Learn From The Past; Build For The Future

Mission Statement

We are here to provide opportunities that allow all students to develop the socially, and physically.

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 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, school publications, personal usage fees, 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.

The school lunch ticket machine is programmed to print reminders when a student’s balance is within five meals of a zero balance. The school will continue to print reminders until the account is five meals in arrears. 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.

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<th>Reduced</th>
<th>Breakfast: Reduced</th>
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<tbody>
<tr>
<td>Lunch</td>
<td>$0.40</td>
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<td>Grades 1-6</td>
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<td>Grades 7-12</td>
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<td>Grades 7-12</td>
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<tr>
<td>Adults</td>
<td>$2.35</td>
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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 child(ren), 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 student must get a visitors pass prior to attending classes with them. 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 reported to the office.
School Day

Building Hours: The building is open from 7:35 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. Maintenance personnel are not to assume this responsibility.

Daily Schedule: Classes at the Junior-Senior High School will start at 8:40 a.m. and end at 3:10 p.m. All students must be enrolled in at least seven classes per day. The Period Zero (7:45-8:35 a.m.) accommodation will help eliminate scheduling problems for some students in grades 10-12. The daily schedule consists of eight 50 minute periods with a 25-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. 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

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, Alcohol, and Narcotics: The Bottineau Public School District #1, Bottineau, 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, alcohol, or narcotics on the school premises, at school activities, or on school buses. Items containing tobacco, 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:

- 4 Diphtheria, Pertussis and Tetanus
- 4 Polio Myelitis
- 2 Measles, Mumps and Rubella, if given after 15 months of age
- 1 Chickenpox (Varicella)
- 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 knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument.

Violation of this policy will result in disciplinary action. All weapons will be confiscated and may be turned over to the student’s 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, and 1 semester of the following: composition, literature, speech, (applied communications or advanced English).
- Social Studies (3 credits) = consisting of World History, U.S. History, American Government and 1/2 semester elective.
- Mathematics (3 credits) = consisting of any 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 Tech. (1 credit)
- Electives (9 credits)
- TOTAL (24 credits)

Class Load:
1. Students in grades 9-12 shall be enrolled in seven classes per day to include not less than four academic subjects each semester. Those students taking a period 0 class must be enrolled in seven classes per day.
2. Academic classes do not include coop work experience, correspondence study, driver education and student services.

ITV Classes:
1. Any student taking an ITV 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.

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 grade received at the college will be used to determining their grade point average in high school.

Progress Reports: Progress reports will be handed out or mailed at the midpoint of each grading period. Progress reports shall indicate how the student is doing in the class. Parent-teacher conferences may be requested as a measure to encourage better work.
Report Cards: Report cards will be distributed on the Friday following the end of each nine-week grading period. Students should make sure that a grade is recorded for each subject or class in which they are enrolled each grading period. Report cards need not be returned to the school.

All incomplete grades at the end of the semester will be recorded as incomplete and no credit will be granted unless permission has been granted to extend completion time.

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. Incomplete grades after that time period will cause the student to repeat the course. This will also prevent the student from taking a higher level elective in the same area.

Citizenship: The citizenship mark on the report cards denotes the student’s behavior in school and reflects such items as attitude, study habits, and punctuality. Students shall receive a citizenship grade in each class.

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.

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:

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<tr>
<th>Grade</th>
<th>Honor Points</th>
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<tr>
<td>A, A+</td>
<td>4.0</td>
</tr>
<tr>
<td>B, B+</td>
<td>3.0</td>
</tr>
<tr>
<td>C, C+</td>
<td>2.0</td>
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<tr>
<td>D, D+</td>
<td>1.0</td>
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<tr>
<td>F</td>
<td>0.0</td>
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</tbody>
</table>

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......3.667 - 4.000;
- High Honors......3.333 - 3.666;
- Honors......3.000 - 3.333

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 3.50 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 enrolled as a Junior and 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. Such items left in hallways will be confiscated.
4. Students may use the commons area from 7:45 - 8:42 a.m. and during the noon period to study or visit. Students will not be allowed in the commons area during the school day. 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 area only. Anywhere except carpet areas and classrooms. Water only in classrooms.

Hall Passes: Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students are responsible for obtaining the written pass.

Telephone: Students will not be called out of class to make a call or to receive a call except in an emergency. Students shall use the phone in the commons area.

Cell Phones: Cell phones, pagers, and any other electronic communications or entertainment device must be shut off upon entering the building and stored appropriately. Any such device which creates a disruption of any kind will be confiscated immediately and held for an indeterminate amount of time.

Care of School Property: Needless and indiscriminate destruction or defacement of school property cannot 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.

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. Library books must be returned and all obligations must be met by the student before records are transferred to another school. A form will be provided to aid the student.

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

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

The student and his/her parents/guardian shall be given twenty-four hours notice for after 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 in a designated detention area and will be supervised by a detention officer.

Skateboards, Roller Blades, Roller Shoes: No skateboards, roller blades, or roller shoes are allowed anywhere on school property. (Outside or inside)

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.
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.
Letters of recommendations issued regularly from teachers and administrators are based upon information taken from high school records.
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 orally to any other place without the written 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 written 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.
Written consent can be given by using a form available in the office of the principal or counselor, or by writing a letter to the office requesting the transfer of such records.
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 (i.e. Big Johnson apparel, or Hooters), apparel advertising liquor, alcohol and/or tobacco brands or establishments, and/or other words, slogans and graphics, etc., deemed inappropriate by school authorities is prohibited in school. Students wearing or displaying such items will be asked to remove, cover or return home to change. Defiance and/or repeated offenses will result in disciplinary action.

**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 area 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 secure prior student consent in inspecting his 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 a manner as destroys 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, 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 we will follow: 1) No head gear allowed 2) Males 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 permit 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.

Schools may however, enforce the same rules for all students regardless of their age, with just a few exceptions. These exceptions will be noted in this handbook when they apply.
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.

*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.

**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. To be eligible for participation in school activities, students in grades 7-12 shall:

1. have passed four academic subjects the previous semester.
2. not fail or be incomplete in any subject at the time the mid-term or quarter ends. (The participant’s suspension shall begin on the Wednesday following the end of the mid-term or quarter.)

At the time a student is determined to be ineligible, he/she will remain ineligible for a minimum of two weeks. At that time he/she may petition for eligibility. If he/she is passing and complete in all classes, he/she will be reinstated.

**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 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. Attendance at all lyceums and pep rallies is encouraged. Other assembly programs may be scheduled throughout the year.

School Parties: School parties 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.

School Spirit: School spirit may be divided into three categories:
1. Courtesy--Toward teachers, fellow students, opponents and the officials of school activities.
2. Pride--In everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship--The ability to win and lose gracefully.

School spirit means loyalty to all functions of the school. A loyal student supports his/her school and does his/her utmost to keep his/her scholastic and activity standards at the highest possible level.

**School Song**

<table>
<thead>
<tr>
<th>Bottineau High School</th>
<th>Purple stands for power</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onward</td>
<td>White for purity</td>
</tr>
<tr>
<td>On to victory</td>
<td>On Bottineau</td>
</tr>
<tr>
<td>Loyal to our comrades</td>
<td>Fight, fight, fight,</td>
</tr>
<tr>
<td>We will ever be</td>
<td>For victory.</td>
</tr>
<tr>
<td>Rah, rah, rah!</td>
<td></td>
</tr>
</tbody>
</table>

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

**Athletic Program**

The following athletic programs are available for student participation:

<table>
<thead>
<tr>
<th>Braves</th>
<th>Stars</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Basketball</td>
</tr>
<tr>
<td>Basketball</td>
<td>Cross Country</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Golf</td>
</tr>
<tr>
<td>Football</td>
<td>Track &amp; Field</td>
</tr>
<tr>
<td>Golf</td>
<td>Volleyball</td>
</tr>
<tr>
<td>Hockey</td>
<td></td>
</tr>
<tr>
<td>Track &amp; Field</td>
<td></td>
</tr>
</tbody>
</table>

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.

**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. This club will run special projects as fund raisers to help with the cost of cultural excursions. Anyone planning to go on a trip must be a member of Spanish Club and have completed the Spanish II level. We will meet at least once a month (or more if needed for trip preparation).

**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, regulating the school programs, discussing and solving school problems, and representing student views for the faculty and community.
Anyone may run for Student Council by registering in the principal’s office in the spring when the elections are held. Any junior or senior interested in running for president and any sophomore, junior or senior for vice president of the Student Council must have a petition with the signatures of 10 percent of the student body. Nominees for the offices of president and vice president must give a campaign speech to the student body. The senior class has two carry-over members from the previous year and three elected at the beginning of each school year. The junior class has two carry-over members and two elected. The sophomore class has one carry-over member and two elected. The freshmen class elects two members. All class presidents and school organization presidents are automatically on the council.

**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.

**Baccalaureate and Commencement:**
1. Baccalaureate Service is sponsored by the Bottineau Ministerial Association 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, 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:

- Commencement
- Class Competition
- Dance
- Dance Promenade
- Pep Rally
- Prom Night
- Prom Court
- Prom Queen
- Prom King

**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 on a volunteer basis.

**SnoFest:** SnoFest, a semi-formal, is sponsored by the senior class during the Christmas holidays. 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 the states attorney 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. School personnel are 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 will require that those days be made up before credit or promotion can be awarded. This time will be made up with the detention officer.
   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. (This does not pertain to seniors during study halls). 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.
   a. When a truancy occurs in grades 7-8, a building administrator shall visit with the student and parents/guardians. Involvement of counselors should be considered in most cases. Appropriate discipline measures are left to the discretion of the principal.
   b. The following procedure will be used for truancy in grades 9-12:
      1. First Truancy: The principal will confer with the student and will notify the parents/guardians by phone. This call will be recorded in the office of the principal and the guidance counselor. The principal’s office will send an official notice of truancy to the parents/guardians. This notice will be kept on file in the principal’s office and the guidance department. The principal and/or teacher will take any appropriate disciplinary action.
      2. Second Truancy: Any subsequent truancy will be referred to a counselor for the purpose of organizing a parent/guardian teacher/student/counselor/principal conference. The principal will take any appropriate disciplinary action deemed necessary to correct the problem. A report of this conference will be filed in the principal’s office and the guidance department.
      3. Students will forfeit the opportunity to make up class work missed because of their truancy.
      4. Students shall make up time at the rate of two hours for each period missed. This time will be made up with the detention officer.
      5. Building administrators are granted the right to make exceptions to the truancy regulations under extreme circumstances.
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. 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.

3. 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.

Tardiness: A student is considered tardy if he/she is not in the classroom when the tardy bell rings.

   The office does not issue excuses for tardiness unless a student is detained by office personnel.

   Tardies between class periods are unexcused. If a student is detained by an instructor, the instructor shall sign an excused admission slip allowing the student to enter the next class.

   Unexcused tardies will be handled as follows:
   After three tardies: Student will lose their semester test exemption privilege in that class, and serve 1/2 hour of detention for each successive tardy, per semester. This time will be made up with the detention officer.

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

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 either attendance or achievement listed below with the exception of the following courses:

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<thead>
<tr>
<th>Science</th>
<th>Math</th>
<th>Social Studies</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>Algebra II</td>
<td>Economics</td>
<td>American Literature</td>
</tr>
<tr>
<td>Human Anatomy</td>
<td>Advanced Math</td>
<td></td>
<td>Advanced English</td>
</tr>
<tr>
<td>Physics</td>
<td>Calculus</td>
<td></td>
<td>World Literature</td>
</tr>
<tr>
<td>Advanced Biology</td>
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</tbody>
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Attendance Exemption:
1. The student has been absent from that class not more than two days during the semester (an absence is defined as missing all or any part of the class period) and
2. The student has received passing grades for each nine-week period during the semester. Missing a class due to:
   a. working,
   b. illness,
   c. medical or other appointments, or
   d. sent to study hall because of tardiness,
shall count as absences from that class. This is not an all-inclusive list...there may be other absences which shall also count.
3. The student has not been tardy more than three times in that class during the semester. Should either of the following cause a student to miss a class or classes, he/she shall NOT be counted absent:
   a. the school bus that the student rides either does not run or is late,
   b. being a member of a school sponsored activity or group which requires an absence from class.

Achievement Exemption:
1. The student has achieved a 3.5 grade point average 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 record book 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. Junior High students will lose all activity privileges as deemed appropriate by the administration.
4. 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 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.
Honors and Awards

**Academic Achievement Awards:** Letters and medallions are given to students (Grades 9-12) who have a cumulative G.P.A. of 3.00 or above. Plaques are given to seniors who maintain a cumulative G.P.A. of 3.50 or above. These awards are presented in May at the Achievement Awards Program.

**Bottineau’s Best:** Students will receive recognition by achieving a cumulative G.P.A. of 3.85 or higher. Foreign exchange students are not eligible to be recognized as Bottineau’s Best.

**Athletic Awards:** Letters are given to the athletes receiving the required number of points as determined by the coaches. The point system is described in the coaches handbook.

**B.E.A.:** This award is presented to a student who will be attending MSU-Bottineau enrolled in the field of education. It is presented in recognition of achievement, leadership and citizenship. The money will be sent to the Office of the Registrar after the completion of one successful semester of school.

**Bottineau Good Samaritan Scholarship:** Awarded to a student who will enroll in the field of health education and is based on academic record, leadership, citizenship, extracurricular activities and financial need. The money will be sent to the Office of the Registrar after the completion of one successful semester of school.

**Boys’ and Girls’ State:** The American Legion Post and the American Legion Auxiliary sponsor boys and girls respectively to a week of governmental study. Character, leadership and citizenship are taken into consideration.

**National School Choral Award:** This award honors the leading chorister each year. Contributions to the success of the school vocal program as well as singing ability are recognized with the presentation of this award. The person to receive this award is chosen by the choir members.

**James Holwell Memorial Scholarship:** Two scholarships are presented in recognition of superior achievement in scholarship, leadership and citizenship while enrolled in Bottineau High School. The scholarship may be used at the school of your choice. The money will be sent to the Office of the Registrar after the completion of one successful semester of school.

**Elmer Jesme Memorial Scholarship:** Presented in recognition of superior achievement in scholarship, leadership and citizenship while enrolled in Bottineau High School. This scholarship may be used at the school of your choice. The money will be sent to the Office of the Registrar after the completion of one successful semester of school.

**Olga Kittleson Scholarship:** Presented in recognition of achievement in Math and Science. The scholarship may be used at the school of your choice. The money will be sent to the Office of the Registrar after the completion of one successful semester of school.

**Knights of Columbus Scholarship:** This award is presented to a senior student who will be attending MSU - Bottineau. This scholarship is presented in recognition of excellent citizenship, character, achievement and community service.

**Know Your State:** The selection of this award is based on a written examination on North Dakota. Juniors and seniors may participate.

**Music Awards:** Letters are given to musicians (Grades 9-12) who meet the criteria as set forth by their advisors. Music Camp scholarships are given each year to several students who show a great interest in their music.

**Outstanding Science Student:** Certificates are given to science students based on outstanding scholastic achievements and participation in the field of chemistry, biology, physics and physical science.

**John Philip Sousa Award:** This award is given to the outstanding band student in the senior class. The person to receive this award is chosen by the band members. A $100.00 cash scholarship is awarded to the individual upon completion of one semester of college.

**Star Chapter Agribusiness person:** Given to the outstanding student who has completed at least two years of agriculture education and has the best off-farm SAE (Supervised Agricultural Experience) placement program.

**Star Chapter Farmer:** Given to the outstanding student who has completed at least two years of agriculture education and has the best on-farm SAE (Supervised Agricultural Experience) Program.

**Star Discovery Award:** Given to the student who is a junior high (7th or 8th grade) member who has been the most active in FFA activities and performed well in those activities.
**Star Greenhand Award:** Given to the outstanding student who has completed one year in agriculture education and has the best SAE (Supervised Agricultural Experience) program.

**Virgil VandeWalle Memorial Scholarship:** Presented in recognition of superior achievement in the Agriculture Education Program. The award is sponsored by the Bottineau FFA Alumni. The money will be sent to the Office of the Registrar after the completion of one successful semester of school.

**Voice of Democracy Speech Awards:** These awards are sponsored by the V.F.W. and the Ladies Auxiliary. Certificates of participation are presented to all entries; pins to the semifinalists; cash awards and medallions to the first, second, and third place winner.

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**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 (sex) 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
Please read this document carefully before signing.

Internet access is now available to students and teachers in nearly all classrooms of the Bottineau Public School District.

We are very pleased to bring this access to our schools and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail (e-mail) communication with people all over the world.
2. Public domain software and graphics of all types for school use.
3. Discussion groups on an incredible number of topics ranging from Chinese culture to the environment to music to politics.
4. Access to many University Library Catalogs, the Library of Congress, and ERIC, a large collection of relevant information to educators and students.
5. Graphical access to the World Wide Web, the newest and most exciting access tool on the Internet.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Bottineau Public School District will be taking precautions to restrict access to objectionable materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial and/or objectionable information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school district.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a Bottineau Public School District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

The signatures at the end of this document are legally binding and indicates the parties who signed have read the terms and conditions carefully and understand their significance.

Also, since the terms of this agreement policy may need to be updated and revised as needed, students will be completing an Internet Acceptable Use Agreement each year they are in school.
Internet -- Terms and Conditions of Use

1) Acceptable Use - The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. **The use of your account must be in support of education and research and consistent with the educational objectives of the Bottineau Public School District.** Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national, state, or school district regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, obscene, or pornographic material, or material protected by trade secret.

2) Privileges - **The use of the Internet is a privilege,** not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of the Bottineau Public School District may request the system administrator to deny, revoke, or suspend specific user accounts.

3) Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

a) Be polite. Do not get abusive in your messages to others.
b) Use appropriate language. Do not swear, use vulgarities or other inappropriate language.
c) Do not reveal your personal address or phone numbers, or those of other students or colleagues.
d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal or unethical activities may be reported to the authorities. Chain letters of any kind are strictly forbidden.
e) Do not use the network in any way that would disrupt the use of the network by others.
f) All communications and information accessible via the network should be assumed to be private property.
g) Students are reminded that most, if not all, web-based e-mail services are blocked by the state network.

   However, a student’s Sendit e-mail account will work and is recommended for use.

4) The Bottineau Public School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school district will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non deliveries, mis-deliveries, or service interruptions caused by it’s own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The school district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5) Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify your instructor or the system administrator. Do not demonstrate the problem to other users. Attempts to log on to the Internet as any other user will result in cancellation of your privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet. As a part of network security, network activity can and will be monitored to identify users who may be in violation of the Internet Acceptable Use Policy.

6) Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but not limited to, the uploading or creation of computer viruses.
Bottineau Public School District

Internet Acceptable Use Agreement

STUDENT

I understand and will abide by the above Internet Acceptable Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked, school disciplinary action may be taken, and/or appropriate legal action.

User's Full Name: ____________________________  Grade: __________

User Signature: _______________________________

Date: ____________________________

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Internet Acceptable Use Agreement. I understand that this access is designed for educational purposes, and the Bottineau Public School District is taking precautions to eliminate objectionable material. However, I also recognize it is impossible for the school district to restrict access to all such materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

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

Parent or Guardian's Signature: ____________________
ADMINSISTRATIVE REGULATIONS FOR EARLY GRADUATION

The expectation for all students in the Bottineau Public School District is for them to attend high school for eight semesters. For those students who have unique needs or goals and who would benefit from early graduation, the following criteria must be met:

Requirements: The candidate must have satisfied all of the requirements of a four-year graduate and qualified by virtue of extenuating circumstances or unique goals. Students must have a 2.5 GPA or better. A candidate will have the opportunity to receive a Bottineau Public School Diploma or a Diploma through the Division of Independent Study. The requirements are as follows:

1) Bottineau Public School Diploma--A candidate will need the minimum number of credits required by the Department of Public Instruction. A candidate must have at least 16 credits from the Bottineau Public School and the remaining six credits can be taken through courses at the Alternative School.

2) Division of Independent Study Diploma--A candidate will need a minimum of 19 credits. A candidate may have any combination of credits to meet the minimum of 19.

Procedures: If the applicant meets the above requirements, the student will submit an application for early graduation to the high school principal, preferably during the sixth semester but not later than October 1 of the seventh semester.

The matter will be thoroughly reviewed in conference to include the student, guidance counselor, parent or guardian, class advisor, at least two Senior High School teachers, and the Senior High School Principal. After a complete evaluation of the request, the principal will forward a recommendation to the superintendent for approval or denial.

Student Status: Upon graduation students lose their status as students of Bottineau High School. All activities, rights, and privileges accorded enrolled students cease when they have met the early graduation requirements.

Graduation: If early graduation is approved, the student may participate in commencement exercises on the same basis as other graduates. Students who do not participate in commencement will receive their diplomas as soon as practical after the exercises.

Bottineau Public School District

ADMINISTRATIVE REGULATION
ISSUED: 6/7/2005
AMENDED: 08/14/2007
APPLICATION FOR EARLY GRADUATION
BOTTINEAU PUBLIC SCHOOLS

Bottineau Public Schools will grant early graduation under limited circumstances to students who meet the following criteria. Students whose applications are accepted will be allowed to take part in graduation ceremonies and will receive a Bottineau High School Diploma.

1. For the purposes of this application, “Early Graduation” will be defined as completing class work at the conclusion of the 1st semester of the senior year in high school.
2. Student must have a Grade Point Average of 2.5 or better.
3. The student must have completed all graduation requirements by the end of the 1st semester of the senior year.
4. Student must answer the questions and provide the information included on this form.
5. Student must attach a current transcript to this application.
6. The application must be filed with the Senior High Principal no later than October 1st of the seventh semester. The application must be typed and signed by the applicant and the parent or guardian. The application will be considered by a committee consisting of the Senior High Principal, class advisor, a guidance counselor, and at least two Senior High School teachers. All applicants and faculty will be notified by written response of the decision of the committee and superintendent by October 15th of the current school year.

Name of Student: ________________________________

Signature of Student: ____________________________

Signature of Parent or Guardian: __________________

1. At the conclusion of the current school year, how many credits will you have earned toward graduation? ____________
2. Please present a plan in the space below outlining the credits and classes you need to graduate. How will you meet the requirements for graduation?

3. Why do you wish to graduate early? You must include your academic/vocational plans for the future and explain why leaving Bottineau Senior High School at the time requested will assist you in those plans.

4. Please include any other information which may be of an extenuating circumstance and which will assist the committee in making a decision based on what is best for the student.

________________________  ______________________  ______________________
Principal  Guidance Counselor  Superintendent

OFFICE USE ONLY: Date application submitted: ______________
Decision of the Committee: ________Approved  ________Denied

Policy Adopted: 6/7/2005
Amended: 08/14/2007
Dear Parent:

It is important that you and your child read and review the contents of this 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.

__________________________________________  ______________________
Signature of parent/guardian                      Date