

Watford City High School

# PARENT STUDENT HANDBOOK



Board Approved:

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# SCHOOL CALENDAR

2024-2025

## McKenzie County Public School District No. 1 Calendar

Board Approved on 2/12/2024

AUGUST						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NO SCHOOL - Staff and Students
NO SCHOOL - STORM Make-Up
Professional Development Days \ NO SCHOOL
Make-Up PD Day \ NO SCHOOL
Conferences All Buildings
11/12   Elm. ONLY
11/13   ALL Schools
11/14   MS/HS ONLY
HS Conferences Only
MS/ES Conferences Only

### IMPORTANT DATES:

Aug. 19th:	First Day of School (1st-12th Grade)
Aug. 21st:	First Day of Kindergarten
Sept. 2nd:	NO SCHOOL
Oct. 16th:	End of 1st Quarter
Oct. 17th:	NO SCHOOL
Oct. 18th:	NO SCHOOL
Nov. 11th:	NO SCHOOL
Nov. 12th:	Parent-Teacher Con. (Elem. Only)
Nov. 13th:	Parent-Teacher Con. (All Schools)
Nov. 14th:	Parent-Teacher Con. (MS/HS Only)
Nov. 27th:	NO SCHOOL
Nov. 28th:	NO SCHOOL
Nov. 29th:	NO SCHOOL
Dec. 20th:	End of 2nd Quarter
Dec. 23rd:	Winter Break Begins
Jan 6th:	School Resumes
Feb 17th:	NO SCHOOL / Storm Make-up
March 3rd:	Parent-Teacher Con. (Middle & Elm.)
March 4th:	Parent-Teacher Con. (Middle & Elm.)
March 7th:	End of 3rd Quarter
March 10th:	Spring Break Begins
March 17th:	School Resumes
March 24th:	Parent-Teacher Con. (HS Only)
March 25th:	Parent-Teacher Con. (HS Only)
April 18th:	NO SCHOOL
April 21:	NO SCHOOL / Storm Make-Up
May 22nd:	Last Day of School \ End of 4th Qtr.

### SUMMARY - CALENDAR DAYS

1st & Last Day of School (1st-12th Grade): 8/19
1st Day of Kindergarten : 8/21
End of 1st Quarter: 10/16 (42 Days)
End of 2nd Quarter: 12/20 (41 Days)
End of 3rd Quarter: 3/7 (44 Days)
Last Day of School: 5/22 (47 Days)
Total Days of Classroom Instruction: 174 Days

JANUARY						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## DAILY SCHEDULES

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### **2024-2025 9-12 BELL SCHEDULE Regular School Day**

<b>Zero Hour:</b>	<b>7:00-7:50</b>	<b>(50 mins)</b>
<b>Period 1:</b>	<b>8:06-8:56</b>	<b>(50 mins)</b>
<b>Period 2:</b>	<b>9:00-9:50</b>	<b>(50 mins)</b>
<b>Period 3:</b>	<b>9:54-10:44</b>	<b>(50 mins)</b>
<b>Period 4:</b>	<b>10:48-11:38</b>	<b>(50 mins)</b>
<b>Period 5A:</b>	<b>11:42-12:07</b>	<b>(25 mins)</b>
<b>Period 5B:</b>	<b>12:11-12:32</b>	<b>(21 mins)</b>
<b>Period 5C:</b>	<b>12:36-1:01</b>	<b>(25 mins)</b>
<b>Period 6:</b>	<b>1:05-1:55</b>	<b>(50 mins)</b>
<b>Period 7:</b>	<b>1:59-2:49</b>	<b>(50 mins)</b>
<b>Period 8:</b>	<b>2:53-3:43</b>	<b>(50 mins)</b>

### **10:00 AM Late Start (Weather)**

*\*Doors Open by 9:20AM*

<b>Period 1:</b>	<b>10:00-10:35</b>	<b>(35 mins)</b>
<b>Period 2:</b>	<b>10:39-11:14</b>	<b>(35 mins)</b>
<b>Period 3:</b>	<b>11:18-11:53</b>	<b>(35 mins)</b>
<b>Period 4:</b>	<b>11:57-12:32</b>	<b>(35 mins)</b>
<b>Lunch:</b>	<b>12:36-1:07</b>	<b>(31 mins)</b>
<b>Period 5:</b>	<b>1:11-1:46</b>	<b>(35 mins)</b>
<b>Period 6:</b>	<b>1:50-2:25</b>	<b>(35 mins)</b>
<b>Period 7:</b>	<b>2:29-3:04</b>	<b>(35 mins)</b>
<b>Period 8:</b>	<b>3:08-3:43</b>	<b>(35 mins)</b>

*\*There will be no Zero Hour classes during a Late Start due to weather*

## ATTENDANCE

### ABSENCES

Parents must call the school the day that their child misses and inform us of the reason. Please call the high school office before 8:30 AM. If this does not occur, the student will be marked unexcused. The student/parent will have 2 weeks to change an unexcused absence (U) to the appropriate attendance code, this applies to Special Circumstance Excuse Forms as well. After that time the U will stay on the student's attendance record. Attendance allows us to know where students are. When they are gone, for a student's safety, we need to be informed.

Counted in 10-day limit	Not Counted in 10-day limit
<b>Guardian (G):</b> Guardian requested absences: Family vacations, trips, etc.	<b>Medical appointments (M):</b> In addition to receiving prior approval a student must bring a note from the doctor, eye doctor, orthodontist, dentist, or other medical professional upon return to school and present it to the office.
<b>Ill (I):</b> The student is too sick to come to school. More than 2 consecutive days will require a doctor's note.	<b>Funeral (F):</b> Students will have a maximum of 5 days to attend funerals. Exceptions to the limit may be made at the discretion of the Principal.
<b>Unexcused (U):</b> No parent contact has been made or student skips class. Students may be given a U if they are more than 10 minutes late for class, leave class without permission, or are absent from class for more than 10 minutes.	<b>Special Circumstances (S):</b> Weather related absences (Determined by Supt.), College Visits (2 days for juniors, 3 days for seniors), Special situations approved by administration. This form is located in the office and must be signed and returned within two weeks of the absence in question.
	<b>In and Out of School Suspension (ISS &amp; OSS):</b> These absences are mandated by the administration as disciplinary action.
	<b>Extracurricular (X):</b> These absences are generally put in by the coach/advisor.

\*The responsibility for making up missed lessons rests with the student, not the teacher.



Absences will not be changed without proper documentation (medical) after two weeks' time. Unexcused absences need to be called in within two weeks of the absence or the unexcused absence will remain in PowerSchool.

Additionally, as is listed in NDCC 15.1-20, students that are receiving any type of virtual instruction or service must be engaged with this service and make progress to be considered in attendance.

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### 10-DAY NO CREDIT

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A student may not have 10 absences or 10 tardies for 1 course per semester. Loss of credit will result when a student reaches the 10-day or 10-tardy limits. Students that reach 10 absences or 10 tardies in a class will be able to recover the credit by being added to an online program (Edgenuity) in the content area in which the 10 days/tardies have been missed. In addition to passing the online course, the student will also need to be present and pass the regular classroom in which they may lose credit. The online course must be completed by year end for first semester credit loss. Students will receive an NC (No Credit) until the online program has been completed.

Students earning an NC in the second semester must attend summer school in order to recover their credits. If students are unable to attend summer school, they may be allowed to take Edgenuity during the first semester of the following school year with administrator approval. These credits must be recovered by the end of the first semester.

Second semester seniors that cross over the 10-day limit will be placed in the corresponding Edgenuity course immediately, provided the course is required for the student's graduation. The student must also remain in the regular classroom and maintain attendance in order to participate in the graduation ceremony.

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### LEAVING SCHOOL DURING THE SCHOOL DAY

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Students are not permitted to leave the school building at any time during regular school hours without parent permission and signing out at the high school office. If prior approval to leave the building has not been given, a student must receive approval from parents and get approval from the High School Office before signing out. You must sign out even if prior approval for leaving the building has been given. Failure to follow the proper procedure will be considered an unexcused absence for the class time missed. The exceptions to this rule are during lunch and if the student has an off period.

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### MISSED WORK

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Students will be required to make-up assignments after an absence. The assignment may not necessarily be the same, but it should be designed to teach the same objective that was missed. All missing assignments must be turned in within three school days of returning to school in order to receive full credit. These days begin immediately upon return and will not restart if another absence occurs. Teachers individual policies for grading missing and late work beyond three days late, must be listed in their course syllabus and shared with all students. This policy does not prohibit teachers from entering a zero in the gradebook for the assignment. Students are responsible for communicating with the teacher regarding any missing work.

**\*\*Any appeals should be directed to the building principal.**

If the time runs into the next semester, the student will receive an 'I' for incomplete. The grade will change to the earned grade when the assignment has been completed. Incompletes will not be given to students who, due to their own lack of responsibility, do not get their work handed in on time.



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## REQUEST FOR HOMEWORK

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In an event of an absence(s) under 3 days, work should be requested through student and teacher communication. Absences greater than 3 days can be requested through the high school office, we also encourage parent / student communication with the teacher.

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## TARDINESS

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Tardiness is a student not holding themselves to the responsibility of being on time to their classes. Therefore, we have the following policy:

***Students with 10 or more tardies in a class period will not receive credit for that class period.*** Students that reach 10 tardies in a class will be able to recover the credit back by being added to an online program (Edgenuity) in the content area in which the 10 tardies have occurred. In addition to passing the online course, the student will also need to be present and pass the regular classroom in which they have 10 or more tardies. The online course must be completed by year end. Students will receive a no credit (NC) until the online program has been completed. Students who are 10 or more minutes late for class periods 2-8 are counted absent. 1st period tardies will be marked up until the 25-minute mark. After 25 minutes the student will be marked absent. Parents will be notified of their child's tardiness through our instant alert system.

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## STUDENT BEHAVIOR

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### BEHAVIOR CHART

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This behavior chart has been approved by the school board. Please see link: [Behavior Chart](#)

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### BACKPACKS / BOOK BAGS

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Backpacks, book bags, gym bags, and/or similar receptacles will be allowed in classrooms. All bags are subject to search at the discretion of administration.

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### BEVERAGES & FOOD

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Beverages may be consumed in the commons, hallways, and foyers, as long as the containers are deposited in the receptacles provided. Failure to keep the premises neat will result in the suspension of this privilege. Beverages will be allowed in classrooms. If it becomes a distraction or a spill occurs these privileges may be revoked on a class or individual basis. Teachers retain the right to confiscate drinks if they deem them to be a distraction.

Food will not be allowed in the classroom unless permission is granted by the classroom teacher.

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### CARE OF SCHOOL PROPERTY

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Students are responsible for the proper care of all school issued devices, books, supplies, and furniture supplied by the school. Students who disfigure property, books, windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

## CARRYING FIREARMS

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A student bringing a firearm, as defined in 18 U.S.C. 921, into a school building or on school property will require that proceedings for the expulsion for a minimum of one year of the student involved be initiated immediately by the principal. (Per District Policy #FHCG).

## WEAPONS

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No student will possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Any object which could be used to injure another person and which has no school-related purpose for being in school, on school grounds, or at any school-sponsored activity may be considered a weapon for purposes of this policy. Also, any object which has a school-related purpose will be considered a weapon if the object is used in a threatening manner and has the potential of inflicting bodily harm.

A student violating the weapons policy may be subject to suspension and/or expulsion.

## OFF PERIODS

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9<sup>th</sup> and 10<sup>th</sup> grade students need to be scheduled in 7 out of 8 periods. 11<sup>th</sup> and 12<sup>th</sup> grade students need to be scheduled in 6 out of 8 periods. Students only need to attend the periods in which they are scheduled. Should students choose to be in the building during their off period, they need to be in the library or in front of the theatre, not roaming the halls.

## DETENTION

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Lunch Detention will be served during the lunch period immediately following the infraction. Students serving lunch detention will be moved to the front of the line to receive their food, and then they will report to the specified room. After school detention will be served from 3:43 to 4:30. Administration will work with students and parents to ensure the student can serve the time. Failure to report for detention will result in a conference with the principal along with a consequence (referral) through the office or the assigning teacher. Students serving detention may be asked to turn in all electronic devices to the staff member prior to serving detention.

Detention must be completed prior to attending or participating in any school sponsored event/activity.

## DRESS CODE

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At Watford City High School, we strive to be the best high school in the state and we expect our students to look and act the part. Good personal appearance is conducive to providing a positive learning environment for all involved.

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## HEAD

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Earbuds and headsets are only allowed in the classroom per teacher approval and for educational reasons. Hats and hoods will be allowed in school provided they do not cause a distraction. Should it become a distraction or disruption this privilege may be revoked. Teachers retain the right to ask students to remove hats or hoods if they are impeding the educational process.

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## SHIRTS / TOPS

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Shirts / tops must cover most areas. This includes but is not limited to chests and stomachs. Shirts that advertise inappropriate behavior (alcohol, drugs, tobacco, sexual innuendos, and inappropriate language) are not to be worn.

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## COATS

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Heavy winter coats will not be allowed in classrooms and should be stored in lockers.

\*Blankets/Pillows and other sleeping materials are not allowed in classrooms.

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## PANTS / SHORTS / SKIRTS / DRESSES

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Need to be worn around the waist and secured with a belt if necessary. Undergarments may not be visible. No skin or undergarments should be seen above mid-thigh. Shorts must be mid-thigh or longer. Skirts / Dresses need to be at least mid-thigh in length.

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## FOOTWEAR

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Must be worn within the school at all times. All footwear must be secured on the foot and in some areas must be closed toe (Labs, Shop, PE)

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## OTHER

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Written or pictorial messages on clothing / accessories (jewelry, notebooks, backpacks, cell phone cases, etc.) are not permitted if they are vulgar; belittle any race, religion, nationality, or gender. They also may not be gang related or promote violence, tobacco, alcohol, or other drugs.

Sunglasses, tinted glasses or contacts that obscure your eyes are prohibited unless prescribed by a physician.

Students whose appearance interferes with the educational process by drawing undue attention of other students or school personnel, by posing as a potential safety hazard to themselves or others, or by being interpreted by school personnel to be offensive in either message that is implied or the parts of the body that are revealed will be asked to change their clothing into something more appropriate or will serve time in in-school suspension. The behavior chart will be followed for each offense.

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## ELECTRONIC DEVICES / CELL PHONES

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Electronic devices include, but are not limited to: headphones, earbuds, radios, recorders, CD, MP3, IPADS, IPODS, electronic readers, tape players, pagers, cellular phones, boomboxes, wireless speakers and electronic games, etc. All electronic devices besides school issued Chromebook are strictly prohibited upon entry to the building.

All students will be issued a Yondr pouch and cell phones must be placed and locked inside each day upon entering the building. This includes time before school starts. Any student seen in possession of a cell phone, that is not locked in a pouch, will have the cell phone immediately confiscated. The behavior chart will be followed for consequences of breaking the cell phone policy. Students will unlock their pouches upon leaving the building. Students that have off hours may unlock their pouches if they leave the building. If they remain in the building, even if they have an off period, their phones must remain in their pouch until the end of the school day (3:43 PM CT)

Any student that loses their pouch may leave their phone at home or in the office. Additionally, they may purchase a replacement for \$20.

Students may access their phones if they leave the building for lunch. They will need to exit and enter through the main office to have their pouch unlocked and show the office staff that they have been re-locked upon re-entry to the building.

Accommodations will be made for students that need a cell phone for medical purposes such as but not limited to checking their blood sugar levels.

Laser devices of any kind are strictly forbidden from school property.

If parents need to contact their child, they must call the school secretary who will then relay the message to the child. Do not try to contact them by cell phone during class time as doing so will only help to get them in trouble. Parents are encouraged to send their students emails on their school issued Chromebook.

Under no circumstances will the use of cameras and camera phones be used in areas, such as: locker rooms, washrooms, dressing areas, and offices at any time. Such use may also be in violation of the criminal code.

At no time may a student capture the image by any means of any person in the school (including all staff and students) without the advance written consent of the person, or in the case of a minor, the parent.

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## TEXTBOOKS / CHROMEBOOKS

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Textbooks that are provided by the school must be properly cared for by students. If a student's designated textbook is damaged or lost, the student shall be financially liable for the repair or replacement of the book / Chromebook.

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## HALLWAYS

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To allow for ease of movement throughout the building students should not congregate so as to block the hallways, but shall leave sufficient room for traffic. Students must have an e-hall pass filled out in order to be out of the classroom during scheduled periods.

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## PASSES

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Each teacher and student will have access to the E-hall pass program. Students will not be able to leave the classroom unless it is an emergency or until the last five minutes of class at the teacher's discretion. Teachers will approve the E-hall pass at their discretion. Students will be given 35 passes each semester.

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## PUBLIC DISPLAYS OF AFFECTION

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Displays of affection between students are inappropriate for the school setting and will not be allowed. Please refer to the WCHS Behavior Chart.

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## LOCKERS

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Rules regarding lockers:

- Students must use the locker he/she has been assigned to.

- Lockers must be kept locked at all times. Lockers may not be jammed in an unlocked position.
- The school is not responsible for items taken from any lockers. Valuables should be checked into the High School Office for safekeeping.
- Physical Education and student/athletes will be provided a lock and assigned lockers by their coaches/teachers.
- Students who do not lock their lockers may lose the privilege of having a locker and run the risk of having items stolen.
- WCHS is not responsible for lost or stolen items in lockers.

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## LOCKER ROOMS

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Students are not allowed in the locker rooms for any reason at any part of the day except during physical education classes and only during the period that you are enrolled for PE class. Students are only permitted in the locker room when dressing for class and/or returning from class. The bathroom facilities in the locker room are for the exclusive use of students enrolled in PE.

- No food or drink in the locker room.
- No glass containers are permitted in the locker room.
- Students should not store money or valuables in the Physical Education locker rooms.
- It is recommended that students take their PE belongings home at the end of each week.
- No cell phone / camera use is allowed.

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## HARASSMENT OF STUDENTS AND STAFF

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Students have a right to learn in an environment free from any type of harassment, intimidation, or victimization. Harassment of students in the school district is prohibited.

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### HARASSMENT DEFINED

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Harassment occurs when a series of intentionally cruel incidents that are deliberately hostile and aggressive are directed towards a person. Harassment also occurs when actions on one or more persons create an intimidating, hostile, or offensive learning environment for an individual or small group of individuals. Harassment encompasses a wide range of hurtful behaviors including physical harm, verbal humiliation, intimidation, or bullying.

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### COMPLAINTS

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Any student who believes he or she has been the victim of prohibited harassment should make a prompt, oral complaint to the teacher, supervisor, building principal or school counselor. Appropriate personnel shall promptly and thoroughly investigate complaints of harassment. Corrective action for prohibited harassment will be taken as warranted after a complete review of all relevant facts.

Penalties for Harassment: Consequences may include any or all of the following:

- Approved disciplinary practices and procedures at the building level
- Notifying parents, guardians, or legal custodian
- Notifying law enforcement officials
- Suspension from school
- Recommendation for expulsion

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## SCHOOL PARKING LOT/PERMITS

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Any careless or reckless driving in the parking lot or on the streets around the school will be reported to the police for prosecution.

Seniors may reserve and paint their parking space for a \$50 fee. Designs must be complete and approved by administration at the time of payment and prior to any painting occurring. Failure to follow this procedure will result in the loss of this privilege. In addition, any unapproved content added will result in the loss of this privilege and no refund.

Random searches of the school parking lots and student vehicles may occur with the assistance of local law enforcement. Any students or parents not wishing for their vehicle to be searched should not park in any of the school parking lots.

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## SEARCH & SEIZURE POLICY

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According to school policy, all school property including student lockers, desks, backpacks, and storage areas are subject to being searched by school officials. Furthermore, the use of drug sniffing dogs may be employed when deemed appropriate by the administration. School officials will not conduct searches and seize items indiscriminately. "Reasonable suspicion" and "probable cause" will be factors in any search and/or seizure. (Per District Policy #JFCF). On out of town school sponsored trips, students are and will be subject to bag searches without reasonable suspicion or probable cause.

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## SENT OUT OF CLASS

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If a teacher finds it necessary to send a student out of class because of disruptive behavior the student must report immediately to the Principal's Office. The student must have a conference with the principal. Teachers will contact home and put in a referral for the behavior. Continued behavior of this sort will result in the student's parents being involved in a conference. If, after the parent conference, the situation has not been corrected, it is possible that the student may be dropped from the class with a loss of credit.

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## SEXUAL HARASSMENT

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A learning and working environment that is free from sexual harassment will be maintained in the McKenzie County School District No. 1. It will be a violation of policy for any member of the district staff to harass another staff member or student, or for students to harass other students or staff members, through conduct or communication of a sexual nature. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature. Sexual harassment may include, but is not limited to:

- Sex oriented verbal "kidding," abuse, or harassment;
- Repeated remarks to a person, with sexual or demeaning implications;

- Unwelcome touching, such as patting, pinching, or grabbing.

Any person who believes he or she has been the victim of sexual harassment by any employee or student of the school district or any third person with knowledge or belief of conduct which may constitute sexual harassment, should report the alleged acts immediately to the appropriate school district employee with whom they feel comfortable. The employee to whom the report is made shall immediately advise the School Principal or School District Superintendent as appropriate. A substantiated charge against a student will subject that student to disciplinary action, which may include suspension or expulsion.

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## SKIPPING SCHOOL

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Students caught skipping school or class will receive an unexcused absence. Students under the age of 16 will be reported to the school resource officer. We will follow the behavior chart in regards to skipping school and class offenses.

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## SUSPENSIONS

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### OUT OF SCHOOL

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Continuous and willful refusal to accomplish school tasks even though able to do so; insubordination; disorderly, vicious, illegal or immoral conduct; and persistent violation of school regulations are causes for suspension out of school. This includes the use of tobacco, narcotics or alcoholic beverages; hazardous or unauthorized use of motor vehicles; and bringing and/or using fireworks on school property. This list does not pretend to be a complete listing of all causes for suspension. Common sense should be used in making all decisions. The length of suspension will be determined by the school authorities and will reflect the offense committed. Parents or guardians will be notified of the action taken. A suspended student may not loiter or appear on school property at any school activity. A student will be readmitted to school after the student, the parents and the administration agree upon a satisfactory solution to their conduct. Out-of-school suspension will not count for a student's total absences included in the 10 day-no credit attendance policy. The opportunity to complete missing work when suspended out of school will be allowed. The exception would be in an expulsion from school.

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### IN-SCHOOL SUSPENSION

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In-school suspension will be served in the high school library. All work and assignments will be sent down. Students are given credit for their work while serving in-school suspension. Students who are assigned to in-school suspension will not be allowed to practice, participate in, or attend any school functions that particular day. If a student does not adhere to the rules and expectations of in-school suspension, they will serve out-of-school suspension.

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## TELEPHONE CALLS

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A student phone is available in the high school office for student use *before school, during lunch break, or after school*. Students will not be called to the office to take incoming calls except in the event of an emergency. However, the secretary will take messages from parents or guardians and relay the message to the student between classes.

The high school phone is answered from 7:30-4:30 during school days.



## UNAUTHORIZED PURCHASE

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No purchase shall be made in the name of the school or a school organization unless it has been authorized with a purchase order. The responsibility for payment or an unauthorized purchase rests completely upon the purchaser.

## VANDALISM AND THEFT

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The willful, defacing, or destruction of any property of others will result in the students making restitution for the damages, detention or suspension imposed, and the police may be notified depending on the severity of the incident. In all cases of theft of property, restitution will be made, the police will be notified, and detention, suspension, or expulsion will be imposed.

Students will also be suspended for six weeks from all school activities, which involve a public performance (for example: prom, banquets, regional science fair, state fair, school play, concerts, Band, National Close-Up, homecoming candidates, etc.).

## BULLYING POLICY

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### DEFINITIONS

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For the purposes of this policy:

- *Bullying* is defined as conduct prescribed in NDCC 15.1-19-17. The Superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.

- *Protected classes* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.

- *School property* or the term *on-campus* refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.

- *School-sanctioned activity* is defined as an activity that:

- Is not part of the district's curricular or extracurricular program; and
- Is established by a sponsor to serve in the absence of a district program; and
- Receives district support in multiple ways (i.e., not school facility uses alone); and
- Sponsors of the activity have agreed to comply with this policy; and
- The District has officially recognized through board action as a school-sanctioned activity.

- School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.

- *School staff* include all employees of the McKenzie County Public School District #1, school volunteers, and sponsors of school-sanctioned activities.

· *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

## PROHIBITIONS

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

- Engage in bullying;
- Engage in reprisal or retaliation against:
  - A victim of bullying;
  - An individual who witnesses an alleged act of bullying;
  - An individual who reports an alleged act of bullying; or
  - An individual who provides information/participates in an investigation about an alleged act of bullying.
- 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

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

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

Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:

- Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
- 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.
- 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 (SRO) & OTHERS FORMS OF REDRESS

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

## DOCUMENTATION & RETENTION

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

- Initiate a report of an alleged violation of this policy; or
- Receive an oral report of an alleged violation of this policy.

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

- Initiates a report of an alleged violation of this policy; or
- 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

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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—whether actual or perceived. Reports involving a protected class shall be investigated in accordance with the district’s harassment/discrimination policy, including the timelines contained therein.

In all other cases, the 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:

- 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);
- 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;

- Interviews with any identified witnesses;
- A review of any mitigating or extenuating circumstances;
- 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 the victim and alleged perpetrator during the investigation.

## **DISCIPLINARY & CORRECTIVE MEASURES**

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

- Require the student to attend detention;
- 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;
- 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;
- Create a behavioral adjustment plan;
- Refer the student to a school counselor;
- Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
- Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
- 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

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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 the 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:

- Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
- 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.
- Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
- Referral to counseling services for the victim and perpetrator.
- 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

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

## ACADEMICS

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### GRADE CLASSIFICATION

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Students are classified according to the number of years they have attended school and the number of credits they earned as indicated below:

Freshman: a ninth grader that has completed eight (8) grades.

Sophomore: a tenth grader that has earned a minimum of five (5) credits and has completed at least two semesters of high school. Second semester sophomore must have 8 credits.

Junior: an eleventh grader that has earned a minimum of eleven (11) credits and has completed four semesters of high school. Second semester junior must have 14 credits.

Senior: a twelfth grader that has earned a minimum of seventeen (17) credits and has completed six semesters of high school.

## GRADE SCALE (EFFECTIVE AUGUST 2016-17 SCHOOL YEAR)

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100-93—A (4.00)

76-73—C (2.00)

92-90—A- (3.7)

72-70—C- (1.7)

89-87—B+ (3.33)

69-67—D+ (1.33)

86-83—B (3.00)

66-63—D (1.00)

82-80—B- (2.7)

62-60—D- (.70)

79-77—C+ (2.33)

59-0—F (0.00)

**College-Level Courses:** All AP and Dual Credit Courses

**Honors/Advanced Courses:** Advanced English I, Advanced English II, Advanced Geometry, Advanced Algebra II, Pre-Calculus, Advanced Biology, Chemistry, Anatomy (**Honors College Level Course Grade Scale effective 2019-2020**)

Grade	Regular	Honors (Adv English, Adv Math, Adv Science)	College (AP or Dual Credit)
A	4.0	4.5	5.0
A-	3.7	4.2	4.7
B+	3.33	3.83	4.33
B	3.0	3.5	4.0
B-	2.7	3.2	3.7
C+	2.33	2.83	3.33
C	2.0	2.5	3.0
C-	1.7	2.2	2.7
D+	1.33	1.83	2.33
D	1.0	1.5	2.0
D-	0.7	1.2	1.7
F	0	0	0

## GRADE CATEGORIES:

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McKenzie County Public School District #1 believes that grades should reflect a student's knowledge and proficiency of content standards.

All assignments, assessments, and grades will fall into one of two categories: Formative or Summative. The summative category must have a minimum weight of 90%. The weights for formative and summative assessments must be listed in your class syllabus.

Formative: formative assessments are meant to be used to guide instruction and should take place as the students are learning the material. Examples may include, but are not limited to, homework, classwork, labs, projects, quizzes, bell ringers, or exit tickets.

\*Note: not all formative assessments need to be entered into the gradebook. The goal is to assess where the students are at in the learning process.

Summative: summative assessments are the final assessment of the topic or unit of study and are used to measure how well the student has learned the required content throughout the unit. Examples of summative assessments may include, but are not limited to, projects, labs, papers, tests, or quizzes.

## RETAKE AND RELEARN POLICY

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The main objective of our school is to ensure students are learning the state standards. We recognize that all students do not learn on the same timeline. Failing something now does not mean that students are unable to demonstrate proficiency at a later time. Therefore, teachers must allow additional opportunities for summative assessments so that students can demonstrate their knowledge of the content. Below are some requirements for students to receive the additional summative assessment opportunities:

- All teachers must provide retake opportunities for all summative assessments, provided the requirements for retakes, as determined by the teacher, have been met by the student.
- No retakes will be granted unless all formative assignments for that unit have been completed and turned in.
- All retakes from a unit must be complete prior to the completion of the subsequent unit.
- Requirements for retakes are up to teacher discretion, which may include, but is not limited to, relearning opportunities, test corrections, one-on-one sessions with the teacher, and additional assignments or learning opportunities.
  - Teachers must communicate their retake requirements in the class syllabus and/or posted in Google Classroom.
- Teachers may not restrict retake opportunities based on the score of the original assessment.
- Retake opportunities may be in a different format than the original assessment, but be reasonably similar in terms of length of assessment, content covered, and difficulty.
- The highest grade attained on any summative assessment, whether it is the original or a retake, will be entered into the gradebook with no additional penalties.
- No retake opportunities will be available for Semester Final Tests.

*\*Dual-credit courses may or may not allow retakes based on college/university guidelines.*

## COURSE LOAD

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All students in grade 9-10 must be enrolled in seven class periods per semester. All students in grades 11-12 must be enrolled in at least six class periods per semester.



## DROPPING CLASSES / SCHEDULE CHANGES

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The class choices you make during pre-registration will be used to build your schedule. Revisions to this schedule may be denied or unavailable once schedules are complete. No schedule changes will be made after the first ten days of each semester, unless approved by administration and the proper procedure is followed. This procedure can be found on the Course Change Request Form. Students will only be allowed to drop classes after the deadline if they are taking the same or similar course on NDCDE. These students will receive an F in course they dropped.

## REPORT CARDS

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Report cards will be mailed home at midterm and at the end of the semester.

## AT RISK REPORTS

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A mailing, email, or an alert will be sent to families to notify parents that their child is failing one or more classes the fifth and 14th week of each semester. Parent-teacher conferences to discuss work or behavior may be arranged. Progress reports will be mailed home every 9 weeks for all students.

## TEST EXEMPTION

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Students in grades 9-12 can earn semester final test exemption if they have a grade of (B+) or higher, have 3 or less tardies in a class and 3 or less counted absences in a class. Additionally, any student having ISS (in-school-suspension), or OSS (out-of-school suspension) will have to take semester exams.

Students in grades 9-10 may also earn semester test exemption by demonstrating proficiency on the NDA+ Interim and Summative Assessments. If a student is proficient on the Math, ELA or Science test he or she will be exempt from that final. If a student is proficient on all tests, he or she will be exempt from all semester finals. The fall interim assessment will be used to determine exemption for the 1<sup>st</sup> semester and the spring interim (9<sup>th</sup> grade)/ summative (10<sup>th</sup> grade) will be used to determine exemption for the 2<sup>nd</sup> semester. The winter interim assessment will not be used for the purposes of earning test exemption.

\*This privilege may be revoked if an administrator deems the student's attendance, grades or behavior has escalated to an egregious level after testing is completed.

## HONOR STUDENTS

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In order to qualify as an Honor Student, the graduating Senior must have been enrolled at WCHS and must have a cumulative high school grade point average of 3.75 or better. The cumulative G.P.A. will be calculated at the end of the senior's 7th semester to determine Honor Student status.

## COURSE RETAKE POLICY:

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A student may retake a course for a better grade, but all grades will be recorded on their transcript and count in their GPA.

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## ONLINE COURSES & CREDIT RECOVERY (EDGENUITY)

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All students may take online courses through NDCDE and the school will pay the tuition. Students enrolling in these courses will need to adhere to the attendance policies of WCHS. Students will report to the library during the period they have their online courses scheduled. Students wishing to take online courses and not wanting to attend regular school should apply to the Watford City Virtual Academy. All grades will be recorded from NDCDE courses. Should a student choose to drop a NDCDE course after the 10-day drop date at the beginning of the semester, they will be given an F in the course they dropped.

Seniors may be allowed to take a credit recovery course through Edgenuity and use 1 class period in the library as "Independent Study" to complete the course if the course is required for graduation.

Credit approval of electronically delivered courses will be researched and approved on a case by case basis. Online courses accepted at Watford City High School must be fully accredited and listed on the [Cognia](#) website.

Students taking online courses need to make sure the online school is accredited in the United States. WCHS will accept credit from an online school or class if we have proof of accreditation. WCHS recommends courses from the North Dakota Center of Distance Education: <https://www.ndcde.org/> to ensure credit from an online course will be given, contact the high school office. Link for instructions: <https://www.watford-city.k12.nd.us/Page/1413>

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## DUAL CREDIT / EARLY ENTRY

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Sophomores, juniors, and seniors can enroll in post-secondary courses from regionally and nationally accredited colleges and receive both high school and college credit. A dual credit / early entry enrollment application form from the school you plan to attend must be completed before enrolling in a course for dual credit / early entry.

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## ADVANCED PLACEMENT COURSES (AP)

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Advanced placement courses are available at Watford City High School. These courses are more rigorous than traditional courses and meet the requirements through the College Board. Students choosing AP classes should carefully consider the added amount of classwork and homework before choosing the course. Students planning to attend college will greatly benefit from the AP courses. In the spring, students can elect to take the AP exam given in the course they took during the school year. AP courses are challenging and require significant study time on a daily basis. Assessments in these classes require sophisticated critical thinking skills. In May of each year, AP students take the AP exam(s). Students who score at the 3, 4 or 5 level may be able to earn college credit for these courses taken in high school. Policies for credit differ from college to college, so take care to check college admissions and credit policies.

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## INSTRUCTIONAL ASSISTANTS

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Students must have a 3.0 cumulative GPA to be a teacher's assistant, office assistant, library assistant, student tutor or elementary aide. Exceptions can be made at the discretion of the building administration.

## TESTING

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WCHS will use the NDA+ for school accountability. This system is made up of 5 interim assessments and 1 summative assessment. 9<sup>th</sup> graders will take the interim assessment 3 times throughout the year. 10<sup>th</sup> graders will take the interim assessment twice (fall and winter) then take the summative assessment once (spring)

Additionally, WCHS will continue to offer the ACT suite of assessments to those students that choose to take them. They will be offered once per year at no cost. 9<sup>th</sup> graders can take the Pre-ACT 8/9, 10<sup>th</sup> graders can take the Pre-ACT and 11<sup>th</sup> and 12<sup>th</sup> graders may take the ACT. It is recommended that any student interested in any type of post-secondary education take these tests. The ACT tests give tremendous insight into success at the college-level and can be quite helpful in making those important decisions.

The ASVAB will be offered up to three times per year: fall, winter, and spring. A score of 31 is required to be considered Military Ready in the North Dakota Choice Ready Framework. All juniors will be required to take the ASVAB in the fall. If they score a 31 or higher, they have met the standard. If they do not, they will be asked to take the test again in the winter and the spring; however, parents can “opt-out” of those test sessions. Likewise, seniors that have not yet achieved a score of 31 will be required to take the ASVAB in the fall but may opt-out of the winter and spring test sessions. An opt-out form for the winter and spring test sessions can be found in the High School office and must be returned prior to the test date.

Work Keys is available to be taken at Watford City High School for those who want to take it for their North Dakota CTE Scholarship application. A set of three tests: Applied Math, Graphic Literacy, and Workplace Documents will be offered one time for junior/senior needing the score for their application. If a student needs to take it again, they will pay \$12.00 per section.

Work Keys is a job skills assessment system measuring “real world” skills that employers believe are critical to job success. These skills are valuable for any occupation being considered and at any level of education. For more information, visit: <http://www.act.org/workkeys/index.html>

## COLLEGE VISITS

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Juniors will receive 2 days of college visits and Seniors will receive 3 days of college visits. These days will be marked as Special when proper documentation from the college has been given to the office. (Campus Visit Excuse Form, letter from registrar, or other confirmation from college officials).

## TRANSFER STUDENTS

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Transfer students’ final grades will be based upon the grades received from the previous school plus work done during their attendance at WCHS. Consideration will be given for students transferring in near the end of the semester as courses do not always align.

The grading of transfer students is difficult as the work done in previous schools may be considerably different from the requirements at WCHS. The basic policy is to be as fair as possible to the incoming students and yet maintain standards set by our school. Transfer students will have a fresh start in regards to the 10-day limit upon enrolling at WCHS.

Transfer students’ grade level will be based on the number of high school credits they have earned.

## PUBLIC / NON-PUBLIC STUDENTS

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Public School Students: Upon enrollment the WCHS representative must receive an official transcript from the previous school. Students transferring from accredited public schools outside this district will receive credit towards graduation for those classes taken at the previous public school.

Non-Public School Students: Upon enrollment the WCHS representative must receive an official transcript from the previous school. Students transferring from non-public schools, including parochial and home school, will receive credit toward high school graduation for courses taken at the non-public school as follows:

- If the non-public school is accredited, the student will receive credit as awarded by the non-public school for all courses.
- If the non-public school is not accredited, the student will receive credit by showing meticulous records of proficiency. These records should include: official transcript, course outlines, student assessment scores, etc. These records will be reviewed by school personnel to determine if credit can be awarded.

## HOMESCHOOL / NON-FULL-TIME STUDENTS

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Students that are homeschooled or students that are not full-time, will not be allowed to participate in Non-North Dakota High School Association activities. (Co-Curricular, Dances, Prom, Graduation, etc.) Only students that attend WCHS full time will be allowed to participate in these activities. EX: Student Clubs, FFA, DECA, FCCLA, etc. Homeschool students can attend dances and prom if they attend with a full time WCHS student.

## SCHOOL RECORDS

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A file that contains a student's grades, attendance, standardized test scores, discipline record and any other pertinent student information is kept for each student. If a student has attended several different schools, the records that followed the student to this school are also in the file.

A student, parent, or guardian may see the contents of these records by making an appointment to do so with the principal or counselor. Copies may be made of anything in the school record at a cost of 10 cents per sheet. The original records cannot be taken out of the office. A student, parent, or guardian may place any statement or items in the record that they wish, if it pertains to the student's schoolwork.

A student, parent, or guardian may also request that items be removed from the student file. In the event that such a request is made, the person in charge of the record may or may not grant the request. In the event the request is denied, an appeal may be made to the next highest official, and ultimately to the School Board.

Student records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of a parent or guardian, with the exception of another public school in the state in which a student has already enrolled after transferring from this school. This means that the school will not and cannot by law, without first receiving written consent from the student (if they are 18 or older) a parent or guardian:

- Send a transcript of a student's school record to a college, vocational school, or university.
- Give information from a student's record to a prospective employer.

Written consent can be given by using a form available in the Office of the Principal or Counselor, (also available on the school's website) or by writing a letter to the office requesting the transfer of such records.

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

All students' records will be treated in accordance with the provisions of Public Law. Procedures described also apply to the records of all graduates of this school. The school will inform parents when personally identifiable information that has been collected, maintained or used, is no longer needed to provide educational services to a student. The information may be destroyed, retained by parents, or retained by the school at the request of the parents. However, a permanent record of a student's name, address, phone number, grades, attendance record, grade level completed, and year completed may be maintained without limitation.

Information that can personally identify a student may be released without prior consent when the information is considered "directory information". Directory information that will be released from WCHS may include the following: Student's name, address, phone number, student photo, birth date, class schedule, height, weight, honors or recognition, clubs and teams to which the student belongs or participates in, and pictures of the student participating in school events and activities. Parents and eligible students may request to the Principal's Office in writing that some or all of the information considered directory information by Watford City High School not be released. Also, it is important to note that when Congress passed the No Child Left Behind Act (NCLB) in 2001, they included a provision that requires high schools to release students' private information to military recruiters or risk losing federal funding. If you do not wish to have information released you must "opt out" in writing. Forms are available in the high school office and must be signed annually by September 1 if you do NOT wish to have your name, address, and telephone number released to the Armed Forces, Military Recruiters, or Military Schools.

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## WITHDRAWAL AND TRANSFER

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Whenever students withdraw from school, they must report to the office and pick up a withdrawal form. This form must be taken around to each teacher who will sign it when all school property has been returned. Credit will be issued only for classes completed in their entirety including taking finals. No credit will be issued for students withdrawing before the end of the semester or for incomplete coursework.

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## COUNSELING SERVICES

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### SERVICES:

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Watford City Public Schools provide free, short-term school counseling services to all students. The focus of school counseling may be academic, social/emotional, behavioral, or career guidance. The goal of the counseling program is to be preventative in nature. To aid with this process, the counselors may work with students on an individual, small group, or large group level. Students may be seen by the counselor based on the referral of the student from teachers, parents, school staff, or by self-referral of the student(s).

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### CONFIDENTIALITY:

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The school counselors of the McKenzie County school district abide by the American School Counseling Association guidelines along with the American Counseling Association code of ethics. We also abide by North Dakota's Century Code 31-01-06.1 which states that "Counselors shall be immune from disclosing information given by pupils. For the purpose of counseling in a school system, any elementary or secondary school counselor possessing a valid North Dakota guidance credential from the department of public instruction, and who has been duly appointed a counselor for a school system by its proper authority, shall be legally immune from disclosing any privileged or confidential communication made to such counselor in a counseling interview. Such communication shall be disclosed when requested by the counselee."

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## WHAT THAT MEANS FOR THE STUDENT:

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- The school counselor will keep information confidential, with some possible exceptions (as noted below). The school counselor may share information with parents/guardians and school personnel who work with the child on a need to know basis, so that we may better assist the child as a team.
- The school counselor is required by law to share information with parents or others in the event the child is in danger of harm to self or others. The counselor will make the child aware of these limits to confidentiality and will inform the child when sharing information with others.

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## SCOPE OF PRACTICE:

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These services are aimed at providing the most effective education and socialization of the child within the school community; they are not intended to substitute as a diagnosis or treatment for any mental disorder.

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## GRADUATION

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Only students who have met the graduation requirements may participate in the graduation ceremony (see commencement exercise). Seniors who are missing credits may not participate in the graduation ceremony but will have until July 31 of that year to earn the necessary credits to receive a diploma from WCHS.

Upon review by administration, seniors with enough credits to graduate who are not also maintaining attendance in all scheduled courses may risk his / her participation in the graduation ceremony.

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## WATFORD CITY HIGH SCHOOL GRADUATION REQUIREMENTS

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The total number of credits needed to graduate from Watford City High School is **24 (Twenty-Four)**. Of those credits, fourteen are required classes. ND legislators have made available an optional diploma consisting of 21 credits. For more information about the optional diploma please see the high school counselor.

Four credits (units) in English are required.

Three credits (units) of Social Studies required: US. History (1), Principles of Democracy (1), and one Social Studies elective or two ½ credit electives (1).

Three credits (units) in mathematics. Algebra 2 or beyond is recommended for college-bound students.

Three credits (units) in science are required; Physical Science, Biology, and one credit in any other lab science; OR Biology, Chemistry, and Physics.

One credit (unit) of P.E. OR .5 credit of P.E. and .5 credit of Health.

*\*Beginning with the Class of 2027 .5 credits of Health will be required for graduation*

*\*Beginning with the Class of 2026 1.0 credits of Computer Science will be required for graduation. These courses may also count as a math credit, science credit or both.*

3 units of Foreign Language; Native American Languages; Fine Arts; OR Career and Technical Education courses.

Additional credits to equal or exceed 24 credits.

All students in grades 9-10 must enroll in a minimum of seven courses at WCHS each semester. Students in grades 11-12 must enroll in six courses at WCHS each semester.

\*All students must pass the State Legislature Mandated Citizenship Exam before graduation.

\*Early graduation will not be offered or allowed at WCHS.

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## COMMENCEMENT EXERCISE

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Graduating seniors will receive their diploma at the traditional commencement exercise unless they have been denied the privilege of participating in the exercise due to disciplinary action, have un-served detention time, or have outstanding fines, dues, or fees.

Providing all graduation requirements have been met, the student denied the privilege of participating in the commencement exercise would be given his/her diploma at the close of the current school year.

Upon review by administration, seniors with enough credits to graduate who are not also maintaining attendance in all scheduled courses may risk his / her participation in the graduation ceremony.

Graduating seniors wishing to represent their class in the commencement exercise must be eligible for extra-curricular participation. This does not mean they cannot “walk across the stage” but if ineligible, they cannot represent their class for example by giving a student address, performing special music, or giving the Invocation or Benediction.

Breathalyzers will be used to ensure no one is under the influence of alcohol during the ceremony.

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## CAPS AND GOWNS

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Graduation caps and gowns are required graduation apparel. Caps and gowns are to be maroon only and must be purchased from the approved source. Students may keep the graduation cap and gowns. If you have a brother or sister that graduated from WCHS, it is possible for you to wear their cap and gown if they are the right colors. Caps and gowns may not be embellished or decorated.

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## ACTIVITIES

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The following is a list of clubs, extracurricular and co-curricular activities offered to WCHS students:

**Clubs:** FFA, Drama, National Honor Society, Close-Up, Art Club, Speech, Skills USA

**School Publications:** Yearbook

**Sports:** Basketball, Cross Country, Volleyball, Football, Wrestling, Golf, Baseball, Soccer, Track & Field, Fast-pitch Softball, Cheerleading

**Student Council**

**Music:** Concert Band, Pep Band, Concert Choir, Jazz Band



## EXTRA CURRICULAR PARTICIPATION

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### ATTENDANCE

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Students are required to attend school the morning following a festival, tournament game, drama production, out of town game, etc. which has been held the evening before at the school or elsewhere. Students will be expected to have work completed no later than 3 school days after event(s).

A student must be in attendance the day of a performance or a contest to be eligible to participate. This is not required if the student has a pre-excused absence for such things as doctor or dental appointments.

Any student involved in theft, vandalism, damage to school property, damage to property owned by school employees, or other acts of conduct unbecoming to a student of the McKenzie County School District No. 1 in school or outside of the school, shall be subject to an indefinite length of suspension from extra-curricular activities and all other school activities which involve a public performance (for example: prom, graduation, banquets, state fair, school play, concerts, homecoming candidates, etc.).

- All students attending schools in the McKenzie County School District No. 1 shall be covered by the Code of Conduct policy.
- The principal shall conduct an investigation and hearing in order to report his/her findings to the committee prior to any suspension being administered.
- The Code of Conduct policy will be in effect for the entire calendar year. (12 months)
- The suspension will be determined by a committee of: the building principal, the head coaches of varsity sports, and any teacher/advisor for any extra-curricular activity in which the student is currently participating. (For example: band, choir, drama, FFA, etc.)
- Police shall be notified if the violation is of an illegal nature.

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### GRADES

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In order to be eligible to participate in school sponsored extracurricular activities, students at WCHS or WCMS may only be failing one course at the time the report is run. Grades will be checked for all students on Midterm, End of the Quarter, Midterm and Semester. The dates of the grade checks will be determined in advance, usually the Wednesday following the end of the Quarter/Semester. Students that are failing more than one course will be ineligible for one week. The grades of the students identified on the initial grade check will be checked again the following Wednesday at noon. Should a student still be failing more than one course, they will be ineligible for another week. Grades of ineligible students will continue to be checked weekly until the next grade check for all students occurs. At the end of the semester, grades will be checked after final grades have been stored. Any student failing more than one course at this time will be ineligible for two weeks. Any student failing more than one course at the end of the 2nd semester will be ineligible for two weeks at the start of the fall season or start of the semester whichever comes first. In Middle school, should a student be failing more than one course at the end of a Quarter a student will be ineligible for one week.

Grade Check dates for 2024-2025 are Sept. 18th, October 23rd, Jan 3rd, March 19th, April 23rd and May 26th.

Parents can access their child's grades via PowerSchool, which can be found on the school website. If you need assistance, please contact the high school office.

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## INELIGIBLE

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If a student is declared ineligible for extra-curricular participation either because of a NDHSAA and/or WCHS rules violation, the period of suspension shall begin from the date and time; the school administrator gives notification to the student. While suspended a student may still practice, but cannot represent the school at functions. Students in the activity can still attend home games to either sit on the bench or be assigned a duty to help run the event. This will be at the discretion of the coach / advisor. Students that are ineligible will not be able to travel with the team. Extracurricular activities include all sports, music, and drama activities, all clubs and organizations, and any other activities that are not part of the normal classroom (for example: state fair, school plays, concerts, pep band, homecoming candidates, etc.). Ineligible students will be allowed to participate in graded activities that are part of co-curricular activities/classes. (band and choir concerts)

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## IN-SCHOOL, OUT-OF-SCHOOL SUSPENSION

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Students are not allowed to practice or participate in activities during the day(s) that they are in in-school or out-of-school suspension.

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## NDHSAA ELIGIBILITY

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Since WCHS is a member of the North Dakota High School Activities Association (NDHSAA), all students must meet the NDHSAA eligibility rules to participate in NDHSAA sponsored activities. Your coaches and advisors will provide you with a pamphlet listing the NDHSAA eligibility rules.

In addition to meeting the eligibility rules of the NDHSAA, students must also meet the eligibility rules of WCHS.

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## ALCOHOL, TOBACCO, AND OTHER DRUG USE/ABUSE

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### PROHIBITED ACTIVITIES

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The use of Tobacco Products, illicit drugs, and the unlawful possession and use of alcohol is wrong and harmful. It is the responsibility of the school to establish rules that will eliminate such use from the school setting. Therefore, it shall be against school policy for any student:

- To possess a tobacco product. "Tobacco product" means any product that is made from or derived from tobacco or contains nicotine or a similar substance, and is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, snus, or an e-cigarette, vapes (this includes all parts of a vape – charger, juice, pods etc.). "Tobacco product" does not include any product specifically approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product and is being marketed and sold solely for the approved purpose.
- To sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or what the student represents or believes to be any of the substances listed in this policy.
- To 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, or handbag, or when he/she owns it completely or partially.

- To be under the influence of (legal intoxication not required), or to use or 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.

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 conduct at any time or in any place interferes with or obstructs the missions or operations of the School District or the safety or welfare of students or employees. In all instances if a student is found with illegal possession of alcohol, tobacco, or other drugs, the police will be notified.

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## PROHIBITED SUBSTANCES

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- Alcohol or any alcoholic beverage;
- 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, and narcotic drug, any hallucinogen, any stimulant, or any depressant, any form of tobacco, and all other illicit drugs;
- Any abusable glue or aerosol paint or any other chemical substance, for inhalation, including but not limited to, lighter fluid, white out, and reproduction fluid;

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## AUTHORIZED USE

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Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide the medicine, drug, or vitamin and shall present a signed written request for the school to administer.

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## VIOLATION

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Disciplinary sanctions will be imposed on any student violating this policy. These sanctions may include suspension or expulsion, and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities. The student may be referred to the school counselor (Per District Policy #FHCF).

Students violating this policy will be suspended from representing WCHS in any extracurricular activities for 6 weeks for the first offense and an 18 weeks suspension for any subsequent offense. The period of suspension shall begin from the date and time the school administrator gives notification to the student. The student may still practice, but cannot represent the school at functions. Extracurricular activities include all sports, music, and drama activities, all clubs and organizations, and any other activities that are not part of the normal classroom (for example: dances, prom, banquets, regional science fair, state fair, school plays, concerts, FCCLA, pep band, homecoming candidates, etc.).

In addition to the extracurricular suspension, students violating this policy while on school property, while in attendance at school or at a school-sponsored activity will also be placed in in-school or receive an out-of-school suspension, depending upon the violation and/or the number of violations. (Also see: Suspensions.) Continued offenses will result in recommended expulsion.

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 and the police will be notified. 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.

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## VISITATION TO COUNSELOR

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Any student found in violation of the extracurricular participation policies may be recommended to meet with the school counselor.

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## SPRING SUSPENSIONS

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Any student who receives a six-week suspension in the spring of the year shall serve the entire suspension.

- If a student is involved in a spring sport his/her suspension will continue until the state meet is concluded for the sport or the last day of the school year, whichever is later. Any days left in the suspension shall be served the following fall term.
- If a student is not involved in a spring sport, his/her suspension will continue until the last day of the school term. Any days left in the suspension shall be served the following fall term.
- Students involved in fall sports shall begin their suspension, which was carried over from the spring, at the beginning of their fall sports season first practice date.
- Students not involved in fall sports begin their suspension, which was carried over from the spring, at the beginning of the fall term.
- If any student is in the process of serving an eighteen-week suspension when school ends in the spring he/she will be required to serve a minimum suspension of six weeks. If the six-week minimum was not met in the spring of the year, the days necessary to serve a minimum six-week suspension shall be carried over to the fall term. The administration of this suspension shall follow the guidelines above.
- Suspensions carried over from the spring shall not factor into a student's violations when determining multiple infractions during a school year.

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## SUMMER INFRACTIONS

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Any student determined by law enforcement personnel or self / parent reported to be in possession of alcohol, drugs, or tobacco during the summer, including multiple infractions shall be declared ineligible for the first 2 occurring varsity events, if not on varsity the student will be ineligible for 2 events at his/her level of play for each season the student-athlete participates in throughout the school year. However, summer infractions shall not factor into a student's violation when determining multiple infractions during a school year. Students active in Co-Curricular Activities such as FFA, DECA, FCCLA, Music, Speech, Drama and School sponsored events will become eligible the 2<sup>nd</sup> Monday in September.

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## ALCOHOL DETECTORS

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WCHS has available Passive Alcohol Sensor equipment to check for the presence of alcohol. The sensors may be used at any time with or without notice.

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## OUT OF TOWN TRIPS

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Students who are members of athletic teams, musical organizations, speech teams, or other school-sponsored activities are transported by bus or by school vehicles. Students luggage is subject to search at any time during the trip. Students who represent WCHS are required to dress in good taste and to conduct themselves properly

at all times. At the discretion of the supervisor(s), parents will be contacted to come and pick up their child when it has been determined that the child has acted inappropriately.

Coaches and teachers who are in charge have complete authority over the groups under their supervision. They are required to exercise good judgment regarding weather and road conditions and are instructed to use care and not take any chances if weather and road conditions are dangerous.

Students are required to travel to and from the event with the group unless the student's parents make other arrangements with the supervisor for the return trip.

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## SCHEDULING EVENTS

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Any organization that wishes to schedule an event must first clear the date with the advisor who will in turn clear it with the Activities Director or Principal.

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## DANCE POLICY

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Dances MUST receive prior approval from the high school principal. All dances (with the exception of Prom) must be from 8:00-11:00 PM for senior high students. Once students arrive at a dance, they may not leave. The doors will be locked 15 minutes after the start of the dance. No student will be admitted after 15 minutes into the start of the dance except by pre-arrangement on a case-by-case basis. Students attending prom may not leave the building after "grand march" and be readmitted.

Any students dancing inappropriately (grinding / lewd) will be asked to leave the dance and lose the privilege of coming to dances the remainder of the school year.

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## SIGNS

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All signs posted in Watford City High School must be approved by the principal. Please take down when the event has expired.

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## TECHNOLOGY

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### ACCEPTABLE USE POLICY

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Internet access is a privilege, not a right. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. General school rules for behavior and communications apply. The network and Internet access are provided for students for school purposes. Access to network services and the Internet will be provided to students who agree to act in a considerate and responsible manner. (Per District Policy #JFCE)

Before using the network or Internet, students and their parents will be required to sign a copy of the complete Acceptable Use Policy. A signed copy will be placed in the student's file.

Students violating this policy will have their access taken away for the remainder of the school year. Additional disciplinary action may be taken in line with existing practice regarding inappropriate language or behavior. When applicable, law enforcement agencies may be involved.

## SCHOOL ISSUED DEVICES (CHROMEBOOKS)

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The device being issued to you is for educational purposes. We hope you enjoy your device and use it to its fullest potential as an educational tool. Please review all expectations outlined in this document. When you have read each section please check the appropriate acknowledgement box below this document. Please also see the 1-1 Q and A Document:

<https://docs.google.com/document/d/1MWBKMg3gli7gqwmKZUzVbIKcNsSn72UBYOa8abJL5Dk/edit?usp=sharing>

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### STUDENT EXPECTATIONS

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1. Students will be responsible for the security and care of the device from the time of issuance until returned to the school.
2. Students will be expected to bring their device to class daily unless otherwise directed by the teacher.
3. Students will be responsible for ensuring the device is always charged and ready for learning during the school day.
4. Students will be responsible for managing the available storage in the device and for ensuring that file storage is managed in such a way that it does not impede access to required applications. It is recommended that students save documents to school provided cloud-based storage for retrieval as needed.
5. Students will utilize the device as directed by their teachers and in a manner that is educationally appropriate.
6. Students will abide by all school rules as outlined in the Student Handbook and Acceptable Use Policies.
7. Students acknowledge that MCPSD#1 may access school issued devices at any time to verify contents.
8. Students will not use the device to take or view inappropriate, illicit, or sexually explicit photographs or videos, nor will it be used to embarrass, harass, or bully anyone in any way.
9. Use of the Chromebook camera and microphone are strictly prohibited in the classroom and hallways unless directed by a teacher and for a specific educational purpose. Use of the camera or microphone in private areas such as restrooms and locker rooms is strictly prohibited.
10. Students leaving/withdrawing Watford City High School will return the device to the school immediately. Those in violation of this expectation will be lawfully prosecuted.
11. Devices that are stolen must be reported immediately to the Office and the Police Department.
12. Misuse or willful destruction of the device may result in school discipline. Inappropriate use includes but is not limited to the following:
  - Intentionally damaging the device
  - Visiting inappropriate websites
  - Sending, forwarding, or sharing inappropriate content
  - Possessing, taking, or sending inappropriate pictures and/or media files
  - Cheating
  - Installing unapproved apps
  - Attempting to hack/break intended security
  - Defacing the device with stickers, carvings, drawings, etc.

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## TAKE HOME RULES

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1. Only the student to whom it is issued will use the device.
2. Students can connect to other wireless networks.
3. Parents/guardians assume responsibility for monitoring student use of the Internet while using the Chromebook on their home network.
4. Students and parents may decline take-home privileges by contacting the office.
5. Students/Parents/Guardians who declined take-home privileges will be required to check out their Chromebook at the beginning of the day and check in at the end of the day. **Declining take-home privileges does not excuse the student from due dates for any task that may require the use of the device.**
6. Failure of the student to meet expectations for care or responsible use of their device may result in take-home privileges being temporarily or permanently suspended.

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## TECHNICAL DIFFICULTIES/DAMAGE/REPAIR

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1. If technical difficulties occur the device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted.
2. The software originally installed must always remain on the device in usable condition and be accessible. The school may add applications for use in a course.
3. A loaner device may be issued to students when students leave their device for repair in the technology department.
4. Pricing of repair / replacement:
  - Chromebook: \$250.00
  - Charger: \$49.00
  - Screen: \$99.00
  - Keyboard: \$75.00

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## RETURNING YOUR DEVICE

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1. Devices will be returned during the final week of school. If a student transfers out of MCPSD#1 during the school year, the device will be returned upon withdrawal.
2. Individual school devices and accessories must be returned to the school. Students who graduate early, withdraw, are expelled, or terminate enrollment at MCPSD#1 for any other reason must return their school device on the date of termination.
3. If a student fails to return the device at the end of the school year or upon termination of enrollment at MCPSD#1, the student will be subject to pay the replacement cost of the device. Failure to return the device or pay for the device will result in a theft report being filed with the Watford City Police Department.
4. The student will be responsible for any damage to the device and must return the computer and accessories to the MCPSD#1 technology department in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the device.



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## HOT LUNCH/BREAKFAST PROGRAM

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Each family will have one account that covers all students attending the McKenzie County School District. Parents will be asked to make a deposit into the family account to start the school year. Contact the district office for current prices for lunch, breakfast, and milk. Family accounts that run into a negative balance will not be able to charge meals. Students will be informed and they can put money on their account, pay day-by-day, or can bring their own meal. **No negative balances will be carried by the school district.** In the lunch line, the student will input a private ID# into a keypad and an automatic deduction will be made from the balance of the family account for the purchase of a school lunch, extra lunch, extra milk, etc. The lunch line will be monitored and each number verified to a name in order to eliminate students "borrowing" lunch money. No "borrowing" or "charging" is allowed. Families participating under the free and reduced program will also be handled in the same manner as the regular priced meals.

Seconds will only be offered on the salad bar.

Please see the school district website to set up an account.

All students in grades 9-12 will be allowed to leave the building during their lunch period. This is a privilege that may be revoked due to poor attendance, grades or behavior. This is **NOT** an open campus lunch. Students must be in the cafeteria, out of the building, or in front of the theater during their lunch period. Students are not permitted to roam the building since other classes are in session.

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## INSURANCE

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The McKenzie County School District Number One does not carry medical or hospital insurance to cover accidents to students while at school or on school activities, however, the NDHSAA provides Catastrophic Insurance coverage for those students participating in NDHSAA sponsored activities.

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## FOREIGN EXCHANGE STUDENTS

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Will be accepted under the following conditions: (1) 16 years of age, students will be placed in the grade level that is appropriate by age; (2) Student will need to speak English; (3) Student will be involved in an activity; (4) Host family must reside in our school district; (5) Student will follow all school policies / handbook; and (6) Student will need to be incorporated with an approved foreign exchange program from the NDHSAA list. [http://www.csiet.org/site\\_page.cfm?pk\\_association\\_webpage\\_menu=2512&pk\\_association\\_webpage=8444](http://www.csiet.org/site_page.cfm?pk_association_webpage_menu=2512&pk_association_webpage=8444)

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## NON-DISCRIMINATION STATEMENT

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McKenzie County Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Title IX Coordinator: Brad Foss – AD, [bradley.foss@k12.nd.us](mailto:bradley.foss@k12.nd.us); Section 504 Coordinator Bridget Ryberg – Asst. Principal, [bridget.ryberg@k12.nd.us](mailto:bridget.ryberg@k12.nd.us)

Any person who believes himself or any specific class of individuals to be subjected to discrimination in employment or in any of the programs or activities of the McKenzie County Public School District No. 1 may file a complaint as follows:

Complaint procedures:

- An oral complaint may be informally filed with the building principal.
- A formal written complaint may be filed with the principal or the building in which the alleged discrimination occurred; or
- A formal written complaint may be filed with the district superintendent who has been designated as the person responsible for coordinating the efforts of McKenzie County Public School No. 1 to comply with the Equal Opportunity Policy, including the investigation of complaints alleging noncompliance. (Per District Policy #AACR).

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## SCHOOL BUILDING HOURS

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During the school year, the school building will open at 6:45 AM (zero hour) and close to students at 4:30 PM each day. All students are expected to be out of the building at that time unless they are under the direct supervision of a coach or other faculty member.

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## ALTERNATIVE SCHOOL (WOLVES CENTER ACADEMY)

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McKenzie County School District #1 has an Alternative School, Wolves Center Academy. Students are recommended for the Wolves Center Academy based on credits earned, attendance, and behavior. Information can be obtained through the Watford City High School office.

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## SIGNIFICANT CONTAGIOUS DISEASE

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No student may be denied admission solely because they have, or they are perceived to have, a significant contagious disease. It shall be a violation of school policy for any student, employee, or official to harass or discriminate against any affected individual within the institutional setting on the basis of having been diagnosed as having a significant contagious disease(s). No harassment or discrimination will be tolerated in any school building, at any school function, or on any school property.

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## VISITATION POLICY

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All visitors to Watford City High School must use the main door located on the west side of the building and must check in at the high school office prior to visiting the school. Visitors are welcome to visit WCHS but are not allowed to attend classes. Students from other schools are guests only during conferences, conventions, and other extracurricular activities involving their school and WCHS. Foreign Exchange Students will be allowed to visit and attend classes as part of the exchange program. Parents are encouraged to visit and attend classes but must register in advance.

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## EIGHTEEN-YEAR-OLD STUDENTS

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All students will be expected to follow school policy even if they are 18 years of age or older. This policy will provide consistency and fair treatment for all students. Students who are eighteen will not be allowed to sign in or sign out for themselves if they are living with their parents. Federal and State laws grant the “right of access” to a parent of an eighteen-year-old student who is claimed as a dependent for tax purposes. “Right of Access” means a parent has the right to all school records including grades, attendance, etc., which concern an eighteen-year-old student who is still a dependent.

If an 18-year-old student is not living with their parents, s/he is granted responsibility for his / her own attendance. The student is required to excuse him or herself PRIOR to missing school by calling the high school office before 8:30 AM on the day s/he will miss school or class. Students who report their absences after the fact will not be excused and face the consequences described in the student handbook for unexcused absences.

Eighteen-year-old males must register for the Selective Service via the government website: [www.sss.gov](http://www.sss.gov)

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## CHOICE-READY

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The North Dakota Choice-Ready Initiative makes up 21% of our school accountability score. The entire framework can be found [here](#). The rationale behind this initiative is to give students a board array of experiences that empower them with the ability to choose between college, career, or military upon graduation. To be considered “choice-ready,” students must meet the criteria in two out of the three pathways. Many of the criteria necessary for choice-ready have been incorporated into our school day. Some of these events include: WCHS Community Clean-Up, T4, CPR training for Seniors, multiple ASVAB opportunities, etc. These events are required as they support our Choice-Ready goals.

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## FORMS

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[Special Circumstance Excuse Form](#)

Late Class Drop/Change Form

Pre-requisite Override Form

Withdrawal Form

Job Shadow Approval Form

College Visit Approval Form

Out-of-town Dance Guest Approval Form

Bullying Form

ASVAB Opt-Out Form

Military Recruiter Opt-Out Form