

Bottineau Junior/Senior High School
Student Handbook
2018- 2019



Learn From The Past; Build For The Future

Mission Statement

WE ARE COMMITTED TO PROVIDE STUDENTS OPPORTUNITIES THAT ALLOW ALL STUDENTS TO DEVELOP THEIR POTENTIAL INTELLECTUALLY, SOCIALLY AND PHYSICALLY IN A SAFE ENVIRONMENT AS THEY PREPARE TO MEET THE CHALLENGES OF A DIVERSE GLOBAL SOCIETY.

Greetings!

This handbook has been compiled by a committee of students, teachers, and parents to furnish you with pertinent information about Bottineau Junior/Senior High School. We urge you to read it carefully and keep it in a convenient place for reference. In this way, you will understand your own responsibilities as a member of the student body. Do your part to enhance the welfare of your classmates, as well as to insure your own individual improvement.

It is our wish that this school year will be both pleasant and profitable for you.

General Information

Accident Benefit Coverage: The North Dakota Activities Association has discontinued providing accident benefit coverage to students in North Dakota schools, and the Bottineau School Board voted not to provide alternate coverage. Due to these decisions, it is each parent’s responsibility to see that their child is covered for accidents/injuries that may occur at school or in school sponsored activities.

Student Fees: Textbooks, workbooks, and/or student periodicals are provided for students in all required courses free of charge. Charges will be made in the following areas: admission to activities, and for school materials, equipment, and uniforms lost or damaged.

Lunch Payment Policy: Our school lunch policy requires that meals be paid for in advance. When this does not occur, federal regulation and Bottineau School Board policy allow school officials to deny meals to students that have a negative balance in their lunch accounts.

Powerschool is programmed to track when a student’s balance is within five meals of a zero balance. Once the account reaches that point, the school district will deny meals to students in grades 7-12. Students will be allowed meals again when their account is paid in full or other arrangements for payment are made with the superintendent.

For students in grades K-6, the school will not immediately deny meals because of their young age. The school district will, however, work with parents of this age group so they pay their lunch bills in a timely basis. Discounts are available for meals paid in advance at the beginning of school. See monthly meal pay guide.

The Bottineau Public School District participates in the National School Lunch Program.

Lunch:	Reduced	-	\$0.40	Breakfast: Reduced-	FREE
	Grades K-6	-	\$2.70	Grades 1-6	\$1.35
	Grades 7-12	-	\$3.00	Grades 7-12	\$1.50
	Adults	-	\$4.00	Adults	\$1.80

If a family receives Food Stamps, Temporary Assistance to Needy Families (TANF) or commodity assistance through the Food Distribution Program on Indian Reservations for their children, that child or those children may receive free meals. If a family has foster children, those children may be eligible for benefits regardless of the family’s income.

Visitors: Students bringing guest(s) into the building are required to get administrative permission. If permission is granted, the guest must get a visitors pass prior to attending classes. Students are to introduce the guest(s) to their instructors and have the instructor’s permission for the guest (s) to attend class. Students will be responsible for the activities of the guest(s) while at the school) guest(s) while at the school.

Lost and Found: All articles lost or found should be turned into the office.

School Day

Building Hours: The building is open from 7:00 a.m. to 5:00 p.m. weekdays. Any student or group of students in the building other than during these hours must be supervised by an adult--preferably a member of the faculty. Students should not arrive more than 30 minutes prior to an event, unless directed by a staff member. Maintenance personnel are not to assume this responsibility.

Daily Schedule: Classes at the Junior-Senior High School will start at 8:35 a.m. and end at 3:10 p.m. All students must be enrolled in at least seven classes per day. The Period Zero (7:45-8:30 a.m.) accommodation will help eliminate scheduling problems for some students in grades 10-12. The daily schedule consists of seven 45 minute periods, one 30-minute period and a 32-minute lunch period.



Bus Procedure: Bus transportation is a privilege granted to the students of the district. Students are expected to behave in the proper manner with consideration for others. Students unable to conduct themselves in the proper manner are subject to being denied the privilege.

A student who rides the bus has certain responsibilities for the comfort and safety of other students as well as himself/herself.

1. Students are expected to dress according to weather conditions.
2. The bus driver has complete authority on the bus and may discipline students as necessary.
3. As a matter of courtesy, students should notify the driver when they do not plan to ride.

Announcements: Announcements will be made as needed each day by email, with the instructor reading the emails period 2 and period 5. All announcements concerning a club or class shall be signed by one of the advisors.

Emergency School Closing: If it is necessary to close school because of inclement weather or for emergency repairs, the announcement will be made on the following stations:

KBTO Radio - Bottineau,
KXMC T.V. and KMOT T.V. - Minot
INSTANT ALERT SYSTEM
SCHOOL APP

Health & Safety

Fire Drills and Tornado Warning Drills: Each teacher will give his/her classes proper instructions for leaving the building or taking shelter. Quickness and quietness are essential in a good drill. Exit instructions are posted near the door in each room.

Tobacco, Nicotine, Alcohol, and Narcotics: The Bottineau Public School District #1 is committed to providing employees, students, and visitors with a safe and healthy environment. To support this commitment, Bottineau Public School District #1 prohibits the use of tobacco in district owned indoor facilities and vehicles.

The school board does not permit student use or possession of tobacco, nicotine, alcohol, narcotics or electronic cigarettes or any other variety, on the school premises, at school activities, or on school buses. Items containing nicotine, alcohol or narcotics are subject to confiscation by school authorities, and in the event of confiscation will be made available to the student's parent or guardian by appointment, or to the legal authorities if proper under the circumstances.

Teachers who become aware of or suspect the use of drugs or alcohol by any student should report this information to the principal immediately. If a student requests assistance from a teacher with the student's own problem, it should be kept confidential until by mutual consent it is referred to the school counselor or a doctor.

Chemical Health Policy: The Bottineau Public Schools recognize that chemical abuse is a serious problem which adversely affects the educational process. The district is, therefore, committed to the development and implementation of programs and policies which contribute to the well-being of students and adults through prevention, intervention, and encouraging the use of support services. Contact the Counselor, Principal, or Superintendent for additional information.

Immunization Law: School Immunization Law, Section 23-07-17.1 NDCC, as amended in 1979, states that: No child will be admitted to a public or non-public kindergarten, elementary school, junior high school or senior high school unless he/she has a Certificate of Immunization on file. The required immunizations are as follows:

5 Diphtheria, Pertussis and Tetanus
4 Polio Myelitis
2 Measles, Mumps and Rubella, if given after 15 months of age

2 Chickenpox (Varicella)

2 Hepatitis A

3 Hepatitis B

The Certificate of Immunization will be available at the office of the County Health Nurse and the medical clinics.

Significant Infectious Disease Policy: In considering the admittance or denial of admittance of a student who is diagnosed as having a significant infectious disease, the district will abide by the decision of the local board of health significant infectious disease committee. Contact the Counselor, Principal or Superintendent for additional information.

Weapon’s Policy: The Bottineau Public School District determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district.

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 laser pointers, knife, 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 parents or to law enforcement officials at the discretion of the administration.

Bringing a firearm to school, as defined in 18 U.S.C. 921, will require that expulsion proceedings for the student involved be initiated immediately by the principal. This expulsion will involve a minimum of one year. The superintendent may recommend a modification of the expulsion on a case by case basis. This modification shall be based on the circumstances revealed in the investigation into the incident conducted by the superintendent or other person designated by the superintendent to conduct the investigation.

Student Academics

Classification of Students: Students will be classified on the basis of credits earned. A student should average 7 units of credit per year. Student classification is based on the following credit levels:

Freshman.....	Completion of Eighth Grade
Sophomore.....	6.0 Units
Junior	12.0 Units
Senior	18.0 Units
Graduate	24.0 Units

Graduation Requirements:

Language Arts (4 credits) = consisting of English I, English II, III, and IV.

Social Studies (3 1/2 credits) = consisting of World History, U.S. History, Economics, American Government and 1/2 semester elective.

Mathematics (3 credits) = three math electives.

Science (3 credits) = Physical Science and Biology plus one Science elective.

Physical Education (1 credit) May include a half unit of Health.

Foreign Language, Fine Arts, Career and Tech. (3 credits)

Electives (6 1/2 credits)

TOTAL (24 credits)

Class Load:

1. Students in grades 9-12 shall be enrolled in seven classes per day. Juniors or Seniors taking a period 0 class must be enrolled in seven classes per day. Zero hour class would count as one of these classes.

ITV Classes & Advanced Placement Classes:

1. Any student taking an ITV or Advanced Placement Class while in high school must be maintaining a 3.0 grade point average.
2. Must be a junior or senior student in high school. A Freshman or Sophomore may qualify with administration approval.

Dual Credit Policy:

College Class Enrollment While in High School:

1. Any student taking a college class while in high school must be maintaining a 3.0 grade point average.
2. Must be a junior or senior student in high school.

College Classes for Dual Credit (Must include criteria 1 & 2):

1. The college course the student plans to enroll in must have been approved by the Bottineau High School.
2. Dual Credit Enrollment Application must be completed, signed and turned in before course begins.
3. The letter grade received at the college or ITV Broadcasting school grade will be used to determine their grade point average in high school.

Grades: Grades can be checked on Power School. Hard copy report cards are no longer generated unless requested by the parent/guardian.

Incomplete Grades: Students will be allowed one week to complete all work which is incomplete by virtue of illness or an advance excuse which occurred during the last week of the semester. This will also prevent the student from taking a higher level elective in the same area. Exceptions will be considered for special circumstances.

Pass-Fail Plan: Students may take one full credit of work in the area of elective classes for a pass/fail grade during their junior or senior year. Student must declare their intent before the end of the first nine weeks. One credit classes must be taken pass-fail the entire year.

Teachers will keep the usual students grades, so that a student may know how they are doing, but only a pass/fail grade will appear on their quarterly, semester, and final grade records. Only a failure in the course would affect the student's honor points.

The semester test exemption policy will apply here as in other classes.

Note: No year long class may be dropped without the approval of the high school principal, classroom teacher and the student's parent. Maintaining current grade point average is not considered a valid reason for dropping a class.

Cheating: Student(s) caught cheating on any school work (including but not limited to tests, quizzes, daily work, labs) will receive a zero on that assignment and will be referred to the Principal's office. If a student is caught cheating a second time (in any class) he/she will be suspended for a period of three days from that class and will receive zeros on all assignments, class work, quizzes or tests taken in that class during the suspension. Following these actions, if a student becomes a repeat offender (in any class), they will be suspended from school for a period of three days and will receive zeros on all assignments, class work, quizzes or tests taken in all classes during the suspension.

Grade Point Average: Bottineau High School uses a 4.00 scale when determining each student's grade point average. The letter grades received in all academic classes are averaged using the following honor point values:

A, A-, A+	4.0
B, B-, B+	3.0
C, C-, C+	2.0
D, D-, D+	1.0
F	0.0

Honor Roll: All academic courses assigned a letter grade will be counted in computing the honor roll. Coop work experience, correspondence, driver education, and student services grades are not included.

Highest Honors.....	4.000;	High Honors.....	3.75 - 3.99;	Honors.....	3.5 - 3.74
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Honor Students: This honor is based on academic achievement and is earned by graduating senior students who have maintained a G.P.A. of at least 3.75 on a 4.00 scale.

Class Rank: Class rank is established by computing the cumulative G.P.A. for all students who have met the graduation requirements of Bottineau High School. Class rank is computed at the end of the 7th semester of high school.

Foreign Exchange Students: Foreign exchange students will be permitted to enter the Bottineau Public School system according to the following guidelines:

1. They must have applied for enrollment prior to July 15th for the upcoming school year. Requests made after the deadline will be held to the discretion of the school administration.
2. The sponsoring agency/guardian must prove verbal English proficiency at or above 80% and have record of the number of years of English instruction for that student.
3. The sponsoring agency/guardian must have arrival and host family arrangements made prior to August 1st for the upcoming school year.
4. The exchange student will be required to take U. S. History and English as part of their course work.

Rules and Regulations

Code of Conduct: All students attending Bottineau Junior/Senior High Schools are expected to conduct themselves in a manner which demonstrates respect, dignity, courtesy and kindness in the classroom, on the entire premises, and at school related activities held at all locations. Appropriate behavior at school related activities is especially important since students, whether participating or attending as spectators, are considered representatives of the school and community.

Displaying behavior deemed inappropriate may result in any or all of the following, depending upon the severity of the behavior:

1. The student(s) will be warned and/or removed from the event.
2. Suspension of the students privileges to attend activities involving Bottineau Public School for a defined period of time up to the remainder of the school year. Repeated offenses may result in the loss of these privileges for a year or more.
3. The students will extend an apology, written or verbal whichever is appropriate, to those people offended.
4. Suspension from school.

Corridor Courtesy: Students are to:

1. Pass through corridors quietly. Be considerate of others in the halls and classrooms.
2. Discard trash in the containers provided. Keep their school clean by picking up papers from the floors.
3. Items such as backpacks, book bags, athletic bags, etc., are to be stored in the appropriate place and are not allowed in the classroom. Any backpack required for medical purposes will have an office tag.
4. Students may use the commons area from 7:45 - 8:35 a.m. and during the noon period to study or visit. Students will leave the building immediately after school unless involved with an activity or are with a teacher.

Food and Drink: Food and drink may be consumed in designated areas only. No food or drink allowed in the carpeted areas or classrooms. Water only in classrooms.

Cell Phones (ECED): A description of the cell phone policy (ECED) is included in the back pages of the Student Handbook.

Care of School Property: Destruction or defacement of school property will not be tolerated. Reimbursement for damages will be assessed in cases of vandalism.

Theft of Property: Persons taking property that does not belong to them while on school property or involved in a school function at another location will be prosecuted to the fullest extent of the law. Those persons involved in extracurricular activities will be subject to a six-week suspension from those activities as determined by school administration and/or coaches.

Parking: Drivers are asked to drive with care on school property. Bicycles shall be parked on the east side of the north wing of the high school building. Students are to use the bicycle rack. Students may park in designated areas only. Administration will designate class parking.

Release of Pupils During School Session: Teachers are not permitted to send pupils on errands which take them away from the school grounds without prior consent of the principal.

Withdrawal and Transfer: Whenever a student withdraws from school, he/she must report to the office, stating that he/she is withdrawing or transferring to another school. All school materials and financial obligations must be settled before records are transferred to another school. If a student drops out of school they will file a dropout form in the office.

Senior Privileges: A description of the senior privileges policy along with a parental agreement will be sent home with all seniors. These include:

1. Off hour/8th period providing qualifications of community service hours are met.
2. Passing all courses
3. No violation of NDHSAA, A-T-D Policy

If a student loses privileges they will be placed in an 8th period until the quarter ends.

Suspension and Expulsion: Pupils are expected to conduct themselves in a manner suitable to their age and grade. Pupils willfully disobedient or consistently disturbing the class are subject to corrective discipline.

The Principal has complete authority to deal with disciplinary problems in his/her school, and the administration shall be called into a disciplinary action only when requested by the Principal or upon request of the student involved, or his/her parent(s).

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

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

During the period of suspension or expulsion, a student will not be allowed to be on school property or in attendance at any school related function.

In-School Suspension: Students will be located in an isolated area supervised by a para-educator or office personal. The students' lunch will be brought to the work area. They will not be allowed to leave the area unless they are accompanied by the supervisor. Student class work must be completed before they can return to their regular classes. Students will surrender their cell phones prior to serving suspension.

Detention: Detention time may be assigned by a teacher/administrator. The student shall notify the parent/guardian of the reason for the detention assigned and the amount of time expected to serve.

The student and his/her parents/guardian shall be given twenty-four hours notice for school detention so that any necessary arrangements can be made. **Detention takes precedence over all other school activities.** If a student misses detention without a valid reason, the time will be doubled. The parent/guardian and Principal are to be notified if a student does not report when assigned. Students will serve detention with the teacher who assigned detention

Skateboards, Roller Blades, Roller Shoes: No skateboards, roller blades, or roller shoes are allowed anywhere on school property. (Outside or inside) We are not liable for accidents occurred out of school building.

Students' Rights and Responsibilities

Discriminatory Harassment: It is the policy of the Bottineau Public School District that all students and staff members shall be able to learn and work in an educational environment free from discriminatory harassment.

Bottineau Public Schools will not tolerate discrimination against or harassment of its students or district staff. Any form of discrimination or harassment related to an individual's race, color, sex, religion, national origin, age, or physical or mental handicap or disability is a violation of Board policy, and will be treated as a disciplinary matter. The policy is intended to cover any harassment of or discrimination against a student or staff by other students, staff members or school employees. All such actions should be reported to the Office of the Superintendent, Principal, or Counselor. Any individual reporting such action retains confidentiality and privacy rights. Retaliation against any student or staff member who reports harassment or discrimination is prohibited. The term "harassment" includes but is not limited to slurs, jokes, or other graphic or physical conduct relating to an individual's race, color, sex, religion, national origin, age, or physical or mental handicap. Harassment includes any coercive sexual behavior used to control or influence an individual. It may be manifested by verbal and/or physical actions, gestures, unnecessary touching, leering at a person's body, attempts to embarrass, requests for sexual favors, and physical assault. Administrators and supervisors will make it

clear to their staff and students that any form of harassment is prohibited by Board policy. When a formal complaint of harassment is made by a student or any staff member, the complaint will be investigated in a timely manner. Administration will communicate an update in the progress of the complaint to the parties involved within 5 school days. While this update may or may not include a resolution to the complaint, all parties will be notified of the progress being made in the complaint and an estimated timeline for a solution given.

Due Process Proceedings: The basic elements of due process to be allowed a student before any suspension or expulsion is decreed are:

1. The student will be notified by oral or written means of the accusation(s) against him/her.
2. The school officials will provide an explanation of the evidence to support the charge.
3. The student will be provided with ample opportunity to respond.
4. A long term suspension or expulsion may require more elaborate and formal procedures in the hearing and may involve the service of attorneys.

Corporal Punishment: North Dakota State Law (15-47-47) prohibits the use of corporal punishment. No school district employee may inflict, cause to be inflicted, or threaten to inflict corporal punishment on a pupil. For purposes of this section, corporal punishment means the willful infliction of, willfully causing the infliction of, or willfully allowing the infliction of physical pain on a pupil. This section does not prohibit the use of force that is necessary for a school district employee to quell a physical disturbance threatening physical injury to a person or damage to property, to quell a verbal disturbance, for the purposes of self defense, for the preservation of order, or to obtain possession of weapons or other dangerous objects within the control of a pupil. Physical pain or discomfort caused by athletic competition or other recreational activities voluntarily engaged in by a pupil is not corporal punishment.

Counseling: A student can expect that any personal problem she/he discusses with a counselor will be strictly confidential regardless of whether it pertains to drugs, pregnancy, sexually transmitted diseases, or any other personal problem. There are two exceptions to this statement:

1. Whenever a counselor learns of conditions which may adversely affect other students, it is his/her duty to report the condition to the principal, but in such a manner as to not reveal the source of the information.
2. If a student comes to a counselor under the influence of drugs, narcotics, or other harmful substances, it is the counselor's duty to report his/her condition to the principal. The parents and/or a doctor will be called immediately, and the name of the individual will be given to the narcotics division of the police department.

School Records: Good scholarship is most desirable. Scholarship determines class rank. Class rank is a determining factor for admission to college, eligibility for college scholarships, financial aid and vocational placement.

The school has on file your grades, attendance, standardized test scores, and discipline record that have resulted from your work since you began school. If you have attended several different schools, these records have followed you to this school and are on file here.

You and/or your parent/guardian may see the contents of these records by making an appointment to do so with the principal or counselor. You may have copies made of anything in the school records, at a cost set by the school, but you are not permitted to take the original record out of the office. You or your parent/guardian may place any statements or items in your record, if it pertains to your school work.

You may also request that items be removed from your file. In the event that you or your parent/guardian made such a request, the person in charge of the record may or may not grant the request. In the event the request is denied, you may appeal the decision to the next highest school official, and ultimately to the school board.

Your records, or any part thereof, can not be transferred in writing or verbally to any other place without the consent of you and your parent/guardian, with the exception of another public school in the state in which you have already enrolled after transferring from this school.

This means that your school will not and cannot by law, without first receiving consent from you and your parent/guardian:

1. Send a transcript of your school record to a college, vocational school or university.
2. Give information from you record to a prospective employer.

Students who are 18 years of age or older need not seek consent of their parent/guardian to exercise their rights of access or control or transfer of their records.

All students' records will be treated in accordance with the provision of Public Law 93-380, passed by Congress in 1974.

These laws and the resulting procedures described on this page also apply to the records of all graduates of this school.

Personal Appearance: No outdoor garments (**including hats**) shall be worn in the school building from 7:45 am to 3:10 pm without prior approval of the teacher. Extremes in dress and grooming, which may pose a hazard to students' health and general welfare, will not be permitted. **Examples of such dress may include but are not limited to; dresses and skirts too short, tube tops, low cut tank tops or blouses, bare midriffs, pants hanging below the waistline (no undergarments showing), excessively tight clothing,** clothing that displays alcohol/drug slogans, obscenities, vulgarities, sexual references, pornography. All jewelry should be appropriate and non dangerous. Students eyes will be visible at all times (no sunglasses) and no hoods. Only standard eye color contact lenses will be allowed. No bandanas will be worn. No caps will be worn in the building during the school day. No tube tops or off the shoulder garments will have visible support. No cleavage visible and no midriff (belly button/stomach). No deep cut cutoff shirts and no muscle shirts. No alcohol/tobacco/drugs/or sexual innuendos will be on any garments. No visible undergarments will be tolerated (underwear to include thongs). No showing of the buttocks either above pants line or bottom of shorts. All tights/leggings will be opaque with the exception of mesh detailing and the same length requirements as shorts. Shorts must be the appropriate length (3 inch inseam minimum) including gym shorts and must go to mid thigh level (rule of thumb is fingertip length). Dresses are to follow same length restrictions as shorts. Shoes must have soles and are to be worn in the building. **NO SLIPPERS. Back Packs must be kept in the lockers with the exception of a medical tag(given by the office).**

Lockers: Provision for temporary storage and safety of students' personal possessions ordinarily used in their day-to-day school activities will be made in certain school buildings by such devices as lockers. These lockers may not be used to conceal weapons and/or illegal substances.

Ownership and control of all lockers is retained by the School District. Access to all lockers under certain conditions is a legal right of school officials whose responsibility it is to protect the health, safety, and welfare of all students enrolled.

Searches: All school property including student lockers, desks, and storage areas as well as personal items brought on to school property including vehicles, backpacks, book bags, duffel bags,etc. are subject to being searched by school and/or law enforcement officials. Searches may be conducted to determine possession of alcohol, tobacco, narcotics, weapons or other items considered potentially harmful to other students, or to the school building .

If it becomes necessary to inspect a student's locker the following guidelines will be used:

1. The principal will attempt to obtain prior student consent before inspecting his/her locker.
2. The student will be present if possible.
3. A third party will be present to act as a witness.

Note: Unauthorized locks may have to be removed in such in a manner that may destroy the lock. In this event, the school or its officials are not liable for the cost of that lock.

Name and Picture Publication: Students who do not want their names and/or pictures published in the school paper, school website, annual or on the honor roll must file a letter stating their preference for not being included. This written request must be dated and signed by the student and/or parent and filed in the principal's office.

Senior Pictures: In order to standardize the senior pictures for the composite, newspaper ad, and the annual the following are the guidelines to follow: 1) No head gear allowed 2) Students' shirts will have sleeves 3) A formal, vertical head and shoulder pose, with no hands showing, 4) No full body poses 5) No outdoor backgrounds.

Married Students: The total educational program is developed for all students whether married or unmarried. Rules for conduct and participation in school activities shall remain in effect for all students regardless of marital status.

Pregnant Students: A pregnant girl will not be denied her right to a high school education. The girl's physical and psychological well-being as well as other students will be considered at all times when developing her educational program. A doctor's note stating the limits of their activities must be presented by all pregnant students.

Special Note to 18 Year Old Students: At 18 a student is considered an adult. In general, he or she has most of the same freedoms and responsibilities as any adult in the community. However schools will enforce the same rules for all students regardless of their age.

Student Activities

Students involved in activities will be expected to adhere to the following standards:

Tobacco, Alcohol, and Narcotics: Participants will be expected to abstain from the use of alcohol, tobacco and/or any controlled substance. The following NDHSAA standard will be adhered to.

Section XII: The use or possession of tobacco, alcohol, or any controlled substance as defined by North Dakota Law, is prohibited. Any extracurricular participant who is in violation of NDHSAA policy shall be suspended from participation in interscholastic contests or activities. Summer extracurricular activities (i.e. judging teams, state and national conventions, field trips, tours) will be considered an extension of the school year and the same rules will apply. Bottineau School Board policies are as follows:

First Violation: The participant shall lose eligibility for the next six weeks.

Second Violation: The participant shall lose eligibility for the next 18 weeks.

In both cases, the student may travel for scheduled activities as long as no school time is missed.

The School Administrator (Superintendent or Principal) shall immediately investigate any alleged violation of the alcohol, tobacco, and controlled substance rule upon receipt of a signed statement from any person, school employee or otherwise. If the administrator finds probable cause to believe that this rule has been violated, or in cases where pending legal action provides substantial evidence, he/she shall give the student notice as provided below.

The period of suspension shall begin from the date and time notification is given to the student by the school administrator. The student shall have the right to a hearing within three school days after such notification. During the period between notification and hearing, the suspension may be deferred for good cause shown. *However, if the suspension is not imposed and the student is found to be in violation of the alcohol, tobacco and controlled substance rule, any interscholastic contests or activities participated in by that student after the initial hearing will be forfeited and the suspension will start from the date that guilt was established.* Such hearing shall be on notice and conducted by a school administrator. The student shall have the right to be present at the hearing and offer such testimony and other evidence the student deems material. Such student shall also have the right to confront and question the person or persons who complained of such student's violation of this NDHSAA rule. If the student is not satisfied by the ruling of the hearing officer, such student shall have the right to have the ruling reviewed by the local Board of Education.

Weekly Academic Eligibility: Students will be expected to be passing and complete in all classes. For eligibility purposes, grades will be computed from the beginning of the semester starting the 3rd Wednesday of each semester.. To be eligible for participation in school activities, students in grades 7-12 shall:

1. Have passed four subjects the previous semester.
2. Not fail or be incomplete in any subject at the time it is checked every Wednesday at 2:30 PM. (The participant's suspension shall begin on the Wednesday following the end of the weekly academic check.)

At the time a student is determined to be ineligible, he/she will remain ineligible for one week.

Church Night: As a courtesy to all church organizations, no school activities will be scheduled Wednesday evening. Teams and organizations involving students grades 9 through 12 are to conclude all practices and activities prior to **5:30 p.m.** Junior High practices are prohibited on Wednesday evening. Any 7th or 8th grade student participating on a varsity team must have a signed parent permission slip to be allowed to practice on Wednesday evening.

Transportation to School Sponsored Events: Students are required to ride school transportation to and home from school events. Parents may make a face to face verbal request to the coach to take their children home from events or release them to another adult. Telephone calls to the coach/advisor/administrator must be accompanied by a written request from the parents. Written requests must be presented to the coach/advisor/administrator prior to departure from school. Students will not be allowed to ride to or home from events with other students. Exceptions to these rules for extreme circumstances must be cleared by an administrator. These rules apply to all school sponsored events.

When students who are members of athletic teams, musical organizations or any other school sponsored activities are transported by means other than school transportation, the vehicle must be driven by adults approved by the school staff/administration.

Activity Funds: Purchases of items involving organizations or class funds must be approved by the advisor and the administration. When purchases have been approved, items may be secured with buyer signing the slip and designating the class/organization responsible. *Purchases made without proper consent become the responsibility of the buyer.*

School Assemblies: One of the measures of the quality of a school is the standard of conduct maintained in assemblies. A high level of conduct is not a matter of chance but rather the result of thoughtfulness toward your classmates and platform guests. Do not take books, coats, caps, drinks, or any other unnecessary items to an assembly program. Other assembly programs may be scheduled throughout the year.

School Dances: School dances are scheduled in accordance with the requests of the organizations and classes. These parties must fit into previously planned school activities and be approved by the Administration.

Each class or organization provides the supervision for its particular party, to include two advisors and two parents. The party sponsor takes complete charge of the party arrangements.

Parties at Bottineau High School must end no later than **12:00 midnight**.

1. The doors are to be locked one hour after the start of a scheduled event.
2. If the students leave a party without permission from a supervisor, they are not allowed to reenter the party.
3. No drinking of alcoholic beverages or smoking are permitted at any school functions. Those reported will be asked to leave immediately, parents will be notified, and suspension may result.
4. Any disorderly person may be ejected at the discretion of the advisors or chaperones.
5. Organizations may establish dress codes, depending on the type of occasion.
6. The student who registers a guest is responsible for that person's conduct at the party and must enter and leave with the guest.
7. Only students enrolled in Bottineau High School may attend regular school parties. Homecoming, SnoFest and the Prom are open to Bottineau Alumni and invited dates. All guests must be under the age of 21 years old.
8. Students are subject to a breathalyzer test at all school dances.

School Song

Onward Bottineau High School	Purple stands for power
On to victory	White for purity
Loyal to our comrades	On Bottineau
We will ever be	Fight, fight, fight,
Rah, rah, rah!	For victory.

Pep Assembly: Pep assemblies, including cheers, band music, skits and announcements are usually held the same day as sport activities. Students and different organizations are urged to participate in the preparation of the entertainment for these programs.

Athletic Program

The following athletic programs are available for student participation:

<u>Braves</u>	<u>Stars</u>
Baseball	Basketball
Basketball	Golf
Wrestling	Track and Field
Football	Volleyball
Golf	Softball
Hockey	Cheer Squad
Track & Field	

Physicals and Parent Permission: A student must have a doctor's certificate and a parent permission slip on file with the Athletic Director prior to practicing and participating in athletics.

Participation Fees: A fee of \$25 for students in grades 7-8 and \$30 for students in grade 9-12 will be assessed for participation during each sports season. The maximum annual total fee per family will be \$200. Families qualifying for reduced meals will be charged 50% of the regular fee. Those eligible for free meals will not be assessed a fee. All fees must be paid prior to student's participation in any competitive contests.

Student Organizations

Cheerleaders: All cheerleaders are chosen following spring tryouts. Up to eight students will be selected to serve on each of the various cheer teams.

Varsity and junior varsity cheer teams can be made up of freshmen-seniors. The junior varsity cheer teams will cheer for all sub-varsity high school games if there is not a freshmen cheer team.

Freshmen cheer teams can be made up of freshmen and/or sophomore students. The junior high cheer teams can be made up of 7th and/or 8th grade students.

DECA: Distributive Education Clubs of America (DECA) is a national youth group. DECA chapter gives the student an opportunity to develop his/her fullest potential in citizenship, leadership and character.

Dramatics: To develop an interest in the aspects of theater by providing experience in play production and to extend speech related activities outside the classroom is the role of drama in Bottineau High School.

The field of dramatics is open to all interested freshman, sophomores, juniors, and seniors.

Future Business Leaders of America (FBLA): FBLA is a national organization for all students in grades 9-12 who have taken at least one semester of Business Education classes in junior or senior high school. The goal of FBLA is to provide opportunities for students to strengthen their business skills and leadership abilities.

FFA: The FFA is the national organization of, by and for students enrolled in agriculture education under the provisions of the National Vocational Act.

The FFA is part of the curriculum for all students taking agriculture education.

FFA activities encourage members to learn through active participation, how to conduct and take part in public meetings, to speak in public, to buy and sell cooperatively, to solve their own problems, to finance themselves, and to assume civic responsibility.

FCCLA (Family, Career, and Community Leaders of America): FCCLA is a national organization for all students who have taken at least one semester of Family and Consumer Sciences in junior or senior high school.

The aim of FCCLA is to help the students improve themselves, their school, community and home.

National Honor Society: The National Honor Society is a student organization that recognizes individuals for achievement in the areas of: scholarship, service, leadership, and character. The organization's activities stress betterment of school and community. Projects that stress community service will be done throughout the school year.

Membership within the Honor Society will be based on an invitation from a student and faculty advisory committee. A G.P.A. of 3.50 is a minimum standard in order to be considered for induction. Other criteria for selection will include the completion of a questionnaire and individual review by members of the faculty advisory committee. Induction into the National Honor Society will be held each spring.

Pep Club: Bottineau High School's Pep Club is an organization whose function is to promote school spirit and membership is open to all B.H.S. students.

The Pep Club sponsors the cheerleaders and works during the year on tournaments and other activities. Pep Club buses are also sponsored by the club for out-of-town athletic events.

Science Club: The Science Club is an organization to: promote better understanding of the sciences. It meets twice a month and has either films or guest speakers. A student is eligible even though he/she may not be taking a science course.

Spanish Club: The Spanish Club is an organization for students enrolled in Spanish language classes. It is to promote a better understanding and appreciation of the Hispanic cultures and to develop greater tolerance for the differences among our cultures.

Student Council: The Student Council is organized in order to provide an opportunity for the students to participate in the operation of the school. Students are welcome to attend council meetings. The council's activities consist of promoting school spirit, being a liaison to the community, regulating the school programs, discussing and solving school

problems, and representing student views for the faculty and community. The office of President and Vice President are filled through a spring election voted on by the student body. All class presidents and school organization presidents are automatically on the council as well as class representatives elected each fall.

V.I.C.A.: Vocational and Industrial Clubs of America is an organization designed to promote vocational education throughout America. V.I.C.A. is a special club because its purposes and activities relate to the career goals and interests of its members.

High School Rodeo Club: The High School Rodeo Club. Is for anyone interested in helping to promote and support the High School and Jr. High Rodeo Teams. One of the main activities is to host a 2 day High School Rodeo in Bottineau in the fall of the year. Students help to set up the rodeo grounds & barns, work (help run) the events, sell concessions, and clean-up the rodeo grounds & barns after the 2 day event.

Stand for the Silent: Stand for the Silent is an organization to empower youth and communities to create cultures of kindness and stand up to bullying. We will do community service projects, and school wide projects to educate others on the effects of bullying and how to prevent it.

Baccalaureate and Commencement:

1. Baccalaureate Service is sponsored by the Bottineau Ministerial Association (B.M.A.) and will be held in the Holwell Auditorium.
 - a. The senior class along with the B.M.A. will plan, prepare and organize the services for their class.
2. Commencement:
 - a. Exercises are held in the high school gym.
 - b. The speaker, a parent of a graduating senior or faculty member, is selected by the school board.
 - c. Flowers are paid for by the graduating class.The junior class is responsible for the preparation and decoration of the gym.

Homecoming: The Student Council shall sponsor and schedule the following activities:

- ...Class Competition
- ...Coronation Ceremonies
- ...Pep Rally
- ...Dance

Junior-Senior Banquet and Prom: During the spring term, the junior class sponsors a banquet and prom in honor of the senior class. All preparations are made by the juniors for the two events, and expenses are paid with money earned by the class. The theme is chosen by the class and is carried out in both the banquet and prom. Only juniors, seniors, administration, faculty, and staff may attend the banquet. The prom is attended by juniors and seniors, their dates, faculty and board members. Junior high students are not allowed to attend the prom.

Student Publications: Bottineau High School's year book, *The Washegum*, is a pictorial record of the year's activities and is distributed in the fall of each year. The staff is composed of students on a volunteer basis.

The Chippewa is the official school paper. The staff is composed of students in Journalism class.

SnoFest: SnoFest is sponsored by the senior class during the winter season. A snow princess and prince are elected by the student body to reign over the festivities. Candidates for princess and prince are sponsored by school clubs and organizations.

SnoFest candidates may not be a former SnoFest princess or prince, a Homecoming King or Queen. A junior selected as snow princess or prince is eligible to be Homecoming King or Queen candidate as a senior.

Attendance Policy

Policy on Attendance and Tardies: Bottineau School observes the North Dakota Century Code on compulsory school attendance: 15-34-01. School-Compulsory Attendance--Every parent, guardian or other person who resides in any school district and has control over any educable child of an age of seven years to sixteen years shall send or take the child to a public school each year during the entire time such school is in session.

Under the outline of the law, parents and social services may be notified by the principal that a student is habitually truant when he/she misses more than five cumulative periods of the same class or five cumulative days of school without permission.

Student Attendance: The school board recognizes regular attendance as necessary to insure continuity in the educational process. Classroom learning experiences are a meaningful and essential part of any educational system. Time lost from class is irretrievable, particularly a student's opportunity for interaction and exchange of ideas with teachers. The absent student loses the benefits of lectures, discussions, and participation with other students. This school district, therefore, considers encouragement of consistent and timely attendance a major responsibility.

The following regulations will apply to student absences:

1. Attendance is the responsibility of the student and his/her parents or guardians. This responsibility includes being aware of the school district standards for attendance, informing appropriate school officials of reasons for any absences of the student, and developing an acceptable pattern for the student.
2. The principal is responsible for keeping parents/guardians and the student informed of attendance patterns not meeting District standards.
3. A student 18 years of age or older living away from home or a married student, upon request to the building principal, may assume responsibility for the verification of absences from school.
4. Students shall be in attendance a minimum of 80 days per semester to be considered for grade promotion or the granting of credit in the classes.
 - a. Accumulated absences that exceed the standards in grades 7-12 may require that those days be made up before credit or promotion can be awarded. A student may also meet with principal and teacher to determine alternate activity.
 - b. Administrators are granted the right to make exceptions to this minimum attendance standard in unusual circumstances.
 - c. Any student leaving the building during the school day must report to the office for permission to do so. Failure to do so will constitute truancy for the period(s) missed.
5. "Truancy" is defined as being absent from one or more classes without the consent of parents/guardians and school officials.

The following procedure will be used for truancy in grades 7-12:

1. First Truancy: The office will confer with the student and will notify the parents/guardians by phone.
2. Second Truancy: Any subsequent truancy will be referred to a counselor,
3. Students will forfeit the opportunity to make up class work missed because of their truancy.
4. Building administrators are granted the right to make exceptions to the truancy regulations under extreme circumstances.

BHS Attendance Intervention

Mandatory Attendance:

- The automated system will call parents upon an absence.
- Office Secretary will call or home after the tenth absence or a letter from administration will be sent home.
- **No Credit** may be assigned on the eleventh absence. This decision will be made by the principal, counselor, and classroom teacher. An alternate project/schedule may be made by this group.

Tardiness:

A student is considered tardy if he/she is not in the classroom when the tardy bell rings. A student will be placed on restricted lunch for **ONE** tardy.

After three tardies per semester we will use the following steps.

Step 1: (Consequences)

- Student will lose their semester test exemption privilege in that class.

Step 2: (Consequences)

- 3 tardies = 1 class day. 1 class day per attendance code policy and semester test exemption.

Unexcused tardies will be handled as follows:

THREE unexcused tardies become one unexcused absence.

Excessive tardies after the loss of the test exemption privilege shall be handled by the individual teachers.

Procedure Following an Absence: Students and parents are asked to observe the following guidelines in matters of attendance:

1. When a student is unable to attend school, the parent/guardian is to call the school on the day of absence. If no call is received, a school representative will contact the parent/guardian to verify the absence.
2. Parents should notify the office prior to any planned absences such as vacations, medical appointments, etc.
3. A student who has been absent for one or more periods shall upon his return to school, obtain a makeup slip and admit slip at the office. A phone call from the parent/guardian is needed to obtain the makeup slip if prior contact has not been made. A written permit will be accepted if it is not possible to make contact by phone. Information needed on a written permit slip:
 - a. Student's Name
 - b. Date(s) of absence and period(s) missed
 - c. Signature of parent/guardian

Makeup and admit slips are to be obtained by students prior to the student's first class.

4. Students must present a doctor's note regarding gym assignments or gym excuses to the gym instructor and the principal. If a student must be absent from physical education for an extended period of time, a doctor's note is necessary. The physical education instructor will determine the amount of allowable participation if a student has a minor illness, such as a cold, sore throat, or minor injury.

Make-up Work: Make up work will be required for all absences regardless of the reason for the absence. Failure to complete all make-up assignments on time and to the satisfaction of the instructor shall be subject to grade reduction.

Students will be allowed two days of make up time for each day missed except for prearranged tests and assignments which are to be completed on schedule.

- a. Make-up work shall be assigned for each day missed.
- b. The make-up work should be of equal value for the lesson missed, and whenever possible, similar in nature.
- c. Make-up work should not be punitive in nature, but should be designed to accomplish the goals of the lesson in the same positive manner as the lesson itself.
- d. Full credit can be earned for all absences (except Truancy), provided the work is satisfactory and within the time assigned.
- e. Students must obtain a make-up slip to receive missed assignments.

School Activity Absences: Students who are absent from class(es) because of school activities are to make arrangements for make-up work prior to their absence. They are to be prepared for prearranged assignments on their return.

School Activities on a Day of Absence: If a student has been absent for a full day or for the afternoon due to illness, work (except in an emergency), etc., he/she shall not participate in any school activities or activity practice for that day or evening. Exceptions to this rule must be approved by an administrator.

Semester Test Exemptions

A student may be exempt from a semester examination by meeting the criteria for attendance and achievement listed below with the exception of the following courses:

Science

Chemistry *
Human Anatomy*
Physics *

Math

Algebra II
Advanced Math
Calculus

Social Studies

US History
American Government

English

English III
English IV

Attendance Exemption:

1. Students are allowed 5 days of absences regardless of reasons. This includes medical, travel, family emergency, etc. (Hospitalization will be determined by principal).
2. Should either of the following cause a student to miss a class or classes, he/she shall NOT be counted absent:
 - a. being a member of a school sponsored activity or group which requires an absence from class.

Achievement Exemption:

1. The student has achieved an A grade for the class in question, at the conclusion of the semester.
2. The student has not exceeded the total allowable days (five) absent.
3. The student has not been tardy more than three times in that class during the semester.

Guidelines to assist in enforcing the policy include the following:

1. The classroom teacher determines who is exempt based on the class records and the above criteria.
 2. A student who is exempt may elect to write an exam in an effort to improve his/her semester grade. The semester grade will not be lowered as a result of the test score.
 3. Suspensions, truancy, or office referral from class(es) will eliminate the student from exemptions in all classes.
- Any exceptions to the above guidelines will be evaluated by the teacher, counselor, and principal in a joint conference.

Student Services

There are several services offered to students throughout the school's facilities. Among these are:

Advisor-Advisee Program: From the time a student enters grade 9 until he/she graduates that student is assigned to an advisor along with 10-12 other students in his/her class. The student will work both individually and in the group with that faculty member on projects and registration through graduation.

Counseling and Guidance Services: The guidance department will assist students and parents in:

- a. educational planning
- b. personal-social concerns
- c. vocational planning
- d. post-secondary education planning, scholarship information and assisting with financial aid applications

The purpose of counseling is to assist students in making and in carrying out their educational and vocational plans.

Library Facilities: Find the resources you need for your classes and for leisure reading. Fiction, biography, travel and other books may be checked out for a six-week period. Newest issues of magazines (Reserve Magazines) may be checked out for one period during the day; however, students may check them out for overnight use during the last period provided they are returned by 8:40 a.m. the following morning.

Fines: are assessed for overdue materials. They are to be paid and overdue books returned before the student receives his/her report card at the end of the report period. Lost or damaged books must be paid for by the person who checked out the book.

Educational, Equality Policy

You are hereby notified that the Bottineau Public School District No. 1 does not discriminate on the basis of race, color, national origin, sex, and handicap in the education programs or activities which it operates, and that it is required by Title VI, Title IX, and Section 504 of the Department of Health, Education, and Welfare regulations not to discriminate in such a manner. This requirement not to discriminate extends to educational programs and activities as well as to employment therein.

It is the intent of the Bottineau 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 discrimination has been shown by the Bottineau Public School District.

Specific complaints of alleged discrimination under Title IX (gender) and Section 504 (handicap) should be referred to Nara Glasner, Guidance Counselor, Bottineau High School at (701) 228-2266.

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

US Department of Education
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



Bottineau Public School District

Electronic Communication and Entertainment Device Use Agreement

Students are permitted to use Electronic Communication and Entertainment Devices (ECED) in the hallways and commons. Staff may authorize the use of ECED in other areas. Use of ECED for the purpose of taking pictures or recording of audio or video will be considered a violation. This policy is in effect from the time a student's school day starts until they are finished, including detention time if applicable.

1st Violation: ECED is confiscated by the classroom teacher until the end of the school day. The teacher has the discretion to decide if the violation warrants the student taking their semester test, detention, etc.

2nd Violation: ECED is confiscated until the end of the school day and turned into the principal. The student receives an office referral requiring the student to take semester tests for that semester. School administration will contact the student's parents to inform them they may pick up the ECED at the end of the day for a subsequent violation. The student will be present during the parental contact to confirm the incident.

3rd Violation: Student receives an office referral requiring student to take semester tests for that semester and the student receives one day of In School Suspension. School administration will contact the student's parents to inform them they may pick up the ECED at the end of the one week period and confer with them at that time about the consequences for a subsequent violation. The student will be present during the parental contact to confirm the incident.

SENIOR PRIVILEGES **Second Semester Only**

SENIOR PRIVILEGES: It is the intent of Bottineau High School to teach students to make good choices and use their time wisely. Senior privileges are meant to help our students prepare for life after high school. Seniors must apply for and meet the requirements of Senior Privileges before they are granted to them. If a senior has Senior Privileges she/he is only responsible for being in the school building when attending classes and 8th period.

The following are the privileges granted to seniors who meet the 9 weeks requirements:

- √ Students in good standing may leave school during unscheduled time.

Requirements:

- √ Maintain passing grades in all subjects with at least a 2.0 GPA. (Note: the 1st semester grades from the senior year will determine this part of the eligibility for senior privilege.)
- √ Maintain good discipline record, i.e. no detention or violation of NDHSAA or BPS policies during the first semester of the student's senior year.
- √ Observe the guidelines for tardiness and absences found in the Student Handbook.
- √ Perform **25** hours of community service prior to the conclusion of the first semester of their senior year.
- √ Obtain parent/guardian permission on the form provided. (Application)

Loss of Privileges: Loss of Senior Privilege begins on the date that consequences are assigned for an infraction.

- √ Failure to maintain a passing grade in a course or a 2.0 GPA. (Note: Teachers will notify the high school principal when a senior's grade falls below 2.0.)
- √ Involvement in a discipline problem that results in detention, violation of BPS or NDHSAA policies, suspension from school, or that the Administration deems worthy of loss of privilege.
- √ Parents may rescind permission at any time.

Loss of privileges may extend from length of violation or the rest of the quarter, depending on the circumstances.

Note: If interim notices or teacher reports indicate that classroom performance is poor, the Administration reserves the right to remove senior privileges.

Parental Permission for Senior Privileges

As one of the requirements for Senior Privileges, the parent must give permission for their child to leave the school during his or her free period or lunch period beginning the first day of second semester. If you do not wish to give your child permission, your child would continue to be required to be in attendance in a class, Resource Room, or Library.

Therefore: I (we) as the parent(s) or legal guardian(s) of

(Please print student name neatly)

_____ consent

_____ do not consent

to implementation of the Senior Privilege Program, realizing that my child will not be supervised during the periods for which he/she is released by the school for study, do hereby release said board, the school district and supervisory personnel from liability, and agree to indemnify and hold the Bottineau School District, its officers, agents, and employees harmless from any and all damages and claims made by our child or ward, in connection with any injury which may be suffered by my child during the period(s) for which he/she is released and is absent from the school grounds. I have also read and understand all provisions of the senior privileges.

Date _____

Parent/Guardian

BULLYING POLICY

Definitions

For the purposes of this policy:

- *Bullying* is defined as conduct prescribed in NDCC 15.1-19-17. The Superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.
- *Protected classes* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- *School property* or the term *on-campus* refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.
- *School-sanctioned activity* is defined as an activity that:
 - a. Is not part of the district's curricular or extracurricular program; and
 - b. Is established by a sponsor to serve in the absence of a district program; and
 - c. Receives district support in multiple ways (i.e., not school facility use alone); and
 - d. Sponsors of the activity have agreed to comply with this policy; and
 - e. The District has officially recognized through board action as a school-sanctioned activity.
- School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
- *School staff* include all employees of the Bottineau Public School, school volunteers, and sponsors of school-sanctioned activities.
- *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

Prohibitions

While at a public school, on school district premises, in a district-owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event, a student may not:

1. Engage in bullying;
2. Engage in reprisal or retaliation against:
 - a. A victim of bullying;
 - b. An individual who witnesses an alleged act of bullying;
 - c. An individual who reports an alleged act of bullying; or

- d. An individual who provides information/participates in an investigation about an alleged act of bullying.
3. Knowingly file a false bullying report with the District;

Off-campus bullying that is received on school property is also prohibited. The District has limited disciplinary authority to respond to such forms of bullying.

Reporting Procedures for Alleged Policy Violations

- Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President.

Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

- Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
 1. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
 2. Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting it anonymously.
 3. File an oral report with any school staff member.

A complaint filed anonymously may limit the district's ability to investigate and respond to the alleged violations.

Reporting to Law Enforcement & Others Forms of Redress

Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law.

Documentation & Retention

The District shall develop a form to report alleged violations of this policy. The form should be completed by school staff and/or administrator when they:

1. Initiate a report of an alleged violation of this policy; or

2. Receive an oral report of an alleged violation of this policy.

All written reports of an alleged violation of this policy received by the District shall be forwarded to the appropriate school administrator for investigation and retention.

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the District, such reports and investigation material shall be retained for six years after the student turns 18.

Investigation Procedures

School administrators (i.e., a principal or the Superintendent) are required to investigate violations of this policy (as prescribed under “Prohibitions”), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected class—whether actual or perceived. Reports involving a protected class shall be investigated in accordance with the district’s harassment/discrimination policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; whether this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile);
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
3. Interviews with any identified witnesses;
4. A review of any mitigating or extenuating circumstances;
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to victim and alleged perpetrator during the investigation.

Disciplinary & Corrective Measures

Students that the District has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

1. Require the student to attend detention;
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed;
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
4. Create a behavioral adjustment plan;
5. Refer the student to a school counselor;
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
8. If applicable, contact the administrator of the website on which the bullying occurred to report it.

If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

For bullying initiated off campus and received on campus (e.g. cyberbullying), the District only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying received on campus, the District may only take corrective measures as described in items five through eight above.

If the perpetrator is a school staff member, the District shall take appropriate disciplinary action including, but not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with any applicable law.

Victim Protection Strategies

When the District confirms that a violation of this policy has occurred, it should notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
3. Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to counseling services for the victim and perpetrator.
5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

Prevention Programs & Professional Development Activities

In accordance with law, the District shall develop and implement bullying prevention programs for all students and staff professional development activities.

Dear Parent:

It is important that you and your child read and review the contents of this online handbook. It contains notices of rights that you and your child have under law. Please sign and return this page to indicate that you have read and reviewed the handbook with your child.

I understand and consent to the responsibilities in the District's student behavior policies as outlined in this handbook. I also understand and agree that my child, _____, shall be held accountable for the behavior and consequences outlined in the discipline policy at school and at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location. I understand that any student who violates the rules established by the North Dakota High School Activities Association is subject to suspension from participation as described in those rules. I further understand that any student who violates the school's rules of behavior shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law.

Regarding student records, I understand that certain information about my child is considered directory information. Directory information includes: a student's name, address, telephone number, parents/guardians, and date of birth. Directory information may be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information within ten school days of the time this handbook was issued to my child. I have marked through those types of directory information listed above that I wish the District to withhold.

STUDENT

I have read the Student Handbook and the Electronic Communication and Entertainment Devices Use Agreement and understand the possible consequences if the policy is not followed. I have also read the

Student Signature: _____ Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Student Handbook and the Electronic Communication and Entertainment Devices Use Agreement and understand the possible consequences for my child if the policy is not followed.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____