VALLEY CITY HIGH SCHOOL BUILDING PRODECURES

2026 - 2027

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ACADEMIC ELIGIBILITY

Extracurricular Participation Guidelines (2026–2027)

General Requirement

- Students must pass at least 3 semester credits (6 classes) per semester to remain eligible
- Career/technical classes meeting two periods count as one (1) full credit

Eligibility Status

- 1 failing class (below 65%) OR 1 online course up to 8 assignments behind = eligible (on pace)
- 2 or more failing or off-pace classes = ineligible for one week (Monday–Monday)
- Quarter or semester failure = ineligible for two (2) weeks

Grade Check Timeline

- Weekly checks on Thursdays at 4:00 PM (or second to last day of the week)
- Fall Reinstatement Dates: September 2 (Q4 failures), November 3 (Q1 failures)
- Spring Reinstatement Dates: January 20 (Q2/Semester 1 failures), March 30 (Q3 failures)

Communication

- Ineligible students, parents/guardians, and coaches are notified via email before Monday
- Eligibility is rechecked the following Thursday after 4:00 PM.
- Notifications will be sent when eligibility is reinstated

Additional Notes

- Ineligibility carries over between semesters and school years

ATTENDANCE

Rules, Thresholds & Appeal Process (2026–2027)

Attendance Rules

- Absences without a doctor's note or school approval count toward attendance limits
- Excessive illness-related absences without documentation will be included in total absences
- Doctor's notes may include medical, dental, chiropractic, mental health, or similar appointments
- Parents and students will be notified of unexcused absences
- Students exceeding limits may face consequences including detention, loss of activities, or suspension

Attendance Letter Thresholds

- 1st Quarter: 3 absences
- Semester 1 (2nd Quarter): 8 absences
- 3rd Quarter: 3 absences
- Semester 2 (4th Quarter): 8 absences

Maximum Allowable Absences

- No more than 5 absences per quarter
- No more than 10 absences per semester
- No more than 20 absences per school year

Attendance Contract

- Students who reach absence thresholds will be mailed an attendance contract
- Failure to follow the contract may result in removal from class(es)

Attendance Jury Process

- Students removed from class may request an appeal
- During the appeal process, students will remain enrolled until the jury makes their decision
- An attendance jury of 4–5 teachers will review the case
- Possible recommendations include: remaining in class, study hall placement, or withdrawal from school
- The principal makes the final decision and will notify all parties
- Additional recommendations may be made as needed

DISCIPLINE MATRIX

Violations & Consequences (2026–2027)

Notes

- This matrix serves as a guideline; consequences may vary depending on the situation
- Repeated or severe offenses may result in increased disciplinary action
- Any major discipline violations may involve law enforcement
- NDHSAA-related violations will be handled according to their policies
- Students who are truant receive no academic credit for missed work

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 in 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	—	—

ATTENDANCE VIOLATION CONSEQUENCES

Violation	Definition	1st Offense	2nd Offense	3rd Offense
Tardy	Late for class	2 Tardies = 1 Lunch Detention	—	—
Absences	See Attendance Policy			

DETENTION, ISS & OSS

Student Expectations & Procedures (2026–2027)

Detention Expectations

- Detention assigned by school personnel takes precedence over all other activities
- Detention must be served on the day specified by administration, faculty, or staff

Scheduling

- All detentions will be served during lunch (30 minutes)
- After-school detention is not offered
- Morning detentions must be served the same day
- Afternoon detentions must be served the following day

Failure to Serve Detention

- Failure to serve detention will be considered a class cut
- Additional detention(s) may be assigned
- Failure to comply may result in suspension

In-School Suspension (ISS)

- Students assigned ISS will report to and be supervised within the high school
- Students are expected to complete coursework assigned for the day
- Failure to work on assigned coursework may result in conversion to Out-of-School Suspension (OSS)

Out-of-School Suspension (OSS)

- Students assigned OSS will not report to school
- All coursework assigned during OSS will be recorded as zero
- Students will not have the opportunity to make up work missed during OSS

DUAL CREDIT CLASSES

Program Guidelines (2026–2027)

Traditional Dual Credit Guidelines

- Students will remain in the classroom all five (5) days per week
- All dual credit coursework must follow college and school expectations

Online Dual Credit Guidelines

- Online dual credit classes are considered an online course
- This counts toward the student's one (1) allowed online course
- Open Campus may be granted after semester grades are officially posted
- No discipline or attendance restrictions are required for Open Campus eligibility in this case

MAKE-UP WORK

Unplanned Absences Guidelines (2026–2027)

Unplanned Excused Absences

- Examples of unplanned excused absences may include illness or an emergency.
- Students must communicate with teachers and complete missed work promptly
- Students are allowed two (2) days to make up work for each day missed
- Make-up time is capped at six (6) school days
- This applies only to work assigned during the absence
- Assignments given prior to the absence remain due as originally scheduled

Assessments

- Tests scheduled prior to the absence must be completed on the day the student returns

Planned Absences

- All assignments and coursework should be completed in advance of the absence

Truancy

- Work missed due to truancy may not be made up

OPEN CAMPUS STUDY HALL

Eligibility & Participation Guidelines (2026–2027)

Purpose

The Open Campus Study Hall provides eligible students with a structured opportunity for independent study and increased flexibility during the school day. Participation is a privilege that requires consistent academic performance, attendance, and behavior.

Seniors

- Minimum 3.0 GPA from the previous semester
- Fewer than 5 absences per quarter
- No more than 1 behavior referral per quarter
- May be scheduled during any class period

Juniors

- Minimum 3.0 GPA from the previous semester
- Fewer than 5 absences per quarter
- No more than 1 behavior referral per quarter
- May be scheduled during any class period
- Second semester only

Eligibility Timeline & Review

• Seniors: Based on 4th quarter of junior year

• Juniors: Based on 2nd quarter of junior year

• Eligibility is reviewed each quarter using the previous quarter data

Expectations

Students must maintain academic performance, attendance, and behavior standards. Failure to meet expectations may result in loss of privileges.

Parents have the option to opt their students out of open campus privileges.

TECHNOLOGY REPLACEMENT

Device Use & Responsibility Guidelines (2026–2027)

Assigned Technology

- All students are issued an iPad, keyboard cover, Apple Pencil, charging cord, and charging block

Digital Citizenship Requirement

- Students must take and pass a digital citizenship test prior to using school-issued technology

Care and Responsibility

- Students are expected to maintain all equipment in good working condition
- All items must be returned upon unenrollment from VCHS or graduation

Loss or Damage

- Lost or damaged equipment is the financial responsibility of the student and/or family
- If equipment is intentionally damaged or lost, the student will not receive a loaner device, and law enforcement can potentially be involved.
- The student will be required to complete coursework without a device until the balance is paid in full
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Replacement Determination

- If damage or malfunction is determined to be accidental or due to faulty equipment, a replacement device may be issued
- All determinations regarding replacement will be made by school administration

TRADITIONAL SCHOOL

Guidelines for Course Enrollment (2026–2027)

Program Structure

- Students follow a primarily face-to-face schedule with limited online flexibility

Course Requirements

- Enroll in six (6) face-to-face classes
- May take one (1) online course or one (1) study hall

Online Course Parameters

- Juniors and seniors may appeal to take more than one online course
- Any second online course must not duplicate a class offered by the school
- All appeal forms go through administration.
- A successful appeal will reduce face-to-face classes
- All online courses will be completed on campus and will not be eligible for open campus.

Completion Incentive

- Upon passing an online course, the period may convert to Open Campus Study Hall (if eligible)

Dual Credit Clarification

- Online dual credit courses count as an online course

Course Retake Eligibility and Approval

- Students may retake a course during the school year or online during the summer
- The retake must be the same course
- All retakes must be verified and approved by a counselor or administrator

Grading and GPA

- The higher grade earned will be calculated into the student's GPA
- The lower grade will be marked as 'NG' (No Grade)
- The NG will remain on the transcript but will not factor into GPA

VIRTUAL ACADEMY

Program Guidelines (2026–2027)

Enrollment

- Students must apply and be accepted into the Virtual Academy
- Applications are due by May 15 for enrollment in the following school year
- All coursework is delivered 100% online through NDCDE

Program Structure

- Students complete coursework remotely from home
- Students report to VCHS only for testing in the Hi-Liner Library
- All core classes are scheduled and managed by school administration and counselors
- Students and parents may select elective courses
- A learning coach will be provided
- Counseling and career services will be available to the student
- All virtual students will be required to take the NDA+ state assessment in the spring of each academic school year.

Participation Guidelines

- Students are not eligible for extracurricular activities
- Students may participate in the traditional graduation ceremony
- Students will earn a VCHS diploma upon completion

Course Opportunities

- Students may participate in band, choir, or art in person at VCHS (with approval)