

Rolette High School
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**Student Handbook
2023-2024**

This school agenda belongs to:

WELCOME TO THE HOME OF THE *COMETS*

This handbook has been prepared to help you get acquainted with the Rolette tradition and to help you enjoy your years at RHS. We also hope you will get acquainted with the facilities, rules, schedules, teams, and organizations, and that you will make an effort to know your teachers and make new friends. By taking part in all that Rolette High School has to offer, you are helping to preserve the tradition and spirit of RHS: your high school years, in return, will be meaningful ones.

ADMISSION TO BUILDING AND TIME SCHEDULE

The school day begins promptly at 8:35 a.m. The doors of the building will be open at 7:30 a.m. Upon entering the school building the students may eat breakfast in the school cafeteria. Students may stay in the hallway if quiet until first bell. You may go to homework room if available. You may also go to open gym if available that is provided through the 21st Century program as long as you are not failing any classes. Loitering in the halls will not be tolerated after first bell. Two to three minutes have been allotted between each class which is ample time to acquire your books and materials for the next class period.

School will be dismissed at 3:10 p.m. and all students are required to leave the building by 3:45 p.m., unless under direct supervision of a teacher or coach.

ATTENDANCE

North Dakota law provides that every student between the age of six and sixteen years of age shall attend a public or a private school. Regular attendance is the best assurance of success in

academic work and also represents the best recommendation for present and future employment opportunities.

ATTENDANCE POLICY

To be eligible to receive credit for courses taken a student must be in attendance 77 days of the 87 days in each semester for a one semester class or 155 days of the 175 days in the school term for a two-semester class. Any students missing more than the allowed days will lose credit in that class. Exceptions may be granted by the administration and the teacher of the class involved for major medical problems (extended illness) or emergencies. The faculty and administration will make every attempt to notify the student and parents of excessive absences; however, the responsibility for attendance remains with the student. A meeting with the administration and parents may be held to appeal.

TARDIES

All students are expected to be in their classes on time. Students are not to be admitted to class without a slip explaining their tardiness. This slip is to be written out by office personnel or administration.

A student will be allowed two (2) tardiness violations each 9-week period; after that, a 1/2-hour detention will be served per tardy. Continual tardiness will not be tolerated. Students who come to class unprepared and have to return their lockers, will get an unexcused tardy.

ABSENCES

There are four kinds of absences: a) Excused b) Optional c) School Activity 4.) Unexcused

Meanings of Absences are as follows:

1. **EXCUSED ABSENCES:** By law, excused absences can be given for:
 - a. Absences caused by illness of the student.
 - b. Death in the immediate family of the student.
 - c. Emergency medical or dental care in a statement by the Doctor or Dentist brought upon return.
 - d. Religious holiday if request is signed by parent or church official.

- e. Serious illness in the family which requires the student to be home.
- 2. **OPTIONAL ABSENCES:** At the discretion of the Principal an excused absence may be granted for:
 - a. Family's need for student to work (at home only).
 - b. Parent's request, in writing, with statement of the circumstances which could justify the student's absence, at least two days in advance of the absence.
 - c. Weather conditions.
- 3. **SCHOOL ACTIVITY ABSENCES:** Students who are absent from classes because of participation in a school activity are not counted as absent on attendance registers. However, they are responsible to make arrangements for makeup work prior to their absence. If they have not completed their assignments or made other arrangements with their teachers, they will not be allowed to participate in the school activity for that day.
- 4. **UNEXCUSED ABSENCES:** If an absence cannot be classified under any of the above categories, the absence will be classed "unexcused." No credit will be given for makeup work. (e.g., "Sleeping in" is considered an unexcused absence.)

PROCEDURE FOLLOWING AN ABSENCE

Students and parents are asked to observe the following guidelines in the matter of attendance.

- 1. When a student is unable to attend school, the parent/guardian is to call the school on the day of absence. This act of courtesy on the part of the home will assist the school in maintaining an efficient attendance policy and provide a further means of cooperation between the parent/guardian and the school. If a call from the parent/guardian is not received, a school representative will contact the parent/guardian to verify the absence.
- 2. A student who has been absent for one or more periods shall, upon his return to school, obtain a makeup and admit slip at the office. A phone call from the parent/guardian is needed to obtain the makeup slip if prior contact had not been made. A written permit will be accepted if it is not possible to make contact by phone.

Makeup and admit slips are to be obtained by the students prior to 8:35 a.m. so the student is not tardy for class. A student will be allowed as many days to make up their work as days they were absent

TRUANCY

"Truancy" is defined as being absent from one or more classes without the consent of parent/guardian and school officials. Students will forfeit the opportunity to make up class work missed because of their truancy.

1. First Truancy: Principal will confer with the student. The parent/guardian will be notified. The student will make up time missed as assigned by the principal.
2. Second Truancy: There will be a conference between student-principal-parent/guardian. The student will receive in-school suspension from school for 2 days.
3. Third Truancy: The student will have a conference with the principal and his/her situation will then be discussed with the administration and school board. This truancy could result in expulsion.

CLASSROOM DISRUPTIONS

1. 1st Offense: Teacher should talk to the student on an individual basis. The problem must be documented by the teacher.
2. 2nd Offense: Teacher, student and principal will discuss the problem and try to resolve differences. The teacher will document it and the teacher or principal will notify the parents by telephone or letter. Detention with the teacher may be assigned.
3. 3rd Offense: Meeting between teacher, student, principal, and parents if requested by the parent otherwise, the student may be suspended for up to 3 days.
4. 4th Offense: Same as above but up to a 5-day suspension.
5. 5th Offense: Removed from this class with an "F" given for final grade.

*Students on a "Behavior Plan" will follow the procedures established in the plan.

DETENTION, SUSPENSION, EXPULSION

DETENTION:

Philosophy:

Detention is intended to provide students an opportunity to reflect on the behavior that resulted in detention. It is also intended to provide a place for students to make-up time lost in class due to absence, behavior, or other circumstances. Students are assigned time and will need to make the necessary arrangements to be present and productive. Detention is intended to be punitive, and it should be understood by all parties that students receive detention due to their actions, and they are to be held accountable for those actions.

Rules:

1. Be on time. Your time begins when you arrive, and if you are 10 or more minutes late, your time will be rescheduled and doubled.
2. You must come prepared to be productive for the entire time you are in detention. This means you must have homework or reading enough to last the full extent of your time. If you come to detention unprepared, your time will be rescheduled and doubled.
3. Detention runs at the time most convenient to the administrator's schedule, not the student's schedule.
4. Any misbehavior, disrespect, or disruption during detention will result in further consequences at the administrator's discretion.

SUSPENSION: Suspension shall be interpreted to mean refusal to admit a student to class for a specified number of days. Credit will be granted for work completed in a timely manner. The days will be counted as days absent from that class. Students under out-of-school suspension will not be admitted to school functions during the duration of their suspension. Including, but not limited to, extracurricular practice and contests.

EXPULSION: Expulsion is dismissal of the student from the school for the remainder of the school year, or 12 months depending on the behavior(s) which lead to the expulsion. Such misconduct that would result in more than ten (10) days suspension during the school year could result in expulsion.

GRADING SYSTEM

The marking system for RHS shall be a letter grade. Letters used are A, B, C, D, F, I, S, and U. The percentage range for each letter grade is as follows:

A--93 to 100	B--86 to 92	C--78 to 85
D--70 to 77	F--69 and below	
S--Satisfactory	U--Unsatisfactory	I--Incomplete

An "incomplete" grade will be given for the grading period when a teacher feels that a student has a legitimate reason for not completing his work on time. If not completed within the timeframe established with the teacher, the grade will be changed to an F.

WEIGHTED GRADING SYSTEM

The curriculum of Rolette High School offers two levels of student interest ability. These are categorized as follows: MWC is an abbreviation for a Major Works Class. These classes are specifically designed to challenge students with high school ability and or motivation. RWC is an abbreviation for Regular Works Class. Such classes are structured to meet the basic educational needs of students of all students including those classes designed as required. The MWC grading scale will apply to only courses taught on campus or given specific administrative permission.

The following classes make up the MWC:

- All science classes above biology
- All mathematics classes above Algebra I
- 2nd year of foreign language classes
- Psychology and or Sociology
- Accounting I and II
- Other classes as approved by administration.

Grading for MWC:

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F 59% and below

REQUIREMENTS FOR GRADUATION

To graduate from Rolette High School, students must meet all graduation requirements as set forth by the State Department of Public Instruction and the Rolette School Board. Only students

meeting the graduation requirements of Rolette High School will be allowed to participate in formal graduation ceremonies, however they may receive their diploma when those requirements are met within a reasonable time.

22 credits

<u>Courses</u>	<u>Credits</u>
Language Arts (including literature, composition, and speech)	4
Science (including physical science and biology)	3
Social Studies (including US History and POD)	3
Mathematics (including Algebra I)	3
Physical Education (may include ½ health)	1
Foreign Language, NA Language, Fine Arts, or Career and Technical Ed. Courses	3
Electives	5

Each student must take six classes during the seven-period day unless he/or she has permission from the principal. Only one study hall period per day will be allowed each semester unless approved by the principal.

Exceptions can be made by the administration for individual students/cases.

STUDENTS GRADUATING EARLY

Students graduating as juniors:

There are (3) main areas of interest concerning students who graduate as juniors.

1. Course Work: Juniors graduating early must meet unit credit requirements set forth by the Rolette School Board for the class with which they have been previously.
2. Honor Roll: These students will be listed as juniors on the Honor Roll. They give up their right to be an Honor Student.
3. Early graduates must petition the Rolette School Board in writing and submit the petition to the high school principal for presentation at the next regularly scheduled Board meeting.

Students Completing at the First Semester of their Senior Year:

1. These students must petition the Rolette School Board in the manner outlined above.

2. These students will receive their academic ranking and honor standing as of their position at the end of the third quarter of their senior year.

REGISTRATION FEES

Registration fees are assessed for certain courses, please check with district secretary for up-to-date fee schedule

SCHOOL LIBRARY

Books may be checked out for two weeks. It is the student's responsibility to return books on time. Persons checking out material must return it themselves. Materials are due by the end of the day on the due date, which should be stamped on the due date slips. All overdue materials are assessed at \$.05 per day until the material is returned.

One month: See "Lost books"

Lost books: Cost of the book plus \$2.00 searching and re-ordering charge. If the book is later returned by the borrower, the original cost of the book will be refunded. Fines are to be paid when the material is returned. Failure to pay fines on time will result in additional fines being added. Magazines or Reference books are not to be taken from the library. Students must have a pass to go to the library which must be signed by the supervising teacher and the librarian or student librarian. Remember, the library is a place for studying or reading, not to visit. No food or drink is allowed in the library.

ADMITTANCE TO ADVANCED SCIENCE AND MATH CLASSES

A student must be taking, or have taken, Advanced Algebra to be enrolled in Chemistry, Physics, or Senior Math. To enroll in Advanced Algebra a student must have received a "C" or higher grade in Algebra I or be granted an instructor's approval.

DUAL CREDIT POLICY

Any student taking dual credit and/or online classes must pay for them when registering with the college or university.

ONLINE CLASSES

Any student taking a class through The Center for Distance Ed. or other online agency will be responsible for all fees associated with the class if:

1. The student is retaking the class
2. The student begins the class and chooses to drop it after the drop date given.
3. The student chooses to take a class online that the school offers on campus.

Exceptions can be made by the administration for individual students/cases.

All grades will be based on the letter grade given by NDCDE.

GPA CALCULATION POLICY

Grade point average for graduating scholastic honors will be determined at the end of the third quarter of the student's senior year. A student must have a GPA of 3.5 or higher at this time to qualify as an honor student. A student must also be in attendance at RHS for their last three semesters. This may be waived with special permission from the Rolette School Board.

GRADE CLASSIFICATION

The following number of credits must be passed to move a student into the next class:

8th grade:	Completed 7th grade
Freshman:	Completed 8th gr.
Sophomore:	5 credits
Junior:	9 credits
Senior:	15 credits

JUNIOR HIGH RETENTION POLICY

A student in grades 7-8, receiving a failing grade in four or more semesters of core subjects (Math, Language Arts, Science or Social Studies) will be retained at his or her current grade level for the following year in all subject areas, unless otherwise identified in a Special Education or 504 IEP. Parental request may be considered as well.

HONOR ROLL

Our honor roll is published at the end of each nine-week period. R.H.S. has two divisions on our honor roll, an "A" honor roll for

those with at least a 3.60 average and a "B" honor roll for those with at least a 2.60 average. Any grade below average (U, D, or F) in any class disqualifies a student from making either honor roll. Full-time student status is required to be considered for the honor roll.

DRESS CODE POLICY

1. No midriffs or undergarments may be showing.
2. Clothing with derogatory, vulgar, offensive, or other inappropriate messages is not allowed. Clothing that advertises alcohol, tobacco, or other illegal substance is not allowed. Clothing that may be considered gang related in nature is not allowed. Clothing that has an excessive amount of potentially dangerous additions such as chains or other heavy metal is not allowed.
3. Students wearing clothing that is considered inappropriate by staff members will be asked to turn it inside out, cover the objectionable clothing, or be sent home to change.

NO HAT/CAP POLICY

Caps may not be worn within the school building during the regular day. Administration may make exceptions for fundraising activities and spirit week type activities.

AGENDAS IN HIGH SCHOOL

All students must carry his or her agenda with them. Students are encouraged to use their agenda to write down important daily class information such as assignments, tests, and quizzes. Students must have their agenda signed in order to leave class for any reason.

LEAVING THE SCHOOL GROUNDS

No student in grades kindergarten (K) through twelve (12) may leave the school grounds without permission from administration. Permits for students in grades 7-12 to leave the building during school hours are to be issued by the Principal or Superintendent only. In order to receive permission to leave, students must bring either a signed note, or have their parents/guardians call the

office. All students must sign in and out of the attendance book in the office if they leave the campus during the day.

INSTRUCTORS AUTHORITY OVER STUDENTS

Every instructor, both elementary and secondary, has authority over all students at all times, in all areas of the school premises, at any time the student may be on such premises, whether during school, after school, Saturday or any other time.

Students are under the jurisdiction, not only of their classroom instructors, but all instructors and school employees. Disrespect toward any school employee will not be tolerated and could result in suspension.

If you are removed from a class or study hall, you must find the Principal and report the fact to him or her. Disrespectful or profane language directly to a teacher or school employee may result in a three-day suspension assigned by the Principal.

PROFANITY

The use of profane language will not be tolerated on the school grounds.

LOST AND FOUND

A place is provided in the office for lost and found articles. Students should turn in found articles there; the loser may obtain them upon identification.

Students are cautioned to be careful with their money and not leave their billfolds lying around or in their unlocked lockers. The school cannot be responsible or assume responsibility for lost money.

TELEPHONE

Telephones have been installed for teacher use. The office telephones are to be used for school business only. Student calls should be for emergency situations only and should be limited to calls from the office with permission or from the phone in the high school entrance hallway.

SCHOOL DANCES AND PARTIES

When planning a school party of any nature, permission must first be obtained from the Superintendent or Principal and listed properly on both the Principal's and Superintendent's calendars. This permission must be granted one week in advance of the chosen date. There will be no parties during school time for grades 7-12. The only exception would be if authorization was granted through the office.

All school parties must be well planned by the class and the plan approved by the class advisor. Parties must be chaperoned by at least two adult couples and an organizational or class advisor. Parties must be over by 12:00 and all students must be out of the building by 12:15. School night activities must be dismissed by 11:00. School rules of dress and conduct must be followed at any school party and if not, the student may be refused admission to the event. Any student leaving the event after it has begun, for any reason, will not be readmitted.

CLASS MONEY MAKING PROJECTS

All classes may have money making projects throughout the year. All projects must be submitted to and approved by the Superintendent at least one week in advance in writing with an outline of the fundraising project. Failure to do so will cause the organization or class to risk losing fundraising opportunities for up to one full year. After extra-curricular events, first on the calendar takes precedence over other intended to be scheduled events.

CANDY/SEEDS/ BEVERAGES

Candy, sunflower seeds, chips, and other foods are prohibited in the halls and classrooms unless special permission is granted by the teacher and in accordance with the Wellness Policy. Gum will be allowed in the school building only as long as the privilege is not abused. There are classes where gum will not be allowed because of hazards involved. These are band and science labs. Water will be available in the vending machine during the day, but the candy machine and shelves with non-water will not be operational until between 8:00 a.m. and 3:40.

SCHOOL PROPERTY

The quality of a school may be judged by the pride of the pupils keeping the building neat and tidy.

Desks, washrooms, etc. are to be kept clean and free from writing and carving at all times. Students are asked to cooperate in a good housekeeping program and to take pride in the appearance of our buildings and surroundings.

To help maintain the school lawn, please use the sidewalks when coming to and from the school building. No one should be walking across or playing on the grass in front of the building; there is plenty of room behind the buildings for playing. Please do not throw paper or debris on the grounds. If a student vandalizes any of the school property that student will be held responsible and must pay for the damages.

TEXTBOOKS

Remember they are not your books, DO NOT write in books as they must be free from all marks when they are checked in at the end of the year. Students will pay for any damages to the books beyond the reasonable wear. Many of the older books have pencil marks in them; if you receive any such book, will you please erase marks as you find them.

EXTRA CURRICULAR ACTIVITIES RULES

Rolette Public School follows the ND High School Activities Association rules for extracurricular activities. Please see updated condensed rules at:

https://ndhsaa.com/files/Eligibility_Condensed.pdf

In addition to NDHSAA policies, students who are under suspension are encouraged to practice with their respective teams. However, suspended students will not be allowed to participate in any game day activities as a part of the team

GUILT BY ASSOCIATION (FFE)

In addition to the tobacco, alcohol, and other drug prohibitions contained in NDHSAA bylaws, the District prohibits student presence at a gathering where alcohol, tobacco, or a controlled substance is being illegally used. Administration will take into consideration whether or not the student was at a gathering where the student had knowledge that alcohol, tobacco, or a controlled substance was being illegally used, and whether or not the student had a reasonable opportunity to remove him/herself from said location. The disciplinary consequences for violating this rule shall be suspension from extracurricular participation for the same

duration as prescribed for tobacco, alcohol, and other drug possession by NDHSAA bylaws.

ELIGIBILITY TO PARTICIPATE DUE TO UNACCEPTABLE CONDUCT

Unacceptable conduct violations by a student may result in a student losing eligibility to participate in extracurricular activities. These violations include, but are not limited to the following examples:

1. Any conviction of a criminal offense.
2. Vandalism to private or public property.
3. Obscene public behavior.
4. Any school related activity that involves a school suspension

The coach, athletic director, or administration may suspend a participant from competition when in their judgment; they determine that the behavior in question violates the standards of good behavior expected of students representing RHS.

ELIGIBILITY FOR GRADES 7- 8

According to the Constitution and By-Laws of the North Dakota High School Activities Association:

1. In the seventh and eighth grade, students must be passing three-fourths of their academic subjects. This means a person taking five classes must be passing four of them.

Note: In seventh or eighth grade, a student must be passing in all subjects to be eligible to play on the Junior Varsity or Varsity team.

R.H.S. EXTRA CURRICULAR ELIGIBILITY POLICY

1. All school related activities and athletics will abide by these rules. Exceptions may be made by administration.
2. Rolette Public School guidelines exceed the guidelines set by the NDHSAA for academic eligibility. The school will use an eligibility check for academic eligibility each Wednesday.
3. A student receiving more than one failing grade will be determined to be academically ineligible.

4. Any student absent after 12:00 p.m. during the day of the activity will not be eligible to participate in a game, cheerleading, or music groups during the remainder of that day. (Unexcused absences or disciplinary action may have the same result.)
5. Academic eligibility will run from the Wednesday after the check until the following Wednesday. Eligibility is based on semester grades. The first eligibility check will take place during the fourth week of each semester. Eligibility for the first four weeks of the second semester will be based on first semester grades.
6. All other academic eligibility guidelines that pertain to transfer students, semester eligibility, attendance, etc, and set by the NDHSAA are also in force.
7. Any teacher may remove a student from extra-curricular participation with administration approval for the following reasons:
 - a. Failure of the student to do academic work.
 - b. Improper behavior.
 - c. Insubordination shown towards a teacher.
8. The above rules are in effect for the entire school year.
9. The NDHSAA eligibility rules govern the eligibility of all students in North Dakota. Individual schools may impose stricter standards than the NDHSAA. These rules will be posted, and the principal shall make any interpretation of these rules.
10. A student apprehended by the administration, teachers, school personnel, law authorities, or citizens and lawfully charged with illegal entry and/or theft and/or damages to the Rolette Public School buildings or the properties of Rolette Public School personnel or subjects the employees of Rolette Public School to any harassment anytime during the calendar year shall be suspended from all extra-curricular activities for a three-month probationary period. A six-month probation will be imposed with the second offense. More serious penalties will be imposed with further offenses. These penalties will be decided at a special meeting of the school board and administration.
11. These eligibility guidelines are the minimum requirements set forth for athletes/participants at Rolette Public School. Individual coaches may make rules specific to their programs that are stricter than what has been listed

above. Athletes/participants and parents will be notified of individual coaches' rules at the beginning of their season.

21st CENTURY OPEN GYM ACTIVITIES

Students failing any class may not participate in before school or after school open gym activities. Morning tutoring and study rooms will be made available for those students not eligible due to failing grades.

STUDENT RESPONSIBILITIES IN REGARD TO "INTRA" AND "INTER" SCHOOL ACTIVITIES

Students found guilty of either drinking intoxicating beverages or smoking within the school building or on the school grounds shall be suspended from school for three (3) days. This suspension will also apply to the possession of alcoholic beverages, narcotics, or tobacco on school premises.

Any student attending out-of-town activities, such as athletic contests, music, or other school sponsored activities, is considered under the jurisdiction of the school. If he/she is found guilty of either drinking or smoking on the school premises while attending or participating in the school sponsored event he/she will be suspended on evidence displayed.

The school refuses to be responsible for any malicious or unlawful act by a student while participating in an out-of-town activity. Meaning, in any situation involving an arrest or confrontation with law enforcement authorities, the accused party will have to seek assistance from his/her parents or guardian.

Evidence to be considered in judging the guilt of the student may be based on reports received from a reliable source. This source may be a teacher, coach, law enforcement officer or member of the School Board.

SERIOUS WEATHER CONDITIONS

School announcements concerning school closure or changed bus schedule because of inclement weather conditions will be made over the following radio stations: KZZJ 1450 Rugby and KBTO 101.9 Bottineau, KEYA 88.5 Belcourt. Also, television stations: KXMC 13 in Minot, KMOT 10 in Minot and WDAZ 8 in Devils Lake/Grand Forks. Announcements will also be sent out via our all-call system and through posts on Facebook.

FIRE DRILLS

Fire drills will be held at regular intervals. Each instructor will inform the students in each of his/her classes the fire exit to take during the fire drills. Students are to leave the room promptly on hearing the fire alarm. The windows and doors of each room must be closed and the first people to exit doors should hold the doors open for the rest of the students. The students should keep far away from the building (at least 20 feet) during the drill and no one should enter the building until all students (grades K-12) have made a proper exit. Part of fire protection is a preventable program, and the students and teachers should view fire drills as an essential aid in ensuring each individual's safety.

SCHOOL LUNCH

School lunch is provided at the school for a nominal cost for the welfare of the students. All students in grades one (1) through eleventh (11) are required to eat lunch in the school cafeteria.

Proper conduct and manners are necessary in the cafeteria. There will be neither cutting in lines nor pushing and shoving allowed.

The students will remain in the cafeteria for their lunch period. The halls will not be used as a meeting place during lunch period.

Students 7-12 must have their planner signed by the lunchroom attendant in order to use the restroom.

SENIOR PRIVILEGES

Seniors are afforded privileges through school board policy FEDC.

SENIOR VISITATION

Seniors will be allowed two (2) days to visit colleges or to job shadow. These days will not be counted as days absent from school. The student must obtain a form from the Principal before leaving and return the form upon coming back to school.

FALSE FIRE ALARMS

Setting off a false fire alarm will not be tolerated. Not only is this an annoyance and possible danger to our students and staff but it is also a violation of North Dakota state law. Offenders will be suspended from school for three days and reported to the proper authorities.

HEAD LICE PROCEDURE

This is not a problem which limits itself to unclean homes and children. The head louse is not choosy; it finds its way into the cleanest homes. However, in order to control its spread in school, the following steps will be taken:

1. If a qualified staff member has identified a student as having head lice, that student will not be allowed to remain in school.
2. When the student returns to school he/she will be checked by qualified school personnel. If the student has nits or lice, he/she will not be allowed to remain in school.
3. If lice infestations occur multiple times with a student or students, verification of proper treatment by a health professional may be required.

ALCOHOL AND OTHER DRUG USE/ABUSE POLICY

This policy pertains to alcohol and other drug use/abuse. Tobacco use is defined in a separate policy (see ABBA.)

Philosophy

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

Definitions

This policy defines the following:

- *Alcohol* – See Prohibited Substances.
- *Drug* – See Prohibited Substances.
- *Possession shall mean:*
 - a. Actual physical possession of the alcohol or drug while on school property;

- b. Use or consumption of the alcohol or drug while on school property;
 - c. In the student's locker, car, handbag, backpack, or other belongings while on school property; or
 - d. Appearance by a student on school property after having consumed or ingested alcohol or a drug that is noticeable by breath odor, speech alterations, unsteadiness of gait or posture, or like symptoms of chemical intoxication.
- *Use* shall mean that a student is reasonably known to have ingested, injected, inhaled, or otherwise taken into the body a prohibited substance, or is reasonably found to be under the influence of such a substance.
 - *School property* is defined in NDCC 15.1-19-10 (6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

Prohibited Substances

Prohibited substances include, but are not limited to:

1. Alcohol, powdered alcohol, or any alcoholic beverage as defined in NDCC 5-01-01;
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant or depressant, and all other illicit drugs;
3. Any glue, aerosol paint, or any other chemical substance used for inhalation;
4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, "no-doze" pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants, sports or muscle-building supplements, and sleeping pills not administered and/or taken with appropriate consent and

authorization from parents, school administration, and, if applicable, a health care provider.

Prohibited Activities

It shall be against school policy for any student to:

1. Sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or sell, deliver, or give, or attempt to sell, deliver, or give to any person substances the student represents or believes to be a substance(s) listed in this policy.
2. Possess, procure, purchase, or receive, or to attempt to possess, procure, purchase, or receive the substances listed in this policy, or what is represented by or to the student to be any of the substances listed in this policy, or what the student believes is any of the substances listed in this policy.
3. Be under the influence of (legal intoxication not required), use, consume, or attempt to use or consume the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances listed in this policy.
4. Knowingly or intentionally aiding or abetting in any of the above activities.

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

Reporting Violations

A student or staff member that has reason to believe that a student has violated this policy shall notify a school official (i.e., a teacher or administrator if the reporter is a student; a school administrator if the reporter is a district staff member). Except in limited circumstances under law,¹ a teacher is required to report known or suspected violations of this policy to the school principal or Superintendent.

Violation

¹ When a teacher/principal participates in a juvenile court program and receives confidential information about a student.

When a principal/Superintendent has reasonable suspicion that a student has violated this policy, they may search the student in accordance with the district's policy on searches of students' person or personal property.

Such searches shall not include referral for mandatory alcohol/drug testing.

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

Intervention

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

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

The school will make a reasonable effort to cooperate with a therapy program if one is recommended for the student. The school will have the option of requiring that the student attend the suggested therapy at school district expense as a condition for continuing to attend school. The Board believes that if a student is involved in a chemical dependency program and is successfully addressing their harmful involvement with chemicals, they may be allowed to continue in the regular school setting and continue to participate in any extracurricular program unless participation is in conflict with rules and regulations set forth by the Board, the [North Dakota High School Activities Association](#), and/or the student has been suspended or expelled as a result of a district policy violation.

Confidentiality

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

Education

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

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

Policy Implementation

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

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

INDIVIDUAL STUDENT RIGHTS

1. Every student enjoys those rights secured to him or her by the U.S. Constitution and the laws of the United States.
2. Every student has the right to a learning and working environment that is free from any form of harassment. It will be a violation of policy for any member to harass another staff member or student, or for students to harass other students, through conduct or communication of any nature.

DUE PROCESS PROCEDURES

In disciplinary proceedings the school rules and regulations will provide the basis for charges against a student, except in those cases where misconduct is of an unusual nature and therefore not normally covered by the school rules.

Students are guaranteed due process rights regarding any drastic disciplinary action, such as suspension or expulsion. These rights include:

1. Notification to the student of the specific charges against them.
2. A formal hearing if requested by the student within 3 days.
3. Right to a fair and impartial hearing.
4. Right to counsel at the student's expense if requested.
5. Right to cross examine any witnesses.
6. Right to a record of the hearing if requested.
7. Right to administrative review and appeal.

HARASSMENT

Harassment of any type has no place in the school setting. The Rolette Public School District will endeavor to maintain a learning environment that is free of harassment. The School Board expects administrators and supervisors to make it clear to students and staff that harassment in the school building, on the grounds, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students and termination of employment for employees.

Any person who believes he/she has been the victim of harassment by a student or employee of the school district or any third person with knowledge or belief of conduct which may constitute harassment should report the alleged acts immediately to the appropriate school district official.

Rolette School administration wants all students to feel safe. If at any time that feeling is compromised, please contact an administrator immediately as to the circumstances. Such behavior is listed below under "Threatening Behavior."

THREATENING BEHAVIOR

The Board of Education deems as one of its primary responsibilities the establishment of a safe environment for its students and employees. To that end the Board of Education shall require and support immediate attention to any behaviors threatening the well-being of students, staff, and other individuals involved in the operation of the school and its sponsored activities. If an individual's behavior is believed to be threatening to their

person or others that behavior should be immediately reported to a school administrator. The school administrator will involve any resources or agencies that are appropriate and necessary to reestablish a safe environment, and to prevent similar circumstances from occurring in the future. If a student has exhibited threatening or violent behavior, the administrator will immediately attempt to contact the student's parents. Student suspension, expulsion, or referral to outside agencies may result if the behavior so warrants.

CHEATING POLICY

Students found to be cheating on any classroom work or assessment will receive no credit on the work or assessment. The student's parent(s) or guardian(s) will be contacted. Multiple infractions may result in further discipline.

PLAGIARISM POLICY

Plagiarism is the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.

Students caught plagiarizing work will receive a zero for the assignment in which the plagiarism took place. The librarian will work with all 7-12 grade teachers in educating students about plagiarism and its consequences.

CELL PHONE/ELECTRONIC DEVICE POLICY

The Rolette Public School assumes no liability for damaged, destroyed, lost, or missing cellular phones or electronic devices. Students and their parents are responsible for the safe keeping of all such devices including; cellular phones, listening devices, image taking devices, or any type of electronic game or similar device.

To minimize interruptions to the educational setting, students are not allowed to use these devices on campus during normal school hours without prior authorization being granted from staff or administration. Disciplinary actions may include, but are not limited to:

1. 1st Offense: A student found being in violation will have his/her electronic device taken away and it will be given

to a building administrator. The student will be given a verbal warning. The student will be able to pick up the phone at the end of the school day.

2. 2nd Offense: A student found being in violation a second time will have his/her parents contacted and arrangements will be made for the parents to pick up the electronic device.
3. 3rd Offense: A student found being in violation a third time will have his/her parent contacted and a one-day suspension will be imposed.
4. 4th Offense: A conference will be held with the parent, student, and administration.
5. Should a student refuse to hand over a cell phone when requested to do so by school personnel **the consequence will be a one-day suspension.**

WEAPONS POLICY

Definitions

This policy defines the following:

- *Dangerous weapon* as defined by NDCC 62.1-01-01(1)
- *Firearm* as defined in accordance with 18 U.S.C. 921 and NDCC 62.1-01-01(3)
- *School property* is defined in NDCC 15.1-19-10 (6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by the District, and the site of any school-sponsored event or activity.

Prohibitions

Students are prohibited from knowingly possessing, or transmitting on school property a firearm, dangerous weapon, or any object that is used, attempted to be used, or threatened to be used to intimidate or cause bodily harm.

Disciplinary Consequences

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

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

1. The totality of the circumstances, including the severity of the incident and the degree of endangerment of other students and staff.
2. The age and grade level of the student.
3. The prior disciplinary history of the student being expelled.
4. Relevant factors that contributed to the student's decision to possess a firearm in violation of this policy.
5. The recency and severity of prior acts resulting in suspension or expulsion.
6. Whether or not the optional provision of educational services in an alternative setting is a viable alternative to modifying the duration of the expulsion.
7. Input, if any, provided by licensed professionals (psychologists, psychiatrists, counselors) as to whether or not the expelled student would place himself/herself or others at risk by returning to the school prior to the expiration of the expulsion period.

Parents/legal guardians will be notified, and all dangerous weapons will be confiscated and may be turned over to the student's parents/legal guardians or to law enforcement officials at the discretion of the administration. Firearms will be confiscated and turned over to law enforcement.

Special Education Students

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

No applicable Provisions

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

A student who finds a firearm or dangerous weapon on the way to school, on or in school property, or discovers that they accidentally have a firearm or dangerous weapon in their possession shall not be considered to possess it if they turn it over to an administrator, teacher or head coach or immediately notifies an administrator, teacher, or head coach of its location.

NON-DISCRIMINATION POLICY

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

Nondiscrimination Coordinator The Board designates the Superintendent, Terry Motl as the Title IX, 504 Coordinator, and Nondiscrimination Coordinator. He can be contacted at: 901 3rd Ave. NE Rolette, ND 58366, 701-246-3595, terry.motl@k12.nd.us. The Title IX/Nondiscrimination Coordinator and any other school official responsible for investigation of discrimination complaints shall receive appropriate training."

Refer to the School Board Policy AAC for the guidelines and complaint procedures.

For a full list of courses offered for grades 7-12 please go to:

<http://www.roletteschool.k12.nd.us/files/2018/05/Course-Offerings.pdf>

ROLETTE SCHOOL STUDENT CONDUCT STANDARDS & DISCIPLINARY PROCEDURES (FF-AR)

Student misconduct shall be classified as a minor, moderate, or major violation of conduct standards. Definitions of these terms and disciplinary investigation and response procedures shall be included in student handbooks.

When determining the level of a conduct violation, a teacher, principal, or other school official with disciplinary authority shall take into account the totality of circumstances associated with the misconduct, such as, but not limited to:

1. The degree to which the misconduct disrupted the educational environment;
2. The degree to which the misconduct infringed on the rights of others;
3. The frequency and proximity of the incidents of prior misconduct.

When a school official is unsure of how to appropriately classify a student conduct violation, s/he shall consult with the building principal or, in the case of a building principal, the Superintendent before responding to the misconduct. Neither this requirement nor the disciplinary procedure below shall supersede district policies and procedures containing emergency response and safety measures.

Investigation & Disciplinary Procedures

Minor conduct violations: Minor conduct violations shall be handled by the student's classroom teacher or by a school official with disciplinary authority when the student is not under the supervision of a classroom teacher. If the teacher/school official did not witness the misconduct, s/he will investigate to determine if the student was in violation of conduct standards. When the teacher/school official determines that a minor conduct standard was violated, s/he shall submit a misconduct report the building

principal, which may be placed in the student's educational record at the principal's discretion in accordance with applicable policy and law. In addition, teachers/school officials with disciplinary authority are authorized to respond to minor conduct violations by invoking one or more (if permitted by this regulation) of the following options:

Minor offenses:

1. Require the student to attend detention;
2. Withdraw student privileges;
3. Contact the student's parents;
4. Develop a behavior adjustment plan;
5. Hold a conference with the student's parent/guardian;

Options three through five are not considered disciplinary sanctions and may therefore be administered on their own or in combination with any disciplinary sanction listed above.

Moderate and major conduct violations: Such offenses shall be referred to the building principal for investigation and response. A teacher or school official referring a student to the building principal as a result of a potential conduct violation shall complete a misconduct report for the principal to review. The principal shall conduct further investigation as deemed necessary and shall include his/her findings on the misconduct report. This report may be placed in the student's educational record at the principal's discretion in accordance with applicable policy and law. If a moderate or major conduct violation is substantiated, the principal is authorized to respond by invoking one or more (if permitted by this regulation) of the following options:

Moderate offenses

1. Require the student to attend detention;
2. Impose in or out of school suspension. The action shall only be taken in accordance with due process procedures contained in the district's suspension and expulsion policy;
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
4. Refer the student to a school counselor;
5. Create a behavioral adjustment plan;

6. Hold a conference with the student's parent/guardian and classroom teacher;

Options four through six are not considered disciplinary sanctions and may therefore be administered on their own or in combination with any disciplinary sanction listed above.

Major offenses:

The building principal may respond to major student conduct violations using any of the measures listed above for moderate conduct violations or may recommend more severe penalties, which may include expulsion, in accordance with district policy.

Detention

If a student is required to serve detention, his/her parent shall be notified by the school at least one day prior to the student serving the detention.

Semester Testing Policies

All 7th-12th Teachers will give semester tests. The first semester tests will be on the last week of the 2nd quarter: Tuesday, December 19th and Wednesday December 20th. The second semester tests will be on the last week of school: Monday, May 20th and Tuesday, May 21st. Both semester testing dates may be subject to change.

Students can be exempt from semester tests.

Exemption policies are detailed below. Juniors and Seniors will be required to take a minimum of two semester tests each semester: this can include online and dual credit courses. Juniors and Seniors must choose different semester tests to take each semester.

Every student below an 85 average in a specific course will be required to take semester tests. Every student with more than five absences will be required to take semester tests (unless there are extenuating circumstances). The specific details are listed below. The semester test is 10% of each student's final grade for the semester.

SEMESTER TEST EXEMPTIONS FOR ATTENDANCE AND ACHIEVEMENT

- The purpose of the test exemption policy is to reward attendance and achievement.
- A student may be exempt from a semester examination by meeting either of the criteria listed below:

CRITERIA I:

1. The student has been absent from class no more than two days during the semester.
 - a. Missing class due to (1) working (2) illness (3) medical or other appointments or (4) being sent to the Principal because of misbehavior, shall count as absences from that class. Anything Co-vid related will be at administration's discretion. This is not an all-inclusive list, there may be other absences which shall count. This decision will be made by the Principal.
2. The student has received an 85 numerical average in said class for the semester.
3. The student has not been tardy more than three times in a particular course/class and no more than 10 total.
 - a. Should either of the following cause a student to miss a class or classes, he/she shall not be counted as absent: (1) the school bus that the student rides either does not run or is late; (2) being a member of a school sponsored activity or group which requires an absence from class; (3) a student attends a funeral. Anything Co-vid related will be at administration's discretion.

CRITERIA II:

1. The student has achieved a 90 numerical average at the conclusion of the semester.
2. The student has not exceeded the total allowable days absent (no more than 5 absences).
3. The student has not been tardy more than three times in a particular course/class and no more than 10 total.

**GUIDELINES TO ASSIST IN ENFORCING THE EXEMPTION
POLICY**

1. The classroom teacher determines who is exempt based on the class record book and the above criteria.
2. A student who is exempt from a semester test will not be in the classroom during the test period and is not to be counted absent.
3. A student who is exempt may elect to write an exam to improve his/her semester grade. In this instance the student's semester grade will not be lowered because of the semester test score.
4. In-School-Suspension (ISS), out-of-school-suspension (OSS) and truancy from school will eliminate the student from exemptions in all classes.
5. Any exceptions to the above guidelines will be evaluated by administration.