VALLEY CITY PUBLIC SCHOOLS
PARENT/STUDENT HANDBOOK

GRADES PK - 12

2026 - 2027

WELCOME TO VALLEY CITY PUBLIC SCHOOLS

We would like to welcome all of our Hi-Liner students to a new school year at Valley City Public Schools! This new PK- 12 handbook will be used for all of our schools and is designed to provide important information for both students and parents. We have established some basic rules and procedures for the 2025- 2026 school year that will support a positive school environment for all students. Our core principles at VCPS include being respectful, responsible, and safe.

We encourage you to carefully read through this handbook before acknowledging that you understand the rules, procedures, and important information. After you have read through and understand the expectations, all students and/or parents will be required to sign before the students first day of school. The 2026-2027 combined student handbook has been organized into four sections; section 1- PK-12 student information, section 2- Jefferson Elementary School (Grades PK-3), section 3- Washington Elementary School (Grades 4-6), and section 4- Valley City High School (Grades 7-12).

We look forward to partnering together with our parents to support all of our Hi-Liner students in a successful 2025-2026 school year at Valley City Public Schools. If you have any questions in the handbook, we ask you to please contact your student(s) principal or our district offices. The contact information for our principals and staff is available on our website at www.hiliners.org.

Mrs. Becky Goven, Principal, Jefferson Elementary School
Mr. Chad Lueck, Principal, Washington Elementary School
Mr. Rob Hunt, Dean of Students/Activities Director, Valley City High School
Mr. Travis Peterson, Principal, Valley City High School






Together we are empowering all students to pursue their passion and succeed in a changing world.

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SECTION 1

ALL SCHOOLS

GRADES PK - 12

Section 1 of the student handbook is information for students in all grade levels in our school district. The topics have been arranged in alphabetical order. Links to our district policies have been included to provide additional information for students and parents.

ACCREDITATION

Valley City Public Schools is accredited by Cognia in conjunction with the North Dakota Department of Public Instruction.

ACCIDENTS

Valley City Public Schools does not provide insurance for students for accidents. All medical, doctor, ambulance and hospital costs are the full responsibility of the parents or guardians.

ATTENDANCE- POLICY FFB

Valley City Public Schools is committed to providing high-quality education, and regular attendance is essential to student success. The School Board recognizes that classroom learning—including teacher instruction, discussion, and peer collaboration—cannot be replaced once missed. In accordance with North Dakota Century Code § 15.1-20-01, all children between the ages of 7 and 16 are required to attend school each day it is in session unless excused for illness or other valid reasons. Our district limits absences to 10 per class per semester to maintain academic progress. Parents or guardians must report student absences or tardiness by 9:00 AM via phone, email, or written note. Unreported absences will be marked as unexcused.

Our attendance policies distinguish between excused, approved, unexcused, and unapproved absences, each with different expectations and consequences. Documentation (such as medical notes or court summons) may be required to verify certain absences. Students with excessive unapproved absences may face disciplinary action, loss of credit, or grade-level retention. Furthermore, repeated unexcused absences may be considered educational neglect and referred to Barnes County Social Services and/or law enforcement, in compliance with NDCC § 15.1-20-02.1. Truancy procedures and specific attendance policies can be found in each school's student handbook and on our district website.

BULLYING -POLICY ACEA

Valley City Public Schools is committed to maintaining a safe, respectful, and inclusive environment for all students and staff. Bullying, harassment, intimidation, or retaliation—whether in person or online—is strictly prohibited and will not be tolerated. In compliance with North Dakota Century Code § 15.1-19-17, bullying includes any behavior that is severe, pervasive, or objectively offensive enough to substantially interfere with a student's education, cause fear of harm, or disrupt school operations. This applies whether the conduct occurs on school property, at a school-sponsored event, or through electronic communication (cyberbullying), even if it happens off-campus.

All students and staff are expected to report known or suspected incidents of bullying. Reports can be made anonymously through written forms located in each school, submitted to any staff member, or reported verbally. Staff members are required to report any observed or suspected bullying to administration. Retaliation against anyone who reports or participates in an investigation is strictly prohibited. All reports are investigated promptly and confidentially by school administration. Disciplinary action may include detention, suspension, schedule modifications, referral to counseling, or legal action. Victim support strategies will be implemented as needed to ensure student well-being.

If you or someone you know is experiencing bullying, speak up. Your voice helps keep our schools safe and supportive for everyone.

BUSING

Any student riding a school bus before or after school must complete the required registration forms at the district offices at least one calendar week in advance of the student(s) first day of riding the school bus. The district may consider exceptions on a case by case basis depending on the time of year and availability of busing.

All bus fees must be paid on time through the district offices. For more information on bus fees please visit the district website at www.hiliner.org or contact the district office at 701.845.0483 ext. 0.

While the school district recognizes the importance of providing busing services for students and parents, we expect students to follow the rules to be respectful, responsible, and safe. The bus rules and disciplinary procedures will be shared with all students and parents at the beginning of the school year. Riding a school bus is a privilege for our students, not a right.

BICYCLES, SCOOTERS, AND OTHER WHEELED DEVICES

Bike racks are available around school grounds. Students are strongly encouraged to lock their bicycles, as the school is not responsible for lost, stolen, or damaged bikes.
For safety reasons:

- Bicycles, scooters, and rollerblades are not allowed inside school buildings or on the school track.
- Skateboards are prohibited on all school property.

CARE OF TEXTBOOKS, ELECTRONIC DEVICES, AND OTHER SCHOOL PROPERTY

We expect students to take proper care of textbooks, electronic devices, workbooks, library books, and other school property used. The cost of these items continues to increase considerably each year. If excessive wear or damage is done to school property, your child may be held responsible for replacement or repairs.

EMERGENCY PROCEDURES

Our schools have developed an Emergency Procedure Plan for the purpose of protecting the health and safety of every school student and the school staff in case of a fire, tornado, or other emergencies. The students and staff practice procedures and are made aware of what to do and where to go if it does become necessary to sound the alarm in case of an emergency.

EXTRA-CURRICULAR ACTIVITIES AND EVENTS

We are a member of the North Dakota High School Activities Association and follow the rules and regulations of the NDHSAA. All students and fans are expected to follow both the rules of our school district and NDHSAA in support of our Hi-Liners. Additional information on these expectations will be shared with students and parents throughout the school year.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and eligible students (those age 18 or older) specific rights regarding a student's education records. These rights include the ability to inspect and review the student's records within 45 days of submitting a written request to the school principal. If a parent or eligible student believes that a record is inaccurate or misleading, they have the right to request that the record be amended by submitting a written explanation of the concern to the principal. If the school decides not to amend the record, the parent or student will be informed of their right to a hearing.

FERPA also protects the privacy of student education records by requiring written consent before personally identifiable information is released, except in certain permitted cases. One such exception allows access to records without consent to school officials who have a legitimate educational interest. These officials may include administrators, teachers, support staff (including health and law enforcement personnel), School Board members, or approved contractors such as consultants or auditors working on behalf of the school. A school official has a legitimate educational interest if they need to review an education record to fulfill their professional duties.

Parents and eligible students also have the right to file a complaint with the U.S. Department of Education if they believe the school has failed to comply with FERPA requirements. Complaints may be submitted to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

HARASSMENT-POLICY AAC

The Valley City Public School District will maintain a learning and working environment that is free of harassment. Harassment in the school building, on school grounds, or at school sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students.

Harassment may include, but is not limited to sexual harassment, racial harassment or harassment because of a physical condition or disability. It may also include, but is not limited to, hostile, demeaning or intimidating behavior or conversation.

Sexual harassment is recognized as a form of sex discrimination and thus a violation of laws, which prohibit sex discriminations. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature. Any person who believes he or she has been the victim of sexual harassment by any employee or student of the school district should report the alleged acts immediately to the appropriate school district official. A substantiated charge against a student in the school district will subject that student to disciplinary action, which may include suspension or expulsion consistent with student disciplinary policies.

HOMESCHOOL STUDENTS- POLICY FDA

Valley City Public Schools recognizes the right of parents to educate their children in a home-based setting, as provided under North Dakota law. Home-schooled students may transfer into the district or participate in individual classes and extracurricular activities on the same basis as enrolled students. Students transferring from a home school must provide documentation of coursework, grades, and standardized test results (unless exempt), and placement will follow district standards, which may include placement testing. To be eligible for a Valley City High School diploma, home-schooled students must enroll as full-time students no later than two weeks before the start of the second semester of their senior year and must complete six academic courses during that semester. The district does not issue diplomas to students who remain in a home-school setting.

INCLEMENT WEATHER - SCHOOL CANCELLATIONS – HILINERS.ORG

In the event that school is cancelled or shortened due to inclement weather, the school district will follow the winter or inclement weather plan that is available on the district website and shared with parents via email at the beginning of the school year.

INTERVIEWS WITH STUDENTS ON SCHOOL PROPERTY

The department or appropriate law enforcement agency shall notify the school principal or other appropriate school administrator of its intent to conduct an interview on school property pursuant to section 50-25.1-05. The school administrator may not disclose the nature of the notification or any other related information concerning the interview to any person, including a person responsible for the child's welfare. The school administrator and department or law enforcement agency shall make every effort to reduce the disruption of the educational program of the child, other students, or school staff when an interview is conducted on school property.

LEGAL CUSTODY

In situations where one parent has custody or is considered the legal guardian of a child, documentation should be brought to school and placed in the child's cumulative file. This is particularly important in cases where one parent is legally denied contact with the child. In such cases, the school will make every effort to cooperate with the court orders.

LOCKER POLICY

Lockers are school property provided for student use and may be inspected by administration at any time, especially if there is reasonable suspicion of prohibited items such as alcohol, drugs, or weapons. To help prevent theft, students should keep locker combinations private and avoid tampering with locker mechanisms. Book bags and coats are not allowed in classrooms unless permission is granted by administration. Stickers and adhesive materials are not permitted on lockers.

LOST AND FOUND

Valley City Public Schools maintain an area where found items can be turned in, and lost items may be reclaimed. It would help if personal items were marked with names so lost items could be promptly returned to their rightful owners. Items not claimed are donated to charity.

MANDATORY REPORTS OF CHILD ABUSE AND NEGLECT

North Dakota State Law mandates All school staff are required to complete annual training on Mandatory Reporting of suspected child abuse and neglect to the state of North Dakota. If an employee of the school district has knowledge of, or reasonable cause to suspect that a child has been a victim of abuse or neglect, they are required to report per North Dakota Century Code.

NAME AND PICTURE PUBLICATION- POLICY FGA

Student pictures and identifying names may be used by the school district following policy FGA. A student's parent or legal guardian may request that their student(s) picture not be shared on social media or released to the news media by making such requests in writing to the school principals and/or district offices.

NONDISCRIMINATION – POLICY AAC

NOTIFICATION OF TITLE VI, TITLE XI, SECTION 504 POLICIES YOU ARE HEREBY NOTIFIED Valley City Public School District does not discriminate on the basis of race, creed, color, national origin, gender, sexual orientation, marital status, age, or handicap in the educational programs or activities which it operates, and that it is required by Title VI, Section 504 and Part 86 of the Department of Education regulations not to discriminate in such a manner. This requirement not to discriminate extends to educational programs and activities offered to its students, as well as to employment therein.

YOU ARE FURTHER NOTIFIED that inquiries concerning the application of Title VI, Section 504 and this Part may be referred to Superintendent, Mr. Josh Johnson, who has been designated as the person responsible for coordinating the efforts of the Valley City Public School District to comply with and carry out its responsibilities under Title VI, Title IX, Section 504 and this Part, including

any investigation of complaints alleging noncompliance. The office address and telephone number or our coordinator is as follows.

Mr. Josh Johnson 460 Central Ave N Valley City, ND 58072 (701) 845-0483 ext. 0

It is the intent of the Valley City Public School District to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents and employees who feel the Valley City Public School District has showed discrimination. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to the District Administrator, Valley City Public Schools at 701-845-0483.

Title IX complaints can also be filed with the Office for Civil Rights:

U.S. Department of Education
Office for Civil Rights – Chicago Office
500 W. Madison Street Suite 1475
Chicago, IL 60661
Tel. 312-730-1560
Fax 312-730-1576
TDD 312-730-1609
E-mail OCR.Chicago@ed.gov

PARENT-TEACHER CONFERENCES

We strongly encourage all parents to attend parent-teacher conferences during the school year. Please refer to the district calendar for the dates of the conferences in the fall and spring. Our schools will also send several notifications to parents about these conferences.

PERMISSION TO LEAVE SCHOOL

Students cannot leave the school grounds during the school day (arrival in the morning until dismissal) without permission from the principal or classroom teacher.

If you are picking your child up early you must report to the main office and your child will be called down to the office. Please remember students must be signed out by a parent or other pre-approved individual. When picking up your child at the end of the school day, please remain outside of the building. If you need to come into the building, you must check in at the main office.

PETS

No pets should be brought on school property without securing permission from the principal. Pets are not allowed to be transported on our buses.

SCHOOL ENTRANCES

All school entrances will be locked during the school day. Any parents or visitors to the school must follow the school procedures reporting to the school main office unless directed or advised

otherwise by a school employee or official. The school district prioritizes the safety of students and staff in following our visitor management program.

SCHOOL MEAL PROGRAM

Valley City Public Schools is proud to offer healthy, nutritious meals each day to support student learning and well-being. All meals follow USDA and North Dakota Department of Public Instruction guidelines to ensure they meet high standards for quality and nutrition. Both breakfast and lunch are available daily in school cafeterias, and specific times for each building will be shared with families in back-to-school information.

Families are expected to maintain a positive balance in their child's meal account by paying regularly throughout the school year. MySchoolBucks.com is a secure online platform where parents can view meal balances, purchase history, and make payments. Applications for free and reduced-price meals are available during online registration and at any time from the school or district office. Families are encouraged to apply if they believe they may qualify.

Students are expected to follow lunchroom rules, demonstrate respectful behavior, and remain in their assigned areas after eating. Students who choose to eat off campus must adhere to building-specific procedures regarding re-entry. Eating from another student's plate or the salad bar without purchasing a meal is not allowed. Thank you for supporting our efforts to keep every student nourished, healthy, and ready to learn.

SCHOOL VOLUNTEERS

Any adult who is interested in becoming a school volunteer should contact the school or district offices. We appreciate and recognize the importance of volunteers and asks these individuals to follow the procedures established by the school district.

STUDENT DRESS CODE – POLICY FFH

In alignment with Valley City Public Schools District Policy FFH, students are expected to dress in a way that reflects respect for themselves, others, and the learning environment. While the responsibility for student dress and appearance lies primarily with students and their parents or legal guardians, the school may intervene when clothing is disruptive to the educational setting, poses a safety risk, or violates school expectations. Clothing must adequately cover undergarments and private areas when sitting, standing, or moving. Items displaying inappropriate language, sexual content, references to drugs, alcohol, or gang affiliation are not allowed, nor are accessories that may damage school property or interfere with classroom learning.

Headwear such as hats, hoods, and bandanas must be removed upon entering the building unless approved for religious or medical reasons. Students are expected to dress appropriately for physical education and recess, including wearing tennis shoes and seasonal outerwear. Inappropriate attire may result in a request to change and repeat violations may be addressed by school administration. Accommodations will be made for cultural, religious, or medical needs as long as they do not disrupt the learning environment or create safety concerns. Full details are

available in VCPS Policy FFH on the district website.

STUDENT EDUCATION RECORDS – POLICY FGA

Valley City Public Schools maintains permanent, confidential student records from kindergarten through grade 12 to support educational goals and student welfare. These records may include academic performance, attendance, test scores, health information, and other relevant data. Access to student records is limited to authorized school personnel and the student's parent/guardian, unless otherwise permitted by law. Written consent is required to share records with outside individuals or organizations. For details, please see Policy FGA or contact your school principal.

STUDENTS' FEES - HILINERS.ORG

The school district updates the necessary student fees prior to the beginning of each school year. This information will be shared during registration and also available on our district website. A failure to pay student fees may result in restrictions a school or district meeting with parents and/or a file to a collection agency.

STUDENT HEALTH AND WELLNESS – POLICY ACBD, FCAC, FCAF

Valley City Public Schools is committed to supporting the health and wellness of all students, so they can learn, grow, and thrive. Our practices follow the guidance of health professionals, including the Centers for Disease Control (CDC), North Dakota Department of Health, and USDA, to promote a safe and healthy school environment. We also partner with Essentia Health and they serve as student health and wellness advisors for our school district. Parents are asked to keep children home when they are sick—especially if they have a fever over 100°F, vomiting, diarrhea, a contagious infection, or other symptoms of communicable disease. Students may return to school after being symptom-free for 24 hours without the use of medication, or after 24 hours of antibiotics if prescribed by a doctor.

Our school follows a head lice procedure that prioritizes student privacy and minimal classroom disruption. If live lice are found, parents will be contacted with treatment instructions. Students may remain in school if only nits are found, and follow-up checks may be provided by the school nurse.

All students must have current immunization records or a signed exemption form on file before attending school, as required by state law. If your child needs medication during the school day, please complete the required medication authorization forms. All medications must be brought to the school office in the original container by a parent/guardian. Students in grades 9–12 may carry certain over-the-counter medications with permission. Prescription medications, including inhalers, require written doctor approval.

For questions or to access Policy FCAC (Head Lice), illness guidelines, or medication forms, contact your school office or visit our District Health Services page.

STUDENT USE OF CELL PHONES AND PERSONAL TECHNOLOGY DEVICES – POLICY FFI

In compliance with District Policy FFI and North Dakota law (N.D.C.C. § 15.1-07-41), Valley City Public Schools prohibits the use of personal electronic communication devices during instructional time. This includes smartphones, cell phones, smartwatches, earbuds, tablets, and other similar devices. All personal devices must be silenced or turned off, securely stored, and inaccessible during the school day, from the first bell until dismissal.

The purpose of this policy is to reduce distractions and support a focused, positive learning environment. Students may only use personal devices during instructional time with administrative approval for a school-related educational purpose or when required by a medical provider or an approved accommodation plan (e.g., IEP or 504 plan). School-issued devices are allowed for educational use as directed by staff.

Outside of instructional time—such as at sporting events, field trips, or other school-sponsored activities—limited use may be permitted under staff supervision. Students may not use any device to record or photograph others without permission, or to access, share, or store inappropriate content. Use of devices that violates conduct, academic integrity, or privacy policies may result in disciplinary action.

If a student needs to contact a parent or caregiver during the day, a school phone will be made available. All students and families are encouraged to review Policy FFI on the district website for full details. Failure to comply with this policy will result in progressive discipline, including the confiscation of the device and/or further consequences as determined by administration.

SUSPENSION AND EXPULSION - POLICY FFK

Valley City Public Schools maintains high expectations for student behavior to ensure a safe, respectful, and orderly learning environment. Students may be suspended or expelled for serious or repeated misconduct that disrupts school operations or endangers others. Suspension may be in-school or out-of-school and is assigned by the principal following due process, including notice of the violation, explanation of evidence, and an opportunity for the student to respond.

Expulsion may be recommended for more severe offenses, such as possession of weapons, drugs, acts of violence, or behavior that significantly disrupts the educational process. Expulsion requires a formal hearing and written notice to the student and parent, with the opportunity for representation. Students with disabilities are provided additional protections under the Individuals with Disabilities Education Act (IDEA). All disciplinary actions follow district policy and legal procedures to ensure fairness and student rights. For more information, refer to VCPS Policy FFK – Suspension and Expulsion and associated regulations.

THE HI-LINER WAY- STUDENT EXPECTATIONS AND BEHAVIOR MANAGEMENT

At Valley City Public Schools, we believe that all students should be Safe, Respectful, and Responsible in their actions, decisions, and interactions. These core values guide behavior expectations across all school settings and are the foundation of The Hi-Liner Way, a district-wide commitment to building a positive, supportive learning environment. Adopted in 2017, the Hi-Liner Way encourages students to be kind, accountable, engaged, and proud of who they are and the community they represent. Through this shared vision, students are empowered to make a difference, collaborate with others, pursue goals, and become strong, compassionate leaders.

Our staff is dedicated to supporting student growth and behavior through proactive instruction, positive reinforcement, and consistent expectations grounded in district policy. When behavior challenges arise, we work collaboratively with students and families to provide guidance, reflection, and restorative opportunities that foster learning and accountability. We view behavior as a part of student development and believe in building strong partnerships with parents and guardians to help every student grow socially, emotionally, and academically. Together, we strive to ensure that all Hi-Liners feel connected, valued, and prepared to thrive in school and in life.

WEAPONS- POLICY FFD

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Such weapons include, but are not limited to, any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument.
Violation of this policy will result in disciplinary action. All weapons will be confiscated and may be turned over to the student's parent(s) or to law enforcement officials at the discretion of the administration.

A student violating the weapons policy shall be subject to suspension and/or expulsion. Proper due process procedures will be followed and the student as well as the parent or guardian will be provided with:

- Oral or written notice of the charges.
- A copy of the written policy.
- An explanation of the evidence against the student.
- An opportunity to present his/her side of the story and be represented by legal counsel.

SECTION 2
JEFFERSON ELEMENTARY
GRADES PK - 3
701-840-0483, EXT. 6
1150 CENTRAL AVE N, VALLEY CITY, ND 58072

Section 2 of the student handbook provides specific information for students at Jefferson Elementary School. The topics below have been arranged in alphabetical order. For more information or questions, please contact Mrs. Becky Goven, Principal.

BEFORE & AFTER SCHOOL DROP-OFF & PICK-UP OF STUDENTS

All students will enter and leave the building using the South Doors (W1). To help with the flow of traffic and safety of the children being dropped off/picked up, please do not double park or stop in the traffic lane or do not park in bus loading area.

BREAKFAST AND LUNCH SCHEDULES

Breakfast starts at 8:10 AM and ends and 8:30 AM.
Students will eat lunch at the following time:
PK-11:15 AM K-11:00 AM 1st -11:20 AM 2nd-11:40 AM 3rd-12:00 AM

GRADING

Grades are available quarterly upon request of parents. It must be understood that the evaluation of a student's academic performances may be subjective, objective, or both. Final report cards are issued at the completion of the school year.

Our school utilizes a standards-based grading system, which means student achievement is measured against clearly defined learning objectives rather than a traditional accumulation of points. This approach provides a more accurate reflection of what students know and are able to do in relation to specific academic standards. By focusing on mastery of these standards, we aim to ensure all students are developing a deep understanding of the curriculum and are prepared for future learning.

PROMOTION/RETENTION

Promotion/retention shall be made in the best interests of students after careful evaluation of all factors. Final placement of students shall be made by the principal after consultation with teacher, parents, available resource people, and a thorough review of all documented information.

RECESS PROCEDURES

All students go outside for noon recess daily unless the weather is severe (-15 degrees). Recess lasts 20 minutes, students should dress appropriately for the season. Loose items like scarves and coat strings should be secured for safety.

SCHOOL HOURS

8:00 AM- School opens
8:25 AM- Bell for students to enter classroom
8:40 AM- Classes start (Tardy Bell)
3:10 PM- Dismissal of (PK- 3) students

SNACKS

Students are encouraged to bring healthy snacks to school each day for snack time. Acceptable options include, but are not limited to, fresh fruit and vegetables, crackers, applesauce, and granola bars. If a teacher provides a classroom refrigerator, other healthy items such as yogurt or cheese sticks may be allowed. Unhealthy snacks will be sent home with the student.

Teachers are not responsible for supplying daily classroom snacks.

SECTION 3
WASHINGTON ELEMENTARY
GRADES 4 - 6
701-840-0483, EXT. 7
510 8TH AVE SW, VALLEY CITY, ND 58072

Section 3 of the student handbook provides specific information for students at Washington Elementary School. The topics below have been arranged in alphabetical order. For more information or questions, please contact Mr. Chad Lueck, Principal.

BEFORE & AFTER SCHOOL DROP-OFF & PICK-UP OF STUDENTS

All students will enter and leave the building using the West Doors (W1). To help with the flow of traffic and safety of the children being dropped off/picked up, please do the following:

- Do not double park or stop in the traffic lane.
- Do not park in bus loading area
- Do not drop off students before 8:00 AM

BREAKFAST AND LUNCH SCHEDULES

Students will eat at the following time:

4th grade – 11:35 AM 5th grade – 12:55 PM 6th grade – 12:00 PM

GRADING

Our school utilizes a standards-based grading system, which means student achievement is measured against clearly defined learning objectives rather than a traditional accumulation of points. This approach provides a more accurate reflection of what students know and are able to do in relation to specific academic standards. By focusing on mastery of these standards, we aim to ensure all students are developing a deep understanding of the curriculum and are prepared for future learning.

RECESS PROCEDURES

All students are expected to go outside for noon recess unless the weather is severe or a parent provides a note after an illness. Recess lasts about 20 minutes, so students should dress appropriately for the season. Loose items like scarves and coat strings should be secured for safety. Recess may be withheld from students not meeting behavioral or academic expectations.

PROMOTION/RETENTION

Promotion/retention shall be made in the best interests of students after careful evaluation of all factors. Final placement of students shall be made by the principal after consultation with teacher, parents, available resource people, and a thorough review of all documented information.

SCHOOL HOURS

8:00 AM- School opens
8:25 AM- Bell for students to enter building
8:40 AM- Classes start (Tardy bell)
2:55 AM- Students riding bus dismissed
3:00 AM- Buses Leave – Rest of student body dismissed

STUDENT COUNCIL

The student council provides an opportunity for students in grades five and six to develop their leadership and organizational skills. The student council supports special projects to enhance and improve our school environment. The council meets on an as needed basis to plan school and service-learning activities.

SECTION 4
VALLEY CITY HIGH SCHOOL
GRADES 7 - 12
701-840-0483, EXT. 1
493 CENTRAL AVE N, VALLEY CITY, ND 58072

Section 4 of the student handbook provides specific information for students at Valley City High School. The topics below have been arranged in alphabetical order. For more information or questions, please contact Mr. Travis Peterson, Principal.

ACADEMIC ELIGIBILITY

Per SB policy, students must pass at least 3 semester credits (6 classes) per semester to remain eligible for extracurriculars and school-excused events. Career/technical classes meeting two periods count as 1 full credit.
Eligibility Requirements:

- 1 failing class (below 65%) or 1 online course up to 8 assignments behind = still eligible ("on pace").
- 2 or more failing/off-pace classes = ineligible for 1 week (Monday–Monday).
- Quarter/Semester failure = ineligible for 2 weeks.

Grade Check Timeline:

- Weekly, Thursday at 4:00 PM or the 2nd to last day of the week.
- Fall Reinstatement Dates: Sept. 3 (Q4 fails), Oct. 30 (Q1 fails)
- Spring Reinstatement Dates: Jan. 18 (Q2/Sem 1 fails), Mar. 26 (Q3 fails)

Communication:

- Ineligible students, parents, and coaches are notified via email by the Activities Director before Monday.
- Rechecks occur the following Thursday after 4:00 PM. Notifications will be sent upon reinstatement.

Note: Ineligibility carries over between semesters and school years.

ACADEMIC PLANNING

Academic Honors (Grades 7 – 12)
"A" HONOR ROLL

- Must achieve a grade point average of 3.75 or greater.
- Must carry four subjects, exclusive of a Pass/Fail subject and/or physical education, drivers' education, and health. One music offering may be used toward the four subjects.
- Must maintain satisfactory conduct.

"B" HONOR ROLL

- Must achieve a grade point average of 3.00 to 3.74.
- Must carry four subjects, exclusive of a Pass/Fail subject and/or physical education, driver's education, and health. One music offering may be used toward the four.
- Must maintain satisfactory conduct.
- May have no grade of "D" or below.

Note: A grade of "S" or "Pass-Fail" in any subject shall not be considered in figuring the Honor Roll.
Letter grades will have the following point value:
"A"- 4 points "B"- 3 points "C"- 2 points "D"- 1 point
Physical education and health will be counted as one-half unit of work. Driver's education will be counted as one-quarter unit of work.

Academic Intervention
If a student has not met the proficiency on the state assessment and/or additional local assessments which covers the standards set forth by the state of North Dakota, that student will be identified for possible intervention services. Students will also be identified if their 7th-10th grade assessment data indicates consistent deficiencies in their performance. Once identified, additional data (example: Local STAR test data) for that student will be collected and analyzed to determine if an intervention plan is needed.

Accelerated Curriculum
Any student, who is enrolled in a high school level course prior to their 9th grade year, will receive high school credit for that course upon receiving a passing grade. Students taking Algebra I as 8th graders for high school credit are encouraged to take 3 additional math courses beyond Algebra I. Any high school courses taken for credit prior to the 9th grade year, will be calculated in the high school GPA.

Traditional School
Students enrolled in face-to-face (traditional) classes are required to take 6 out of 7 daily periods in person, with the remaining period available for an online course, or study hall. If a junior or senior student wishes to enroll in more than one online course, they are encouraged to complete an appeal form to request approval for a second online class. Appeal forms are available in the Counseling Center or the North Office. Approval of an appeal may allow for a reduced face-

to-face course load. All online courses must be completed on campus during the assigned class period and are not eligible for off-campus or open campus privileges.

Virtual School

Students enrolled in the Virtual School will complete all coursework through NDCDE, working from home while coming to school to take tests in the Hi-Liner Library. Students enrolled in the Virtual School will be assigned a learning coach to provide support and monitor academic progress, and counseling and career services will be available throughout their enrollment. Students may choose to participate in band, choir, or art in person at VCHS, while all core classes are scheduled and managed by school administration and counselors; students and parents may select electives. Students enrolled in the Virtual School will earn a VCHS diploma and will have the opportunity to walk across the stage at graduation. All Virtual School students will be expected to participate in the NDA+ state assessment during the spring of each academic school year. Please note that Virtual School students are not eligible to participate in extracurricular activities, and applications are due by May 15 for enrollment in the following school year.

College Classes/Dual Credit

Sophomores, Juniors and Seniors who have time in their schedules may arrange to take college classes during the normal school day. College courses may be taken for dual credit if the proper criteria are met. For more information students should inquire about this option with their counselor.

Class Load Requirements:

All (9-12) senior high school students must earn a minimum of 3 semester credits per semester (which is equivalent to 6 semester-based classes). At the beginning of every school year each high school student will be expected to enroll in a minimum of 3 semester credits per year. Students enrolled in the alternative learning program on an IEP or have a 504 may be allowed fewer credits per semester with administration approval.

Course Registration

Students meet with counselors in the spring to select classes for the next school year. Once approved by counseling or administration, schedule changes in the fall are only allowed if deemed necessary. In August, students complete online registration, view schedules, and pay fees. Class additions must be made within the first 7 school days. New students moving into the community during summer will be registered on a date announced in August.

Course Syllabus

Prior to the completion of the seventh (7th) day of a class, students shall be given a course syllabus by each instructor which shall contain the following: the course's title, instructor, textbooks used, course description, objectives, units of study, major projects, and evaluation procedures.

Educational Recovery (ER)
Students who have missing, incomplete or poorly completed assignments/work may be assigned mandatory ER by an instructor. Students must attend the assigned ER with the instructor who assigned it or with their designee the same day the notification is given. Students are only required to remain at ER as long as it takes to successfully complete the required work to the instructor's satisfaction. A student who skips ER will automatically be given a major discipline referral and assigned a mandatory detention. Continued skipped ER's may result in the more severe consequences.

Drop Course Policy/Procedure
Courses dropped after the first 7 days of the semester will be marked "WF" (Withdraw Fail)—indicating the student left the class by choice (e.g., attendance, discipline, or dropping after the 7-day window). "WF" remains on the transcript and affects GPA. The class can be retaken, and if the new grade is higher, it replaces the previous one in GPA calculation. The original "WF" stays on the transcript but is removed from GPA. If a course is dropped due to placement issues, medical reasons, or administrative decisions, it will be marked as "WD" (Withdraw Drop)—which appears on the transcript but does not affect GPA. Retaken courses will count toward GPA. Before dropping a class, students must meet with a counselor, get a drop form, and collect signatures from teachers, a parent, and the counselor.

GED Assessment Option
The State of North Dakota (Century Code: 15.1-21-02.2) allows students to utilize the GED Assessment to assist with significant credit recovery efforts in the 4 core subject areas. Qualifying factors must be met to access this option. Please speak directly to a counselor or administrator for more information.

Graduation Requirements
To graduate from Valley City High School, students must earn a minimum of 23 credits, including the following:

- English: 4 credits
- Mathematics: 3 credits
- Social Studies: 3 credits
- Science: 3 credits
- Physical Education: 0.5 credit
- Health: 0.5 credit
- Computer Technology: 0.5 credit
- Financial Literacy: 0.5 credit
- Electives: 8 credits

Students who begin Algebra I in 8th grade as part of the accelerated math track are encouraged to complete a total of 4 credits in mathematics at the Algebra I level or higher. In accordance with state requirements, all students must complete a career interest inventory once in either

7th or 8th grade and again in either 9th or 10th grade. Additionally, students must pass the North Dakota civics exam with a score of 70% or higher as a condition for graduation.

Valley City High School's graduation requirements align with the state's minimum standards established in North Dakota Century Code (N.D.C.C.) § 15.1-21-25.

Incomplete Grades

All "incomplete" grades must be made up and removed from the records within two weeks from the end of the quarter or the student will be given a failing grade for the grading period. The time to complete an incomplete grade may be extended if medical concerns warrant an extension as determined by the principal.

Grades for classes dropped after the first quarter of the term will be recorded as "E's.

Optional Curriculum Option

The State of North Dakota allows students to graduate under an optional curriculum option of graduating by completing 21 credits in lieu of the local 23 required credits. (Century Code: 15.1-21-02.2) This option has some specific criteria that have to be met by the student and also has some significant information that must be understood. Please speak directly to a counselor or administrator for more information.

Retaking a Course

Students at VCHS may retake a course—traditionally during the school year or online during the summer —to improve a grade and/or GPA. The retake must be the same course, verified and approved by a counselor or administrator. The higher grade earned will be calculated into the student's GPA. The lower grade will be marked as "NG" (No Grade) and will appear on the transcript but will not factor into GPA. This policy applies only to courses originally taken at VCHS. For transfer students, both the original and retaken grades from a previous district will appear on the transcript and both will be included in GPA calculations. VCHS will not assign "NG" to grades earned outside the district.

Pass-Fail Plan (Seniors only)

Any courses required for the ND scholarship may NOT be taken Pass/Fail.

(Students with a full 7-credit load) Seniors taking a class load of 3.5 credits each semester will be permitted to take one class of up to one full credit value of course work in the area of electives for a Pass-Fail grade. Any course that is used to meet eligibility for the ND Scholarship cannot be taken Pass/Fail.

---OR--

(Dual-Credit students) Any senior taking a Dual Credit course would be allowed to take one elective class Pass-Fail if he/she is enrolled in a minimum of 6 academic classes of ½ credit or more. (Aide positions do not count as an academic class.)

A two-credit course taken at the Career and Technical Center shall be considered one class rather than two for the purposes of the Pass-Fail plan.

A senior must declare his or her intentions of being graded Pass-Fail prior to the end of the first nine weeks and must remain in that position thereafter.

Teachers will keep the usual student grades so that students may determine their actual percentages, but only "Pass" or "Fail" will appear on the report card and on the student's permanent record.

ATTENDANCE RULES

Absences that do not include a doctor's note or are not school-excused will count toward attendance limits outlined in the attendance policy. Excessive illness-related absences without a doctor's note will be included in the total number of absences. Doctor's notes may include, but are not limited to, appointments related to medical care, dental visits, chiropractic care, mental health counseling, and similar services. Students may face consequences such as detention, loss of activity privileges, or suspension if attendance limits are exceeded. Parents and students will be notified of these absences.

Parents/Guardians must contact the school office if they plan on taking their student out for longer than three consecutive school days, whether for vacation, medical reasons, or other circumstances. This notice must be provided at least one week in advance. Students with excessive absences may not be approved for extended time away from school.

Students who reach the absence thresholds will be sent an attendance contract by mail.

- Quarter/semester thresholds:
  - 1st quarter: 3 absences
  - Semester 1 (2nd quarter): 8 absences
  - 3rd quarter: 3 absences
  - Semester 2 (4th quarter): 8 absences
- Maximum limits:
  - No more than 5 absences per quarter
  - No more than 10 absences per semester
  - No more than 20 absences per school year

If the contract is not followed and absences exceed these limits, the student may be removed from their class(es).

ATTENDANCE JURY

If a student is removed from a class due to exceeding the attendance limits, students and parents/guardians may request an appeal, which will be reviewed by an attendance jury made up of 4–5 teachers. The jury will meet and make a recommendation, which may include:

- Remaining in class
- Placement in study hall
- Withdrawal from school

The jury may also suggest other options as needed. The principal will make the final decision and will notify the student, parents/guardians, and jury members. While the appeal process is taking place, the student will remain in the class until the appeal has been reviewed, and the principal has made a final decision.

COLLEGE/JOB SHADOW VISITS

Juniors and Seniors in good academic and attendance standing may receive two excused days per year for college visits or job shadowing, with prior approval from the building administrator. These may include multiple visits in one day.

When proper protocol is followed, the absence is marked "CV" and does not count toward the absence total. Students must coordinate with the counseling center to ensure all steps are completed.

LEAVING SCHOOL

Students must sign out in the north office when leaving and check back in upon return. Ill students may only leave if care arrangements are made. Failure to follow this procedure will result in an unexcused absence.

MAKE-UP WORK FOR UNPLANNED EXCUSED ABSENCES

After an unplanned excused absence (e.g., illness or emergency), students must communicate with teachers and complete missed work within the time allowed. For each day missed, two days are given for makeup, capped at six school days. This only applies to work assigned during the absence—anything assigned before is still due as scheduled. Tests scheduled prior must be made up the day the student returns. If the absence is planned, all classwork should be completed in advance.

Work missed due to truancy cannot be made up.

BELL SCHEDULE

Period 1.....8:30 - 9:22 AM

Period 2 ....9:26 – 10:18 AM

Period 3 ..... 10:22 – 11:14 AM

A Lunch 11:15-11:45 (Period 4 Class Begins 11:47 am)

Period 4 (Jr. High Pd 4) ....11:47- 12:39 PM

Period 4 (Sr. High Pd 4)..... .11:06 – 11:56 AM

B Lunch 12:11-12:41 (Period 5 Class Begins 12:43 pm)

Period 5 ....12:43- 1:35 PM

Period 6 ....1:39- 2:31 PM

Period 7 ....2:35- 3:25 PM

BEFORE & AFTER SCHOOL DROP-OFF & PICK-UP OF STUDENTS

All students will enter and leave the building using the West Doors (W1) and North Door (N2). Doors open at 8:00 AM. To help with the flow of traffic and safety of the children being dropped off/picked up, please do the following:

- Do not double park or stop in the traffic lane.
- Do not park in bus loading area

CAREER & TECHNOLOGY CENTER DISCIPLINE

Valley City High School students who attend the Sheyenne Valley Area Career and Technical Center (SVACTC) will adhere to the rules, policies and procedures of Valley City High School. The SVACTC may assign disciplinary consequences for situations that occur at the Center. Detentions assigned by the Center may be served at either the Center or Valley City High School. The SVACTC Director, in accordance with the rules, policies and procedures of Valley City High School will deal with students who fail to serve assigned detention. A student suspended from classes at Valley City High School will also be suspended from their SVACTC classes and vice versa. The High school Principal and Center Director will communicate about any suspensions that occur for students taking classes at both facilities.

CAREER & TECHNOLOGY CENTER DRIVING

All students will ride the bus to and from the Career & Technology Center. If a car or tools need to be brought by a student, they must plan accordingly and bring them up to the Career & Tech Center after school hours.

DAILY BULLETIN

Teachers, coaches, advisors, and students are encouraged to submit announcements for the Daily Bulletin by 4:00 PM each day. All student announcements must be approved by a supervisor. The bulletin is read aloud in classrooms each morning and posted on the bulletin boards near the north and south offices. Announcements submitted after 4:00 PM will be read over the intercom at the end of 5th period and again at the end of the school day

DETENTION, IN-SCHOOL SUSPENSION, & OUT-OF-SCHOOL SUSPENSION

Detention assigned by school personnel takes precedence over all other activities and must be served on the day specified by administration, faculty, or staff. All detentions will be served during lunch (30 minutes), as after-school detention is no longer offered. If a detention is assigned in the morning, it is expected to be served that same day; if assigned in the afternoon, it is expected to be served the following day. Failure to serve an assigned detention will be considered a class cut, resulting in additional detention(s) and possible suspension from school.

Students assigned In-School Suspension (ISS) will report to and remain supervised within the high school and are expected to complete all assigned coursework. Failure to do so may result in the ISS being converted to Out-of-School Suspension (OSS).

Students assigned OSS may not attend school. All work assigned during OSS will be recorded as a zero, and students will not have the opportunity to make up missed work.

Students serving either ISS or OSS are not eligible to participate in after-school practices, performances, competitions, or any other school-sponsored activities during the suspension period.

DISCIPLINE MATRIX GUIDELINES

This discipline matrix serves as a general guideline, and consequences may vary based on the specific circumstances of each incident. Repeated or severe violations may result in more serious disciplinary action. All major violations may result in referral to law enforcement when appropriate. NDHSAA-related infractions will be addressed according to NDHSAA policies. Students who are truant will not receive academic credit for work missed during the period of truancy.

MAJOR DISCIPLINE VIOLATION CONSEQUENCES

Violation	Definition	1st Offense	2nd Offense	3rd Offense
Alcohol/Drugs	Having or using alcohol or drugs at school or school events.	3 Days OSS	5 Days OSS	Recommend Expulsion
Assault of Staff (Verbal threat)	Threatening to hurt a staff member.	5 Days OSS	Recommend Expulsion	—
Battery of Staff (Physical Attack)	Hitting or physically harming a staff member.	Recommend Expulsion	—	—
Bomb Threat	Saying or suggesting there is a bomb at school.	Recommend Expulsion	—	—
Fighting	Physically fighting with another student.	Recommend Expulsion	—	—
Fire Alarm Activation	Pulling the fire alarm without a real emergency.	3 Days ISS	5 Days OSS	Recommend Expulsion
Weapons	Bringing or using any type of weapon at school.	Recommend Expulsion	—	—
Vandalism (Malicious)	Serious or intentional damage to property. Law enforcement may be involved.	Recommend Expulsion + Law Enforcement Referral	—	—
Theft	Stealing something that isn't yours.	3 Days ISS	5 Days OSS	Recommend Expulsion
Tobacco/E-Cigs/Look-Alikes	Using or possessing tobacco, vapes, or fake versions at school or events.	3 Days ISS	5 Days ISS	3 Days OSS
Truancy (5+ Days)	Missing a full day or more without a valid excuse.	Minimum 1 Day ISS	—	—

MINOR DISCIPLINE VIOLATION CONSEQUENCES

Violation	Definition	1st Offense	2nd Offense	3rd Offense
Inappropriate/Disrespectful to Staff	Talking back, being rude, or showing disrespect to staff.	3 Days Lunch Detention	5 Days Lunch Detention	1 Day ISS
Insubordination	Refusing to follow directions from school staff.	3 Days Lunch Detention	5 Days Lunch Detention	1 Day ISS
Removal from Class	Being sent out of class for disruptive behavior.	3 Days Lunch Detention	5 Days Lunch Detention	1 Day ISS
Profanity	Using swear words or inappropriate language.	3 Days Lunch Detention	5 Days Lunch Detention	1 Day ISS
Propping Security Doors Open	Holding doors open that are meant to stay locked for safety.	3 Days Lunch Detention	5 Days Lunch Detention	1 Day ISS
Personal Electronic Device Violation	Using your phone/device when not allowed at school.	Phone turned in for rest of the day/3 Days Lunch Detention	Phone turned in 3 days Office and 5 Days Lunch Detention	1 Day ISS, phone picked up by parent/guardian
Vandalism (Incidental)	Minor damage to school property.	3 Days ISS	—	—
Truancy (<1–5 Periods)	Skipping class without permission.	1-5 Days Lunch Detention	—	—

GRADUATION

Graduation is a privilege reserved for students in good standing, as determined by administration. To participate in the ceremony, students must complete a checkout process confirming all academic and behavioral obligations have been met, including the payment of all fees and fines and serving of any detentions. Seniors may order graduation announcements from a vendor of their choice. Caps, gowns, and stoles—required for the ceremony—are purchased for a nominal fee, with only honor cords and medals provided by Valley City High School permitted as additions. Senior portraits for the yearbook must be submitted to the advisor by the last day of January; photos should be vertical close-ups that follow the school's dress code and content policies.

HI-LINER LIBRARY POLICY

- Library materials (books, magazines, vertical files) may be checked out for 3 weeks and must be brought in for renewal.
- Overdue notices are posted weekly near principal offices/study halls and shared with English teachers. Students are responsible for checking.
- Email alerts are sent for overdue or on-hold items.
- Lost or damaged materials must be paid for by the student. If returned, the full amount will be reimbursed.
- Students must return all materials and pay fines before taking final exams.

HIGH HONORS FOR GRADUATION

High Honors is awarded to graduating seniors who have demonstrated consistent academic excellence throughout high school. The GPA used for this recognition is calculated using cumulative grades from freshman year through the end of the first semester of senior year. This GPA is figured to the fourth decimal place for accuracy and fairness. Students who meet or exceed a cumulative GPA of 3.7500 will receive High Honors and be recognized during commencement.

NORTH DAKOTA HONOR SOCIETY-ELIGIBILITY

The North Dakota Association Honor Society recognizes students for excellence in scholarship, service, leadership, and character. Sophomore, junior, and senior students who have maintained a cumulative grade point average of 3.5 or higher and can demonstrate leadership, character, and service are eligible for membership. Grade point averages will not be rounded up to meet the 3.5 requirement and will be calculated at the end of Quarter 3 of the student's senior year; Quarter 4 grades will not be included in the GPA determination. Members are expected to maintain a minimum 3.5 cumulative GPA and complete at least 10 hours of community service annually following their admission into the society.

Any student in violation of the school's policy regarding drugs, alcohol and/or tobacco usage any time between the beginning of grade nine and the induction ceremony for North Dakota Honor Society would not be eligible until 1 school year after the violation. A member in violation of these policies would lose their membership for one school year and would be required to reapply.

OPEN CAMPUS DURING STUDY HALL (JUNIOR/ SENIORS CLASS)

Open campus privileges allow eligible students to leave campus during a designated study hall period, with seniors permitted to use any study hall period and juniors eligible during the second semester only, limited to one open campus study hall per day; to qualify, students must have earned a minimum 3.0 GPA from the previous semester, have fewer than 10 absences per semester, and have no more than 2 behavior referrals per semester. Eligibility for seniors during the first semester will be based on second-semester grades from their junior year, while juniors will use first-semester grades of their junior year to determine eligibility. Student eligibility will be reviewed at the end of each semester based on finalized academic and attendance records, and any changes to open campus status will occur only at semester breaks; once approved, students will not need to reapply unless the privilege is revoked, and a signed parent/guardian permission form must be on file. Parents/guardians may choose to opt their student out of open campus privileges at any time by notifying the school in writing.

PARKING PRIVILEGES

Students may park in designated student parking areas only (street parking, and HAC parking lot, spaces marked "public" in the library lot). Students should not park in staff parking lots or in the spaces "library only" library parking lot. Students should not park in Lerud-Schuldt-Mathias parking lot, Courthouse parking lot, the downtown business lot (Our Savior's Church parking lot)

or administrative building parking lot. Vehicles may be towed at the owner's expense if parked in an unauthorized area.

PROM

The Prom (including grand march) is an annual spring formal reserved for Valley City High School junior and senior students and their guests. Sophomore students may attend if they are invited by a Valley City High School junior or senior. No freshman student, nor persons who have reached 21 years of age, may attend the Prom and/or grand march. VCHS students who wish to invite guests to prom/grand march need to comply with the completion of the forms, deadlines and approval process of their guest in order for their guest to attend. Participation in Prom (including grand march) is also dependent on academic and attendance standing. Students must be within the 10-day attendance policy to be eligible. Eligibility Requirements- 1 failing class (below 65%) or 1 online course up to 8 assignments behind = still eligible, ("on pace"), 2 or more failing/off-pace classes = ineligible to participate, No more than 2 major referrals in a semester or 5 in a year. Quarter 3 grades of that year will be used for eligibility.

SCHOOL DAY HOURS

The students' school day begins at 8:30 AM and ends at 3:25 PM. Teachers are available to provide extra help from 8:00 AM until 4:00 PM each day.

All doors to the building open at 8:00 AM and lock at 8:30 AM. Only door N2 (north door) can be used to access the building after 8:30AM by using the secure buzzer system. No student or visitors will be allowed to enter door W3 (Junior High) between 8:30 AM- 3:25 PM.

Students who are in the building before 8:00 AM and after 4:00 PM must be under the supervision of a staff member or an approved adult.

SOCIAL EVENTS

Parties and dances that follow school activities on Friday and Saturday evening must end in time so that the building may be vacated by 12:00 am (midnight). School parties and dances held on nights followed by a school day must close in time for the building to be vacated by 10:00 pm. Attendees will be required to pass a breathalyzer test for admittance to a school dance. Attendees are admitted to a dance or party by paying the admission price. Attendees will not be re-admitted if they leave the building after paying the admission fee.

All social events must be approved by the class advisors and administration.

Adult chaperones are required, with at least one being a faculty member.

No junior high students or persons who have reached the age of 21 years of age will be allowed to attend VCHS social events such as homecoming dances and snowball dances. Non-VCHS students must be attending the event with a student of VCHS.

STUDENT VOLUNTEERING

Students have the option to volunteer throughout the school year, and many do so to meet requirements for being Choice Ready, earning the ND Scholarship, or maintaining eligibility for National Honor Society. Volunteering during school hours is a privilege—and one that comes with a few expectations. To be eligible, students must be "on pace" academically. This means having no more than one failing class (below 65%) or being no more than eight assignments behind in an online course. Students with two or more failing or off-pace classes are not eligible to volunteer during the school day. In addition, students should have no more than two major behavior referrals in a semester—or five total for the year.

TECHNOLOGY REPLACEMENT

All students are issued an iPad, keyboard cover, Apple Pencil, charging cord, and charging block. Prior to using school-issued technology, students must successfully complete the school's digital citizenship assessment. Students are responsible for maintaining all equipment in good working condition and must return all issued items upon graduation or withdrawal from VCHS.

Lost or damaged equipment is the financial responsibility of the student and/or family. Students who intentionally damage or lose school-issued technology will not be provided a loaner device and will be required to complete coursework without a device until all replacement costs are paid in full. In cases involving intentional damage, theft, or other circumstances that may violate the law, the matter may be referred to law enforcement. If damage or malfunction is determined to be accidental or the result of faulty equipment, a replacement device may be issued. All decisions regarding device replacement will be made by school administration.

DISCLAIMER STATEMENT

Disclaimer: The Valley City Public Schools Student Handbook is intended to provide general information regarding the policies and procedures of our school district and schools. It is not a comprehensive list of all policies, rules, and procedures, and it may not address every possible situation that may arise during the school year. We reserve the right to amend, modify, or supplement the policies, rules, and procedures outlined in this handbook at any time for the best interests of our students and school district. Failure to read or understand the contents of this handbook does not excuse students from adhering to the policies and procedures in this handbook.