

# ***STUDENT HANDBOOK***

## ***INTRODUCTION***

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

**Ron Dockter, Principal**  
**Jay Hepperle, Assistant Principal**  
**Guy Fridley, Activities Director**

## ***Vision Statement*** ***“Empowering All Learners to Succeed”***

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

# TABLE OF CONTENTS

Academic Learning Center.....	7
Academic Honesty.....	8
Athletics/Activities.....	24
A. Activity Directors Message.....	24
B. Eligibility of Activity Participant.....	25
1. Physicals.....	25
2. Participation Fees.....	25
3. Code of Conduct.....	26
4. Scholastic Eligibility.....	26
C. School Attendance.....	26
D. Citizenship/Sportsmanship.....	27
E. Practice & Game/Event Attendance.....	27
F. Suspension/Expulsion.....	27
G. Injuries.....	27
H. Social Media.....	27
I. Special Notes.....	28
1. Dickinson Public Schools.....	28
2. Due Process Appeal.....	29
3. Scheduling Conflicts.....	30
4. Church Night.....	30
5. Sundays/Holidays.....	30
J. DHS Athletic/Activity Coaches.....	30
K. DHS Activities & Organizations.....	31
Advisor/Advisee Program.....	7
Attendance/Tardy Policy.....	9
Building Level Support Team.....	8
Building Regulations.....	12
Cell Phones/Other Electronics.....	12
Class Schedule.....	4
Copyright Material.....	35
Correspondence/Independent Study.....	6
DHS Dance Policy.....	14
Deficiencies.....	8
Detention.....	16
Dress Code.....	13
Emergency Closing Procedure.....	37
Fees.....	21
First Aid/Accidents.....	9
Grade Level Assignment/Grading.....	5
Homebound Home bound /Hospital Instruction.....	8
Homecoming.....	14
Honor Roll.....	6
Incomplete Grades.....	5
Library Use.....	17
Lunch Period.....	13
Opportunity Period.....	7
Out of School Suspension.....	16
Parking.....	14
Peer Mediation.....	21
Personnel Directory/Support Staff.....	23
Schedule Changes.....	6
School Board Policies.....	31
School Calendar.....	3
School Resource Officer/Law Enforcement.....	16
Student Access to Internet.....	18
Student Council.....	22
Title IX Policy.....	20
Visitors/Student Visitors.....	14
Withdrawal/Drop/No Credit.....	5



2016-2017 Calendar to be inserted here.

## Class Schedule

Block 1	8:10 – 9:38
Block 2	9:44 – 11:12
Opportunity Period	11:17 – 11:47
Lunch	
Block 3	12:33 – 2:01
Block 4	2:07 – 3:35

## 2016-17 Grading Periods

August 24 – October 28	(1 <sup>st</sup> quarter)
October 31 – January 13	(2 <sup>nd</sup> quarter)
January 17 - March 21	(3 <sup>rd</sup> quarter)
March 22 – May 24	(4 <sup>th</sup> quarter)

## 2016-17 DHS Parent/Teacher Conferences

Wednesday, September 28, 2016; 4:00–7:00 p.m.  
Wednesday, December 7, 2016; 4:00–7:00 p.m.  
Wednesday, February 15, 2017; 4:00–7:00 p.m.  
Wednesday, April 26, 2017; 4:00–7:00 p.m.

## Parents' Right to Know

Through federal education law, parents have the right to request information on the professional qualification of the teachers and paraprofessionals educating their children. If you are interested in receiving this information please contact the Central Administration Office at 456-0002. Upon request, you will receive a detailed explanation of the licensing of educational qualification of each of your children's teachers. You will also receive the names and qualifications of the paraprofessionals working with your children.

## Student Records

A permanent cumulative record is kept on file for every student. These records contain information dealing with grades, attendance and standardized test scores. Until you are 18 years of age, your parents or guardians legally have access to your school records. At age 18 or older you have access to them.

A student's record cannot be sent to any agency or organization without the written consent of the student or the parents or guardians, with the exception of another school which the student plans to attend. We will send a transcript to other schools either at the request of the student (if 18 or older) or the parents or guardians (if under 18), or at the request of the school which the student plans to attend. This request may be verbal. The above procedures are in compliance with the provisions of Public Law 93-380 passed by Congress in 1974.

## Nondiscrimination Policy

YOU ARE HEREBY NOTIFIED that the Dickinson Public School District #1 does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, ancestry, disability, age, marital status, and other status protected by law ~~gender~~ in the educational programs or activities which it operates, and that it is required by Title IX and Part 86 of the Department of Health, Education and Welfare regulations not to discriminate in such a manner. This notice also includes Title VI Civil Rights Act of 1964 and the Americans With Disabilities Act of 1990.

YOU ARE FURTHER NOTIFIED that the Dickinson Public School District #1 does not discriminate in services or employment practices on a basis of handicap, in accordance with North Dakota Century Code 15-59-04, 48-02, 19, or PL94-142, Section 504 of the Vocational Rehabilitation Act of 1973, and as amended.

YOU ARE FURTHER NOTIFIED that the Dickinson Public School District #1 does not discriminate on a basis of gender, race, religion, marital status, age, disabilities, national origin or color.

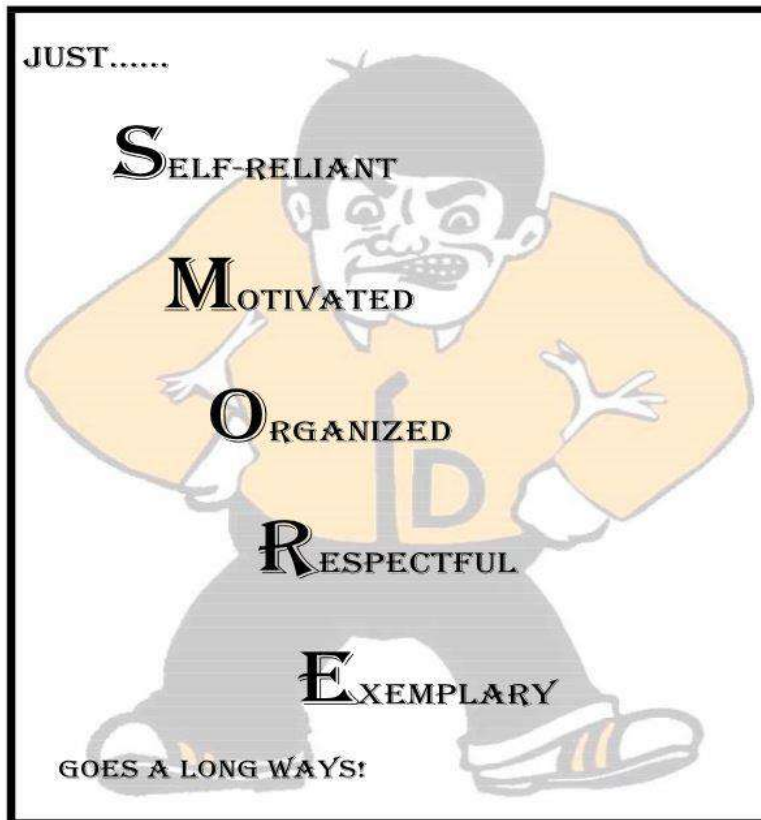
YOU ARE FURTHER NOTIFIED that inquiries concerning the application of Title IX, Title VI, ADA or other issues of equal opportunity may be referred to the Personnel Director at 444 4th St. West; 701-456-0002 and the Director of Student Services for 504 at the same address and phone number. These are designated as the persons responsible for coordinating the efforts of the Dickinson Public School District #1 to comply with and carry out these responsibilities, including any investigation of complaints alleging noncompliance of practices, and violation of law or school board policy.

### **Asbestos Notice**

The Asbestos Hazard Emergency Response Act (AHERA) required that all public school buildings be inspected or re-inspected for the presence of asbestos every three years after a management plan is in effect. The same statute also required initial and annual notifications of the availability of a management plan which outlines the steps to be taken to eliminate any hazards.

The Dickinson Public School District has a very limited amount of asbestos containing materials in the school buildings and it is being managed in strict compliance with all pertinent federal regulations. A copy of the inspection report, which details the locations of these materials and the proper management procedures, is available for public inspection during normal working hours in the Central Administration Office.

### **Positive Behavioral Support at Dickinson High School**



SMORE is our Positive Behavioral Interventions and Supports (PBIS) program. PBIS is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning. The SMORE program at DHS applies a multi-tiered approach to prevention, using disciplinary data and principles of behavior analysis to develop school-wide, targeted and individualized interventions and supports to improve school climate for all students.

### Grade Level Assignment/Placement

Students are typically assigned grade level by the number of years they have attended high school and/or by the number of credits they have earned.

**Freshman/grade 9** - regularly enrolled first year student

**Sophomore/grade 10** - attended one full year and earned 6.5 or more credits

**Juniors/grade 11** - attended two full years and earned 13 or more credits

**Seniors/grade 12** - attended three full years and earned 18 or more credits

### Grading

The grading system in our school uses the letters A, B, C, D, F, and I. F indicates a failing grade and I is incomplete. In general, the other four grades are interpreted as follows:

The following grading scale is in effect as of 8/24/2016.

~~94% — 100% — A — Superior~~  
~~86 % — 93% — B — Good/Above Average~~  
~~78% — 85% — C — Average~~  
~~70 % — 77% — D — Passing/Below Average~~

92% – 100% A – Superior

83 % – 91%	B – Good/Above Average
74% – 82%	C – Average
65 % – 73%	D – Passing/Below Average

## Incomplete Grades

Incompletes must be made up within two weeks from the end of the nine week period or a FAILING grade may be recorded.

## Withdrawal, Drop/Fail and No Credit

Students removed from classes for violations of the attendance policies or for disciplinary reasons will receive a drop/fail and an “F” will be recorded on the transcript. A grade of no credit “NC” may be recorded under certain circumstances and only with administrative approval.

Students who do not carry a minimum of three classes in a nine week period will be withdrawn from the roles and asked to enroll at the start of the next nine week period.

## Honor Roll

Scholarship is recognized and encouraged through an academic honor roll. The honor roll is compiled at the close of each quarter. Advanced Placement classes are ranked on a 5.0 scale. One must be a full time student (three of four classes) to qualify for honor roll.

Straight “A” Honor Roll – All A’s	4.000 average
Special Honor Roll	3.500 average
Regular Honor Roll	3.000 average

The honor roll will be computed using the following values for letter grades:

A = 4 points	B = 3 points
C = 2 points	D = 1 point

\* = +1 honor point (Advanced Placement Classes)

**An “F” or “I” will automatically eliminate any student from the honor roll.**

\* Honor roll students will be given one honor point for advanced placement classes.

**\*Graduation honor status will be based on GPA at the end of seven semesters.**

## Schedule Changes

The class choices that you made at pre-registration and final registration times are final and binding. Teachers have been hired, supplies and textbooks have been purchased, and sections have been balanced according to those choices. Therefore, no schedule changes will be permitted except in the most critical circumstances. All schedule change requests should be taken to the scheduling secretary. **Schedule changes are not allowed after the first three days of each nine-week period.**

## Correspondence Courses

Students who take independent study (correspondence) through the Division of Independent Study in Fargo need to be aware of the following:

1. Dickinson High School Guidance Counselors are available to administer tests and hand out the course material;
2. The course requirements and getting the lessons completed are the responsibilities of the student;
3. Seniors who expect to graduate must complete their independent study course work by May 15 to participate in the graduation ceremony;
4. As per NDHSAA regulations, correspondence courses do not count towards academic eligibility.



## Independent Study

Students wishing to take a course(s) through an arranged independent study with DHS Staff must meet the following criteria:

1. Students may enroll in an independent course of study within a curriculum area only after they have completed all courses offered by the department;
2. Courses with more than 25 students cannot have independent study students;
3. Students must use free hours before dropping courses to add independent study;
4. Must have principal approval.

## Graduation Ceremony

The graduation ceremony is an important and symbolic event. Unlike a student's right to a diploma upon completion of graduation requirements, participating in the ceremony is a *privilege*. **A student may be excluded from graduation exercises for violating school policy.**

## Early Graduation

Any student interested in early graduation should contact the counselors' office or principal's office by August 26, 2015.

## Advisor/Advisee Program

Students in grades 9-12 will have an advisor (teacher/staff member) for their four years at Dickinson High School. This advisor will meet with them on a regular basis to discuss things such as: curriculum, registration, college and graduation information, progress and grade checks, etc. If possible, students will have the same advisor throughout their four years.

## Academic Learning Center

Due to the restructuring of the school day at Dickinson High School, an Academic Learning Center has been developed. The Academic Learning Center provides assistance to an average of 30 students per week over the course of the year.

The Academic Learning Center provides assistance to any students who are at risk and are not progressing in the regular class setting. These students at risk may include transfer students and students who need to make up work missed for various reasons, including sporting events and illness.

A student may be referred to the Academic Learning Center by a classroom teacher, the Student Affairs Office, or the Student Assistance Team, which is our building level support system. Once the referral has been made, the Center is responsible for setting up assistance for that student using classroom teacher volunteers, peer tutors and community resources which include college students and retired teachers.

The classroom teacher is responsible for informing the Academic Learning Center, on a weekly basis, what students to expect and the assistance needed. The students must have a pass from the assigning teacher which indicates the assigned work or task and any other instructions that are needed. Tasks may include pre-teaching vocabulary terms, testing, assisting with note taking, editing and other tasks as requested.

## Opportunity Period

Dickinson High School has implemented within the school day a 30 minute period of time called “Opportunity Period.” Opportunity Period (OP) is an integral part of our school’s Response to Intervention Program (RTI) where administration, faculty, and staff use various strategies to help students become more academically successful in school. Opportunity Period is viewed the same as any other class period, and students are required to attend OP when assigned. Students that do not attend when assigned are subject to disciplinary action as determined by the administration. Any absence from an assigned Opportunity Period must either be pre-approved by the administration or medically documented by a note from an appropriate licensed healthcare provider indicating that the student was attending a medically-related appointment. Students are assigned to OP by teachers and administration for various reasons such as:

1. Students are failing or struggling in various classes.
2. Students that are in need of more individualized instruction.
3. Students have fallen behind on classroom work.
4. Students that desire enhancement or advanced work in various classes.
5. If freshmen are not requested by a teacher during Opportunity Time, they will be in an assigned study hall during this time.
6. Other reasons as deemed necessary to help students be more successful at Dickinson High School.

~~1. Opportunity Period is viewed the same as any other class period, and students are required to attend OP when assigned. Students that do not attend when assigned are subject to disciplinary action as determined by the administration. Any absence from an assigned Opportunity Period must either be pre-approved by the administration or medically documented by a note from an appropriate licensed healthcare provider indicating that the student was attending a medically-related appointment.~~

## **Academic Honesty**

Academic honesty is of the highest importance at Dickinson High School. Students who engage in any type of cheating are subject to disciplinary action.

## **Deficiencies**

~~Students who are doing unsatisfactory work are to be alerted to the fact by teachers issuing deficiency notices. In general, these notices are issued at the midpoint of every nine week grading period. Deficiency notices will be given if the student is doing failing or close to failing work or if the student is not working up to his/her ability.~~

## **Building Level Support Team (BLST)**

Dickinson High School will provide assistance for students who are experiencing behavior, academic, health and attendance problems that are producing or may produce a negative effect on the student’s performance in school. The purpose of the BLST is to assist students in obtaining help to resolve such problems in an effective and confidential manner. This BLST recognizes that the primary obligation to seek assistance and to resolve the problem rests with the student and his/her parent(s) or guardian(s).

We, at Dickinson High School, recognize that a wide range of problems that are not directly associated with the school may have an effect on the student’s performance in school. The problems may involve physical illness, mental or emotional illness, alcohol abuse, alcoholism, drug abuse or dependency, or family problems such as divorce, separation, financial difficulties, job loss and illness or death of a family member or close friend.

The BLST assures students that, if such personal problems are the cause of unsatisfactory behavior or performance, they will receive careful consideration and an offer of assistance in an effective and confidential manner. This service will provide information of academic assistance, referral counseling on chemical dependency, physical or emotional problems, or other personal problems. Student confidentiality will be maintained unless state or federal law requires disclosure. Providing information for referral or treatment, when needed, should be constructive and not a punitive action.

#### BLST Goal

1. To assist students who have problems that may affect their school performance by providing confidential, prompt, and diversified assistance to help resolve individual and/or family problems.
2. To restore productivity through early identification of problems and intervention so that a school atmosphere conducive to learning is maintained.

#### BLST Objectives

1. To provide a confidential, flexible, competent, and sensitive program of assistance to meet the needs of students on an individual basis.
2. To provide students, parent(s) or guardian(s) with accurate information regarding known referral resources.
3. To provide in-service training to educators that will focus on their role in relation to students in high risk situations.

The Members of the Building Level Support Team will implement this policy in such a manner that no student will have his/her high school career adversely affected by the use of the BLST. This policy, and any related procedures, will not alter or supersede the normal application of disciplinary or due process procedures.

(District expenditures, in addition to the personnel costs associated with operating the program, will be limited to the cost of the initial screening for any referral of a student. The District will not hire any additional personnel to operate this program but will use existing counselors and administrators.)

### **~~Homebound~~ Home bound /Hospital Instruction**

The Dickinson Public School District will provide one hour per day ~~homebound~~ home bound or hospital instruction if a student is out of school for a week or longer. It is required that a parent, or other adult arranged for by the parent, be present in the home while ~~homebound~~ home bound instruction is being provided. ~~Homebound~~ Home bound or hospital instruction will be considered in the following situations:

1. a child has an operation or condition, which requires ~~homebound~~ home bound instruction for longer than a week;
2. a student's condition relapses requiring periodic excused absences from school. Arrangements will be made to match home instruction to the need of the student; and
3. if a student is hospitalized in another North Dakota city or out of state, arrangements will be made with the school district where the hospital is located to provide hospital instruction. This instruction will be paid for by the Dickinson Public School District.

In order to receive ~~homebound~~ home bound or hospital instruction, a statement from a physician must accompany the request. The statement from the physician must indicate the medical condition that warrants ~~homebound~~ home bound hospital instruction and the length of time that the student will need to be ~~homebound~~ home bound/hospitalized due to the medical condition. If the medical condition is long-term, an updated statement from the physician must be submitted to the Director of Student Services each school quarter in order for the homebound/hospital instruction to continue. This updated statement must indicate the continuation of the medical condition and continued need for ~~homebound~~ home bound/hospital instruction.

A parent should contact the building principal or counselor to give needed information regarding the student's condition. The principal will contact the Director of Student Services who will make the arrangements for the ~~homebound~~ home bound or hospital instructional program. The final approval of this service will be made by the director. Contact the Director of Student Services at the Central Administration Office if you have questions, 456-0002.

## **First Aid/Accidents**

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

The Superintendent will develop uniform procedures for giving first aid, arranging for necessary medical care, notifying parents, and officially reporting accidents.

## **Dickinson High School – Attendance/Tardy Policy**

### **I. Absences**

1. Students are allowed a maximum of 5 absences per quarter (9 week grading period).
  - a. All absences (excused, unexcused, medically documented, administrative approved, etc) count in the attendance policy. The only absences that do NOT count are absences for school activities/field trips sponsored by Dickinson Public Schools, in-school suspension, and out-of-school suspension.
  - b. All absences beyond the maximum must either be PRE-APPROVED by the administration or medically documented by a note from an appropriate licensed healthcare provider.
  - c. Any absence beyond the maximum that is not PRE-APPROVED or medically documented may result in loss of credit or other disciplinary action.
  - d. Medical documentation is defined as a note from an appropriate licensed healthcare provider indicating that the student could not attend school due to illness, injury, etc or was at a medically-related appointment.
  - e. Funerals, weddings, extreme weather conditions, legal/court requirements, and college visits (seniors only) are examples of absences that may be administrative approved
  - f. PRE-APPROVAL REQUIRED: Requests for family vacations or other personal/family reasons must be requested in writing by completing a Family/Personal Absence Request Form available in Student Affairs. Administrative approval is determined on a case by case basis. Considerations will be given for students that historically display excellent attendance and behavior at school. Furthermore, the administration must feel comfortable that the absence will not adversely affect the student academically.
  - g. Documentation for administrative approved absences may be required.

## **Dickinson High School – Attendance/Tardy Policy**

### **I. Absences**

1. Students are allowed a maximum of five (5) absences per quarter (9 week grading period).
  - a. Parental notification (excused and/or unexcused) absences count in the attendance policy toward the maximum allowed. All other DOCUMENTED absences, including medical, dental, funeral, or documented administrative approval absences will not count towards the maximum allowed. Repeated call-ins by parents solely for the purposes of early release that are not medically or emergency-related are unacceptable and will not be granted. Administrative approval will be judged on a case-by-case basis.
  - b. Other absences that do not count towards the attendance policy include(s): school activities/field trips sponsored by Dickinson Public Schools, in-school suspension and out-of-school suspension.

- c. Unexcused absences (with or without parental notification) will result in further disciplinary actions or loss of credit.
  - d. Parents or other adults may not call in and excuse students early for work or late coming back from lunch.
- 2. Unexcused absences
  - a. An absence from school without parental/guardian knowledge.
  - b. An absence from school that is not approved by the parent/guardian.
  - c. An absence from school that has not been excused by the parent/guardian within 2 school days.
  - d. An absence from school deemed as being truant by the administration.
  - e. Leaving the school for any reason during the school day without checking out at Student Affairs (exceptions are lunch and off periods).
  - f. Any student that receives an Unexcused Absence shall serve 2 detentions and will no longer be eligible for the test exemption policy in that class(s).
  - g. Three (3) unexcused absences in the same class(s) in the same quarter may result in loss of credit or other disciplinary action.
- 3. Opportunity Period (OP) - Students are required to attend OP when assigned. Students that do not attend when assigned are subject to disciplinary action as determined by the administration. Any absence from an assigned Opportunity Period must either be pre-approved by the administration or medically documented by a note from a medical provider indicating that the student was attending a medically-related appointment.
- 4. Referrals to law enforcement and other outside agencies may occur if a student is habitually absent from school.
- 5. Making-up work when absent: Students are given an amount of time equal to the length of the absence to make up all work missed. Absences for school-related activities/field trips may require class work to be completed before the absence occurs. It is the responsibility of the student to make arrangements with the teacher as to when makeup work must be completed.

## **II. Tardies**

- 1. Students are allowed a maximum of 3 tardies per quarter (9 week grading period).
- 2. Tardies beyond the maximum shall result in the following consequences:
  - a. 4<sup>th</sup> tardy – loss of test exemption in that class(s) for that quarter.
  - b. 6<sup>th</sup> tardy – 2 detentions
  - c. 9<sup>th</sup> tardy – 2 detentions
  - d. 10<sup>th</sup> tardy – potential loss of credit or other disciplinary action
- 3. A tardy is defined as not being physically present in the classroom when the bell rings indicating the beginning of the class period. Note that a student that is more than 30 minutes late

or is not present in class for a minimum of 60 minutes shall be admitted to class, but shall be marked absent.

4. Referrals to law enforcement and other outside agencies may occur if a student is habitually tardy to class/school.

### **III. Absent/Tardy Incentive (Quarter/Semester Test Exemption Policy)**

1. Quarter/Semester tests are given at the conclusion of each quarter (9 week grading period) in all classes.
2. Any student that meets all of the following requirements in a specific class shall be exempt from taking the quarter/semester test in that class.
  - a. 3 or fewer tardies for the quarter
  - b. 2 or fewer absences for the quarter – absences for school activities/field trips do not count.
  - c. 0 unexcused absences for the quarter
  - d. Student has not been in-school or out-of-school suspended by the administration for major behavioral offenses (examples include, but are not limited to, tobacco/alcohol/drug or weapons violations, fighting, disrespectful/harassing/threatening behavior directed towards staff/students/school, vandalism, theft, etc.)
  - e. ~~Grade of B or higher~~ **Grade of C or higher**
  - f. NO missing assignments (all assignments, including makeup work, have been completed)
3. Those students who qualify for the exemption may elect to take quarter/semester tests at no risk for the opportunity to improve their grade. These students can leave class when finished with the test.
4. Parents/guardians that wish for their son or daughter to take quarter/semester tests may elect **NOT** to participate in the quarter/semester test exemption policy by contacting DHS.
5. Students that are exempt from taking quarter/semester tests are not required to attend class.
6. Students that are required to take quarter/semester tests must stay in class the entire class period.

### **IV. Notification procedure for absences/tardies**

Although students will be formally notified as noted below, it is still the responsibility of students and parents to use PowerSchool to keep track of absences and tardies prior to being notified.

#### **1. Absences**

Per quarter (9 week grading period)

2<sup>nd</sup> absence - warning

3<sup>rd</sup> absence –no longer qualifies for quarter/semester test exemption

5<sup>th</sup> absence –maximum number of absences

6<sup>th</sup> absence –potential loss of credit or other disciplinary action

#### **2. Tardies**

Per quarter (9 week grading period)

3<sup>rd</sup> tardy - warning

4<sup>th</sup> tardy - no longer qualifies for quarter/semester test exemption

6<sup>th</sup> tardy – 2 detentions

9<sup>th</sup> tardy – 2 detentions

10<sup>th</sup> tardy – potential loss of credit or other disciplinary action

## **Building Regulations**

1. Students are required to check out with Student Affairs if they need to leave school for any reason during the school day (exceptions are lunch and off periods). **Any student that fails to follow this procedure may be assigned unexcused absences by the administration.**
2. Unless accompanied by a teacher, a visible artifact or written pass is required to leave the classroom.
3. Students are not permitted in the school building after 4:00 p.m. unless they are under the supervision of a teacher, coach or advisor. Students waiting for transportation may do so in the east or west lobby.
4. Students are reminded that courtesy and respect for others should always be of the highest priority. Appropriate language and conduct is expected at all times while at school.
5. Pets or other animals are not allowed on school property without administrative approval.
6. Intimate signs of affection that are deemed inappropriate will not be tolerated. Intimate signs of affection are to be limited to hand-holding.
7. Students are not permitted to loiter in the bathrooms, locker rooms, stairwells, or entry ways at any time during the school day.

### **Cell Phones, Electronics, and Recreational Items**

**The use and possession of cell phones, personal electronics, and recreational items is a privilege, not a right.**

1. Cell phones, I-pods and other electronic devices are not allowed to be used in any way while class is in session unless permission has been granted by the classroom teacher. Students in possession of these items are expected to completely **TURN OFF** all electronic devices during these times and keep these items out of sight.
2. Cell phones, I-pods, and other electronic devices are not to be used at any time in private areas such as bathrooms, locker rooms, etc.
3. Cell phones, Ipods, and other electronic devices used or containing content in any way deemed as harassing, bullying, offensive, inappropriate, or harmful to others is not allowed at any time.
4. Recreational Items or Equipment: The following items are not to be used on school campus at any time.
  - Gambling paraphernalia
  - Laser Pens
  - Water transmitting devices
  - Skateboards, roller blades or roller skates
  - Other items deemed inappropriate for school by administration

**Violation:** School staff has the authority to confiscate cell phones, electronics, and recreational items when a violation of this policy occurs. Additional disciplinary action may be taken as determined by the administration. Searches of cell phones, electronics, and recreational items may also occur if the administration has reasonable suspicion to believe that the item is being used or contains any content that may be deemed as harassing, bullying, offensive, inappropriate, or harmful to others.

### **Dress Code**

Inappropriate clothing attire and poor personal hygiene can negatively impact the learning environment. Additionally, clothing attire and personal hygiene should not in any way constitute a threat to the safety and health of the student and others. The following are **NOT** permitted at Dickinson High School:

1. Clothing and all other personal items/accessories that **a.** contain vulgar, derogatory, violent or suggestive diagrams, pictures, slogans, or words; **b.** belittle any race, religion, nationality, or gender; **c.** portray or promote tobacco, alcohol, or illicit drugs; **d.** may be interpreted as “gang” apparel.
2. Strapless or backless shirts or sundresses, including tank tops, muscle shirts, tube tops, mesh tops, sheer tops, halters, bare midriff tops, or tops with shoulder straps less than two inches wide. Tops must completely cover the stomach/midriff area and all undergarments, including bra straps. Necklines and backs cannot be lower than a straight line from the top of one underarm across to the other underarm (straight line from armpit to armpit).

3. Dresses, skirts, skorts, and shorts that are shorter than 5 inches (length of an index card) above the top of the knee cap. Items that are shorter than the 5 inch rule will be allowed if leggings, tights, spandex, or other similar non see-through material is worn underneath the garment. **b.** Excessively baggy shorts, etc worn at or below normal level are prohibited. Pants need to be pulled up to hip/waist level. **c.** Clothing that contains holes, tears, rips, etc or what would be termed as “stressed” above the five inch rule
4. ~~Skin hugging leggings/yoga pants/jeggings,~~ **Excessively tight clothing,** including, but not limited to spandex and running tights are prohibited from being worn by themselves as the only item covering the lower body. Pants/shorts of this nature must be accompanied by a longer garment covering the lower body, such as a longer/oversized shirt or sweater, dress, or skirt that extends past the buttocks.
5. Chains (including chains attached to clothing and other accessories), studded jewelry, safety pins, or other items that pose a potential hazard.
6. Pajamas, slippers, or other sleep-ware.
7. Being barefoot. Appropriate footwear must be worn at all times while on school campus.
8. Clothing and personal items that promote musical groups whose lyrics are considered explicit.
9. All other clothing and personal items/accessories that are deemed inappropriate or unsafe as determined by the administration. Note that certain classes may require additional dress code requirements due to safety issues, such as shop classes, PE classes, etc.
10. Sunglasses, permanently tinted dark glasses, or similar items unless medically necessary.
11. Head coverings of any kind. Upon entering any of the buildings on campus, all head coverings such as hats, bandanas, caps, sweatshirt hood, “hoodies,” etc. are to be removed immediately. Exceptions may be granted by the administration upon request for religious reasons, medical reasons, or special events.

**Violation:** Student is sent to Student Affairs and provided with alternate clothing that meets dress code. Additional disciplinary action may be taken as determined by the administration.

### **Lunch Period**

1. Students will be allowed to leave the school and the school grounds during the lunch period.
2. Students are required to pay for their meals. Charging is not allowed.
3. Students will be given notice of a low balance on their lunch account.
4. All outside (fast) food and drink is reserved for the lunch room. There is to be no outside food taken through the hallways or eaten in the hallways, common areas, or at tables in the pods.

### **Visitors**

Visitors are required to register in the front office and obtain a visitor’s pass and display it before going to other parts of the building.

### **Student Visitors**

Only official school business will be considered as a legitimate reason for issuing a visitor’s pass. Visits from friends of our students wanting to “see what the school is like” are not considered official school business. Students should not bring visitors to school expecting to obtain permission for them to attend classes. Non enrolled students interested in a tour of Dickinson High must arrange an appointment through the DHS Guidance Department.

### **Parking**

Student parking is allowed in the west parking lot by permit only and on the street. Parking permits are available in the Student Affairs office. Student parking is not allowed in the following areas:



1. The area south and west of the Vocational building – These areas are reserved for faculty/staff and service vehicles and can only be used by students to pick up projects.
2. The lower southeast parking lot – reserved for faculty/staff **only**. (6:00 AM to 4:00 PM)
3. The upper east parking lot – reserved for visitors **only**. (6:00 AM to 4:00 PM)
4. All other areas on school property as marked by signs or communicated to students through school announcements.

Tickets will be issued by school personnel or law enforcement for parking in restricted areas and for illegal parking. Students will be fined as follows:

1. Not displaying a student-parking permit while parked in the student parking lot - \$5 fine
2. Parking in fire lanes and handicapped areas – \$20 fine and/or referred to law enforcement
3. All other parking violations - \$20 fine.
4. Careless Driving - \$20 fine and/or referred to law enforcement
5. Students have 1 week to pay all fines issued by school personnel. Failure to pay fines in a timely manner may result in further disciplinary action.

## **Homecoming**

Homecoming is special event at DHS. In addition to promoting school spirit, homecoming is also a time to recognize DHS Alumni and promote DHS in a very positive way to the public and the community. Because this event does carry a certain degree of public recognition for students, the following policies apply.

1. Students that are ineligible for academic reasons or ineligible due to code of conduct violations are not eligible for selection to the DHS Homecoming Royal Court.
2. Any student that becomes ineligible after the selection of the Royal Court shall immediately be removed from the Royal Court. In this case, that student shall not be replaced.
3. The administration has the authority to remove any student or students from the Royal Court for any behavioral issues that are not specifically covered in Item 1.

## **Dickinson High School Dance Policy**

### **General Policies:**

1. Unless otherwise noted, policies of Dickinson High school will govern all dances held at DHS.
2. The administration has the right to refuse admittance to any student or guest.
3. Dances are for high school students only (exceptions may be made for DHS alumni on Homecoming night and approved guests as noted below for Prom).
4. Guests from other schools must be pre-approved by the administration. Guests must be signed up under a DHS student (limit of one guest per DHS student). The DHS student will be responsible for his/her guest.
5. All students shall be required to sign in upon entering and sign out upon leaving.
6. All dances must be scheduled and approved by the administration. The time of the dances shall be determined by the administration.
7. Entrance doors will be locked one hour after the start of the dance.
8. Once a student enters the dance, that student will not be re-admitted if he/she leaves at any time.
9. Students are not permitted to loiter in the bathrooms or parking lot.
10. No outside food or drink will be allowed into the dance venue.
11. Parents are allowed (and encouraged) to attend dances as chaperones if prior administrative approval is granted. That approval would need to be secured by calling the Student Affairs Office at 701-456-0030.

### **Prom:**

1. Only Dickinson High School juniors and seniors and approved guests (as noted below) are allowed to attend the prom.
2. Guests from other schools must also be juniors or seniors.
3. Guests that are currently not attending high school will be admitted if they are at least 17 years of age, but not over 20 years of age.

### **Expected Student Behavior Regarding Sexually Explicit Dancing**

1. Students and guests will respect and be courteous towards all other students and chaperones.
2. Students are expected to dance appropriately in a manner that is appropriate for a school function.
3. Students are expected to dance appropriately in a manner that is fitting for a school function. Sexually explicit dancing is expressly forbidden. **Examples include, but are not limited, to the following:**
  - a. Mosh dancing or slamming will not be permitted.
  - b. Freaking, grinding, twerking or any other dancing that can be construed as vulgar or sexually provocative will not be permitted.
  - c. Back to front dancing will not be permitted.
  - d. Squatting or bending with buttocks facing or touching a partner will not be permitted.
  - e. Leg or hip grinding will not be permitted.
  - f. Overt and/or prolonged public displays of affection will not be permitted.

### **Dance Dress Code**

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

### **Consequences:**

1. Students that dance inappropriately will be given 1 warning, after which time the student(s) will be asked to leave.
2. Students that are not respectful or courteous to other students and chaperones may be asked to leave immediately depending on the severity of the behavior.
3. Students will be observed for alcohol, tobacco, drugs and all other illegal or controlled substances and items. Consequences shall be handled the same as any other violation that may occur during the school day on school campus in accordance to school board policy.
4. If a student is asked to leave before the end of the dance, a refund will not be granted.
5. If a student is asked to leave before the end of the dance, the possibility of not being allowed to attend future DHS dances will be considered and determined by the administration.
6. If a student is asked to leave before the end of the dance, every effort will be made to contact parents/guardians immediately.

### **Detention**

Detention is held each day school is in session.

Detention time is classified as Noon Detention: 11:50 am - 12:25 pm - counts as 1 detention.

Occasionally, the administration will assign detention during Opportunity Period (11:17 -11:47) in addition to Noon Detention. Students are required to attend this detention when assigned.

Detention room rules:

1. Students are expected to be academically productive while in detention and must bring work to do.
2. Students are not permitted to talk, sleep, play cards, eat, drink, play electronic games, use cell phones, use iPods/mp3 players, use other electronics, etc.
3. Students are required to report to detention as assigned unless PRIOR approval has been granted by the administration. Failure to do so shall be treated as insubordination and additional disciplinary consequences shall occur as determined by the administration.

### **Out-of-School Suspension**

Students that are out-of-school suspended are not permitted to be on school property nor are they permitted to attend any school-sponsored activity (both on-campus and off-campus) until the suspension has been completed.

### **School Resource Officer**

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

### **Citation for Truancy**

#### **15.1-20-03. Compulsory attendance law - Enforcement - Penalty.**

1. Any person who fails to ensure that a child is in attendance as required by this chapter is guilty of an infraction for a first offense and is guilty of a class B misdemeanor for a second or subsequent offense.
2. In a prosecution for an offense under this section, it is an affirmative defense if the person responsible for ensuring that the child is in attendance has made substantial and reasonable efforts to comply with the requirements of this section, but is unable to compel the child to attend school. If the court determines that the affirmative defense is valid, the court shall dismiss the complaint against the person.

### **Citation for Unruly Behavior**

Building principals may cite students for “Unruly Behavior” in school under **North Dakota Century Code 27. 20-02**

“Unruly Child” means a child who:

- a. Is habitually and without justification truant from school;
- b. Is habitually disobedient of the reasonable and lawful commands of the child’s parent, guardian, or other custodian and is ungovernable; or who is willfully in a situation dangerous or injurious to the health, safety, or morals of the child or others;
- c. Has committed an offense applicable only to a child, except for an offense committed by a minor fourteen years of age or older under subsection 2 of section 12.1-31-03 or an equivalent local ordinance or resolution;
- d. Has committed a noncriminal traffic offense without ever having been issued an operator’s license or permit if one was required;
- e. Has committed an offense in violation of section 39-08-18 or 5-01-08; or
- f. Is under the age of fourteen years and has purchased, possessed; smoked; or used tobacco or tobacco-related products in violation of subsection 2 of section 12.1-31-03; and

- g. In any of the foregoing instances is in need of treatment or rehabilitation.

### **Citation for Willful Disturbance**

Building principals may cite students for willful disturbance of schools under **North Dakota Century Code 15.1-06-16**.

Any person, whether pupil or not, who willfully molests or disturbs a public school when in session, or who willfully interferes with or interrupts the proper order or management of a public school, by act of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, or who, in the presence of the schoolchildren, upbraids, insults, or threatens the teacher, shall be guilty of a Class B misdemeanor which makes them subject to a potential fine up to \$1,000 or 30 days in jail.

### **Citation for Disorderly Conduct**

Building principals may cite students for disorderly conduct under **North Dakota Century Code 12.1-31-01**.

An individual is guilty of a Class B misdemeanor if, with intent to harass, annoy, or alarm another person or in reckless disregard of the fact that another person is harassed, annoyed, or alarmed by the individual's behavior, the individual:

- Engages in fighting, or in violent, tumultuous, or threatening behavior;
- Makes unreasonable noise;
- In a public place, uses abusive or obscene language, or makes an obscene gesture;
- Obstructs vehicular or pedestrian traffic, or the use of a public facility;
- Persistently follows a person in or about a public place or places;
- While loitering in a public place for the purpose of soliciting sexual contact, the individual solicits the contact;
- Creates a hazardous, physically offensive, or seriously alarming condition by any act that serves no legitimate purpose; or
- Engages in harassing conduct by means of intrusive or unwanted acts, words, or gestures that are intended to adversely affect the safety, security, or privacy of another person.

### **Library – Use of Materials**

1. Books may be checked out for a period of two weeks. Students may request book renewal as needed.
2. Notices of overdue materials will be sent out to students. Fines are ten cents per day. You may not check out any materials if you have overdue materials or an unpaid fine. Do not check out materials for other people in your name, and do not give materials checked out in your name to other people, as it will only cause you problems.
3. Books not returned by the end of the school year will be considered “lost” and students will be billed for replacement costs.
4. Loss or destruction of books, magazines or any library property will result in a charge to the student for the cost of replacing the item destroyed.

### **Library Policies**

1. The purpose of the library is for research, study and reading. Therefore, the atmosphere is to be quiet.
2. Any student entering the library on his/her own (not with a class) must check in at the circulation desk.
3. Food and beverage is prohibited by the library computers. It is allowed at the library tables, as long as students clean up any mess.

4. Electronics: Students are allowed to use e-readers (Kindles, Nooks, etc) in the library. Students may use other devices (Ipods or cell phones) to listen to music. If usage of any electronic device causes a disruption or is deemed inappropriate, the student will be asked to put the device away.
5. Those students who do not display acceptable behavior for the library will be sent out of the library or back to the class they came from. Such action could result in the student being banned from the library up to a maximum of a three month period.

## **Student Access to Internet & Computer Network Policy**

One of the major purposes of the Internet is to support research and education in academic institutions in the United States by providing access to unique resources. The use of the Internet in the Dickinson Public School District must be in support of educational goals and consistent with the stated objective of the school district. Use of other networks or computing resources must comply with the rules appropriate for that network. The Dickinson Public School District is bound by the Acceptable User Policy of its current Internet Service Provider.

Transmission of any material in violation of any federal or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, harassing, or obscene material, or material protected by trade secrets. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement is also prohibited. Illegal activities are strictly prohibited.

The use of the Internet for any use other than required curriculum activities is a privilege not a right. Inappropriate use may result in cancellation of those privileges. This cancellation of privileges may be up to 12 months and includes all available computers in the Dickinson Public School system. Based upon acceptable use guidelines outlined in this document, faculty and administrators will determine what constitutes inappropriate use and their decision is final.

Users are expected to abide by generally accepted rules of network etiquette. These include, but are not limited to the following:

1. Be polite. Do not write or send abusive messages to others. Do not post anonymous messages.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
3. Do not reveal the personal home address or phone numbers of students or colleagues.
4. Note that electronic mail (email) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the Internet in such a way that would disrupt the use of the Internet or the network by other users (e.g. downloading large files during prime time, sending chain letters or mass email messages, annoying other users).
6. Do not post personal communications without the original author's consent.

Users who identify a security problem on the network must not communicate the problem to other users and must promptly notify the system administrator. Users must not use another individual's account nor give their password to others. Logging into the network with another's login will result in a cancellation of user privileges. Attempts to login to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of inappropriate use of the network or Internet may be denied access.

Vandalism will result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data of another user and/or any workstation or network hardware, software or cabling that is part of the network. This includes but is not limited to uploading, downloading, creating computer viruses, damaging computers, computer systems, computer networks, or intentionally wasting resources.

Obscene, abusive or otherwise offensive language may appear on the Internet, as well as sexually explicit, racially biased, or other offensive materials. Dickinson Public Schools, while providing access to the seemingly limitless resources on the Internet, will attempt to protect students from the location of questionable materials. This will be accomplished by educating parents and students about the Internet and by controlling access when appropriate and feasible. It is the responsibility of all students to access only appropriate servers and sites on the

Internet. The Dickinson Public School District is in compliance with the Children's Internet Protection Act, which mandates that the Internet be filtered in educational institutions.

To gain access to email and the Internet all students under the age of 18 must obtain parental permission. Parents desiring their children to have access must sign and return the proper form. A new form will be signed when a student is first registered in the school district and upon entering the junior high and high school levels.

### **Children's Internet Protection Act (CIPA)**

Schools applying for e-rate funds must have a technology protection measure in place that blocks or filters Internet access. This filter may be disabled for bona fide research for adults. The policy must include monitoring the on-line activities of minors.

The Internet safety policy must address:

- access by minors to inappropriate matter
- safety and security with email, chatting on the internet, etc.
- unauthorized access
- unauthorized disclosure
- measures to restrict minors' access to materials that are harmful to minors

This measure is necessary for e-rate funding and Title III of the ESEA and Library Services and Technology Act funds.

Sendit Technology Services (STS), our Internet service provider, provides filtering to our school district with 8e6 Technologies Hardware (formerly X-Stop). The URL database is updated daily. This filter prevents students from accessing web sites that are not consistent with K-12 curriculum.

The categories blocked are: alcohol, anarchy, chat, criminal skills, cults, drugs, gambling, hate groups, obscene and tasteless sites, personal ads, pornography and public web proxies. The filtering policy can be found on the STS web site: <http://www.sendit.nodak.edu>.

### **Administering Prescriptive Medicines**

1. No prescription or nonprescription medication will be administered by school personnel unless authorized by parent/guardian or prescribed by a licensed prescriber and an authorization form is signed by a parent or legal guardian (Form C FCAB-E).
2. Prescription medication must be in a container with a label prepared by a pharmacist. Nonprescription medication must be in the **original container** labeled with the student's name and dosage.
3. Medications are to be properly labeled with student's name, name of medication, dosage amount, frequency of administering, name and telephone number of pharmacy, prescription number and doctor's name.  
. Prescription and nonprescription medications must be hand delivered to the school personnel by the parent/guardian.
4. School personnel will keep a separate record of administering medication, noting date, time and initials of person administering the medication.
5. The parent is to make the school personnel aware of any side effects and whom to notify in case of emergency.
6. Any change in type or amount of medication must be approved by parents (a new approval form must be signed and completed).

~~SB2163 (effective August 1, 2005)~~

By law a student who has been diagnosed with asthma or anaphylaxis may possess and self-administer emergency medication for the treatment of such conditions provided the student's parent files with the school a document that is signed by the student's physician and which:

- a. Indicates that the student has been instructed in the self-administration of emergency medication for the treatment of asthma or anaphylaxis;
- b. Lists the name, dosage, and frequency of all medication prescribed to the student for use in the treatment of the student's asthma or anaphylaxis; and
- c. Includes guidelines for the treatment of the student in the case of an asthmatic episode or anaphylaxis.

Neither a school district nor any employee of the district is liable for civil damages incurred by a student who administers emergency medication to himself or herself, or an individual because a student was permitted to possess emergency medication.

## **Immunization**

The 1979 North Dakota Health Immunization Law requires that no child will be admitted to kindergarten, elementary school, junior high school, or senior high school unless he/she has a certificate of immunization on file at the school or submits one prior to admission. The law, which became effective July 1, 1979, requires that the certificate be signed by a physician or local public health department representative and be presented to the school officials by the parent or guardian of the child. The Certificate of Immunization states that the child has been vaccinated against diphtheria, pertussis, tetanus, measles, rubella, mumps, polio, hepatitis B and varicella (chicken pox) if applicable. Effective for the ~~2004-2005~~ 2016-2017 school year, ~~one two~~ doses of chicken pox vaccine is required of children attending ~~first-grade~~ kindergarten through ~~fourth~~ eighth grade. For the 2016-17 School year, one dose of chicken pox vaccine is required for children attending ninth through twelfth grade. A reliable history of chicken pox disease is an exemption to the vaccine requirement. ~~Also effective for the 2008-2009 school~~ As in previous years, a student must receive meningococcal and tetanus, diphtheria, and pertussis (Tdap) vaccine before being admitted into any middle school, sixth or seventh grade. Blank certificates are available at the central administration office, the schools, area public health office, and the medical clinics. The law does allow exemptions for medical, philosophical, moral or religious beliefs. However, when there is a danger of an epidemic from any of the communicable diseases for which immunization is required, those children who are not adequately immunized, including children exempt, will be excluded from school until the danger of the epidemic is over.

## **Title IX Policy**

YOU ARE HEREBY NOTIFIED that the Dickinson Public School District #1 does not discriminate on a basis of gender, race, religion, marital status, age, disabilities, national origin or color in its educational programs/activities and employment practices. It is required by Title IX and Part 86 of the Department of Health, Education and Welfare regulations and not to discriminate in such a manner.

You are further notified that inquiries concerning the application of Title IX and part 86 may be referred to the Director of Personnel, Central Administration Office, who has been designated as the person responsible for coordinating the efforts of Dickinson Public School District #1 to comply with and carry out its responsibilities under Title IX and Part 86, including any investigation of complaints alleging noncompliance.

## **Harassment**

Harassment infringes on an employee and/or student's right to a comfortable environment and is a form of misconduct, which undermines the integrity of the relationship. No employee or student should be subjected to harassment either verbal or physical. This also includes any and all forms of "cyberbullying." Cyberbullying is

being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty by using the Internet, electronical or digital technologies.

Students who believe they may have been harassed or bullied should:

1. Not ignore it, because harassment tends to get worse.
2. Let the person know you don't like the behavior and that it will be reported if not stopped.
3. Report it to your parents, a teacher, a counselor, or an administrator. Your report will be handled with strict confidentiality and you will be given help to cope with the situation.
4. Request disciplinary action against the person harassing you by filing a written report.

Penalties for harassment or bullying will range from a verbal warning to suspension or expulsion, depending on the severity of the incident. Law enforcement will be contacted in situations that warrant it. Students who make false accusations of harassment or bullying pertaining to students and school personnel will be subject to disciplinary action.

Harassment will not be tolerated and should be reported to the administration. Reports of harassment will be investigated and appropriate consequences enforced. at: 444-4th Street West, Dickinson, ND; (701) 456-0002.

### **Peer Mediation**

We encourage students to use peer mediation to resolve conflict peacefully with the assistance of a neutral third party whom is a peer (someone their own age).

### **Fees**

Each student enrolled at Dickinson High School is charged a fee, which is collected at the time of registration prior to the start of the school year. The fee includes the cost of the following:

9 <sup>th</sup> and 10 <sup>th</sup> Graders	Class Dues.....	\$10.00
11 <sup>th</sup> and 12 <sup>th</sup> Graders	Class Dues.....	\$10.00

### **Student Athletic Passes**

Student Athletic Passes can be purchased through the Athletic Department at Dickinson High School.

## **2015-16 Student Council**

Student Body President	Marc Michaelson
Student Body Vice President	Katelyn Holman
Student Body Class Secretary	Lauren Despain
Student Body Treasurer-	Daniel Lerew

### **Class of 2016 - Seniors**

President	Marc Michaelson
Vice President	Katelyn Holman
Secretary	Lauren Despain
Treasurer	Daniel Lerew
Representatives	Dakia Schneider

### **Class of 2017 – Juniors**

President	Elizabeth Yoder
Vice President	Macy Mack
Representatives	Abigail Moberg
	Spencer Sparks
	Suzanna Moberg



Paige Yon  
Skyler Sparks  
Suzanna Moberg  
Cole Beck

Presley Weiler

**Class of 2018 – Sophomores**

President- Kody Johnson  
Vice President Dawson Dutchuk  
Representatives: Ian George  
Sydney Getz  
Kierra Schneider  
Emily Wehri

**Class of 2019 – Freshman**

President Genesis Paul  
Vice President Brendan Johnson  
Representatives: Maddy Hanel  
Kyler Smith  
Kennedy Kuntz  
Kamryn Kuntz  
Lauren Jorda

**Purposes:**

1. To teach and develop citizenship through democratic practices
2. To provide the opportunity for participation in the organization and management of school affairs
3. To further interest in all school activities
4. To provide a forum for student expression
5. To cooperate in promoting the general welfare of Dickinson High School

**Membership:**

The Student Council will consist of representatives from each class and the student body president. All students should understand that the final responsibility for operating Dickinson High School lies with the Board of Education who have delegated this responsibility to the school administration. Therefore, Student Council actions are treated as recommendations rather than the establishment of policy. All students desiring to seek election to the Student Council must complete a form which identifies leadership, service and character qualifications; must be recommended by the faculty; must follow petition procedures; and must maintain a 2.00 grade point average.

**PERSONNEL DIRECTORY**  
**Dickinson High School Administration**  
Ron Dockter Principal  
Jay Hepperle Assistant Principal  
Guy Fridley Activities Director

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**Dickinson High School Faculty**

John Abrahamson ..... Lang. Arts  
Nathan Amberg ..... Lang Arts  
Alysia Barman ..... Social Studies  
Jamie Becker ..... LD  
Lia Bradley ..... French  
Jeri Braunagel ..... Math

Jerica Anheluk ..... Fam/Cons Sci.  
JoAnn Coates ..... Transition  
Judith Dalton ..... Drafting  
Pete Dobitz ..... Science  
Paulett Dorval ..... Fam/Cons.Sci.  
Jim Fahy ..... Social Studies

Trista Fisher. Guidance Counselor  
 Tom Gray.....Physical Education  
 Susan HaiderTech & Engineer Ed.  
 Brian Ham .....Social Studies  
 Maxine HauckGuidance Counselor  
 Clarence Hauck.....Welding  
 James Hayden-Physical Education  
 CaraLee Heiser ..... Science  
 Darlene Henning Vision Impaired  
 Sheila Hlibichuk ..... Lang Arts  
 Bobbie Johnson ....Health Careers  
 Greg Jung..... Science  
 Kathy Kiedrowski .Fam/Cons.Sci.  
 Joshua Kralichuk..... Lang. Arts  
 Brenda Loney ..... Business  
 Cherie Mack Guidance Counselor  
 Lynelle Mann.....Math  
 David Michaelson..Social Studies  
 Susan Moberg .....Librarian  
 Hanna Rear ..... ELL  
 Tina Nygaard ..... Lang Arts  
 Tina Pavlicek .Physical Education  
 Dan Pender .....Social Studies  
 Kay Poland ..... Agriculture  
 Ashley Rasmussen..... Strategist  
 Audrey Bergeron ..... Math

Tammy Sadowsky ..... Title I  
 Scott Schmidt..Construction Tech  
 Jay Schobinger.....Math  
 Margaret Schulz..... LD  
 Tracy Sipma..... Business  
 Lyle Smith ..... Rec. Engines  
 Leanne Smutzler ..... Math  
 Jim Steckler ..... Science  
 Michael Stevenson... Vocal Music  
 Laura Tangen...Fam/Cons Science  
 Laura Tescher ..Special Education  
 Serena Thompson ..... Spec. Ed  
 Naomi Thorson.....Lang. Art  
 Desirae Tibor ..... Math  
 Keith TraquairInstrumental Music  
 Dena Venneman ..... Science  
 Jeremy Wanner .....Social Studies  
 Sonita Wegner .....Spanish  
 LaDawn Weidner..... LD  
 Leslie Wilkie .....Lang. Art  
 Paula Williams.....Spanish  
 Tod Winter..... Art  
 Brian Woehl..... Auto Tech  
 Shelly Wolberg..... Math  
 Brent Wolf..... Math

### Dickinson High School Support Staff

Wanda Anderson ..... Tech  
 Branigan Bender ..... Para  
 Lynelle Pfremmer ..... Para  
 Mark Breen .....ISS  
 Jeff Whitehead..... Custodian  
 Dee Brusich ..... Para  
 Janel Carow ..... Library Para  
 Lori Friedt.....Front Office Sec.  
 Patti Faiman..... Kitchen Helper  
 Connie Keller..... Para  
 Pat Kilwein ..... Para

Shonah Kinzel Student Affairs Sec.  
 Carol Klatt ..... Para  
 Brenda Kostecky..... Para  
 Elmer Krebs..... Custodian  
 Dan Turland..... Custodian  
 Theo Kubota ..... Custodian  
 Dave Bullinger..... Custodian  
 Diane Noble..... Custodian  
 Marlene Novotny ..... Custodian  
 Deb Pacht..... Para  
 Sandy Perzinski ..... Para

Nikki Privratsky.Front Office Sec  
 Vranna Quinn ..... Para  
 Lauren Roemmich Social Worker  
 Kristi Barney ..... Custodian  
 Heidi Schostek .....ISS  
 Annette Schroeder ..... CTE Sec.  
 Farley Sorkness ..Head Custodian  
 Candace Stanton ... Activities Sec.

Dan Turland..... Custodian  
~~Ron VanDoorne~~ Resource Officer  
 Laura Walter ..... Para  
 Adrienne Wanner.....Kitchen  
 Jess Wolf ..... Para  
 Tracy Zubke.....Scheduling Sec.  
 Chantel Crandel ..... Kitchen Help

**Dickinson Public Schools Student Activities**  
[www.westerndakotaassociation.org](http://www.westerndakotaassociation.org)

**Forward**

The purpose of this handbook is to provide coaches/advisors, students, parents, and the public with the necessary information pertaining to rules, regulations, policies, and guidelines relating to school activities in the Dickinson Public School System. Many important and common questions that arise from time to time are addressed. Dickinson Public Schools is very proud of the variety and number of activities available to our students and DPS thanks the continued public support of our student activity programs.

**A. Activity Director’s Message**

Dickinson Public Schools supports all of its activity programs with great enthusiasm as a positive and valuable part of the total educational experience. Dickinson Public Schools is extremely proud of the multitude and variety of activity programs offered to all students. All student activity programs shall be organized and managed along the following guidelines:

- I. Participants shall be treated as regular students. No special consideration is given for grades, attendance, assignments, etc. Students involved in school activities should represent the best that the district has to offer in and out of the classroom.
- II. Full allegiance will be given to all rules and regulations of the North Dakota High School Activities Association as well as other policies set forth by Dickinson Public Schools.
- III. All activity programs will be conducted for the benefit of the participants, with maximum concern for their safety, health, and well being.
- IV. Coaches/advisors as regular faculty members as well as those who are non-faculty are expected to exhaust all legitimate channels for promoting the highest level of excellence in all programs. Keeping in mind that our students participate in a wide variety of activities, coaches/advisors are expected to promote and support all activity programs and will be evaluated on the basis of their loyalty and contribution to the total educational program.
- V. All participants involved in school activities must be mindful that participation in school activities is a privilege and therefore carries high levels of expectation. All participants must adhere to all rules and regulations of the NDHSAA, Dickinson Public Schools, and each individual program.

*Activities Director, Dickinson Public Schools, 979 13<sup>th</sup> Ave. W., Dickinson, ND 58601*

**B. Eligibility of Activity Participants**

The North Dakota High Schools Activities Association (NDHSAA) serves as the governing body for many of the activities offered by Dickinson Public Schools. In accordance with the NDHSAA and many other state-sponsored student organizations, Dickinson Public Schools has adopted eligibility requirements for all its activity participants. Participants and parents/guardians should take the time to become familiar with all eligibility requirements. The NDHSAA Constitution and By-Laws Manual contains thorough detailed information in regards to the activities they sponsor. These by-laws can be found at [www.ndhsaa.com](http://www.ndhsaa.com).

The following are selected policies of the NDHSAA and those policies adopted by Dickinson Public Schools pertaining to eligibility requirements of all Dickinson Public Schools student activity participants. Individual activity programs may have additional training rules/regulations that apply to participants. Program participants will be made aware of any specific program rules/regulations that exist. The Activities Director and building principal will approve specific individual program rules/regulations in addition to those specified below:

**D) PHYSICALS** – All athletes, cheerleaders, and dance team members are required to have a annual physical signed by a physician and the participant's parents/guardians certifying that the participant has passed an adequate physical examination.

- a. The above named participants are NOT ALLOWED TO PRACTICE OR PARTICIPATE IN ANY CONTEST, GAME, PERFORMANCE, OR OTHER INTERSCHOLASTIC EVENT until a current physical is on file with the Activities Office at Dickinson High School.
- b. Physicals must be completed annually on or after April 15 to be valid for the following school year. Physicals completed before April 15 are not valid for participation the following school year.

## **2) PARTICIPATION FEES**

**a. Athletics** - All athletes, cheerleaders, and dance team members are required to pay an athletic participation fee as determined by Dickinson Public Schools.

1. Athletic fees are based upon the grade level of the student, not the level at which they participate. For example, an eighth grade student participating on a high school team would pay the junior high fee, not the high school fee.

2. Fees for club funded sports (swimming and hockey) are determined by each club.

**b. Other Activities** – All non-athletic activity participants are required to pay a participation fee as determined by Dickinson Public Schools. This fee is in addition to any state and national dues for each activity group.

### **c. All Activities**

1. Participation fees are due and payable on the first day of the activity.  
Participants are NOT ALLOWED TO PRACTICE OR PARTICIPATE IN ANY CONTEST, GAME, PERFORMANCE, OR OTHER INTERSCHOLASTIC EVENT until the required fee is paid at the Activities Office at Dickinson High School.
2. Fees should be paid at the Activities Office at Dickinson High School or may be given directly to the coach/advisor of the activity who will forward the payment to the Activities Office.
3. Students who are not able to pay when payment is due or feel they cannot afford to pay the fee should make arrangements with the Activities Director.
4. Each fee payer will receive a receipt for monies collected if requested.
5. Student managers, statisticians, and scorekeepers are not required to pay activity fees.
6. Students who voluntarily drop any activity will forfeit the fee.
7. Students suspended from activities for disciplinary reasons or scholastic ineligibility will not receive refunds
8. Full or partial refunds may be granted due to illness, injury, or being cut from a team/group. No refunds will be granted if more than half of the activity is completed.
9. Paying a participation fee DOES NOT guarantee any amount of playing time or other participation.

**3) CODE OF CONDUCT/MEDICAL RELEASE FORM** - All activity participants along with parents/guardians are required to read and sign a Code

of Conduct/Medical Care Release Form.

- a. This form must be completed every year.
- b. Activity participants are NOT ALLOWED TO PRACTICE OR PARTICIPATE IN ANY CONTEST, GAME, PERFORMANCE, OR OTHER INTERSCHOLASTIC EVENT until a current Code of Conduct/Medical Care Release Form is on file with the Activities Office at Dickinson High School.
- c. In order to provide for the health and safety of the individual participant and other extracurricular participants participating in a field trip, out-of-town contest or convention, or away game, the District may conduct a random search of all personal property of extracurricular participants before the students depart for the field trip, contest, convention, or game.  
To participate in any school sponsored extracurricular field trip, out-of-town contest or convention, or away game, the student and the parents/guardians of the student must sign a consent form by which the student agrees that as a condition of participation in the extracurricular activity, he/she will consent to reasonable search of personal property or clothing including student's backpack, book bag, suitcase, and/or purse.
- d. Coaches/Advisors will carry a copy of this form with them at all times in the event of a medical emergency.

**4) SCHOLASTIC ELIGIBILITY** - In accordance with the North Dakota High School Activities Association, Dickinson Public Schools has adopted the following academic requirements for eligibility in school activities.

- a. Hagen Jr. High Students: To participate, students may not be failing in more than one class. Grades are checked at the midterm of each quarter and at the end of each quarter (eight times per year). If a student has a failing grade in more than one class, he or she is declared academically ineligible for one week. The student's grades will then be checked weekly, and the student will remain academically ineligible until the required number of classes is being passed. Also, any Hagen Junior High student participating on a Dickinson High School team/activity must be passing ALL classes to be academically eligible for that particular activity.
- b. Dickinson High School Students: To participate, students must be passing **at least three** classes. Grades are checked at the midterm of each quarter and at the end of each quarter (eight times per year). If a student is not passing at least three classes, he or she is declared academically ineligible for one week. The student's grades will then be checked weekly, and the student will remain academically ineligible until the required number of classes is being passed. Additionally beginning with the ninth grade, any student not earning at least two credits at the end of a semester is academically ineligible for the first four weeks of the following semester. In this case, grades for the following semester will be checked after four weeks and to be eligible that student must be passing at least three classes. If not, the student will remain academically ineligible for one week and the student's grades and eligibility status will be checked weekly.

**5) SCHOOL ATTENDANCE** - At both the junior high and high school level, a student must be in attendance at school all day on the day of a competition, event, or performance unless prior approval is given by the Activities Director or building principal.

**6) CITIZENSHIP/SPORTSMANSHIP**: School activity participants are expected to exhibit good citizenship while at school and in the community. The conduct and behavior of participants is closely observed in many areas of school life and is a direct reflection of themselves, their parents, the school, the community, and the coach/advisor. Participants will be courteous and show respect for people and property. Poor citizenship and poor sportsmanship will be determined by coaches/advisors and school administrators and may result in suspension from school activities.

**7) SPECIFIC TEAM/ACTIVITY RULES**: Individual programs may have additional training rules/regulations that apply to students. Program participants will be made aware of any specific program rules/regulations that exist. The Activities Director will approve specific program rules. Ability alone does not guarantee a position in any

activity. Dedication, cooperation, practice, teamwork, fundamentals, and respect for team/activity rules are required.

**8) PRACTICE & GAME/EVENT ATTENDANCE:** Activity participants are expected to attend all practices and games/events while in season. In certain situations, participants will need to be absent for justifiable reasons and are considered “excused absences.” However, “excused absences” may result in suspension from school activities. Excused and unexcused absences will be determined by coaches/advisors and school administrators and may vary from activity to activity depending on specific circumstances.

**9) SUSPENSIONS AND EXPULSIONS:** A participant who receives an out-of-school suspension or expulsion for any part of the school day shall not be allowed to participate in any competition, event, or performance for the entire day. Furthermore, a participant shall not be allowed to practice or attend school-sponsored events until this type of suspension/expulsion is completed. A participant who receives an in-school-suspension may be ineligible for participation in school activities. Participation will be decided by the administration and coach/sponsor of the activity affected based upon the severity and circumstances leading to the in-school-suspension.

**10) INJURIES:** Dickinson Public Schools will ensure that competent coaches/advisors, safe facilities, and safe equipment are utilized. Nevertheless, injuries may still occur. If an injury occurs, notify the coach/advisor. **MEDICAL COSTS FOR INJURIES ARE NOT THE RESPONSIBILITY OF DICKINSON PUBLIC SCHOOLS.** Dickinson Public Schools does not carry insurance to cover costs involved in an injury. Injury costs are the responsibility of participants and/or their parents/guardians.

**11) SOCIAL MEDIA:** Dickinson High School student-athletes are representatives of Dickinson High and community. The athletic department requires student-athletes to exercise good judgment in their use of social media websites, and to conduct these activities in a responsible and respectful manner.

- It is impermissible for student-athletes to post information, photos, inappropriate behavior or items that could be interpreted as demeaning or inflammatory.
- It is not permissible to comment on injuries, officiating, or team matters that could reasonably be expected to be confidential to team members.
- Student-athletes are required to follow all respective social media website rules.

#### **Best Practices and Reminders**

- Think twice before posting. If you wouldn't want your coach, parents, or future employer to see your post, don't post it.
- Be respectful and positive.
- Remember, many different audiences view you're posts including fans, alumni, kids, local authorities, parents, faculty, etc.
- The internet is permanent. Even if you delete something, it's still out there somewhere. Do not post with an emotional state of mind. Coaches and administrators monitor social media websites. Potential employers use these social media websites to screen candidates. Use the privacy/security settings made available on these sites.

#### **12) LEADERSHIP ORGANIZATIONS**

Students that are elected to leadership organizations such as Student Council, National Honor Society, etc are publicly recognized for outstanding scholastic achievement and the highest levels of student behavior, moral character, leadership, commitment, and respect for self and others both in school and in the community. Students

that fail to meet these expectations as determined by advisors and school administrators are subject to disciplinary action, including removal from the organization.

### **13) SPECIAL NOTES:**

The Code of Conduct is in effect for the entire school year for all students whether or not they are currently in an activity. The Code of Conduct extends beyond the school year for those participants who are in an activity that either begins before school starts in the fall or ends after school ends in the spring.

Each year, all activity participants are required to sign the Code of Conduct prior to participation. However, all students and parents/guardians are reminded that once the school year begins, all students are subject to the Code of Conduct whether they have signed a Code of Conduct or not for the current school year as these policies are a part of the student handbook.

Co-op students from other schools participating in activities sponsored by Dickinson Public Schools are required to follow all the same policies and procedures as set by this Code of Conduct and DPS student handbooks.

#### **A. Dickinson Public Schools Alcohol, Tobacco, and Controlled Substance Use Policy & Code of Conduct**

The purpose of this policy is to define the position and disciplinary procedures of Dickinson Public Schools and the North Dakota High School Activities Association regarding the use or possession of tobacco, alcohol, narcotics, drug paraphernalia, or other controlled substances by participants in activity groups sponsored by Dickinson Public Schools. All student activities sponsored by Dickinson Public Schools are affected by this policy. They shall include, but not be limited to all athletic teams and athletic-related teams, performance groups, interscholastic groups, school sponsored organizations, state sponsored activity groups, and other school clubs/activities offered by Dickinson Public Schools.

Use or possession of tobacco, alcohol, narcotics, drug paraphernalia, or other controlled substances defined by North Dakota Law is prohibited. Any activity group participant who uses or possesses any of these substances will be suspended from all competitions or public appearances from the notification date. Participants in activities which are an extension of the classroom and are grade related such as concert band and concert choir will be allowed to participate in public performances but will not be allowed to participate in any interscholastic competition event.

Penalties will be prescribed as shown below:

1. First offense of the school year - 6 weeks
2. Second and subsequent offenses in the same school year – additional 18 weeks for each offense

Notes:

1. In addition to the suspensions listed above, Dickinson Public Schools also requires that participants must complete a substance abuse evaluation from a licensed addiction facility at the participant's expense beginning with the second offense and any subsequent offenses. This policy is in effect starting in the seventh grade and cumulative through 12<sup>th</sup> grade. This evaluation must be completed before ever participating in activities sponsored by Dickinson Public Schools again.
2. Keep in mind that students get a "fresh start" every year the school year begins when dealing with suspensions only, not evaluations. The first offense in a single school year is six weeks and subsequent offenses in the same school year are 18 weeks. These suspensions start over every year. However, suspensions are cumulative from year to year when dealing with evaluation requirements. For example: A student is suspended for six weeks during his or her eighth grade year for tobacco. This same student is then again suspended during his or her junior year for alcohol. Because it is a different school year, the suspension would be six weeks. However, because this is the second offense by this same student since seventh grade, an evaluation would be required and would have to be completed before ever participating in activities sponsored by Dickinson Public Schools again.

3. Dickinson Public Schools does provide an appeal process to ensure due process when students are suspended from school activities for alcohol, tobacco, and drug violations. Details of the appeal process and the entire Dickinson Public Schools Policy on Controlled Substance Use and Code of Conduct are available in Dickinson Public Schools student handbooks.

A student will be determined to have used one of the aforementioned substances when a witness has observed him/her ingesting the substance or under the influence of the substance and signs a statement to the effect. After the statement has been signed, school officials will make a determination of guilt or innocence.

A student will be determined to be in possession when he/she is found to have the substance on his/her person, such as in a pocket or in hand, or within an area which the participant controls, i.e. his/her vehicle, home, or person. Full or partial ownership shall also be evidence of possession. In order to show that a student is in possession of a prohibited substance, it is generally necessary to show that the student was aware of the presence and character of the particular substance and was intentionally and consciously in possession of it.

School administrators shall immediately investigate any alleged violation of the alcohol, tobacco, and controlled substance policy that is made known to the administration. If the administration finds probable cause to believe that this policy has been violated, the parents/guardians will be immediately notified of the violation and penalty.

### **B. Due Process Appeal Policy**

To assure due process, no Dickinson Public Schools activity participant will be suspended from any activity without first being advised of the nature of the violation, the evidence against him/her, and the right to request an appeal hearing within three school days of the administration's decision. The period of suspension shall begin from the date and time notification is given to the student and/or parent/guardian by the school administration. If a student and/or parent/guardian wishes to appeal the decision, an appeal hearing must be requested within three school days of being notified of the suspension by the administration. That request should be made to the building principal and/or Activities Director. Once the request is made, the appeal hearing will take place as soon as possible, preferably within three days of the student and/or parent request to have such hearing.

The appeal hearing will be heard by the Dickinson Public Schools Superintendent. This appeal will be considered the final appeal as the superintendent will act as the representative of the Dickinson Public Schools Board of Education. During the appeal hearing, the building principal or his designee shall act as the moderator of the hearing. The following parties may be involved: the participant being charged, parents/guardians of the participant, coach or director of the activity, witnesses to the violation, the investigating administration, and legal counsel for the participant if he/she desires. The participant being charged will be allowed to testify, to have witnesses, and to question all witnesses. Once the appeal hearing is over, the Superintendent will render a decision. The Superintendent may delay his or her final decision if he or she feels it necessary to investigate the incident further.

Notes:

1. During the time between notification and the hearing, the suspension may be deferred for good cause shown. However, if the school administration believes that clear and substantial evidence shows that the student is in violation of this policy, the student will be suspended immediately. The reason is that NDHSAA regulations state that if the suspension is not immediately imposed and the student is found to be guilty at a later date, any interscholastic contests or activities participated in by that student have to be forfeited.
2. If a violation of this policy occurs in school, on school premises, or at a school related activity, the student will be disciplined under the terms of this policy as well as the terms of the major disciplinary policy of each school district building.



### **C. Activity/Athletic Scheduling Conflicts**

Dickinson High School and Hagen Jr. High offer a multitude of activities for students. Because of the number of activities and limited days to hold events, scheduling conflicts are inevitable. Students/parents are to notify coaches/advisors immediately when they become aware that a conflict exists. The activities director is responsible for scheduling and will make every attempt to avoid scheduling conflicts. When conflicts exist, curricular events such as musical performances and singular qualifying events will have precedence over all sub-varsity events and may have preference over varsity events. When a conflict arises between two qualifying events, the activities director will meet with the advisor/coach to decide which event the student should attend. Parental input will be considered. If the conflict remains unresolved, the building principal will conduct a meeting with the parties involved and render a final decision.

### **D. Church Night**

As a courtesy to church organizations, no student activities (including practice) will be scheduled on Wednesday nights after 6:00 pm. Exceptions can only be made by the Activities Director.

### **E. Sundays/Holidays**

The NDHSAA allows contests to be scheduled on Sundays. However, it is the policy of Dickinson Public Schools that athletic contests will not be scheduled on Sundays unless there is no other option. Such athletic contests must be approved by the Activities Director.

Practices are allowed on Sundays for Varsity level athletes and other activity groups provided that these practices do not conflict with church activities. Sunday practices for SUBVARSITY athletes are not permitted at any time. Practices are to never be held before 12:00 noon on Sundays. Additionally, coaches/advisors should provide leniency for those students who may have family obligations that conflict with Sunday practices. Furthermore, practices on holidays are to be approved by the Activities Director and/or building principal.

### **Dickinson High School – Athletics**

Baseball .....	Pete Dobitz
Basketball - Boys' .....	Dan Glasser
Basketball - Girls' .....	Alysia Barman
Cross Country.....	Greg Jung
Football.....	John Tuchscherer
Golf - Boys' .....	Sara Berglund
Golf - Girls' .....	Sara Berglund
Gymnastics .....	Kent Van Ells
Hockey - Boys' .....	Dallas Kuntz
Hockey - Girls' .....	Al Takle
Softball .....	Amanda Mickey
Swimming - Girls' .....	Jenna Wolf
Swimming - Boys' .....	Mike Sullivan
Tennis - Boys' .....	TBA
Tennis - Girls' .....	Lia Bradley
Track - Boys' .....	Dave Michaelson/Jay Schobinger
Track - Girls' .....	Greg Jung

Volleyball .....	Jay Schobinger
Wrestling .....	Pete Dobitz

## **Dickinson High School – Activities and Organizations**

Acalympics- Knowledge Masters Open (KMO) .....	Josh Kralicek
Cheerleading .....	Audrey Lenz
Chronicle (student newspaper).....	TBA
Class - Juniors.....	TBA
Class - Seniors .....	Susan Moberg, Leslie Wilkie, Ron Dockter
Close Up .....	Dave Michaelson
Concessions .....	TBA
Dance Team.....	Megan VanSon
Dik Dak (yearbook) .....	Susan Moberg
Drama .....	Michael Stevenson
FBLA/Midget Market.....	Tracy Sipma
FFA.....	Kay Poland
Math Club/BEST Robotics .....	Desirae Tibor
Music - Instrumental.....	Keith Traquair
Music - Vocal .....	Michael Stevenson
National Honor Society .....	Jim Fahy
Prom – Senior Banquet.....	Leslie Wilkie/Tina Nygaard
Science Club .....	CaraLee Heiser/Dena Venneman
Skills USA - Automotive/Ford AAA.....	Brian Woehl
Skills USA - Construction .....	Scott Schmidt
Skills USA - Drafting .....	Judith Dalton
Skills USA - Recreational Engines .....	Lyle Smith
Skills USA - Welding .....	Clarence Hauck
Speech .....	Nathan Amberg
Student Council .....	Jay Hepperle
Technology Student Association (TSA).....	Susan Haider

## **School Board Policy AAA**

### **Philosophy of the Dickinson Public Schools**

We, the Dickinson Public School Board, present this statement of our basic beliefs concerning education in order to formulate district goals and objectives and to establish programs that are designed to meet these goals and objectives within the legal framework of state and federal law.

#### **We Believe:**

1. The purpose of education is to equip students with the knowledge and skills necessary to become active, informed, and productive members of society. Our public schools have a responsibility to foster the growth of intelligent and informed citizens.
2. All individuals are entitled to equal rights, freedoms, and opportunities regardless of economic, cultural, or intellectual differences. The District is committed to creating and preserving a learning and working environment that promotes tolerance and is free from discrimination and harassment.

3. Only through the study of basic subject matter, history, culture and fine arts will students be prepared for both the practical tasks and complexities of the world. The District will provide all students with opportunities to participate in varied curricular offerings.
4. Education should aid in the development of good character, self-respect and self-worth, and offer opportunities to form satisfying and responsible relationships with other people. The District will offer programs that allow students to practice the skills of family and community living and that promote an appreciation for health and safety.
5. Education must look to the future. The District will offer programs to help equip students with skills that may be demanded by our future society, that help students select appropriate occupations, and that provide opportunities to develop worthwhile leisure time activities. The District will also offer programs that teach money, property, and resource management techniques and conservation practices in order to assist students with planning for the future.
6. Educational experiences should be timed in accordance with students' readiness for them. All district programs will take into account factors such as age, maturity, and readiness.
7. Appropriate discipline helps ensure that the educational program operates efficiently and helps mold students into upstanding citizens. The Board shall develop policies in accordance with law to ensure administrators are equipped to appropriately respond to disciplinary issues.
8. Parents and the community should serve as partners with schools. It takes the combined effort of all members of the community to develop and maintain an educational program that meets the objectives delineated above. District schools will embrace the support and reflect the expectations of the community.

### **School Board Policy AAB**

#### **District Goals and Objectives**

The District shall comply with approval requirements in state law and shall strive to provide schools that meet the criteria for accreditation from Department of Public Instruction and that show adequate yearly progress as defined in federal law.

In addition to meeting these approval and accreditation requirements/standards, the Board has established goals and objectives, which are contained in the district's strategic plan.

### **School Board Policy AAC**

#### **Nondiscrimination and Anti-Harassment**

##### **General Prohibitions**

The Dickinson Public Schools is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student and/or employee's race, color, religion, sex, gender identity, **sexual orientation**, national origin, ancestry, disability, age, **marital status**, or other status protected by law.

It shall be a violation of this policy for any district student or employee to harass or discriminate against another district student or employee based on any status protected by law. The District will not tolerate harassment or discrimination of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any person affiliated with a person protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

The District shall promptly investigate any harassment or discrimination complaint and act on findings as appropriate, which may include disciplinary measures such as, but not limited to, termination of employment or

expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process.

### Definitions

- *Complainant* is the individual filing the complaint. When the complainant is not the victim of the alleged harassment/discrimination, the victim will be afforded the same rights as the complainant under this policy and regulation AAC-BR.
- *Disability* is defined in accordance with NDCC 14-02.4-02 (5).
- *Discrimination* means failure to treat a person equally due to a protected status. ~~Protected status is defined in applicable state (NDCC 14-02.4-02 (6)) and federal laws.~~
- *Protected status* shall include the statuses identified above, along with any other status protected by applicable state and federal laws.
- *Employee* is defined in accordance with NDCC 14-02.4-02 (7).
- *Harassment* is a specific type of discrimination based on a protected status. It occurs under the following conditions:
  - a. For employees when enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive
  - b. For students when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment
- *Sexual harassment* is a form of harassment based on sex, ~~sexual orientation~~, or gender identity. It is defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature when:
  - a. It is quid pro quo, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade).
  - b. It creates a hostile environment meaning unwelcome sexual conduct or communication that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the school's program(s). For employees a hostile environment is created when submission to unwelcome sexual conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- *Sexual harassment examples* may include, but are not limited to:
  - a. ~~sexual~~ or "dirty" jokes;
  - b. ~~unwelcome~~ sexual advances;
  - c. ~~requests~~ for sexual favors;
  - d. ~~sexually~~ motivated physical conduct or other verbal or physical conduct or communication of a sexual nature, including unwelcome touching, such as patting, pinching, or constant brushing against another's body;
  - e. ~~displaying~~ or distributing of sexually explicit drawings, pictures, and written materials;
  - f. ~~graffiti~~ of a sexual nature;
  - g. ~~sexual~~ gestures;

- h. touching oneself sexually or talking about one's sexual activity in front of others;
- i. spreading rumors about or rating other's sexual activity or performance;
- j. remarks about a person's sexual orientation; or
- k. sexual violence including, but not limited to, rape, sexual battery, sexual abuse, and sexual coercion.

### **Complaint Filing Procedure**

The Board shall create an informal and formal harassment and discrimination complaint filing procedure in board regulations. Nothing in this policy or in the harassment/discrimination grievance procedure shall prevent an individual from pursuing redress through state and/or federal law.

### **Confidentiality**

An individual wishing to file an anonymous harassment and/or discrimination complaint shall be advised that confidentiality will limit the district's ability to fully respond to the complaint and that retaliation is prohibited. The Title IX Coordinator shall perform a confidentiality analysis to determine when a request for confidentiality cannot be honored due to safety reasons or the district's obligation to maintain a nondiscriminatory educational environment. A harassment or discrimination investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions such as when the record is protected by FERPA.

### **Responsible Employees**

The Superintendent shall identify school employees responsible for receiving and reporting discrimination and harassment incidents and complaints. These individuals shall be listed in student handbooks and shall receive appropriate training on their reporting duties.

### **Policy Training and Dissemination**

The Board authorizes the Superintendent to develop harassment and discrimination awareness training for students and employees. In addition, the Superintendent shall display this policy and complementary grievance procedure in a prominent place in each district building and publish it in student and employee handbooks.

### **Title IX and Nondiscrimination Coordinator**

The Board designates the assistant superintendent as the Title IX and Nondiscrimination Coordinator. The assistant superintendent may be contacted at: 444 4<sup>th</sup> Street West, Dickinson, ND (701) 456-0002. The Title IX and Nondiscrimination Coordinator and any other school official responsible for investigation of discrimination complaints shall receive appropriate training.

## **School Board Policy ABBA**

### **North Dakota's Comprehensive Model School Policy for Tobacco Use**

#### **Definitions**

For purposes of this policy, *tobacco* is defined to include any product that contains tobacco, is manufactured from tobacco, or contains nicotine, **cigarettes, electronic smoking devices, or other smoking devices**. This excludes any FDA-approved nicotine replacement therapy.

#### **Rationale for Regulating Possession & Use**

The health hazards of tobacco use have been well established. This policy is established to:

1. Reduce the high incidence of tobacco use in North Dakota.
2. Protect the health and safety of all students, employees, and the general public.
3. Set a non-tobacco-use example by adults.

Tobacco use is the leading cause of preventable death and disability in North Dakota. To support and model a healthy lifestyle for our students, the Dickinson Public School District School Board establishes the following tobacco-free policy.

#### Use & Possession Prohibitions

1. Students: Possession and/or use of tobacco products by students on district property, in district vehicles, and at school-sponsored events (whether on or off district property) is prohibited at all times.
2. Staff/Visitors: The use of tobacco products by all school employees and visitors on district property, in district vehicles, and at school-sponsored events (whether on or off district property) is prohibited.

This policy includes all events sponsored by the school and all events on school property that are not sponsored by, or associated with, the school.

3. Additional: The District will not allow advertising of tobacco products in school buildings, on school property, at school functions, on district property, or in any school publications. This includes clothing that advertises tobacco products.

The District will not accept any gifts (such as curriculum, book covers, speakers, etc.) or funds from the tobacco industry.

#### Communicating to Students, Staff, & Public

This policy will be printed in employee and the student handbooks. The District shall comply with all smoking prohibition posting requirements in NDCC 23-12-10.4

#### Responsibility for Violations

All individuals on the district's premises share in the responsibility for adhering to and enforcing this policy. The Superintendent shall develop regulations for the enforcement and implementation of this policy.

#### Tobacco Cessation Services

Individuals requesting assistance with tobacco cessation services will be referred to NDQuits, the North Dakota Department of Health multi-media tobacco cessation program.

### **School Board Policy ABCA**

#### **Copyrighted Material and Intellectual Property**

##### Copyright Prohibitions

The District shall abide by the provisions of copyright law, including Fair Use Standards. The District prohibits illegal duplication in any form. Copyright materials, whether they are print or non-print; published online; or in the form of software, music, a digital medium or a performance shall not be duplicated or performed unless such use is permitted under law; or unless appropriate written permission from the copyright holder has been received and, if applicable, royalties paid.

##### Compliance

Each librarian should maintain copies of federal Fair Use copying guidelines and federal Fair Use Standards for off-air taping of copyrighted audio and audiovisual works. Legal counsel shall review any proposed usage beyond the guidelines.

The Superintendent will issue memorandums regarding this policy and federal Fair Use Guidelines to employees as needed; post notices of copyright law and this policy in appropriate locations; install filtering software on district networks to prevent illegal downloading and file sharing; and notify students of this policy through the use of student handbooks.

##### Intellectual Property

Any copyrightable work produced by a district employee within the scope of his/her duties is considered “work made for hire.” The District owns all copyrightable rights to these items. Employees have no right to use such work outside the scope of their district duties without the board’s permission. Work made for hire must remain with the District upon separation.

The Board authorizes the Superintendent to sell “work made for hire” products to other school systems, organizations, or commercial firms in accordance with the district’s sale of school property policy.

#### Violations

Administration shall investigate all complaints of alleged copyright violations.

Students and employees who willfully disregard the district’s copyright position are in violation of board policy and shall be subject to disciplinary consequences in accordance with applicable policies and law. In addition, employees who willfully disregard this policy do so at their own risk and assume all liability. The District may also deem employees who willfully violate copyright laws to be acting outside the scope of employment.

### **School Board Policy ABCB**

#### **Sportsmanship**

Dickinson Public Schools believes school-sponsored activity programs serve educational purposes in the lives of the District's students. One of these purposes is the development of good sportsmanship. The primary focus of the challenge of achieving good sportsmanship is on the student, but others are involved.

The School Board believes administrators must insist that good sportsmanship is the goal; athletic directors and other administrators must realize the value of sportsmanship and set the tone for the implementation of its good practice.

Coaches/activity sponsors must accept the responsibility of making each activity event a showcase for education. They are expected to be models of self control and dignity for participants and spectators.

Participants must be taught to handle themselves in a sportsmanlike way; they are also expected to project good sportsmanship in the activities in which they participate.

Student fans must be reminded that their conduct reflects on their school, and that poor sportsmanship will not be tolerated.

Adult spectators must realize that they also must exhibit good sportsmanship at athletic/activity events. Spectators serve as a model for their own children and for other young people in the community. Spectators also need to demonstrate self control and dignity while participating in various activities.

Administrators and activity sponsors shall practice good sportsmanship. Students will be taught good sportsmanship and be held accountable for their actions. Spectators will be reminded and encouraged to be appropriate role models for young people. The School Board will support staff and administrators who enforce sportsmanship rules at school-sponsored activity events, including evicting students or adults who violate the district policy.

Additional administrative rules will be developed providing enforcement of these expectations and also include positive incentives.

#### **Rules of Conduct**

The Superintendent shall develop rules of conduct for athletic events. These rules shall be published in student and employee handbooks and disseminated to district patrons using the method deemed most appropriate, effective, and cost efficient by the Superintendent.

The Superintendent, school district administrators, principals, district security personnel, and law enforcement may evict violators of these rules from the athletic event and the superintendent may prohibit and/or restrict attendance at future events. In addition, district students and employees violating these rules may be subject to disciplinary consequences in accordance with district policy and law.

## **School Board Policy ACAA-AR**

### **Emergency Closing Procedure**

If there is any doubt about school being open or closed, parents/guardians are asked to listen to radio stations KDIX 1230 AM, KLTC 1460 AM, KDXN-105.7 FM, KCAD 99.1 FM and KXDI 94 FM. The district Alert Now message will be activated should weather conditions warrant the closing of schools or early dismissal. Residents are requested not to telephone the school office or central office when weather is bad. Too many calls tie up vital phone lines, making it difficult to keep everything running smoothly.

In the event of other emergencies not related to weather that might require the schools to close or be evacuated during the school day, all district staff will follow the steps outlined in the district Emergency Procedures Manual to ensure the safety and well-being of all children in the schools.

## **School Board Policy ACE**

### **Violent and Threatening Behavior**

#### **Threatening Behavior**

A true threat is a statement made orally, in writing, or using another medium that would be perceived by a reasonable person to be a serious expression of intent to harm, commit assault, or damage school property.

#### **Reporting**

Any staff member who has knowledge of, witnessed or received a threat or threatening behavior shall report it immediately to the building principal or Superintendent. Students shall inform a teacher, guidance counselor, or principal when they are in possession of knowledge of such threats. Failure to report a known threat may result in disciplinary consequences up to and including suspension for students and termination of employment for staff in accordance with policy, law, and, when applicable, the negotiated agreement.

#### **Threat Assessment**

Upon receipt of a threat report, the building principal shall contact the Superintendent. The Superintendent shall determine if the report constitutes a true threat as defined above and whether, given the nature of the threat, it should be handled internally or turned over to law enforcement. The Superintendent shall make these determinations based on, but not limited to, the following criteria:

1. The detail, specificity, context, and content of the threat;
2. The amount of disruption the threat has caused or may cause to the educational environment;
3. Whether the Superintendent can identify the source of the threat; anonymous threats may be turned over to law enforcement;
4. When the source of the threat can be identified, the Superintendent shall consider, to the extent possible, the individual's:
  - a. State of mind;
  - b. Relationship with peers;
  - c. Age;
  - d. Domestic life;
  - e. Ability to carry out the threat (e.g., access to weapons);
  - f. Past behavior.
5. If any laws have been violated;



6. The identity and potential motives of the individual reporting the threat.

The threat assessment may involve interviews with district staff, students, and parents. The Superintendent may, in accordance with the Family Educational Rights and Privacy Act and other applicable records laws, release threat assessment findings to law enforcement when deemed necessary.

When law enforcement and/or the Superintendent, having considered the totality of the facts obtained through the threat assessment, verifies that a threat is true, the District shall take necessary and timely measures to safeguard students, staff, and district property.

#### Disciplinary Consequences for Threatening Behavior

1. Regular Education Students: A student who is found to have made a true threat will be subject to disciplinary measures, including, but not limited to suspension and/or expulsion. When deemed to be a necessary safety precaution, the District may require alternative placement or appoint supervision during the periods of suspension and/or expulsion for threatening behavior.
2. Special Education Students: Special education students found to have made a true threat will be disciplined in accordance with applicable policies and laws pertaining to the discipline of special education students.
3. Staff: Employees found to have made a true threat shall be subject to disciplinary consequences up to and including termination of employment in accordance with policy, law, and, when applicable, the negotiated agreement.

Students and employees may also be subject to the filing of criminal charges and/or referred to counseling services for treatment.

#### Violent Behavior

The District prohibits all acts of violence and aggression, including, but not limited to, possession of a weapon or dangerous instrument, physical assault, vandalism of district property, stalking, gang affiliation and/or activity, terroristic acts. Violators of this policy shall be subject to disciplinary consequences, determined by the seriousness of the act, including, but not limited to, expulsion for students, discharge for employees, and exclusion from school premises in accordance with applicable policy and law. In addition, the District may take legal action against the perpetrator.

Students and employees may also be subject to the filing of criminal charges and/or referred to counseling services for treatment.

### **School Board Policy ACEA**

#### **Bullying Prevention**

##### Definitions

Bullying – Definition. As used in Century Code sections 15.1-19-17 through 15.1-19-22:

- “Bullying” means:
  - a. Conduct that occurs in 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 and which:
    - (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student’s educational opportunities;
    - (2) Places the student in actual and reasonable fear of harm;
    - (3) Places the student in actual and reasonable fear of damage to property of the student; or
    - (4) Substantially disrupts the orderly operation of the public school; or

- b. Conduct that is received by a student while the student is in 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 and which:
    - (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
    - (2) Places the student in actual and reasonable fear of harm;
    - (3) Places the student in actual and reasonable fear of damage to property of the student; or
    - (4) Substantially disrupts the orderly operation of the public school.
- "Conduct" includes the use of technology or other electronic media.
- *Protected ~~classes~~ statuses* are defined in the district's Nondiscrimination and Anti-harassment policy (AAC). ~~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* shall include all employees of the Dickinson Public School District, 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 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, staff member or school volunteer 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

1. 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.

2. 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:
  - a. 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 or filed in a school building's main office.
  - b. 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.
  - c. 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 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.

The form should be completed by an administrator when s/he:

1. Initiates a report of an alleged violation of this policy; or
2. Receives 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, an assistant superintendent, 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 status** —whether actual or perceived. Reports involving a protected **class status** 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

### **School Board Policy FF**

#### **Student Conduct & Discipline**

##### Conduct Standards

Students will conduct themselves in a manner fitting their age level and maturity and students will not impede on the orderly conduct of district schools. Additionally, students will respect the rights of others on district property, including, but not limited to, district owned/leased/chartered vehicles, at school-sponsored events, and off-campus when student conduct has, or is reasonably predicted to have, a substantially disruptive effect on district operations and/or the educational environment.

##### Disciplinary Standards

Consequences for misconduct will be fair and developmentally appropriate in light of the circumstances. The Superintendent shall develop age-appropriate disciplinary standards in consultation with principals and other applicable district personnel. In addition, the Superintendent shall develop administrative regulations to assist administrators/their designees with investigating potential conduct violations.

Disciplinary policies, procedures, and guidelines need not be identical in content district wide but must:

1. Be identical in content for all district elementary schools;
2. Be identical in content for all district middle schools;
3. Be identical in content for all district high schools.

##### Disciplinary Standards for Special Education Students

District employees are required to comply with the Individuals with Disabilities Act when responding to violations of student conduct standards by special education students.

##### Prohibited Disciplinary Actions

The Board recognizes that reasonable physical force may occasionally be necessary to guard the safety and well being of students or employees or to deliver a student to an administrator's office; however, the use of corporal punishment, defined as the willful infliction of physical pain on a student, is not allowed in the Dickinson Public Schools Public School District. Corporal punishment does not include action taken by an employee for self-defense, protection of persons or property, obtaining possession of a weapon or other dangerous object, to quell a verbal disturbance, for the preservation of order, or pain or discomfort caused by athletic competition or recreational activities voluntarily engaged in by a student.

Complaints alleging that a district employee inflicted corporal punishment will be dealt with in accordance with school board policy on personnel complaints.

#### Disciplinary Authority

Regulations on disciplinary standards and investigation procedures shall delineate the degree of disciplinary authority that the district shall grant to teachers and principals.

Other school personnel shall be granted disciplinary authority by the principal on a case-by-case basis based on the nature and scope of the employee's duties. Personnel granted such authority shall be required to comply with this policy and any disciplinary authority limits established by regulations. Employees unauthorized to administer student discipline shall report student misconduct to the appropriate school authority.

Any district employee who acts outside the scope of his/her assigned level of disciplinary authority may be subject to disciplinary action, including but not limited to, discharge from/termination of employment in accordance with law and/or the negotiated agreement.

### **School Board Policy FG**

#### **Student Rights and Responsibilities**

The Board affirms those legal rights of students that are guaranteed under the federal and state constitutions and statutes. The Board reminds students that rights also are accompanied by responsibilities.

These rights and responsibilities include:

1. Civil rights, including the rights to equal educational opportunity and freedom from illegal discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school as required by law and to observe school rules and regulations essential for permitting others to learn at school.
3. The right to due process of the law with respect to expulsion, searches and seizures, or administrative decisions that the student believes have injured his/her rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights. Students may exercise their right to freedom of expression through speech, assembly, petition, and other lawful means. The exercise of this right may not interfere with the rights of others. Freedom of expression may not be utilized to present material that is vulgar, slanderous, defames character, advocates violation of law or is in violation of district policy.

The Superintendent shall ensure that students are made aware of the legal authority of the Board and the delegated authority of the staff to make rules and regulations regarding the orderly operation of the school, which uphold the legal rights of students.

### **School Board Policy FFA**

#### **Student Alcohol & Other Drug Use/Abuse**

##### Philosophy

The Dickinson Public Schools shall strive to provide a learning environment that is safe, drug free, and conducive to learning. This policy is designed to help eradicate the influence of drugs and alcohol within the school environment, promote awareness and health, and protect students in the school environment by imposing consequences for drug and alcohol related violations.

### Prohibited Activities

It shall be against school policy for any student to:

1. Sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or sell, deliver, or give, or attempt to sell, deliver, or give to any person substances the student represents or believes to be a substance(s) listed in this policy.
2. Possess, procure, purchase, or receive, or to attempt to possess, procure, purchase or receive the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy. A student will be determined to be "in possession" when the substance is on the student's person or in the student's locker, car, handbag, or when s/he owns it completely or partially.
3. Be under the influence of (legal intoxication not required), use, consume or attempt to use or consume the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.
4. Knowingly or intentionally aiding or abetting in any of the above activities.

This policy applies to any student who is on school property, who is in attendance at school or at a school-sponsored activity or whose off-campus conduct is reasonably predicted to substantially disrupt the operations of the school district, district safety, or welfare of students or employees.

### Prohibited Substances

1. Alcohol or any alcoholic beverage;
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant or depressant, and all other illicit drugs;
3. Any glue, aerosol paint, or any other chemical substance used for inhalation;
4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, "no-doze" pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants, sports or muscle-building supplements, and sleeping pills not administered and/or taken with appropriate consent and authorization from parents, school administration, and, if applicable, a health care provider.

The District has a separate policy dealing with tobacco use.

### Reporting Violations

A student or staff member that has reason to believe that a student has violated this policy should notify a school official (i.e., a teacher or administrator if the reporter is a student; a school administrator if the reporter is a district staff member). Except in limited circumstances under law, a teacher is required to report known or suspected violations of this policy to the school principal.

### Violation

When a principal/Superintendent has reasonable suspicion that a student has violated this policy, s/he may search the student in accordance with the district's policy on searches of students' personal property. Such searches shall not include referral for mandatory alcohol/drug testing.

Disciplinary sanctions will be imposed on, and additional actions may be taken (as listed below) in response to, any violation of this policy. These sanctions may include suspension or expulsion, intervention (as described below), and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities.

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

### Intervention

It is acknowledged that the public school has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependency; however, when observed behavior indicates that a problem exists which may affect the student's ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. The Superintendent shall develop a procedure for chemical dependency identification and referral for treatment.

Referral for treatment shall be a constructive not punitive action; however, use of the treatment program shall not override or prohibit the District from taking disciplinary action for violations of this policy.

The school will make a reasonable effort to cooperate with a therapy program if one is recommended for the student. The Board believes that if a student is involved in a chemical dependency program and is successfully addressing his/her harmful involvement with chemicals, s/he may continue in the regular school setting and continue to participate in any extracurricular program unless participation is in conflict with rules and regulations set forth by the Board and the North Dakota High School Activities Association and/or the student has been suspended or expelled as a result of a district policy violation.

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

#### Confidentiality

The District shall maintain the confidentiality of students referred for counseling and chemical dependency treatment in accordance with the district's policy on counseling records.

#### Education

The District will teach about drugs and alcohol in an age appropriate developmentally based education and prevention program in every grade in accordance with law. This program will include information about drug and alcohol counseling and rehabilitation programs available to the students.

In addition, the District will conduct staff orientation and training on drug and alcohol prevention, including a periodic overview of this policy and its procedures for implementation. The District will also provide parent and community education on the topic of drug and alcohol prevention.

#### Policy Implementation

Student handbooks shall contain a statement of sanctions required concerning the possession, use, or distribution of drugs and/or alcohol.

The Dickinson Public Schools will review this policy and its implementation periodically to ensure that disciplinary sanctions are consistently applied and to determine the effectiveness of the program for the prevention of alcohol and other drug use/abuse.

### **School Board Policy FFB**

#### **Attendance & Absences**

North Dakota law contains compulsory attendance requirements. In order to comply with and enforce these requirements, the Board establishes the following attendance policy.

##### Section I: Definitions

- A. For purposes of compulsory attendance reporting under NDCC 15.1-20-02.1 (1-2):
- *Excused absence* is an absence that the District will not use in determining if a compulsory attendance violation occurred. Any absence may be excused if it is supported by either a verbal or written excuse supplied by the student's parent, teacher, or school administrator.
  - *Unexcused absence* is any absence not supported by the verbal or written excuse required for an excused absence.



- B. For the purposes of taking disciplinary sanctions under Section III this policy as authorized by NDCC 15.1-20-02.1(3):
- *Approved absence* is an absence that the District believes is necessary and/or unavoidable and has received administrative approval. Necessary and/or unavoidable absences may be caused by illness, injury, family emergency, religious observance or instruction, suspension, participation in a school-related activity, court appearances when subpoenaed, or other reasons deemed necessary and/or unavoidable by the building principal or Superintendent. Students granted approved absences shall not be subject to the consequences contained in Section III of this policy. The Superintendent or designee shall develop criteria for requesting and granting an approved absence and shall establish make-up work requirements.
  - *Unapproved absence* is defined as an absence that does not meet the above criteria for approved absences. If a student is absent for an unapproved reason, the parent/guardian shall still be responsible for calling the principal's office to explain the absence, and the student will be subject to the consequences contained in Section III of this policy.

#### Section II: Documentation Requirements

School administration may require applicable documentation to verify an excused or approved absence, including, but not limited to:

1. Medical documentation from an appropriate licensed healthcare provider;
2. A copy of a court summons or subpoena;
3. An obituary for funeral leave;
4. Verification of planned or executed family travel (e.g., a boarding pass);
5. A request from an official at the student's place of worship;
6. A request for an absence due to a curricular or extracurricular event submitted by the student's teacher, coach, or extracurricular advisor.

#### Section III: Accumulated Unapproved Absence

The Board believes that unapproved absences are a form of misconduct and authorizes the Superintendent to establish grade-appropriate the disciplinary consequences. Students will be afforded appropriate due process rights based on the severity of disciplinary penalty that the District is considering imposing. Students shall be required to complete make-up work in accordance with administrative regulations or will receive no credit for incomplete work.

#### Compulsory Attendance Violations

North Dakota law defines what constitutes a compulsory attendance violation. Suspected violations of the compulsory attendance law shall be reported to school administration and investigated in accordance with law. When a compulsory attendance violation is substantiated, the District shall comply with law enforcement reporting requirements under law.

### **School Board Policy FFD**

#### **Carrying Weapons**

Definitions

- *Firearm* is defined in accordance with 18 U.S.C. 921.

- *Weapon* includes, but is not limited to any knife, razor, ice pick, explosive, smoke bomb, incendiary device, firearm, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon, dangerous instrument, or look-alike.

#### Prohibitions

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous objects, or look-a-likes, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity.

#### Disciplinary Consequences

Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Bringing a weapon other than a firearm to school will require that proceedings for the suspension for up to 10 days and/or expulsion for up to 12 months be initiated immediately in accordance with the district's suspension and expulsion policy.

Bringing a firearm to school will require that the district immediately initiate proceedings for the expulsion of the student involved for a minimum of one calendar year in accordance with the district's suspension and expulsion policy. The Superintendent may modify the length of a firearms-related expulsion on a case-by-case basis based on the following criteria:

1. The totality of the circumstances, including the severity of the incident and the degree of endangerment of other students and staff.
2. The age and grade level of the student.
3. The prior disciplinary history of the student being expelled.
4. Relevant factors which contributed to the student's decision to possess a firearm in violation of this policy.
5. The recency and severity of prior acts resulting in suspension or expulsion.
6. Whether the optional provision of educational services in an alternative setting is a viable alternative to modifying the duration of the expulsion.
7. Input, if any, provided by licensed professionals (psychologists, psychiatrists, counselors) as to whether the expelled student would place himself/herself or others at risk by returning to the school prior to the expiration of the expulsion period.

Parents will be notified and all weapons, dangerous objects, or look-a-likes will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration. Firearms will be confiscated and turned over to law enforcement.

#### Special Education Students

A student who is defined as having a disability under the Individuals with Disabilities Education Act (IDEA) who has brought a weapon to school shall be handled in accordance with IDEA regulations. The District shall make manifestation determinations, disciplinary decisions, and placement decisions of such students in accordance with IDEA regulations.

#### Nonapplicable Provisions

This policy does not apply to students enrolled and participating in a school-sponsored shooting sport, provided that the student informs the school principal of the student's participation and the student complies with all requirements set by the principal regarding the safe handling and storage of the firearm. The principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display will be exempt from this policy.

### **School Board Policy FFE**

#### **Extracurricular Participation Requirements**

##### Philosophy

The Board believes that participation in extracurricular activities constitutes a privilege and not a right. Students who participate in extracurricular activities represent the student body, school district, and community on the state and national level. As such, behavior of these students is a reflection of the entire community.

The District will enforce the requirements placed on extracurricular participants by the North Dakota High School Activities Association (NDHSAA), which govern both on and off campus behavior. In addition, the Board has established additional extracurricular participation requirements via a Dickinson Public Schools Code of Conduct policy found in the Hagen Junior High School and Dickinson High School student handbooks.

#### Activities Affected by this Policy

Activities affected by this policy shall include extracurricular activities as listed in the student handbook, including those not sponsored by NDHSAA.

#### Academics

NDHSAA requires that local districts establish a definition of what constitutes a failing grade. For the purposes of this policy, a failing grade is defined as receiving a letter grade of F in any curricular course as computed from the beginning of the semester for regular education students or, in the case of special education students, not meeting the goals of Individual Education Programs as assessed from the beginning of the semester.

#### Suspension Procedure

When the principal or Superintendent, as a result of his/her investigation, concludes that a violation of this policy or NDHSAA bylaws has occurred, s/he shall notify the student of this suspension.

#### Violation of Other Misconduct Policies

Students who violate student conduct policies not covered by NDHSAA bylaws may be subject to suspension from extracurricular activities for a period of time determined by coaches/advisors and administration. Such consequences shall be imposed in addition to other disciplinary consequences imposed under the applicable policy. When the administration deems suspension from extracurricular participation necessary, s/he shall follow the procedure for suspension from extracurricular participation required by NDHSAA bylaws and Dickinson Public Schools Code of Conduct policy

### **School Board Policy FFK**

#### **Suspension and Expulsion**

##### Definitions for the purposes of this policy:

- *School property* is defined as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by the District, and the site of any school-sponsored activity.
- *Suspension* includes out-of-school exclusion from school classes, buildings, grounds, and activities.

##### Suspension/Expulsion Authority

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

The Board designates the Superintendent to serve as the hearing officer for expulsion hearings unless not qualified to serve as defined in board regulations. In such cases, the Board shall appoint an alternative hearing officer. The hearing officer may expel a student for conduct that violates this policy after providing notice and a hearing as set forth in board regulations. When the hearing officer is someone other than the Dickinson Public School Board, the student may seek a review of the hearing officer's expulsion decision by the Board based on the record of the hearing.

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

##### Conduct Subject to Suspension/Expulsion

Conduct, including but not limited to the following, exhibited while on school grounds, during a school-sponsored activity, or during a school-related activity is subject to suspension or expulsion:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property;
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 or weapons;

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. Disobedience or defiance of proper authority;
7. Behavior that is detrimental to the welfare, safety, or morals of other students;
8. Truancy;
9. Offensive and vulgar language, whether or not it is obscene, defamatory, or inciteful to violence, where it is disruptive of the educational process;
10. Threats of violence, bomb threats, or threats of injury to individuals or property;
11. Any student behavior that is detrimental or disruptive to the educational process, as determined by the principal.

Copies of these rules shall be posted in a prominent place in each school and shall be published in student handbooks.

#### Suspension or Expulsion of Students with Disabilities

Suspension or expulsion of students with disabilities must comply with the provisions of the Individuals with Disabilities Education Act.

The District is not required to refer a regular education student who has been suspended for violation of school rules and/or district policy for special education assessment and evaluation to determine if such a student might have a disability. A suspended regular education student is not entitled to reinstatement to classroom and campus privileges pending any assessment and evaluation that is to be made during the term of the student's suspension.

### **School Board Policy FGA**

#### **Student Education Records**

The District shall comply with all required components of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA) when maintaining, retaining, granting access to, disseminating, and disposing of student educational records. In addition, the District shall comply with all notification requirements required by these laws.

#### Access

The District shall grant access to student educational records to individuals authorized by law. When applicable, appropriate consent will be obtained and/or agreements established to release records and the District will honor opt-out requests. The District shall comply with all recordkeeping requirements related to record access and disclosure as delineated in law.

School officials with a legitimate educational interest in a student's educational record shall be granted access to the portions of the record that they have a need to know. For the purpose of this policy, legitimate educational interest is defined as access that is needed in order for a school official to fulfill his/her professional responsibility. School official is defined as:

1. An individual employed by the District in an administrative, instructional, or support staff position;
2. School board members;
3. School resource officer(s);
4. A person or company contracted by the District to perform institutional services and/or functions, including, but not limited to, attorneys hired by the District and data storage and protection agencies;
5. A volunteer that performs institutional services and/or functions for the District;
6. A consultant hired to perform institutional services and/or functions for the District;

This list of school officials shall be included in the district's annual FERPA notification.

School officials will receive appropriate training and information on privacy to ensure records are not misused. The District shall put reasonable methods in place to ensure that school officials only obtain access to educational

records or portions of educational records in which they have a legitimate educational interest.

#### Review and Amendments

The Board shall develop procedures for a parent/guardian/student to review and amend educational records. These procedures shall be delineated in board-approved regulations and shall be disseminated annually in accordance with law.

#### Record Dissemination

1. Other schools: When a student enrolls, intends to enroll, or has enrolled in another school, the District shall forward a copy of the student's educational record, including disciplinary records involving suspension and/or expulsion to the new school district without prior consent so long as disclosure is for enrollment or transfer purposes. The District shall retain the original student record.
2. Directory information: The Board defines directory information as:
  - a. Address;
  - b. Date and place of birth;
  - c. Degrees, honors, and awards received;
  - d. Electronic personal identifier;
  - e. dates of attendance;
  - f. Grade level;
  - g. Institutional email address;
  - h. Major field of study;
  - i. Most recent educational agency or institution attended;
  - j. Participation in officially recognized activities and sports;
  - k. Photograph;
  - l. A student's name;
  - m. Telephone listing;
  - n. Weight and height of members of athletic teams.
3. The District may release this information without a parent/guardian/ authorized student's consent unless the parent/guardian/authorized student has requested to opt-out. Opt-out notices will be disseminated in accordance with law. The Board shall approve a list of entities to which directory information may be disseminated. The District shall provide applicable directory information to entities authorized to access directory information under FERPA and North Dakota law unless a parent/authorized student has opted out.
4. The District may release the contents of a student's educational record for reasons permitted by law, such as, but not limited to, health and safety reasons after taking into account the totality of circumstances and determining an articulable and significant threat to the health and safety of the student or others exists.
5. The District may, or, when required by law, shall release students' personally identifiable information from student educational records to authorized representatives, as defined by FERPA, in accordance with PII disclosure agreement requirements and other safeguard procedures mandated by FERPA regulations.
6. De-identified information may be released upon request if the request meets conditions permitting release of such information under law.

#### Record Retention & Destruction

Permanent record is defined as a record containing a student's name, address, phone number, record of grades, years enrolled, courses attended, and grades completed.

All components of a student's educational record shall at least be retained for the duration required by state law after which the permanent record will at least be retained. No record will be destroyed for which there is an outstanding request from a parent/student to review.

Special education records may be retained for a duration longer than required by law at the discretion of the special education director except that, in accordance with law, personally identifiable information in a special education record must be destroyed at the request of the parent(s). Parents of special education students shall be notified and their consent shall be obtained before the non-permanent components of a special education student's educational record are destroyed.

#### **Exhibit FGA-E – Notice of Directory Information**

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

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

1. A playbill, showing your student's role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and
5. Sports activity sheets, such as for wrestling, showing weight and height of team members.

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

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

#### **FGA-E2 – MODEL NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

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

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents or eligible students should submit to the school principal, or appropriate school official, a written request that identifies the records they wish to inspect. The school official will make

arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected in accordance with board regulation FGA-BR.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; or a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

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

#### **Disclosure of PII without Consent**

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

1. To other school officials, as defined in #3 above, within the educational agency or institution whom the school has determined to have legitimate educational interests. This may include contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
5. To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
6. To organizations conducting studies for, or on behalf of, the school, in order to: develop, validate, or administer predictive tests; administer student aid programs; or improve instruction. (§99.31(a)(6))
7. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
8. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
9. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
10. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
11. Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

**School Board Regulation FGA-BR**  
**Student Education Records Access**  
**& Amendment Procedure**

**Reviewing an Educational Record**



The District will comply with a parent/guardian/eligible student's right to inspect educational records. This right will be granted using the following procedure:

1. A request to view an educational record shall be granted by the deadline in law (45 days).
2. A request may be made in writing to the building principal.
3. The principal shall notify the parent/guardian/eligible student of the time and place when a record may be inspected.
4. The principal or designee shall be present when the parent/guardian/eligible student reviews the record.
5. If circumstances prevent a parent/guardian/eligible student from reviewing the educational record at the school office, the District shall prepare and mail a copy of the record or make alternative arrangements for the parent/guardian/eligible student to review the record. Any expense incurred from copying and/or mailing a record may be charged to the parent/guardian/eligible student at state rates, except as prohibited by law.

#### Amending an Educational Record

A parent/guardian/eligible student has the right to request an amendment to any portion of the educational record s/he believes to be inaccurate, misleading, or in violation of the student's right to privacy. A parent/guardian/eligible student shall use the following procedure to dispute or request an amendment to an educational record. This procedure shall not be used to dispute a grade, disciplinary decision, or opinions/reflections of a school official contained in an educational record.

1. Any request to amend an educational record shall be made in writing and submitted to the building principal.
2. The principal shall review the request within a reasonable time and approve or deny it. The principal's decision shall be submitted to the parent/guardian/eligible student. If the principal denies the amendment request, s/he shall inform the parent/guardian/eligible student of his/her right to request an appeals hearing.
3. Requests for an appeals hearing shall be submitted to the Superintendent. The hearing shall be held within a reasonable time after the appeal request has been made.
4. **The building principal shall require the requestor to submit/show a form of state or federally-issued identification to verify the identity of the requestor if the requestor is unknown to the principal.**
5. The Superintendent shall serve as the hearing officer. A representative of the parent/guardian/eligible student's choosing may accompany the parent/guardian/eligible student at the parent/guardian/eligible student's expense. The parent/guardian/eligible student shall have a full and fair opportunity to present evidence related to the amendment request.
6. The Superintendent's decision is final and binding and shall be submitted to the parent/guardian/eligible student at a reasonable time after the hearing.

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

## **School Board Policy FGCA**

### **Searches of Lockers**

The District retains ownership and control of all lockers. Access to all lockers, is a legal right of school officials whose responsibility it is to protect the health, safety, and welfare of all students enrolled. Students shall have no reasonable expectation of privacy when using lockers. Student shall be given advanced notice of this policy through student handbooks or another form of notification.

Lockers may be subject to suspicionless searches, inspections for purposes such as routine maintenance, or searches where there is suspicion that locker(s) contains objects/substances that are illegal, violate school policy, or may be detrimental to the health, safety, or welfare of district students.

#### Search Procedure

When a locker is subject to a search, the principal/Superintendent should be accompanied by at least one other school staff member.

Students' personal items stored in lockers such as, but not limited to, book bags, purses, and coats shall not be searched unless there exists reasonable suspicion that they contain an object(s) or substance(s) in violation of school rules/policy, the law, or which may be detrimental to the health, safety, or welfare of enrolled students.

The Superintendent should be notified whenever a search has been conducted if the Superintendent was not involved in the search.

#### Use of Trained Dogs & Involvement of Law Enforcement

Trained dogs may be used to smell the outside of lockers. If the dog detects the possibility of objects/substances that are illegal or violate school policy, the principal/Superintendent shall search the locker in accordance with the search procedure above.

In the event a police officer or other law enforcement officer is to conduct a search of a student's locker, probable cause is necessary unless the search is school-initiated and would pose a safety threat if conducted by school staff. Illegal substances found in lockers may be turned over to proper authorities.

### **School Board Policy FGCB**

#### **Searches of Students and Students' Personal Property**

A search of a student's personal property or clothing shall only be undertaken when there is a reasonable suspicion that the student is concealing an object(s) or substance(s) in violation of school rules/policy, the law, or which may be detrimental to the health, safety, or welfare of enrolled students. The building principal or Superintendent must authorize all searches.

When the principal/Superintendent has reasonable suspicion that one or more students are carrying a prohibited object, article, or substance or are otherwise in possession of a prohibited object, article, or substance on school property or at a school-sponsored event, all personal property belonging to the suspected student(s) may be subject to inspection. When determining the scope of a search, the principal/Superintendent shall ensure that any measures adopted are reasonably related to the object of the search and not excessively intrusive in light of the age and sex of the student.

#### Search Procedure

For the purposes of this policy, personal property includes, but is not limited to, a student's vehicle, backpack, book bag, and/or purse. Students may also be asked to empty their pockets; however, strip searches shall not be conducted.

Searches of persons should be conducted in private by a school employee of the same sex as the student with a school employee present as a witness.

#### Searches of Vehicles

The principal or designee shall conduct searches of student vehicles if the vehicle is parked on school property and if reasonable suspicion exists with a witness present. The principal shall make a reasonable attempt to contact the student who owns the vehicle and ensure s/he is present during the inspection unless an emergency situation is deemed to exist. If a vehicle is locked and its owner cannot be contacted or refuses to open it, the principal shall contact law enforcement.

#### Involvement of Law Enforcement

The principal/Superintendent may request the assistance of law enforcement to conduct any portion of a school-initiated search of a student/student's personal property that would pose a safety threat if conducted by school staff. In all other cases, law enforcement must have probable cause in order to search a student/student's personal property.

Illegal substances found during searches of students/students' personal property may be turned over to proper authorities.

#### Reporting Requirements

The administrator who authorized the search shall notify the Superintendent whenever a search has been conducted and shall complete a search and seizure report form to be retained in the suspected student's educational record.

## **School Board Policy GCAA**

### **Grade Promotion, Retention & Acceleration**

The Dickinson Public School District is committed to fostering the continuous educational and personal growth of its students. Student progress shall be continually evaluated based on state and local achievement standards, course content standards, and education goals and objectives as established by administration and the teaching staff.

The Board recognizes that at every grade level there are differences among students in their intellectual and personal development and that individual students may be more proficient in some content areas than in others. Therefore, assignment of a student to a grade level shall be based on the best educational interest of the student, which shall be determined by using the criteria established below.

#### **Criteria for Determining Promotion & Retention**

The decision to promote or retain a student shall be based on at least the following criteria:

1. Whether the student has completed course requirements at the presently assigned grade;
2. Whether the student demonstrates proficiency in enough course content areas to warrant promotion;
3. Whether the student has sufficiently met achievement standards and other educational goals/objectives established for the student's current grade level.
4. Whether the student demonstrates the degree of social, emotional, and physical maturation necessary for successful learning experiences in the next grade level.
5. The decision to promote or retain a special education student shall be made by the Individual Education Program (IEP) team in accordance with applicable law.

Under no circumstances shall a student be retained for the sole purpose of improving the student's ability to participate in the district's athletic program.

Procedures for promoting and retaining students shall be developed by the Superintendent and delineated in administrative regulations.

#### **Acceleration**

The Superintendent shall develop grade acceleration criteria and approval/denial procedures, which shall be delineated in administrative regulations.

## **School Board Policy GDA**

### **Graduation Requirements**

Graduation from Dickinson High School implies that students have satisfactorily completed the prescribed courses of study for the grade levels in accordance with their respective abilities to achieve and that they have satisfactorily passed any examinations and other requirements set by the School Board, faculty, and administration.

The requirements for graduation shall meet or exceed North Dakota law and the appropriate accreditation policies.

Students must have attended eight semesters of high school and must be regularly enrolled at Dickinson High School during their last semester. An exception to the semester rule is early graduation. Applications for early graduation must be submitted according to Policy GDAA--Early Graduation.

Students must have successfully completed at least twenty-six (26) credits of high school coursework before they will be issued a high school diploma. Students must demonstrate successful completion of the following courses to graduate:

- a. Four credits of English language arts.
- b. Three credits of mathematics.
- c. Three credits of science.
- d. Three credits of social studies.
- e. One credit of physical education that may include up to ½ credit of health.

- f. Three credits of a foreign or Native American language, fine arts, or career and technical education class.
- g. Nine electives.

It is understood that some students will be involved in special and adaptive programs that will result in graduation after successful completion.

The Superintendent will prepare an administrative regulation to implement the Graduation Requirements policy such as specific course requirements needed to graduate.

## Hall Pass Sign In/Out

[illegible]

### Codes for Destination

**G = Guidance**

**L = Locker**

**LR = Library Resource**

**O = Office**

**R = Restroom**

**RO = Resource Officer**