the parent's designee by supplying a signed note stating with whom the child will be riding. In addition, a phone call must be made to the school administration confirming parental wishes. These arrangements must be made before the bus/van departs.

Also, students who go to the event on the bus/van may be released to their parents or the parent designee at the site of the event by the parents informing the coach/advisor in charge that their child will be going home with them. Parents will be required to sign a release at the site of the activity. On all activity trips during inclement weather, caps, gloves and the appropriate footwear must accompany students.

F. BEVERAGES AND FOOD ITEMS

Food items and beverages in the classroom is based on teacher discretion.

G. CELLPHONES/ELECTRONIC DEVICES

All personal electronic devices must be silenced or turned off, securely stowed away, and inaccessible to students during instructional time (8:25 am – 3:15 pm) in the school building.

If a student is in violation of this rule they will have:

1. First Violation: confiscate device, contact parent, administrator returns device to student at the end of the day.
2. Second Violation: confiscate device, contact parent, administrator returns device to student, student serves detention (1-hour).
3. Third Violation: confiscate device, contact parent, administrator returns device to parent during a conference/ meeting, review compliance-plan, detention or in-school suspension ("ISS") may be imposed in accordance with school discipline procedures and policies. Student cannot participate in any activity that day (practice or events).
4. Fourth Violation: confiscate device, contact parent, administrator returns device to parent during a conference/meeting, review compliance-plan, 1 day In-school-suspension ("ISS") may be imposed in accordance with school discipline and suspension procedures and policies. Student cannot participate in any activity for 3 days (practice or events).

See Policy FFI – PERSONAL ELECTRONIC COMMUNICATION DEVICES PROHIBITION DURING INSTRUCTIONAL TIME.

H. LOCKERS

Each student at RTPS is issued a hallway locker at the beginning of the school year. The locker is furnished for the convenience and safe keeping of student books and personal property.

I. STUDENT AGENDAS

The student agendas are provided by the Richardton-Taylor School District. Students are responsible for keeping the agenda handbook section intact for the entire year. If a student loses or damages an agenda, a new agenda must be purchased for $10.00 as soon as possible. Parents/guardians will receive notification about the need for a new agenda.

J. DETENTION

1. Detention is a "NO PHONE ZONE" and follows the Cellphone and Electronic Policy FFI. If a student is in violation of this rule, they will have their phone confiscated according to the Cellphone and Electronic Policy FFI.
2. Students must come prepared with homework and reading material.
3. Student is not excused to leave during detention.
4. Detention will be held every Thursday from 3:30 pm – 4:30 pm of that week and/or discretion of teacher and/or administrator.
5. A student is ineligible to participate in school activities until detention has been served.
6. Starting at 3 detentions, will result in 1 week ineligibility which includes participation and/or being a spectator at a school activity.
7. Every additional detention after 3 results in an additional week of ineligibility. (Restarting each semester).
8. Notification for detention will take place no later than Wednesday.
9. Teacher logs behavior warranting a detention and communicates with student and family.

K. LEAVING CLASS/STUDY HALL

Students will be permitted to leave class to visit another teacher or the office only under the following conditions:

1. The teacher being visited must have issued a pass asking the student to come to see her/him at an assigned time.
2. The teacher supervising the student issues a pass and monitors student.
3. The student is called to the office for a message or for information.

L. CLOSED NOON HOUR

Students may not leave the school grounds during the noon hour. Everyone is encouraged to eat lunch in the cafeteria. All students must remain in the cafeteria for the first 15 min. Any food will be eaten only in the cafeteria. Only those beverages approved by the lunch program are allowed in the cafeteria. Parents must call the Richardton-Taylor School office to excuse a student during the lunch period by 9:00 am. Students who are excused must sign out before leaving and sign in upon return.

M. DRESS AND GROOMING

Students at Richardton-Taylor High School are expected and required to maintain a standard of personal appearance which is clean, neat, reasonable, and not disruptive to the learning environment. Unacceptable types of clothing include: clothing advertising tobacco or liquor; clothing with language that is derogatory, obscene, suggestive, or offensive to good taste; see-through clothing, bare midriffs; tops with gapping arms; short skirts, dresses, or shorts, etc. Clothing must cover cleavage and all underwear garments. Going without shoes is also prohibited and shall be worn for foot protection and hygienic reasons while on school grounds or aboard school transportation.

All head coverings including hoods are to be removed at first bell (8:20 am) and not to be replaced until after last bell (3:15 pm).

The administration and staff have full authority to take prudent action to enforce this code as per the discipline matrix. The administration will attempt to resolve the violations of the code by holding a conference with the student involved. If this conference does not bring about the desired change, the administration or designee may suspend the student pending a conference with the parents.

N. STUDENT DRIVING - PARKING AREAS

Once a student has arrived at school, it is expected that the student will park his or her vehicle until leaving school for the day. Students will not be allowed to leave during noon hour or at any other time without permission from the school office and must check out when leaving and check in upon return.

O. SCHOOL DANCES

Junior high dances will be open only to RTHS 7th and 8th grade students. Junior high students will be allowed to have their own dances with permission from the administration.

Senior high dances will be open to RTHS students in grades 9-10-11-12. A senior high student of RTS may bring a date/escort who is not a member of our student body with permission of the administration. Senior high dances will be up to 3 hours long, but not past midnight.

All dances must be chaperoned by at least two members of the faculty and/or administration, or by one school official and two parents. One of the chaperones will be responsible for checking the attendance roster, as well as recording the names of any students leaving before the end of the dance.

Dances will be conducted by various classes and organizations of RTS who must provide all necessary workers, such as ticket-sellers, and are also responsible for cleaning up after the dance. Proceeds from the dances will be added to the treasury of the sponsoring class or organization.

The organization sponsoring the dance will have a student roster and will check the names of all students attending the dance. The list will be forwarded to the principal on the next school day.

The doors will be locked one-half hour after the dance begins. Any student who leaves the dance will not be re-admitted.

P. SCHOOL SPONSORED TRIPS

All students who leave the school on school sponsored trips and under the supervision of school personnel must return with the group unless prior arrangements have been made by the parent or guardian. Students will not be allowed to drive personal or family cars to out of town school sponsored events. Exception to this rule must have prior approval of the administration.

Students who do not observe the provisions of the policy may lose privileges for further trips.

Q. STUDENT LOGIN INSTRUCTIONS

The district will be using email addresses to login to computers which will allow students to save their work to the cloud using Office 365. You will receive an email account through Office 365 which will be: firstname.lastname@k12.nd.us and a password will be assigned to you.

To login to Office 365, click the Office 365 link on the top of the Richardton-Taylor home page or go to portal.office.com. You will also have the option to install Microsoft Office on your PC at home. You are allowed to install Office 365 on up to 5 devices.

R. Non-Discrimination Policy – AAC

The Richardton-Taylor Public School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Title IX and Section 504 - Mrs. Sarah Scott-Singer, Counselor, 320 Raider Road, Richardton ND 58652, 701-974-2111, sarah.scottsinger@k12.nd.us.

The Richardton-Taylor Public School District will accommodate all student needs, including moving performances from the stage to the gym floor.

The Grievance Policy AAC can be accessed from the school website; Homepage> District> Handbooks & Policies> Nondiscrimination and Harassment Grievance Policy.

SECTION III: CURRICULUM AND GRADING

A. GRADE PERCENTAGES/GPA SCALE

A+	100%	4.00
A	95-99%	4.00
A-	93 – 94%	4.00
B+	91 – 92%	3.00
B	88 – 90%	3.00
B-	86 – 87%	3.00
C+	84 – 85%	2.00
C	80 – 83%	2.00
C-	77 – 79%	2.00
D+	75 – 76%	1.00
D	72 – 74%	1.00
D	70 - 71%	1.00
F	0 – 69%	0.00

Make-up Work for Students Who Are Absent:

Students who are absent will be given two days for the first day and one day for each day thereafter to make up work for each day they are absent as determined by the teacher. Papers not turned in within the specified time will be graded as a late paper unless special arrangements are made with the teacher.

B. GRADUATION REQUIREMENTS

The North Dakota Department of Public Instruction requires that each student earn the following credits to graduate from a North Dakota High School beginning July 1, 2010:

4 Units of English language arts from a sequence that includes literature, composition, and speech.

3 Units of Mathematics
Students are required to take Math through their Junior Year.

3 Units of Science
a. 1 Unit of physical science
b. 1 Unit of biology
c. 1 Unit of any other science or 2 – ½ Units of any other science

3 Units of Social Studies
a. 1 Unit of United States History
b. ½ Unit of US Government and ½ Unit of economics; or 1 Unit of problems of democracy
c. 1 Unit or 2 – ½ Units of any other social studies, which may include civics, civilization, geography, and history, multicultural studies, ND Studies, psychology, sociology, and world history

1 Unit of PE or ½ Unit of PE and ½ Unit of health

3 Units of:
a. Foreign languages
b. Native American languages
c. Fine arts or
d. Career and technical education courses

5 Additional elective units

1 Civics Test
a. Any student who graduates from high school during or after the 2016-201 school year is required to take and pass the test.

That means that the State and the local school board demand at least 22 hours of credit to graduate from a ND high school. A student will have to earn at least five (5.5) hours per year to meet these standards. Students are to be enrolled in no more than one (1) period of study hall per school day in each of their high school years. Credit for all courses will be issued at the end of each semester of high school. All full-year courses will thus earn a student ½ credit at the end of each semester.

C. ESSA REQUIREMENTS

NORTH DAKOTA CHOICE READY

The North Dakota **CHOICE READY** framework is a tool to assist educators to ensure all students successfully depart high school possessing the **ESSENTIAL SKILLS** necessary to be ready for life. The journey begins by ensuring students leave having the **ESSENTIAL SKILLS** to be successful for whichever path they choose. Students shall then strive to be **POST-SECONDARY READY**, **WORKFORCE READY**, and/or **MILITARY READY**.



ESSENTIAL SKILLS

1. Earn a North Dakota High School Diploma
2. Complete a **9-week Career Education Course/Individual Counseling** (15.1-21-18), **Financial Literacy** (15.1-21-21), and pass **ND Civics Test** (15.1-21-27), and **four or more** additional indicators:

- 25 hours of community service
- Career Exploration Experience
- 95% attendance (not counting school related absences
- Worked-Based Learning Experience
- Two or more years in organized Co-Curricular activities
- Two or more years in organized Extra-Curricular activities
- Successfully complete a Capstone Project
- Successfully complete an on-line learning course
- Demonstrate competency in 21st Century Skills
- Multicultural Awareness

POST-SECONDARY READY

Complete a **Four Year Rolling Plan,** and earn a **2.8 GPA or greater,** and complete **one** academic indicator set below:
1. ACT/SAT minimum subsection scores:

- ACT English – 18
- ACT Reading – 22
- ACT Math – 21
- ACT Science – 23
- SAT Reading/Writing – 480
- SAT Math – 530

2. **OR Two or more** additional indicators:

- Advanced Placement Course (A, B or C)
- Dual Credit Course (English or Math) (A, B or C)
- Algebra II (A, B or C)
- Advanced Placement Exam (3+)
- Complete three Fine Arts Courses (A,B, or C)
- International Baccalaureate Exam (4+)
- 3.0 GPA in core course requirement for NDUS admission
- CLEM/CREAM (Eng/Math) Course (70% or greater)

WORKFORCE READY

Complete a **Four Year Rolling Plan**, and complete **two or more** additional indicators:

- Complete three CTE courses or more (A, B, or C)
- Complete Career Ready Practices (3.0)
- Dual Credit Course (A, B or C)
- WorkKeys (Gold or Silver)
- Work-based Learning Experience (Perkins V) (40 hrs)
- Complete three World Language Courses (A, B, or C)
- Technical Assessment / Industry Credential
- Work-place Learning Experience (75 hrs)
- CLEM/CREAM (Eng/Math) Course (70% or greater)
- NDSA (Reading/Math) Level 3 or greater

MILITARY READY

Complete a **Four Year Rolling Plan**, achieve an **ASVAB score of 31 or greater** (as determined by branch), maintain **Quality Citizenship** (No Expulsions/Suspensions), be **Physically Fit**, complete **two or more** additional indicators from the **Post Secondary** or **Workforce** options, complete two credits of JROTC or Civil Air Patrol, or Complete Two credits in the Military Pathway Program.

D. HOMEWORK

All Richardton-Taylor School students are required to complete the homework assignments as assigned. Homework will be collected on the day it is due. If the student does not have their homework on the due date there will be a deduction in their grade of 10% for each day the assignment is late. By day 5, students will receive 50% of completed work. If no work is completed by day 6, a zero will be recorded and no additional time will be allotted to complete assignment. On the first day the assignment is missing the student and teacher will schedule a time for the work to be completed, that time could include before school, after school, or during lunch time. The teacher will be there to support and monitor the child on the progress of their missing assignments.

E. CHEATING

Students who have been caught cheating, either giving others work or taking work from others, will receive a zero for that assignment and must redo the assignment. The zero and the redo grade will then be averaged to get the final grade for that assignment.

F. SEMESTER/FINAL TESTS

Semester tests in most classes are final tests. Therefore, all semester tests should be treated as significantly important. Semester tests will take place at the end of the semester.

END OF SEMESTER FINAL ASSESSMENTS All students in grades 9-12 will participate in semester assessments in every class they are enrolled in at the end of each semester. Students in grades 10 may be exempt from participating in their math & English first and second semester assessments and students in grades 11 and 12 may be exempt from participating in all first and second semester assessments if their semester grade in that class is an average of "B-" or better **and** the student has missed no more than five (5) school days or 40 class periods (Not including medical, field trips, funerals, extra-curricular, or weather). Homeroom will be included for absences and tardies. Students assigned detention for the second time (including detention for tardiness to class), have been suspended, or have any unexcused absences forfeit their test exemption status and will participate in all of their semester assessments. Students that are exempt may elect to participate in any final assessment. Student grades will not be lowered as a result of their electing to participate in their semester assessment.

Grade 7^{th} – 10^{th} must report to scheduled study blocks during finals. Grade 11^{th} and 12^{th} may be exempt from scheduled study blocks if they meet the guidelines listed above.

The semester assessment schedule will be set by the administration and students need to participate in their final assessment at that scheduled time unless an emergency situation arises and is approved by the administration or the assessment score will be a "0" (zero).

G. HONOR ROLL

Richardton-Taylor School will maintain a quarterly HONORS and HIGH HONORS honor roll for grades 7-12. Eligibility for the "High Honors" honor roll will be 3.85 – 4.00. Eligibility for the "Honors" honor roll will be 3.50 to 3.84. Incomplete grades and any D's or F's will constitute ineligibility for honor roll status.

H. REPORT CARDS

Student grades may be reviewed on Infinite Campus through the parent portal. A report card will be sent out at the end of the school year through mail. In addition to grades, the report card will record the number of days absent and times tardy. Deficiencies will be sent out the fifth week of each nine-week period.