



# **BELFIELD HIGH SCHOOL**

**“Home of the Cougars”**

# STUDENT HANDBOOK

## Introduction

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

## Vision Statement

The Belfield Public School shall provide a positive, caring environment with educational and career-ready opportunities that will enable students to become good citizens capable of serving their communities.

## Mission Statement

The mission of The Belfield Public School is to establish a student learning center with high expectations for student performance designed to facilitate learning experiences and harmonious social interactions in which everyone has the opportunity to realize his or her full potential.

**Shannon Meier, 7-12 Principal**  
**Janine Olson, Elementary Principal**  
**Daren Kurle, Superintendent**  
**Rhonda Tooley, Administrative Assistant**

## TABLE OF CONTENTS

Academic Dishonesty.....	6
Acceptable Use Policy.....	14-15
Accidents.....	23-24
Activities Rules.....	19-20
Allergy Conscious.....	23
Assemblies.....	19
Athletics/Activities.....	20-24
Attendance.....	6-7
Building Management.....	11
Bullying.....	25-29
Bus Safety.....	24
Church Night.....	20
Class Rank.....	5
Communicable Disease(s).....	24
Concussions.....	25
Consumables.....	15
Correspondence Classes.....	5
Course Load.....	5
Dances.....	20
Detention Policy.....	17
Disorderly Conduct.....	16
Dress Code.....	16
Electronic (Cell) Devices.....	13-14
Eligibility.....	8-9
Extra-curricular activities.....	22-23
Expulsion.....	18
FERPA.....	10
Fighting.....	16
Fire and Tornado Drills.....	13
Food Allergies.....	23
Food Programs (Hot Lunch/Breakfast).....	12-13
Grading Scale.....	7-8
Graduation Honors.....	5
Graduation Requirements.....	4
Harassment.....	30
Hazing.....	32
Honor Roll.....	5
Inclement Weather/School closing.....	13
Introduction.....	2
Leaving school.....	11

Legal Custody.....	32
Lockers.....	12
Make-up work.....	7
Medicines.....	25
Misbehavior.....	15
Mission Statement.....	2
Nut Conscious.....	23
Parent Contact with Teachers.....	6
Perfect Attendance.....	8
Permissions.....	11
Personal items.....	14
Post-Secondary Enrollment.....	5
Progress Reports.....	6
Public Displays of Affection.....	17
Repeating HS courses.....	6
Report Cards.....	6
Retention Policy.....	10
Riding the Bus.....	19
Schedule Changes.....	6
School Property.....	15
Semester Tests.....	5
Sexual Harassment.....	29-30
Snowballs.....	17
Student Organizations/Activities.....	20-22
Student Planners.....	6
Students with Disabilities.....	10
Suspensions.....	17-18
Tardiness.....	8
Teacher Assistants.....	12
Tobacco/Alcohol/Vaping Use.....	30-31
Transfer Students.....	9
Transportation to Events.....	19-20
Transportation Devices.....	11
Unruly Behavior.....	15-16
Vision Statement.....	2
Visitors.....	11
Weapons.....	16
Willful Disturbance.....	16

# **STUDENT ACHIEVEMENT**

## **GRADUATION REQUIREMENTS**

Credit for individual classes will be issued at the end of each semester, provided the student has met the requirements set forth by the Belfield Public School District. Graduation requirements are as follows:

<u>SUBJECT</u>	<u>Requirements</u>
<b>ENGLISH/LANGUAGE ARTS</b>	<b>4 Units</b>

*Note: It is in every student's best interest to pursue the completion of English 9, 10, 11 and 12. English 9 and English 10 are required.*

<b>MATHEMATICS</b>	<b>3 Units</b>
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<b>SCIENCE</b>	<b>3 Units</b>
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Physical Science	1 Unit
Biology	1 Unit
Science elective	1 Unit or 2- ½ Units

<b>SOCIAL STUDIES:</b>	<b>3 Units</b>
U.S. History	1 Unit
POD	1 Unit
Any Other Social Studies Elective	1 Unit or 2- ½ Units

<b>PHYSICAL EDUCATION:</b>	<b>1 Unit</b>
Physical Education	1 Unit or
Physical Education	½ Unit &
Health	½ Unit

<b>FOREIGN LANGUAGE/FINE ARTS/CTE(Ag/FACS/Business)</b>	<b>3 Units</b>
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<b>ADDITIONAL UNITS (Includes Ag/Business/FACS/Foreign Language/Fine Arts)</b>	<b>5 Units</b>
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<b>TOTAL CREDITS REQUIRED FOR GRADUATION</b>	<b>22 UNITS</b>
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- North Dakota University System Entrance Requirements: All students planning to attend a four-year school in the North Dakota University System must have the following credits:

- **Four** credits of **ENGLISH**;
- **Three** credits of **MATHEMATICS**, Algebra I and above;
- **Three** credits of laboratory **SCIENCE**;
- **Three** credits of **SOCIAL STUDIES**.

*All North Dakota universities require the ACT exam for admission.*

**ND State Century Code: 15.1-21-02.2**

### **COURSE LOAD**

Minimum: Unless otherwise approved by school administration, all students must be enrolled in a minimum of *seven* approved courses per semester. Students are expected to use their class time to finish their work which, for most students, eliminates the need for a study hall.

### **GRADUATION HONORS**

Seniors having earned a cumulative GPA greater than or equal to 3.50 at the end of the first semester will be classified as **Honor Students**. Valedictorian and Salutatorian honors are also determined at the end of the first semester of their senior year.

### **HONOR ROLL**

At the end of each grading period, a list of students earning GPAs of 3.000 or greater will be placed on the bulletin board, published in local newspapers, and posted on the school's social media pages. The grade average will include all subjects taken during the semester grading period. No student receiving less than a C- in any class will be included on the Honor Roll.

- Highest Honors = 4.000
- A Honor Roll = 3.999 - 3.667
- B Honor Roll = 3.666 - 3.000

### **CLASS RANK**

Class Rank is determined according to accumulated GPA throughout a student's high school (grades 9 – 12) career.

- Courses organized as Pass/Fail do not qualify for GPA or Class Rank while courses such as Music and Physical Education factor into the calculation of GPA and Class Rank.

### **CORRESPONDENCE CLASSES**

Students may take elective courses through the North Dakota Center for Distance Education, provided the course cannot be taken through Belfield High School. Students interested in correspondence should see the counselor or principal for information. Students planning to graduate from Belfield High School are to have all courses completed and approved by the high school principal a week prior to the end of the end of school in the year they wish to graduate. Correspondence courses will apply to graduation requirements and will be included in the GPA.

### **POSTSECONDARY ENROLLMENT**

Belfield School will grant high school credit for post-secondary courses in compliance with regulations of Century Code 15.1-25 in addition to regulations set by BHS. Any student enrolled in grade ten, eleven, or twelve in a public high school is eligible to receive high school and postsecondary credit for the successful completion of an academic course offered by any post-secondary institution accredited by a regional accrediting organization or a career and technical education course offered by a postsecondary institution in a program accredited by a national or regional accrediting organization recognized by the United States Department of Education. This will also count towards part of the student's GPA.

**ND State Century Code: 15.1-25**

### **SEMESTER TESTS**

Semester tests will take place at the end of each semester. All students are required to take semester exams.

### **REPEATING HIGH SCHOOL COURSES**

The following stipulations apply to all students repeating high school courses from Belfield Public School or other state-certified organizations:

- The student will receive earned CREDIT for the most recently completed course; however, the school will award the higher of the two grades;
- The previously repeated course(s) will not be used in determining the student's cumulative Grade Point Average. However, the repeated course(s) will remain on the student's transcript with indication that the course has been repeated;
- Credit for any course will not be *duplicated*.

### **SCHEDULE CHANGES**

Students are given a maximum of **THREE** days to solidify class schedules. For example, a given semester begins on Tuesday; students have until the end of school on Thursday to make any changes. All changes must be approved by the school counselor or office administration.

### **REPORT CARDS**

Report Cards will be mailed at the end of each semester.

### **PROGRESS REPORTS**

Progress reports will be provided at parent-teacher conferences. Students and parents should keep in mind that final tests, term papers, projects, etc. that are due at the end of any grading period can affect the student's status.

### **STUDENT PLANNERS**

All students are expected to carry and use the student planners that the school provides. The school provides the initial planner free of charge; however, if a student needs another planner, the cost to replace it is \$1.50.

### **ACADEMIC DISHONESTY**

Students found engaged in academic dishonest - no matter in what form - such as, but not limited to, plagiarism, cheating, copying other student's worksheets/test, etc., will receive zeroes for their respective work. No make-up allowance will be provided. If a student has engaged in any form of academic dishonesty, they will not be exempt from that semester test.

- Definition of plagiarism will be defined as standards set up per teacher discretion.

### **PARENT CONTACT WITH TEACHERS**

Parents are urged to make all contact with teachers from 8:10 AM until 8:20 AM and from 3:15 PM until 3:30 PM. Should an urgent matter arise, please contact the school office to make arrangements.

### **ATTENDANCE**

Attendance is essential to success in school; therefore, students must be in attendance in a class for a specific number of days per school semester in order to earn credit.

- Illness or serious family matters are the only acceptable reasons for a student to be absent. (Personal appointments should be made outside of school time.)

The maximum amount of time a student can miss before pre-approval or medical documentation is:

- Three consecutive school days during either the first half or the second half of a school or school district's calendar;

- Six half days during either the first half or the second half of a school or school district's calendar;
- Twenty-one class periods.

**ND State Century Code: 15.1-20-02.1**

All absences from school fall into one of two categories: excused or unexcused.

- All absences (excused, unexcused, medically documented, administrative approved, etc.) count in the attendance policy. The only absences that do NOT count are absences for school activities/field trips.
- All absences beyond the maximum must either be PRE-APPROVED by the administration or medically documented by a note from an appropriate licensed healthcare provider.
- Any absence beyond the maximum that is not PRE-APPROVED or medically documented may result in loss of credit or other disciplinary action.
- Medical documentation is defined as a note from an appropriate licensed healthcare provider indicating that the student could not attend school due to illness, injury, etc. or was at a medically-related appointment.
- Funerals, weddings, extreme weather conditions, legal/court requirements, and college visits (seniors only) are examples of absences that may be administrative approved
- Parents/Guardians should notify the high school office if their student will be gone for family vacations or other personal/family reasons prior to leaving. The student should speak to their teachers to make sure that they have received their work prior to leaving. Upon return, student should have their work completed and turned into their teachers.
- Unexcused absences accrue on a per period basis. They include: truancy, oversleeping, routine errands, absences of a nonessential nature (i.e., car trouble after student's first class, haircuts, beauty shop appointments, car maintenance and repair, senior picture appointments, and undeclared absences such as "personal").

### **ABSENCES**

Any student accumulating **10 or more** absences – individually or collectively – in any class per semester may **not** receive credit for that class. Each case will be handled on an individual basis, for each case presents a unique set of circumstances. Therefore, the administration will use their discretion to determine what steps a student must take – including the appropriate deadlines – to successfully complete the appropriate credit.

### **MAKE-UP WORK**

Students have the number of days absent plus one day to make-up any missed work. Participation for school-related trips that will result in an absence of multiple-days will be expected to hand in their class work upon return from the trip; however, absences for school-related activities that require a student to be gone for no more than a day are expected to have their class work completed and handed in before the absence occurs. Individual teachers **may** use their discretion on a case-by-case basis to determine if additional time is needed.

### **GRADING SCALE**

The issuance of student grades on a regular basis serves to promote a process of continuous evaluation of student performance, to inform the student and his parent(s)/guardian(s), of his/her progress toward specific goals, and to provide a basis for bringing about changes in student performance, if such changes seem necessary. PowerSchool Online is accessible to all parents and students. Access codes will be provided for each student / parent through administrative office.

### **Grading Scale 7-12**

100-95	A
94-93	A-
92-91	B+
90-87	B
86-85	B-
84-83	C+
82-80	C
79-78	C-
77-76	D+
75-72	D
71-70	D-
69-0	F

GRADING may be based on a variety of factors including homework assignments, class participation, research and special contributions.

### **INCOMPLETE WORK**

Any course recorded as an “incomplete” at the end of a grading period becomes an “F” after 14 days unless arrangements have been made with the teacher. Graduating seniors’ incomplete work becomes an “F” on the last day of class in the second semester. An unexcused class absence on the day of the semester test may result in a “0” on that test.

### **TARDINESS**

Students are expected to report to classes on time. If students are more than ten minutes late for a class, teachers may count the students absent. Individual teachers will determine student’s tardiness for their classes in all cases. Detention must be completed at an approved time outside the regular school day and must be completed within two class days.

Penalties for Tardiness:

- First unexcused tardy: 15 Minute Detention
- Second unexcused tardy: 30 Minute Detention
- Subsequent unexcused tardy: 60 Minute Detention

### **PERFECT ATTENDANCE**

A student qualifies for “Perfect Attendance” by attending 175 days of school without incident of tardiness or absenteeism. (School-related activities are exempt.)

### **ACADEMIC ELIGIBILITY**

Students who participate in extra-curricular activities are subject to the rules and regulations of both the North Dakota High School Activities Association and the local School Board. [Further reference: <http://www.ndhsaa.org>]

Extra-curricular activities include all school sports, music, drama, clubs, organizations and any other area of activity not a part of the normal school day. Rules found in the NDHSAA Constitution and By-laws Handbook also apply. These rules are also adopted by the school board for inter-curricular activities such as FFA, FCCLA and any other organization whose activities are based in the classroom.

Substance Abuse: As per NDHSAA jurisdiction, the illegal possession or use of tobacco, alcohol, or drugs will result in suspension from all game participation or public appearances which are not part of normal class work. Suspension begins from the date and time notification is given to the student by the

school administrator for a period of six consecutive weeks. A suspension of EIGHTEEN consecutive weeks accompanies any subsequent offense. Students found to be ineligible may practice with the team during his or her period of ineligibility if allowed by the head coach but may not accompany the team to events of competition.

Any six-week suspension must include a suspension of at least two contests. If a student does not miss at least two contests in six weeks, his/her suspension will last until two contests are missed. Any eighteen-week suspension must include a suspension of at least six contests. If a student does not miss at least six contests in eighteen weeks, his/her suspension will last until six contests are missed.

Any student who does not complete a two or six contest suspension during the school year will carry out the suspension of two or six contests during the following school year.

The maximum time period for any suspension shall be 12 months from the date of notification. The parents of a student participating in school-sponsored trips or events will be contacted and the student will be sent home early from the trip or event at parental expense for reasons including – but not limited to - poor conduct, possession or use of alcohol, tobacco, or other harmful substances.

**Academic Eligibility:** To be eligible to participate in school activities involving interscholastic competition, students in grades 7 – 12 shall:

1. In the current semester, students must be passing ALL subjects to be eligible to participate in extra/intra-curricular activities.
2. Student eligibility will be determined on the Wednesday of each school week. This grade will be determined by the grade the student has accumulated from the beginning of the current semester.
3. Students who are ineligible on Wednesday of the school week, will be ineligible starting that immediate Wednesday after school until the following Wednesday.
  - a. Example: Student found ineligible on the check on Wednesday, September 17<sup>th</sup>, he/she would be ineligible from Wednesday, September 17<sup>st</sup> through Wednesday, September 24<sup>th</sup>.
4. Students who are found ineligible will remain ineligible until the grades are determined on the next eligibility check (the Wednesday of the next school week)
5. A student who has ANY failing grades in his/her academics WILL NOT BE ELIGIBLE until he/she is passing all their classes.
6. Students who fail to pass four academic subjects at the end of the spring semester will be ineligible for a period of four weeks the following fall semester.

Ineligible students may still practice depending on the team rules set by his/her head coach.

A student must be in attendance at least 1/2 day the day of a performance or a contest to be eligible to participate. Exceptions may include a doctor or dentist appointment, where work is completed ahead of time. If a student is serving in-school suspension on the day of an extra-curricular activity, he or she is not eligible for that day's activity. If it is a Friday, and the activity is on a Saturday, they are not eligible for Saturday's activity.

### **TRANSFER STUDENTS**

School administration will work to make the transfer student's transition to Belfield Public School as seamless as possible. Scheduling and grading may require unique, appropriate latitudes. Arrangements will be as academically fair as possible.

Transfer students will take semester and final examinations in courses completed at Belfield Public School. The semester grade will be a fair composite of grades received from the student's previous school and the grades received from Belfield Public School.

#### **JUNIOR HIGH RETENTION POLICY:**

Per administrative discretion, 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**) may be retained in his/her current grade level for the following year in all subject areas.

### **STUDENTS RIGHTS AND DISCIPLINE**

#### **FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)**

This act is a federal law affecting public schools and records. The following explanation is necessary to publish so the public is notified in accordance with the Family Education and Privacy Act.

1. Parents and students (18 years or older) have the right to inspect and review the student's educational records.
2. Students or parents wishing a copy of the permanent record for personal use or to be mailed to another similar school or a school of higher education must complete a release of information form, which is available at the school the student attends. Eligible students (18 years or older) must sign the form for release of records. Parent/guardian must sign for the students under the age of 18.
3. An eligible student or a student's parents have the right to seek to correct parts of the student's educational record which he or she believes to be inaccurate, misleading or in violation of student rights. This right includes a request for a hearing to present the evidence that part(s) of the record be changed if the school district decides not to alter or refuses to change.
4. Specific directory information, such as student's name, address, telephone listing, date and place of birth, major field of studies, participation in officially recognized activities and sports, weight and height as member of athletic teams, dates of attendance, degrees and awards received, and the most recently previous school attended by the student, may be released by the school officials. The school district will make a reasonable decision whether or not to release information to various agencies or organizations. However, any eligible student or a student's parent may request in writing during the first two weeks of school to their respective principal, if it is felt any part of the information would not be released. The request will not cover pictures taken by news media related to school events.
5. Any person has the right to file a complaint with the Department of Education in Washington, D.C., if the school violates this federal law. The school district limited the disclosure of information contained in a student education record except: 1.) by the prior written consent of parent or eligible student, 2.) as directory information, or 3.) under certain specific circumstances as permitted by federal law.

#### **PROGRAMS FOR STUDENTS WITH DISABILITIES**

The Belfield School District assures that all students with disabilities, ages 3 through 21, have the right to a free and appropriate public education in accordance with the Individual with Disabilities Education Act and North Dakota Century School Code. For the purpose of providing this assurance the Belfield School District is a member of the West River Student Services Unit and subscribes to its policies and procedures.

## **TRANSPORTATION DEVICES**

The riding of skateboards, rollerblades or similar transportation devices is strictly prohibited on school property. This policy is in place to ensure the safety of all students. Consequences will be assigned if violations persist.

## **VISITORS**

On occasion, staff and/or students may elect to bring a visitor to accompany them throughout the school day. In addition to receiving administrative approval:

- The BHS student should make every effort to inform and introduce their visitors to his or her teachers;
- The BHS student bears responsibility for the behavior of the visitor;

Parent(s)/Guardian(s) may visit their child's classes on school days, subject to the approval of school administration and the following guidelines. Parent(s)/Guardian(s) are asked to understand the Board's responsibility to safeguard the learning environment for all students, and be sensitive to the disruption that can be caused by having visitors frequently observe the classroom and place demands on teacher time. The Board also has an obligation to protect the privacy rights of all students and their families by ensuring that the frequency of visitations by one parent/guardian does not allow that parent/guardian to develop inappropriate knowledge of the behavior or academic progress of other students.

## **BUILDING MANAGEMENT**

When arriving at school before 8:20 am, all students are to come into the school using door three (gym door) and report directly to the gym. If a student needs to go their locker, they need to ask the teacher on duty for permission. After 8:20 am, all students are to use the front doors when entering and leaving the school building. Stay to the right when passing through hallways. Be considerate and polite.

## **PERMISSIONS**

Students need a permission slip, from the office, to leave the building. Because the Belfield High School is a controlled campus:

- Students in violation will be charged with an unexcused absence. When leaving a classroom prior to release time, students must have a corridor pass from their assigned teacher(s).
- Students in grades 7-12 are not allowed to leave the school grounds at any time during the regular school day without prior parental permission.
- After the conclusion of the first quarter, the senior class may apply for lunch driving privileges. Mr. McDowell's POD class will outline the requirements to apply for the driving privilege. The administration reserves the right to approve or deny the driving privilege request. Privileges are given to the class – not to individual students.
- All students: No student may be in/on a moving vehicle/machine during any part of the regular school day without prior administrative consent. No student should be in any vehicle – whether it's in motion or not – during the regular school day without prior administrative consent.

## **LEAVING DURING SCHOOL DAY**

Students are not permitted to leave the school building at any time during the regular school day without permission **and** signing out with the high school office. Students failing to follow proper procedure will be charged with an unexcused absence(s) for all class time missed.

- For activities that happen during the day, students are not allowed to leave the school until an all-call has been done to release them.

## LOCKERS

Each student will be assigned a locker after registering for school. The locker is the property of Belfield Public School and made available for students to store books and other necessary items. The school will not be responsible for personal items taken from a locker.

- The school shall - at all times - retain ownership and control of all lockers. The school reserves the right to search or inspect lockers at any time. Students may not change lockers without approval of school administration. Students may not place locks on lockers without prior permission for administration.
- In keeping with decency and good taste, the decorating of lockers - both inside and out - must be kept to a standard equivalent to Belfield Public School's Dress Code policy. Students may not display graphics or text depicting inappropriate attire or immorally suggestive content. Students in violation are subject to consequences of insubordination.

## TEACHER ASSISTANTS

If a teacher requests a teacher assistant, the following requirements must be met:

1. Students must be passing all classes.
2. They must report to the room they are an aid for and remain there for the hour assigned.
3. The student's primary responsibility is to the teacher they are assisting.
4. If a situation with a teacher assistant is not working or if a teacher is not properly using the teacher assistant, the student can be removed from being a teacher assistant.
5. The privilege of being a teacher assistant can be revoked any time by administration, the teacher, or parents. If a student is removed as a teacher assistant, they will be enrolled in another class (not a study hall).
6. The administration will give final decision on whether a student can be a teacher assistant.
7. Teacher assistants are limited to seniors.

## HOT LUNCH/BREAKFAST PROGRAM

Students are required to line up in an orderly fashion, proceed through the lunch/breakfast line, sit down and eat their meal. Students who choose to bring their own lunch must go to the lunchroom to eat. Students who are disruptive and create problems are disciplined and recurring misbehavior can ultimately cause them to lose the privilege of eating in the lunchroom.

- Students eating cold lunch and getting milk from the school are required to pay the price of milk.

All students in Grades K-12 will be **REQUIRED TO PREPAY for individual meals at the beginning of the school year** by stopping by the school during registration or on/before the first day of school.

When making payment by check, make it payable to Belfield Public School Hot Lunch. Always check to see if you qualify for free or reduced meals, if you are eligible please apply.

- Gr. K-3 Breakfast rate: \$1.70 Lunch rate: \$2.20 Snack milk and/or additional milk \$ .25
- Gr. 4-12 Breakfast rate: \$1.70 Lunch rate: \$2.55
- Adult Rate: \$3.20
  - When balance reaches \$0.00, students may pay in cash on a daily basis until a payment is made.

## BREAKFAST

Breakfast will begin serving at 7:40 am. Students are expected to be on time for class after breakfast.

## LUNCH

A designated teacher will be on duty throughout the lunch period. If you need to leave the gym, you **MUST** gain permission from the teacher on duty. You are otherwise expected to remain in the gym.

When eating, conduct yourselves as ladies and gentlemen. If you make a mess, clean it up. When you are finished eating, stack your tray neatly; do as the cooks ask. Be neat, polite and courteous. **Student seating is restricted to the bottom 6 bleachers.**

- Do not, under any circumstances, place chewing gum on or under lunchroom tables!
  - This is a health, sanitary and disobedience issue. The cooks will handle the issue of *seconds* according to the availability of food prepared for that day. Any violations of stated or implied rules will be reported to the principal immediately.

### **INCLEMENT WEATHER & SCHOOL CLOSING DUE TO STORMS**

Closing of school prior to the regular dismissal time due to storms will be done by using our communication system called Blackboard Connect. We will be using this communication system in the event school needs to be cancelled, start at a later time, or in the event school needs to be let out early.

This system will call all parents/students at their home when school will be cancelled or start late in the morning. This system will also call all parents at home/work, etc. when school is let out early in the afternoon. **IF THERE ARE ADDITIONAL NUMBERS YOU WOULD LIKE INCLUDED IN THE SYSTEM, PLEASE CONTACT THE SCHOOL WITH THIS INFORMATION.**

**Weather announcements will be made on all local radio/tv affiliates, along with all school social media.**

We urge parents of rural students to arrange for a “STORM HOME” and to notify the school of this. In the event that the bus would not be able to deliver your student to your home, they could stay at their storm home.

### **FIRE AND TORNADO ALARM**

When the fire alarm sounds each room will immediately be vacated. Windows and doors will be closed and lights turned off upon leaving. When students leave the building, they should stay at least fifty feet from the building. The teacher in charge of each class will see that students re-enter the building upon an all-clear signal. The teacher record book or register should be taken along and roll call will be taken immediately after the students are in a safe area. The fire alarm is a steady ring.

When tornado alarm sounds each room will be immediately vacated. The students will sit on the floor with their back to their classroom wall, bring their knees up to their face and hold the open textbook over their heads for protection. Administration will instruct teachers and students in regard to further precautions. The tornado alarm is a steady ring.

### **PERSONAL ITEMS**

Belfield Public School is not responsible for the loss of or damage to items. All coats, overshoes, etc., should be marked so that they can be identified by the students. All other items need to stay in the student’s lockers, including hats, jackets, and any other personal possessions.

### **CELL PHONES AND OTHER DEVICES**

Belfield Public School is not responsible for the loss of or damage to items. Student cell phones and smart watches must be on silent. **Students must surrender their cell phones and smart watches to their teacher at the beginning of each class period.** If a student is found to be in violation of the Cell Phone Policy, the device(s) (cell phone, etc.) will be confiscated by school personnel. Refusal by a student to surrender the device(s) is not an option.

**First offense:** Cell Phone/device will be confiscated from the student and returned immediately after school. It is the responsibility of the student to retrieve his or her cell phone.

**Second offense:** The cell phone/device will be returned **ONLY** to the Parent/Guardian of the student.

**Third or more offense:** The cell phone is confiscated and turned into the high school office. The student will contact his/her parent. The parent is required to pick up the cell phone. In addition, the student will be required to turn the cell phone in to the office at the beginning of each school day for of five (5) consecutive school days.

**Continued violation of this policy will result in a required parent meeting, detention, and/or suspension.**

### **ACCEPTABLE USE POLICY**

The Belfield Public School District Network allows users a wide range of information sources locally through the Local Area Network (LAN) and worldwide through the Internet. Our goal in providing this service is to promote educational excellence in our schools by facilitating resource sharing, innovation, and communication.

A couple of the major purposes of the Internet are to support research and education in academic institutions by providing access to unique resources. The use of the Internet must be in support of educational goals and consistent with the stated objectives of the school district. The policy also defines guidelines for students, staff, and visitors for the use of Belfield Public School. EduTech's network policies bind those of the Belfield Public School District. The technologies include but are not limited to:

- District networked computers and any related equipment
- Fax machine, copiers, telephones, and cell phones/handheld devices
- Video equipment and its network
- File and application servers
- All personal technology devices that have the ability to connect to the BPS network or any contracted services such as a cellular communication.

It is the expectation of BPS that students and staff recognize this policy and utilize technology responsibilities. Adherence to this policy will result in a safe, appropriate learning environment. Failure to comply with the district policy may result in disciplinary actions including termination of employment, revocation of technology privileges or suspension.

Acceptable use of the network includes but is not limited to activities which support teaching and learning. While the electronic network may be provided by the district, the use is considered a privilege and not a right. Electronic searches should be based on acceptable educational goals and practices. No searches should be attempted without specific teacher directed mission. While the school district can control and monitor information we place on the system, the school district is not responsible for information available from other parties, such as those on the internet.

When using Belfield Public School's network or computer systems, students may **not**, without approval of teacher or administrator:

- Use the networks for commercial, social or political activities;
- Violate school policies of local, state or federal statutes;
- Violate copyright laws including plagiarizing, downloading or exchanging pirated software, music, or other files;
- Use another person's property without prior approval;

- Share personal information including social security numbers and other sensitive information;
- Use vulgar or obscene language; sending hate mail, access or distribute defamatory, abusive, threatening, storing or otherwise inappropriate materials or distributing obscene or pornographic materials;
- Open attachments not directly related to appropriate school activity;
- Upload or download material to/from free web-hosting sites without prior administrative approval; using commercial social networking sites, including but not limited to online dating, online gambling, participate in online chat or instant messaging sessions;
- Damaging computers, computer systems or computer networks, degrade system performance or capabilities of any computer system, including the introduction of viruses;
- Access, vandalize or modify property or files belonging to the district or another student or teacher;
- Access or distribute defamatory, abusive, threatening, pornographic or otherwise inappropriate materials;
- Download or upload or install software without prior administrative approval;
- Participate in online chat or instant messaging sessions;
- Inappropriate use of personal handheld devices, including cell phones;
- Using the network for any illegal, unethical, personal gain or commercial activities;
- Harassing, bullying, insulting or attacking others.

Electronic messages or files stored on school computers are subject to inspection at any time. Students abusing equipment or other related software / hardware infrastructure will be held financially responsible for damages.

EduTech provides Internet filtering services to all K-12 schools connected to the North Dakota statewide computer network (STAGEnet). All filtered entities are brought into compliance with the Children’s Internet Protection Act (CIPA). CIPA is a federal law requiring schools to implement Internet filtering to remain eligible for E-Rate funding.

### **CONSUMABLES**

As a school, we recognize that our students get hungry. Teachers have the discretion to set their own policy regarding student food and drink. The preference of the school is for students to keep their foods in their lockers with the intent of keeping our school as clean as possible. Any item brought into a classroom is subject to inspection by a school official.

### **SCHOOL PROPERTY**

All parents are advised that children must respect school property of any kind. Reimbursement for damages will be expected in cases of vandalism as opposed to accidental damage.

### **MISBEHAVIOR**

The definition of misbehavior is improper, inappropriate, or bad behavior. This includes Unruly Behavior, Willful Disturbance, Disorderly Conduct, Improper Dress Code, the Possession of Weapons and Fighting. Any student may be cited with punishment deemed fit by the administration.

### **UNRULY BEHAVIOR**

The building principal may cite students for “Unruly Behavior” in school. An “Unruly Child” means a child who:

- A. Is habitually and without justification truant from school;

- B. Is habitually disobedient of the reasonable and lawful commands of the child's parent, guardian, or other custodian and is ungovernable; or who is willfully in a situation dangerous or injurious to the health, safety, or morals of the child or others;
- C. Has committed an offense applicable only to a child, except for an offense committed by a minor fourteen years of age or older under subsection 2 of section 12.1-31-03 or an equivalent local ordinance or resolution;
- D. Has committed a noncriminal traffic offense without ever having been issued an operator's license or permit if one was required;
- E. Has committed an offense in violation of section 39-08-18 or 5-01-08;
- F. Is under the age of fourteen years and has purchased, possessed; smoked; or used tobacco or tobacco-related products in violation of subsection 2 of section 12.1-31-03;
- G. In any of the foregoing instances is in need of treatment or rehabilitation.

**ND State Century Code 27. 20-02**

#### **WILLFUL DISTURBANCE**

The building principal may cite students for willful disturbance of schools.

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

**ND State Century Code 15.1-06-16**

#### **DISORDERLY CONDUCT**

Building principals may cite students for disorderly conduct.

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

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

**ND State Century Code 12.1-31-01**

#### **FIGHTING**

Staff will use professional discretion when discerning conflicts among students. The intensity of verbal and/or physical exchange between students generally determines whether the incident requires further investigation and/or administrative intervention.

#### **WEAPONS**

The possession or use of any instrument deemed potentially damaging or destructive to individuals, the learning environment or school property is prohibited. These items include - but are not limited to -

combustible substances, ammunition and common weaponry. The possession of any of these devices includes suspension and/or expulsion.

**ND State Century Code 15.1-19-10**

**DRESS CODE**

Personal appearance directly affects students' pride in the school; therefore, dress should be comfortable and appropriate for the learning environment. Student clothing should not be disruptive to the education process or constitute a threat to the safety and health of the students and others. Belfield School wants to help students prepare for the business and social world; dressing appropriately is part of this education. No apparel with direct or innuendo reference to sex (i.e.: too revealing), drugs, profanity, disruptive gang association, hatred, alcohol or tobacco are allowed in school or at any school-related function. Clothing deemed inconsistent with standards of modesty and good taste are prohibited. No caps, hoods or other forms of head gear may be worn during the regular school day without prior administrative consent.

- Exceptions to the dress code for special occasions may be granted with pre-approval of the administration.
- If the school administration determines that a student's personal appearance or dress violates the dress code, the student shall be given the opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day or until s/he complies with the dress code. Repeated offenses may result in more serious disciplinary actions.

**PUBLIC DISPLAYS OF AFFECTION**

Inappropriate displays of affection are frequently embarrassing to adults and students. As in every workplace, people have the right to operate in an atmosphere free of sexual harassment. Displays of affection are not allowed in school, on school busses, or at school related events. Displays of affection include (but are not limited to) kissing and touching of any romantic nature. Staff and administration reserve the right to interpret behaviors and report them accordingly. Students in violation are subject to disciplinary measures.

**SNOWBALLS**

Students are prohibited from throwing snowballs on - or into – school property. Students in violation are subject to disciplinary measures.

**DETENTION POLICY**

Students may be given detention for reasons such as, but not limited to, disruptive and/or disrespectful behavior, excessive tardiness, etc. Any and all staff member may issue a detention to a student and will need to fill out the detention referral form. Detentions must be served within five school days. If not served within this time frame, the student will be suspended (in or out of school) by a length to be determined by the administration.

Detention will be held before or after school per individual teacher and admin discretion. School officials will make every effort to notify parents of the detention.

Students must bring academic materials and are expected to study.

1. Students may not talk to other students or move around the room.
2. Bathroom privileges will be strictly monitored.
3. Students assigned to in-school suspension are only allowed to leave the room when excused by supervisor.
4. Students are not allowed to lounge, sleep, or use cellular phones, POD/MP3/PDAs/CD players, radios, or any electronic devices.

## SUSPENSIONS

- **IN-SCHOOL SUSPENSION (ISS).** Students serving ISS are required to pick up their assignments BEFORE first period. Contact with other classmates is minimal, as is the provision for restroom breaks. In-school suspension begins at 8:25am and concludes at 3:12pm, with the student remaining busy throughout the duration of suspension. Sleeping or other forms of inappropriate / disorderly conduct will nullify the day's attendance and require an immediate ISS make-up day. Each day of ISS is considered an *unexcused absence* and accumulates, as such, on attendance records.
  - **Students will only be allowed to have technology such as laptops or tablets if needed for correspondence courses. Once they are done with assignments dealing with those courses, they are not allowed to have any technology at their disposal including cellphones.**
- **OUT-OF-SCHOOL SUSPENSION (OSS).** Out-of-school-suspension is the short-term dismissal of a student from school, school property, and school-sponsored events for a period not to exceed ten school days. During the term of suspension, the parent assumes responsibility of the student during school hours (NDCC 15-29-08, sub 13). Each day of OSS is considered an *unexcused absence* and accumulates, as such, on attendance records.
  - There will be an informal administrative conference conducted by the principal prior to suspension of the student.
    - An informal conference will be held except where it appears that the student will create an immediate and substantial danger to himself/herself or persons or property around him/her. When a student poses a substantial danger to himself/herself or to others, the principal will contact the parent and/or police to address the immediate situation.
  - The informal suspension conference will then follow once the student is able to behave appropriately. Students and parents will be served with a written notice containing grounds for suspension by mail within 48 hours. Students who are suspended will not be released from the building until parents have been verbally notified.
  - If a student returns to school, to a school-sponsored activity, or to school grounds without the school's permission during a suspension, the action will be considered a violation of the suspension and may be cause for further disciplinary action. A parent is expected to accompany the student for a reinstatement conference when a suspension is completed. A student may be suspended pending the school board's decision in an expulsion hearing provided that an alternative program is implemented if suspension exceeds ten days.

IEP standards govern suspensions involving handicapped students.

All suspensions accumulate as unexcused absences.

A third suspension results in a referral to the School Board with the recommendation for expulsion.

Under extreme circumstances, disciplinary action for any offense may accelerate to expulsion.

## EXPULSION

Expulsion is "action taken by the school board to prohibit an enrolled student from further attending school for a period that shall not extend beyond the school term/semester" (per current NDCC). Only the school board can expel a student and shall do so in accordance with the provisions of this policy. Upon notification of a hearing for expulsion, a student will be provided with an additional copy of the district policy and due process procedures.

For handicapped students, a student may be placed in a more restrictive alternative through the IEP team process but shall not be expelled when the misconduct is related to the student's handicapping condition. When it is determined in a team meeting that a pupil's misconduct is related to the student's handicapping condition, then the assessment, the IEP, and the least restrictive alternative shall be reviewed according to the provisions of IDEA (1990).

No expulsion shall be imposed without a hearing, unless the student and parent or guardian waives the right to a hearing in writing. The school board or its agent shall initiate the action.

### **RIDING THE BUS (ROUTE AND SCHOOL ACTIVITIES)**

Bus transportation is a privilege governed by the School Board. It is necessary to obey the rules set down to ensure safe transportation.

When on the bus, students need to:

1. Be there at the given departure time.
2. Realize the bus driver has the same authority as a teacher.
3. Keep hands and head inside the bus at all times after entering the bus.
4. Assist in keeping the bus safe and sanitary at all times.
5. Remember that loud talking and laughing are unnecessary. It diverts the driver's attention and may result in a serious accident.
6. Inappropriate discussion is unwanted because of the age range of children that can be on a route bus.
7. No Fighting.
8. Treat bus equipment as you would valuable furniture in your own home. Damage to seats etc. must be paid for by the offender.
9. Bus riders should never tamper with the bus or any of its equipment.
10. Leave no books, lunches, or other articles on the bus.
11. Do not throw anything out of the bus window.
12. Keep books, packages, coats, and all other objects out of the aisles.
13. Any misconduct will be reported to the principal. A student may be denied the privilege of riding the bus if displayed behavior is deemed potentially dangerous to the safe operation of the bus.

## **SCHOOL ACTIVITIES**

### **ACTIVITIES RULES**

1. Students at a school activity will behave in a manner representative of Belfield High School.
2. When participating in an activity, the students must remain in the area designated for that activity by the supervisor.
3. Students are expected to exhibit proper behavior at home and away games or events, regardless of the site.
4. Students not demonstrating common courtesy or engaging in disruptive or unsportsmanlike behavior may be removed from the event. Serious disruptive behavior may result in loss of attendance privileges at future co-curricular events and/or further discipline at school.

### **ASSEMBLIES**

Students will be respectful and appreciative audience members. Applause is timely, respectful, and generous. Disruptive students will be dismissed into detention for duration of time deemed appropriate by

school administration. Students behaving poorly will not be allowed to attend future assemblies throughout the remaining school year.

## TRANSPORTATION TO EVENTS AND PRACTICES

In the interest of safety and camaraderie, it is preferred that students participating in a school activity ride the bus to-and-from Belfield Public School. Students may not drive to practice without prior administrative consent. An extenuating circumstance, however, may prompt a parent to complete a legal Travel Release and authorize alternative transportation. Please adhere to the following procedures:

- **Example:** Athlete riding home with a parent after a contest.
  - **Parent of Athlete:** Please complete and submit a Travel Release form before leaving the contest.
- **Example:** Athlete riding home with someone that is not a parent.
  - **Parent of Athlete:** Please complete and submit a Travel Release form permitting the stated driver to transport your child after the contest.
- **Example:** Athlete being picked up or dropped off at a location other than Belfield Public School.
  - **Parent of Athlete:** Please complete and submit a Travel Release form documenting permission.

## CHURCH NIGHT

Wednesday has been set aside as “Church Night”. The schools will continue to cooperate in scheduling as few events as possible on that night, thus allowing full opportunity for the churches to carry on their affairs without conflict with school activities.

No school activities will be scheduled on Wednesday nights after 5:00 pm. No athletic practices or contests will be scheduled on Sundays unless otherwise cleared by school administration.

## DANCES

All high school and junior high dances require a minimum of **4** approved adult chaperones; at least two of these chaperones must be employees of the Belfield Public School district. Chaperones must be approved by school administration at least 2 days prior to the dance. All dances are governed by school regulations.

### High School Dances

All High School dances must end by midnight. Doors close thirty minutes after the dance begins.

Students may not enter or re-enter after this time.

Attendance is restricted to students in grades 9-12. Students may bring a date from out of school if ...

- They have prior office approval.
- No one over the age of 20 can attend.

### Junior High Dances

All Junior High dances must end by 10:00 pm. Doors close thirty minutes after the dance begins.

Students may not enter or re-enter after this time. All Junior High dances are restricted to students in grades 7–8.

## STUDENT ORGANIZATIONS AND ACTIVITIES

### ACALYMPICS

Senior High and Junior High students at Belfield have the opportunity to participate in Acalympics competitions. These competitions challenge team members to pool their knowledge, think quickly and display the correct answers to questions in language arts, social studies, science, math, business, electives and current events. The answers must be spelled and punctuated correctly. Teams receive points for correctly answering the questions within a specified time.

## **BAND**

This performance-based instrumental music group is for students interested in learning to play a band instrument and perform in public. Students are required to purchase/rent an instrument. Students participate in various school functions (games, assemblies, etc.). Special after school rehearsals may be necessary.

## **BELFIELD EXPLORE AMERICA**

An external group that offers student a bi-annual trip to New York and Washington, D.C. It offers a learning experience where students get the opportunity to travel across the US and experience different parts of the US culture and US History.

## **CHOIR**

This performance-oriented vocal music group is open to all students who enjoy singing and performing. Students will warm up with vocal exercises, be taught the rudiments of music theory, correct singing, and prepare vocal pieces for performance. Students will participate in various school functions throughout the year. After school rehearsals may be required of all students when preparing for these choral events.

## **DEBATE**

Debate involves an individual or a team of debaters working to effectively convince a judge that his or her side of a resolution is, as a general principle, more valid. Students in debate come to thoroughly understand both sides of the resolution, having researched each extensively, and learn to think critically about every argument that could be made on each side.

## **DRAMA**

Drama allows students to participate in supervised creative dramatic activities which culminate in a final production. It offers participants the chance to experience the excitement and rewards of theatre arts while developing poise, social skills, confidence and the ability to work with others.

## **FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA (FCCLA)**

The FCCLA club is a local branch of the North Dakota and National FCCLA. The mission of FCCLA is to promote personal growth and leadership development through Family and Consumer Science Education.

## **FFA**

This organization is of, by, and for students of CTE agriculture. The local chapter has members that qualify in district, state, and national competition. Some of the areas of competition may be: public speaking, parliamentary procedure, demonstration, livestock, crops, and dairy cattle judging, and other contests. A series of awards are presented each year to members who have attained minimum qualifications.

- For students to be in the Belfield FFA chapter, those students need to be enrolled in an in-house Agriculture class if an Agriculture teacher is present in the school.

## **MATHCOUNTS**

The Mathcounts program is open to sixth, seventh, and eighth grade students. The competition is divided into four stages: school, chapter, state, and national. In general, the problems become harder as one progresses towards nationals. Each school is allowed to register one team of four students, six individual students and some alternates.

## **NATIONAL HONOR SOCIETY**

The purpose of the chapter is to create an enthusiasm for scholarship, to stimulate a desire to render services, to promote worthy leadership, and to encourage the development of character in the students. Juniors and seniors may be invited to apply for membership in the National Honor Society. Beginning a student's junior year, students who have a GPA of 3.0 or higher will be able to receive an application to apply for membership in the National Honor Society.

## **SPEECH**

Speech involves a presentation by one or a pair of students that is judged against a similar type of presentation by others in a round of competition. Speech events range from limited preparation events that require extensive knowledge of current events to dramatic and humorous interpretation, which challenge students to find powerful moments in literature and recreate them for an audience.

## **STUDENT CONGRESS**

Student Congress is a simulation of the U.S. legislative process in the Senate and the House. Students generate a series of bills and resolutions for debate in Congressional Debate. Debaters, referred to as Senators and Representatives, alternate delivering speeches for and against the topic in a group setting. An elected student serves as a presiding officer to ensure debate flows smoothly. Students are assessed on their research, argumentation, and delivery skills, as well as their knowledge and use of parliamentary procedure.

## **STUDENT COUNCIL**

The Student Council consists of two members from each class elected by the class at regular class elections. Its purpose is to organize activities where student help is needed. It is a further function of the council to promote good citizenship and to aid in the building of good school spirit. Its members should be chosen carefully from among those who are themselves good students and citizens.

## **SCIENCE OLYMPIAD**

This is a middle school and high school team competition in which students compete in 'events' pertaining to various scientific disciplines, including earth science, biology, chemistry, physics, and engineering. There are multiple levels of competition: invitational, regional, state, and national. Teams which excel at the regional competitions advance to the state level, and then to the national level. Winners receive awards such as medals, trophies and plaques.

## **SCIENCE FAIR**

The Intel International Science and Engineering Fair (ISEF) is the largest pre-college scientific research event in the world. Each May, more than 1500 students from roughly 70 countries and territories arrive to compete in the fair for scholarships, tuition grants, internships, scientific field trips and the grand prizes.

## **YEARBOOK**

Interested freshmen, sophomores, juniors, and seniors publish the yearbook. Students gain experience in photography, layout, designs, copyrighting, and obtaining advertisements. The administration and advisor reserve the right to review content of the school yearbook and when necessary to censor questionable material.

## **EXTRA-CURRICULAR ACTIVITIES- SPORTS**

### **Boys**

- Football (Fall)
- Basketball (Winter)
- Wrestling (Winter, Co-op available through Dickinson High School)

- Golf (Spring)
- Baseball (Spring)
- Track and Field (Spring)
  - (All activities are available at levels of Junior High, Junior Varsity and Varsity, except Baseball, which is just Junior Varsity and Varsity.)
- Hockey
- Soccer

### **Girls**

- Volleyball (Fall)
- Basketball (Winter)
- Golf (Spring)
- Track and Field (Spring)
- Softball (Spring)
  - (All activities are available at levels of Junior High, Junior Varsity and Varsity, except Softball, which is just Junior Varsity and Varsity.)
- Hockey
- Swimming & Diving
- Soccer

### **CHEERLEADING**

Cheerleaders promote sportsmanship and lead cheers at all home games and pep rallies. They must meet the same eligibility as athletics and must conduct themselves in such a way as to be a credit to the school and community. Cheerleader policies and selection are under the direction of the advisor(s).

## **STUDENT WELLNESS AND SAFETY**

### **ALLERGY CONSCIOUS**

The Belfield School District recognizes that students may come into our school with various allergies. Our approach to student allergies focuses on education and preventative exposure measures. By focusing our efforts on preparing students to navigate allergies while in school, we believe that they will be well equipped to handle their allergies once they leave our school.

### **ACCIDENTS**

In the event that any student is injured in a minor way that can be handled by the staff at the school, the injury will be treated with the generally accepted first aid procedure.

Should a serious injury to a student occur, the family or guardian shall be notified as soon as possible. At the parent's request or in case of an emergency, the school may provide personnel and transportation to a medical facility. In the event the parent cannot be reached and if the accident is serious, the student shall be transported to a medical facility by appropriate means.

All accidents will be immediately reported to the building principal or superintendent.

### **ACCIDENT BENEFIT FUND OR INSURANCE**

There is presently no accident insurance at the Belfield School. Parents will have to rely on their own personal insurance for medical costs

## **BUS SAFETY**

1. The bus driver has the same authority as a teacher.
2. Bus riders are expected to be courteous to fellow pupils and to the bus driver.
3. All students should dress according to the season. During cold weather winter clothes including overshoes are encouraged. A bus driver has the right to demand proper dress.
4. Stay off the road at all times while waiting for the bus.
5. Bus riders are not permitted to move toward the bus at the school loading zone until the buses have been brought to a complete stop, at which time they shall enter the bus and go in a quiet and orderly manner to a seat.
6. Students shall be at the designated bus stops. It is imperative that the bus be on schedule, therefore it is necessary for students to be on time.
7. Everyone is to remain seated until the bus has come to a complete stop.
8. At bus stops where the child must cross the road, after alighting from the bus, they will cross in front of the bus at the signal from the driver that the way is clear. Students should walk at least ten feet in front of the bus.
9. A pupil may not enter or leave the bus at any other point but the bus stop without special written permission.
10. Students who are not regular bus riders must have permission to accompany a bus rider to his or her home.
11. In case of a road emergency, children are to remain in the bus.
12. Help to look after the safety and comfort of small children.

## **COMMUNICABLE DISEASE**

In all cases of disease being treated by a doctor, we will rely upon the judgment of the doctor as to when the child may be back in school.

Rules of thumb:

- Whooping Cough, 2 days after cough has disappeared;
- Chicken Pox, out of school seven days;
- Measles, out of school five days from appearance of rash;
- Mumps, isolation until swelling disappears;
- Pediculosis (Lice), the parents of students will be notified immediately if their child is found with nits (the eggs of head lice) in the hair. The recommended treatment is shampooing with a medicated shampoo. Preparations available at the drug store are A-200 Cupres. Kwell shampoo may be acquired with a prescription from a doctor or through the County Health Office;
- Pinkeye, parents will be notified when it is discovered that a child has pinkeye. The child should not return to school until he/she has been seen by a doctor and treatment has begun.

**\*\*No child should be sent to school with fever, stomach ache, nausea, or skin rash.\*\***

## **MEDICINES**

School personnel will not dispense or administer medicine to a student except upon the written order of a physician. The giving of any over-the-counter drug at school is not permitted.

Any medicine which is ordered by a physician to be administered at school may be given using the following procedure.

1. The medicine sent or brought to the school must be accompanied by a signed request from the parent for its dispensation. All necessary paperwork may be picked up in the offices.
2. The medicine shall be properly labeled with the student's name, time, and amount of dosage and physician name.
3. The medicine shall be kept in a locked box and be dispensed by a person trained to do so.

4. A record shall be kept of the administration of the medicine, noting date of administration, and initials.

**SB 2163 effective August 1, 2005** - A student who has been diagnosed with asthma or anaphylaxis may possess and self-administer emergency medication for the treatment of such conditions provided the student's parent files with the school a document that is signed by the student's physician and which:

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

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

#### **CONCUSSION MANAGEMENT PROCEDURE**

This information will be covered by coaching staff and the Athletic Director prior to the start of the respective sports seasons, and all students will undergo concussion tests prior to the start of practices. Concussion tests are required every two years.

In-game and after game management is covered by the North Dakota State Century Code.

**ND State Century Code: 15.1-18.2-04**

#### **BULLYING**

Bullying is defined as conduct described in NDCC 15.1-19-17.

- 1) Conduct that occurs to, or is received by, a student in school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
  - a. Is so severe, pervasive, or offensive that it substantially interferes with the student's educational opportunities;
  - b. Places the student in actual and reasonable fear of harm;
  - c. Places the student in actual and reasonable fear of damage to property of the student; or
  - d. Substantially disrupts the orderly operation of the public school.

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The Belfield Public School District is committed to positive interactions and understand that these 'bullying behaviors' are not acceptable. Belfield School will monitor and promote the best of cultures between our students, faculty, parents, and community. It is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the Belfield Public School District in its goal of preventing and responding to acts of bullying, intimidation, violence, and other disruptive behavior.

For the purposes of the below policy:

- *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
  - Is established by a sponsor to serve in the absence of a district program
  - Receives district support in multiple ways (i.e., not school facility use alone)
  - Sponsors of the activity have agreed to comply with this policy
  - 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* includes all employees of the Belfield Public School District, school volunteers, and sponsors of school-sanctioned activities.
- *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of intent to inflict harm.

## **BULLYING POLICY**

### **Prohibitions**

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

1. Engage in bullying;
2. Engage in reprisal or retaliation against:
  - a. A victim of bullying;
  - b. An individual who witnesses an alleged act of bullying;
  - c. An individual who reports an alleged act of bullying; or
  - d. An individual who provides information/participates in an investigation about an alleged act of bullying.
3. Knowingly file a false bullying report with the District.

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

### **Reporting Procedures for Alleged Policy Violations**

1. Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President.
  - a. Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.
2. Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
3. 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.

4. 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.
5. File an oral report with any school staff member.
6. A complaint filed anonymously may limit the district's ability to investigate and respond to the alleged violations.

### **Reporting to Law Enforcement & Others Forms of Redress**

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

### **Documentation & Retention**

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

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

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

1. Initiates a report of an alleged violation of this policy; or
2. Receives an oral report of an alleged violation of this policy.
- 3.

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

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

### **Investigation Procedures**

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

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

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

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

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

### **Disciplinary & Corrective Measures**

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

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

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

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

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

### **Victim Protection Strategies**

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

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

### **Prevention Programs & Professional Development Activities**

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

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#### Complementary Documents

- AAC-BR, Discrimination & Harassment Grievance Procedure
- AAC-E, Filing a State or Federal Discrimination & Harassment Complaint
- ACEA-E1, Bullying Policy Adoption & Dissemination Checklist
- ACEA-E2, Bullying Reporting Guidelines
- ACEA-E3, Student Reporting Form
- ACEA-E4, Staff Reporting Form
- FF, Student Conduct

(School Policy: FBBC / AACA / DABBA)

### **SEXUAL HARASSMENT**

Sexual harassment, may include, but is not limited to:

1. Sex oriented verbal "kidding," or harassment;
2. Pressure (subtle or otherwise) for sexual activity;
3. Repeated remarks to a person, with sexual or demeaning implications;
4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns.

A substantiated charge against a student will subject that student to disciplinary action, which may include suspension or expulsion.

(Condensed from School Board Policy)

### **HARASSMENT**

It is the policy of the Belfield School District that harassment of students by other students, personnel, or the public not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, attending school-sponsored activities, or while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment may include, but is not limited to: Threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to be understood to convey hatred, contempt, or prejudice, or to have the effect of insulting or stigmatizing an individual.

Such actions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students and termination of employment of employees.

The school administration shall develop procedures providing for:

1. Investigation of allegations of harassment.
2. Correction of conditions causing such harassment.
3. Establishment of adequate measures to provide reasonable confidentiality within the complaint process.
4. Initiation of appropriate corrective actions.
5. Enact methods to prevent reoccurrence or the harassment.
6. Disseminate annually to staff and students the provisions of this policy.

## **TOBACCO, ALCOHOL AND DRUG FREE SCHOOLS AND WORKPLACE**

### **RATIONALE FOR REGULATING POSSESSION AND USE**

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

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

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

### **DEFINITIONS**

For purposes of this policy, illicit drug use includes any lit or unlit cigarette, cigar, electronic vaping devices, or other tobacco products, alcohol, and/or controlled substances.

For purposes of this policy, smoking is defined as carrying, or having in one's possession, a cigarette, cigar, pipe, or other object giving off or containing any substance giving off smoke and chewing spit tobacco which is also known as smokeless tobacco, dip, chew, or snuff, in any form.

The term "use" means the chewing, lighting, smoking, consuming, possession and any other usage of any of the above illicit drugs.

### **USE AND POSSESSION PROHIBITIONS**

The Belfield School District, inclusive of all its buildings and property, shall be tobacco and vaping device-free 24 hours a day, 365 days per year. This includes all days when school is not in session. Possession and/or use of tobacco products by students on district property, in district vehicles and at school-sponsored events (whether on or off district property) is prohibited at all times. The use of tobacco products by all school employees and visitors on district property, in district vehicles and at school-sponsored events (whether on or off district property) is prohibited at all times.

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

Advertising of tobacco products is prohibited in school buildings, on school property, at school functions and in all school publications. This includes clothing that advertises tobacco products. Further, the acceptance of gifts (such as curriculum, book covers, speakers, etc.) or funds from the tobacco industry is prohibited.

### **PREVENTION EDUCATION**

Tobacco and vape prevention education will be incorporated into the district's K-12 comprehensive health curriculum so that students will be aware of the health and social consequences of use/nonuse of tobacco products. Teachers whose instructional assignments include tobacco-use prevention education will be trained so that students will be afforded the most effective delivery of the district's classroom-based tobacco prevention education.

### **ENFORCEMENT AND CESSATION**

#### **A. High School/Middle School Students (Grades 7-12)**

- First offense:
  - Will result in any or all of the following: confiscation of tobacco products and/or vaping devices, and/or alcohol, notification of parents, notification of police, meeting and assessment with substance abuse educator or designated staff, participation in tobacco education program, and offering student information about available cessation programs and a suspension to be determined by the administration. Student will also serve a six-week suspension from extra-curricular activities as designated by the student handbook and in accordance with the NDHSAA.
- Second offense:
  - Will result in any or all of the following: confiscation of tobacco products, notification of parents, notification of police, meeting and assessment with substance abuse educator or designated staff, mandatory participation in tobacco education program (where available), and offering student information about available cessation programs and a suspension to be determined by the administration. Student will also serve an eighteen week suspension from extra-curricular activities as designated by the student handbook and in accordance with the NDHSAA.
- Third offense:
  - Will result in any or all of the following: confiscation of tobacco products, notification of parents, notification of police, meeting and assessment with substance abuse educator or designated staff, possible suspension and/or community service, and offering student information about available cessation programs and a suspension to be determined by the administration. Student will also serve an eighteen-week suspension from extra-curricular activities as designated by the student handbook and in accordance with the NDHSAA.

### **HAZING**

It is the policy of the Belfield School District to ensure that no student or employee of the district participates or engages in hazing. Hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverages, drugs, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include, but is not limited to, any activity, which could subject the individual to extreme mental stress; such as prolonged sleep deprivation; forced prolonged exclusion from social contact; forced conduct which could result in extreme embarrassment; or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

Students or employees who violate this policy will be subject to disciplinary action, which may include suspension or expulsion for students and employment termination for employees.

#### **LEGAL CUSTODY**

In situations where one parent has custody or is considered the legal guardian of a child (also referred to as the child's legal decision maker), documentation should be brought to the school and placed in the child's cumulative file. This is particularly important in cases in which one parent is legally denied contact with the child. In such cases, the school will make every effort to cooperate with court orders.