

Hillsboro High School Handbook

2025–2026 Academic Year

12 4th Street NE, Hillsboro, ND 58045

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

Web: www.hillsborok12.com

Welcome to Hillsboro High School! We are incredibly proud of our dedicated faculty, enthusiastic students, and supportive staff—together, we’ve achieved so much, and we’re excited for what’s to come. Our high school is not just a place to learn, but a vibrant community where friendships are made and memories last a lifetime.

This handbook is designed to help students and families navigate the school year with confidence. Inside, you’ll find helpful information about our expectations, procedures, and school life. While this handbook covers many important topics, it’s meant as a guide, not an exhaustive list—if you need more details or have questions, we encourage you to visit our school office or website, or reach out to your child’s teachers or the principal.

We want everyone to feel informed and connected, so please take a moment to become familiar with what’s inside. Knowing these guidelines helps ensure a smooth and enjoyable experience for all. Our sincere wish is that this year brings growth, success, and wonderful memories you’ll cherish for years to come. Welcome—we’re so glad to have you as part of our Hillsboro High School family!

FACULTY ROSTER: 2025-26

Jon Dryburgh	Superintendent
Carly Theis	Principal
Dave Nelson	Activities Director/ Transportation
Sam Rieger	Science
Kevin Lokken	Resource Room
Lance Podoll	Social Studies
Amanda Smallbeck	Music
Regan Aasand	French/7 & 8th English
Brittany Guttormson	English
Tony Guttormson	English
Michael Kolness	Math
Garth Limke	Tech Coordinator, Computer Science

Sandy Meyer	Math
Kyle Morehart	7 th Math, Career Advisor
Ryan Nielsen	Business, Accounting
Rob Owens	Science
Levi Reese	Agriculture Education
Elliot Rotvold	Social Studies
Lisa Toenies	Librarian
Shelby Strand	FACS
Jamie Worden	Art
Thomas Gieske	PE

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
- Be Ready to Learn

ATHLETIC CODE OF CONDUCT

See Athletic Handbook

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.

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 can be found on the Hillsboro Home Page.

2025/2026 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 two 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

OPEN CAMPUS PRIVILEGE POLICY

Open campus periods are a privilege, not a right. To be eligible to leave campus during an open period, a student must have at least a 3.0 GPA and be passing all of their classes. GPA and grade eligibility will be checked at the same time as the regular eligibility report. Students who do not meet these requirements will not have open periods and will instead report to the study hall listed on their schedule until their grades improve. Once their GPA meets the requirement and they are passing all classes, the privilege may be reinstated.

Students are also expected to return to campus on time after open periods. If a student is tardy two times when coming back from an open period, their off-campus privilege will be suspended for one week. Continued tardiness or academic ineligibility may result in the loss of this privilege for an extended period.

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 [https://www.hillsborok12.com/school board policy ACDA](https://www.hillsborok12.com/school%20board%20policy%20ACDA).

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. The behavior matrix outlines what will occur if your child is tardy. After the second time your child is tardy, you will receive a phone call from the principal and after the third time your child is tardy they will receive a detention. 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.

CHECK-IN/CHECK-OUT PROCESS

Students are required to check in and out of the office every time they leave or return to the school building. This procedure helps the school maintain an accurate record of students' whereabouts throughout the day, ensuring their safety and accountability. By documenting each departure and arrival, the school can respond quickly in case of emergencies and communicate efficiently with parents or guardians if needed. This check-in/check-out process also supports a secure learning environment by monitoring who is present on campus at all times.

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 Tuesday or Thursdays of the week the infractions occur.
2. Students will do schoolwork or assigned tasks during detention.
3. Students will report to the teacher on detention duty for that week.
4. Students must serve detention time on the next available day.

DISCIPLINE

Our behavior matrix outlines the expected conduct for all students and clearly defines the progressive consequences for various types of infractions. The matrix is designed to ensure fairness and consistency, while allowing for interventions that support positive behavior and personal growth. Each behavior listed includes corresponding actions for the first occurrence, repeated infractions, or severe cases—ranging from verbal warnings and reteaching of expectations, to parent contact, detentions, suspensions, or involvement of law enforcement for more serious matters.

Please note that while the matrix provides detailed examples of common behaviors and their corresponding consequences, it does not encompass every possible situation. Behaviors not explicitly listed will be addressed in a comparable manner, following the same progression and level of response to ensure all students are treated equitably. The goal of this matrix is to help foster a safe, respectful, and productive school environment for everyone.

Behavior Type	1st Occurrence	2nd Occurrence	3rd Occurrence or Severe Case
Disruption/Defiance	Verbal warning, reteach expectation	Parent contact, detention	Office referral, in-school suspension
Tardiness/Skipping Class	Warning, teacher conference	Warning, parent contact	Detention, loss of privileges, ISS/OSS
Inappropriate Language	Warning, apology	Warning, parent contact	Detention, office referral, ISS
Minor Physical Altercation	Restorative conversation, warning	Parent contact, detention	Office referral, ISS/OSS
Bullying/Harassment	Investigation, parent contact	Office referral, ISS, counseling	OSS, possible expulsion

Theft/Vandalism	Restitution, parent contact	Office referral, ISS/OSS	Police contact, expulsion
Substance Abuse	Office referral, parent contact, ISS	OSS, counseling referral	Expulsion, law enforcement notified
Weapons/Serious Threats	Office referral, OSS, police notified	OSS, possible expulsion, law enforcement	Expulsion, law enforcement
Dress Code Violation	Warning, change clothes	Parent contact, change clothes	Detention
Cheating/Plagiarism	Zero on assignment, reteach policy	Parent contact, detention	ISS
Technology Misuse	Warning, loss of device privilege	Parent contact, check in devices at office	Detention, ISS/OSS, longer device ban
Fighting	Office referral, ISS/OSS, parent contact	OSS, counseling referral	OSS, Expulsion, law enforcement.

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.

EXTRA-CURRICULAR/ACTIVITY INFORMATION

Athletics Offered:

Sport	Grades	Season
Girls Volleyball	7-12	Fall
Girls Golf	7-12	Fall
Football	7-12	Fall
Cross Country	7-12	Fall
Boys Basketball	7-12	Winter
Girls Basketball	7-12	Winter
Boys Wrestling	7-12	Winter
Girls Wrestling	7-12	Winter
Boys Track	7-12	Spring
Girls Track	7-12	Spring
Girls Softball	7-12	Spring
Baseball	7-12	Spring
Boys Golf	7-12	Spring

Extracurricular Activities Offered:

Activity	Grades
Pep Band	7-12
Drama	7-12
Math Counts	7-8
Academic Team	9-12
Academic Olympiad	9-12
Speech	7-12
One Act Play	7-12

Organizations Offered:

Organization	Grades
Student Council	7-12
North Dakota Honor Society	10-12
FBLA	9-12
Yearbook	9-12
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

See HCV Extracurricular Activities Handbook

EXTRACURRICULAR ACTIVITIES INFRACTIONS/SUSPENSIONS

See HCV Extra-Curricular Activities Handbook

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.

SUMMER INFRACTIONS

See HCV Extra-Curricular Activities Handbook

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.

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.

Cell Phone Policy (DESCRIPTOR CODE: FFI)

From the first bell to the last bell of the school day, North Dakota law and Hillsboro Public School District policy strictly prohibit students from using personal electronic communication devices—including phones, tablets, and smartwatches—during instructional time. This rule is in place to ensure a positive learning environment free from distractions, supporting both academic achievement and student well-being. Exceptions exist only for students who have a documented need in their Individualized Education Program (IEP), Section 504 accommodation plan, or when the device qualifies as a medical device under federal law. Device use is also allowed in true emergencies to prevent harm. Any policy violations may result in disciplinary action and loss of device privileges. Parents and students should understand that these guidelines are not just school rules, but state law, and all exceptions must be formally reviewed and documented by school staff.

Prohibitions

In compliance with N.D.C.C. § 15.1-07-41, the Hillsboro Public School District prohibits students from using personal electronic communications devices during instructional time. Prohibited devices include the following:

1. Smartphones
2. Cell phones
3. Bluetooth-enabled devices
4. Tablets
5. Smartwatches or other wearable devices
6. Gaming devices
7. Any other devices as defined under N.D.C.C. § 15.1-07-41

All personal electronic communication devices identified above must be:

1. Turned off, *and* left in a locker or a backpack in a backpack pouch at the high school or in a backpack in a backpack pouch at the elementary school.
2. Securely stowed away *and* not removed during the school day.
3. Inaccessible to students during instructional time.

4. If a student, at the high school, is seen with a prohibited device during the school day it will be taken by the teacher and turned in at the office where the student can pick it up after school. After the second offense - the prohibited device will be taken and turned in at the office and a parent will have to come and meet with the principal in order to get the device back. After the third offense, the student will be required, for the remainder of the semester, to turn the device in each morning at the office and retrieve it at the end of the day. After the fourth offense, the student will serve a detention and the parent will again have to come and retrieve the prohibited device.

Limitations/ Allowances for School-Related Activities

The District may limit or allow student access to personal electronic communication devices outside of instructional time, during a "school-related activity" as defined in this policy. Such approval or limitation may be provided or restricted to a student(s) by a school administrator, teacher, coach, or bus driver.

School-related activities where students may be allowed limited or full access to personal electronic communication devices include:

- a. Bus rides
- b. Field trips
- c. Sporting events
- d. School dances
- e. Other activities where students are under the supervision of the school, whether on or off school premises

The District may develop and enforce specific limitations and allowances under administrative regulations or rules. Any time a student is using a school owned or approved device, a personal device on a limited or allowed basis, or a personal device that falls under another exception in this policy, the following prohibitions apply:

1. Students are prohibited from using any devices or 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 any devices or 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 any devices or 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 any devices or technology in areas where there is a reasonable expectation of privacy by others on school property and at school-sponsored events. Students are also strongly discouraged from possessing personal technology in areas where there is a reasonable expectation of privacy by others on school property and at school-sponsored events;

5. Students are prohibited from using any devices or 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 event; and
6. Students are prohibited from using any devices or technology disruptively or in a manner that potentially compromises the safety of others on school property and during school sponsored events.

Searches of Personal Technology

If a student is using a school owned or approved device, a personal device on a limited or allowed basis, or a personal device that falls under another exception under this policy, then administration is authorized to search the device when there is reasonable suspicion of the following:

1. The device contains evidence of conduct or activity that may constitute a violation of policy or the law; or
2. There is a threat of danger or potential harm to self or others.

Only areas of the device reasonably related in scope 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). Administration is authorized to contact legal counsel to help determine the appropriate scope of the search.

If administration suspects or finds that a device contains content that violates N.D.C.C. § 12.1-27.1-03.3 or other laws, they 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, may communicate the need for probable cause to search a device and may provide a student or the District with a search warrant or subpoena for information or records.

Communicating with Your Student

We understand that parents may need to communicate with their students during the school day. However, under state law and the Hillsboro Public School District's cell phone policy, students are not permitted to use personal electronic devices—from the first bell to the last bell. If you need to reach your child during school hours, please contact the school office directly. School staff can promptly relay important messages to students. This approach helps maintain a focused and positive learning environment free from device-related distractions, while still ensuring every student can receive time-sensitive information from their families when needed. Thank you for working with us to support your student's academic success and well-being

To read the full Cell Phone Policy (FFI) please scan the QR listed at the bottom of the handbook, or find it on the districts website under the tab District, Policies, Cell Phone Policy. FFI.

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 3:10 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 Section 504—HS Principal, PO Box 579 Hillsboro, ND 58045, (701)636-4360 carly.theis@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 High School principal, 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.

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.

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' 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,
August, 29th, 2025.

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.

Student's Name: _____ Grade: _____

Student's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____