

HILLSBORO HIGH SCHOOL PUBLIC SCHOOL

12 4th Street NE, Hillsboro, ND 58045

High School: 701-636-4360/Fax: 701-636-4362

Bus Barn: 701-636-5825/Elementary: 701-636-4711

Web: www.hillsborok12.com

Welcome to Hillsboro High School

We are extremely proud of our high school faculty, students and staff. Working together we have accomplished many worthwhile goals. Our high school is a great place to learn and enjoy your friends. The purpose of this handbook is to provide an important source of information for Hillsboro High School students and parents. We have tried to anticipate what you will need to know to make this school year successful. We urge you to read this handbook and keep in mind that it is not an all-inclusive list of rules, but rather an outline of expectations and procedures, which contribute to the operation of our school. For more detailed policies and procedures stop by the school office or visit the School website. If you have any questions, please see your child's classroom teacher and the building principal. It is important that everyone involved thoroughly understand the organization, regulations, and activities of Hillsboro High School. **Failure to know the contents will not excuse a student from following the adopted student policies.** It is a sincere administrative wish that your school year will be beneficial and productive, a year that you will enjoy and reflect back upon with fond memories.

FACULTY ROSTER: 2022-2023

Paula Suda	Superintendent
Terry Baesler	Principal
Dave Nelson	Activities Director/Phy. Ed Science
Kevin Lokken	Resource Room
Lance Podoll	High School Strategist
Amanda Smallbeck	Music
Regan Aasand	French/7 & 8 th English
George Blum	Social Studies
Brittany Guttormson	English
Tony Guttormson	English
Logan McAllister	Math
Garth Limke	Tech Coordinator, Computer Science
Sandy Meyer	Math
Kyle Morehart	7 & 8 Math & Language
Ryan Nielsen	Business, Accounting
Rob Owens	Science
Levi Reese	Agriculture Education
Elliot Rotvold	Social Studies
Lisa Toenies	Librarian
David Schill	Guidance & Counseling
Shelby Strand	FACS
Jamie Worden	Art

MISSION

“Lead and prepare our learners to succeed in life.”

This statement is used as a guide in developing all aspects of the curriculum. Hillsboro High School desires to prepare students to exhibit communication and technological literacy, the ability to access and evaluate information, respect for individual, and self-knowledge. The ultimate purpose of all education is to make the students their own teachers.

Hillsboro School’s Code of Conduct:

Be Respectful
Be Responsible
Be Safe

CODE OF CONDUCT

Any student involved in theft, vandalism, damage to school property, damage to property owned by school employees, physical or sexual assault of other students, teachers, or patrons, or other acts of conduct unbecoming to a student of the Hillsboro/Central Valley School District in school or outside of the school, **shall be subject to a possible suspension from extracurricular activities and all other school activities which involve a public performance** (for example: prom, school play, concerts, FCCLA, Band, homecoming candidates, etc., but does not include graduation).

A. The principal/activities director shall investigate and report his/her findings prior to any suspension being administered.

B. The length of suspension will be determined by a committee of: the building principal, the activities director, the head coaches of varsity sports, and any teacher/advisor for any extra-curricular activity in which the student is currently participating. (For example: band, choir, drama, FBLA, FCCLA, etc.)

C. Any student/athlete removed from the classroom by the teacher for inappropriate behavior (Insubordination, Disrespect by swearing at teacher, physical abuse, verbal abuse, violence, harassment, or threats) will not participate in the next scheduled event for that student/athlete.

GRADUATION INFORMATION

To be eligible for graduation, a senior must have enrolled in a high school during grades 9, 10, 11, & 12 for four separate school year terms. An exception to this policy may be made for students if they have the approval of their parents and principal. **In addition, students must have completed and passed all requirements for the high school diploma in order to participate in commencement exercises.** A student not completing all requirements by the date set for graduation may still receive a diploma for that year, however, all graduation requirements must be met before school begins in the fall of that year.

Instructional Model

Routine Events	Addressing Content	Enacted on the Spot
<u>DQ 1</u> 1. Providing Clear Learning Goals 2. Tracking Student Progress 3. Celebrating Success	<u>DQ 2</u> 9. Chunking into “Digestible Bites” 12. Recording and Representing Knowledge	<u>DQ 3</u> 27. Using Physical Movement
<u>DQ 6</u> 4. Establishing Classroom Routines 5. Organizing the Physical Layout of the Classroom	<u>DQ 7</u> 34. Applying consequences for lack of adherence to rules and procedures	

ACADEMIC INFORMATION

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ACCREDITATION

Hillsboro High School is accredited by the North Central Association of Colleges and Secondary Schools, and by the North Dakota State Department of Public Instruction.

Diploma Requirements:

English	4
Mathematics	3
Science – Physical & Biology Required	3
Social Science – US History & POD Required	3
Physical Education	1
Foreign Language, Fine Arts or CTE	3
Additional Credits (Electives)	5
Required Credits	17
Elective Credits	5
Credits Required for Graduation	22

North Dakota Choice Ready Scholarship Replaces the North Dakota Academic and North Dakota CTE Scholarship:

North Dakota Choice Ready Scholarship can be found on the Hillsboro Home Page

2023/2024 School Year Academics

- a. Reteach/Retest per teacher syllabus
- b. **Failure to pass all classes at the end any high school semester will make a student ineligible for a period of four weeks from the first day of the following semester.** Students completing (and passing) a credit recovery course over the summer will be immediately eligible for fall sports.

Grade Scale:

%	Letter Grade	GPA	
100. – 90	A	4.00	
89.9 – 80	B	3.00	
79.9 – 70	C	2.00	
69.9 – 60	D	1.00	
59.9 – Below	F	0.00	

****Dual Credit Classes Offered through State University or Tech Schools will follow their Grade Scale**

A weighted method is used to calculate cumulative GPA. A weighted method assigns more weight to the classes that have a greater credit, a class with .5 credit would be worth twice as much as a class with .25 credit. Example, English is worth .5 credit and is worth twice as much as a class with .25 credit.

HONOR STUDENT

A senior will be declared an "honor student" if at the end of his/her 1st semester of his/her last year of high school he/she achieves a cumulative on GPA of 3.5 (with no rounding) or higher. This GPA is referred to as the "Honors GPA." One Valedictorian and one Salutatorian will also be chosen using the Honors GPA. In a situation where more than one student receives a cumulative GPA of 4.0, they will both/all be named valedictorian and no Salutatorian will be selected.

ACADEMIC INELIGIBILITY

Grades will be taken every **Thursday by 4:00 PM** to determine participation eligibility. If a student is receiving an "F" in any class they will be ineligible to participate in games for one week starting the **following Monday. Eligibility will run from Monday to Sunday. Parents and students will be notified no later than 4:00 on Friday.** If a student fails a semester class, they will be ineligible for the first 2 weeks of the following semester. This includes fall semester to spring semester and spring semester to fall semester. If a student takes a credit recovery class over the summer and pass, they will be eligible immediately for the fall sport.

Students taking classes from North Dakota Center for Distant Education, during the school year, can be no further than 5 assignments behind the class pacing guide as set-up by the NDCDE. Students who fall 5 or more assignments behind the pacing guide will be considered ineligible until assignments are completed accurately to pacing guide schedule.

Credit Recovery – North Dakota Center for Distance Education
Phone: 701-231-6000
E-mail: ndcde.enroll@ndcde.org

Illness - EXTRA-CURRICULAR ACTIVITIES

If a student misses any part of a school day due to illness, they will not be allowed to practice or play in a game that day. Administrative discretion will be used. This does not include

appointments. The main office will provide a list for the AD and coaches. Students who are absent on a Friday will be eligible to participate on Saturday.

BELL SCHEDULE

	M - F			2 HR LATE		EARLY OUT
0	7:30-8:20		1	10:30 - 11:06	1	8:30 - 9:10
1	8:30 - 9:21		4	11:09 - 11:45	2	9:13 - 9:53
2	9:24 - 10:15		5	11:29 - 12:05	3	9:56 - 10:36
3	10:18 - 11:09		2	12:08 - 12:44	4	10:39 - 11:19
4	11:12 - 12:03		3	12:47 - 1:23	5	10:59 - 11:39
5	11:37 - 12:28		6	1:26 - 2:02	6	11:42 - 12:22
6	12:31 - 1:22		7	2:05 - 2:41	7	12:25 - 1:05
7	1:25 - 2:16		8	2:44 - 3:10	8	1:08 - 1:45
8	2:19 - 3:10					

CLASS CHANGES

Students are not allowed to drop or add classes without an official drop/add slip issued by the guidance counselor, initialed by the teacher, & the counselor. All changes must be made within **one week** of the start of a new semester. All requests may not be approved.

COMPUTER POLICY

For our complete Acceptable Use Policy (AUP), please go to www.hillsborok12.com school board policy ACDA.

COMPUTER USAGE

Computers are available for student usage and all students are encouraged to use these computers. However, students are **ABSOLUTELY LIMITED** to the use of programs or

websites, **which are assigned or approved by an instructor**. Students using or attempting to use unauthorized programs or websites will be denied access to any of the school computers for a period of time set by the instructor and/or principal. Students are also advised that nothing they save on the computer network is confidential; teachers and administrators have access to all student documents on the network.

COURTESY TO THE NATIONAL ANTHEM, THE FLAG AND THE PLEDGE OF ALLEGIANCE



If the national anthem is played while the United States flag is displayed, everyone present should face it and salute in the same manner as when the flag is raised or lowered or passes by in a parade. If the flag is not displayed, all persons should stand at attention facing the music.

COURTESY TO THE SCHOOL SONG

Courtesy demands that you stand at respectful attention for your own school song and for other schools' loyalty songs.

Early Outs

The district has scheduled a number of early outs this year for staff professional development. Please refer to the district calendar to see when those days are.

HONOR ROLL

Honor Roll is computed on a quarterly basis. All grades are computed and any student who receives D's or F's is not included in the honor roll. Honor roll grading is: 4.0; A= 3.6665 to 3.9999; B= 2.9995 to 3.6664.

INCOMPLETE GRADES

All "incomplete" grades must be made up and removed from the records within two weeks after the quarter or the student will be given a failing grade for the grading period. Extensions may be granted for extenuating circumstances only by joint approval of the instructor and principal.

REPORT CARDS

Report cards will be handed out, to parents, during parent teacher conferences after quarter one and quarter three. Report cards will not be mailed out unless requested. Grades can be found on the PowerSchool web site.

ALCOHOL, TOBACCO, NARCOTICS, DRUGS

The possession, use, or consumption of alcohol, tobacco, drugs or narcotics on or about the school premises or at school functions are not permitted and will result in suspension or expulsion from school. All parking lots, streets and sidewalks adjacent to the school are considered part of school premises. The parking lot north of the school is school property and all school regulations will apply. Throughout the school year, drug dogs will be brought into the school for detection purposes.

ATTENDANCE

APPOINTMENTS

Students who have an appointment during school hours must have a parent and/or guardian give notification to the school office. Upon returning from the appointment the student must check with the office to receive a permit to leave building slip then return to their scheduled class. Failure to comply with these procedures will result in an unexcused absence.

The length of the school term shall be 180 days. The students shall be in attendance the maximum number of days possible. If a student has been absent, the parent should contact the office or teacher by note, phone call or email. If ill a student will be allowed twice as many days

to make up the work as days s/he was absent. If a family is going on vacation arrangements should be made prior to leaving on vacation, with the teacher regarding makeup work. Students who leave on vacation will not have extended time to complete homework unless arranged with teacher prior to leaving.

Parents of children between the ages of 7-16 are required by North Dakota State Law to have their children in school on time, every school day. This year we are going to be more active in our encouragement for your child (all ages) to be here and be on time. If your child is absent or tardy five times, you will receive an early intervention letter in the mail. If your child is absent or tardy ten times (per semester), you will receive a letter and a meeting or phone call will take place with the principal to discuss your child's absences or tardiness and see what solutions we can come up with. If your child is absent or tardy 11+ times (per semester), a second meeting or phone call will take place with the principal and the principal may file a referral with social services on the grounds of educational neglect.

The Hillsboro Public School District recognizes three types of absences:

- a. Excused: Excused absences shall be those caused by illness, injury, family emergency, religious observance, or those absences granted in advance by the principal. The responsibility for making the absence excused rests with the parents and students.
- b. Unexcused – with parent/guardian's knowledge and/or consent: If a student is absent with parent/guardian's consent for reasons other than those stated above, the parent/guardian is expected to call the principal's office to explain the absence and the student will be subject to a penalty, since he/she will be in willful violation of school board regulations. If a child is absent more than three consecutive days, the building principal shall arrange a visit with the child'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 or Neglect with the Traill County Social Services and the State's Attorney for appropriate action. Habitual absence is defined as ten (10) or more absences per each semester.
- c. Truancy: "Truancy" is defined as being absent from one or more classes without the consent of parent/guardian or school officials.

BUS REGULATIONS

The bus driver has the same authority as a teacher. A pupil refusing to obey the driver could lose his or her privilege to ride the bus. The bus drivers will use the code of conduct of **be safe, be respectful, and be responsible** to take care of any situations.

When a bus child is not riding, it is necessary to notify the driver or call the bus barn (636-5825) and leave a message before 7:00 AM. A note must accompany a student if they are riding to a friend's house.

The parents of rural bus students in case of adverse weather should arrange storm homes.

Cheating

If a student is caught cheating on an assignment, quiz or test the child's parents/guardians will be notified and the teacher, student, and principal will discuss the proper consequence.

DETENTION POLICY

1. Detentions will be served daily as infractions occur.

2. Students **will do school work or assigned tasks during detention.**
3. Students will report directly to the principal.
4. Students must serve detention time on the next available day.

DISCIPLINE

Although no collection of policies is capable of addressing all possible violations, the following chart is what is used to determine severity of an action. All discipline in Level 1 & 2 is subject to teacher discretion, Level 3 is subject to administration discretion. Restorative practices will be used to help the students change unwanted behavior.

Classroom Response Guide: BE RESPECTFUL, BE RESPONSIBLE, BE SAFE

This guide was created to determine the level of infraction and consequences. This matrix must be part of every teacher's discipline plan. (ADAPTED FROM HERNANDEZ MIDDLE SCHOOL)

Tier 1	Tier 2	Tier 3
Behaviors that should be addressed in the classroom	Teacher assigned consequences with documentation (Log in PS)	Automatic Referral to Principal
Inattention (sleeping, simple off task behaviors, etc.)	Inappropriate or offensive language (cursing, race, culture, sexual orientation, intelligence, etc.). Requires counselor session	Racial, sexual, cultural harassment (Verbal or Physical)
Irresponsibility (not turning in homework, unprepared for class, dishonesty)	Violation of electronic device policy	Severe disrespect to adult (verbal attacks)
Chair violations (out of seat, tipping chair, feet on desk, etc.)	Tardies	Severe bullying (threats or intimidation)
Gossiping (continues to tell stories)	Persistent or heated provocation between students that could lead to violence	Serious violation of safety rules (fire alarms, malicious pranks)
Non-compliance with classroom or school expectations or procedural routines	Out of area (not going where they asked)	Physical violence (hitting, kicking, biting, throwing dangerous items)
Bickering and verbal disagreements between students	Moderate horseplay with safety issues (tripping, slapping, pushing)	Possession of weapon, drugs, alcohol
Mild horseplay (aggravating or annoying)	Name calling, insults, exclusion (aspects of	Terroristic threats

peers, running around, touching another student's belongings)	bullying) Requires counselor session	
Mild disruptions (talking without permission, noises, etc.)	Throwing non-dangerous items inappropriately	Vandalism of School Property (graffiti, destruction of property)
Other minor behaviors (invasion of space, misusing supplies, etc.)	Minor property damage	Vulgarity or obscenity, possession of pornography
Minor PDA (kissing, holding hands)	Minor bus violation (non-safety)	Theft
Dress code violation (hats)	Misuse of computer privileges	Distribution or selling of prohibited items
	Skipping class, leaving school	Inappropriate use of electron device (inappropriate material, pornography)
	Disrespect to adult (gestures, offensive comments, refusal to reply to a directive)	
	*Parents/guardians must be contacted (one warning) and documented in PowerSchool by teacher	*Parents/guardians must be contacted and documented in PowerSchool by teacher before referral

EXPULSION

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

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

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

Harassment/Teasing

Teasing, bullying and harassment in our school will not be tolerated. Any students who feel they are victims should immediately report the incident to a staff person. The procedures of the school are that the incident will be resolved by the school counselor whenever possible. If the counselor cannot resolve the issue, s/he will report to the principal who will continue the investigation. Parents may be notified and consequences will be discussed. All procedures followed will be in accordance to school policy.

<http://www.hillsborok12.com/wpcontent/uploads/2012/02/studentbullyingform.pdf>

"Bullying" means:

a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

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

b. Conduct that is received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

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

c. "Conduct" includes the use of technology or other electronic media.

IN SCHOOL SUSPENSIONS (ISS)

Students who are assigned ISS will report to the office to begin their day. They will be given bathroom breaks as well as an opportunity to eat lunch. Any schoolwork that is missed during the suspension time will be due to the teacher by the next class period or full credit will not be given. The student is not allowed to attend or participate in any school functions during the suspension time, which includes any evening events.

OUT OF SCHOOL SUSPENSIONS (OSS)

These will be assigned for more serious offenses, such as fighting, alcohol, drug, and tobacco violations or other serious offenses as deemed by the building principal. The student is not allowed to be present in the building, participate in or attend any school functions during the suspension time, which includes evenings or practices. Any schoolwork that is missed during the suspension time will be due to the teacher by the next class period or full credit will not be given.

STUDENT APPEARANCE

Students should be neat, clean and appropriately dressed. Students may not wear any clothing that may be deemed offensive, obscene, vulgar, unsafe or inflammatory. Teachers and

administrators will send students home to change if attire is deemed not appropriate.

3. Extra-Curricular/Activity Information

Athletics Offered:

Girls Volleyball	7-12	Fall	Football	7-12	Fall
Girls Basketball	7-12	Winter	Boys Basketball	7-12	Winter
Wrestling	7-12	Winter	Girls Softball	7-12	Spring
Girls Track	7-12	Spring	Baseball	7-12	Spring
Boys Track	7-12	Spring	Boys Golf	7-12	Spring
Girls Golf	7-12	Fall			

Extracurricular Activities Offered:

Pep Band	7-12	Jazz Band	9-12
Cheerleading	9-12	Drama	7-12
Science Olympiad	7-12	Math Counts	7-12
Academic Team	9-12	Academic Olympiad	9-12

Organizations Offered:

Student Council	7-12	North Dakota Honor Society	10-12
FBLA	9-12	Yearbook	9-12
Speech	7-12	Art Club	7-12
FFA	9-12		
FCCLA	9-12		

ACTIVITY TICKETS

Season tickets are available to all students for athletic events. This will admit students to all regular season home athletic contests. All tournaments and playoffs are excluded. 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, and volleyball.

CONCUSSION MANAGEMENT BOARD POLICY

Definitions

Law requires that all school-sponsored and sanctioned athletic training, practices, and games be governed by a concussion management program. The District has developed the following definitions for purposes of determining what constitutes athletic sponsorship and sanctioning:

- *School-sanctioned athletic activity* is a sport that:
 - a. Is not part of the district's curricular or extracurricular program.
 - b. Is established by a sponsor to serve in the absence of a district program.
 - c. Receives district support in multiple ways (i.e., not school facility use alone).
 - d. Requires participating students to regularly practice or train and compete.
 - e. The District has officially recognized through board action as a school-sanctioned activity.

The Board shall make all sanctioning decisions on a case-by-case basis, based on the criteria in this paragraph. As a condition of receiving school sanctioning, sponsors of the athletic activity shall agree to comply with this policy and the concussion management law. This includes agreeing to provide appropriate training and providing appropriate information to parents and students as required by law. The sponsor shall provide to the District documentation certifying that this training has occurred and students/parents have viewed required informational material on concussions prior to beginning the activity.

- *School-sponsored athletic activity* is a sport that the District has approved through policy or other board action for inclusion in the district's extracurricular program, is controlled and funded primarily by the District, and requires participating students to regularly practice, train, and compete.

Removal Decisions

- Under the concussion management law, the District is authorized to designate removal-from-play authority to individuals who have direct responsibility for student athletes during practice, training, and/or games if a student reports or exhibits a sign or symptom of a concussion. The Athletic Director shall make this determination, and the Athletic Director shall ensure that such designees are aware of this responsibility and have undergone appropriate training in accordance with law before commencing duties.
- Law also authorizes licensed, registered, or certified healthcare providers whose scope of practice includes recognition of concussion signs and symptoms to make removal decisions. The Superintendent may consult with medical personnel to determine who has such credentials and who would be willing to assist in this regard. The District must compile a list of such individuals, which may be provided to all coaches. This measure in no way guarantees that a healthcare provider trained and credentialed in accordance with law will be present at athletic training, practices, and/or events nor shall the voluntary creation of this safety precaution be construed to create or assume any potential liability under local, state, or federal law or regulation.
- High school students and minors who serve as coaches or officials are encouraged to work with an adult who has removal-from-play authority prior to removing a student from play.
- If two or more individuals with removal-from-play authority disagree on whether or not a student must be removed, the determination must be made in the interest of the student's safety, meaning that the student shall be required to sit out and comply with return-to-play requirements contained in law.

Return to Play

- The Board designates the Athletic Director to receive return-to-play documentation from a healthcare provider. This designee shall review the documentation, determine if the healthcare provider has placed any conditions on return to play, contact the healthcare provider for any necessary clarification on the authorization document, and communicate

such information to applicable coach(es) and assistant coach(es). This designee shall also file return-to-play authorization documents in the student's educational record. This documentation must be retained for seven years after the student's enrollment or six years after a student turns 18, whichever is later.

Consent for ImPACT and Release of Information

- I give my permission for my child to have a baseline and post-concussion ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) as needed, administered at the Hillsboro/Central Valley school. I understand that my child may need to be complete ImPACT more than once post-concussion, depending upon the results, as compared to my child's baseline, which will be on file at the Hillsboro/Central Valley school. I understand there is no charge to complete the ImPACT.
- The Hillsboro/Central Valley school may release the ImPACT results to my child's primary care physician, neurologist, team physician or other interpreting physician. I understand that as a parent/guardian, I give authorization/consent for the involved athletic trainer and/or health care personnel representing the Hillsboro/Central Valley school to contact the child's primary care physician, neurologist, team physician, or other treating physician, coach, athletic director, or school official regarding the results of the ImPACT
- I understand that general information about the ImPACT data may be provided to my child's school nurse, guidance counselor and teachers, for the purposes of providing temporary academic modifications, if necessary.
- The information that is used or disclosed pursuant to this authorization may be subject to re-disclosure by the recipient and may no longer be protected by HIPAA. I have the right to seek assurances from the Hillsboro/Central Valley Schools entities or individuals authorized to receive the information that they will not re-disclose the information to any other party without my further authorization.

EXTRACURRICULAR ACTIVITIES INFRACTIONS/SUSPENSIONS

The following rules and regulations concerning the extracurricular activities in Hillsboro Schools are set up to govern all the extracurricular activities in the school including athletics, competitive music and music for events outside of classroom instruction, Speech, FBLA, FCCLA, Science Club, Honor Society, cheerleading, Yearbook, FFA, and any other extracurricular activities. Pep Band, Homecoming, Prom, and all other School Sponsored dances are not part of the extra-curricular suspension.

Section 1. OFFENSES

Any Hillsboro student will be subjected to an extra-curricular suspension for the following:

- 1.1 The use or possession of tobacco, alcohol, or any controlled substance as defined by North Dakota Law.
- 1.2 Involvement in an act, which, if done by an adult, would be, designated a felony under the laws of North Dakota, another state, or the U.S. A violation of the laws governing the operation of a motor vehicle does not fall under this paragraph.

- 1.3 **GUILT BY ASSOCIATION:** Any member of an extra-curricular group who attends a party where alcoholic beverages or drugs are illegally being used or who is a member of a group in a car or elsewhere where alcohol or drugs are illegally being used, and makes no attempt to leave at the first available opportunity, is in violation of the "possession" segment of the NDHSAA and Hillsboro rules, will receive extra-curricular suspension as shown in 1.1.
- 1.3-A Students attending a public event, public dance, or wedding dance are under the Hillsboro School possession policy, if they happen into an area where there are drugs or alcohol being illegally consumed, they must leave that area at the first available opportunity.

Section 2. SUSPENSIONS

- 2.1 A student will be suspended for a period of 6 consecutive school weeks from participation in any extracurricular activities Hillsboro and/or Hillsboro-Central Valley Coop for the first offense in a school year as described in paragraphs 1.1, 1.2, above. A student will be suspended for a period of 18 consecutive school weeks for each subsequent offense in a school year. A suspension not completed by the end of the school year will carry over into the start of the next school year and will start with the first practice or the start of the fall semester if the student is not in a fall sport or activity. A school year is defined by the first day of school or the first practice to the last day of school or last contest or game. A violation that occurs during the summer months will be enforced from the first day of fall practice or the first day of school and the length of suspension will be as used during the school year. The suspension begins on the date of verbal or written notification to the school administration. Students are not allowed to play on non-school teams during the suspension. Students under suspension are expected to participate in practice and attend all games as part of the team.
- 2.2 NDHSAA rules will remain in effect during the summer.
- 2.3 If a student is given an extra-curricular suspension during a period of time in which that student is not involved with any extra-curricular sports or activities and they have not missed any games or events, he/she will serve a suspension of 2 weeks or 2 contests, whichever is greater starting with the first contest.
- 2.4 Students who are suspended due to NDHSAA violations will not be eligible for any school awards, including letter awards. Coaches' discretion will be used in determining awards/letters to be received by students not completing their season due to injury. Students must be eligible for the entire season (the 1st day of practice until the return home from an activity that completes the season) in order to letter or be nominated by a coach for any school sponsored activity awards, as well as NDHSAA and NDHSCA awards, and All-Star teams. Students are eligible for awards given by other groups in which the coach has no input in the selection process.

Section 3. PROCEDURES

- 3.0 The school administrator (Superintendent/Principal/Athletic Director) shall immediately

investigate any alleged violation of the alcohol, tobacco and controlled substance rule of the NDHSAA.

- 3.1 If the administrator finds probable cause to believe that this rule has been violated he/she shall give the student immediate notice of the suspension and the parents will be notified in writing.
- 3.2 The period of suspension shall begin from the date and time the notification is given to the student by the administrator.

TRAINING RULES

The athletic coach or activity advisor shall set all other rules for the sport or activity including but not restricted to the following: curfew, dress code, team discipline and travel rules.

NORTH DAKOTA HONOR SOCIETY

Section 1: At the end of three semesters of high school students with a 3.5 GPA may apply for membership into the organization. They will apply by filling out an application provided by the Chapter. Candidates will be judged on character, leadership and service. The selection of each Chapter member shall be by majority vote of the faculty council. Once members are selected (to remain in NDHS) they are responsible to continue to demonstrate character, leadership and service and they must maintain a 3.5 GPA. Members must also attend 80% of all meetings and participate in a minimum of 5 hours of service per year as contracted through the advisor.

Section 2: Students not selected for induction into the Chapter will be advised through a written notice to consult with the advisor.

SUMMER INFRACTIONS

Summer infractions will carry a six-week suspension from the date and time notification is given to school administration. Summer infractions occur from the last contest in the spring until the date of the first practice for the fall sport season. The games missed will be the same as section 2.5 listed above.

Administration of Medication

In order for school personnel to administer medication (including over-the-counter medications) to a student, a Medication Request form must be filled out and signed by both the physician and parent, including a statement of possible side effects.

The school designated staff member shall:

- 1) Administer the medication
- 2) Document the administration of medication
- 3) Store medication in a secure area.

STUDENT USE OF PERSONAL TECHNOLOGY (Descriptor Code: FFI)

Definitions

For the purposes of this policy:

- *Inappropriate content* is defined as content that:
 - a. Violates a district student conduct policy;

- b. Attacks ethnicity, race, religion, or other legally protected status;
 - c. Promotes violence, terrorism, or other illegal activities including, but not limited to, tobacco, drug, and/or alcohol use by minors;
 - d. Is obscene or pornographic as defined by community standards;
 - e. Is reasonably forecasted to materially or substantially disrupt the educational environment;
 - f. Poses a direct threat to the physical safety of the school population.
 - g. Infringes on the rights of others, such as (but not limited to) material that is potentially libelous or invades an individual's privacy.
- Personal technology is defined as a device that is not owned by the District, is in the possession of a student, and contains one or more of the following features:
 - a. Has the capability to connect to one or more networks including, but not limited to, a cellular network, Internet, Ethernet, and/or Bluetooth;
 - b. Has a digital camera and/or video recording device;
 - c. Has a microphone;
 - d. Has data storage capability; and/or
 - e. Has an operating system and/or the capability of running software, apps, and/or electronic games.
- Reasonable suspicion means that administration has grounds to believe that the search will result in evidence of a violation of district policy, rules, the law, and/or that the violation may be detrimental to the health, safety, or welfare of district students or staff. Reasonable suspicion may be based on a school administrator's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- *School day* is defined as beginning at 7:30 a.m. and ending at 3:30 p.m.
- *School property* is defined as all property owned or leased by the District, school buses, and other district-owned or contracted vehicles.

Prohibitions

The Hillsboro School District prohibits students from using personal technology as follows:

1. Students are prohibited from using personal technology to violate a student conduct policy including, but not limited to, policies on cheating and bullying while on school property or at a school-sponsored event.
2. Students are prohibited from using personal technology to photograph or video record any person during the school day. Students are furthermore prohibited from transmitting any photo or video using personal technology during the school day. Building principals are authorized to make exceptions to this rule for bona fide classroom activities and in accordance with the "exceptions" section of this policy.
3. Students are prohibited from using personal technology to photograph or video record inappropriate content and/or transmit inappropriate content while on school property and/or participating in school-sponsored events.

4. Students are prohibited from displaying and/or using personal technology in areas where there is a reasonable expectation of privacy on school property and at school-sponsored events. Students should refrain from possessing personal technology in areas where there is a reasonable expectation of privacy on school property and at school-sponsored events, which includes, but not limited to, locker rooms, bathrooms, meetings and conferences.
5. Students are prohibited from using personal technology to compromise district networks or access confidential material on district networks. The District may also take disciplinary action against a student who has used personal technology to engage in hacking, trolling, accessing or transmitting inappropriate material, spamming, sending viruses, and/or engaging in illegal or other inappropriate activity while on school property or participating in school-sponsored activity.
6. Students are prohibited from using personal technology disruptively or in a manner that potentially compromises the safety of others on district property and during school activities.

Classroom Use

Elementary classroom teachers shall prohibit possession and/or use of personal technology in the classroom. Middle and high school classroom teachers may prohibit possession and/or use of personal technology in the classroom.

Middle and high school classroom teachers may alternatively establish rules related to use of personal technology in the classroom. These rules shall:

1. Shall comply with this and other student conduct policies.
2. Shall take into account the ages of the students.
3. Shall take into account the availability of district-owned technology for student use.
4. Shall take into account the extent to which personal technology use would disproportionately grant students who have access to it an unfair advantage over those who do not.
5. Shall address cheating and disruptive use of personal technology.
6. Shall be approved by the building principal prior to implementation.

Use During the School Day Outside Classroom

Elementary students are prohibited from using personal technology during lunch and recess unless granted an exception by the building principal or classroom teacher.

Disciplinary Consequences & Confiscation

Students in violation of any portion of this policy will be subject to disciplinary procedures in accordance with the district's student conduct policies. In addition, teachers may confiscate personal technology when a student is reasonably suspected of using it to violate this policy or classroom rules. Teachers may keep the personal technology until the end of the day or turn it over to the building principal for further action. Teachers shall make this determination based on the severity of the suspected offense. Under no circumstances shall a teacher or ancillary staff member search personal technology. If the student is not willing to turn over a personal technology device the principal, parent, and possibly law enforcement will be contacted.

The building principal shall determine how long to keep confiscated personal technology based on the following criteria:

1. The nature of the offense; if illegal activity is suspected, the administrator shall contact law enforcement and the Superintendent and retain the device until further directed by law enforcement or the Superintendent.
2. If the confiscate item is a phone, the principal should consider if the student walks or drives to and from school and potential safety considerations associated with not having the phone in the student's possession.
3. Other considerations of significance based on the nature of the device confiscated and the student's disciplinary history.

Searches of Personal Technology

The building principal or Superintendent is authorized to search student personal technology only when s/he has credible, specific, and timely reason to believe that the device contains evidence of wrongdoing by a student or potential harm to self or others. Only areas of the device reasonably related to the purpose of the search will be subject to a search (e.g., if a student is texting inappropriate photos, only the device's text messages will be searched). The building principal and Superintendent are authorized to contact legal counsel to help determine the appropriate scope of the search.

If the building principal or Superintendent suspects or finds that a student's personal technology contains content that violates NDCC 12.1-27.1-03.3 or other laws, s/he shall contact law enforcement. Under no circumstances shall school officials download or transfer sexually explicit content from a student's personal technology. Law enforcement, including school resource officers, must have probable cause to search the device, preferably in the form of a search warrant.

Exceptions

The Superintendent and/or his/her designee is authorized to make exceptions to the prohibitions set forth in this policy for health, safety, or emergency reasons, for students in attendance as active members of a volunteer firefighting organization or volunteer emergency medical service organization, and when use of electronic devices is provided for in a student's Individualized Education Program (IEP).

Emergencies

Students are encouraged to use any available cellular telephone in the event of an emergency that threatens the safety of students, staff, or other individuals.

COUNSELOR

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

- I. Educational and Vocational Plans
 - A. High school course selection.

- B. Career information.
- C. Colleges, 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 counseling with the counselor.
 - B. By referring the student to another agency, if so desired.
- III. Testing, test information, and test interpretation.
 - Tests will:
 - A. Help the student discover more about his/her special abilities.
 - B. Help the student discover more about his/her interests and how they relate to jobs.

The counselor will listen to students' problems, will be understanding, and will help students think through problems and seek possible solutions for them. Feelings, ideas, or problems you share with the counselor are confidential, unless you want them shared with other people. (The one exception is in the case where a person is in danger or dangerous to himself or others.) You can trust your counselor to do his/her best to help you or to refer you to someone else who can help you with a specific concern.

DOORS LOCKED

School doors will be locked by 8:30 a.m. daily and remain locked throughout the school day. After 8:30 a.m. students need to use the main west door by the office. All school visitors need to use the main west door and report to the office upon entering the school.

HOT LUNCH PROGRAM

Hot lunches are served in the school daily. Students will need to set up a family lunch account in the office. All outside food needs to be eaten in the lunchroom. No soft drinks are allowed in the lunchroom in compliance with federal guidelines. Parents of students eligible for reduced rates or free lunches are encouraged to complete the necessary paper work and return it to the office before the program can be initiated.

IMMUNIZATIONS

All children in North Dakota who will be attending school are now required to submit a certificate of immunization before admission to school. The law, which became effective July 1, 1979, requires that the certificate be signed by a physician or local health department representative and must be presented to school officials by the child's parent or guardian before admission to school. The law does allow exemptions for medical or religious reasons.

LATE STARTS

North Dakota weather sometimes requires a late start. You will be notified through instant alert, if you sign up for this in the office. You can also hear weather related announcements on local radio and television stations.

LIBRARY - MEDIA CENTER

The library is available to aid and enhance your education. You are encouraged to use the library for reading, research, and quiet study.

LOCKERS

Student lockers are the property of the school. Lockers are subject to periodic inspection and may be entered by the principal or designate 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. **Students are prohibited from posting anything on their lockers that are not school related.** All non-school related items will be removed. Students are encouraged to place a lock on their lockers, however, if they are locked, a duplicate key or the combination must be turned in to the office. The school is not responsible for valuables missing from a locker.

OUT OF TOWN EVENTS

Students are representatives of the school at out of town events. Students are expected to show good behavior at such events. Disciplinary action could result if any student's conduct is determined to be detrimental to his/her school or community. Students riding in a school vehicle to an out of town event must return in the same vehicle. The only exception is if a parent has made a request that the student rides home with him/her. Requests must be in written form.

SCHOOL DAY

The School day begins at 8:30 a.m. and ends at 3:15 p.m. The teachers are available to provide extra help from 8:10 until 3:55 p.m. each day.

STUDENT PARKING

Students who drive are required to observe extreme caution in the vicinity of the building, particularly during the lunch periods. Please refrain from parking on the West, East or South sides of the school as this is intended for staff and patron parking.

Students need to park on the east side of the HEC for all events and in the summer. This includes games, practices, camps and any other school event. The north parking lot is for community members.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT AS WELL AS 9528 OF THE ESEA

The Hillsboro Public School District No. 9 has designated certain information contained in education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA) as well as 9528 of the ESEA, as amended by the *No Child Left Behind Act of 2001*.

The following information regarding students is considered directory information: Name, Address, Electronic mail address, Telephone number, Date and place of birth, Participation in officially recognized activities and sports, Weight and height of members of athletic teams, Degrees, Honors and awards received, Photographs and videotapes, Dates of attendance, Grade and School.

Directory information may be disclosed by the school district for any purpose in its discretion, without the consent of a parent(s), /guardian(s) of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be

disclosed except with consent of a parent(s)/guardian(s) or student, or as otherwise allowed by FERPA.

Any parent(s)/guardian(s) or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the building principal within 30 days of the beginning of the school term or within 30 days of the enrollment date for families new to the district. Forms for this purpose are available at the building principal's office.

In the event a refusal is not filed by the above-noted date, the school district will assume that neither a parent(s)/guardian(s) of a student or eligible student objects to the release of the directory information designated above.

NON-DISCRIMINATION STATEMENT

Annual Notice of Nondiscrimination: The Hillsboro School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Title IX—HS Principal, PO Box 579 Hillsboro, ND 58045, (701)636-4360 terry.baesler@k12.nd.us Section 504—HS Counselor, PO Box 579 Hillsboro, ND 58045, (701)636-4360 David.Schill@k12.nd.us

YOU ARE FURTHER NOTIFIED that inquiries concerning the application of Title VI and Title IX of this Part may be referred to the High School Principal, who has been designated as the person responsible for coordinating the efforts of the Hillsboro Public Schools to comply with and carry out its responsibilities under Title VI and Title IX and this Part, including any investigation of complaints alleging noncompliance. Inquiries concerning the application of Section 504 of this Part may be referred to the Counselor, who has been designated as the person responsible for coordinating efforts of the Hillsboro Public Schools to comply with and carry out its responsibilities under Section 504 and this Part, including any investigation of complaints alleging noncompliance. The office address and telephone number of the coordinator is as follows: *Hillsboro Public Schools PO Box 579 Hillsboro, ND 58045 (701) 636-4360*

NOTIFICATION OF RIGHTS

Each year parents and students need to be reminded of the student records policy of the Hillsboro School District. Parents of students or 18-year-old students who wish to review any or all of the school records pertaining to the student should contact the building principal for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records for the cost of copying. If parents or adult students believe something in the records is inaccurate or misleading, they may request that it be corrected or they may have comments added to the record. If the principal and the parent or adult student cannot agree, the superintendent may be contacted for a hearing. ^[11]_[SEP]

Record information will not be released to most persons or agencies without the written consent of parents. Nonetheless, it is the policy of this district to forward school records, without parent consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record.

Similarly, without parent consent, the district forwards transcripts, or other information requested by high school students, to colleges and other educational institutions to which the students are applying.

For a complete copy of the district's student record policy, contact your school principal. Students who have questions or concerns about the student record policy may direct them to the building principal, the superintendent or the U.S. Office of Education. ^[1-800-455-7461]

Also, federal law permits a school district to identify certain information as "directory information" which may be publicly released without permission of the parents. Hillsboro Public Schools identifies this information as the following: name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance diplomas and awards received and most recent previous school attended. We believe that it is in the student's best interest to have such information released in school and community newspapers because of the recognition it gives them. We make every reasonable effort to protect our students' ^[1-800-455-7461]privacy. For example, it is our policy not to release information to businesses for commercial purposes or to individuals without good reason. Therefore, most parents do not restrict the release of directory information.

PROCEDURE FOR COMPLAINTS

It is the goal of the district to resolve the problems at the lowest appropriate level. Parents and school personnel should work together as a team to provide the best educational program for children.

If a parent has a concern about a teacher's judgment of a student's work or behavior, a simple procedure can be followed to keep the line of communication open. First, a parent should talk to the teacher involved. If a satisfactory solution is not reached, the parent should confer with the building principal. If the concern remains unresolved, then the parent should confer with the Superintendent of Schools. Parents should use the adopted written complaint procedure.

Finally, if the complaint remains unresolved, the parent may appeal to the Board of Education. The parent should notify the Superintendent or the business manager in order to be placed on the board's agenda.

CHAIN OF COMMAND DOC

Concerns	1 st Contact	2 nd Contact	3 rd Contact
Athlete	Coach	Athletic Director	Principal
Cafeteria/Food	Food-Service	Building Principal	Superintendent
Curriculum/Testing	Curriculum Committee	Building Principal	Superintendent
Custodial	Buildings & Grounds	Building Principal	Superintendent
Facilities Use	Athletic Director	Building Principal	Superintendent
Health Services	Wellness Committee	Building Principal	Superintendent
Mental Health	Counselor	Building Principal	Superintendent
Parent	Teacher/Coach	Principal/AD	Superintendent
Student	Teacher	Building Principal	Superintendent
Budget	Business Manager	Superintendent	School Board

SEXUAL HARASSMENT

Sexual harassment is recognized as a form of sex discrimination and is thus a violation of the laws, which prohibit sex discrimination. Under the Equal Employment Opportunity Commission

(EEOC) guidelines, which the school district follows, an employer is held accountable if supervisory employees harass a person, whether or not the employer is aware of the harassment or acts promptly to remedy the situation. If a person is harassed by fellow workers or by non-employees the employer is held accountable if the employer knows or should have known of the harassment and fails to take immediate and appropriate corrective action. A learning and working environment that is free from sexual harassment will be maintained in the Hillsboro School District. It will be a violation of policy for any member of the district staff to harass another staff member or student, or for students to harass other students, through conduct or communication of a sexual nature as defined by this policy.

Administrators and supervisors will make it clear to their staff and students that sexual harassment is prohibited by Board policy and is grounds for disciplinary action. Administrators will use staff meetings, in-service sessions and student assemblies to inform employees and students of their rights and remedies under the law.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when (1) submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement or grade, (2) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education, or (3) such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating intimidating, hostile, or offensive employment or education environment.

Sexual harassment, as defined above, may include, but is not limited to:

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

Any person who believes he or she has been the victim of sexual harassment by any employee or student of the school district or any third person with knowledge or belief of conduct, which may constitute sexual harassment, should report the alleged acts immediately to the appropriate school district official as designated by Policy AAC. If the official designated is the person alleged to have sexually harassed another, the complaint may be made to any other administrator or directly to the board president. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments, or grades. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations or harassment and to take disciplinary action when this conduct has occurred. A substantiated charge against a school district staff member will subject such member to disciplinary action, which may include discharge. A substantiated charge against a student in the school district will subject that student to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies. Notice of this policy will be circulated to all district schools and departments and incorporated in teacher and student handbooks.

Legal Ref: 1964 Civil Rights Act, Title VII 1972 Educational Amendments, Title IX 45 CFR Part

86 Regulations Compliance Officer: Superintendent Paula Suda

UNSTATED POLICY

It is impossible to list every acceptable and unacceptable behavior for students in schools. The school administration reserves the right to determine acceptability of student behavior and to make decisions and administer appropriate disciplinary action when necessary.

PLEASE SIGN AND RETURN TO 1st or 2nd PERIOD TEACHER ON OR BEFORE FRIDAY, September 1, 2023

I, the undersigned have read and fully understand the Hillsboro High School Student Handbook. I will respect the administrators, teachers, and staff who are charged with the responsibility to enforce the rules and carry out the policies of the Hillsboro School District. The hand book can be found on the Hillsboro Website.

www.hillsborok12.com

Click on the students tab. Then Student Handbook.

Students Name: _____ Grade: _____

Students Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____