The 2026 – 2027 BELFIELD HIGH SCHOOL'S STUDENT HANDBOOK



Home of the Bantams

Introduction

Welcome to Belfield High School! This handbook is provided to help you understand your responsibilities as a member of our student body. Read it carefully and refer to it from time to time. Share it with your parents. It is our hope that you will make the most of the educational opportunities offered to you. The administration and faculty extend their best wishes for a successful and enjoyable school year.

Vision Statement

We commit to provide a diversified curriculum in an environment that fosters life-long learning, citizenship, and respect for individual differences.

Mission Statement

The mission of the Belfield Public School is to create and maintain an environment designed to acquire knowledge, skills, and values so all can achieve personal success.

Beliefs

Students will develop these skills and values: academic, social, and life skills; collaboration; discipline; life-long learning; relationships; responsibility; independence; citizenship; and resourcefulness.

We also believe that every single student is a **HERO:** helpful, engaged, respectful, and on task.

We are preparing students for tomorrow, today!

Belfield High School Staff

This team prepares our students
for tomorrow, today!

Mrs. Emily Henson	7-12 Guidance Counselor
Mr. Colton Hill	7-12 Physical Education
Ms. Megan Hopper	7-12 Paraprofessional
Ms. Taylor Jurgens	7-12 Ag
Mrs. Catty Maher	7-12 Special Education
Mrs. Kelli Kessel	7-12 Library, History
Mr. Andrew Klein	7-12 Business
Mrs. Rachelle Klein	7-12 Music
Ms. Kaylee Obrigewitch	7-8 Math, English, & Electives
Mrs. Neisha Richard	7-12 Paraprofessional
Ms. Anna Ross	7-12 Science
Mrs. Emily Schweble	7-12 Paraprofessional
Mr. Ryan Stuhaug	9-12 Social Studies
Ms. Courtney Towry	7-12 Paraprofessional
Mr. Jarred Wagner	9-12 Math
Ms. Stacie Wagner	9-12 English

Administration:

Mr. Jace Kocer	7-12 Principal
Mrs. Stacy Shypkoski	Administrative Assistant
Mr. Daren Kurle	Superintendent
Mrs. Mandi Arnold	Business Manager

BELFIELD HIGH SCHOOL'S STUDENT HANDBOOK

Contents

MISSION, VISION, BELIEFS, AND MOTTO……...6
PHILOSOPHY OF PUBLIC SCHOOLS……6
PURPOSE OF HANDBOOK……6
NONDISCRIMINATION POLICY STATEMENT……6
ACADEMIC INTEGRITY POLICY……....6-7
ACCEPTABLE USE POLICY FOR DISTRICT STUDENTS……7-8
ACCESS TO SCHOOL BUILDING……8-9
ACCIDENT AND EMERGENCY INFORMATION……..9
ABESTOS NOTICE……9
ASSEMBLIES……..9
ATTENDANCE AND ABSENCES……9-11
AUTHORITY……...11-12
BEVERAGE AND FOOD……12
BICYCLES……12
BOOKS/LIBRARY……12
BUILDING EXPECTATIONS……..12-13
BULLYING POLICY……13
BUS CONDUCT……13
CELL PHONES AND ELECTRONIC ITEMS……...13
CHANGE OF ADDRESS/MOVING……....13
CHURCH NIGHT……13
CLASS RANK……...14
COLLEGE VISITS……...14
COURSE LOAD……....14
DANCE POLICY……14-15
DESTRUCTION OF SCHOOL BUILDING OR PROPERTY……....15
DETENTIONS (GRADES 7-12)……...15
DISCIPLINE……..15
DRESS CODE……..15-16
DROPPING/CHANGING CLASSES……...17
DRUG USE AND ABUSE……..17-19
DUAL CREDIT COURSES……..19
EXAMINIATIONS OR EXEMPTIONS FINAL EXAMINATIONS (EXEMPTIONS)……19-20
EXTRA-CURRICULAR SCHOOL ATTENDANCE……..20
FAILING……20
FERPA POLICY / PROCEDURE & RELEASE OF INFORMATION……..20-25
FIRST AID / ACCIDENTS……...25
GRADING SCALE (GRADES 7-12)……..25-26
GRADE LEVEL ASSIGNMENT/PLACEMENT……....26
GRADUATION REQUIREMENTS……26
GRADUATION CEREMONY……26

GYMNASIUM……26
HONOR ROLL POLICY……..26
HONOR STUDENTS……27
INCOMPLETE……..27
INJURY PROTECTION……...27
LEAVING SCHOOL GROUNDS……27
LOCKERS……27
LOST AND FOUND……27
LUNCHROOM GUIDELINES……27-28
MAKE UP WORK FOR ABSENTEEISM……...28
MENTORING PROGRAM……...28
NDCDE (ONLINE) CLASSES……28
NDHSAA CONDENSED ELIGIBILITY RULES & BHS ELIGIBLITY REQURIEMENTS……..28-29
NORTH DAKOTA UNIVERSITY SYSTEM ENTRANCE REQUIREMENTS……29
OUT OF TOWN EVENTS……29
PARENTS' RIGHT TO KNOW……...30
PARTICIPATION IN EXTRA-CURRICULAR EVENTS……..30
PATRON COMPLAINTS……30
PERFECT ATTENDANCE……...30
PERSONAL PROPERTY……30
PETS……..30
PRACTICE AND GAME/EVENT ATTENDANCE……30
PROCEDURES FOR ADMINISTERING MEDICATIONS IN THE SCHOOL……30
REPEATING HIGH SCHOOL COURSES……30-31
RETENTION POLICIES……...31
REPORT CARDS…….....31
SCHEDULE CHANGES……...31
SCHOOL RESOURCE OFFICER……31
SEXUAL HARASSMENT……31
SEXUAL OFFENDERS ON SCHOOL PROPERTY……...31
SIGNIFICANT CONTAGIOUS DISEASE……..31
SMOKING, DRINKING, OR USE OF ILLEGAL DRUGS……...31-32
SNOW/COLD WEATHER……...32
SUSPENSION & EXPULSION……32
TEACHER ASSISTANTS……33
TELEPHONE USE……...33
TESTING……...33
TRANSPORTATION DEVICES……..33
TRANSPORTATION TO EVENTS & PRACTICES……..…34
TRANSPORTATION (ROUTE AND SCHOOL ACTIVITIES)……34
VISITORS……..…35
WEAPONS POLICY……..…35
WORK RELEASE……..……35

Dear Bantam Community:

I am thrilled to welcome you to the start of another school year!

To our returning students and families, it's great to have you back. To our new students and families, we are excited for you to join our school community.

Our K-12 building is a unique place where every student has the chance to learn and grow in an environment that is both challenging and supportive. Our size allows us to build strong connections and work together to ensure every student feels known and valued.

I want to encourage every student to get involved. Beyond the classroom, our school offers a wide variety of activities where you can explore your passions, make new friends, and develop new skills. From football, volleyball, basketball, and softball to the One-Act Play, Student Congress, FBLA, FFA, and many more, there truly is something for everyone. Take a look at all of the opportunities available to you. We encourage you to join a team or an activity that interests you.

A successful school year is a collaborative effort. We are committed to an open-door policy and encourage you to reach out to us with any questions, concerns, or ideas you may have. When we work together - students, families, and staff - we can achieve great things and make this a productive and rewarding year for everyone.

Finally, the pages that follow contain our student handbook. This handbook is an important guide to the policies and procedures that ensure our school remains a safe, orderly, and respectful place for all. I encourage you to read through it, as it outlines the expectations for our 7-12 students. If you have questions about any of the rules, please don't hesitate to ask one of your teachers or myself.

Here's to a successful school year!

Go Bantams and Cougars!!

Sincerely,

Belfield High School

MISSION, VISION, BELIEFS, AND MOTTO

Mission: The mission of the Belfield Public School is to create and maintain an environment designed to acquire knowledge, skills, and values so all can achieve personal success.

Vision: We commit to provide a diversified curriculum in an environment that fosters life-long learning, citizenship, and respect for individual differences.

Beliefs: Students will develop these skills and values: academic, social, and life skills; collaboration; discipline; life-long learning; relationships; responsibility; independence; citizenship; and resourcefulness.

We also believe that every single student is a **HERO**: helpful, engaged, respectful, and on task.

Motto: We are preparing students for tomorrow, today!

PHILOSOPHY OF PUBLIC SCHOOLS

Reference Belfield Public School Board Policy AAA.

PURPOSE OF HANDBOOK

The Belfield Public School Student Handbook shall be used as a guide for students, parents, and teachers to better understand the philosophy of the school system and its rules and regulations. It is recognized that it is impossible to cover every rule, regulation, or situation in this handbook, so only the most common are mentioned. Let us remember that sound common sense and the development of respect between all concerned is a basis for a good school system. It is the philosophy of the Belfield Public School that we are educating individuals and that the best interest of those individuals will play an important role in determining the disposition of any fraction.

NONDISCRIMINATION POLICY STATEMENT

Reference Belfield Public School Board Policy AAC.

ACADEMIC INTEGRITY POLICY

At Belfield Public School, we value academic honesty and integrity. Academic dishonesty (cheating/plagiarism) is unacceptable because it threatens the ability of a student to learn the material and it falls below our expectation of conducting oneself with honesty and integrity. Furthermore, a key part of an educator's job is to assess what a learner knows, understands, and can do. Cheating produces results on assessments that do not allow an educator to accurately assess a student's knowledge and skill, and thus makes it difficult for educators to help their learners be successful.

Academic dishonesty includes, but is not limited to:

- Copying another learner's work.
- Submitting work that was completed by someone else (classmate, parent, sibling, etc.) as if it were your own.
- Plagiarism – presenting another individual's ideas as your own, failing to cite others in writing.
- Using unauthorized materials to complete any assessment.
- Completing work in a group when not authorized to do so by the educator.
- Looking at another learner's materials during any assessment when not authorized to do so.
- Providing answers to another learner before or after a test or quiz.
- Taking educator materials (tests, keys, example questions, reviews, etc.) without receiving approval from the educator.
- Leaving classroom materials out and visible during an assessment

- Using any form of technology (computers, calculators, cell phones, AI, etc.) to provide or receive unauthorized content.
- Any other behavior in submitting work which is performed with the intent of misrepresenting one's performance.

Consequences of academic dishonesty will be handled on a case-by-case basis. A log entry will be created for each instance of academic dishonesty.

Artificial Intelligence (AI) is a tool that can foster creativity, but it cannot solely be used on its own. In essence, students cannot copy what AI provides and put it in a document and claim it as their own. AI must be cautiously and carefully used and only under the guidance of the educator. The use of AI without educator guidance may result in an automatic zero depending on the individual educator's policy.

ACCEPTABLE USE POLICY FOR DISTRICT STUDENTS

Reference Belfield Public School Board Policy ACDA.

The primary purpose of Internet access at Belfield Public School is to support research and education by providing access to valuable resources and fostering academic growth. All use of the Internet and related technologies must align with educational goals and the objectives of the Belfield Public School District.

This policy establishes guidelines for the appropriate use of technology by students, staff, and visitors at Belfield Public School. All users are also subject to EduTech's network policies, which the district adopts as part of its guidelines.

The technologies covered by this policy include, but are not limited to:

- District networked computers and related equipment
- Fax machines, copiers, telephones, and mobile/handheld devices
- Video equipment and its associated networks
- File and application servers
- Personal devices capable of connecting to the Belfield Public School network or contracted services, such as cellular communications

All users must adhere to these guidelines to ensure a safe, secure, and educational environment.

It is the expectation of BPS that students and staff recognize this policy and utilize technology responsibilities. Adherence to this policy will result in a safe, appropriate learning environment. Failure to comply with the district policy may result in disciplinary actions including termination of employment, revocation of technology privileges or suspension.

Acceptable use of the network includes but is not limited to activities which support teaching and learning. While the electronic network may be provided by the district, the use is considered a privilege and not a right. Electronic searches should be based on acceptable educational goals and practices. No searches should be attempted without specific teacher directed mission. While the school district can control and monitor information we place on the system, the school district is not responsible for information available from other parties, such as those on the internet.

All students may be required to use a Belfield Public School device for tests or assignments based on teacher discretion.

When using Belfield Public School's network or computer systems, students may **not**, without approval of teacher or administrator:

- Use the networks for commercial, social or political activities;
- Violate school policies of local, state or federal statutes;
- Violate copyright laws including plagiarizing, downloading or exchanging pirated software, music, or other files;
- Use another person's property without prior approval;
- Share personal information including social security numbers and other sensitive information;
- Use vulgar or obscene language; sending hate mail, access or distribute defamatory, abusive, threatening, storing or otherwise inappropriate materials or distributing obscene or pornographic materials;
- Open attachments not directly related to appropriate school activity;
- Upload or download material to/from free web-hosting sites without prior administrative approval; using commercial social networking sites, including but not limited to online dating, online gambling, participate in online chat or instant messaging sessions;
- Damaging computers, computer systems or computer networks, degrade system performance or capabilities of any computer system, including the introduction of viruses;
- Access, vandalize or modify property or files belonging to the district or another student or teacher;
- Access or distribute defamatory, abusive, threatening, pornographic or otherwise inappropriate materials;
- Download or upload or install software without prior administrative approval;
- Participate in online chat or instant messaging sessions;
- Inappropriate use of personal devices;
    - An example of this would include recording others without their knowledge and/or permission.
- Using the network for any illegal, unethical, personal gain or commercial activities;
- Harassing, bullying, insulting or attacking others.

Electronic messages or files stored on school computers are subject to inspection at any time. Students abusing equipment or other related software / hardware infrastructure will be held financially responsible for damages

ACCESS TO SCHOOL BUILDING

The school day **begins at 7:40 a.m. and ends at 3:15 p.m.** Students in grades 7-12 enter through doors **2 or 3**. Students can go to their lockers to put their bags away. Once done, they must report to the gym. Breakfast will be served from 7:40 a.m. to 8:10 am. Students who arrive prior to 7:40 a.m. will not be granted access to the building.

Students who come in after 8:20 AM must come in through door **2** and immediately report to the high school office to pick up a slip to be admitted to class.

Students are required to check out of the high school office if they need to leave school for any reason during the school day – except for lunch. ***Any student who fails to follow this procedure may be assigned an unexcused absence by the administration.*** For activities that happen during the school day, students will be released through an all-call.

Students are expected to go directly home after dismissal at the end of the day, to include all school sponsored activity days. Only students who are participating in school sponsored events are allowed to remain on campus, if necessary. Students who are not participating in these events (i.e., siblings of athletes) are not allowed to remain on campus unsupervised to wait for an event to begin.

ACCIDENT AND EMERGENCY INFORMATION

In the event an accident occurs within the school or a student or other individual becomes suddenly ill, it is the responsibility of the school personnel to provide emergency care, notify the parent or guardian, and in serious instances, to summon necessary medical care.

ASBESTOS NOTICE

Reference Belfield School Board Policy IAAA.

ASSEMBLIES

Students will be respectful and appreciative audience members. Applause is timely, respectful, and generous. Disruptive students will be dismissed into detention for duration of time deemed appropriate by school administration. Students behaving poorly are subject to disciplinary actions including, but not limited to, detention, suspension, or restricted assembly attendance for the remainder of the school year.

ATTENDANCES AND ABSENCES

Reference Belfield School Board Policy FFB.

Even with excused absences, time away from instruction can negatively impact a student's learning. Students are permitted up to ten (10) absences per semester that count toward the attendance limit. Certain absences, as outlined below, do not count toward the attendance limit.

1. Unless otherwise noted, all absences count toward the semester attendance limit, whether excused or unexcused. Absences that do not count toward the attendance limit include school-sponsored activities or field trips, medically documented absences, school closure or extreme weather absences, and absences approved in advance by the administration.
2. Once a student exceeds the semester attendance limit, any additional absence must be either approved in advance by the administration or supported by medical documentation from an appropriate licensed healthcare provider. Absences beyond the limit that are not pre-approved or medically documented may result in loss of credit, placement on an attendance contract, revocation of school privileges, or other disciplinary action.
3. Medical documentation is defined as written verification from an appropriate licensed healthcare provider stating that the student was unable to attend school due to illness, injury, treatment, or a medical appointment. Medical documentation must be submitted to the school office no later than three (3) school days after the date of the absence.
4. Examples of absences that may qualify for administrative approval include funerals, weddings, legal or court requirements, and unusual circumstances approved by the administration. When possible, these absences should be requested in advance.

5. A student who arrives more than fifteen (15) minutes after the start of class will be marked absent for that class period. A student who arrives within the first fifteen (15) minutes of class will be marked tardy.

Under North Dakota law, a student may be considered truant if the student is absent without excuse for more than:

- *three (3) consecutive school days during either the first half or second half of the school year;*
- *six (6) half days during either the first half or second half of the school year; or*
- *twenty-one (21) class periods.*

Attendance Interventions and Consequences
When a student accumulates excessive absences, whether excused or unexcused, the following interventions or consequences may occur:

- Parents/guardians will be expected to monitor attendance through Infinite Campus and work with the school to address attendance concerns.
- The school will notify parents/guardians of attendance concerns by email, mail, phone, or other written communication.
- A conference with the student and parent/guardian may be required to review attendance concerns and identify supports or next steps.
- Privilege-based opportunities, including Teacher Assistant (TA), work release, mentoring, or other discretionary activities, may be suspended or revoked.
- The student may be placed on an attendance improvement contract.
- The student may lose course credit in accordance with this handbook and district policy.

Unexcused / Truant Absences
An absence may be considered unexcused or truant when any of the following occur:

a. The student is absent without parent/guardian knowledge.
b. The student is absent and the parent/guardian does not notify the school within one (1) school day of the absence.
c. The absence does not meet the school's definition of an excused absence.
d. The student leaves school or a class period without permission or without properly checking out through the office.
e. The student leaves school early for work or arrives late from lunch, even if a parent/guardian calls the school.
f. The administration determines that the absence constitutes truancy.
g. A student with an unexcused absence may be subject to disciplinary action as determined by the administration and will not be eligible for semester test exemption in that semester.**
h. Three (3) unexcused absences in the same class during the same semester may result in loss of credit or other disciplinary action.**
i. Referrals to law enforcement or other outside agencies may occur when a student is habitually absent or truant, as permitted by law.**

Notification Procedures for Absences and Tardies
Parents/guardians are expected to notify the school office when a student will be absent or tardy. Notification should occur as soon as possible, preferably on the day of the absence or tardy.

While the school may attempt to contact parents/guardians regarding absences or tardies, the primary responsibility for reporting and monitoring attendance rests with the student and parent/guardian. Families are expected to monitor attendance regularly through Infinite Campus and address discrepancies promptly.

Individualized Review
When absences involve a documented medical condition, disability, or other significant circumstance, the school may review attendance consequences on an individualized basis in accordance with applicable law and student support plans.

Making-up Work

a. The student will have two (2) days to make-up the work missed on the first day of their absence.
b. For every day after the first absence, the student will be given one (1) day to make up the work.
c. Absences for school-related activities/field trips may require class work to be completed before the absence occurs.
d. It is the responsibility of the student to make arrangements with the teacher as to when make-up work must be completed.

Consequences for Tardies
Consequences for tardies will be handled as follows:

- **1–3 tardies:** Teacher warning.
- **4th tardy:** Loss of semester test exemption for the affected class.
- **5th total tardies:** Parent/guardian notification and administrative referral.
- **6th–15th total tardies:** Additional disciplinary action may include detention, suspension from privilege-based programs, or other consequences determined by the administration.
- **16 or more tardies:** Student will be required to take all semester finals and may be excluded from privilege-based programs during the following semester.

Any detention assigned for tardiness must be served at an approved time outside the regular school day and must be completed on the next Wednesday after school unless otherwise approved by the administration.

Students who accumulate three (3) or fewer tardies in a quarter will earn one homework exemption pass. The pass may be used in a class of the student's choosing, but it may not be used for tests, quizzes, major projects, or papers.

Administration reserves the right to assign additional interventions or consequences for excessive tardiness when warranted by the circumstances.

College Day for Seniors
Each senior will be allowed two (2) college days. College days may be used for the purpose of visiting colleges/universities. To be counted as a college day, students must complete the Belfield Public School's College Verification Form and submit it to the office within three (3) days after their visit. These days may not be used after May 10th.

College Day for Juniors
Each junior is allowed 1 day to visit colleges. College days may be used for the purpose of visiting

colleges/universities. To be counted as a college day, students must complete the Belfield Public School's College Verification Form and submit it to the office within three (3) days after their visit. These days may not be used after May 10th.

Job Shadow Days for Juniors and Seniors
Each junior and senior will be allowed one (1) job shadow day per year. These days may not be used after May 10th. This day must be pre-arranged with the school counselor.

AUTHORITY
Certified and non-certified school personnel have authority over all students at all times in all areas of the school premises at any time students may be on such premises whether during school hours, after school, weekends, or holidays. Students are under the jurisdiction not only of their classroom instructor but all instructors.

BEVERAGES AND FOOD
As a school, we recognize that our students get hungry. Teachers have the discretion to set their own policy regarding student food and drink. The preference of the school is for students to keep their food in their lockers with the intent of keeping our school as clean as possible. Any item brought into the school is subject to inspection by a school official.

BICYCLES
It is permissible to ride bicycles to school. They are to be parked in a designated area. They are not to be ridden on school grounds while school is in session.

BOOKS/LIBRARY
Textbooks are furnished by the school. Fines are charged for lost and/or damaged books. The amount of the fine is dependent upon the condition of the book and/or the degree of damage.

Each student at Belfield Public School is encouraged to use the library whenever possible. Students are required to return overdue books. Books overdue for longer than one month are considered lost and the student's parents/guardians will receive a bill for the replacement of the lost or damaged book.

BUILDING EXPECTATIONS
1. Before school begins, students enter the school through doors two and three. Students can go to their lockers to put their bags away. Once that's done, they need to report to the gym. *Bags cannot be left in the hallways, in front of lockers, in the locker rooms, or in the gym. They must be put in student lockers.*

2. After school starts, students come in through door two and immediately report to the high school office. Students need a pink slip to be admitted to class.

3. Students are required to check out of the high school office if they need to leave school for any reason during the school day with the exception of lunch. **Any student who fails to follow the procedure may be assigned unexcused absences by the administration. Should the behavior continue, administration reserves the right to address this on a case-by-case basis.**

   a. For activities that happen during the day, students are not allowed to leave the school until an all-call has been done to release them from class.

4. Disruptive behavior will not be permitted and will be dealt with accordingly. **Students are accountable to any teacher, staff member, or school official for their actions in school or at school functions.**

5. Belfield High School maintains an open campus for students grades 9-12. Students must attend all of their classes listed on their class schedules. Students who leave early, don't report to their classes, etc., will be assigned an unexcused absence.

6. Unless accompanied by a staff person, a pass is required to leave the classroom.

7. Students are not permitted in the school building after 3:30 p.m. unless they are under the supervision of a teacher, coach, or advisor. Students waiting for transportation may do so by door three.

8. ***Students are reminded that courtesy and respect for others should always be of the highest priority.***
Appropriate language and conduct are expected at all times while in school.

9. Intimate signs of affection are not allowed while in school.

10. Students are not permitted to loiter in the bathroom, locker room, stairwells, or entryways at any time during the school day.

BULLYING POLICY

Reference Belfield Public School Board Policy ACEA.

BUS CONDUCT

Reference School Board Policy FFC.

- Drivers are in charge of the students on the bus. They have the same authority on the school bus as teachers have in their classrooms.
- Transportation by the school bus is a privilege – not a right. Students failing to follow the rules may be suspended from bussing services.
- Students must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
- Students should never stand in roadways while waiting for the bus.
- Unnecessary conversations with the driver is not permitted.
- Students must not extend arms or heads out of the bus windows at any time.
- Classroom conduct is to be exhibited by students while riding the bus.
- The driver will not discharge riders at places other than the regular bus stop unless by proper authorization by their parent, teacher, principal, or superintendent.
- Students should always cross the road in front of the bus and never walk behind the bus.

Parent Responsibilities

- Make certain students are ready on time.
- Insist on student cooperation with the bus driver.
- Discuss bus rules with your children.
- Instill in children habits of correct behavior and respect.

CELL PHONES AND PERSONAL ELECTRONIC ITEMS

Reference Belfield School Board Policy FFI.

CHANGE OF ADDRESS/MOVING

It is very important that you inform us immediately of any change in your telephone number, address, or the

identification of a person who is to be notified in case of emergency. Please notify the school in advance of a plan to move from the Belfield Public School District. Ensure that all books and school electronics are returned, and any fees are paid.

CHURCH NIGHT

Wednesday has been set aside as "Church Night". The District will continue to cooperate in scheduling as few events as possible on that night, thus allowing full opportunity for the churches to carry on their affairs without conflict with school activities.

No school events or practices are permitted on Sunday or any Wednesday evening after 6:00 PM, without prior approval of the administration. Prior approval means at least two (2) weeks in advance.

CLASS RANK

Class Rank is determined according to accumulated GPA throughout a student's high school (grades 9-12) career. *Courses organized as pass/fail do not qualify for GPA or class rank while courses such as music and physical education do factor into the calculation of GPA and class rank. TA and mentoring scores will not be included in the GPA calculation and class ranking.*

COLLEGE VISITS

Seniors are allowed to miss two school days for college visits. Juniors are allowed one school day for a college visit. These absences do not accrue toward a student's absence total.

COURSE LOAD

Unless otherwise approved by school administration, all students must be enrolled in a minimum of ***seven*** approved courses per semester.

DANCE POLICY

General Policies:

1. Unless otherwise noted, the policies of Belfield High School govern all dances held at Belfield High School.
2. The administration has the right to refuse admittance to any student or guest.
3. High school dances are for high school students only. Exceptions may be made for Belfield High School alumni or approved guests from other high schools and special guests as noted below for prom. Junior high dances are for students in grades 7 and 8 only.
4. Guests from other schools must be pre-approved by the administration. Guests must be signed up under a Belfield High School student. There is a limit of one guest per Belfield High School student. The BHS student will be responsible for their guest. No one over the age of 20 may attend any dance at BHS.
5. All students shall be required to sign in upon entering.
6. All dances must be scheduled and approved by the administration. The time of the dances shall be determined by the administration. All high school dances must end by midnight. Junior high dances must end by 10:00 pm.
7. Entrance doors will be locked thirty minutes after the dance starts.
8. Once a student enters the dance, that students will not be re-admitted if they leave at any time.
9. Students are not permitted to loiter in the bathrooms, parking lot, or hallways.
10. No outside food or drink will be allowed into the dance venue.
11. All dances will have a minimum of four adult chaperons. At least two of these chaperons must be employees of the Belfield Public School District. Chaperons must be approved by school administration at

least two days prior to the dance.
12. Parent(s) or guardian(s) are allowed and encouraged to attend dances as chaperones if prior administrative approval is granted. That approval would need to be secured by calling the high school office at 701-575-4275.
13. Students and guests will respect and be courteous towards all other students and chaperones.
14. Sexually explicit dancing is expressly forbidden. Example: Front to back dancing.

Dance Dress Code

1. Clothing must remain intact and in its intended, proper place.
2. No attire is to be altered once students are admitted into the dance.
3. Dresses that expose excessive amounts of skin are not acceptable clothing options. Dresses should be semi-formal in nature in most cases. Dresses should not be excessively short.
4. Gentlemen should be dressed in semi-formal or school-appropriate attire.

Consequences

1. Students who dance inappropriately according to the school personnel supervising the dance will be given one warning after which time the student(s) will be asked to leave.
2. Students who are not respectful or courteous to other students and chaperones may be asked to leave immediately depending on the severity of the behavior.
3. Students will be observed for alcohol, tobacco, drugs, and all other illegal or controlled substances and items.
4. The consequences shall be handled the same as any other violation that may occur during the school day or school campus in accordance to school board policy.
5. If a student is requested to leave before the end of the dance, a refund will not be granted, and the student could possibly be denied attendance at a future BHS dance. This decision will be taken under consideration of the administration.
6. If a student is requested to leave before the end of the dance, every effort will be made to contact parent(s) or guardian(s) immediately.

DESTRUCTION OF SCHOOL BUILDING OR PROPERTY

Any school property that is willfully destroyed will have to be paid for by the student or his/her parents and additional discipline may also be warranted.

DETENTIONS (GRADES 7-12)

Students assigned detention must serve the detention the next Wednesday after school. Exceptions can be made for co-curricular or extra-curricular activities (including co-op activities) if approved by administration. The detention period can be served from 7:45 to 8:15 AM or 3:15 to 3:45 PM. Detention is always served outside school hours. Failing to attend scheduled detention may add 30 minutes per missed session. Continued failure to show up for detention will result in a conference with parents, the student, and principal and may lead to additional consequences such as suspension.

DISCIPLINE

Effective discipline is necessary for quality education. In order to guarantee your child and all the students in the school the excellent learning climate they deserve, it is essential for the home and school to work closely together in promoting self-discipline, responsibility, and an appreciation of the rights of others. The teacher is

the administrator of classroom discipline. Minor disciplinary offenses are handled by the classroom teacher. The teacher and principal will assume joint responsibility when serious or persistent problems arise.

Belfield Public School will strive to educate your child to the best of our abilities. Behavior that interrupts or disturbs the educational environment will not be tolerated and will be dealt with promptly and consistently. If behaviors are persistent or considered to be extreme, the parent/guardian may be contacted to pick up their student from school. If the parent/guardian is unwilling to pick up their child, law enforcement may be notified.

DRESS CODE

Inappropriate clothing attire and poor personal hygiene can negatively impact the learning environment. In the academic setting, we are preparing students to dress appropriately for future professional endeavors. Consequently, our standards of dress may be different than one will experience in other environments. Clothing attire and personal hygiene should not in any way constitute a threat to the safety and health of the student and others.

The following are not permitted at Belfield High School:

1. Clothing and all other personal items/accessories that
    a. contain vulgar, derogatory, violent or suggestive diagrams, pictures, slogans, or words;
    b. belittle any race, religion, nationality, or gender; hatred;
    c. portray or promote tobacco, alcohol, or illicit drugs; or
    d. may be interpreted as "gang" apparel, any clothing, signs, attire, or paraphernalia which are identified by administration as being "gang related."
2. Strapless or backless shirts or dresses, including tank tops, muscle shirts, tube tops, mesh tops, sheer tops, halters, bare midriff tops, or tops with shoulder straps less than 2-inches wide.
    a. Tops must completely cover the stomach/midriff area and all undergarments, including bra straps.
    b. Necklines and backs cannot be lower than a straight line from the top of one underarm across to the other underarm (straight line from armpit to armpit).
3. Dresses, skirts, skorts, and shorts that are excessively short. Items that are excessively short will be allowed if leggings or other similar non-see-through material is worn underneath the garment. Excessively baggy shorts, etc. worn at or below normal level are prohibited. Pants need to be pulled up and remain at hip/waist level. Clothing that contains holes, tears, rips, etc. or what would be termed as "stressed" in inappropriate areas may not be worn at school or during school functions.
4. Being barefoot. Appropriate footwear must be worn at all times while on the Belfield High School campus.
5. All other clothing and personal items/accessories, including blankets that are deemed inappropriate, unsafe, or unnecessary as determined by the administration. Note that certain classes may require additional dress code requirements due to safety issues, such as shop classes, physical education classes, etc.
6. Sunglasses, permanently tinted dark glasses, or similar items unless medically necessary.

7. No hats, hoods, or other forms of head gear may be worn during the regular school day without prior administrative consent.

CONSEQUENCES:

1. Students will receive three warnings for their dress code violations. Should the behavior continue, the student will then serve a half-hour of detention after school.

2. Should violations of the dress code continue, the student may face possible suspension.

If the school administration determines that a student's personal appearance or dress violates the dress code, the student shall be given the opportunity to correct the problem at school. If not corrected, the student may be assigned a suspension for the remainder of the day. Repeated offenses may result in more serious disciplinary actions.

DROPPING/CHANGING CLASSES

Students have three days from the start of a new semester to add or drop courses for the semester. After the third day, all class schedules have been finalized.

DRUG USE AND ABUSE

Belfield Public School has a clear responsibility to maintain an atmosphere which will promote a quality learning environment. Because the use and availability of drugs, alcohol, and other chemicals interferes with the educational process, this policy is being adopted and implemented. The policy is designed to help eradicate the influence of drugs, alcohol, and other chemicals within the school environment. As such, it is designed to promote chemical health and to protect students in the school environment by imposing consequences for misbehavior as well as educating, deterring and preventing abuse of chemicals. It is also designed to help faculty and staff implement procedures for students.

1. Education: The Belfield Public School District will teach their students about drugs and alcohol in an age appropriate developmentally based education and prevention program in grades K-12. This program includes information and drug and alcohol counseling and rehabilitation programs available to the students. The program includes providing information service for referral to counseling and/or treatment so that students may seek and receive counseling for alcohol and/or drug matters at any time.

2. Prohibited Activities: The use of illicit drugs and the unlawful possession and use of alcohol is illegal and harmful. It is the district's responsibility to establish rules that will eliminate such use from the school setting. Therefore, it shall be against school policy for any student:
    a. To sell, deliver, give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy of what the student believes is any to be any of the substances listed in this policy.
    b. To possess, procure, purchase or receive, or to attempt to possess, procure, or purchase or receive the substances listed in this policy of what is represented by of to the student to be any of the substances in this policy or what a student believes is any or the substances in this policy. A student will be determined to be "in possession" when the substance is on the student's person or in the student's locker, backpack, or handbag, or when he/she owns it completely or partially.
    c. To be under the influence of (legal intoxication not required), to use or consume or attempt to use or consume the substances listed in this policy or what the student believes is any of the substances in this policy.

    This policy applies to any student who is on a school sponsored activity or whose conduct at any time or in any place interferes with or obstructs the mission of operations of the school district or

the safety of welfare of students or employees.

3. Prohibited Substances: Prohibited substances include:
    a. Alcohol or any alcoholic beverage;
    b. Any controlled substance of a dangerous drugs defined by NDCC or as defined by United States Code, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
    c. Any prescription drug, medicine, vitamin or other chemical including but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other types of vitamins, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the authorized use policy.

4. Authorized Use: Any student whose parent or guardian who requests that he or she be given any prescription medicine, drug, or vitamin shall follow the procedures or policies stated by the Belfield Public School District – Administering Medicine to Students – which requires prior permission signed by the parent for aspirin and/or Tylenol and the signed request of the physician and parent for any other medication.

5. Violation: Violation of this policy may result in suspension. Repeated violations may result in expulsion. Prohibited substances will be confiscated and may be turned over to law enforcement authorities. The student may be referred to the school counselor, parent or legal guardian, or the student assistance program.

    Any student who is observed to be under the influence of prohibited substance will be taken immediately to the principal and/or superintendent's office. The student's parents will be notified and asked to pick up the student. If there appears to be imminent danger to other students, school personnel, and/or the student involved, the principal and/or superintendent may have the student removed from the school by the school, medical, or law enforcement personnel.

6. Intervention: We also recognize the responsibility to assist students in recognizing their own addiction. It is realized that the public school has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. To this end, the Belfield Public School District encourages faculty members to be observant of student behavior and to participate in a program of intervention. Faculty members may use the attached check list to determine whether observed behavior should be reported. If the faculty member decides that the observed behavior indicates a possible prohibited activity or abuse of prohibited substances, the student should be: (a) referred to the school counselor; and (b) reported to the principal and/or superintendent. If the counselor, and/or principal, and/or superintendent believe that the student is in need of assistance, the counselor and/or principal and/or superintendent may call the student in for a conference. (The counselor and/or principal and/or superintendent may seek assistance in how to confront students from a certified addiction counselor.)

If, after conferring with the student, the counselor and/or principal and/or superintendent believes that there is a probability that the student may be chemically dependent, the student and/or the student's parent(s)/guardian will be told that it is necessary that the student receive a formal chemical dependency

diagnosis. The school will make a reasonable effort to cooperate with a therapy program if one is recommended for the student. The school will have the option of requiring that the student attend the suggested therapy at school district expense as a condition for continuing to attend school.

The School Board or the Belfield Public School District believes that if a student is involved in a chemical dependency program and is successfully addressing his/her harmful involvement with chemicals, he/she may continue to participate in any extra-curricular programs unless participation is in conflict with the rules and regulations set forth by the Belfield Public School Board and the North Dakota High School Activities Association.

The school may, through the use of available resources, provide follow-up counseling and supportive assistance to those students who return after successfully completing a therapeutic regimen, realizing that the student may need assistance in dealing with other environmental factors beyond the school's control which many remain unchanged.

7. Policy Implementation: The superintendent or his designee will conduct in-service training sessions for all school district employees, which will include a review of this policy and procedures for implementation thereof. In the event an employee is unable to attend such in-service training sessions, the superintendent or his designee will cause this policy to be individually reviewed with such employee.

The superintendent will maintain a list of all employees with whom this policy has been reviewed, whether individually or through in-service training, along with the dates of such review of training.

8. A student can expect that any personal problem he/she discusses with an administrator, faculty member, social worker, core team member or counselor will be strictly confidential. There are four exceptions:
    a. Whenever a staff member learns of a condition which may adversely affect another student, he/she will have to act on that information.
    b. If a student is experiencing health and/or emotional problems because of use/abuse of prohibited substances and is unable or unwilling to seek professional help, then a referral should be made. Confidentiality will be maintained subject to the welfare of the student.
    c. If a staff member has reasonable cause to suspect child abuse, the staff member must report to the Children and Family Services Division of the Department of Human Services.
    d. If a staff member is called to testify in a judicial proceeding.

DUAL CREDIT COURSES

Belfield Public School is not responsible for payments of dual credit courses. All college/university fees are the responsibility of the student/parents/guardians. Directions and payment information will be disseminated to all students by the guidance counselor at a reasonable time to ensure proper guidelines are being followed for success within the dual credit opportunity at Belfield Public School.

EXAMINATIONS OR EXEMPTIONS FOR FINAL EXAMINATIONS (EXEMPTIONS)

Semester tests are given at the end of each semester in all classes. Seniors and juniors may be exempt from four (4) semester tests; sophomores and freshman may be exempt from two (2). All students in grades 7 and 8 will take quarter tests.

***** All students are required to take semester exams in Dual Credit and North Dakota Center for Distance Education courses. *****

Any student who meets all the following requirements in a specific class shall be exempt from taking the semester test in that class:

* The student must have:
    * 80% (B-) or higher in that class by the cut-off date;
    * No more than eight absences per class. Eight is okay. Nine is not.
    * Three (3) or less tardies in each individual class for the semester.
    * Less than 14 absences in study hall. If more than that, it'll put the student in all finals.
    * Less than 17 total tardies. 16 keeps one out of the final; 17 puts a student in them all.
    * No violations of NDHSAA policies.
    * No unexcused absences.
    * No suspensions/disciplinary violations.

Students who qualify for the exemption may elect to take the semester test at no risk except for the opportunity to improve their grade. Students who are exempt from taking semester tests are not required to attend class during that testing period.

EXTRA-CURRICULAR SCHOOL ATTENDANCE

A student must be in attendance at least 1/2 day the day of a performance or a contest to be eligible to participate. Exceptions may include a doctor or dentist appointment but only if the work is completed ahead of time. If a student is serving in-school suspension on the day of an extra-curricular activity, he or she is not eligible for that day's activity. If it is a Friday, and the activity is on a Saturday, they are not eligible for Saturday's activity.

FAILING

A conference is encouraged between parents and teachers for all high school students failing a course. Students whose graduation may be prohibited by failing work will be counseled.

FERPA POLICY/PROCEDURE & RELEASE OF INFORMATION

Reference Belfield Public School Board Policy FGA.

Notice of Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Belfield Public School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Belfield Public School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.

The primary purpose of directory information is to allow the Belfield School District to include this information from your child's education records in certain school publications.

Examples include:

1. A playbill, showing your student's role in a drama production;

2. The annual yearbook;

3. Honor roll or other recognition lists;

4. Graduation programs; and

5. Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require school districts receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with three directory information categories--names, addresses and telephone listings--unless parents have advised the District that they do not want their student's information disclosed without their prior written consent.

If you do not want the Belfield Public School District to disclose directory information from your child's education records without your prior written consent, you must notify the school/District in writing within two weeks of the first day your child is enrolled.

The Belfield Public School District has designated the following information as directory information: Note: The District may, but does not have to, include all the information listed below.

1. Student's name (first and last)
2. Address
3. Date and place of birth
4. Dates of attendance
5. Degrees, honors, and awards received
6. Student identification number, user ID, or other unique personal identifier used to communicate in electronic systems or displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
7. Grade level
8. School email address
9. Participation in officially recognized activities and sports
10. Photograph
11. Telephone listing
12. Weight and height of members of athletic teams
13. Most recent school attended.

Request to Withhold Directory Information for the current school year:

_____ Please do not release any directory information.

_____ Please do not release the following part or parts of directory information: (check all that apply)

- _____ Name
- _____ Telephone
- _____ Photograph
- _____ Other (specify):_____

_____ Please do not release directory information to:

- _____ Military Recruiters

_____ Colleges and Universities
_____ Other (specify):_____ _____

Student's Name: _____

School:_____ Grade: _____

Parent/Guardian Signature:_____

Date: _____
NOTE: If the student is a high school senior or is otherwise scheduled to graduate, this opt-out request will continue to remain effective after the student has graduated from high school.

Reviewing an Educational Record
The District shall comply with a parent or eligible student's right to inspect and review the student's education records. This right will be granted using the following procedure:

1. A parent or eligible student shall make a request orally or in writing to the building principal to inspect and review the student's educational records.

2. The building principal must provide a parent or eligible student the opportunity to inspect and review the student's education records within a reasonable period of time, but not more than 45 calendar days following receipt of a request.

3. The building principal shall notify the parent or eligible student of the time and place when the student's education records may be inspected.

4. The building principal shall require the requestor to submit/show a form of state or federally issued identification to verify the identity of the requestor if the requestor is unknown to the principal.

5. The principal or designee shall be present when the parent or eligible student reviews the records.

6. If circumstances prevent a parent or eligible student from reviewing their child's or their education records at the school office, the District shall prepare and mail a copy of the records or make alternative arrangements for the parent or eligible student to inspect and review the records. Any expense incurred from copying and/or mailing the records may be charged to the parent or eligible student at state rates, except as prohibited by law. The building principal shall respond to reasonable requests for explanations and interpretations of the records in a prompt and equitable manner.

Amending an Educational Record
A parent or eligible student has the right to request an amendment to any portion of the education records they believe to be inaccurate, misleading, or in violation of the student's right to privacy. dThis procedure shall not be used to dispute a grade, disciplinary decision, or opinions/reflections of a school official contained in an educational record.

1. Any request to amend education records shall be made in writing and submitted to the building principal.

2. The principal shall review the request within a reasonable time and approve or deny it. The principal's decision shall be submitted to the parent or eligible student. If the principal denies the amendment request, they shall inform the parent or eligible student of their right to request an appeals hearing.

3. Requests for an appeals hearing shall be submitted to the Superintendent or designee. The hearing shall be held within a reasonable time after the appeal request has been made.

4. The Superintendent or designee shall provide the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing.

5. The Superintendent or designee shall serve as the hearing officer.

6. The parent or eligible student may, at their own expense, be assisted or represented by one or more individuals of their choice, including an attorney;

7. The parent or eligible student shall have a full and fair opportunity to present evidence related to the amendment request.

8. The Superintendent or designee shall make its decision in writing within a reasonable period of time after the hearing. The decision must be based solely on the evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.

9. The Superintendent's decision is final and binding.

10. If the Superintendent or designee denies the amendment request, they will notify the parent or eligible student within a reasonable time of their right to submit a written response commenting on the contested material and/or explaining the disagreement with the hearing officer's decision. This written response shall be retained and, when applicable, disseminated in accordance with law.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to have the District notify you annually of your rights (this document).

2. The right to inspect and review the student's education records within 45 days after the day the District receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the building principal or designee a written request that identifies the records they wish to inspect. The building principal or designee shall make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the District to amend their child's or their education records should write the building principal, clearly identify the part of the record they want changed and specify why it should be changed. If the building principal or designee decides not to amend the record as requested by the parent or eligible student, they will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

4. The right to provide written consent before the District discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. (See complete list within this document). One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; or a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing their tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, the District may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Disclosure of PII without Consent
FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

1. To other school officials, as defined in #4 above, that the District has determined to have legitimate educational interests. This may include contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1));

2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2));

3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the

requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35); 74

4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4));

5. To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5));

6. To organizations conducting studies for, or on behalf of, the District, in order to: develop, validate, or administer predictive tests; administer student aid programs; or improve instruction. (§99.31(a)(6));

7. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

8. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8));

9. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9));

10. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10);

11. Information the District has designated as "directory information" under §99.37. (§99.31(a)(11));

12. To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L)); or

13. To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K)).

FIRST AID / ACCIDENTS

In the event that any student is injured in a minor way that can be handled by the staff at the school, the injury will be treated with the generally accepted first aid procedure.

Should a serious injury to a student occur, the family or guardian shall be notified as soon as possible. At the parent's request or in case of an emergency, the school may provide personnel and transportation to a medical facility. In the event the parent cannot be reached and if the accident is serious, the student shall be transported to a medical facility by appropriate means.

All accidents will be immediately reported to the building principal or superintendent.

Note: There is presently no accident insurance at the Belfield School. Parents will have to rely on their own personal insurance for medical costs.

GRADING SCALE (GRADES 7-12)

Letter grades are based on percentage points.

Percentage	Grade
100% or more	A+
99-93	A
92-90	A-
89-88	B+
87-83	B
82-80	B-
79-78	C+
77-73	C
72-70	C-
69-68	D+
67-63	D
62-60	D-
59-0	F

This grading scale was adopted in May 2022.
Ineligibility: A student who has a 67% or below will be ineligible for extra-curricular activities.

GRADE LEVEL ASSIGNMENT/PLACEMENT

Students are assigned grade level by the number of years they have attended plus the number of credits they have earned.
Freshmen/9th grade – regularly enrolled 1st-year student
Sophomore/10th grade – attended on full year and earned 6.5 or more credits
Juniors/11th grade – attended two full years and earned 13 or more credits
Seniors/12th grade – attended three full years and earned 18 or more credits

GRADUATION REQUIREMENTS

As per ND Century Code 12.1-21-02.1 and 12.1-21-02.3, all students must have twenty-two (22) credits for graduation (12.1-21-02.2).

Course	Credit
English	4
Mathematics	3
Science	3
Social Studies	3
Physical Education	1
Foreign Language, Fine Arts, or Career & Technical Education	3
Additional	5

GRADUATION CEREMONY

The graduation ceremony is an important and symbolic event. Unlike a student's right to a diploma upon completion of graduation requirements, participating in the ceremony is a *privilege*. **A student may be excluded from graduation exercises for violating school policy.** Only students who have completed all district requirements shall participate in the ceremony. The Superintendent is authorized to make exceptions to this policy.

GYMNASIUM

No one will be allowed to play basketball or participate in any activity in the gym unless directly supervised by one of the faculty members. Only tennis shoes or gym shoes are allowed on the floor.

HONOR ROLL POLICY

At the end of each grading period, a list of students earning GPAs of 3.000 or greater will be placed on the bulletin board, published in local newspapers, and posted on the school's social media pages. The grade average will include all subjects taken during the semester grading period. No student receiving less than a C+ in any class will be included on the Honor Roll.

- Highest Honors = 4.000
- A Honor Roll = 3.999 - 3.667
- B Honor Roll = 3.666 – 2.667

HONOR STUDENTS

Seniors having earned a cumulative GPA greater than or equal to 3.75 at the end of the first semester will be classified as **Honor Students**.

Determination of Valedictorian/Salutatorian Honors

Valedictorian/Salutatorian Honors will be determined by the following criteria: After completion of the first semester of the students' senior year, the students' cumulative high school GPA will determine the honors.

INCOMPLETE

Any course recorded as an "incomplete" at the end of a grading period becomes an "f" after 14 days unless arrangements have been made with the teacher. Graduating seniors' incomplete work becomes an "F" on the last day of class in the second semester. An unexcused class absence on the day of the semester test may results in a "0" (zero) on that test.

INJURY PROTECTION

The Belfield Public School District no longer belongs to the Accident Benefit Funds of the NDHSAA. Treatment and expense occurred from injuries either in extra-curricular or curricular activities are the responsibility of the parent or guardian.

LEAVING SCHOOL GROUNDS

The Belfield High School is an open campus which means that students in grade 9-12 are allowed to leave during the school day. To leave the building, students and their parents need to sign the permission slip. If the slip is not signed, the student is not allowed to leave and will be given an unexcused absence. Should the behavior continue, administration reserves the right to assign additional consequences.

LOCKERS

Lockers are the property of the school and provided for your use by the school. It should be used to house your textbooks and other school materials when not in use, and any coats, overshoes, and outdoor garments. Lockers are subject to periodic inspection for cleanliness without prior notice, without consent, and without student's presence. It may also be entered by the administration at any time if it might be suspected of containing alcohol, narcotics, explosives, or other items considered potentially harmful to the students or to the school building, unlawfully obtained. Locks may have to be removed in such a manner as destroying the lock. In this event, the

school or its officials are not liable for the cost. It is recommended that students provide the office with a copy of the key or the combination to avoid possible destruction of the lock.

LOST AND FOUND

Students who find lost articles are asked to take them to the office, where they may be claimed by their owner. The school is not be responsible for personal items brought to school by students.

LUNCHROOM GUIDELINES

1. Lunch Area Restrictions: Students staying in school for lunch must remain in the gym for the entire lunch period.

2. **Eating Rules**:
   - All eating must take place at the tables, not in the bleachers.
   - Students are permitted to sit only in the bottom six rows of the bleachers.
   - Students are not allowed to take food to the bleachers. Food needs to be consumed at the tables.

2. **Permission to Leave**: Students may only leave the gym during lunch with prior approval from the teacher on duty.

3. **Cleanliness Expectations**:
   - Students are responsible for cleaning up any mess they create.
   - Trays should be stacked neatly when finished.
   - Chewing gum must be properly disposed of in trash bins and may not be placed on or under tables or bleachers.

MAKE UP WORK FOR ABSENTEEISM

Students have the number of days absent plus one day to make-up any missed work. Students participating in school-related trips and/or extra-curricular activities should strive to have their work handed in before they go; however, it must be completed no later than one day after they get back. Students who are gone for pre-planned absences, i.e. vacations, need to have their work handed in upon their return to school. Individual teachers **may** use their discretion on a case-by-case basis to determine if additional time is needed.

MENTORING PROGRAM

High school students at Belfield Public School can participate in our mentoring program, which pairs them with elementary students to foster learning and growth. Participation is by application, and students are evaluated by BPS teachers based on their previous conduct. This ensures that mentors serve as positive role models for younger students. High school mentors may earn a semester credit by fulfilling all program requirements.

NDCDE (ONLINE) CLASSES

Students have the option to take courses through the North Dakota Center for Distance Education (NDCDE).

All courses will be taken at Belfield Public School. Students who take NDCDE courses are subject to Belfield Public School's eligibility requirements. In addition, if a student is behind more than five assignments, they will be ineligible for the week as per the ineligibility rules. This is not solely dependent on a student's grade as NDCDE grades completed assignments only. However, if a student has a 67% or below in a class, they will be considered ineligible until the grade is above 67%.

Furthermore, students must always remain in their assigned teacher's room. Test passcodes are held by the assigned teacher and the high school principal. Students should notify the high school office that they want to

take their test the day before or that morning so that the principal can make the necessary arrangements.

NDHSAA CONDENSED ELIGIBILITY RULES & BHS ELIGIBILITY REQUIREMENTS

In accordance with the North Dakota High School Activities Association, Belfield Public School has adopted the following academic requirements for eligibility in school activities. To be eligible to participate in school activities involving interscholastic competition, students in grades 7 – 12 shall:

1. In the current semester, maintain a 68% or higher in ALL subjects.
2. Eligibility is determined on Wednesday of each school week. Teachers may remove students from the list by emailing the principal. It is the responsibility of students to be aware of their grades and whether they are on the ineligibility list. Grades are determined by the accumulated scores from the beginning of the current semester.
3. Students who are ineligible on the Wednesday of the school week will be ineligible starting that immediate Wednesday after school until the following Wednesday.
    a. Example: A student found ineligible on the check on Wednesday, September 17th would be ineligible from Wednesday, September 17st through Wednesday, September 24th.
4. Students who are found ineligible will remain ineligible until the grades are determined on the next eligibility check (the Wednesday of the next school week).
5. Students who fail to maintain a minimum of 68% in any class at the end of a semester will either be ineligible for the next two full days of competition/performance/activity or at the next ineligibility check – whichever comes first. After the two full days have been completed students will become eligible.
6. If a student fails a class in the spring semester, they will serve the two full days of competition/performance/activity or until the next eligibility check (whichever comes first) in the fall of the following year.
7. Students who are ineligible are not allowed to participate in extra-curricular activities. Students are allowed to travel with their respective teams *if* the travel does not require them to miss any school.
8. Students taking NDCDE courses can be no more than 4 assignments behind, or they will be considered ineligible.

Note: Ineligible students may still practice depending on the team rules set by his/her head coach.

NORTH DAKOTA UNIVERSITY SYSTEM ENTRANCE REQUIREMENTS

All students planning to attend a four-year school in the North Dakota University System must have the following credits:

● Four credits of English;
● Three credits of Mathematics, *Algebra I and above;*
● Three credits of Laboratory Science, *including at least two in Biology, Chemistry, Physics, or Physical Science;*
● Three credits of Social Studies, *excluding Consumer Education, Cooperative Marketing, Orientation to Social Science, and Marriage/Family.*

The North Dakota University System recommends that future university students take one high school mathematics course each year, including advanced algebra, and take at least two foreign language courses, which may include American Sign Language or Native American languages.
Source: https://ndus.edu/lets-get-started/admission-standards/

The Belfield Public School District encourages all juniors who plan on attending college to take the ACT.

OUT OF TOWN EVENTS

Students are representatives of the school at out-of-town events. The conduct of the students at such events determines the reputation of the school and its students. Therefore, students are expected to show good behavior at such events. Disciplinary action could result of any student's conduct is detrimental to his/her school or community. Students riding in a school bus or car (provided by the school for transportation) to an out-of-town event must return in the same vehicle. The only exceptions would be I the parent made a request in writing that the student will be riding home with them or authorized adult, or the parent signs the form provided by the coaching, advisor, or bus driver.

PARENTS' RIGHT TO KNOW

Reference Belfield Public School Board Policy AACA.

PARTICIPATION IN EXTRA-CURRICULAR EVENTS

The academic school day shall be the primary reason for attending school. Although extra-curricular activities are vital to the overall development of the student, they play a secondary role in our school program. Therefore, students participating in extra-curricular events, practices or rehearsals, must be in school for half of the day if they wish to be involved in any extra-curricular activities that day or evening. Students who cannot attend school on the day of an extra-curricular activity may be exempt from this rule, only if they have received prior permission from the principal or superintendent.

PATRON COMPLAINTS

Reference Belfield Public School Board Policy KACA.

PERFECT ATTENDANCE

A student qualifies for "Perfect Attendance" by attending all school days without incident of tardiness or absenteeism. School-related activities are exempt.

PERSONAL PROPERTY

Students are discouraged from bringing extra money, toys, and other objects from home. Items brought from home should be marked so they can easily be identified. The school does not assume responsibility for the loss or breakage of things brought from home.

PETS

To protect children on the playground and in school, the Belfield Public School Board has adopted a policy that **NO PETS** are allowed at or in school unless approved by administration.

PRACTICE AND GAME/EVENT ATTENDANCE

Activity participants are expected to attend all practices and games/events while in season. In certain situations, participants will need to be absent for justifiable reasons and are considered excused absences. However,

excused absences may result in suspension from school activities. Excused and unexcused absences will be determined by coaches/advisors.

PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE

Senior students earning a cumulative GPA of 3.795 or higher are eligible for the President's Award for Academic Excellence. Because this award recognizes outstanding academic performance, commitment, perseverance, and growth, we must consider all aspects of a student's performance. The Belfield High School staff will also discuss eligibility for the award before the district determines who has earned it. Students with excessive absences as defined by school policy may be deemed ineligible, except in documented extenuating circumstances.

PROCEDURES FOR ADMINISTERING MEDICATION IN THE SCHOOL

Reference Belfield School Board Policy ACBD.

PROTECTION OF PUPIL RIGHTS AMENDMENT

Reference Belfield School Board Policy GCC.

REPEATING HIGH SCHOOL COURSES

The following stipulations apply to all students repeating high school courses from Belfield Public School or other state-certified organizations:

- The student will receive earned CREDIT for the most recently completed course; however, the school will award the higher of the two grades;
- The previously repeated course(s) will not be used in determining the student's cumulative Grade Point Average. However, the repeated course(s) will remain on the student's transcript with indication that the course has been repeated;
- Credit for any course will not be *duplicated*.

RETENTION POLICIES

Junior High Retention Policy

Per administrative discretion, a student in grades 7-8, receiving a failing grade in four or more semesters of **core** subjects (**Math, Language Arts, Science or Social Studies**) may be retained in his/her current grade level for the following year in all subject areas.

High School Retention Policy

Any high school student who has not earned a minimum of six credits will not be moved into the next grade level.

REPORT CARDS

Report cards will be mailed at the end of each semester.

SCHEDULE CHANGES

Students are given a maximum of **THREE** days to solidify their class schedules. For example, a given semester begins on Tuesday; students have until the end of school on Thursday to make any changes. All changes must be approved by the principal.

SCHOOL RESOURCE OFFICER

Our School Resource Officer is a sworn law enforcement officer assigned to our school on a long-term basis. The officer is specifically trained in and performs three main functions: law enforcement officer, law-related counselor, and law-related educator. In addition, the School Resource Officer works in collaboration with the school and the community as a resource.

SEXUAL HARRASMENT

Reference Belfield Public School Board Policy AAC

SEXUAL OFFENDERS ON SCHOOL PROPERTY

Reference Belfield School Board Policy ACCA.

SIGNIFICANT CONTAGIOUS DISEASES

Reference Belfield Public School Board Policy ACBB.

SMOKING, DRINKING, OR USE OF ILLEGAL DRUGS

The use of tobacco, alcohol, or any illegal drugs by students are possession of the same will not be allowed on school property during school time or at any school function. Being found guilty of those offenses will result in suspension from school for a period of three (3) days for the first offense, and five (5) days for the second offense. Subsequent offenses will be dealt with on an individual basis with the minimum suspension being five (5) days. Also, of tobacco, alcoholic beverages, or illegal drugs, or possession of such items at any time or place during the calendar year, shall result in a penalty of six (6) weeks suspension from all extra-curricular activities. The second and/or subsequent offenses shall result in a penalty of eighteen (18) weeks from all extracurricular activities. Offenses will cumulative for grades K – 8th and grades 9 – 12. A strong emphasis will be on some form of intervention (counseling, etc.). It should be noted this policy is in effect for the summer vacation period also. Administration procedures for investigating alleged offenses will be those guidelines set down by NDHSAA.

SNOW/COLD WEATHER

The Belfield Public School shares with our parents a concern for the safety of our students. The decision to close school comes from the superintendent. News media will be contacted when deemed necessary by administration. The District will also utilize Thrillshare, our instant notification system to mass notify parents/guardians.

SUSPENSION AND EXPULSION

Reference Belfield Public School Board Policy FFK.

The Board delegates to the Superintendent and each principal the authority to deal with disciplinary problems in his/her school, including suspension and recommendation for expulsion of a student. Suspension shall not be imposed beyond the maximum duration permitted by law.

The Board designates itself to serve as the hearing officer for expulsion hearings. The hearing office may expel a student for conduct that violates this policy after providing notice and a hearing as set forth in board regulations.

Expulsion shall not be imposed beyond the maximum duration permitted by law.

Conduct subject to Suspension/Expulsion

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 individual, except in self-defense;
4. Possessing on school property or at a school function, a firearm, dangerous weapon, or any object that is used, attempted to be used, or threatened to be used or intimidate or cause bodily harm;
5. Possessing, using, transmitting, or being under the influence or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
6. Disobedience or defiance of proper authority;
7. Behavior that is detrimental to the welfare, safety, or morals of other students;
8. Truancy;
9. Offense and vulgar language when it is obscene, defamatory, or inciteful to violence or disruptive of the educational process;
10. Threats of violence, bomb threats, or threats of injury to individuals of property;
11. Student behavior that is detrimental or disruptive to the educational process, as determined by the principal.

TEACHER ASSISTANTS

Juniors and seniors may serve as a teacher assistant (TA) for one class period per semester. If a teacher requests a TA, the following requirements must be met:

1. Students are expected to have a 3.333 gpa or higher to be teacher assistant. If a student is ineligible over an extended period of time, their TA position will be revoked.
2. After checking in with their high school teacher, students must report to the room they are an aid for and remain there for the hour assigned.
3. The student's primary responsibility is to the teacher they are assisting. Students are expected to work with the students of the teacher they are helping.
4. If a situation with a teacher assistant is not working or if a teacher is not properly using the teacher assistant, the student can be removed from being a teacher assistant.
5. The privilege of being a teacher assistant can be revoked any time by administration, the teacher, or parents. If a student is removed as a teacher assistant, they will be enrolled in another class (not a study hall).
6. The administration will give final decision on whether a student can be a teacher assistant.
7. Teacher assistants are available to seniors, juniors, and to some sophomores based on administration discretion and teacher input.

8. Teacher assistants will review and sign a privacy policy to function as a TA. A violation of the privacy policy will result in an immediate removal as a TA.

TELEPHONE USE

Students shall not be excused from class for the purpose of using the telephone. They will be called out of class to answer emergency calls only.

TESTING

The District will be using the ND A+ assessment system, which replaced the North Dakota State Assessment system in the 24-25 school year. The District uses ND A+ for its summative assessment which is administered to grades 3 through 8 and grade 10 for ELA and mathematics for grades 4, 8, and 10 for science. This test will be given every spring. Additionally, two interim assessments are administered in the fall and winter for reading and mathematics for grades 3 through 10.

Other tests may be given by the classroom teachers in various subject areas throughout the year for individual student placement and/or evaluation.

The results obtained from the tests are valuable to the learner, to the parent, and to the district, in that they indicate aptitudes considering his/her present educational plans and those of the future. Parents, as well as learners, are welcome to confer with the counselor, principal, and educators regarding these tests. Standardized test scores will be used for placement in courses for both remediation and enrichment.

TRANSPORTATION DEVICES

Skateboards, rollerblades, Heelys or similar transportation devices are strictly prohibited on school property. Consequences will be assigned if violations persist.

TRANSPORTATION TO EVENTS & PRACTICES

In the interest of safety and camaraderie, it is preferred that students participating in a school activity ride the bus to-and-from Belfield Public School. Students may not drive to practice without prior administrative consent. An extenuating circumstance, however, may prompt a parent to complete a legal Travel Release and authorize alternative transportation. Please adhere to the following procedures:

- Example: Athlete riding home with a parent after a contest.
  - Parent of Athlete: Please complete and submit a Travel Release form before leaving the contest.
- Example: Athlete riding home with someone that is not a parent.
  - Parent of Athlete: Please complete and submit a Travel Release form permitting the stated driver to transport your child after the contest.
- Example: Athlete being picked up or dropped off at a location other than Belfield Public School.
  - Parent of Athlete: Please complete and submit a Travel Release form documenting permission.

TRANSPORTATION (ROUTE AND SCHOOL ACTIVITIES)

Bus transportation is a privilege governed by the School Board. It is necessary to obey the rules set down to ensure safe transportation.

When on the bus, students need to:

1. Be there at the given departure time.

2. Realize the bus driver has the same authority as a teacher.
3. Keep hands and head inside the bus at all times after entering the bus.
4. Assist in keeping the bus safe and sanitary at all times.
5. Remember that loud talking and laughing are unnecessary. It diverts the driver's attention and may result in a serious accident.
6. Inappropriate discussion is unwanted because of the age range of children that can be on a route bus.
7. No fighting.
8. Treat bus equipment as you would valuable furniture in your own home. Damage to seats etc. must be paid for by the offender.
9. Bus riders should never tamper with the bus or any of its equipment.
10. Leave no books, lunches, or other articles on the bus.
11. Do not throw anything out of the bus window.
12. Keep books, packages, coats, and all other objects out of the aisles.
13. Any misconduct will be reported to the principal. A student may be denied the privilege of riding the bus if displayed behavior is deemed potentially dangerous to the safe operation of the bus.
14. The bus driver/advisor reserves the right to assign seating as he/she sees fit.

VISITORS

On occasion, staff and/or students may elect to bring a visitor to accompany them throughout the school day. In addition to receiving administrative approval:

- The BHS student should make every effort to inform and introduce their visitors to his or her teachers;
- The BHS student bears responsibility for the behavior of the visitor;

Parent(s)/Guardian(s) may visit their child's classes on school days, subject to the approval of school administration and the following guidelines:

- Parent(s)/Guardian(s) are asked to understand the Board's responsibility to safeguard the learning environment for all students and be sensitive to the disruption that can be caused by having visitors frequently observe the classroom and place demands on teacher time.
- The Board also has an obligation to protect the privacy rights of all students and their families by ensuring that the frequency of visitations by one parent/guardian does not allow that parent/guardian to develop inappropriate knowledge of the behavior or academic progress of other students.

WEAPONS POLICY

Reference Belfield Public School Board Policy FFD.

WORK RELEASE

The Belfield Public School District offers the Cooperative Work Experience to juniors and seniors either during

the beginning or the end of the school day. Applications will be considered if they are turned in on time to the high school principal. Incomplete and/or late applications will not be considered.