

Together we are empowering all students to pursue their passion and succeed in a changing world.

# **Junior-Senior High School**

## **Grades 7-12**



# **Parent/Student Handbook**

## **2021-2022**

493 Central Ave N  
Valley City, ND 58072  
Phone: 701-845-0483  
[www.hiliners.org](http://www.hiliners.org)

# **HI-LINERS**

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## **FORWARD**

Welcome to Valley City Junior/Senior High School (VCJS/HS). The purpose of this handbook is to help students and parents become acquainted with the various policies and activities endorsed by Valley City Public Schools and, specifically, Valley City Junior/Senior High School. This handbook does not cover all policies, but does cover the policies that are frequently referred to by students and parents. Additional policies regarding school operations are available in on the Valley City Public Schools website.

It is the responsibility of each student to become familiar with the handbook and it is recommended that parents read it so that they are aware of its contents.

The opportunities available to students in the areas of curriculum and activities are many, and it is our hope that each student will take advantage of those opportunities so that the academic year will be educationally sound and rewarding for all. This is your school; take pride in it. Remember, what VCJS/HS has to offer depends on all of us.

It is our hope that each of you has a very successful and rewarding school year. Please feel free to contact an administrator with any problems or concerns you might have and we will, if we can, try to help you or at least direct you to someone who can.

Sincerely,

Kristi Brandt  
10,11,12 Principal

Dan Larson  
7,8,9 Principal

Michael Schultz  
Activities Director

**Valley City Public Schools and events are 100% tobacco free.**

## **CORE VALUES**

A recent study involving the staff and students of our school and of the community identified five core values, which form the basis for the beliefs of Valley City Public Schools, students and staff. These core values are Honesty, Respect, Caring, Friendliness and Responsibility.

# VALLEY CITY PUBLIC SCHOOLS

## **Purpose**

***Together we are empowering all students to pursue their passion and succeed in a changing world***

## **Commitment Statements**

***Building Hi-Liner pride and a positive school culture.***

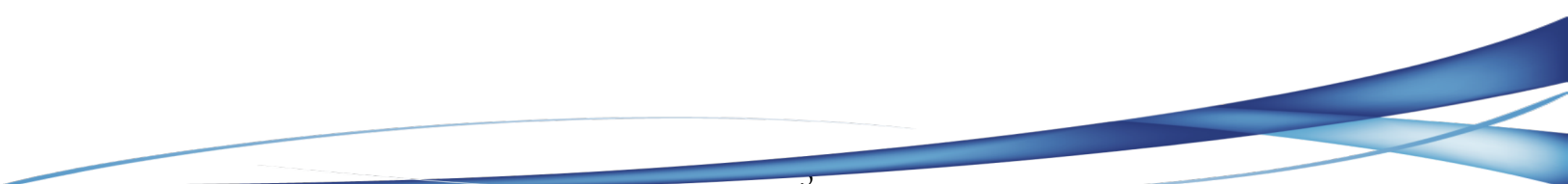
***Providing a safe, respectful and accepting learning environment.***

***Modeling responsibility, accountability, empathy and resiliency.***

***Promoting home, school and community partnerships.***

***Developing lifelong learners who can communicate, collaborate and think creatively and critically.***

***Graduating choice ready students who will have opportunities in college, the workforce and/or the military.***





# BUS AREA EXPECTATIONS



# ACTIVITY & LOCKER AREA EXPECTATIONS

Be  
Respectful

- Keep hands & feet to self.
- Listen to the Bus Driver.
- Respect other peoples property.
- Share your seat.

Exhibit Good Sportsmanship

Follow EDC Rules

Treat others as you want to be treated.

Treat all property as it is your own.

NO electronic devices in locker room/  
bathroom.

Be  
Responsible

- Learn, understand & follow bus rules.
- Put garbage in the trash can.
- Use proper language.

Be  
Responsible

Follow NDHSAA & Team Rules

Be on Time.

Clean up after yourself.

Be prepared for competition.

Be Safe

- Face Forward in your seat.
- Use technology with respect.
- Use appropriate volume of voice.

Be Safe

Use equipment appropriately.

Work to do your best.

Report any injuries.



# HI-LINER HALLWAY EXPECTATIONS



## Respectful

- Keep hands, feet, & objects to self.
- Use appropriate language & volume.

## Responsible

- Use the most direct route while transitioning
- Keep all materials in lockers.
- Bring all materials to class.
- Arrive to class on time.

## Be Safe

- Walk at all times
- Walk on the right side
- Allow others room to pass in the hallway



# HI-LINER CLASSROOM EXPECTATIONS



## Respectful

- Follow the classroom rules for speaking and listening.
- Talk quietly and politely.
- Be mindful of others property, feelings, & personal space.

## Responsible

- Listen & follow directions.
- Complete daily assignments.
- Clean up after yourself.
- Be prepared for class & Be on time.

## Be Safe

- Keep hands, feet, & objects to self.
- Use materials properly.
- Let staff know where you are going.
- Be helpful, positive, & courteous.
- Do your own work.
- Comply with school rules & policies.





# HI-LINER LUNCHROOM EXPECTATIONS



# LOCKER AREA EXPECTATIONS



## Respectful

- Use an appropriate volume of voice.
- Respect other peoples space.
- Use appropriate language.
- Use good manners.

## Respectful

- Treat others the way you want to be treated
- Leave others' property alone
- Use appropriate language, volume, & manner

## Responsible

- Clean up after yourself.
- Follow staff directions.

## Responsible

- Keep lockers clean & organized.
- Close & lock your locker.

## Be Safe

- Walk at all times.
- Stay in line at all times.
- Follow instructions.

## Be Safe

- Be patient & Wait your turn.
- Allow others room to pass by.



## THEATER EXPECTATIONS



## RESTROOM EXPECTATIONS



### Respectful

- Devices on silent & put away
- Applaud when appropriate.
- Keep hands and feet to self.
- Keep feet on the floor.
- Don't throw objects.

### Respectful

- Respect others' privacy.
- Keep area clean.
- Report vandalism.

### Responsible

- Keep area clean.
- Take care of personal needs prior to entering.

### Responsible

- Use restroom during passing time.
- Use facilities for intended purpose.

### Be Safe

- Be courteous as others enter & exit
- Be an active listener.
- Ask appropriate questions.
- Use appropriate language, volume & manner.

### Be Safe

- No electronic devices.
- Wash hands with soap.
- Report supplies needed.

## **I. GENERAL INFORMATION**

### **VALLEY CITY JUNIOR/SENIOR HIGH SCHOOL TELEPHONE NUMBERS**

Senior High School Office.....	845-0483, ext. 2
Junior High School Office .....	845-0483, ext. 3
Mrs. Kristi Brandt, 10-12 Principal .....	845-0483, ext. 2
Mr. Dan Larson, 7-9 Principal .....	845-0483, ext. 3
Ms. Tatiana Eggum, 10-12 Counselor .....	845-0483, ext. 118
Mrs. Summer Burchill, 7-9 Counselor .....	845-0483, ext. 117
Mr. Michael Schultz, 7-12 Activities Director.....	845-0483, ext. 122

### **SCHOOL DAY**

The students' school day begins at 8:30AM and ends at 3:25PM. Teachers are available to provide extra help from 8:00AM until 4:00PM each day.

### **BELL SCHEDULE**

Period 1 .....	8:30 - 9:30AM
Period 2 .....	9:34 – 10:24AM
Period 3 .....	10:28 – 11:18AM

#### **JH Lunch 11:18-11:49 (Period 4 Class Begins 11:53 am)**

Period 4 (Jr. High Pd 4) .....	11:53 - 12:43PM
Period 4 (Sr. High Pd 4).....	11:22 - 12:12PM

#### **SH Lunch 12:12-12:43 (Period 5 Class Begins 12:47 pm)**

Period 5 .....	12:47 - 1:37PM
Period 6 .....	1:41 - 2:31PM
Period 7 .....	2:35 - 3:25PM

### **DOOR SCHEDULE**

The Valley City Junior/Senior High School building has implemented a door security system. All doors to the building open at 7:45AM and lock at 8:30AM. Only doors #6 (junior high door) and #1 (north door) can be used to access the building after 8:30AM by using the secure buzzer system.

Door #1 and Door #6 will be open during a designated portion of the senior high lunch block for students who choose to leave campus.

Students who are in the building before 7:45AM and after 4:00PM must be under the supervision of a staff member or an approved adult.

### **STUDENT EXPECTATIONS**

The graduates of the Valley City Public Schools will succeed only through the commitment and involvement of family, teachers, administrators, school staff, and community in a supportive learning environment.

## **VCHS SCHOOL SPIRIT GUIDELINES**

### **We at Valley City High School Believe That:**

1. A dynamic and safe program of student activities is an important part of the educational experience of the students. The spirit program should provide experiences that will promote positive student habits and attitudes and provide an opportunity to serve the school.
2. Students learn a great deal from participation in co-curricular and school spirit.
3. Participation in activities carries with it responsibilities to the school, to the activity, to other students, to the community and to the athletes.
4. The school spirit program should follow Board of Education policies, rules and regulations, as well as those of the North Dakota High School Activities Association.

### **Therefore, we expect all student fans to:**

1. Understand and appreciate the rules of the activity.
2. Exercise positive behavior at all times.
  - a. Try to follow the lead of cheerleaders in positive cheers.  
Cheers that are disparaging to your opponents will not be permitted.  
Cheers that single out an individual are also not allowed.
  - b. Use appropriate language (no profanity or name calling).
  - c. Accept the official's decision.
  - d. Do not boo or heckle decisions.
  - e. Do not engage an opposing fan in a dispute or argument.
3. Show appreciation and respect for the efforts of participants, officials and fans at all times.
  - a. Show respect and concern for injured participants.
  - b. Refrain from using disrespectful or derogatory yells, chants, songs or gestures.
  - c. Refrain from using cheers that antagonize opponents.
  - d. Refrain from name-calling, profanity, or disruptive cheers.
  - e. Keep all activities and behaviors safe.
4. Display pride in your school by your actions.
  - a. Never destroy property, signs or equipment.
  - b. Use spirit flags appropriately (prior to games only). Flags are not allowed in the first two rows of the bleachers/stands due to safety of players.
  - c. Refrain from the use of artificial noisemakers.
  - d. Megaphones may be used when used appropriately.
  - e. Themes must be approved by administration and secured prior to the event.
  - f. Props will not be permitted (ex. Newspapers, whiteboards, umbrellas) posters are okay as long as they promote your team or individuals in a positive way.

## **IMPLEMENTATION OF FEDERAL REGULATIONS ON DISCRIMINATION**

YOU ARE HEREBY NOTIFIED that the Valley City Public School, District No. 2, does not discriminate on the basis of sex, race, color, national origin, handicap, or age in the educational programs or activities which it operates, and that it is required by Title VI, Title IX, Section 504 not to discriminate in such manner. This requirement not to discriminate extends to educational programs and activities, as well as to employment therein.

YOU ARE FURTHER NOTIFIED that inquiries concerning the application of Title VI, Title IX, and Section 504 of this Part may be referred to Mr. Josh Johnson, Superintendent, who has been designated as the person responsible for coordinating the efforts of the Valley City Public Schools to comply with and carry out its responsibilities under Title VI, Title IX, Section 504, and this Part, including any investigation of complaints alleging noncompliance. The office address and telephone number of the coordinator follows: Valley City Public Schools, 460 North Central, Valley City, ND 58072, (701-845-0483).

A complaint pertaining to these programs may also be registered with the U. S. Department of Education at the following address.

U.S. Department of Education  
500 W. Madison Street Suite 1475  
Chicago, IL 60661

Fax: 312-730-1576  
TDD: 312-730-1609  
Telephone: 312-730-1560

E-mail: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

## **ACCREDITATION**

Valley City High School is accredited by the AdvancED team and Secondary Schools and by the North Dakota State Department of Public Instruction.

## **NORTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION**

Valley City High School is a member of the North Dakota High School Activities Association. This voluntary organization has for its purpose to plan, direct, and sponsor competitive activities among member schools. Rules and regulations for these activities are made by the Association for the best interests of the participating students and the school.

## **COURSE REGISTRATION**

Course registration is held in the spring of the year with individual meetings with the counselors. At that time, students decide which subjects they wish to take the following year and students' schedules are completed. Once a schedule is finalized and approved by counseling staff and/or administration, no schedule should be changed in the fall unless determined necessary by administration and counseling staff.

Approximately two weeks prior to the opening of school in the fall, students will report to the school to pick up their schedules and to pay their fees. If it should become necessary to add a class, this action should be completed within the first three days of the school term.

Children of families who move into the community during the summer will be registered on a date to be announced during the month of August

## **JUNIOR HIGH CURRICULUM**

### **Grade Seven**

<b>Required:</b> English 7	<b>Electives:</b>
Life Science 7	Vocal Choir 7 (every other day)
Social Studies 7	Instrumental Band 7 (every other day)
Mathematics 7	Reading & Math Intervention classes
Art (9 weeks)	Medical Detectives
FACS (9 weeks)	Math Education support
Technology Education (9 weeks)	
Health 7 (9 weeks, pass-fail class)	
Physical Education (every other day for a year)	
Keyboarding 7 (every other day for a year)	

### **Grade Eight**

<b>Required:</b> English 8	<b>Electives:</b>
Earth Science	Instrumental Band 8 (every other day)
Mathematics 8	Vocal Choir 8 (every other day)
Social Studies 8	Drivers Ed. Optional summer after 8th gr.
Technology Education (18 weeks)	Reading & Math Intervention classes
FACS (9 weeks)	Math Education support
Art 8 (9 weeks)	Exploring Ag (9 weeks)
Health 8 (every other day for a year)	
Physical Education (every other day for a year)	

## **JUNIOR HIGH-PROMOTION AND RETENTION**

Retention and promotion shall be made in the best interests of students after careful evaluation of all factors. Final placement of junior high students shall be made by the principal after consultations with teachers, parents, available resource people, and a thorough review of all documented information.

## **DROP COURSE POLICY/PROCEDURE**

Grades for credit bearing classes dropped after the first two weeks of the semester, will be recorded as a “WF” (withdraw fail) to show the student voluntarily quit the class by choices they made (ex: attendance, discipline, or choosing to drop after the two-week allotted drop window). “WF” will remain on a student’s report card and transcript and will be part of the GPA calculation. Any class with a “WF” can be retaken for a better grade. (student must enroll in the exact same class). If the new letter grade is higher, it will replace the previous grade. The “WF” will remain on the transcript but will be removed from the GPA calculation once the new grade is verified. The new grade will then be calculated into the GPA.

Any course change made after consultation with administration due to an inappropriate placement, medical reason or other administrative reasons would not

result in an “WF” for the student in the class he/she has left. A “WD” code would be assigned and would appear and remain on a report card or transcript. No credit is awarded and “WD” has no impact on a student’s GPA calculations. If the course is retaken, the new grade will be added to the GPA calculations.

Before any course may be dropped, a student must review plans with a counselor, secure a drop form, obtain signatures from teachers for classes involved, signature of a parent and signatures of the counselor and principal.

- \* Students may take, through independent study (correspondence), only those courses that are not offered in the VCHS curriculum or those required courses that they have failed.

### **RETAKE A COURSE**

For any course originally taken at VCHS; a VCHS student is allowed to retake the course either through traditional means or through an accredited and pre-approved online program to improve their grade and/or GPA. The course retake option must be preapproved and must be the same course as verified by a counselor or administrator. The best grade received will be the grade factored into the GPA; however, both courses will remain on the transcript and report card. The lower graded course letter grade will be replaced with “NG” (No Grade). The “NG” class will be exempt from GPA calculations. The new grade will be included in GPA calculations. This policy does not apply to transfer credits. Incoming new students may retake a course for a better grade, but VCHS will not edit (assign NG) or delete a grade earned from a previous school district. Both the old and new grades will appear on the transcript and will be calculated into the GPA.

### **ALTERNATIVE HIGH SCHOOL PROGRAM**

An alternative high school program is available to students from Valley City High School at the Valley City Public School Administration Building. Students desiring more information should contact the guidance counselor (845-0483 ext. 118) or administration.

### **ALTERNATIVE DIPLOMA OPTION**

The State of North Dakota allows students to graduate under an alternative diploma option. This option has some specific criteria that have to be met by the student and also has some significant information that must be understood. Please speak directly to a counselor or administrator for more information.

### **COLLEGE CLASSES/DUAL CREDIT** (Policy # 5615)

Sophomores, Juniors and Seniors who have time in their schedules may arrange to take college classes during the normal school day.

College courses may be taken for dual credit if the proper criteria are met. For more information students should inquire about this option with their counselor.

## College Classes

Pursuant to ND Century Code 15.1-25-01., any North Dakota student enrolled in grade 10, 11 and 12 in a public high school is eligible to receive high school and post-secondary credit for the successful completion of an academic course offered by any post-secondary institution accredited by a regional accrediting organization or a vocational course offered by a post-secondary institution in a program accredited by a national or regional accrediting organization recognized by the United States Department of Education.

Pursuant to ND Century Code 15.1-25-02., before enrolling in a course for credit under this chapter, the student must obtain written permission from the student's school district superintendent. The student's school district superintendent shall determine the number of credits for which the student is eligible and shall include the number of credits on the document granting permission required by this section. For purposes of determining credit, a 3-semester hour course offered by a post-secondary institution is equivalent to a full semester high school course. Upon the student's successful completion of the course, the post-secondary institution shall notify the student's school district superintendent of that fact.

In accordance with ND Century Code 15.1-25-03., the student and the student's parent or legal guardian are responsible for all costs of attendance at a post-secondary institution under this chapter. For purposes of this section, "costs" includes tuition, fees, textbooks, materials, equipment, and other necessary charges related to the course in which the student has enrolled.

Pursuant to ND Century Code 15.1-25-04., the student and the student's parent or legal guardian are responsible for transportation arrangements and all costs of transportation associated with a student's attendance at a post-secondary institution under this chapter. In accordance with ND Century Code 15.1-25-05., a student attending a post-secondary institution under this chapter is deemed to be in attendance at the student's school district of residence for purposes of calculating per student payments and for purposes relating to the student's eligibility to participate in high school extracurricular activities.

### **COURSE SYLLABUS**

Prior to the completion of the **tenth (10th)** day of a class, students shall be given a course syllabus by each instructor which shall contain the following: the course's title, instructor, textbooks used, course description, objectives, units of study, major projects, and evaluation procedures.

### **GRADUATION REQUIREMENTS**

To be eligible for graduation from Valley City High School, a student must have accumulated a minimum number of credits.

#### **Valley City High School Graduation requirements are specified below**

English	4
Mathematics (see accelerated curriculum policy)	3
Social Studies	3
Science (see below)	3
Physical Education	1



Health	½ minimum
Skills for Living	½ minimum
General Business	1
Electives	7 class of 2022 8 class of 2023
<b>Total</b>	<b>23 for class of 2022</b> <b>24 for class of 2024 &amp; beyond</b>

Students choosing to take the accelerated math track of Alg. in 8<sup>th</sup> grade must take a total of 4 math credits of Algebra I or higher.

A career interest inventory must be administered once in either 7<sup>th</sup> or 8<sup>th</sup> grade and once in either 9<sup>th</sup> or 10<sup>th</sup> grade.

According to state law, each 11<sup>th</sup> grade student must take the ACT test or 3 Work-Keys assessments on the designated testing day determined by the state; and each student must pass a civics exam with a required 70% or better prior to graduation.

15.1-21-25 High school **minimum** graduation requirements as defined by North Dakota Century Code: (effective July 1, 2011)

1. Four units of English language arts from a sequence that includes literature, composition and speech.
2. Three units of mathematics;
3. Three units of science, including;
  - a. One unit of physical science
  - b. One unit of biology; and
  - c. (1) One unit of any other science; or  
(2) Two ½ units of any other science;
4. Three units of social studies, including;
  - a. One unit of United States history
  - b. (1) ½ unit of United States government and ½ unit of economics; or  
(2) One unit of problems of democracy; and
  - c. One unit or two half units of any other social studies, which may include civics, civilization, geography and history, multicultural studies, North Dakota studies, psychology, sociology, and world history;
5.
  - a. One unit of physical education; **or**
  - b. One-half unit of physical education and one-half unit of health;
6. Three units of:
  - a. Foreign languages
  - b. Native American Languages
  - c. Fine Arts; or
  - d. Career and Technical education courses; and
7. Any seven additional units for the class of 2022; and eight additional units for the class of 2023 and beyond.

## **CORRESPONDENCE COURSES**

Students may be allowed, by special permission from the principal, to carry correspondence during the regular academic year.

## **CLASS LOAD REQUIREMENTS: (SB Policy FBB)**

All (9-12) senior high school students must earn a minimum of 3 semester credits per semester (which is equivalent to 6 semester-based classes. Students who register for the minimum load and drop a class must attend study hall or register for another class.

## **ACADEMIC HONORS:**

### **“A” HONOR ROLL**

1. Must achieve a grade point average of 3.75 or greater.
2. Must carry four subjects, exclusive of a Pass/Fail subject and/or physical education, drivers' education, and health. One music offering may be used toward the four subjects.
3. Must maintain satisfactory conduct.

### **“B” HONOR ROLL**

1. Must achieve a grade point average of 3.00 to 3.74.
2. Must carry four subjects, exclusive of a Pass/Fail subject and/or physical education, driver's education, and health. One music offering may be used toward the four.
3. Must maintain satisfactory conduct.
4. May not have had more than one “C” and may have no grade of “D” or below.

**Note:** A grade of “S” or “Pass-Fail” in any subject shall not be considered in figuring the Honor Roll.

Letter grades will have the following point value:

- “A” - 4 points
- “B” - 3 points
- “C” - 2 points
- “D” - 1 point

Physical education, driver's education, and health will be counted as one-half unit of work.

## **SELECTION OF HONOR STUDENTS**

Any senior that has a cumulative grade point average (GPA) of 3.75 or higher from the first quarter of their freshman year until the end of the first semester of their senior year will earn the distinction of being an Honor Student at Valley City High School.

### **PASS-FAIL PLAN (Seniors only)**

**\*Any courses required for the ND scholarship may NOT be taken Pass/Fail.**

(Students with a full 7-credit load) Seniors taking a class load of 3.5 credits each semester will be permitted to take one class of up to one full credit value of course work in the area of electives for a Pass-Fail grade. Any course that is used to meet eligibility for the ND Scholarship cannot be taken Pass/Fail.

---OR--

(Dual-Credit/Advanced Placement students) Any senior taking an Advanced Placement (AP) or Dual Credit course would be allowed to take one elective class Pass-Fail if he/she is enrolled in a minimum of 6 academic classes of ½ credit or more. (Aide positions do not count as an academic class.)

A two-credit course taken at the Career and Technical Center shall be considered one class rather than two for the purposes of the Pass-Fail plan.

A senior must declare his or her intentions of being graded Pass-Fail prior to the end of the first nine weeks and must remain in that position thereafter.

Teachers will keep the usual student grades so that students may determine their actual percentages, but only “Pass” or “Fail” will appear on the report card and on the student’s permanent record.

### **ACADEMIC INTERVENTION POLICY (SB Policy #5610)**

As of the 2010-2011 school year, if a student has not met the proficiency on the state assessment which covers the standards set forth by the state of North Dakota, that student will be identified for possible intervention services. Students will also be identified if their 7<sup>th</sup>-10<sup>th</sup> grade assessment data indicates consistent deficiencies in their performance. Once identified, additional data (example: Local NWEA MAP test data) for that student will be collected and analyzed to determine if an intervention plan is needed.

### **EDUCATIONAL RECOVERY (ER)**

Students who have missing, incomplete or poorly completed assignments/work may be assigned mandatory ER by an instructor. Students must attend the assigned ER with the instructor who assigned it or with their designee the same day the notification is given. Students are only required to remain at ER as long as it takes to successfully complete the required work to the instructor’s satisfaction. A student who skips ER will automatically be given a major discipline referral and assigned a mandatory detention. Continued skipped ER’s may result in the more severe consequences.

## **ACCELERATED CURRICULUM POLICY**

Any student, who is enrolled in a high school level course prior to their 9th grade year, will receive high school credit for that course upon receiving a passing grade. Students taking Algebra I as 8th graders for high school credit are required to take 3 additional math courses beyond Algebra I. Any high school courses taken for credit prior to the 9<sup>th</sup> grade year, will be calculated in the high school GPA.

## **DEFICIENCY REPORTS**

Deficiency reports are mailed during the fifth week of each quarter to parents of students making unsatisfactory progress in any subject.

## **REPORT CARDS**

Report cards are issued quarterly at the end of each marking period. It must be understood that the evaluation of a student's academic performances may be subjective, objective, or both. Objective grades will be based on the following scale.

A.....92-100

B.....84-91

C.....75-83

D.....65-74

E.....Below 65

## **INCOMPLETE GRADES**

All "incomplete" grades must be made up and removed from the records within two weeks from the end of the quarter or the student will be given a failing grade for the grading period. The time to complete an incomplete grade **may** be extended if medical concerns warrant an extension as determined by the principal.

**Grades for classes dropped after the first quarter of the term will be recorded as "E's."**

## **FINAL EXAMS**

All 9-12<sup>th</sup> grade students may be administered a final exam or final project. Exemptions are only approved by administration. Students will take their final exams based on a test schedule that is determined by the senior high principal. If students, due to an emergency, must take an exam at a time other than indicated on the semester test schedule they must get pre-approval from the principal. The student and the instructor will determine a time that is convenient for both the instructor and the student to make up the test.

## **STUDENTS WITH DISABILITIES:**

Any student with a disability will not be denied their right to a high school education. The physical and psychological well-being of all students will be considered at all times when developing the educational program for a disabled or handicapped student. A doctor's permit stating the limits of a student's activity may be required.

## **HOMESCHOOL STUDENTS:**

1. National Honor Society. Beginning in the spring of 2019, a homeschool student must be in attendance at VCHS for a minimum of 4 classes per semester in order to be considered for induction in the Valley City High School Chapter of the North Dakota Honor Society. GPA calculation for eligibility must include a minimum of 6 credits.
2. Honor medals from VCHS are granted to students who fulfill the homeschool policy requirements to participate in the graduation ceremony for Valley City High School.
3. Senior Portraits: Students who are partially homeschooled but still attend one or more classes at the high school are also invited (but not required) to submit a senior photo for the yearbook following the same guidelines as their peers. They are also able to participate in the senior class photo.
  - a. Submitted photos will be included with the senior class in the yearbook, but will not be included in the VCHS graduation composite picture.
  - b. Seniors are responsible for submitting a senior portrait to the yearbook advisor by the last day of January of their senior year. This photo should be vertical and a close-up is preferred. Clothing, themes and content should follow our school's dress code and other policies.
4. Senior Song: senior choir students are invited (but not required) to participate in the senior class song during the graduation ceremony-attire should be dress clothes.
5. Honor roll/Class rank/royalty: Homeschool students must be taking 6 or more classes at the Jr./Sr. high school in order to be included in the Jr./Sr. High honor roll lists, class rank lists and royalty candidate lists.
6. Participation in class activities. Homeschool students who are enrolled in a minimum of 1 class at VCHS may fully participate in any class activity (ie...grade level retreats, grade level competitions, grade level celebrations, pep fests etc...)
7. Assessments. All standardized testing options are open to any homeschool student regardless of course enrollment. Parents must notify the school on their intention for a homeschool student's participation in any standardized test. (state assessment, local assessments-NWEA, ACT, Workeys, PSAT etc...).
8. Participation in Activities: Homeschool students are welcome to participate in all extracurricular activities that VCPS offers. The homeschooled student is subject to the same standards for participation as full-time students including all VCPS and NDHSAA policies and eligibility requirements. Homeschool students must be taking and passing 6 credit bearing classes during a regular day to maintain eligibility during the extracurricular activity season. Homeschool students will be subject to the same grade checks as full-time students and homeschool student grades must be made available to the administration on the predetermined 3-Week intervals.
9. Homeschool students must be enrolled in a minimum of 6 hours of instruction per semester at VCHS in order to be eligible run for student council positions.

## **ACCIDENTS**

Valley City Junior Senior High School **DOES NOT** provide accident insurance. All medical, doctor, ambulance and hospital costs are the full responsibility of the parents or guardians.

## **DAILY BULLETIN**

Teachers and pupils are urged to turn in announcements for the Daily Bulletin **BEFORE 4:00PM** each day. Student announcements must be approved by a supervisor. This bulletin is read to students by classroom teachers after student news each day. Copies of the bulletin are posted on the bulletin board by the senior high office and are posted on PowerSchool. Late announcements will be given over the intercom unit at the end of period 5 each day and at the end of the school day.

## **BULLETIN BOARD AND POSTERS**

All items to be posted must be cleared through the principal's office and carry the approval of the supervisor in charge. Items may be posted only on designated bulletin boards and shall not be taped to the walls. The posted items must be removed by the person or persons who posted them after they are no longer pertinent.

## **LOST AND FOUND**

All articles lost or found are to be reported to the principal's office where found articles will be retained for a reasonable time or until claimed.

## **FIRE DRILL AND CIVIL DEFENSE ALERT**

Instructions for exit procedure are placed in each room of the school. Follow the stated procedure carefully. Tampering with fire alarms is against the law and will be reported to the proper authorities.

## **STUDENTS' VISITORS**

Students desiring to bring a visitor to the school during regular school hours must receive permission one (1) day in advance. Initial permission for the visit and a visitor clearance form must be secured from the principal. Permission from the teacher of each classroom visited must also be indicated on the form and then returned to the principal prior to the day the visitor is expected. Visitors are expected to conform to the rules and regulations of Valley City High School. It is the responsibility of the student to see that the guest is properly aware of the procedures and conduct expected.

## **GRADUATION:**

Participation in the graduation ceremony is a privilege. Students must be in “good standing” as approved by administration in order to participate in the ceremony. All students must go through a “check out process” indicating approval. (All fees, fines and bills must be paid and all detentions served prior to the last day of finals.)

### **A. GRADUATION ANNOUNCEMENTS**

Announcements designed for graduates may be ordered by the seniors from the place of their choice.

### **B. GRADUATION CAPS AND GOWNS**

Graduation caps, gowns, and stoles are required graduation apparel. They are purchased at a nominal fee to be announced at the time of ordering. Honor cords and honor medals earned through and provided by and Valley City High School are the only approved additions to the required graduation apparel.

## **SENIOR PORTRAITS:**

Seniors are responsible for submitting a senior portrait to the yearbook advisor by the last day of January of their senior year. This photo should be vertical and a close-up is preferred. Clothing, themes and content should follow our school’s dress code and other policies.

## **SEASON TICKETS FOR ACTIVITIES**

Season tickets are available to all students for athletic events. This will admit students to all regular season home athletic contests, but not tournaments. If no season ticket is purchased, students will be required to pay regular student admission at the door. The following sports are covered by the season ticket: football, girls’ basketball, boys’ basketball, wrestling, gymnastics, volleyball, cross-country, track, baseball and softball.

A student who loses a season ticket may obtain a duplicate at the Athletic Director’s office for a small fee.

## **STUDENTS’ FEES**

Fees necessary for the educational process will be established by the Board of Education and are reviewed annually. Failure to pay fees, fines, and costs for damage to school property by a student may result in the student and/or the parents or responsible adults being taken to Small Claims Court.

## **II. PERSONAL SERVICES/COUNSELORS**

Counselors assume the primary responsibility for helping students deal with their problems. Students are encouraged to talk with their counselor about any problems or concerns they may have. It is essential that seniors contact the counselors to verify credits accumulated and to verify that their graduation requirements are being met. The following are concerns with which students may find the counselors helpful:

### **I. Educational and vocational plans**

- A. High school course selection.
- B. Career information.
- C. College, college programs, and placement.
- D. College plans: admissions, courses of study, housing, financial aids, etc.

### **II. Confidential help with personal and social problems**

- A. By visiting with the counselor.
- B. By referring the student to another agency, if so desired.

### **III. Testing, test information, and test interpretation**

- A. Tests help students discover more about their special abilities.
- B. Tests also help students discover more about their interests and how they relate to jobs.

Counselors will listen to students' problems, will be understanding, and will help students think through problems and seek possible solutions for them. Counselors will also assist the student in dealing with those problems and solving them.

## **LOCKER POLICY**

Student lockers are the property of the school and are provided for student use by the school. Student lockers are subject to periodic inspection for cleanliness and may be entered by the principal or assistant principal at any time a student is suspected of possessing alcohol, tobacco, narcotics, explosives or other items considered potentially harmful to other students or to the school building.

NOTHING OF GREAT VALUE SHOULD BE KEPT IN THE LOCKER. Items of great value should be brought to the office and will be kept in the vault for students upon request.

Students must be aware that thefts do happen at Valley City Junior/Senior High School; you have been provided a locker that locks. Take every effort to protect yourself and your personal property by using the locks on your lockers. Students should NOT give their combination out to other students, and should NOT "jimmy" their lockers. Doing so risks the safety of your items!

Students must seek permission from an administrator to carry book bags into classes or wear coats into classes, if the coats or backpacks create a safety concern an instructor or an administrator may remove this privilege.

Students should be aware that adhesive tape or adhesive stickers should not be placed on the lockers.



## **RESOURCE CENTER POLICY**

1. Books, magazines and vertical file materials may be checked out for three (3) weeks. Students must bring in such materials for renewal.
2. Fines will be \$.50 per week **after the first week** materials are overdue.
3. Notices of overdue materials will be posted weekly on the bulletin boards near the principals' offices and study halls. This information will also be provided to the English teachers. It will be the responsibility of the students to check the bulletin boards for overdue materials.
4. Students with an overdue book or fine are allowed to come in with a class, before school, or after school to use materials, but nothing will be checked out until overdue materials are returned and fines are paid.
5. Students will receive emails from the Resource Center in regards to overdue materials and on hold materials.
6. Books and other resource material lost or damaged by the student must be paid for by the student. If the student returns the lost material, the librarian will reimburse the full amount minus any overdue fine.
7. Students are not allowed to take final tests until all materials are returned and fines are paid.

## **PARKING PRIVILEGES**

Students may park in designated student parking areas only (street parking, and HAC parking lot, spaces marked "public" in the library lot). Students should not park in staff parking lots or in the spaces "library only" library parking lot. Students should not park in Lerud-Schuldt-Mathias parking lot, Courthouse parking lot, the downtown business lot (Our Savior's Church parking lot) or administrative building parking lot. Vehicles may be towed at the owner's expense if parked in an unauthorized area.

## **DISPOSITION OF MEDICINE**

***Parents have the primary responsibility of giving medicine to their child at school, and may come to school to give medicine at any time, after checking in at the school office.***

A separate request form is to be completed for each medication, and **a new request made for each change in medicines or dosages.**

**Requests for the administration of medications by school personnel may be made as follows:**

1. Only those medications that **cannot** be given outside school hours will be administered. Most three times a day medicines can be given before and after school. *(Prescriptions can be written so that doses are not necessary during school hours. Please discuss this with your doctor).*

2. Over-the-counter medications, like Tylenol and Ibuprofen, may be carried by 9<sup>th</sup>-12<sup>th</sup> grade students if the medications are in their original packaging. The school will only administer over-the-counter medication with a custodial parent's permission with proper documentation completed by the parent.
3. Students will only be given prescribed medicine (prescription or non-prescription) by authorized school personnel with a doctor's written prescription. The doctor may sign this medication sheet or send written or faxed instruction for administration to the school Office (Fax Number 701-845-4507). **(A properly labeled prescription container will be accepted as proof of physician's order).**
4. **All** medication the school is being asked to administer must be in the original, properly labeled container, accompanied by a completed form available in the office. We ask that **you** deliver your child's medication to the school office (rather than your child). Please ask your pharmacist to dispense two labeled bottles of medication: one for home and one for school. **Changes in dosages require new labels and new parent request forms.**
5. Student medications are distributed in the school office. Please encourage your child to take the responsibility to go to the office at the prescribed time. Students may carry inhalers (prescription and OTC) only with a doctor's order on file in the office.
6. Parents must pick up any unused medication rather than sending it home with children. Unused medication will be discarded at the end of the school year.
7. **For safety reasons, no first doses of any medicine will be administered at school.**

## **HOT LUNCH**

Students will be assigned to one noon lunch period during which time they may eat their lunch at the lunchroom or eat at home if the time is adequate. Students who bring their lunches will also eat in the lunchroom during their assigned lunch period. No student is to take food from another's plate, nor eat from the salad bar unless a meal has been purchased. Good manners and desirable behavior are expected during the lunch period.

After completing their lunch meal in the cafeteria, freshman and sophomore students will be required to remain in the cafeteria or junior high locker area until 12:41 pm. Freshmen and Sophomore students that have left the building during the noon hour can only re-enter the building using Door 6 on the west side of the building if they return prior to 12:41 pm. At 12:41 pm all students may proceed to their lockers to get ready for their 5<sup>th</sup> period class.

After completing their lunch meal in the cafeteria, Juniors and Seniors are allowed to remain in the cafeteria or they are allowed to be in the Senior Hallway, and the Front (office) Hallway on the North End of the building. Juniors and Seniors that have left

the building during the noon hour can only re-enter the building using Door 1 on the North end of the building if they return prior to 12:41 pm. At 12:41 pm all students may proceed to their lockers to get ready for their 5<sup>th</sup> period class.

Students are to remain in these areas until 12:41 pm. Fifth period bell rings at 12:43 pm.

### **BREAKFAST PROGRAM**

Breakfast will be served on a daily basis from 8:00-8:25 am. First hour Instructors may participate in the classroom breakfast program if it is manageable and not abused.

### **WELLNESS POLICY FOR NUTRITION & PHYSICAL ACTIVITY: (SB Policy ABCC)**

Valley City Public Schools Wellness Policy has been updated to reflect new government regulations and should be used by staff, students, and parents. It can be found on the school district website.

## **III. RULES AND REGULATIONS** **ATTENDANCE POLICY (SB Policy FFB)**

### **ATTENDANCE & ABSENCES**

North Dakota law contains compulsory attendance requirements for students, ages seven through sixteen. In order to comply with and enforce these requirements, the Board establishes the following attendance policy:

#### **Section I: Definitions**

- A. For purposes of compulsory attendance reporting under NDCC 15.1-20-02.1 (1-2)
- ***Excused absence*** is an absence that the District will not use in determining if a compulsory attendance violation occurred. Any absence may be excused if it is supported by either a verbal or written excuse supplied by the student's parent, teacher, or school administrator.
  - ***Unexcused absence*** is any absence not supported by the verbal or written excuse required for an excused absence.
- B. For the purposes of imposing academic or disciplinary sanctions under Section III of this policy as authorized by NDCC 15.1-20-02.1 (3):
- ***Approved absence*** is an absence that the District believes is necessary and/or unavoidable and has received administrative approval. Necessary and/or unavoidable absences may be caused by illness, injury, family emergency, religious observance or instruction, suspension, participation in a school-related activity, court appearances when subpoenaed or other reasons deemed necessary and/or unavoidable by the Building Principal or Superintendent. Students granted approved absences should not be subject to the consequences contained in Section III of this policy. The Superintendent

or designee shall develop criteria for requesting and granting an approved absence and shall establish make-up work requirements.

- **Unapproved absence** is defined as an absence that does not meet the above criteria for approved absences. If a student is absent for an unapproved reason, the parent/guardian shall still be responsible for calling the Principal's office to explain the absence, and the student will be subject to the consequences contained in Section III of this policy.

## **Section II: Documentation Requirements**

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

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

## **Section III: Accumulated Unapproved Absences**

**Disciplinary Sanctions:** The Board believes that unapproved absences are a form of misconduct and authorizes the Administration to establish grade-appropriate disciplinary consequences. Students will be afforded appropriate due process rights based on the severity of the disciplinary penalty that the District is considering imposing. Students shall be required to complete make-up work in accordance with administrative regulations or will receive no credit for incomplete work. If a student has continual unapproved absences or tardies, the Administration may decide to not allow make-up work and thus no credit would be given for the missed assignment.

## **Section IV: Number of Days Absent/Possible Academic Consequences**

To be considered for grade promotion or the granting of credit in a class, a student shall have accumulated no more than 10 absences/semester.

1. Students in kindergarten - 6<sup>th</sup> grade, whose poor attendance has caused a notable deficiency in learning, shall be retained at the present grade level if, in the judgment of the building principal, such action is advantageous to the student. This decision is made after consultation with the teacher(s) and the parent(s) during the last month of the school year.
2. Building administrators are granted the right to make exceptions to this minimum attendance standard in extra-ordinary cases.
3. Out-of-School suspension will count as an absence for the purposes of determining the number of absences to be considered for credit or promotion.

## **Section V: Compulsory Attendance Violations**

North Dakota law defines what constitutes a compulsory attendance violation. Suspected violations of the compulsory attendance law shall be reported to school administration and investigated in accordance with law. If a student receives three consecutive, full days of unexcused absences per semester, 6 half days per semester, or 21 class periods, the school must report the matter to local law enforcement. Truancy procedures are established by each Building Principal and are located in our student handbooks.

### **ATTENDANCE RULES**

Regular attendance is required and only absences or tardiness resulting from school related activities, illness, or church sponsored activities will be excused. Special events or situations may be excused at the discretion of the building principal. The parent or guardian must call the principal's office by **9:00AM** on **the day of the absence** (to verify their knowledge of the absence). Calls that come in after 9:30AM will result in the student being marked unexcused for the hours the absences were not verified. Students may have disciplinary consequences for the number of unexcused absences logged. Absences that are not verified with the school at all by a parent/guardian will be recorded as truancy and the student will have disciplinary consequences. This could include detentions, missing activities, and suspension at the discretion of the principal. Parents and students will be notified of any unverified absences. Notes will not be honored, **ONLY CALLS**. Messages may now be left on the office voice mail system.

School policy does not allow a student to miss more than ten (10) class periods per semester class and still receive credit. Students exceeding the allowed number of absences may be withdrawn from the class/es and placed in study hall or the student may be withdrawn from school by the administration.

Administration will determine the circumstances that will justify medical absences. Medical absences that are determined by administration will not count toward the number of absences. Administration may request verification from a provider. Any time a student is absent for 3 consecutive days or more due to illness, a written notification from a medical professional must be brought to the office immediately upon the first day the student returns to school from being absent.

Students who have excessive absences will be placed on an attendance plan and details of the attendance plan will be sent to parents/guardians outlining the expectations of the student.

If a student serves an out-of-school suspension, this time will count as an absence for the purpose of determining the number of absences to be considered for credit or promotion.

It must be noted that **oversleeping** is **not** an excused absence; being tardy or absent as a result of oversleeping shall be unexcused and shall result in detention and/or suspension.

If a student is absent more than three (3) consecutive days, the building principal may arrange a visit with the student's parent/guardian. If the absences become habitual and the principal is not satisfied that the absences are excusable, the principal shall file a Report of Suspected Child Abuse and Neglect with the Barnes County Social Services and the State's Attorney for appropriate action. Habitual absence is defined as five (5) or more absences per each nine (9) week period.

### **TRUANCY PROCEDURES:**

1. **Truancy: "Truancy" is defined as being absent from one (1) or more classes without the consent of parent/guardian or school officials.**
2. Consequences of being Truant:
  - a. May lose some or all credit for the work missed upon the discretion of the instructor and the student will be required to make up the time they have missed in detention.
  - b. The student may be subject to being removed from any class where 3 truanancies are documented. (Reference SB Policy #5626)
  - c. If it is determined by the building principal that a student has a minimum of 5 hours of truanancies logged over 5 different days on their attendance profile, administration will file a referral to court services if the student is under the age of 18.

### **CLASS CUTS**

**No class cuts are permitted.** Any time students leave school without following the proper procedure for signing out or if students cut class after having reported to school, they will be marked as truant for that class period and administration will determine the consequences based on the truancy policy.

### **DROP-FAIL POLICY**

Any 9<sup>th</sup> - 12<sup>th</sup> grade student that is unexcused or truant from a class for the third time may be dropped from the class. Students who are dropped will receive a failing grade on their transcript for that course regardless of when the drop-fail occurs. The student will be placed in a supervised study hall during the hour in which they received the drop-fail.

Every third tardy in a class is equivalent to an unexcused absence and will count towards the absences allowed before a student receives a drop-fail for the course. (9 unexcused tardies = being dropped from a class)

### **STUDY HALL ABSENCES**

Absences from study halls will be marked as other classes; however, because study halls are not credit bearing and do not fall in the "loss of credit" category, having excessive absences out of study hall may carry alternative consequences.

## **MAKE-UP WORK FOR UNPLANNED EXCUSED ABSENCES**

Upon returning to school after an unplanned excused absence (such as family emergency, or illness), it is the student's responsibility to take care of assignments and work missed by communicating with the instructor as soon as he/she returns. Any work not completed by the timeframe determined by the instructor will be recorded as a "0". For each day of a legal-excused unplanned absence, the student will be allowed two days of makeup time.

The two-days-for-one rule for makeup is only for work assigned during the unplanned absence. Any and all work assigned prior to the absence is due at the regularly scheduled time. Tests scheduled prior to the unplanned absence are to be made up the day the student returns. Class work should always be prepared in advance of an absence when possible to do so (reference Blue Slip policy).

Students will not be permitted to make up any class work missed as a result of truancy.

## **COLLEGE/JOB SHADOW VISIT PROTOCOL**

It is the practice of Valley City High School to grant two days per year of excused absences to a senior student to allow for on-campus college visits and/or job shadowing experiences. These days may be scheduled to allow for visits to more than one campus or job site on the same day.

Seniors who receive pre-approval from the building administrator, do not have attendance or academic concerns, and are eligible for graduation by the end of the academic year are allowed to take two college visit/job shadow days per year. By following the proper protocol, these absences will be marked "CV" on their attendance and will NOT count against their total absence count. (The counseling center will determine that the protocol has been followed, so it is important for students to communicate with the counseling center staff regarding college visits or job shadowing experiences).

## **PLANNED ABSENCE PROCEDURES**

### **1. BLUE SLIP**

If a parent wishes to take a student from classes for an activity not sponsored by Valley City Public Schools including but not limited to family vacations, hunting trips, tournaments as a spectator, ND Winter Show activities etc., the student must file a blue slip in the principal's office **before he/she is absent from school**. If the following conditions are fulfilled, and if the blue slip is filed in advance, an excused absence will be granted unless administration feels the request is unreasonable or excessive.

1. The student must secure **parental approval and signature before presenting it to his/her instructors or the principal for signature and work assignments**.
2. The blue slip **MUST** be completed and show an explanation with the specific reason for the absence clearly on the form.

3. The student must secure signatures of the teachers who **may** give them work prior to departure.
4. The student must secure the principal's signature and final approval.
5. A copy of the blue slip will be made with one copy filed in the office and with one copy sent with the student. If a student is failing any course a copy will be mailed home to a parent/guardian.
6. The student is responsible for all work assigned while he/she is absent. All assigned work is to be completed and handed in to the respective teachers upon the return of the student.

It is assumed that parents will make decisions about their child being absent from school that are in the best educational interest of the student.

## **2. SCHOOL ACTIVITY ABSENCES**

All school participants in after school activities and extra-curricular activities must be in attendance in all of their assigned classes on the day of an activity to be eligible for participation in the afternoon or evening. Absences will be judged on the basis of merit by the supervisor, coach, activities director and/or principal and **must be cleared prior to the absence occurring.**

Students who are absent from classes for any and all school activities are to make arrangements for make-up work prior to their absence.

## **TARDINESS**

Learning to be punctual and accepting the responsibility for being to school or to class on time are an essential part of the educational process. Students, who are tardy, will be assigned appropriate consequences by office personnel, the classroom teacher and/or the principal.

Excessive tardiness will be treated as a class cut and may result in detention and/or suspension. It is the responsibility of all students to familiarize themselves with each of their classroom teacher's regulations concerning tardiness as specified in each teacher's classroom management plan. The office will assign an hour of detention when a student reaches their fourth tardy and for every tardy thereafter per semester. Refer to Detention rule (page 28 of Student Handbook) on how detentions are to be made up and see Drop/Fail policy (SB Policy # 5626) as it refers to frequent tardies in any one class.

## **LEAVING SCHOOL BUILDING**

**Any student excused to leave the building must sign out in the principal's office and properly check in upon returning to school.** No students who are ill will be permitted to go home unless arrangements have been made for their care and safety after leaving school. Unless a student follows the procedure as stated, the absence incurred will be treated as an unexcused absence.



## **ATTENDANCE JURY**

A student withdrawn from a class or classes due to excessive absences may appeal to the Attendance Jury. The Attendance Jury will hear the student's appeal to request to remain in the class and receive credit. The student should contact the senior high principal for the appropriate materials and procedures to make their appeal.

A request for an appeal to the Attendance Jury must be made to the senior high principal within three school days of being informed of their withdrawal from a class or classes and subsequent loss of credit. The principal will arrange for a hearing with the Attendance Jury, which will occur within three school days of receiving the formal request from the student. Parents will be invited to attend the Attendance Jury hearing.

The student will remain in their classes pending the outcome of the appeal to the Attendance Jury and must keep up with all schoolwork assigned. After the hearing, the Attendance Jury will develop a recommendation during a discussion that will NOT include the principal. The Attendance Jury can make the following base recommendations to the school administration: a) the student will remain in their class/es; b) the student is withdrawn from class/es and placed in study hall; c) the student is withdrawn from school. The Attendance Jury can also list other recommendations for the principal to consider. The principal will review the recommendation of the Attendance Jury and make the final decision. The principal will notify the student, parents and Attendance Jury members of the decision as soon as possible.

## **JUNIOR & SENIOR CLASS/OPEN CAMPUS DURING STUDY HALL**

A student who receives open campus privileges has proven high levels of responsibility both behaviorally and academically. Open campus privileges apply to juniors and seniors who have a study hall any period of the day and junior and senior students taking online classes in the resource center as long as they meet the following criteria:

1. Students must maintain "C's" or better, both cumulatively and quarterly in all classes.
2. Students must have no more than 2 major behavior referrals (including both behavior and attendance based referrals) in a semester.
3. Student must have no more than 5 major office referrals cumulatively during the year (explained below).
4. Students must turn in a signed permission form from a parent.
5. Student must receive an official approval from administration, once a student receives official approval, the student will not need to get official approval again unless the privilege is removed.

Junior year semester two cumulative grades will be used to determine eligibility for the 1<sup>st</sup> quarter of the senior year.

Sophomore year semester two cumulative grades will be used to determine eligibility for the 1<sup>st</sup> quarter of the junior year.

At the end of each 9 weeks, quarter and cumulative grades, once finalized by the office; will be checked to determine eligibility for this privilege. Changes due to academic status will only be made at the quarter breaks.

Parents may require their student to attend the scheduled study hall.

Open campus students are removed from study hall enrollment and must be out of the building. Students should not arrive from open campus privileges prior to 5 minutes before the start of their next class and must enter the building at the north door. Students continually in the hallways during their “free period” for extended periods of time will be permanently assigned to the study hall for that hour. Students needing to conduct school business during their “free period” must sign in at the office and will be assigned to the resource center.

A student who has earned open campus privilege must not receive more than 2 major behavior referrals within a semester. Upon receiving the 3<sup>rd</sup> referral-at any point within a semester, the student will have the privilege revoked for the remainder of the semester and must reapply for the privilege at the beginning of the following semester.

Any student who receives 6 major referrals (behavior or attendance based) at any point during the school year will immediately have their study hall privileges revoked, be assigned to a study hall and will not be eligible for the privilege until the following year.

Any sophomore who receives 6 major referrals (behavior or attendance based) during the year is not eligible for open study hall privilege until the 2<sup>nd</sup> semester of their junior year.

Administration does have the authority to pull this privilege at any time for continued or severe academic, behavior and/or attendance concerns.

**NOTE:** Students who are enrolled in dual credit classes that observe a flex schedule must follow the same criteria and expectations stated above to be awarded the privilege of flexing time.

## **DISCIPLINARY PROCEDURES FOR RULE VIOLATIONS**

A variety of corrective measures are authorized for the breach of rules or obligations applicable to students. The corrective measure to be employed shall be determined in each case by the administration, the classroom teacher, or by another appropriate educational staff member, except where Hearing Board action is required. If you are having difficulty with another student(s), rather than taking matters into your own hands, which could cause you more problems, please visit with your classroom teacher, principal or counselor.

## **ASSERTIVE DISCIPLINE**

Valley City Public Schools endorses **Assertive Discipline** in grades 9-12. Assertive Discipline is a competency-based approach to discipline based on the following:

1. Assertive discipline provides a positive learning environment for each student as well as for each teacher.

2. All students can behave, but some choose not to do so.
3. Negative behavior must be dealt with through negative consequences; positive behavior, however, will be reinforced.
4. While it is understood that everyone has individual wants and needs, it must also be understood that no student has the right to interfere with a teacher's teaching or with another student's learning through insolent, insubordinate, disruptive, or distracting behavior.

Each classroom teacher shall distribute or present to students, **prior to the completion of the tenth day of class**, a classroom management plan specifying the teacher's rules for their classroom as well as the consequences for violating those rules. Each classroom management plan shall be considered an addendum to the student handbook and shall have the full approval of the building principal.

### **RESPECT AND RESPONSIBILITY (RESTITUTION)**

During the 1996-97 school year, Restitution, a process by which youth learn self-discipline, was endorsed by the Valley City Board of Education as the district-wide discipline philosophy coupled with the Assertive Discipline program established in 1982-83.

Restitution is a process by which youth learn self-discipline. It is based on the principle that people are internally motivated. We behave to get the pictures we have created in our head of how we want to be in the world. We may think we behave to get items we value or even to gain compliance from others. However, these goals are always related to how we see ourselves in relation to these people and things. We adults haven't the habit of talking to youth about the persons they see themselves being because we have habitually focused on changing their behavior, on making them conform, rather than on them evaluating. Restitution focuses first on the person. We then ask the person to self-assess his/her behavior and how it affects others.

Valley City Public Schools endorses, in grades K-12, Respect and Responsibility as its student behavior plan.

1. Respect and Responsibility teaches students that they are responsible for their own actions.
2. All behavior is purposeful.
3. Student discipline can best be achieved through the cooperative efforts of the teacher and the students in working out plans to eliminate inappropriate behavior.
4. All students have basic needs, which they will try to meet. Good discipline results when teachers and students work together to help meet the needs of all students.

Each teacher is encouraged, early in the school year, to work with the students in the class to develop rules for the classroom. These rules should then be distributed to

each of the students. It may even be prudent to have each student sign the class rules.

## **BOTTOM LINES**

### **NO TOLERANCE**

1. No direct defiance of an adult.
2. No Vandalism.
3. No Weapons.
4. No Gang Activities, Drugs, Alcohol.
5. No Stealing.
6. No Violence (fighting).

Failure to comply with bottom line items will be dealt with by the students being subject to disciplinary action which includes removal from the classroom or school setting, referral to the administration, and/or referral to appropriate law enforcement agencies.

## **CAREER & TECHNOLOGY CENTER DRIVING**

Valley City Public Schools provides bus service to and from the Career and Technology Center (SVCATC) to assure that each student has transportation to and from his/her class. Only junior and seniors students have the privilege to drive to and from the Career and Tech Center. All other students MUST take school provided transportation to and from the Career and Tech Center, unless approved for administration.

Since transportation is provided by the district, students are encouraged to make use of the bus service; however, should an individual elect to drive a vehicle or ride with another, even though this practice is discouraged, Valley City Public Schools accepts no responsibility or liability for that student while he/she is in transit to and from the center.

Any student who anticipates driving a vehicle to the Center must have on file in the SVACTC Director's office a "Career and Technology Center Driving Permit" which may be secured from the director of the center. This permit should be completed and presented to the director at the beginning of the school year.

## **CAREER AND TECHNICAL CENTER DISCIPLINE**

Valley City High School/Alternative High School students who attend the Sheyenne Valley Area Career and Technical Center (SVACTC) will adhere to the rules, policies and procedures of Valley City High School/Alternative School. The SVACTC may assign disciplinary consequences for situations that occur at the Center. Detentions assigned by the Center may be served at either the Center or Valley City High School. The SVACTC Director, in accordance with the rules, policies and procedures of Valley City High School/Alternative School will deal with students who fail to serve assigned detention. A student suspended from classes at Valley City High School/Alternative School will also be suspended from their SVACTC classes and vice versa. The High

School Principal and Center Director will communicate about any suspensions that occur for students taking classes at both facilities.

### **DETENTION**

Students will be given one day's notice if they are detained **after the closing of their last scheduled class**. Detention assigned by school personnel shall take precedence over all other activities and must be served on the day specified by administration, faculty or staff. Cutting assigned detention shall be considered a class cut resulting in further detention(s) and possible suspension from school.

### **SUSPENSION FROM EXTRA-CURRICULAR ACTIVITIES**

A student's privilege to participate in extra-curricular activities and school-sponsored events may be suspended by the principal, coach, or by the Activities Director for a fixed period of time.

All student participants of an activity will adhere to the "Code of Conduct and Sportsmanship" devised by a coach/advisor of that activity. The Code must be signed by the student and the parent/guardian prior to participation; and failure to adhere to the expectations of the code may result in disciplinary action as prescribed by School Board Policy.

Any participant who engages in, admits to or is convicted of a misdemeanor or a felony during a school activity or on school property is subjected to disciplinary action as determined by school administration.

### **ACADEMIC ELIGIBILITY (Board policy FFE-AR5)**

According to SB policy FBB students must earn a minimum of 3 semester credits per semester (which is equivalent to passing 6 academic classes per semester).

For purposes of academic eligibility career and technical classes that are two periods long will count as 2 credit bearing periods.

#### **Every 3-Week Grade Checks:**

In an effort to promote academic success and eligibility for our students, VCHS will be incorporating more frequent grade checks during the year. Every 3 weeks students' **cumulative and quarter** grades will be checked.

1. The first three-week grade check of each semester will be a preliminary check where students who are showing academic deficiencies will be counseled on their academic progress. The preliminary checks will not result in loss of eligibility; however, a parent contact will be made for students who are failing.
2. For subsequent grade checks at 6, 9, 12 & 15 weeks, students who are not **passing all academic classes (both quarterly and cumulatively)** at the time of the grade check will be declared ineligible until the student can prove they are passing all courses quarterly and cumulatively. Parents will be notified when students are failing one or more courses.

3. If a student receives a failing grade for quarters 2 or 4 the student would be ineligible for an automatic time period of 2 weeks.
4. **Eligibility Reinstatement Process:** In order to be reinstated for activity eligibility the following steps must be followed.
  - a. Student must submit the completed eligibility reinstatement form to the Activities Director or administrator.
  - b. The Activities Director or administrator must approve the reinstatement form.
  - c. The Activities Director or administrator will notify the student, coaches/advisors and parents of reinstatement of eligibility.

\*Eligibility reinstatement forms are available in any office. Any ineligible students would not be allowed to participate in any NDHSAA event, be involved in any school public performance or trip unless it is specifically curriculum related until they meet the required academic standards under this policy.

### **Semester Grade Checks (Week 18):**

Valley City Junior/Senior High School requires each student ~~students~~ to be passing **all academic classes for credit** at semester time. Students who are not passing all academic classes for credit according to their cumulative semester grade when semester grades are posted, will be declared ineligible for a 4-week period.

Ineligible students will not be allowed to participate in any NDHSAA event, be involved in any public school performance, or school trip unless it is specifically curriculum related, until the student meets the required academic standards.

After 4 weeks, administration will review grades:

- a. Eligibility will be reinstated if a student is passing all academic classes quarterly and cumulatively.
- b. If a student is still not passing both quarterly and cumulatively after 4 weeks, the student will be ineligible until they meet the requirement of passing all of their classes quarterly and cumulatively and must follow the eligibility reinstatement procedure.
- c. Fall semester ineligibility carries over to the spring semester and spring semester ineligibility carries over to the fall semester the following year.

Students must be aware that their academics are a priority in order to remain eligible in any extracurricular activity. In order to avoid missing any activity due to ineligibility students must choose to complete and turn in work on time.

**\*Note:** For clarification purposes quarter 2 and quarter 4 ineligibility carries over as follows: Fall semester to spring semester and spring semester to the fall semester the following year.

### **NORTH DAKOTA HONOR SOCIETY-ELIGIBILITY**

The National Honor Society recognizes scholarship, service, leadership and character in the students. Those students in the sophomore, junior and senior classes who have maintained a 3.5 cumulative grade point average and can demonstrate that they possess the qualities of leadership, character and service in addition to that, are

eligible for membership. Members are expected to maintain a 3.5 cumulative grade-point average or better following their admission into the society.

Any student in violation of the school's policy regarding drugs, alcohol and/or tobacco usage any time between the beginning of grade nine and the induction ceremony for North Dakota Honor Society would not be eligible until 1 school year after the violation. A member in violation of these policies would lose their membership for one school year.

### **EXTRAORDINARY INSTRUCTIONAL ARRANGEMENTS**

Students may be removed from their regular class schedule and required to pursue special instructional arrangements for a fixed period of time or until certain specific conditions have been fulfilled. The school shall assist them in pursuing these special instructional arrangements. "In School Suspension" is one example.

### **SUSPENSION AND EXPULSION (SB Policy FFK)**

Students are expected to conduct themselves in a manner suitable to their age and grade. Students disobedient or disruptive of the educational process are subject to corrective discipline.

The School Board hereby delegates to the Superintendent and each principal the authority to deal with disciplinary problems in his/her school.

A school administrator may suspend a student from school and all activities for up to ten (10) consecutive days. A student facing suspension will be afforded the opportunity to be heard by the school administrator prior to the commencement of the suspension. A school administrator may also recommend to the school board that a student be expelled from school for the remainder of the school term due to a serious violation or habitual violation of school rules/regulations. If an expulsion hearing is to be conducted, the student and parents will be notified of the date/time for such a hearing. Conduct, including but not limited to the following, exhibited while on school grounds, during a school-sponsored activity, or during a school-related activity is subject to suspension or expulsion:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Causing or attempting to cause physical injury to another person.
4. Possessing or transmitting any firearms, knives, explosives or other dangerous objects, **or any fake paraphernalia that causes a realistic reaction.**
5. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind, **or any fake paraphernalia that causes a realistic reaction.**

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

### **ENROLLMENT OF SUSPENDED STUDENTS (SB Policy pending FAAC)**

Any student who has been suspended from a school of this District is not eligible to attend any other school within the District until eligible to return to his or her regular school. Any student who has been suspended from another district will not be permitted to enroll in the District until eligible to re-enroll in his/her former district or until the Valley City Board of Education or the superintendent has reviewed the prior suspension and determines that the suspension was illegal or improperly given.

### **SUSPENSION OR EXPULSION OF STUDENTS WITH DISABILITIES (SB Policy FFK-E2)**

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

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

Copies of these rules shall be posted in a prominent place in each school, and may be distributed to each student.

### **DAMAGE TO SCHOOL PROPERTY**

A minimum fee of five dollars or the actual cost of restoration or replacement will be assessed the student involved in the damage of school property.

### **BICYCLES**

Bicycle racks are located at the southeast entrance to the junior high building. The school will not be responsible for bicycles that are stolen or damaged. Students are encouraged to lock their bicycles.

### **PUBLIC DISPLAYS OF AFFECTION**

Being overly affectionate in school creates an environment that is not conducive to concentration and learning, therefore students should refrain from inappropriate, intimate behaviors on campus or at school related events and activities. Students



are expected to show good taste and conduct themselves respectfully at all times.

The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, good taste and respect for others is the guideline for appropriate behavior.

### **STUDENT DRESS CODE (SB Policy FFH)**

The Board recognizes that responsibility for the dress and appearance of students rests with individual students and their parent(s)/guardian(s). Students should dress modestly and use sound judgment by reflecting respect for themselves, the district, and others in dress and grooming. The Board shall not interfere with this right unless the personal choices of students create a disruptive influence on school programs or affects the health or safety of others. Students shall not be prevented from attending school or a school-sponsored activity because of appearance if style, fashion, or taste is the sole criterion for such action.

### **Prohibitions**

The District prohibits students wearing or carrying clothing, jewelry, book bags, or other personal articles on school property and/or at school-sponsored activities, regardless of location, that:

1. Is reasonably likely to substantially disrupt the educational environment or operations of the school;
2. Impedes the educational learning process
3. Poses a health or safety risk to staff, students, or others
4. Depicts profanity, vulgarity, obscenity, violence, items of a sexual nature; and/or reveals excessive midriff or other private anatomy.
5. Is destructive to school property and/or causes excessive maintenance problems; (e.g., cleats, pants with metal inserts that scratch furniture)
6. Is intended to identify the student as a member of a gang
7. Promotes illegal activities and/or the use of tobacco, alcohol or other illegal drugs.

Caps and hats are only allowed in classrooms with permission from administration. Items worn that obscure an instructors ability to judge engagement and communicate with students will be addressed under this policy.

Administration shall make reasonable efforts to notify students of these rules. Each building principal shall develop age appropriate-procedures for handling and disciplining students in violation of these rules.

School administrators may require students that work with or around machines, or participate in physical education classes, extracurricular activities, or other activities to wear certain apparel which meets reasonable health and safety standards as established by the Board. Administrators may not prescribe a specific brand that students must buy.

The District will seek to accommodate cultural, religious, and ethnic differences in dress and grooming, provided such dress or grooming does not materially or substantially disrupt the educational process of the school or create a health or safety hazard for students, staff, or others.

### **ROLLER BLADES, SCOOTERS, SKATEBOARDS**

No student is to use roller blades, scooters, skateboards or any other such device in the school or on school grounds, including the parking lot.

### **PERSONAL TECHNOLOGY DEVICES and CELL PHONES**

Valley City Junior/Senior High School recognizes the use of technology in today's world. Use of technology devices including but not limited to, iPads, PDA's, laptops, MP3 Players, iPods, E-readers and accessories will be promoted and accepted for any educational purposes in classrooms with instructor and/or administrative approval. Additional acceptable times for use of technology devices and accessories are before and after school, during a student's designated lunchtime, and during designated passing times. Use of these items must be school appropriate in all aspects (content, volume, and use). Device notification functions must be on silent/vibrate at all times. The intent of this privilege is to allow students the opportunity to check their messages, calendars and make necessary contacts. Inappropriate use of cell phones and accessories includes, but is not limited to using cell phones during instructional class-time, in the hallway during instructional time, or study hall without permission, sending harassing messages/calls to other students/staff; and/or taking and/or posting pictures/video without prior consent. All electronic devices utilized in our school are subject to the guidelines set forth by the Acceptable Use Policy (SBP #5650). Devices used during passing times **MUST** be put away before a student enters any classroom, office or the resource center. When leaving a classroom during a designated class period, students may **NOT** use their devices unless given explicit permission from an administrator or instructor. Again, personal electronic devices may only be used in classrooms, offices and the resource center with instructor/administrative permission. All staff members have the right to confiscate any technology devices or accessories that are being used in an inappropriate time, place and manner.

1. 1st offense: confiscate device, bring to the respective office and returned at the end of the day.
2. 2nd offense: confiscate device, bring to the respective office and detention is assigned.
3. 3rd offense: confiscate device, bring to the respective office to be picked up-at the end of the day and the student serves two hours of detention.
4. 4th offense: confiscate device, bring to the respective office and parents are called to pick up the device at the end of the day and the student serves three hours of detention. Administration can use an alternative consequence on the severity of the infraction.
5. With each subsequent violation, parents will be notified, detentions will accrue and cell phone plans with administration may be developed.

## **SOCIAL EVENTS**

Parties and dances that follow school activities on Friday and Saturday evening must end in time so that the building may be vacated by 12:00 am (midnight). School parties and dances held on nights followed by a school day must close in time for the building to be vacated by 10:00 pm. Attendees will be required to pass a breathalyzer test for admittance to a school dance. Attendees are admitted to a dance or party by paying the admission price. Attendees will not be re-admitted if they leave the building after paying the admission fee.

All social events must be approved by the class advisors and administration.

Adult chaperones are required, with at least one being a faculty member.

No junior high students or persons who have reached the age of 21 years of age will be allowed to attend VCHS social events such as homecoming dances and snowball dances. Non-VCHS students must be attending the event with a student of VCHS.

## **PROM**

The Prom (including grand march) is an annual spring formal reserved for Valley City High School junior and senior students and their guests. Sophomore students may attend if they are invited by a Valley City High School junior or senior. No freshman student, nor persons who have reached 21 years of age, may attend the Prom and/or grand march. VCHS students who wish to invite guests to prom/grand march need to comply with the completion of the forms, deadlines and approval process of their guest in order for their guest to attend.

## **EXTRA-CURRICULAR ACTIVITIES**

Any club or organization that competes or performs scholastically must meet the requirement of the North Dakota High School Activities Association and/or those requirements specified by the individual constitution of each club or organization. All clubs and organizations will meet in the school building at regularly scheduled times and with the consent and supervision of the advisor in charge.

## **CITIZENSHIP**

The conduct and behavior of participants (students) is closely observed in many areas of school life and is a direct reflection of themselves, their parents, the school, the organizations, and the coach/advisor. Participants (students) shall be courteous and show respect for people and property. Exceptional leaders accept this responsibility, realizing that they influence many others in the school.

## **THEFT OR DAMAGE TO SCHOOL PROPERTY VIOLATION (SB Policy #5440)**

Any student who is involved in theft of or damage to school property will be suspended from school activities on the same basis as the High School Activity Association's suspension for students using tobacco, narcotics and alcohol.

## **CHEMICAL USE VIOLATIONS:**

### **ALCOHOL, TOBACCO, NARCOTICS Violations: On school property or at school functions.**

Students are to be aware that the possession, use, or consumption of alcohol, tobacco products (as defined by North Dakota Century Code) or narcotics on or about the school premises or at school functions may result in the following disciplinary actions; suspension, expulsion, and/or a referral for prosecution. (Refer to VCPS policies ABBA, FFA, and FFE). Students should be aware that use and/or possession of any item that is reasonably identified to be used to ingest, or inhale tobacco, nicotine or narcotic based products will be considered a violation of the policy. All vehicles on school property, school owned vehicles, parking lots and sidewalks adjacent to the school and administration buildings are considered a part of the school premises.

All Alcohol, Tobacco and Narcotic violations under this policy will result in the enforcement of NDHSAA rules.

Students suspended for violating policy are not allowed to represent Valley City Jr./Sr. High School at public events but can attend public events as a spectator during the period of suspension. Students are permitted to participate in non-public events including but not limited to dances. When the public performance is required for academic grade requirements, alternative opportunities for the student to receive credit for the event will be discussed on an individual basis.

### **POLICY FOR SUSPENSION FROM EXTRACURRICULAR ACTIVITIES FOR ALCOHOL, TOBACCO, NARCOTICS**

The Valley City School District's position and disciplinary procedure regarding the use or possession of tobacco products (as defined by century code), alcohol, narcotics or other controlled substances by participants in activity groups sponsored by Valley City Jr./Sr. High School are hereby defined.

Activity groups at Valley City High School are the following:

1. All athletic teams and athletic related groups such as cheerleaders, dance team and intramural teams.
2. All performance groups such as music and dramatics.
3. All groups that represent VCHS and/or compete interscholastically such as speech, student congress, trap shooting, math leagues, spelling bees, DECA, Robotics and technology events.

Valley City High School follows policies of the North Dakota High School Activities Association in all cases of alcohol, tobacco and/or narcotic violations. Use or possession of tobacco products (as defined by ND Century Code) alcohol, and other harmful substances and illegal use or possession of narcotics or habit-forming drugs is prohibited. Any participant or non-participant who indulges in any of these harmful practices will be suspended from all performance and public appearances as stated.

During the suspension period the participant will not be allowed to travel with or be with the team during any contest or make any public appearances, or performances such as concerts, drama productions, awards presentations, pep band performances and other such appearances.

**1<sup>st</sup> Offense:**

Suspension: A 6-week suspension from public appearance penalty will be enacted. Suspension will start the date administration is notified of the violation.

Counseling: For the first offense; the student must complete a risk assessment with a counselor followed by an individual meeting with a licensed counselor prior to reinstatement in the activity.

**2<sup>nd</sup> Offense:**

Suspension: An 18-week suspension from public appearance penalty will be enacted. Suspension will start the date administration is notified of the violation.

Counseling: For the second offense; the student must complete an additional risk assessment or evaluation with a licensed counselor. This evaluation must include discussion of previous risk assessment outcomes. A more intense level of support is to be established between the student and the counselor. This requirement must be verified by the counselor prior to reinstatement in the activity.

**3<sup>rd</sup> Offense:**

Suspension: An 18-week suspension from public appearance penalty will be enacted. Suspension will start the date administration is notified of the violation.

Counseling: For the third offense; the student must complete an intervention program with a certified addiction counselor prior to reinstatement. The program will be selected by school administration and paid for by the school district.

**Note:** All suspensions will follow the extracurricular calendar. The Valley City School District's extracurricular calendar begins August 1<sup>st</sup> and ends upon the conclusion of the last scheduled extracurricular activity within the same school year. Violations that occur outside of the extracurricular calendar will be served beginning August 1.

**Students who are Non-Participating in Activities/School Groups:**

Students found to be in violation of the Alcohol, Tobacco, and Narcotics policy who are non-participants in activity groups at Valley City Jr./Sr. High School shall serve a “public appearance” suspension penalty of 6 weeks for 1<sup>st</sup> offense and 18 weeks for 2<sup>nd</sup> and 3<sup>rd</sup> offense. The suspension will start at the time administration is notified of the violation. “Public Appearance” instances for “non-participating students” include but are not limited to powder puff, powderbuff, pep rallies, concerts, parades, grand march, and nominations for sno-ball or homecoming. When the public performance is

required for academic grade requirements alternative opportunities for the student to receive credit for the event will be discussed on an individual basis.

**1<sup>st</sup> Offense:**

Suspension: A 6-week suspension from public appearance penalty will be enacted. Suspension will start the date administration is notified of the violation.

Counseling: For the first offense; the student must complete a risk assessment with a counselor. After the risk assessment the students will be informed of supportive services available.

**2<sup>nd</sup> Offense:**

Suspension: An 18-week suspension from public appearance penalty will be enacted. Suspension will start the date administration is notified of the violation.

Counseling: For the second offense; the student must complete an additional risk assessment with a counselor. It will be recommended that a full evaluation with a licensed counselor be completed. A more intense level of support is to be established between the student and the counselor.

**3<sup>rd</sup> Offense:**

Suspension: An 18-week suspension from public appearance penalty will be enacted. Suspension will start the date administration is notified of the violation.

Counseling: For the third offense; the student will be referred for a full evaluation with a licensed counselor, and an intervention program with a certified addiction counselor will be recommended. If treatment is determined as an outcome and parents choose to have the school's assistance, the program will be selected by school administration and paid for by the school district.

**Leadership Role**

Any participant who has a violation which results in a suspension within a season will not be eligible for a leadership role for that affected season.

**Recognition - Awards**

Any student who is serving a suspension for a violation will not be able to attend any public recognition events during that suspension (this includes individual activity awards nights).

A participant must end the season in good standing with the team to be eligible for post-season awards or a letter. A successful completion of the season means following all team rules and expectations included in the code of conduct for that activity and the activity handbook. Penalties for not ending the season in good standing may include not lettering, not receiving any team awards or public recognition, no leadership roles the following year, and potential suspension for a length of time or number of contests the following year. The penalty will be determined by the activities director after a conference with the athlete, his or her parents, and coach.

**POLICY FOR SUSPENSION OR EXPULSION FROM EXTRA-CURRICULAR  
ACTIVITIES FOR MISCONDUCT NOT GOVERNED BY THE NDHSAA**

1. Citizenship. The conduct and behavior of participants is closely observed in many areas of school life and is a direct reflection of themselves, their parents, the school, the organizations, and the coach/advisor. Participants shall be courteous and show respect for people and property. Exceptional leaders accept this responsibility, realizing that they influence many others in the school.
2. All head coaches/advisors shall file with the Activities Director a “Code of Conduct and Sportsmanship” which specifies expectations of student participation and the consequences for failing to meet those expectations. The code must be signed by the student prior to participation.
3. All head coaches/advisors shall file with the Activities Director a separate “Code of Conduct and Sportsmanship”, which specifies expectations for the student on overnight trips and the consequences for failing to meet those expectations. The code must be signed by the student prior to participation. If these expectations are in the initial code, that is fine.
4. The supervisor of any co-curricular activity shall have the authority to suspend a participant for engaging in behaviors not specifically mentioned in the handbook or in the coaches/advisors code of conduct and deemed to be detrimental to the program.
5. The responsibility for disciplining participants shall rest with the head coach/advisor of each activity in all matters except the enforcement of NDHSAA rules.
6. The head coach/advisor of an activity may suspend a student from participation in that activity for a period of no more than five consecutive days, from the date the existence of the infraction was established by the coach or Activities Director.
  - a) The student participant shall be informed by the head coach/advisor, of the reason for the suspension and the length of the suspension; the student shall be given an opportunity to respond to the charges.
  - b) The coach/advisor shall notify the parents and the Activities Director of the reasons for the student's participation suspension and of the length of time of the suspension.
  - c) The Activities Director shall inform the respective building principal of the suspension.
7. If a coach/advisor desires further suspension from an activity exceeding five consecutive days, the following guidelines shall be employed:
  - a) The head coach/advisor shall notify the Activities Director of the length of suspension being recommended by the coach/advisor.
  - b) The head coach advisor and the Activities Director shall notify the parents by mail that further disciplinary action is being contemplated and to what degree.

- c) At the request of the parents/guardian, a due process hearing shall be conducted. The hearing shall be conducted by the Activities Director and shall involve the coach/advisor, parent, and student.
  - d) Following the hearing, the Activities Director and the coach/advisor shall put into writing the results of the hearing and notify the student and his/her parents/guardian regarding any suspension or conditions for continued participation. In addition to the copies, which shall be retained by the Activities Director and coach/advisor, one copy to each shall be sent to the following: principal, superintendent and parents.
8. An athlete must end the season in good standing with the team to be eligible for post-season awards or a letter. A successful completion of the season means following all team rules and expectations included in the code of conduct for that activity and the activity handbook. Penalties for not ending the season in good standing may include not lettering, not receiving any team awards or public recognition, no leadership roles the following year, and potential suspension for a length of time or number of contests the following year. The penalty will be determined by the activities director after a conference with the athlete, his or her parents, and coach.

#### **IV. OTHER IMPORTANT POLICIES**

##### **DISSEMINATION OF STUDENT RECORDS (SB Policy #5221)**

Student records, for the purposes of this policy, shall mean the cumulative file and the transcript of the student. Student records shall be made available to an outside person or agency only under the following conditions:

1. A “Release of Information” request is received by school officials duly signed by a parent of the student, or legal guardian, or by a student of legal age (18 years or older).
2. A “Request for Information” is received by school officials in the form of specific request from the court, a court order, or a subpoena. Only information requested shall be provided, and the parents and/or students shall be notified of all such orders in advance of compliance with the order.
3. A “Request for Transcript” is received by school officials from a receiving school. Only information such as grades, attendance records, and group test scores should be included. Transcripts may also be sent to prospective employers at the request of the student or parents. Psychological reports and health reports cannot be released without having been specified in the signed “Release of Information” request as per #1 above.
4. In instances where requests for information might come from an outside agency working for the welfare of a student, the agency will file a release from the student (if of legal age) or parent or guardian. In lieu of such a release, a form signed by a judge (not necessarily in the form of a subpoena) would suffice,



provided the parent, student, or guardian is notified that such a form has been received.

5. In instances where requests for information come from the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency or state educational authorities in connection with the audit and evaluation of federal programs or for the enforcement of federal legal requirements which relate to such programs, only that data which does not include information (including social security numbers) which would permit the personal identification of such students or their parents shall be released. The only exception shall be when the collections of personally identifiable data are specifically authorized by federal law.

A student of legal age or the parent or legal guardian of a minor student shall have access to a student's records at any time during the school day upon reasonable notice to the principal. Absent a court order to the contrary, divorced parents of a student shall have equal access to their child's educational records.

## **HARASSMENT (SB Policy AAC)**

### **NONDISCRIMINATION & ANTI-HARASSMENT POLICY**

#### ***General Prohibitions***

The Valley City School District #2 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's, parent's, guardian's or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. It is a violation of this policy for any district student, parent, guardian, employee, or third party to discriminate or harass against another district student or employee, based on any status protected by law, if the conduct occurred within the context of an education program or activity, or if the conduct had a continuing effect in the educational setting of a program or activity occurring on or off school district property. The District will not tolerate discrimination or harassment of a district student or employee by a third party.

The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any individual affiliated with a another who is protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated. The District shall promptly investigate any discrimination, harassment, or retaliation complaint and act on findings as appropriate, which may include disciplinary measures such as termination of employment or expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate

in the investigation process. The District will take steps to prevent recurrence of discrimination, harassment, or retaliation and remedy discriminatory effects on the complainant and others, if appropriate.

## **Definitions**

- **Complainant** is the individual filing the complaint. If the complainant is not the victim of the alleged discrimination and/or harassment, the victim must be afforded the same rights as the complainant under this policy and regulation AAC-BR.
- **Disability** is defined in accordance with NDCC 14-02.4-02 (5).
- **Discrimination** means failure to treat an individual, equally due to a protected status. Protected status is defined in applicable state (NDCC 14-02.4-02 (6)) and federal laws.
- **Employee** is defined in accordance with NDCC 14-02.4-02 (7).
- **Harassment** is a specific type of discrimination based on a protected status. It occurs under the following conditions:
  - For employees: When enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe or pervasive enough to create a work environment that a reasonable individual would consider intimidating, hostile, or abusive
  - For students: When the conduct is sufficiently severe, persistent, or pervasive so as to limit the student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.
- **Section 504** (Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794) is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.
- **Sexual harassment** is a form of harassment based on sex or gender identity. It is defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature when:
  - a. It is quid pro quo, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade).
  - b. It creates a hostile environment, meaning unwelcome sexual conduct or communication that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the school's program(s). For employees, a hostile environment is created when submission to

unwelcome sexual conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.

- Sexual harassment examples include:
  - a. Sexual or "dirty" jokes;
  - b. Sexual advances;
  - c. Pressure for sexual favors;
  - d. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
  - e. Displaying or distributing of sexually explicit drawings, pictures, and written materials;
  - f. Graffiti of a sexual nature;
  - g. Sexual gestures;
  - h. Touching oneself sexually or talking about one's sexual activity in front of others;
  - i. Spreading rumors about or rating other's sexual activity or performance;
  - j. Remarks about an individual's sexual orientation; and
  - k. Sexual violence, including rape, sexual battery, sexual abuse, and sexual coercion;
  
- **Title II** of the Americans with Disabilities Act extends the prohibition on discrimination established by Section 504 to all services, programs, and activities of State and local government entities.
  
- **Title IX** is a federal law that protects people from discrimination, based on sex, in education programs or activities that receive federal financial assistance.

### **Complaint Filing Procedure**

The Board shall create an informal and formal discrimination and harassment complaint filing procedure in board regulations coded AAC-BR. The procedure provides for an impartial investigation free of conflicts of interest. Nothing in this policy or in the discrimination and harassment grievance procedure prevents an individual from pursuing redress through state and/or federal law.

### **Confidentiality**

An individual wishing to file an anonymous discrimination and/or harassment complaint must be advised that confidentiality may limit the district's ability to fully respond to the complaint and that retaliation is prohibited. The appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) shall perform a confidentiality analysis to determine when a request for confidentiality cannot be honored due to safety reasons or the district's obligation to maintain a nondiscriminatory educational environment. The complainant must be notified in writing of the confidentiality analysis outcome. A discrimination or harassment investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions such as when the record is protected by FERPA.

### **Complaint Recipients**

If any District employee receives a discrimination or harassment complaint, the employee shall forward it to the appropriate grievance coordinator. All District employees must receive training on their reporting duties.

### **Policy Training and Dissemination**

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

### **Grievance Coordinators**

The Title IX Coordinator's responsibilities include overseeing the District's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. The Title IX Coordinator must have knowledge of the requirements of Title IX, of the District's policies and procedures on sex discrimination, and of all complaints raising Title IX issues throughout the District. To accomplish this, the Title IX Coordinator must be informed of any report or complaint raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates Joshua Johnson, Superintendent, as the Title IX Coordinator. He/She may be contacted at: 460 Central Ave N, Valley City, ND 58072, [josh.johnson@k12.nd.us](mailto:josh.johnson@k12.nd.us), or 701-845-0483 ext. 1.

The 504/Title II Coordinator's responsibilities include overseeing the District's response to disability discrimination reports and complaints. The 504/Title II Coordinator must have knowledge of the requirements of Section 504 and Title II, of the district's policies and procedures on disability discrimination, and of all complaints raising Section 504/Title II issues throughout the District. To accomplish this, the 504/Title II Coordinator must be informed of any report or complaint raising Section 504/Title II issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates Joshua Johnson, Superintendent, as the 504/Title II Coordinator. He/She may be contacted at: 460 Central Ave N, Valley City, ND 58072, [josh.johnson@k12.nd.us](mailto:josh.johnson@k12.nd.us), or 701-845-0483 ext. 1

The Nondiscrimination Coordinator's core responsibilities include overseeing the District's response to discrimination and harassment reports and complaints that do not include sex or disability, but instead the other protected statuses. The Board designates Joshua Johnson, Superintendent, as the Nondiscrimination Coordinator. He/She may be contacted at: 460 Central Ave N, Valley City, ND 58072, [josh.johnson@k12.nd.us](mailto:josh.johnson@k12.nd.us), or 701-845-0483 ext. 1

The Title IX, 504/Title II, and Nondiscrimination Coordinators, and any other school official responsible for the investigation of discrimination complaints, shall receive training. This training must include (1) the definition of discrimination, harassment, and

retaliation; (2) the handling of complaints under the Discrimination and Harassment Grievance Procedure (AAC-BR); and (3) the applicability of confidentiality requirements.

#### Complementing

- AAC-BR, Discrimination & Harassment Grievance Procedure
- AAC-E, Filing a State or Federal Discrimination & Harassment Complaint
- AAC-E2, Discrimination/Harassment Complaint Confidentiality Assessment
- AAC-E3, Training Requirements for Responsible Employees
- AAC-E4, Reasonable Accommodation Request Physician Form

### **BULLYING: (SB POLICY ACEA)**

#### **Definitions**

For the purposes of this policy:

- *Bullying* is defined as conduct prescribed in NDCC 15.1-19-17. The Superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.
- *Protected status* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following statuses are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- *School property* or the term on-campus refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.
- *School-sanctioned activity* is defined as an activity that:
  - a. Is not part of the district's curricular or extracurricular program; and
  - b. Is established by a sponsor to serve in the absence of a district program; and
  - c. Receives district support in multiple ways (i.e., not school facility use alone); and
  - d. Sponsors of the activity have agreed to comply with this policy; and
  - e. The District has officially recognized through board action as a school-sanctioned activity.
- *School-sponsored activity* is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
- *School staff* include all employees of the Valley City Public School, school volunteers, and sponsors of school-sanctioned activities.

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

## **Prohibitions**

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:

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<sup>1</sup>Any amendments to this policy must be sent to DPI.

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

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

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

1. ***Reporting requirements for school staff:*** Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President. Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.
2. ***Reporting options for students and community members:*** Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
  - a. Completing a written complaint form. A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.

- b. Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting it anonymously.
- c. File an oral report with any school staff member.

A complaint filed anonymously may limit the district's ability to investigate and respond to the alleged violations.

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

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

### **Documentation & Retention**

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

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

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

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

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

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

### **Investigation Procedures**

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

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

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; whether or not 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 the victim and alleged perpetrator during the investigation.

### **Disciplinary & Corrective Measures**

Students who 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.

Complementing

- ACEA-E2, Bullying Reporting Guidelines
- ACEA-E3, Student Reporting Form
- ACEA-E4, Staff Reporting Form
- ACEA-E5, Bullying/Harassment Investigation Protocol

## **BULLYING REPORTING GUIDELINES (ACEA-E2)**

The following are signs that may indicate that a student has become a victim of prohibited behavior contained in the district's bullying policy. The examples serve as guidelines only and in no way encompass all indicators that a student has become victim of bullying. Students with knowledge/ reasonable suspicion of any conduct indicating a violation of the bullying policy should report it in accordance with the procedure in the bullying policy, and school staff with knowledge/reasonable suspicion of such conduct shall report it in accordance with the procedure in the bullying policy.

### **Reporting Guidelines**

Students should file a report under the bullying policy and staff shall file such a report when there is:

1. Any report by a student that s/he is concerned about his/her safety as a result of intimidation, hostility, or actions by a student or staff member. Such students often avoid certain locations in the school to limit contact with a bully (e.g., locker rooms, restrooms, parking lots).
2. Any report by a student that his/her property has been damaged or s/he is concerned that his/her property will be damaged as a result of intimidation, hostility, or actions by a student or staff member.
3. Any indication that a student is being deprived of educational opportunities (e.g., grades rapidly decline, a pattern of absenteeism, avoids certain locations in the school.)
4. Any indication of verbal, nonverbal, physical aggression, intimidation, or hostility based on a protected status, i.e., race, color, religion, sex, national origin, age, disability (physical or mental), or status with regard to marriage or public assistance.
5. A student has filed a report under the bullying policy or participated as a witness in a bullying investigation and has since become the subject of verbal, nonverbal, or physical aggression or hostility by other students or staff.

### **NAME AND PICTURE PUBLICATION (SB Policy #5230)**

Student photographs and identifying names will be printed in the school annual, school paper, school publicity releases, handbills, or program brochures. Video or photographs may be taken for use by news media or for use in Valley City State University student portfolios on those occasions that warrant recording. However, a student or the student's parent, if the student is under the age of 18, may request that his/her image not be published in news media or used in VCSU portfolios and school publications. Any such request is to be made in writing to the respective principal of the Valley City Public Schools.

## **WEAPONS POLICY**

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Such weapons include, but are not limited to, any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument.

Violation of this policy will result in disciplinary action. All weapons will be confiscated and may be turned over to the student's parent(s) or to law enforcement officials at the discretion of the administration.

A student violating the weapons policy shall be subject to suspension and/or expulsion. Proper due process procedures will be followed and the student as well as the parent or guardian will be provided with:

1. Oral or written notice of the charges.
2. A copy of the written policy.
3. An explanation of the evidence against the student.
4. An opportunity to present his/her side of the story and be represented by legal counsel.

## **COLLECTION AND MAINTENANCE OF STUDENT EDUCATION RECORDS (SB Policy # 5220 & 5221)**

Student records are an essential part of the educational process. To serve this end, information about students which is required by law, necessary in accomplishing the educational goals of the school district and important in promoting the welfare of the student, is maintained by the school. The collection, maintenance, accessibility, dissemination and retention of such information must be controlled by procedures designed to implement the primary task of the school while protecting individual rights of students and parents and preserving the confidential nature of various types of records that are maintained. To facilitate this process, the Superintendent shall implement procedures to comply with this policy, the Family Education Rights and Privacy Act and the Individuals with Disabilities Education Act.

A cumulative record shall be kept on all students from grade one through twelfth grade. This is a highly private record to be used only by the professional staff immediately concerned with the student's welfare. It shall also be made available to the student and his parents or guardians.

These student records may contain, but are not limited to: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

Each principal shall be responsible for record maintenance and access within his or her building. All student records, when not in use, shall be kept under lock and key. Maintaining the confidentiality of information contained within student records is recognized as an important priority.

Parents, legal guardians, and students of legal age (18 years or older) have the right to inspect and review the education records of the student. Requests to inspect and review shall be made to the building principal and the principal shall make an appointment within a reasonable time. The principal shall be present when the record is inspected and reviewed. Copies of the records will be made only if failure to provide a copy would deny the parent or legal guardian the opportunity to inspect and review the record. Fees for copies of records may be charged at the School District rate.

Parents, legal guardians, or students of legal age (18 or older), may request amendment to educational records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

Parents, legal guardians, or students of legal age shall have the right to file an appeal to have items removed from the student's folder or record. This appeal will be filed with the school principal. The principal shall set a time and place for a private hearing and notify the requestor in writing of the time and place. The hearing shall be held within three weeks of the request. At the hearing, the principal shall have present the person(s) who have entered the information in question. The person who requested the hearing shall have the right to ask questions of those present and to present evidence that would correct inaccurate, misleading, or otherwise inappropriate information. The principal shall then determine whether the information in question shall be removed from the record. If the information in question is not then removed from the record, the parent may place a statement in the record that shall be retained as long as the information in question is retained.

The school shall not permit access to or release of student records to any individual, agency or organization other than school officials within the school or officials of other schools or school systems in which the student has enrolled, except with the written consent of the parent or guardian or the student if 18 years or older.

The district will maintain directory information that will include name, address, phone number, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, awards received, previous schools attended, and name of parents. The district will also publish an honor roll. For purposes of this policy, listing on the honor roll will be considered an award. The parent or legal guardian of a student has the right to refuse to permit the designation of any or all of the above categories as directory information with respect to that student. The Superintendent shall insure that parents and legal guardians are notified of the categories the district considers directory information at the beginning of each year and shall include in the notice a procedure and deadline for refusing permission.

Two (2) years after graduation or three years after the termination of the provision of educational services to the student, all but the Permanent Record Card may be destroyed. The Permanent Record Card shall contain only name, address and phone number, the pupil's record of grades, years enrolled, courses attended and grade completed. The Permanent Record Card shall be retained in perpetuity.

The contents of a pupil's Special Educational Services Record shall be destroyed within seven (7) years after the information is no longer needed to provide educational services to the child. Prior to destruction of such a record or data from the cumulative record, which pertains to the pupil's handicapping condition, reasonable effort shall be made to notify the parents of their right to a copy of such data. Parents have the right to request that the pupil's Special Educational Services Record be destroyed after the information is no longer needed to provide educational services to the child.

### **INDIVIDUALIZED LEARNING SERVICES**

Valley City Public Schools believes that students learn in different ways and at different rates. To meet the varied learning needs of our students, Valley City Senior High School offers individualized services for students who may experience difficulty in their classes because of these differences. Among these are various programs through special education, and 504 adaptations. Valley City Senior High School also offers an Alternative High School for students with high levels of needs for an individualized learning program. For more information on any of these programs, please contact the counseling office.

## **V. ORGANIZATIONS AND ACTIVITIES**

### **CLASS ORGANIZATIONS**

**ADVISORS:** Faculty members serve as advisors to the assigned classes. Their primary responsibility is to assist classes in their group projects and problems. One faculty member is designated as chairperson for each class. Students must secure faculty advisor approval before obligating the class or school in any way. Teachers and advisors are available and students should feel free to visit with them in regard to their programs and problems.

**DUES:** No class will assess dues on its members.

**OFFICERS:** Class officers will be elected in the spring to administer the affairs for the following year.

**PURCHASES BY CLASSES:** No purchases may be made for any item involving school or class funds without the written consent of the advisor in charge. Where purchases have been approved, items may be secured with the buyer signing the slip and designating the department responsible and delivering the slip to the principal. Purchases made without proper consent become the responsibility of the buyer.

**CLASS FUNDS:** Class funds, raised by students while in school, fall under the jurisdiction of the School Board and may not be obligated by student groups without approval of the administration.

SHOW CHOIR: Swing Choir is an ensemble of singers who meet outside of school time and perform a variety of musical styles. Only members of the Valley City High School Concert Choir may audition for the group.

DECA: Membership in the local chapter of DECA (Distributive Education Clubs of America) is open to those students who are or who have been enrolled in a class in distributive education.

JAZZ BAND: Students who have successfully participated in the band program are eligible for the Jazz Band. As a special group, limited to a specific instrumentation, membership is determined by audition. Credit towards the Senior Instrumental Music Award is earned through membership.

STUDENT COUNCIL: Valley City offers separate 7-8<sup>th</sup> grade and 9-12<sup>th</sup> grade Student Council groups. The student council is an organization, which enables students to have an active part in planning and carrying out activities of the school. Student Council also seeks to preserve and maintain the good name and traditions of the school. There are up to four executive offices, to be held by any grade-level students, along with up to five offices held by each class. The total membership of up to twenty-four are all elected by the student body in the spring of the preceding school year.

YEARBOOK: The yearbook staff is selected on the basis of applications for the positions of editor, co-editor, business manager, layout editor, copy editor and photographer. The staff meets daily (or at designated meeting times) in the Yearbook Room. The yearbook covers the current school year's activities with early fall delivery of the finished book.

SPEECH: The Speech Team provides an opportunity for students in grades 7-12 to compete in 13 different areas of public speaking, ranging from radio broadcasting to speech to entertain.

DRAMA: The purpose of the Drama Club is to subsidize any dramatic activities, including musicals, full-length or one-act plays

INTRAMURALS: Intramurals are open to students in grades 7-12 who are interested in participating.

STUDENT CONGRESS: Student Congress is basically an effort to introduce high school students to the inner workings of the Congress of the United States.

SCIENCE OLYMPIAD: The Science Olympiad program is open to all 9, 10, 11 & 12 grade students. A competition team will be selected and compete for Valley City High School at regional and state competitions.

## VI. INTERSCHOLASTIC ATHLETICS

<b>Boys</b>		<b>Girls</b>	
Tennis	(Fall)	Volleyball	(Fall)
Football	(Fall)	Cross Country	(Fall)
Cross Country	(Fall)	Swimming (co-op)	(Fall)
Soccer (co-op)	(Fall)	Golf	(Fall)
Basketball	(Winter)	Basketball	(Winter)
Wrestling	(Winter)	Gymnastics	(Winter)
Hockey (co-op)	(Winter)	Hockey (co-op)	(Winter)
Swimming (co-op)	(Winter)	Softball	(Spring)
Track	(Spring)	Track	(Spring)
Golf	(Spring)	Tennis	(Spring)
Baseball	(Spring)	Soccer (co-op)	(Spring)

All interscholastic athletics are part of the total education program of Valley City High School and will be controlled by the constitution and by-laws of the North Dakota High School Activities Association. This would include:

1. Use or possession of tobacco, alcohol, or other harmful substances, and/or illegal use or possession of narcotics or habit-forming drugs is prohibited. Any co-curricular participant who indulges in any of these harmful practices will be suspended from all game participation or public appearances from the date of the infraction for a period of six consecutive school weeks for the first offense and for a period of eighteen consecutive school weeks for the second offense and any subsequent offense.
2. Any student involved in theft or damage to school property is subject to the suspension provisions specified in number one, above. Violations of the law (shoplifting, assault, rape, etc.) may result in suspension from activities for the same time period as noted in #1 above.
3. Interscholastic teams composed of members of both sexes are permissible in the non-contact, non-collision sports sponsored by the Association, e.g. cross country, track, tennis, golf, and swimming, if a school does not provide for separate teams for each sex. Teams composed of members of both sexes shall follow the rules as outlined for boys and girls and compete in said division.
4. In the winter of 1992, the Valley City School Board made a decision to allow dual participation for student athletes in extracurricular events held during the same season.
5. To concur with NDHSAA by-laws, each student who participates in an activity governed by the Association “. . . shall be doing passing work in at least twenty hours per week, the passing grade to be computed from the opening of the semester.” Any course, which offers one-half credit on a semester basis, shall count toward the twenty hours.

## **VII. AWARDS AND HONORS**

**ATHLETIC AWARDS:** Letters are given to the athletes who meet the criteria set by the coach in each particular sport.

### **Senior Athlete of the Year Criteria and Process**

1. Criteria to be nominated:
  - A. Must be a Senior Athlete in any one of the following.
    - a. VCPS sports
    - b. Club sports sanctioned by the NDHSAA
    - c. Dance, Cheer and Rodeo.
    - d. Managers are not eligible for this award.
    - e. Nominees cannot have a substance violation during their senior year. Violations in previous years do not count against an athlete for nomination for this award.
    - f. Mere presence violations do not count against an athlete unless the nominee is currently serving the consequences of the mere presence violation
  - B. Coaches are allowed to nominate an unlimited number of seniors for their sport.
2. All senior students (including non-athletes) will vote for one female nominee and one male nominee.
3. If there is a tie, the top tied finalists will be re-voted on by all Senior Students.
4. Nominees will be listed in alphabetical order on the ballot.
5. The Senior Male and Senior Female AOY will be announced at the Senior Awards Banquet.

### **Academic/Athletic Excellence Award Criteria**

1. Must be an athlete
2. Top Cumulative GPA from a student's 9th-12<sup>th</sup> grade years will be recognized.
3. 4.0 Cumulative GPA will be first criteria and then next highest GPA if needed (if no 4.0 is available).
4. Number of potential recipients of award is unlimited. If 6 athletes have 4.0 GPA (or next highest), six will receive the award, if only one, then only they will receive the award.

**BRIDGES AWARDS:** Awards are granted annually to members of the *BRIDGES* staff for outstanding service during the school year in the publication of the paper.

**CHEERLEADING AWARDS:** First year cheerleaders receive a letter; second and third year cheerleaders receive letters with bars, including the number of years the student has been a cheerleader. If a student is a cheerleader all four years, a letter is received with three bars and a gold star.

**DRAMA AWARDS:** The drama club recognizes students for excellence in the various areas of drama.



NATIONAL HONOR SOCIETY: The National Honor Society recognizes scholarship, service, leadership and character in the students. Those students in the junior and senior classes who have maintained a 3.5 cumulative grade point average and can demonstrate that they possess the qualities of leadership, character and service in addition to that, are eligible for membership. Members are expected to maintain a 3.3 cumulative grade-point average or better following their admission into the society. Any student in violation of 6 weeks or more (not including mere presence violation) of the school's policy regarding drugs, alcohol and/or tobacco usage any time between the beginning of grade nine and the induction ceremony for National Honor Society would not be eligible for induction. A member in violation of these policies would lose their membership.

### **VIII. JUNIOR HIGH AWARDS DAY**

The following awards are presented annually at a scheduled Junior High Awards Day.

Attendance	Science Olympiad
Citizenship Awards	
Geography Bee	Spelling Awards
Math Counts	Student Council Award
Scholarship Awards	Student of the Month

### **IX. TRADITIONS**

BLUE & WHITE DAY: Annually, about the middle of the football season, the student council sponsors Homecoming. In preparation for this event, the senior high school student body elects a king and queen from the eight candidates nominated by the seniors from their class (maximum of 4 boys and 4 girls). Prior to the game, there is a pep rally and following the game, there is a dance.

JUNIOR AND SENIOR PROM: Each class works to earn money so they may sponsor a prom during their junior year in honor of members of the senior class. The junior class may sponsor a spring formal for members of the junior and senior classes and their guests, who must be sophomores in high school or older.

CLASS RINGS: Students of Valley City High School traditionally order a class ring in the spring of their sophomore year. Rings may be ordered from a variety of vendors, including local jewelers.

ROYALTY: Candidates must meet all eligibility rules in order to be considered for nomination. Candidates nominated for Royalty at Homecoming are not eligible to be nominated again for Snow Week. All candidates must be enrolled as a full time student at VCHS.

## ACCEPTABLE USE POLICY (Policy ACDA)

The Valley City Public School believes Internet access plays an important role in the education of students; however, the Internet also contains content that is not appropriate for students and staff to access. In accordance with federal law, the District has taken reasonable precautions to restrict access to materials obscene, pornographic, and/or harmful to minors using software designed to block sites containing inappropriate material. While the District has taken such preventive measures, it recognizes that it is not possible to fully guarantee that students and/or staff will never access objectionable materials.

### **Vision**

It is the goal of the Valley City School District to maximize learning for students using current technology. By introducing technology in our K-12 curriculum, we can continue to instruct students in the basics, promote active student-centered learning and equip students with 21<sup>st</sup> century skills. The use of technology, as a tool, improves the ability of students, teachers, administrators and the entire community to gather, use, and distribute information more efficiently and effectively.

### **Policy**

Staff and students use of electronic communication tools include resources such as, but not limited to:

- Computers and related peripherals
- Personal Learning Devices (including iPads, Kindles, etc.)
- Networks including local, cloud based and cellular
- File and application servers both onsite and offsite (including OneDrive)
- Video networks, digital video camcorders, and cameras
- Telephone, cell phones, smart phones, smart watches
- Televisions, projectors and other audio visual equipment

Use of these technologies must be consistent with academic expectations (students) and professional expectations (staff) of the Valley City Public Schools. Users are expected to adhere to the district policies as they apply to district and personal technology resources. Users are also required to comply with all local, state and federal laws that include regulations against computer/network hacking software piracy, copyright infringement, bullying and other illegal behaviors.

### **Education**

The District shall provide education to students and staff about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

### **Monitoring Use**

Internet access is a privilege, not a right. Network storage areas shall be subject to

the same scrutiny as school lockers for students. Staff shall have no reasonable expectation of privacy when using district computers and/or networks and shall use this technology solely for work-related purposes administrators may view files and communications to maintain the integrity of the system and to ensure proper and responsible use of the system. Teachers and administrators will exercise supervision of student use.

## **Prohibitions**

The Valley City Public School prohibits technology uses, whether with district or personal technology used on district property, which violate this or other applicable conduct policies, disrupt district operations or services, or would be perceived by a reasonable person as an intent to inflict harm. Prohibited uses include, but are not limited to:

1. Accessing or creating pornographic files or sites and/or other inappropriate material;
2. Harassing, insulting, threatening, alarming, or attacking others;
3. Using obscene language;
4. Damaging computers, computer systems, or computer networks;
5. Violating copyright, trademark, trade secret, or other intellectual property laws;
6. Using another's password or representing oneself as another;
7. Trespassing into another's folders, work, or files;
8. Employing the network for political purposes as defined by state law, financial gain, and/or commercial purposes;
9. Loading or use of unauthorized games, programs, files, or other electronic media;
10. Performing any action which results in a compromise of the system security;
11. Using the network for any illegal activities;
12. Negligent release of confidential data;
13. Other activities or actions deemed inappropriate and not in the best interest of the District, its employees, and students

Employee technology use, that is not specific to one's job duties, is acceptable under the conditions that it does not:

- Interfere with the performance of that employee's duties
- Create the appearance of impropriety
- Result in political or personal commercial purposes
- Increase unauthorized operational costs for the District

## **Discipline**

The building administrator, supervisor, and/or teacher is responsible for applying discipline when this policy or any applicable federal or state law, rule, or regulation has been violated. Possible discipline includes, but are not limited to:

- Removal of the student from class with loss of credit
- Suspension

- Termination of employment
- Expulsion
- Restitution for cost associated with repair of equipment, software or associated with improper use of district equipment or systems
- Additional disciplinary action may be determined at the site or district level in line with existing discipline procedures
- When applicable, law enforcement agencies may be involved

## Privacy

Privacy is not guaranteed when using Valley City Public School technology, including the network. Files, communications (including email), and use history may be reviewed to maintain system integrity and ensure that users are adhering to this and any accompanying guidelines. The District will cooperate with local, state and federal authorities when necessary. All activity could fall under North Dakota open records laws except when the record is exempt or confidential under North Dakota Law.

## Security

Any attempts to circumvent, disable, or misuse security systems are prohibited. If users identify a security problem, they should notify the technology department.

## Social Media

Valley City Public School recognizes the increase use of social networking sites, including but not limited to Facebook, Twitter, Instagram, for sharing information among individuals. Persons who create social media accounts that represent Valley City Public School staff, groups, teams, or organizations, are solely responsible for the monitoring, maintenance, and use of the page/account until it has been deactivated or until admin access has been transferred to another individual.

## Legal Disclaimer

Valley City Public School will not be responsible for damages users may suffer, including loss of data resulting from delay, non-delivery, or service interruptions; damages to personal property used to access school computers, networks, or on-line resources; or unauthorized financial obligations resulting from use of school accounts to access the Internet. Valley City Public School specifically denies any responsibility for the accuracy or quality of information obtained through Internet services.

Since all transactions conducted through district technology resources could be perceived as authorized district activities, users of district technology resources are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws using district technology resources may result in legal action against the offender by the district, injured third parties and/or government authorities. If such an event should occur, the District will fully comply with any requests for information related to the legal proceeding, subject only to prohibitions of law. The Valley City Public Schools will not be held liable for the actions of users, which violate the conditions of this document.

The Valley City Public School reserves the right to inspect, review, or delete contents if it has reasonable causes to suspect that a student is using technology for illicit or illegal purposes, is in violation of policy, or for general maintenance. School authorities may conduct such inspections when they deem it necessary, without notice, without consent, and without a search warrant.

**Please return this form during registration or to the school office by the first day of school.**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Student Name PRINTED**

**Policy may be viewed on the school website: [www.hiliners.org](http://www.hiliners.org)**