

CENTER- STANTON HIGH SCHOOL

2025-2026 STUDENT HANDBOOK

Important: Please read the handbook and sign/hand in the back page to the office before August 27, 2025 !

Ms. Alicia Nitschke, Secondary Principal
Mr. Adam Hill, Superintendent

Notification of Title VI, Title IX and Section 504 of the Rehabilitation Act of 1973

You are hereby notified that the Center-Stanton Public School does not discriminate on the basis of race, color, 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 person has been designated to handle inquiries regarding the nondiscrimination policies: Mr. Adam Hill, Superintendent, PO Box 248, Center, ND 58530-0248, (701) 794-8778 ext. 202, Adam.Hill@K12.ND.US

You are further notified that inquiries concerning the application of Title VI, Title IX, and Section 504 may be referred to Adam Hill, Superintendent, who has been designated as the person responsible for coordinating the efforts of the Center-Stanton School District to comply with and carry out the responsibilities under Title VI, Title IX, and Section 504 including investigation of complaints alleging noncompliance. The address and phone numbers of the coordinator are listed below:

Adam Hill, Superintendent
Center-Stanton School District #1
315 Lincoln Avenue
PO Box 248
Center, ND 58530-0248
1-701-794-8778
1-701-794-3659 (fax)
Adam.Hill@K12.ND.US (e-mail)

Mission Statement

Center-Stanton Public School provides each student educational opportunities to become positive, competent, creative citizens and empowers those students to achieve high levels of success.

Philosophy

Center-Stanton Public School exists for the good of the students. Public education of our young people is one of the most challenging responsibilities of our democratic society. We believe that students are entitled to a positive, safe environment to reach their individual potential. Diversity of students requires an individualized, multidisciplinary curriculum. Our goal is for each student to become a contributing member of society.

As a school we will strive to:

- provide a safe, positive, healthy learning environment
 - provide an academic atmosphere staffed by competent professionals
 - provide the proper resources and equipment necessary to facilitate effective learning in the school
 - provide personal and career counseling, utilizing community and state resources
 - provide well-rounded educational curriculum which accommodates the various needs of students
 - encourage constructive communication among community, parents, teachers, and students
 - provide opportunities to develop productive citizenship skills which encourage community involvement
 - show respect and sensitivity toward students, staff, and community
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As a student I will strive to:

- practice the principles of physical, mental, and emotional health and appreciate the dignity of others
 - develop academic skills to achieve the best education possible toward the development of my full potential
 - develop skills to communicate and think creatively
 - show respect and sensitivity toward students, staff, visitors, and myself
 - develop an awareness of myself as a part of the national and global community
 - appreciate the past; utilize the present; envision the future
 - develop the ability to be open to new ideas throughout life
 - show pride for my school and my community
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Problem Resolution

The Center-Stanton School District implements the following process for problem resolution. In most instances it is best to visit with the person closest to the situation. This process consists of 4 levels.

Level 1: Talk to your student's teacher. Teachers appreciate any information you can give them. If the problem cannot be resolved with the teacher, parents may also speak to the guidance counselor(s).

Level 2: If after visiting with the classroom teacher you still feel the need to discuss the matter further, please contact the building principal.

Level 3: If after talking with the teacher and building principal, you still have additional concerns; you are encouraged to talk with the district superintendent.

Level 4: If after visiting with the district superintendent you have not resolved the problem, the problem may be brought to the school board. This can be done by calling the Superintendent's office and asking to be placed on the school board agenda for the next school board meeting.

We strongly encourage families to communicate with the school to resolve issues as they arise. Social media is not an effective form of communication regarding conflict resolution. Please follow the problem resolution guidelines for appropriate action to be taken. Our goal is to work with families to assure students receive the best education possible. We cannot address issues and achieve that goal if we are not informed.

SECTION I: CLASSIFICATION/GRADUATION

Student Classification

The status of students as to which grade they are assigned will be determined by the number of credits earned while in high school. These are as follows:

- Sophomore - 6 credits or more
 - Junior - 11 credits or more
 - Senior - 16 credits or more
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Graduation Requirements

1. The receiving of a high school diploma requires the following courses and the required number of units earned in each subject area:
 - Language Arts/English (Required: English 9, English 10, English 11, and English 12)
✓ 4 Units
 - Social Studies (Required: US History, Problems of Democracy, World History)
✓ 3 Units
 - Mathematics
✓ 3 Units
 - Science (Required: Physical Science, Biology, and 1 credit of another science elective)
✓ 3 Units
 - Physical Education/Health (Required: PE 9 and Health 9)
✓ 1 Unit
 - Required Electives: 1 Credit Computer Applications, ½ credit Personal Finance or Independent living, and 1 credit of CTE in area of FACS, Computers, Business, or AG
✓ 2 ½ Units
 - Electives: Foreign Language, Fine Arts, Career and Technical Education, PE, or any other online class through the Great Western Network.
✓ 5 ½ Units
 - **Total Units Required**
✓ **22 Units**
 2. Graduation requirements are minimum standards. Students are encouraged to take additional credits during the regular school year. **All students must be enrolled in at least 7 academic classes per semester. Seniors who are considered on-track for graduation may take 6 academic classes per semester and have one study hall or JET period with administration approval. All students are required to take an English class in 9th-12th grade.**
 3. Any student who does not successfully complete the required credits may be allowed to go through the graduation exercises and may receive an unsigned diploma upon administrative approval provided they are within ½-credit of diploma requirements.
 4. Administrative approval may include, but is not limited to, the requesting student providing verification of enrollment with the North Dakota Center for Distance Education for the necessary remaining coursework to meet the established graduation requirements for Center-Stanton Public Schools.
 5. Participation in graduation exercises is a privilege and not a right. Students who violate graduation guidelines set by administration will not be allowed to participate in graduation exercises per school board policy.
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JET/Work Co-op

Center-Stanton High School offers several work related experiences seniors could elect to take. Students taking these courses would receive a grade based on the career ready practices rubric and would receive .25 credits per semester. Below are the options and their definition:

Work Co-op: Is defined as an interaction with an industry or community professional in a real workplace setting in order to develop and improve work skills. A work co-op must be directly related to the student's CTE coordinated plan of study. A student must complete a minimum of 40 hours of worksite experience. A student will be placed with a CTE teacher that would oversee this experience.

Junior Educator in Training (JET): Is a work related experience through a teacher or staff member. A JET must be placed in an area of interest. It is recommended for the JET experience to be aligned with CTE classes taken by the student. JET will count towards CTE requirements.

Work Experience: This is an experience where a student will be an assistant to a teacher or staff member. Students will be asked to complete different tasks and help out in any way they can. This experience is not tied to CTE, but students would receive a grade and credit.

Correspondence Work/Independent Study/Online Coursework

Correspondence work is not intended as a substitute for course work regularly available in the high school. Correspondence courses are available for students when courses in the regular class schedule do not meet student's need. Online coursework for grades 10 - 12 is available through CRACTC and GWN through the school membership in these organizations. Correspondence work must be arranged through administration. If a course is offered by Center-Stanton High School, a student must take that course. If a student withdraws from a CRACTC or GWN course at any point in the school year after registration has taken place, the cost of that course will be determined by GWN/CRACTC administration and paid by the student's family.

Online/Dual credit/ITV regulations:

All online courses, dual credit courses, and ITV courses have requirements that need to be met in order to take these classes. Requirements are included but not limited to the following: Star testing results, GPA, teacher recommendation, and administrative approval. Some classes may have prerequisite courses that need to be completed prior to taking course. All Online/Dual credit tests need to be taken and monitored in the school.

Dual Credit, ITV, and online course offerings:

9th grade: Offerings may be available for second semester upon administrative approval

10th grade: Offerings may be available upon administrative approval

11th grade: Student can take one class per semester upon administrative approval

12th grade: Student can take two classes per semester upon administrative approval

Administration has the discretion, if extenuating circumstances arise, to permit more.

Early Graduation

Any student in grade 11 who wishes to be considered for early graduation from Center-Stanton Public School must address the Center-Stanton School Board prior to the **January** meeting of their **Junior** year. All guidelines must be followed as set forth by the School Board Policy, including a cumulative 3.50 GPA during time of request. This student and their parent must meet with the high school principal prior to October of their junior year to make arrangements to meet the requirements for early graduation.

Optional High School Curriculum

1. Optional State High School Curriculum will be made by administration and guidance staff at a meeting requested by parent and/or student.
2. If after completing at least 2 years of high school, a student has failed to pass at least ½-unit from three subsections listed for diploma; or has a grade point average at or below the twenty-fifth percentile of the class in which the student is enrolled, the student may request a meeting to determine whether or not the student should be permitted to pursue the optional state curriculum.
3. Requirements for Optional High School Curriculum are set as follows:
 - Language Arts/English (English 9, English 10, English 11, English 12)
 - ✓ 4 Units
 - Mathematics
 - ✓ 2 Units
 - Science (Physical Science, Biology)
 - ✓ 2 Units
 - Social Studies (World History, US History, Problems of Democracy)
 - ✓ 3 Units
 - Physical Education/Health
 - ✓ 1 Unit of PE, or ½ Unit PE and ½ Unit Health
 - Required Electives: 1 Credit Computer Applications, ½ credit Personal Finance, and 1 credit of CTE in area of FACS, Computers, Business, or AG
 - ✓ 2 ½ Units
 - Electives
 - ✓ 6 ½ Units
 - **Total units required**
 - ✓ **21 Units**

Graduation Honors

1. Student Graduation Honors will be recognized at Center- Stanton High School. The following GPA requirements will determine type of honor senior will receive.
 - Highest Honors – 4.0 and higher
 - High Honors – 3.666 – 3.999
 - Honors – 3.333-3.665
2. To be considered an honor student, a student must have been enrolled at Center-Stanton High School as a full-time student for a minimum of four semesters.

SECTION II: ATTENDANCE

Student Attendance

Students in any North Dakota public school are governed by state attendance laws. These laws require all children between the **ages of 7 and 18** to be in attendance every day school is in session. Time lost from class is irretrievable, particularly a student's opportunity for interaction and exchange of ideas with teachers. The absent student loses the benefits of lectures, discussions, and participation with other students. This school district considers consistent, regular daily attendance for a full day a major responsibility of parents/guardians.

Attendance Definitions NDCC 15.1-20-02.1

1. To be deemed in attendance for purposes of this chapter, a student may not be absent from school with excuse for more than:
 - a.) Three consecutive school days during either the first half or the second half of a school districts calendar;
 - b.) Six half days during either the first half or the second half of a school districts calendar;
 - c.) Twenty-one class periods.
2. The board of each school district shall adopt a policy that:
 - a.) Defines an excused absence as any absence from school, if that absence is supported by either a verbal or written excuse supplied by the student's parent, teacher, or school administrator; and,
 - b.) Articulates the type of documentation that may be requested to verify a student's absence.
3. This chapter does not preclude a school district from withholding credit, removing a student from a course, or taking punitive measures against a student who does not arrive in a timely fashion or who exceeds a specific number of absences, as determined by the school district.

For purposes of compulsory attendance reporting under NDCC 15.1-20-02.1, Center-Stanton School District defines the following:

1. **Excused absence** is an absence that the District will not use in determining if a compulsory attendance violation occurred. Any absence may be excused if it is supported by either a verbal or written excuse supplied by the student's parent, guardian, teacher, coach, advisor, and **needs to be approved by school administration** in a timely fashion. An excused absence may still count against a student for exemptions. See test exemption policy.
2. **Unexcused absence** is any absence not supported by the verbal or written excuse required for an excused absence.

School Absence Definitions

Absences

Absences directly impact the academic success in student coursework. Refer to the test exemption policy for how absences affect final test status. **Students who accumulate 10 or more days of absences per semester must meet with administration to see if lost class time and credit may be made up.** Parents will be notified once a student hits five absences in a class as a warning. If attendance issue continues, social services will be contacted.

Students are required to bring an excuse slip or contact the school stating the reason for the absences, prior to an absence. In case of an unexpected absence, parents or guardians of absent students are asked to inform the school between the hours of 7:30-9:30 a.m. the day of the absence so that it can be updated in PowerSchool. School personnel will attempt to contact the parents of the absent student if the parent has not called.

Absences will be defined as:

Unexcused absence is defined as missing any or part of the school day without parental or guardian permission. This will be identified as U or AB in PowerSchool.

Excused Absences:

Family request absence: Is defined as missing any or part of the school day with parental or guardian permission. All family requests, unless deemed an emergency, will count against a student's 10 total missed days. This will also count against exemptions. If a doctor's note is not provided the absence will remain a family request. This is identified as R in PowerSchool.

Medical absence: Is defined as missing any or part of the school day due to a medical situation or appointment. Parent or student will provide *notification from a doctor within a week of the appointment*. Students who are sent home from school due to high fever or because of any other admin approved medical issue will be marked as an approved medical absence. Approved medical appointments are excused and **WILL NOT** count against a student's 10 days. This is identified as M in PowerSchool.

Illness absence: Is defined as missing any or part of the school day with parental or guardian permission due to illness. An illness absence will count towards their 10 total days and will also count towards their test exemptions. This is identified as S in PowerSchool.

Extended illness absence: Is defined as one where a student has missed consecutive days in which the student is either hospitalized or directly ordered to remain home by a physician. This includes but is not limited to a positive COVID test or a student who has been requested to self-quarantine. This order must be verified in writing. Extended illnesses will be documented and will NOT count towards the 10 days of total absences and test exemptions. This is identified as M in PowerSchool.

School activity absence is defined as missing any or part of the school day due to a school sponsored activity. These types of absences will NOT count against the students 10 total days and test exemptions. This is identified as an X in PowerSchool.

Students who are old enough to vote are excused by law to exercise their right to vote. Students will be excused from one class period. This absence will not count against them for semester test purposes.

Attendance Documentation Requirements

School administration requires applicable documentation to be submitted to the office in a timely fashion (within 2-school days) to verify an excused-approved absence, including but not limited to:

- ✓ Medical documentation from an appropriate licensed healthcare provider;
- ✓ A copy of a court summons or subpoena;
- ✓ A request for an absence due to a curricular or extracurricular event submitted by the student's teacher, coach, or extracurricular advisor.

Attendance Regulations

1. Attendance is the responsibility of the student and his or her parents or guardians. This responsibility includes being aware of the school district standards for attendance, promptly and in a timely fashion informing appropriate school officials of reasons for any absences of the student, and developing an acceptable pattern of attendance for the student.
2. School personnel are responsible for keeping parents-guardians and the student informed of attendance patterns not meeting district standards. Parents of absent students will be notified by office personnel if the school has not been contacted.
3. School work missed by the student during the absence will be made up regardless of the reason for the absence.
 - Students must obtain an assignment sheet upon returning to school, if one was not provided already, in order to get assignments that they missed on the day of absence.
 - Make up work must be done by the student within the designated time noted by classroom teacher. Teachers will notify students at the start of the grading period their standard for student make up work.
4. An **extended illness absence** will be defined as one that is 3 or more consecutive days in which the student is either hospitalized or directly ordered to remain home by a physician. This order must be verified in writing. Extended illnesses will be documented and will be taken into consideration by administration in determining more than 10-days of absence and student test exemption status for semester exams.
5. Students who know of an absence in advance will notify the office and obtain an assignment sheet to be filled out by their teachers. If this process is not possible the assignments along with the assignment sheet will be ready to be picked up at the end of the day in which a student was absent.
6. A student who leaves the building during the day with parent/guardian permission **must fill out the sign out sheet on office counter and receive permission from building administration** before leaving the office.
7. School hours will be from 8:30 AM (CT) to 3:30 PM (CT). Students allowed in the school building before 8:00 AM must be under the direct supervision of school personnel. All students are to leave the school

building before 3:45 pm if they are not here for participation in extra-curricular practice session or under the direct supervision of school personnel.

8. Students leaving school on a school sponsored trip are responsible for obtaining assignments before they leave for the time they miss. Advisors and coaches will support students to assure work is obtained and completed on time.

TARDIES

Objective: To ensure students get to class on time so that teachers can maximize instruction time.

Expectations of Students:

- Students will enter their assigned classroom by the time the class bell has rung.
- Students will be prepared for class to start per each teacher's expectations.
- Students will use the bathroom at the end of class periods or during class work time.
- Students will be exempt with a planner hallway pass
- A student missing more than **10 minutes** during a class period will earn a class absence.

Center-Stanton Tardy Consequences (per semester)

*If the student is not in their assigned class with all required materials when the bell rings, he/she will be marked tardy.

1st Tardy--Marked in Power School by teacher

2nd Tardy--Marked in Power School by teacher

3rd Tardy--Marked into Power School by teacher. This will be changed to a Z by the administrator, indicating an absence and will impact test exemption. Parent contacted by administration.

Additional Tardies—Marked and logged into Power School by teacher, changed to Z by the administrator. Parent contacted by administration and student will serve detention. Student will not attend PBIS activity for that quarter. Further consequences (such as staying during early-outs) depend on individual situation.

If student obtains 4 tardies during WAT, student will have to take all semester finals.

SECTION III: ACADEMICS

PowerSchool

Center-Stanton School uses PowerSchool, an information-based website where parents and students can access their current grades and attendance through the use of the internet. At the start of the school year you will receive a copy of their class schedule with your child's username and password so that you can check on their grades anytime during each quarter of the school year. Please keep your passwords confidential so only you can access the information. If you do not have internet access at home or work, you can contact the office and we can make a report available to you.

Grading System

1. The following grading system will be used school wide:

99 - 100%	= A+	85 - 86%	= B-	75 - 76%	= D+
95 - 98%	= A	83 - 84%	= C+	71 - 74%	= D
93 - 94%	= A-	79 - 82%	= C	69 - 70%	= D-
91 - 92%	= B+	77 - 78%	= C-	68 - Below	= F
87 - 90%	= B				

2. Grade Equivalent for Grading System

4.000 = A+	3.333 = B+	2.333 = C+	1.333 = D+	0.000 = F
4.000 = A	3.000 = B	2.000 = C	1.000 = D	
3.667 = A-	2.667 = B-	1.667 = C-	0.667 = D-	

Report Cards

Report cards are issued at the close of each **grading** period to inform both students and parents/guardians regarding pupil progress in each subject. Depending on when Parent-Teacher Conferences are scheduled for the nine-week period, a progress report may be issued in place of a report card for the purposes of conference documentation.

Differential Grading

1. The Center-Stanton High School class rank system is calculated using a differential grading system that gives additional weight (.25) to "college prep" courses. **This differential grading system only affects class rank. It does not change a student's GPA.**
2. Class rank calculations using weighted grades **will not** change the honor roll system and GPA system. GPA is based on a 4.000 scale.
3. **College Prep** courses include Advanced Biology, Advanced Math, Algebra II, Senior Composition, Anatomy, Chemistry, Physics, Trigonometry, any AP or Dual Credit course, any foreign language level II or higher.

Honor Roll

1. At the close of each semester period, a semester honor roll will be published, as follows:
 1. "A" Highest Honors: 4.000 average
 2. "A" High Honors: 3.666 average or above
 3. "B" Honors: 3.000 average or above
2. Students must receive a grade in all classes to qualify for the honor roll.
3. When the honor roll is completed, it will be posted by the school office.
4. In order for a student to be on the honor roll, the student must be enrolled in six classes per quarter.

Family/Teacher Engagement Conferences

There will be two Family/Teacher Engagement Conferences for grades 7-12 scheduled for the school year. We encourage all parents/guardians to attend these conferences and take an active role in their student's education. Though Power School is a great resource for parents to utilize when staying current with grades, assignments, and attendance, it is essential that parents/guardians attend the parent-teacher conferences to increase collaboration and communication with school, staff, and administration.

Awarding of Credit

Credits will be awarded on a semester basis for students enrolled in a high school course, with a minimum credit of 0.25 and a maximum credit of 0.5 awarded for each semester of work successfully completed. Students who have 10 or more unexcused absences in a particular class may not earn their credit. Any student who fails a semester of any core/elective required course (State mandated) will need to successfully complete one of the following:

- Repeat that portion of the course the following year;
- Obtain credit through an independent study course with classroom instructor (subject to approval by school administration, classroom instructor, parents/guardian(s), and student);
- Obtain credit through an independent study course through the North Dakota Center for Distance Education (ALL COSTS must be discussed with administration prior to admission);

- Obtain credit through state approved summer school course (ALL COSTS must be discussed with administration prior to admission)

Semester Exams

1. Semester exams are not cumulative yearlong exams.
2. Students in ITV classes will abide by semester test regulations of the sending school.
3. Grade 7 and Grade 8 students will take **ALL semester one and semester two exams**.
4. Grade 9 and Grade 10 students will take the required finals:
 - **9th: Computer Applications, Math, English 9 (1st semester), and Physical Science**
 - **10th: Math, English 10 (1st semester), and Biology**
5. Grade 11 and Grade 12 students will take at least **2 semester exams** in their required courses **both semesters. (POD or US History and English)**
6. Students who qualify as "exempt for semester exams" may elect to take semester exams as a preparation for future educational experiences. Any student who elects to take semester exams will only include the grade of those exams into their cumulative grade if the exam grade will maintain a cumulative grade percentage for the course that is equal to or above their current grade before taking the exam.
7. All students may receive exemption status from any other semester exams under the following guidelines:
 - Any student maintaining a semester grade for a class of 93% or above **AND** have no more than **six** excused absences **for that semester** and 3 or fewer tardies for that specific class. Absences not included in this calculation: extra-curricular absences, family funeral, or required self-quarantine issued by a NDDoH or documentation from provider of the required quarantine. Medical appointments will be counted as absences for test exemption purposes.
 - Any student maintaining a semester grade for a class of 85% to 92% **AND** have no more than **four** excused absences **of any kind for that semester** for that semester and 3 or fewer tardies for that specific class.
 - Any student maintaining a semester grade for a class of 77% to 85% **AND** have no more than **two** excused absences **of any kind for that semester** and 3 or fewer tardies for that specific class.
 - **BOTH CRITERIA** must be maintained in order to receive exemption status for the semester exams.
8. Any student with less than 77% automatically takes semester exams.
9. A student with truancy, ISS, OSS, other severe office disciplinary violations will take all semester exams.
10. If there are extenuating circumstances, a team of three teachers and an administrator has the ability to make the appropriate decision.

Missing Assignment Policy

Missing assignments can happen due to absences, extra-curricular activities, or other variables. Missing assignments are indicated in PowerSchool with an orange exclamation mark. Students will be notified of missing assignments weekly by admin and classroom teachers. It is the responsibility of each student to check PowerSchool and communicate with teachers about these assignments. Having 6 or more missing assignments deems a student as being ineligible for a one week period (Sunday to Saturday). Students taking online courses who are 25% behind or more on their course work will be deemed ineligible for the one week period. On Friday morning (or the last day of the school week) a missing assignment report will be pulled to determine which students can leave during their Friday WAT (Wildcat Advisory Time). **If a student is missing multiple assignments, administration has the latitude to restrict open campus privileges.**

Extra-Curricular Academic Eligibility

Extra-Curricular Sports:

Volleyball, Football, Cross Country, Girls Golf, Girls Basketball, Boys Basketball, Wrestling, Baseball, Track, Boys and Girls Golf, and Softball

Other Extra-Curricular Options:

Band/Choir, Jazz Band, Honor Society, Speech, Play, Sources of Strength, Yearbook, Pep Club, Science Olympiad, Science Club, Rodeo, Envirothon, Acalympics (SR high and JR High), Robotics, FFA, FCCLA, Honor Society, and Student Council

1. Participation in activities sponsored by the Center-Stanton Public School or the North Dakota High School Activities Association is governed by the regulations established by the NDHSAA and Center-Stanton School.
2. Basic eligibility requirements for the NDHSAA will be followed.
3. Center-Stanton School will require passing at least five academic units in preceding semester.
4. Students not passing five units will be ineligible for four weeks.
5. NDHSAA requires that student must be regularly enrolled at the school that they represent.
6. Students who wish to participate in any school-related function must be present in school for **seven consecutive periods** of the school day of that particular function. Under extreme emergency cases or doctors' appointments that cannot be changed, will the student be allowed to participate with prior approval.
7. If there are extenuating circumstances, administration has the ability to make the appropriate decision.

Weekly Academic Eligibility

Weekly eligibility criteria are as follows:

- Eligibility will be checked weekly by the administration using current semester grades, on Power School updated by the instructor in a timely fashion allowing students the opportunity to make improvements on a weekly basis.
- If a student is **failing one or more classes** during a weekly check, that student will be considered ineligible for a period of at least one week from Sunday to Saturday. If a student has six or more missing assignments at the time of eligibility check, the student will be ineligible for a period of one week from Sunday to Saturday. If a student is 25% or more behind in their online courses, they will also be considered ineligible.
- **Weekly eligibility will be determined on each Friday afternoon** of a given school week. Eligibility will run that Sunday to Saturday. If school is not in session on the days of the week in which eligibility is determined (Friday), eligibility will be determined on the last day of school for that week. Eligibility will still run the following Sunday to Saturday.
- A student with an incomplete course is ineligible until the incomplete is made up.
- Coach and teacher will be emailed or provided the ineligibility list to discretely notify ineligible students on ineligible list or students who may be ineligible.
- **Students must be in attendance a full-day of school in order to participate** in that day's activities. Saturday contests will be allowed if the absence on a Friday was excused by administration. Exceptions may be made by administration with prior approval for extenuating emergency reasons as determined by administration.
- A grace period of three weeks will be given at the beginning of the 1st and 2nd semester. Starting the third week of the semester, administration will check academic eligibility the last day of the school week. Students who ended the previous semester with one failed class will be ineligible for *three weeks*. Students who ended the previous semester with more than one failing class will be ineligible for *four weeks*.

Promotion, Retention and Summer School

- Retention of a student in grades 7-8 who receives a failing grade, 68% or below, in two or more classes will be determined by a multi-disciplinary team. Students are promoted to the next grade level based upon academic ability, effort, and attendance.

Semester Eligibility

1. Semester eligibility is set by the following criteria:
 - **First Semester** - Students are eligible as long as they have met the criteria set forth by the NDHSAA, passed five units during previous spring semester and are passing all classes starting the third full week of school.
 - **Second Semester** - Students receiving passing grades for all subjects during first semester will receive a two-week grace period. Students not receiving passing grades for all subjects will be ineligible for a one-week period (does not compete in activity, no week of warning will be given). Students failing to pass five units during fall semester will be ineligible for first four weeks of second semester.

SECTION IV: MISCELLANEOUS

Class Changes

Students will have a designated time period at the beginning of each semester to make any schedule changes they feel necessary per teacher, parent, and administrative approval. For 2025-2026, students have **five academic days into the semester make changes to their schedule.**

Students dropping any ITV or online course passed the drop date will reimburse the school for per-student costs.

Lockers

1. All 7-12 students will be issued a top and bottom locker during fall registration.
2. The students are responsible for the condition of the locker and the articles within.
3. No posters or other items may be attached to the locker without prior permission and approval from school administration. Administration will give student the correct tape for which to attach posters, etc.
4. Students will clean out their locker of unnecessary garbage on a regular basis; in addition, students will remove gym clothing, extra garbage, etc. prior to Christmas break.
5. Lockers must be cleaned out completely at the end of the school year.
6. The administration may conduct random locker checks throughout the school year.
7. The school administration retains the right to search the student locker(s) if suspicion exists.
8. The locker is the property of the school district and not the property of the student.
9. If a student places a padlock on their locker, the combination or a key must be given to the office in order to allow school access to the school owned property if needed.

Textbooks

1. Students will be issued class textbooks and all books will be identified by the book number and the student's name. Teachers will develop a list with book numbers so that all books are accounted for.
2. It is the responsibility of the student to return the assigned book in good condition with allowances made for general book wear and depreciation. A minimum fee may be charged for any book repair noted by instructor at end of term.

3. The cost of a newer textbook is \$120.00 minimum for replacement. The student will be responsible for paying established fees for book repair, damage, or loss to replace that textbook and pay full cost of replacement.

Signing Out of Class and Study Hall

1. Permission is required of any student before that student may be allowed to leave the classroom or study hall assigned to him/her. 1 boy and 1 girl student per classroom will be allowed to leave classroom at a time.
2. Permission to leave class will be granted by the student's teacher signing their miss. The planner must be intact and taken care of. If pages are ripped out and planner seems dismantled, the teacher has the discretion to refuse permission to leave. The planner must be signed by the teacher prior to leaving class. Student must first check in with the teacher in order to not be marked tardy or absent. The student must keep their planner on them while in the hallway.
3. All students must return to the originally assigned teacher before the end of the period.
4. If a classroom teacher sends a student to the library or other area of the building for work, the classroom teacher is responsible for contacting the librarian or other staff personnel.

Student Driving

1. Students will refrain from driving any vehicle during the school day unless office permission has been given to that student.
2. Students will exit and enter Civic Center parking lot only to the southwest or west and not travel in the area in front of elementary school and/or high school at any time.
3. Speed limits are posted and will be followed. Any abuse of posted speed limits will be reported to local law enforcement and student will lose the privilege to drive within the area around the school and Civic Center. Any driving infractions will be reported to the police department.
4. ATV's and other non-licensed motorized vehicles are not allowed on school property and cannot be driven by student to school at any time.
5. Students will use Civic Center parking lot and the street on the south side of Civic Center for parking. This includes for those times of practice or weightlifting before school day starts.
6. Students will not use the main staff parking lot, the elementary staff parking lot, East and NE lots.
7. All participants in after school or before school activities are to use the Civic Center parking lot.
8. For extra-curricular events, it is expected that students will park in the far end of the Civic Center parking lot to allow for patrons to have easier access to the facility.

Alcohol, Illegal Drugs, or Tobacco Products on School Property (E-cigs and other vaping devices)

1. The use, possession of, or being under the influence of alcohol, illegal drugs and/or the use of or possession of tobacco products while in school, at a school sponsored event, or off school grounds is forbidden.
2. The use or possession of an electronic smoking device or any accessory while in school, at a school sponsored activity, or off school grounds is strictly forbidden.
3. Any violation will be dealt with in the following manner:
 - The proper authorities will be notified and students will be offered resources for available cessation programs.
 - If on school grounds, the student(s) involved will be assessed five (5) days of suspension.
 - Upon notification, the student(s) involved will be removed from all school sponsored activities and organizations for a period of six weeks.
4. Definition: Electronic smoking device means any device that can be used to deliver aerosolized or vaporized nicotine or other illegal drug to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vaping device, or hookah.
5. In case of an activity where a class credit is earned, the student will continue to participate in the class but will not perform in public.

6. Student(s) who violate the guidelines further will be subject to expulsion for the remainder of the school year and expulsion from all social activities held on school property.
7. Any extra-curricular participant that has a violation before their season starts will have a meeting with the coach, athletic director, school administrator, and parents.
8. Any extra-curricular participant who is in violation shall be suspended from participation in interscholastic contests or activities for a minimum of six (6) consecutive school weeks for the first offense and a period of eighteen (18) consecutive school weeks for any subsequent offense. This six-week period will begin the first allowable day of practice for the first sport that the student athlete will be participating in, following the offense. If the violation occurs during a student athletes season, their suspension begins from the time the school is officially notified.

Library Rules

- Students in grades 7-12 may exchange and return books before school, during class time with prior approval and after school. During elementary scheduled library times, **the library classroom will be closed to all other students.**
- Misconduct in the library will result in a loss of library privileges as determined by the librarian and will result in a disciplinary referral to school administration.
- All materials leaving the library need to be properly checked out.
- Books and other materials must be returned and renewed weekly at the scheduled library times. After a two-week time period, the items still checked out will be considered overdue and need to be returned immediately.
- If books or materials are lost or damaged, the student is responsible to pay the current replacement cost. The librarian will order a replacement library copy from the library's book companies and additional fines and fees may be charged.
- If books are overdue for greater than a one-month period, they will be treated as lost property and the student will be fined for replacement costs.
- If a student wants a book title that the Center-Stanton School Library does not have, they may put in a request through the librarian for inter-library loan. That book title may have a different due date and should be returned to the librarian for postage due and mailing to the original lender.
- **Bookmobile** - Bookmobile materials may also be returned to the Center-Stanton School Library before their scheduled due date.
- **Library computer stations** - The Center-Stanton School Library computers are for research-related school work. The school's internet rules and policy apply for all computer usage.

Immunization/Insurance

School immunization requirements according to state law (23-07-17.1 NDCC) are as follows:

1. No child will be admitted to kindergarten, elementary school, junior high school, or senior high school in public or non-public schools unless they have a "Certificate of Immunization" on file at the school or one is submitted prior to admission.
2. The "Certificate of Immunization" states that the child has been vaccinated against diphtheria, pertussis, tetanus, measles, rubella, mumps, and polio.
3. Center-Stanton High School does not participate in the High School Benefit Plan and there is no school insurance to cover the students for accidental injury. It is expected that every family will make proper preparation for illness and accidental health and hospitalization insurance.

Prescription Drugs and Over the Counter Medications

1. The policy adopted by the Center-Stanton School Board of Education for administering medicines will be followed. Check with the administration before bringing medication to school.
2. Any prescribed drugs must be kept in the original containers with the name of the pharmacy and doctor clearly displayed.

3. Such items must be turned into the office or a designated area upon approval between building principal, parent/guardian(s), and involving supervisor.
4. A medication disbursement plan will be in place for distribution of these prescription drugs through some trained office personnel.
5. Over the counter medications cannot be supplied or provided to students by office personnel.

ECare School Nurse

Is a new service that will be available to our Center-Stanton students. These health services are designed to promote and improve the health and wellness of students. Providing school health services assists students in developing and applying academic knowledge to help promote continuous growth toward becoming an effective citizen within our society. The eCARE eSchool program assists Center-Stanton School District in providing basic emergency care for students and staff; assessment and referral for all students; nurse oversight of medication; essential health services for special needs students; and health promotion and disease prevention activities which address wellness across the lifespan. With the philosophy that "healthy students learn better", professional school nurses address the physical, mental, emotional, and social health needs of our students on a daily basis and work with parents and community partners to best serve these needs.

For more information about school health services, call the Center-Stanton School District or the eCARE School Health office at 605-606-0550.

Injuries or Illness

Students should report all injuries or illness to their classroom instructor. Instructor will notify the school office. Student should not leave school premises until parent/guardian and school permission granted.

School Sponsored Parties

1. School parties or dances are permitted by recognized school organizations only with the permission of the assigned advisor and administration.
2. Permission must be obtained before scheduling the dance or party.
3. The following guidelines may be used:
 - A school personnel advisor and an approved adult must be in attendance for the entire party or dance.
 - Parties or dances must be specified as grades 7-8, 9-12, or 7-12.
 - Out-of-school guests must be signed up in the office at least four days prior to the dance or party. Guests are limited to one guest per requesting CSHS student. These privileges apply to individuals of junior high or high school age only. Guests who are approved by the office in advance are the only guests allowed to attend.
 - All students and/or guests who attend the party or dance will be required to sign in and out specifying the time of check out.
 - Doors will be locked one half hour after the beginning of the party or dance.
 - No student and/or guest will be allowed in once the doors are locked.
 - If a student and/or guest leaves after the doors are locked they will not be allowed to return.
 - No party or dance will last longer than 12:00 midnight.
 - ✓ Prom and After Prom are the only exceptions allowed to extend beyond midnight.
 - Other guidelines may be implemented, depending on the nature of the dance or party.
 - Individual guests over 20 years of age will not be allowed to attend school parties or dances unless otherwise authorized by a majority vote of the Center-Stanton School Board.

Student Notebook, Laptop Computers, and Other Technologies

Each student in grades 9-12 has the opportunity to place a deposit on a school owned laptop for schoolwork at school and at home. All students 7th – 12th grade, regardless of whether they obtain a laptop, will need to complete the tech agreement to use technology at Center-Stanton High School.

Weather Information

Emergency weather information concerning the closing of school or the running of buses may be obtained by listening to radio stations KFYZ, KBBR, KQ94 (FM). Alert messages will also be sent out via email and phone messages.

Fire/Tornado/Other Emergency

Your teachers will give you complete information on all procedures to be followed in case of fire, tornado, or other emergency. Evacuation routes and tornado procedures will be posted in each classroom. Practice drills will be held throughout the school year at a variety of times during the school day. The school staff uses the EMERGENT application system which connects all staff and local emergency responders. The school uses emergency protocol distinctions of Evacuate, Hold, Lockdown, Secure, and Shelter. Each of these is thoroughly explained to trained staff to help guide students in the time of an emergency.

Church Activities/Wednesday Activities

Wednesday night is reserved for church activities. School activities may begin at 3:30 p.m. and there will be no students in the school building after 5:30 p.m. Only High School teams will practice on Wednesday. Students in grades 7-8 who are promoted to a high school squad may practice on Wednesday with prior permission received from administration after initial contact from parent/guardian is made to administration. This applies to all activities. **Please note: Students who need academic help in a classroom are allowed to remain with that instructor to complete that necessary work; however, these students are expected to abide by the 5:30 pm leave time, as well.**

Visitation Policy

1. Parents and guardians must ring doorbell to be granted access to the school building.
2. All visitors must check in at the main office.

Senior Privileges

Senior Privileges will start the beginning of the school year with the exception of the food and drink privilege. This will begin second semester. Privileges *may* include (but are not limited to) open campus for study halls, online classes, and WAT, and beverages and snacks in class as negotiated with the building principal at the beginning of the academic year. Privileges will be given if a senior meets the following criteria:

1. Permission slip is signed prior to beginning privileges beginning
2. Senior signs out and signs in on the sign out sheet located on the office counter.
3. Student who chooses to leave for privileges must leave school premise during this period (including parking lot.) Refusal to leave the building after signing out will warrant a warning. If this happens again it will result in a loss of privileges for the rest of the year.
4. Senior is on track to graduate.
5. Senior attends ALL school activities during the school day (unless administrative approval is warranted). Failure to attend will result in a loss of privileges for one week.
6. Missing Assignments will be pulled on Mondays. Seniors who have three or more missing assignments will lose privileges for the week.
7. Seniors with any grade below 80% on the day of eligibility will lose privileges.

8. Seniors that reach 10-Day Limit for absences in a semester will lose privileges for remainder of year.
9. If a senior accumulates 4 tardies, they will lose privileges for one week.
10. Misconduct or misbehavior will result in a senior losing their privilege.
11. Senior privileges are allowed provided the senior has completed 1 hour of volunteer school or community time designated per month. Hours must be turned in prior to the start of each month and be accepted by administration.
12. If a senior has a study hall or an online class they are able to leave campus for that class period. Students must check out of the office and check back in before returning to another class. This privilege may be taken away if frequent tardies occur.

Beverage and Food

- Cafeteria items, including cereal containers, milk cartons, juice pouches, muffins, donuts, etc. **are not allowed to leave the cafeteria area for any reason!**
- NO glass bottles are allowed on school property.
- Only water may be allowed in classroom by any student with teacher permission in a reasonably sized container. We encourage all students to bring their own water bottle and not to share with others.
- Snacks may be allowed in non-carpeted areas with teacher permission.
- Approved water beverage containers with twist-top lids **ONLY** will be allowed in the classroom with water only! Please check with teacher or office administration.
- Only approved beverages with a secure lid will be allowed in student lockers. If littering takes place or lockers are a mess, then the student will no longer be permitted to have outside drinks inside the school. Beverages are NOT allowed in classrooms unless there is teacher approval.

Lunch

The Center-Stanton School provides a hot lunch/breakfast program for its students and will follow updated NDDoH protocol for lunch. Breakfast will be served in the multipurpose room. Students who choose to eat breakfast must do so in the lunchroom. No food or beverage is allowed outside the lunchroom. Students must conduct themselves in an orderly manner while in the lunchroom. Floors and tables must be cleaned off after breakfast and lunch. Violations will result in losing the privilege of eating in the lunchroom and/or assisting in the cleaning of the lunchroom facility.

A school lunch account is set up for all student's grades K-12 who wish to eat breakfast and lunch at school. Each student is assigned an account number and parents/guardians are responsible for placing money in the account throughout the school year. When the balance of your lunch account falls to \$10.00, you will receive notice on your Power School account and you may receive a reminder letter that you need to add money to the account. You can add to your account at either the High School Office or the Elementary Office.

Students grades 9-12 will have open campus for lunch from 12:00 – 12:30. This privilege may be taken away due to frequent tardies, behavior issues, or other reasons based on administration discretion. Students leaving campus for lunch will have the opportunity to have their cell phones for safety reasons. Cell phones must be returned to the office as soon as a student returns into the school building. Students staying on campus for lunch will not have phone access and phones and smart watches will remain in the office. With this privilege comes responsibility. Students are expected to represent our school in a positive manner at all times while in the community. Any behavior that brings a negative reflection on the school during open campus lunch may result in disciplinary action and result in a loss of privileges.

SECTION V: GUIDELINES

Damage to School Property

1. A student found defacing or damaging school property will be required to pay for the damage repair.
 2. Parents will be notified.
 3. Proper authorities will be notified.
 4. Based on severity, other consequences may be administered.
-

Stealing of School Property

1. Any stealing of school property is strictly forbidden. Stolen articles found in a student locker are considered to be in that student's possession.
 2. Parents will be notified.
 3. The proper authorities will be notified of any occurrences of stealing.
 4. Based on severity, other consequences may be administered.
-

Cheating

1. Any student found cheating on a regular assignment will meet with classroom teacher and/or building level principal to determine severity and consequence for action.
 2. Any student found cheating on an exam would result in an automatic 0 for that test.
 3. If cheating occurs a second time, the student will not receive credit for the work and a meeting will be arranged with the parents, teacher(s), and administration before the student is allowed back in class. This violation will result in a student having to take all semester finals.
 4. Cheating may constitute, but is not limited to: plagiarism, a student copying another student's work, a student copying instructor materials, a student who lends his/her completed homework to another student for copying purposes, etc.
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Bus Conduct

Student safety is of the utmost concern while students are being transported via school bus at any time. Students are under the supervision of the bus driver and they are always expected to comply with the driver's instructions. The bus drivers will notify the school administration of any disciplinary problems and continued misbehavior may result in being dropped from the bus roster.

Dress Code

Students shall be required to show **proper attention to personal cleanliness, neatness, and conservative standards of dress**. The following guidelines will be adhered to:

1. If the article of clothing is questionable, **please do not wear it!** Parents help monitor at home!
 2. Articles of clothing such as T-shirts with writing or pictures on them are prohibited if such material is suggestive, obscene, or advertises and/or promotes the use of alcohol, tobacco products, or illegal drugs.
 3. Immodest clothing such as low cut/exposed tops, inappropriate lengthed shorts, skirt or dresses, pants, visible undergarments, strapless tops and exposed midriffs are not allowed.
 4. No undergarments will be visible at any time. Trousers must be kept up. Muscle shirts or shirts with cut-off sleeves cannot be worn at any time during school with the exception of PE as long as chest is not exposed.
 5. Teachers will use professional discretion when determining and enforcing our dress code!
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6. All headgear and/or sunglasses are not allowed to be worn by students in the school building during regular school hours. Please remove upon entering the school building. (It is common courtesy to remove caps and/or hats while inside a public building while attending a social event.)
7. Appropriate shoes must be worn at all times.
8. Please try to take of clothing issues at home before students get to school – All students will be required to meet the standards set once they arrive at school! Students who are not appropriately attired will be given a cover up to wear. If students are sent home to change due to innapropiateness, the absence will count against them.

CELL PHONE/ELECTRONIC DEVICES:

According to North Dakota Century Code 15.1-07-41 Cell phones and/or other electronic devices such as smart watches and earbuds are not allowed from bell to bell during school hours. Cell phones and other devices are acceptable to use in the building after school hours unless serving detention or for any additional disciplinary act.

Students will be permitted to hand in their turned off devices to the office before the first bell of the day. Students will be dismissed by small groups to get their cell phones and other devices back by the end of each school day.

Students who leave for open campus lunch, study hall, WAT, extra curriculars, or appointments are able to get their devices before leaving the school building.

It is suggested that students leave their phones at home or in their vehicles. **Devices may not be kept in their lockers during school hours.** *The school is not responsible for any lost, stolen, or broken devices.* Students who are caught tampering with another student's device will be given displimiation action such as, but not limited to, detention, ISS, OSS, or ineligibility. Consequences will be based on severity of each incident.

Cell Phone Offense: Any student caught with a cell phone or prohibited electronic device on them or in their lockers during school hours...

1st offense—Cell phones or other electronic devices is taken to the administrator. Parents will be notified. Student will have detention with administration.

2nd offense—Cell phones or other electronic devices are taken to the administrator. Parents will be notified and must come get the phone from the office. Student will receive 1 day ISS and will be ineligible for 1 week starting on the day of the offense.

3rd -4th offense—Cell phones or other electronic devices are taken to administration. Parents will be notified and must come get the phone from the office. Student will receive 2 days in ISS and will be ineligible for 1 week starting on the day of the offense. If student is still serving a previous ineligibility consequence, the 1 week period will start at the end of their current consequence.

If a 5th infraction occurs, a student will be given 5 days OSS and be ineligible for 2 weeks starting on the day of the offense. Parents will be notified and must come get the phone from the office.

PBIS (Positive Behavior Interventions and Supports)

PBIS will be implemented in the high school as a way to encourage our students to promote positive behavior, respect, and kindness towards each other. PBIS recognizes that students can only meet behavior expectations if they know what the expectations are in advance. Students will be educated through our positive action curriculum which will create consistency and understanding for both students

and staff. This school-wide approach will focus on building a safe, positive environment in which all students can learn.

Discipline

Parents will be notified of any disciplinary infraction that takes place at school. Center-Stanton students are expected to use good judgement, be respectful, and be responsible for both their academics and their behavior. Below are the behaviors that we instill and expect from Center-Stanton students.

- Demonstrate respect for self, adults, peers, and school property
- Honesty, kindness, and cooperation with others
- Academic effort and achievement
- Quality attendance and promptness
- Orderly movement around the building, at assemblies, and on field trips
- Completion of assignments on time
- Classroom engagement

Detention

1. Detention may be assigned by an individual classroom teacher, advisor, principal, or other school personnel. Teachers will document detention given and the cause.
2. Removal from class may result in detention.
3. Failure to serve detention may result in student being given additional detention or suspension and may lead to ineligibility.

Suspension

The Center-Stanton Public School operates under two types of suspension:

1. **In-school suspension** will require the student to be in the school designated location from 8:30 until 3:30 pm under the following guidelines:
 - The student will be given a shortened restroom break in the morning and a shortened restroom break in the afternoon.
 - The restroom breaks and other leave time will not be during regular classroom breaks of other students.
 - The student will be required to make provisions for lunch which will be eaten in the designated area set by administration.
 - The student will not be allowed to participate in extracurricular functions during the time of the suspension.
 - The student may use their computer for educational purposes. The device will be closely monitored.
2. **Out-of-school suspension** will be given according to disciplinary procedures approved by the school board which are outlined in this Student/Parent Handbook. The following guidelines will be used:
 - An assignment sheet will be filled out and ready to be picked up by family at the end of the first day of the suspension.
 - When a student is on out-of-school suspension, the student is not allowed on school property during the time of the suspension.
 - The student will not be allowed to participate in extracurricular functions during the time of the suspension.
3. **Grading while serving suspension:**
 - For both types of suspensions (in-school and out-of-school suspension), each assigned classroom teacher is expected to give the student(s) work for the class period missed.
 - For in-school suspensions, this work is to be handed to the office secretary by the classroom instructor at the start of the in-school suspension.
 - For out-of-school suspensions, work is to be handed into the office by the classroom instructors and picked up by parent/guardian by the end of the day on the first day of the suspension.

- The student on out-of-school suspension is responsible for having daily work picked up each day. All work during out-of-school suspension must be turned in on or before the day he/she returns to school. Missed tests/quizzes will be made up with in two (2) days of returning to school.
- During suspensions involving students in grades 7-12, student(s) may receive full credit for work assigned for days served under suspension and work may be graded in the same manner as other students. There will be no additional time given to complete assignments unless otherwise specified by the classroom teacher.

Expulsion

If the administration deems expulsion necessary, the following steps will be taken:

1. Student notified.
 2. Parent/guardian notified.
 3. Center-Stanton School Board of Education notified.
 4. Hearing held.
 5. Board acts upon recommendation of school administration.
 6. An expulsion is to be for the remainder of the school year.
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School Resources Protocol

The School Resource Officer (SRO)/Oliver County Sheriff's Department (OCSD) ensures a safe learning environment for all children and adults who enter the school campus, prevents, and reduces potential harm related to incidents of school violence, and fosters a positive school climate based on respect for all children and adults in the school. We will create partnerships with behavioral health and other care providers in the community for student and family referral. Protocols are as follows:

Tier 1 Level - Classroom Level

- Classroom modifications
- EWIMS Meeting/Plan
- Behavior Plans

Tier 2 Level - Administrative Level

- Parent Contact
- Possible 504 Plan
- Possible Special Education Plans (IEP)

Tier 3 Level - SRO/Oliver County Sheriff's Department Level

- Parent contact
- Officer Visit

Discipline Guide

Below is a discipline guide that will be utilized by administration for behavioral purposes. Please note that discipline may vary based upon unknown variables and the severity of the issue. **Administration has the discretion to provide appropriate consequences that may differ from this chart.**

Offense Named	Classroom Detention	Classroom Detention	Office Detention	1 Day ISS	2 Day ISS	3 Day ISS	5 Day OSS	Expulsion
Cell phone/electronic devices			1	2	3		5	
Classroom or school policy violation	1	2	3	4	5	6	7	
Profanity	Warning	2	3	4	5	6	7	
Disrupting the learning of others (based on severity)	Warning	1 - 2	3	4	5	6	7	
Insubordination	1	2	3	4	5	6	7	
Student Disrespect	1	2	3	4	5	6	7	
Staff Disrespect			1	2	3	4	5	
Leaving school without permission				1	2	3	4	
Bullying/Threatening			1	2	3	4	5	
Harassment				1	2	3	4	
Fighting/Assault (based on severity)				1	1	1	2	3
Theft						1	2	3
Possession of Weapon (Based on intent to harm)					1	2	3	4
Vandalism							1	2
Assault to staff member							1	1
Use or possession of drugs or alcohol on school property							1,2	3
Use or possession of tobacco/vape devices/accessories on school property							1,2	3
Threats							1	2

SECTION VI: RESOURCES

Special Education Services

Center-Stanton Public School provides Special Education Services through a two-county cooperative plan. The Unit is called Oliver-Mercer Special Education Unit with its office located in Hazen. The Unit provides Special Education to children with the following handicaps:

- | | |
|----------------------------|----------------------------|
| 1. Intellectual Disability | 5. Emotional Disturbance |
| 2. Speech/Language | 6. Learning Disabled |
| 3. Hearing | 7. Health Impaired |
| 4. Vision | 8. Orthopedically Impaired |

In order to receive special services, a child must be referred to the school principal, assessed by a team of qualified professionals, and determined to be handicapped in one of the above areas. If a parent/guardian feels his/her child has any unique educational needs, please contact the school principal.

The Special Education Unit also provides services to children age three to six. Before services can be provided, an evaluation of the child must be completed to determine if the child is severely delayed. If a parent/guardian feels this service is needed, please contact the O-M Special Education Office for specific details concerning referral. (1-701-748-6383)

SUMMARY OF YOUR RIGHTS AS A PARENT/GUARDIAN IN SPECIAL ED.

These safeguards are guaranteed to handicapped children and their families by Public Law 94-142, The Education for All Handicapped Children Act of 1975, and Section 504 of Public Law 93-122, The Vocational Rehabilitation Act of 1973.

1. You must receive written notification before the school may conduct individual testing of your children. The school has the right to go ahead with the individual testing if you do not answer any of the school's attempts to get permission for evaluation.
2. You must receive written notification of any initiation of refusal to initiate a change in your child's educational placement.
3. You have the right to present your views regarding the identification, evaluation, placement or provision of a free appropriate education for your child. This includes the right to request an educational evaluation.
4. You have the opportunity to present information from an independent educational evaluation of your child.
5. You have access to all relevant school records of your child.
6. Either you or the school may initiate an impartial due process hearing to resolve differences that could not be resolved informally. The request is filed with the North Dakota Department of Public Instruction. In conducting such a hearing parent's must:
 - a. Receive timely and specific notice of the hearing,
 - b. Have the right to be accompanied and advised by counsel and/or by individuals with special knowledge or training with respect to the problems of handicapped children,
 - c. Confront, cross examine and compel the attendance of witnesses,
 - d. Present evidence relevant to the decision,
 - e. Obtain written or electronic verbatim record of the hearing and obtain written findings of facts and decisions.
7. The hearing will be conducted by an impartial hearing officer selected from a list provided by the Department of Public Instruction.
8. The decision of the hearing is binding on all parties pending appeal.

9. Either party has the right to appeal the findings and decision of the hearing through the court system.
10. During the above process your child shall remain in the original program or any other program to which both parties can agree.
11. Students receiving special education and related services must receive a periodic reevaluation every three years.
12. These rights transfer to your child when he/she reaches the age of 18 unless a guardian has been appointed by the court. These rights would then be retained by a court appointed guardian.

Notification Regarding Parent/Guardian Right of Access to Student Records

Each year parents and students need to be reminded of the student records policy of the Center-Stanton Public School District. Parents of 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. 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 updated. If the principal and the parent or adult student cannot agree, the latter may contact the superintendent 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.

Center-Stanton Public School 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.

If you do not want this information released, please contact the school to complete form within ten school days. If we are not contacted by that day, we will assume that you have no objection to the release of such information. We believe 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.

Academic, Career, and Behavioral Counseling Services

The high school staff is interested in each student as an individual. In order to assist students with problems relating to their choice of subject, their future education plans, their choice of profession or a vocation, and/or their personal problems, a school counselor is available in the high school building.

All students in grades 9-12 are allowed the opportunity to meet individually with the school counselor regarding their individual high school academic plan of study. Please contact your school counselor to set

up this meeting. Students in grades 9-10 are required to do a career inventory survey and will be provided an individual consultation during these years.

Students in grades 7-8 will be required to do a career inventory survey during either their 7th grade year or their 8th grade year and will be provided with an individual consultation during their 8th grade year to discuss the results and make plans to set their high school plan of study.

Each individual student has an opportunity to meet with the school counselor either in an individual setting or in a group counseling setting. After the initial consultation with the school counselor, parents or guardians will be notified to gain permission for future consultations regarding individual or group counseling with the student. Specific information about the counseling discussions will not be provided per confidentiality agreement with counselor and counselee.

Post-Secondary School Application

Transcripts and recommendations for admission to schools of higher learning are handled through the secondary office. Scholarship, loan, and application information are available from the school counselor. College visits must be arranged through the school counselor so that appropriate school absence may be documented. The counselor will help make appropriate contacts at the university or college.

College Entrance Testing

Every junior/senior in the State of North Dakota has the opportunity to take the American College Test (ACT) or Work Keys Test on the statewide scheduled testing dates. CSHS recommends taking at least one of these tests. Tests are paid for by each individual family. Administration and the counselor will set up dates for students to take tests.

The ACT is also given at various locations throughout the school year and may be taken again at any other time. Application blanks and information are available in the counselor's office.

College Visitations/Job Shadow

College visitations and job shadow opportunities will be approved by a letter stating a scheduled appointment has been arranged from the college or place of employment which the student plans to visit.

These days will be excused and will not count against the final test exemption policy if proper procedure is followed in scheduling and notifying the school principal and counselor.

Job shadow days may not be used to work for relatives or current employers. These days must be arranged with counseling staff and administration prior to scheduling.

Center-Stanton Public School Bullying Policy

Descriptor Code: ACEA

Required

Bullying Policy

Definitions

For the purposes of this policy:

- Bullying is defined as conduct prescribed in NDCC 15.1-19-17. The Superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.
 - (1) NDCC 15.1-19-17 "Bullying" means:
 - 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:
 - Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;

- Places the student in actual and reasonable fear of harm;
 - Places the student in actual and reasonable fear of damage to property of student; or
 - Substantially disrupts the orderly operation of the public school.
 - 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;
 - Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - Places the student in actual and reasonable fear of harm;
 - Places the student in actual and reasonable fear of damage to property of student; or
 - Substantially disrupts the orderly operation of the public school.
- (2) "Conduct" includes the use of technology or other electronic means.
- Protected classes are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
 - School property or the term on-campus refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.
 - School-sanctioned activity is defined as an activity that:
 - a. Is not part of the district's curricular or extracurricular program; and
 - b. Is established by a sponsor to serve in the absence of a district program; and
 - c. Receives district support in multiple ways (i.e., not school facility use alone); and
 - d. Sponsors of the activity have agreed to comply with this policy; and
 - e. The District has officially recognized through board action as a school-sanctioned activity.
 - School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
 - School staff include all employees of the **Center-Stanton School District #1**, school volunteers, and sponsors of school-sanctioned activities.
 - True threat is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of any intent to inflict harm.

Prohibitions

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

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

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

Reporting Procedures for Alleged Policy Violations

- Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President.

Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

- Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
 1. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
 2. Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting it anonymously.
 3. File an oral report with any school staff member.

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

Reporting to Law Enforcement & Others Forms of Redress

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

Documentation & Retention

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

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

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

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

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

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 or graduates from high school,

whichever is later. If a student does not graduate from the District, such reports and investigation material shall be retained for six years after the student turns 18.

Investigation Procedures

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

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

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

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

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

Disciplinary & Corrective Measures

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

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

6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
7. Modify student's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
8. If applicable, contact the administrator of the website on which the bullying occurred to report it.
9. If applicable, social network hardcopies of alleged bullying may be sent to parents of involved students.

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

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

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

Victim Protection Strategies

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

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

Prevention Programs & Professional Development Activities

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

Adopted: May 10, 2012

Bullying Reporting Guidelines

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

Reporting Guidelines

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

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

Other Center-Stanton Board Policies

School Board policy is available in the school offices, on the school website, and in the school files. Patrons may request a copy of policy through the main office in each of the school district buildings. Patrons should be aware of the policy list on this page as advance notice.

The following table provides applicable policy code and description for your reference.

Policy Code	Policy Description
ABBA	Tobacco Free Schools and Workplaces
ABBE	Displays of Religious Objects and Documents
ABCA	Copyrighted Material and Intellectual Property
ABCB	Sportsmanship
ACBC	Use of Animals in District Schools and In Curricular Programs
ACBD	School Medication Program
ACCA	Sexual Offenders on School Property
ACDA	Acceptable Use
ACE	Violent and Threatening Behavior
ACEB	Hazing
DEBD	Student-Staff Relations
FCAF	Concussion Management
FF	Student Conduct and Discipline
FFA	Alcohol and Drug Use/Abuse
FFB	Attendance and Absences
FFC	Bus Conduct
FFD	Carrying Weapons
FFE	Extracurricular Participation Requirements
FFG	Student Assemblies
FFH	Student Dress Code
FFI	Student Use of Electronic Devices
FFJ	Student Vehicles on School Property
FFK	Suspension and Expulsion
FGA	Student Education Records and Privacy
FGBB	Student Prayer During Non-Instructional Time
FGCA	Searches of Lockers
FGCB	Searches of Students and Students' Personal Property
FGCC	Student Interrogations
FGDE	Student Distribution and Posting of Noncurricular Material
GAAC	Review and Complaints about Instructional and Resource Material
GBA	Academic Freedom
GBAA	Teaching about Religion
GCBA	Grading
KACA	Patron Complaints
KACB	Patron Complaints about Personnel



Student Handbook Acknowledgement

Please view the 2025-2026 Handbook. Handbooks are available on our school website. Registration and attendance at Center-Stanton School implies acknowledgement and agreement to abide by the information contained therein. Please return this back page signed and dated to the High School office for records by **August 27, 2025**. Students will not be granted privileges until this page is signed and returned to the office.

By signing below, I have read and agree to the contents of this student handbook.

Student Printed Name _____

Student Signature _____ Date _____

Parent Signature _____ Date _____