



KILLDEER HIGH SCHOOL
STUDENT
HANDBOOK

WELCOME

Welcome! On behalf of faculty and administration, we welcome you to this academic school year. We are pleased that you are a part of the Killdeer Jr/Sr High School system. We anticipate your involvement and cooperation in making this year successful.

This handbook has been compiled to provide information and answers to some of the questions students and parents may have concerning our school. It contains information concerning our school and its policies. Each student is required to read the handbook. This will serve to avoid misunderstanding as well as provide general information all students should be aware of.

It is not our intent, nor is it possible to make rules and regulations to cover all situations. Students are expected to use common sense and a proper regard for others at all times.

In the event that problems or concerns evolve, we are available to discuss and help resolve any situation. Feel free to call 764-5877 or e-mail at brady.wilz@k12.nd.us and arrange a conference if the need arises.

I would also like to inform you, as parents, that under the provisions of the Parent's Right to Know Clause in the No Child Left Behind Act, you have the right to request information regarding the professional qualifications of the teaching staff in our building. This information will be given to you by contacting our district administrator's office or myself.

HAVE A SUCCESSFUL AND PROSPEROUS SCHOOL YEAR!

Brady Wilz
Killdeer High Principal

MISSION STATEMENT

The Mission at Killdeer Public School is to ensure students acquire the knowledge, attitude, ethics, and skills needed to become productive citizens in our society.

Vision

The Vision at Killdeer Public School is "Knowledge for a Lifetime".

PHILOSOPHY AND GENERAL OBJECTIVES

The Killdeer Board of Education believes that each person should be accepted into the educational program as he/she is, that he/she should be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioural developments that will effect continuing satisfactory adjustments to life. Every student should have the opportunity to enhance their education to the utmost of their ability.

In the practical application of this philosophy, opportunities shall be provided:

1. To help each student to achieve his or her emotional, social, physical, and intellectual development.
2. To cause each student and faculty member to develop skills, and knowledge commensurate with his or her goals, responsibilities, and opportunities in life.
3. To provide a school environment which encourages understandings and attitudes, which lead to more positive human relationships.

We recognize that the school district has only partial responsibility for the education and development of its students; that we must work with the individuals involved, their families, and other institutions, which share this responsibility, and we must be sensitive to their responsibilities and objectives.


2024 – 2025 Killdeer High School Staff

Abrahamson, John	English
Avalos, Jonathan	SRO
Conrad, Taylor	Physical Education
Dobitz, Lou	Math
Elkins, Sean	Social Studies
Eads, Matthew	Computers/STEM
Griffiths, Lacey	Office Administrator
Griffiths, Mark	Business
Harris, Janis	Social Studies
Horgheshimer, Nathan	SPED
Hicks, Jaylynn	Science
Johnson, Eric	Ag Education
Kees, Clairra	Para
Kukla, Pam	English
Leier, David	Ag Education
Martin, Nikki	Counselor
McCormick, Jennifer	FACS
Moseley, Melissa	English
Murphy, Andy	Social Studies
Pruitt, Greg	ITV/Online Courses Coordinator
Reiss, Bridgette	Science
Rohde, Annette	Para
Schmidt, Holly	Health/Career Advisor
Thomas, Ashlen	SPED
Thormahlen, Kylee	Nurse
Tibor, Desirae	Math
Walker, Nick	AD, Physical Education
Wallace, Jenni	Office Administrator
West, Jeff	Science
Wilz, Brady	JH/HS Principal
Zastoupil, Mark	Math

2024-2025 School Calendar

Killdeer Public School

2024-2025 School Year



August 2024

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8 Days

- 5 Girls Golf Starts
- 8 Football Starts
- 12 Cross Country
- 19 Volleyball Starts
- 19&20 Teacher In-Service
- 21 First Day of School

September 2024

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

19 Days

- 2 Labor Day (No School)
- 16 Teacher In-Service (No School)
- 25 Early Out, 1:30pm Dismissal

October 2024

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

21 Days

- 2&9 P/T Conferences
- 16 End of 1st Quarter (39 Days)
- 17&18 NDCCEL Conference (No School)
- 30 Early Out, 1:30pm Dismissal

November 2024

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

17 Days

- 11 Veterans Day (No School)
- 12 Wrestling Starts
- 18 Girls Basketball Starts
- 27 In Lieu of Day (No School)
- 28&29 Thanksgiving Break

December 2024

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

15 Days

- 2 Boys Basketball Starts
- 20 End of 2nd Quarter (41 Days)
- 23 Christmas Vacation Starts
- School Resumes Jan 2nd*

January 2025

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

21 Days

- 1 New Year's Day
- 2 School Resumes
- 20 Teacher In-Service (No School)
(Martin Luther King Jr. Day)
- 29 Early Out, 1:30pm Dismissal

February 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

19 Days

- 5&12 P/T Conferences
- 21 In Lieu of Day (No School)
- 24 Track Starts
- 26 Early Out, 1:30pm Dismissal

March 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

19 Days

- 20 End of 3rd Quarter (54 Days)
- 21 Storm Day (No School)
- 24 Storm Day (No School)

April 2025

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

20 Days

- 7 Boys Golf Starts
- 18 Good Friday (No School)
- 21 Easter Monday (No School)
- 30 Early Out, 1:30pm Dismissal

May 2025

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16 Days

- 22 End of 4th Quarter (41 Days)
- 22 Last Day of School
- 25 Graduation Day
- 26 Memorial Day

Note:
 175 Student Contact Days, 3 Mandated Vacation, 2 In Lieu of Days &
 4 Teacher In-Service Days
 Teacher In-Service Days - August 19 & 20, September 16, & January 20
 In-Lieu of Days - November 27, February 21
 Mandated Vacation Days - Labor Day, Veteran's Day, Good Friday

General Information

GRADE REPORTING PERIODS

Several times throughout the school year report cards will be sent home in the mail during the below dates. Students and parents are reminded that grades can be checked online at any time through PowerSchool. If you need help accessing your PowerSchool account contact the main office.

Semester 1

Midterm Report Cards – October 18

Semester 1 Report Cards – December 20

Semester 2

Midterm Report Cards – March 14

Semester 2 Report Cards – May 23

GRADING SYSTEM

Academic Load: Each regularly enrolled student shall register for and shall carry a minimum of six periods of work in Killdeer High School each semester.

A	= 4.00 and is in the 94 to 100 range
A-	= 3.60 and is in the 92 to 93 range
B+	= 3.40 and is in the 86 to 91 range
B	= 3.00 and is in the 83 to 85 range
C+	= 2.40 and is in the 77 to 82 range
C	= 2.00 and is in the 74 to 76 range
D+	= 1.40 and is in the 68 to 73 range
D	= 1.00 and is in the 65 to 67 range
F	= .00 and is in the 0 to 64 range

Incompletes must be made up within two weeks after a nine week period is finished or a failing grade will be given.

HONOR ROLL

The Killdeer High School has adapted a system of two Honor Rolls. The "A" Honor Roll will consist of a grade point from 3.60 to 4.00. The "B" Honor Roll will consist a grade point from 3.00 to 3.59. Students will not qualify for the Honor Roll if a student receives a grade lower than a C- at the end of the nine week period. Graduation requirements for high honors will be a 3.6-4.0 cumulative GPA from their freshman year through the third quarter of their senior year. Likewise, honors will be a 3.0-3.59 GPA from their freshman year through the third quarter of their senior year.

REQUIRED CREDITS FOR EACH GRADE

9 th Grade – 0 credits
10 th Grade – 5 credits
11 th Grade – 10 credits
12 th Grade – 15 credits

*Credits need to be obtained before the beginning of each school year. These numbers are guidelines and administration has final approval of a student's assigned grade level.

GRADUATION REQUIREMENTS

High school graduation - Diploma requirements (NDCC 15.1-21-02.1.),

A student must have successfully completed the following twenty-two units of high school coursework.

1. Four units of English language arts from a sequence that includes literature, and composition; 2. Three units of mathematics; (Pre-Algebra is not included in these three units)
3. Three units of science, including:
 - a. One unit of physical science;
 - b. One unit of biology; and
 - c. One unit of any other science; or
 - d. Two one-half units of any other science;
4. Three units of social studies, including:
 - a. One unit of United States history;
 - b. One-half unit of United States government and one-half unit of economics; or
 - c. One unit of problems of democracy; and
 - d. One unit or two one-half units of any other social studies, which may include civics, civilization, geography and history, multicultural studies, North Dakota studies, psychology, sociology, and world history;
5. One unit of physical education; or
 - a. One-half unit of physical education and one-half unit of health;
6. Three units of:
 - a. Foreign languages;
 - b. Native American languages;
 - c. Fine arts; or
 - d. Career and technical education courses; and
7. Any five additional units.

SECTION 16. Section 15.1-21-02.3 of the North Dakota Century Code is created and enacted as follows:

15.1-21-02.3. Optional high school curriculum - Requirements. If after completing at least two years of high school a student has failed to pass at least one-half unit from three subsections in section 15.1-21-02.1 or has a grade point average at or below the twenty-fifth percentile of other students in the district who are enrolled in the same grade, the student may request that the student's career advisor, guidance counsellor, or principal meet with the student and the student's parent to determine if the student should be permitted to pursue an optional high school curriculum, in place of the requirements set forth in section 15.1-21-02.1. If a student's parent consents in writing to the student pursuing the optional high school curriculum, the student is eligible to receive a high school diploma upon completing the following requirements:

1. Four units of English language arts from a sequence that includes literature, and composition;
2. Two units of mathematics;
3. Two units of science;
4. Three units of social studies, which may include up to one-half unit of North Dakota studies and one-half unit of multicultural studies;
5. One unit of physical education; or One-half unit of physical education and one-half unit of health;
6. Two units of:
 - a. Foreign languages;
 - b. Native American languages;

- c. Fine arts; or
- d. Career and technical education courses; and 7. Any seven additional units.

JUNIOR HIGH CREDITS

Students in grades seven and eight should pass a minimum of five credits per year to advance to the next grade level. If students do not pass the minimum amount of credits, it will be recommended to take credit recovery classes which can be taken online through the high school or through NDCDE.org. These courses must be finished before the beginning of the following school year. Failing grades may also lead to the recommendation for remedial classes.

COLLEGE VISITS

Juniors and Seniors will be granted 2 college visit days and 2 job shadow days during each school year, which will not affect credit loss or test status. Sophomores will be granted 2 days to use towards a college visit or job shadow days during each school year, which will not affect credit loss or test status. All college visits and job shadows need to be scheduled through the career advisor for verification purposes before the absence occurs.

INDEPENDENT STUDY

Students are allowed to sign up for an independent study course if they are enrolled in a minimum of six credits per semester from Killdeer Public School. Students that are not enrolled in a minimum of six credits per semester will not be eligible to participate in any school sponsored activity. Exceptions will be allowed for credit recovery for graduation. Students will be responsible for the required material.

DROP - ADD CLASSES

Students will be allowed to add or drop a class within three (3) days at the beginning of each semester. If a student drops a class after the three days, the principal and the classroom teacher will determine credit and/or grades for the class. The high school principal may waive this requirement on a case-by-case basis.

PARENT TEACHER CONFERENCES

Parent/Teacher Conferences are held twice a school year. Dates and times are determined by the administration and then the principal will send out the information. Parents are encouraged to visit the school and meet with the teachers during their assigned time. Conferences are an important means of communication between home and school.

DISPENSING MEDICATION POLICY

School personnel are not to dispense, prescription or non-prescription, medication to students.

The principal is to be notified by parent or guardian if student needs to take any medication. This notification will include a written statement from the parent or guardian. This note will become part of the student's records.

Parents or guardians should make arrangements to administer medication at appropriate times. The parent or other responsible adult approved by the parent could do this.

Students of appropriate ages may take their medication under the watchful eye of school personnel.

Students will be allowed to leave the school grounds in order to have necessary medication administered by parent or other.

Under unique or special circumstances, the school administration may waive this policy for a period of time, not to exceed five school days. For periods of time longer than five days, the Killdeer School Board must consent to a waiver.

EMERGENCY CONTACT

For the purpose of student benefit and safety, an emergency contact is an individual that is at least 18 years of age that the school may contact in the event a student's parent(s)/guardian(s) cannot be reached and notification is necessary because of a true emergency. Emergency contacts must be submitted to KHS office staff and be a person that can get ahold of a parent/guardian and someone the family trusts with the care of the student. Emergency contacts will be used for emergency purposes only.

STORM POLICY

In North Dakota, weather can be very unpredictable. School will be in session during each day it has been scheduled according to our annual school calendar, unless cancelled due to severe weather conditions. If parents feel they do not wish to send their children to school, that is their privilege and responsibility, but no child is to be sent home because of a storm without permission from the Superintendent or Principal. Announcements will be made over the Thrillshare online alert system. The Thrillshare alert system messages will be sent to cell phones as an email, text, and voice message. Ideally cancellations will occur the night before, however, if a message is sent out in the morning the superintendent will make every effort to have the message sent by 5:30 am Mountain Time. The message will also appear on the “close line” on local TV news and on local radio stations.

DISCLAIMER STATEMENT

The Killdeer Public School does not discriminate on the basis of race, color, national origin, sex or handicap in its educational programs and activities and/or employment policies and practices.

NONDISCRIMINATION POLICY

The Killdeer Public School supports the provisions of Title IX of the Educational amendments of 1972, Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 which commit all schools to the national origin, sex and handicap to those programs and activities offered to its students. It is the expressed intent of the Killdeer School to provide equal opportunity for all students, free from limitations of race, color, national origin, sex and handicap.

This concept of Equal Educational opportunity will serve as a guide to the Governing Board, the Administration and staff in making decisions relating to the employment of personnel, school facilities, curriculum, activities and regulations affecting students and employees.

Inquiries regarding compliance with Title IX, Title VI and Section 504, which prohibit discrimination on basis of race, color, national origin, sex and handicap conditions, may be directed to Killdeer Public School, Counsellor Courtney Smith: PO Box 579: Killdeer, ND 58640. Telephone number 764-5877.

Student Issues

ITV COURSE REQUIREMENTS

1. Students cannot have a failing grade in the year prior to the current school year that would like to request an ITV course.
2. Students must have at least a 2.5 GPA or higher to enroll in an ITV course.
3. Students must have at least a 3.0 GPA or higher to enroll in a Dual Credit ITV course.

Students who have an ITV class that is dual credit, the college requires you to be in class for **3 periods** a week, but the high school requires you to be in class for **5 periods** a week. This means if you pass your dual credit class you will get college credits, but you will not receive high school credits for this class if you go over the allowed **10 absence** days a semester.

BEHAVIORIAL EXPECTATIONS

Expectations: Students in the Killdeer Public Schools shall demonstrate good citizenship according to the guidelines listed below:

1. Demonstrate Commitment – Students are expected to attend school regularly and take the initiative to actively pursue opportunities available within the school environment (Curricular and Co-Curricular)
2. Cooperate with other people – Students are expected to be polite, treat people with respect, acknowledge and respect people, deal with disagreements maturely and encourage others to do their best.
3. Manage themselves – Students are expected to do what is right. In order to be self-directed, learners, students must remember that they are accountable to their decisions.
4. Respect the Rights and Property of Others – Students are expected to exhibit behavior that ensures the safety and wellbeing of everyone in the Killdeer Public School system. The property of the school district and others is to be respected.

DISCIPLINARY OFFENSES

1. The step-ladder program for discipline is a program of ascending consequences. It is the discipline program implemented at Killdeer Junior/Senior High School. It is published so that the parents, students, and other interested parties may become familiar with the system. In order for the student to learn and for a teacher to instruct, there must be an atmosphere in the school that is conducive to learning. Behavior that interrupts or disturbs this orderly environment cannot be tolerated and must be dealt with promptly, firmly, and consistently. This program assists the student in making good choices and helps him/her manage his/her behavior. This is a lifelong skill that is imperative to success in later life.
2. The “step” system approach to school discipline is based on the belief that students must be responsible for ALL OF THEIR ACTIONS while in attendance at school. When students are referred to the administration for a violation of school rules, the administration bases the resulting consequences on HOW MANY TIMES AND FOR WHAT REASONS the student has been sent to the office during the current school year. For example, a student that consistently disrupts the learning environment needs to receive a more severe consequence than the “first time” offender.
3. The step system provides every student with an opportunity to redeem themselves and move backwards on the disciplinary ladder. A student not referred to the office for thirty (30) days will move one step down the ladder. This allows each student to “wipe their disciplinary slate clean” should they so choose.
4. Any infractions that occur over a period of time when a student leaves the school, but has not been properly checked out by a parent/guardian will be penalized when they return to the school.
5. All disciplinary actions are will be carried out at a level of building principal discretion.
6. All suspensions will result in a suspension from all activities, sports, and any other school functions. 3 weeks for Level II infractions and 6 weeks for Level III infractions.

Level I – 1st offense - 1 hour detention; 2nd offense - 2 hour detention

1. Class disruption
2. Inappropriate hall behavior
3. Leaving class without permission
4. Use of profane language in school
5. Not using proper procedure when checking out of school

6. Minor vandalism of school property
7. Unexcused absence
8. Cheating
9. Use of personal technology during class hours without prior classroom teacher permission (results in loss of device for the remainder of the school day along with appropriate level of discipline) a) 1st Offense Warning/Confiscation
b) 2nd Offense Detention
10. 3 unexcused tardies in a semester
11. Dress Code Violation:
 - a) 1st Offense Warning/Alteration
 - b) 2nd Offense Detention
12. Bullying
 - a) 1st Offense Warning
 - b) 2nd Offense Detention
13. Any other minor infraction as determined by the administration

Level II – 1 or more days in school suspension and/or out of school suspension

1. Fighting
2. Stealing
3. Talking to a staff employee in a disrespectful manner
4. Openly defying teacher's authority (insubordination)
5. Third offense of Level I
6. Any other moderately severe infraction as determined by the administration

PUNISHMENT FOR INFRACTIONS DETERMINED TO BE OF A HARASSING NATURE AND/OR SEXUAL HARASSMENT

considered Generalized Harassment which is defined as intentional behavior directed at an entire group, which is based on demeaning or derisive stereotypes, is so pervasive that it creates a hostile learning/work environment. Examples include comments or jokes, physical gestures or visual displays may include the following punishment/outcomes:

1. Participation in a session(s) on the problem of intimidation/harassment or sexual harassment with the school counselor. If outside counseling is sought, the expense will be the responsibility of the student or student's parents.
2. Written apology to the victim(s)
3. Written letter to parents explaining your actions.
4. Applicable penalties under the District's Student Disciplinary Policies as determined by administration

Level III – 3 or more days in school suspension and/or out of school suspension

1. Physically assaulting a school employee.
2. Causing major physical harm to another student or school employee.
3. Deliberate action that can endanger the life, health, or safety of another student. (Physically attacking another student)
4. Possession of weapon on school grounds (other than a firearm).
5. 2nd offense of Level II
6. Any other severe infraction as determined by the administration.
7. Use/possession of tobacco in school, on the school premises, or at a school related function.
8. Use/possession of electronic nicotine delivery systems (ENDS) in school, on the school premises, or at a school related function.
9. Illegally using, possessing, distributing, or being under the influence of alcohol in school, on the school premises, or at a school related function.
10. Illegally using, possessing, distributing, or being under the influence of drugs, narcotics in school, on the school premises, or at a school related function.
11. Major vandalism
12. Students will be referred for attendance at Sunrise Youth Bureau at parent's expense. Successful attendance/completion of the Sunrise program may reduce disciplinary action. Unsuccessful completion of the Sunrise program may warrant further consequences under school policy.

PUNISHMENT FOR INFRACTIONS DETERMINED TO BE OF A HARASSING NATURE AND/OR SEXUAL HARASSMENT: considered Individually Targeted Harassment which is defined as intentional, non-criminal, verbal, visual, or physical behavior, which is unwelcome by an individual or particular members of a group at which it is targeted, which adversely affects their work environment. Examples include negative or offensive comments, invitations, suggestions, touching or gestures may include the following punishment/outcomes:

1. Participation in a session(s) on the problem of intimidation/harassment or sexual harassment with the school counselor. If outside counseling is sought, the expense will be the responsibility of the student or student's parents.
2. Written apology to the victim(s)
3. Written letter to parents explaining your actions.
4. Applicable penalties under the District's Student Disciplinary Policies as determined by administration

Level IV – EXPULSION

1. ANY FIREARM
2. ANY SECOND LEVEL III OFFENSE THAT DID NOT RESULT IN AN EXPULSION HEARING
3. Any other extremely severe infraction as determined by the administration.

PUNISHMENT FOR INFRACTIONS DETERMINED TO BE OF A HARASSING NATURE AND/OR SEXUAL HARASSMENT: considered Criminal Harassment which is defined as harassing behavior, which violates criminal statutes. Examples include criminal harassment, criminal assault, sexual assault, rape, criminal mischief, arson, and trespass will include the following punishment/outcomes

1. Notification of parents and immediate 10-day out of school suspension, determination will be made for an expulsion hearing.
2. Notification of civil authorities.

NOTE: Parents will be notified via telephone, as well as, with a follow-up letter for levels two, three, and four of this policy.

When an infraction elevates to a willful disruption of a school, school personnel may invoke NDCC 15.1-06-16. Disturbance of a public school - Penalty.

It is a class B misdemeanor for any person to:

1. Willfully disturb a public school that is in session;
2. Willfully interfere with or interrupt the proper order or management of a public school by an act of violence, boisterous conduct, or threatening language; or
3. Rebuke, insult, or threaten a teacher in the presence of a student.

DETENTION

1. Students who are assigned detention will notify parents/guardians.
2. The principal and teacher will determine appropriate detention action.
3. Students who misbehave during detention will be subject to level two disciplinary action.
4. Students must serve detention when assigned. If a student fails to report for detention, the time will be doubled. If a student fails to report for a detention that was doubled, the student will be subject to level two disciplinary action.
5. When a student's misbehavior is a violation of school policy and also of the civil and criminal code, the administration in most cases will contact local law enforcement.

REGULATIONS GOVERNING PUPILS RIDING SCHOOL BUSES

1. Students being transported are under the authority of the bus driver. The bus driver has the same authority as a teacher or administrator.
2. Students shall be on time for the bus, both morning and night.
3. Students shall always cross in front of the bus whether getting on or leaving the bus.
4. Students shall remain seated while the bus is in motion.
5. Students may select their seats or be assigned seats by the driver. When such selection has been made they cannot change without the consent of the driver.
6. Students shall not extend their hands, arms, or their head through the bus window.

7. Students shall have written permission from their parents/guardians or proper school authorities to leave the bus at any point other than the regular stop at home or at the school.
8. Students shall not open or close the bus windows without the permission of the driver.
9. Students shall converse in normal tones; loud or vulgar language is prohibited. When the bus is crossing a railroad track all conversations must stop until the bus has crossed the track.
10. Students shall be courteous to the driver, to fellow students, and to passers-by.
11. Students who refuse to obey promptly the directions of the driver or refuse to obey regulations forfeit the right to ride the bus.
12. There shall be no chewing of gum or sunflower seeds in the bus at any time.
13. On extra-curricular trips, the chaperones shall be primarily responsible for the conduct of the students on the bus.
14. Buses are to stay 10 minutes after school unless they are fully loaded, at which time they may leave.
15. If students are not riding the bus, they are to let the bus driver know, at a time as reasonably determined by the bus driver.
16. Coats, headgear, gloves, and boots must be with any student who rides a bus, including buses for activity trips, during severe weather season.

BUS DISCIPLINE OFFENSES

The information provided on this form will be used to document behavioral issues of students while being transported by District authorized transportation. The rules and actions are intended to assist in the safe operation of District buses and for student safety.

Level 1 Disciplinary Action – Student will be given a warning, referral form will be written, and the form will be sent to the parent. A second infraction of the same manner in the future or an additional level one infraction on the same day may result in a suspension of riding privileges for 5 school days. Repeat level one infractions at any time will be elevated to Level Two Disciplinary Action.

Level 1 offenses

1. Not remaining properly seated in the bus seat, includes laying on the bus seat, and arms and legs in the bus aisle
2. Chanting, shouting, or screaming
3. Unauthorized food on the bus
4. Not following the directives of the driver
5. Not crossing in front of the bus when being loaded or off-loaded
6. Unauthorized opening of windows
7. Extending body parts out of windows
8. Unauthorized off-loading at other than the regular bus stop without parent permission
9. Not keeping appendages to yourself including unwanted touching and/or grabbing other passengers
10. Not having proper seasonal clothing in their possession
11. Inappropriate behavior
12. Use of profane language
13. Minor disruptions
14. Minor vandalism (e.g. writing on bus seats) 15. Minor disruptions with electronic devices.

Level 2 Disciplinary Action – Referral Form will be written, parent will be contacted as soon as possible, the principal/superintendent may call a meeting with the student, parent/guardian, and bus driver to discuss the behavioral issue, student riding privileges will be suspended for 5 or more school days.

Level 2 offenses

1. Fighting – elevated verbal or physical
2. Stealing
3. Openly defying the bus drivers authority including verbal defiance
4. Behaviors that cause the bus driver to conduct an emergency stop of the bus to get students under control
5. Deliberate expulsion of body fluids/mucous toward another student 6. Major vandalism such as tearing of bus seats, breaking a window, etc.
7. Harassment and or sexual harassment (additional ramifications based on District Policy and student handbooks will be enforced)

8. Inappropriate use of electronic devices, including cyber bullying, inappropriate video gaming, viewing of unauthorized sites by a minor, mass texting, screen flashing and/or screen light disruptions (driver distraction), photography (even “selfies” may create a FERPA issue with other students
9. Repeat Level I infractions

Level 3 Disciplinary Action – Referral Form will be written, parent will be contacted as soon as possible, the principal/superintendent will call a meeting with the student, parent/guardian, and bus driver to discuss the behavioral issue, student riding privileges will be suspended for 10 or more school days. Repeat level three infractions at any time will result in a suspension of student riding privileges for 30 or more school days.

Level 3 offenses

1. Physical assault of a school employee
2. Causing major physical harm to another student
3. Deliberate action that can endanger the life, health, or safety of another student
4. Possession of a weapon (other than a firearm – State Law results in expulsion)
5. Any other severe infraction as determined by the administration
6. Deliberate inappropriate use of electronic devices as defined in Level Two
7. Illegally using, possessing, distributing, or under the influence of tobacco, alcohol, or drugs
8. Repeat Level II infractions

Additional Bus Information

1. Drivers are authorized to return to school with all riders to offload student(s) that are Level 3 offenders if they are a shorter distance to the school than the first route stop. Parents will be notified about the route situation and be given an approximate route time based on the situation. Parents/Guardians of the student offender will be called to pick up their child at the school.
2. Electronic devices may be used at the peril of the student which means loss, theft, and/or breakage will be the burden of the student/family. The driver may temporarily confiscate the electronic device for Level 2 or Level 3 offenses and will return the device when the student departs the bus. The driver will inform school administration if they suspect the student has viewed inappropriate sites as a minor.
3. Bus video recordings (if available) may be used to reference student actions requiring referral.
4. Suspension of riding privileges will be for all forms of District provided transportation including extracurricular travel, field trips, etc. during the time of suspension

BULLYING POLICY

The Killdeer School District is committed to providing all students with a safe and civil school environment in which all members are treated with dignity and respect. Bullying of or by a student or school staff member is against federal, state, and local policy and is not tolerated by the Board. Bullying behavior can seriously disrupt the ability of the District to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the District that students and school staff members shall not engage in bullying behavior while on school property. (See School Board Policy [ACEA](#))

NONDISCRIMINATION & ANTI-HARASSMENT POLICY

The Killdeer School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student’s, parent’s, guardian’s, or employee’s race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law. (See School Board Policy [AAC](#))

DISCRIMINATION & HARASSMENT GRIEVANCE PROCEDURE

The following procedure is designed to resolve discrimination, harassment, and retaliation complaints by and against students, parents, and third parties, as described in board policy, in a prompt and equitable manner. Board policy requires all students and staff to fully cooperate when asked to participate in a discrimination, harassment, or retaliation investigation. The procedure contained in this regulation supersedes the district’s policies regarding complaints about personnel and bullying. (See School Board Policy [AAC-BR1](#))

LOCKERS

Each student will be assigned a locker. The inside of the locker must be kept clean and neat at all times. Locker doors are not to be misused, leaned against while open, slammed, etc. If you misuse or damage your locker, you will be responsible for any damages and will lose the privilege of having it. Ownership and control of all lockers is retained by the school district. Access to all lockers under certain conditions is a legal right of school officials whose responsibility it is "in loco parentis" to protect the health, safety and welfare of all students enrolled. Any evidence turned up by such a search may be used for disciplinary purpose and/or turned over to appropriate non-school authorities at the discretion of the administration. If an item is missing from your locker, please contact the principal as soon as possible. It is recommended that valuable personal items not be in your locker.

PHYSICAL EDUCATION AND ATHLETIC LOCKERS

Lockers are provided for those students that would like to store their physical education and or athletic equipment at the school. If a lock is not on a locker, a lock can be checked out from the Athletic Director. A five dollar deposit is required at the time of check out. The deposit will be returned when the lock is turned in at the end of the season. It is recommended that valuable items not be left at the school. The school is not the responsible for items taken from the lockers and for items left outside the locker.

BACKPACKS

Backpacks and other bags may be worn into the school, but will not be allowed in individual classrooms. Backpacks and other bags must be kept in lockers for safety reasons.

STUDENT PARKING

Students are allowed to park in the South parking lot of the school. Vehicles need to be parked appropriately between visible line. Any vehicle that is deemed to be parked inappropriately may be towed at the student's expense.

TEXTBOOK/LIBRARY BOOK RETURN

Students will receive/check out various books throughout the year from different classes and can be checked out through the library. Once these books are given/checked out to student they are his/her responsibility. If students damage or do not return books that have been checked out to them, they will be accountable for replacing them. A record of books will be kept of missing and damaged books from year to year. The students who refuse to replace damaged books at a used price will not be allowed to check out library books or textbooks until the school is compensated for their loss.

HALLWAYS

Keep to the right in passing to your next class. Hallway floors must be kept free of books, duffel bags, etc.

PASSES

An electronic version of passes will be utilized for the 2024-2025 school year. The students will also utilize their calendar on Office 365 email to track their assignments and due dates.

TELEPHONE USAGE

1. Outgoing Calls - Students needing to use a phone must get authorization from a teacher, front office staff member, or principal to make outgoing calls on school phones.
2. Incoming Calls - Students will not be called out of class or study hall to receive a call unless there is an emergency.

STUDY HABITS

Students should condition themselves to doing as much of their regular schoolwork in school as they can. Homework will be necessary, and a regular time set aside each day, at home, to do school work. Success in school is in direct relation to the amount of time spent on schoolwork at a regular time set aside for study. It is generally accepted that an average of at least two hours a day of homework is appropriate for high school students.

DRESS CODE

The Board encourages students to use sound judgment in dress and grooming. While attention seeking devices in dress and grooming are discouraged, students shall not be prevented from attending school or a school-sponsored activity because of appearance if style, fashion, or taste is the sole criterion for such action. The administration will make reasonable efforts to notify students of these rules. Each building principal shall develop a procedure for handling and disciplining students in violation of these rules. While the school

administration may require students participating in physical education classes to wear certain apparel which meets reasonable health and safety standards as established by the Board, they may not prescribe a specific brand that students must buy.

Prohibitions

The District prohibits the following articles of clothing or decoration at school sponsored functions and/or on school property.

Clothing/decoration that:

1. Is reasonably likely to substantially disrupt the educational environment.
2. Poses a health or safety risk.
3. Is destructive to school property and/or causes excessive maintenance problems.
4. Is intended to identify the student as a member of a gang.
5. Promotes illegal activities and/or the use of tobacco or alcohol.

STUDENT USE OF PERSONAL TECHNOLOGY

Student use of personal technology will be prohibited within the regular classroom setting. During class time, personal technology will be placed in a designated area in each classroom. The use of personal technology will be permitted during passing periods and lunch periods. Any rules in addition to what is stated in this section will be governed by school board policy. (See School Board Policy [FFI](#))

INTERNET NETWORK ACCEPTABLE USE & ONLINE ETIQUETTE POLICY

The Board of Education is committed to the goal of having electronic network facilities used in a responsible, efficient, ethical and legal manner in accordance with the mission of the Killdeer Public School and the purposes of SENDIT and Internet. Users must acknowledge their understanding of the general policy as a condition of receiving an account or using the networks.

Acceptable uses of the network are activities, which support teaching and learning. Network users are encouraged to develop uses which meet their individual needs and which take advantage of the network's functions: electronic mail, conferences, bulletin boards, data bases and access to SENDIT and Internet.

Unacceptable uses of the network include: violating the right of privacy of students and employees of the district, using profanity or other language and/or graphics which may be offensive to another individual, re-posting personal communications without the author's prior consent, copying commercial software in violation of copyright law, using the network for financial gain or for any commercial or illegal activity, spreading computer viruses, and downloading, storing, or printing files or messages that are profane, obscene or the use of language that offends or tends to degrade others.

Examples of Unacceptable Use:

1. Installing any software that requires the use of a make file without prior consent of a system administrator.
2. Possessing a copy of the system password file or any portion thereof.
3. Cracking, hacking or otherwise breaking into accounts without authorized access on this system or any other.
4. Possessing and/or running encryption/decryption/cracking/ security/analysis scripts or binaries or any other tools used to expedite the process.
5. "Lending" your account to another user. NO sharing passwords.
6. Planning or conducting any illegal activities through the Killdeer Public School's network or any network accessible from the Killdeer Public School, including, but not limited to, possessing or distributing pornography or commercial software (or any associated paraphernalia).
7. Parents, school officials and local law officials may be called in to investigate such an act if it is deemed necessary.
8. Sending unwanted threatening or harassing e-mail to individuals on the system or otherwise.
9. No chain letters (either creating or passing on).
10. Sending mass mailings to more than 10 people at a time.

Violating these rules without prior written permission from the administration/computer coordinator is prohibited. The school district reserves the right to suspend accounts or reduce/eliminate your accesses if it is felt that a student is violating the law, being rude, unhelpful and/or uncooperative. Students may be subjected to disciplinary actions as well.

STUDENT RECORD COLLECTION

It is necessary for the school district to maintain extensive and sometimes personal information about pupils and their families for educational purposes. These records are kept to assist the school in offering appropriate educational experiences to the student. The interest of the student must supersede all other purposes for which records might be kept. A permanent cumulative record shall be kept on all students. These highly private records are to be used only by the professional staff immediately concerned with a student's welfare. Such files are housed in a secure environment at all times and signatures, dates and reason of intent to preview them must be documented. Upon approval from the principal, personal cumulative records shall be made

available to the student and his/her parents or guardians. These student records may contain, but are not limited to: identifying data, immunization data academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude and psychological information, teacher or counsellor ratings or observations and verified reports of serious or recurrent behavior patterns.

GUIDANCE SERVICES

Students are urged to consult the counselor for any problems they may have; either personal, or school related. Consult the counsellor or career advisor concerning subjects you should take, senior responsibilities for college, and vocational choices.

WELLNESS PLAN

All students in grades K-12, including students with disabilities, special health care needs, and in alternate educational settings, may receive daily physical education (the equivalent of 150 minutes per week for elementary students and 225 minutes per week for middle and high school students) for the entire school year. A qualified physical education/elementary classroom teacher shall teach all physical education. Student involvement in other physical activity such as interscholastic or intramural sports may not be substituted for meeting the physical education requirement.

Beverages allowed in the high school during school hours are water, fruit and vegetable juice containing 100% fruit/vegetable juice, low fat or fat free milk(flavored or unflavored) and sport drinks. Beverages not sold or distributed during school hours are soft drinks, iced tea, fruit based drinks that contain less than 100% real fruit juice, and beverages containing caffeine. Refer to KHS Lunch and Snack Guidelines at the end of the handbook for guidance. All beverages need to be in a closed container. No drinks from a can or disposable cup will be allowed. Continued infractions will be dealt with through the discipline policy.

STUDENT ALCOHOL AND OTHER DRUG/ABUSE POLICY

The Killdeer School District shall strive to provide a learning environment that is safe, drug free, and conducive to learning. This policy is designed to help eradicate the influence of drugs and alcohol within the school environment, promote awareness and health, and protect students in the school environment by imposing consequences for drug and alcohol related violations. (See School Board Policy [FFA](#))

CARRYING WEAPONS

Students are prohibited from possessing on school property a firearm, dangerous weapon, or any object that is used, attempted to be used, or threatened to be used to intimidate or cause bodily harm. (See School Board Policy [FFD](#))

USE OF ANIMALS IN DISTRICT SCHOOLS & IN CURRICULAR PROGRAMS

The Killdeer School Board believes there are medical and physical dangers associated with allowing interaction with and/or use of animals in the educational program and in district schools. The Board, however, also recognizes that animals may be an effective teaching aid and/or their presence may be required to reasonably accommodate students and staff with disabilities. (See School Board Policy [ACBC](#))

DISTRIBUTION & POSTING OF NONCURRICULAR MATERIAL IN SCHOOL

This regulation is not applicable to student distribution of noncurricular material. The Board has established a separate policy governing this matter. (See School Board Policy [KAAD & KAAD-BR](#))

COMPLAINTS ABOUT NON-COACHING PERSONNEL POLICY

The board recognizes that complaints from concerned patrons are inevitable. Patrons always have the right to discuss issues with their elected board representatives or administrators. However, in order to provide an effective procedure for responding to complaints in a manner, which is in the best interests of promoting better educational opportunities for children, the following policy is adopted.

1. Anonymous complaints provide no avenue for response or redress of the complaint. An unsigned complaint will not be read or acted upon at any meeting of the Board and any individual Board member, administrator, or other employee will not bring anonymous telephone complaints to the Board. No disciplinary action will be initiated solely on an anonymous complaint; however, the administration will investigate every anonymous complaint.
2. Every effort should be made to resolve any issue that arises between patron(s) and a staff member through a conference between the patron and the staff member as soon as possible.
3. In the event that an agreement is not reached in the conference, complaints about personnel shall be directed to the principal or other supervisor directly responsible for supervision of that employee. The supervisor shall: a. Document and investigate the complaint;

- b. Schedule a meeting of the employee, the complainant, and the supervisor if deemed appropriate;
 - c. If complaint is validated (following either step a. or step b.), documentation is to be prepared and placed in the employee's personnel file; promptly notify the employee if such is the case; and
 - d. Provide a response to the complainant within fifteen (15) days of receipt of the complaint.
4. If either party is not satisfied with the handling of the complaints, the matter can be appealed to the Superintendent for final resolution.
 5. Complaints about the Superintendent shall be directed to the Board Chairman, who shall follow the same procedure.
 6. This procedure is intended to minimize the risk of a possible action for libel or slander, to retain the impartiality of the Board, and to maximize compliance with North Dakota law.

FINAL/SEMESTER TESTS

A semester testing schedule will be provided to students and staff which will allow for a maximum of three semester tests to be taken by a student on one testing day. Students will be required to take one final test each semester of the school year. Below is a list of the required final for each grade level:

- Seniors – Problems of Democracy (S1 and S2)
- Juniors – English (S1 and S2)
- Sophomores – Science (S1 and S2)
- Freshman – Math (S1 and S2)
- 8th Grade – English (S1) and Math (S2)
- 7th Grade – Social Studies (S1) and Science (S2)

Students cannot be exempt from the required semester tests listed above. Any student who meets all of the following criteria in a specific class, that is not the required final, shall be exempt from taking the semester test in that class. The criteria is as follows:

- The student carries a B (3.0) or higher in the class
- The student has 2 or fewer unexcused tardies for the semester in the class
- The student has NOT received a detention in the class
- The student has NOT been suspended from school (If suspended, student must take all semester tests)
- The student has NO missing assignments (all assignments, including makeup work, have been completed) in the class

Any student who wishes to take a semester test that they are exempt from based on the criteria above may do so as an attempt to better their grade in the class.

Any student enrolled in an ITV or online course that requires a final/semester test must take that final.

Attendance

ABSENTEEISM

The Killdeer School Board recognizes that class attendance and participation are important parts of the educational development of a student, and that grading of a student based on test results alone may not serve to properly motivate a student to educational excellence nor be a proper indication of the skill which the student has achieved in any particular course. Class attendance is an indication of effort and effort is a trait worthy of development by the educational process. The course in which a student is enrolled must have been attended a sufficient number of times to ensure class participation and knowledge of the subject matter is obtained in class before the student can be passed to the next grade level.

Therefore, the following policy is established:

1. Parents or guardians are to call 764-5877 by 9:00 a.m. on the day the student is absent to notify the office of the absence. If a call is not made, the student must bring a note to the principal or main office signed by the parent or guardian explaining the absence. If a note or call is not made, the absence will be unexcused.
2. Students returning to school after being absent must report to the main office to sign in. Students may have two days for every day missed to make up schoolwork.
3. A student will be allowed ten (10) absences per class per semester. Any absence beyond that number will mean a loss of credit for the class.
4. The **ONLY absences** that will not be used for calculating the attendance record are:
 - a. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music-related events, FFA trips, FCCLA, academic field trips, and other deemed co-curricular.
 - b. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). The Attendance Board may review any extended bereavement
 - c. Subpoenas to appear in court or court - ordered, out of district placements for special services.
 - d. Illness or hospitalization verified by a doctor's statement.
 - e. Medical and dental appointments verified by a doctor's statement.
 - i Student will have two weeks from any appointment, illness, or hospitalization that results in an absence from school to submit the doctor's not. After the two-week period, doctor's notes **WILL NOT** be accepted.
 - f. Out of school suspension.
5. Absences, which will be counted in the ten (10) day limit, will include such areas as: family trips, workdays, vacations, visiting friends or relatives, hair, or photography appointments, hunting, or any others not mentioned which are unacceptable to the Attendance Board.
6. After five (5) absences, a letter will be sent to the parent or guardian indicating the severity of the situation and explaining in detail the alternatives for non-compliance. It is the student/parent's responsibility to maintain an update on unexcused absences from this point. The counselor or career advisor will then meet with the student to go over attendance policy and consequences, address possible reasons for excessive absences, a plan will be made with the student move forward, and a call will be made home to parents.
7. After going over the tenth (10th) unexcused absence, the student will have credit withheld. No hours can be made up after the student has reached ten unexcused absences. Students may makeup hours prior to reaching ten unexcused absences to reduce their total number of absences in the class. The makeup hours must be done with the teacher of the class they are approaching ten absences in, or with another certified high school staff member. Each supervised hour made up outside of regular school hours will make up two absent periods. **Students will only be allowed to make up ten recovered hours each semester for each course.** Any absences over the assigned amount will result in loss of credit.
8. KHS administration has final discretion and say on absences and makeup hours.
9. Any decision to withhold credit can be appealed to the school board at the next regular school board meeting. The school board can reject, grant, or put stipulations on the appeal. If stipulations are violated, a loss of credit will result.

PERIOD BY PERIOD ATTENDANCE AND TARDIES

Attendance will be period by period at Killdeer Jr./Sr. High School. The following guidelines will be used to determine absentees:

1. Students are required to be in class a minimum of 30 minutes without being counted absent for the class period. A note stating appropriate reason for early leave or late arrival must accompany the student for him/her to not be counted absent. A student that is in class for more than 30 minutes but less than 53 minutes will be counted tardy.

2. A student must attend school for three periods of a school day prior to a performance to participate in a school related activity. Students must also attend school of three periods prior to a practice in order to practice a school related activity. A student will NOT need to come to school for three periods of a school day if their absence code in PowerSchool is:

- a. D – Doctor Note for an appointment
- b. C – College Visit
- c. S – Subpoena
- d. B – Bereavement

The general rule that should guide being at school for three periods prior to participation in a school related activity is if you are too sick to come to school, you are too sick to participate in a school related activity. Building administration will use discretion and have final say on all instances related to absences and participation in school related activities.

SCHOOL-SPONSORED ABSENCES

Although absences for school sponsored activities are excused, it is the student's responsibility to make assignment arrangements in advance with the teacher whose class will be missed for the activity. Administration may waive this rule when deemed appropriate.

School-sponsored absences are restricted to activities directly sponsored by the school and supervised by a paid staff member. Any competition that occurs outside of the regular NDHSAA sanctioned season for that activity will not be considered a school sponsored absence.

Any student wishing to receive a school-sponsored absence for being a spectator at a regional or state competition must remain in good academic standing in their classes. The student will not be granted a school sponsored absence if they are failing any classes or are on the deficiency list for the current deficiency period.

STUDENT ILLNESS

If a student becomes ill during school, the student needs to call a parent or guardian for permission to leave the school. If a parent or guardian cannot be contacted, the student will be placed in an area that will make the student as comfortable as possible until a parent or guardian is contacted.

PERMIT TO LEAVE THE BUILDING

Students who find it necessary to leave the building during school hours must have parental permission. Students in grades 7-9 must be picked up/signed out and signed back in (if returning) by a: (this is daily process)

- Parent
- Guardian
- Parent /Guardian designee who is at least 18 years of age and must show valid ID

Students in grades 10-12 can be dismissed by parents over the phone. Students in grades 10-12 can take siblings (grades 7-9) with them if it is for an excused absence with PowerSchool codes (D-Doctor's Appointment/Note or illness, S-Subpoena, B-Bereavement). Students must check out of the main office. Students who leave the building without permission will be referred to the discipline section of the handbook.

OPEN CAMPUS LUNCH

Students in grades 10-12 will have open campus privileges during their designated lunch period. If a student elects to use the open campus privilege, Killdeer Public Schools is not responsible or liable for any accidents while a student is using this privilege. Open campus lunch privilege can be revoked at any time based on student behavior and administrator discretion. If a student in grades 7-9 want to leave during their lunch period they must follow the sign out procedure declared in the Permit to Leave the Building section above.

School Activities

ELIGIBILITY

Students participating in the North Dakota High School Activities Association sponsored activities or activities advised by a school employee will follow the eligibility rules and regulations set forth by the Activities Association. In addition, students failing one or more classes at deficiency time will be ineligible for all school sponsored extra-curricular activities until the next deficiency list is reported. All half-credit classes will be considered as a grade for eligibility purposes. All decisions by the principal will be final. **An ineligibility list will be distributed weekly on Tuesdays at 12:00 pm MST.** Late work will be accepted up until the end of the day on Mondays unless other arrangements have been made with a teacher. There will be a two week grace period at the start of each semester in which eligibility will not be counted toward extra-curricular eligibility.

EXTRA-CURRICULAR PARTICIPATION POLICIES

CODE OF CONDUCT:

Any Student found to have committed any North Dakota High School Activity violations, theft, vandalism, damage to school property, or property owned by school employees or any other delinquent act in violation of the law which may have direct and immediate effects on the discipline or general welfare of the school inside or outside of the school, shall be subject to suspension from extra-curricular activities and all other school activities which involve a public performance not required to complete the course requirements (for example: prom, banquets, regional science fair, state fair, school play, concerts, FHA, FFA, band, homecoming candidates, etc., but does not include graduation). However, suspension from graduation exercises shall not be included.

1. All students attending school in the Killdeer School District No. 16 shall be covered by the Code of Conduct Policy.
2. Following due process procedures, the principal shall conduct an investigation and hearing and report his/her findings to the committee, as defined below, prior to any suspension being administered.
3. The Code of Conduct will be in effect for the entire calendar year.
4. The suspension will be determined by a committee consisting of the building principal, the head coaches of any sport or any teacher/advisor for any extra-curricular activity in which the student is currently participating (for example: band, choir, drama, FFA, etc.)
5. Students have the right to appeal the decision upwards in the chain of command. An appeal of the committee's determinations must be made in writing within three working days to the superintendent of schools, whose final decision may be appealed to the Killdeer School Board within three working days of the superintendent's decision. This appeal will be heard at the next regularly scheduled board meeting.

CONCUSSION MANAGEMENT

The District shall comply with the concussion management program requirements contained in law (NDCC 15.1-18.2). **For the purpose of implementing the concussion management program law**, the Board has established the following definitions and requirements:

1. Coach: This term shall include those assigned coaching duties, assistant coaching duties [**and the athletic director**] except in the following circumstances. District students and minors serving in a coaching or assistant coaching capacity shall not have authority to determine if a student should be removed from play due to a possible concussion but are required to report any known sign, symptom, or report of a student's concussion as soon as possible to an adult official, coach, or athletic trainer so that a removal decision can be made. District students and minors serving in coaching or assistant coaching capacity are furthermore not authorized to receive documentation from a health care provider authorizing a player to return to play. Such authorization must be provided to an adult coach or athletic trainer.
2. Health care provider: In order to qualify as a health care provider who can examine a concussion and authorize an athlete's return to play, an individual must be authorized to diagnosis and treat concussions. This definition excludes healthcare workers such as, but not limited to, EMTs, nursing assistants/aides, licensed practical nurses, and registered nurses.
3. Official: The District shall comply with the definition of an official under law, but shall exclude from this definition the following. District students and minors under eighteen serving in an officiating capacity shall not have authority to determine if a student should be removed from play due to a possible concussion but are required to report any known sign, symptom, or report of a student's concussion as soon as possible to an adult official, coach, or athletic trainer so that a removal decision can be made.
4. Parent is defined to include biological parent or legal guardians.

5. School-sanctioned athletic activity is a sport that: Is not part of the district’s curricular or extracurricular program;
 - a. Is established by a sponsor to serve in the absence of a district program;
6. Receives district support in multiple ways (i.e., not school facility use alone);
7. Requires participating students to regularly practice or train **and** compete.
8. The District has officially recognized through board action as a school-sanctioned activity;
 - a. The Board shall make all sanctioning decisions on a case-by-case basis based on the criteria in this paragraph. As a condition of receiving school sanctioning, sponsors of the athletic activity shall agree to comply with this policy and the concussion management law. This includes agreeing to provide appropriate training to each coach, official, and athletic trainer as required by law and providing appropriate information to parents and students as required by law. The sponsor shall provide to the District documentation certifying that this training has occurred and students/parents have viewed required informational material on concussions prior to beginning the activity.
9. School-sponsored athletic activity is a sport that the District has approved through policy or other board action for inclusion in the district’s extracurricular program, is controlled and funded primarily by the District, and requires participating students to regularly practice or train **and** compete.
- 10.

CONCUSSION MANAGEMENT PROGRAM

Concussion Signs & Symptoms

The signs and symptoms of a concussion are as follows:

Signs*	Symptoms*
Athlete appears dazed or stunned	Double vision, blurry vision
Balance problems	Headache
Confusion	Fatigue
Forgets events after the hit	Feels “foggy”
Forgets events prior to hit	Feels sluggish
Forgets plays	Nausea or vomiting
Loss of consciousness (any duration)	Problems concentrating
Moves clumsily (altered coordination)	Problems remembering
Personality change	Sensitive to light or noise
Responds slowly to questions	
Unsure about game, score, opponent	

Requirements when Signs & Symptoms are Observed/Reported Removal

1. An official shall remove from competition and a student’s coach or athletic trainer shall remove from practice, training, or competition a student:
 - a. That reports any sign or symptom of a concussion;
 - b. That exhibits any sign or symptom of a concussion; or
 - c. When a licensed, registered, or certified health care provider (whose scope of practice includes recognition of concussion signs and symptoms) has notified the coach, official, or athletic trainer that the student has reported or exhibited a sign or symptom of a concussion.

Examination

2. A student removed from practice, training, or competition for one or more of the reasons above must be examined as soon as practical by a licensed, registered, or certified health care provider whose scope of practice includes diagnosis and treatment of concussions.
3. **When to Call for Emergency Assistance***
4. If an athlete exhibits the following symptoms, a district employ, sports authority (e.g., coach, assistant coach, trainer, referee) or designee should call 911 for emergency medical assistance.
5. The athlete lost consciousness or has a decreasing level of consciousness;

6. The athlete has symptoms of a concussion and his/her conditions appear to be worsening;
7. The athlete's neurological function is deteriorating or mental status changes (lethargic, confused, agitated, difficulty maintaining focus/arousal) ;
8. The athlete's respiration is decreasing or irregular;
9. The athlete exhibits any sign or symptom of associated injuries, spine or skull fracture, or bleeding;
10. The athlete exhibits seizure symptoms/activity.

Transportation when Emergency Assistance is NOT Activated

11. Under no conditions should a student with a suspected head injury be sent home or allowed to drive. An athlete removed from play in accordance with this procedure whose condition appears stable (i.e., not worsening) should be transported by his/her parent to a medical facility as soon as possible. If the student's parent is unavailable, the coach shall make arrangements to have the student transported to a medical facility by a school employee as soon as possible. The coach or designee shall make a continued effort to notify the student's parent of the student's possible injury, transportation arrangements, and destination.

Return to Play Requirements

12. A student who is removed from play in accordance with this procedure will not be allowed to return to practice, training, or competition until the student or the student's parent obtains **written** authorization from a licensed, registered, or certified health care provider whose scope of practice includes the diagnosis and treatment of concussion and provides that authorization to the student's coach or athletic trainer.

Training

Upon initial employment (or selection, in the case of volunteers) or at the time the concussion management program is initially implement (for existing staff) and every two years thereafter, each district coach, official, and athletic trainer shall receive training regarding the nature and risk of concussions The Superintendent [**or athletic director**] shall determine the method most suitable for carrying out this training requirement and should place, in each applicable personnel file, documentation of the date(s) the staff member completed concussion training.

EXTRA-CURRICULAR UNIFORM/EQUIPMENT COLLECTION POLICY

All athletes and/or parents of athletes will be required to sign an acknowledgement of receipt of athletic equipment/uniform at the time of issuance. The record of this acknowledgement will be maintained by coaches.

If equipment and uniforms are not returned within 2 weeks of the end of season, the coach will send/issue a written reminder with an additional two week period for return of equipment/uniform. The athlete will not be issued equipment/uniform for another sport until equipment/uniform is obtained or restitution is made for a previous season, nor will he/she be permitted to participate in any sanctioned NDHSAA events for the school until the equipment/uniform issue is resolved. Uncollected equipment and/or payment for equipment may result in the school pursuing the collection matter in small claims court.

If equipment, uniform, and collection methods are unsuccessful, the District may withhold cumulative record information as allowed by law when requested by the student for post-secondary pursuits.

EXTRACURRICULAR PARTICIPATION REQUIREMENTS

Philosophy

The Board believes that participation in extracurricular activities constitutes a privilege and not a right. Students who participate in extracurricular activities represent the student body, school district, and community on the state and national level. As such, behavior of these students is a reflection on the entire community.

The District will enforce the requirements placed on extracurricular participants by the North Dakota High School Activities Association (NDHSAA), which govern both on- and off- campus behavior. In addition, the Board has established the following extracurricular participation requirements.

Attendance Requirement

A student must attend school for three periods of a school day prior to a performance to participate in a school related activity. Students must also attend school of three periods prior to a practice in order to practice a school related activity. A student will NOT need to come to school for three periods of a school day if their absence code in PowerSchool is:

- b. D – Doctor Note for an appointment
- c. C – College Visit

- d. S – Subpoena
- e. B – Bereavement

The general rule that should guide being at school for three periods prior to participation in a school related activity is if you are too sick to come to school, you are too sick to participate in a school related activity. Building administration will use discretion and have final say on all instances related to absences and participation in school related activities.

Other Rules of Participation

Rules set forth by the coaches must be followed, maintained and practiced. A coach has the authority to disqualify any individual who displays inappropriate behavior and/or actions.

Any student found to have committed any North Dakota High School Activity violations, theft, vandalism, damage to school property, or property owned by school employees, violation of school policy, or any other delinquent act in violation of the law, which may have direct and immediate effects on the discipline of a welfare of the school inside or outside of the school, shall be subject to suspension from extracurricular activities and all other school activities that involve a public performance not required to complete the course requirements (for example: prom, banquets, regional science fair, state fair, school play, concerts, FHA, FFA, band, homecoming candidates, etc.,) However, suspension from graduation exercises shall not be included unless deemed appropriate by the Superintendent.

Violation of Other Misconduct Policies

Students who violate student conduct policies not covered by NDHSAA bylaws may be subject to suspension from extracurricular activities for a period of up to six consecutive weeks for the first offense and a period of eighteen weeks for any subsequent offense(s). Such consequences shall be imposed in addition to other disciplinary consequences imposed under the applicable policy.

If the school receives a standard notification(s) from law enforcement agencies that a student has violated the alcohol, drugs, or tobacco provision under law during the summer (including multiple infractions), that student shall be declared ineligible for six weeks beginning the first date of a fall sports. If there is a school-related summer activity, credit shall be given for days in which the student was not allowed to participate.

Suspension Procedure

When the principal or Superintendent, as a result of his/her investigation, concludes that a violation of this policy or NDHSAA bylaws has occurred, s/he shall issue notice to the student of this suspension.

Administration of Suspensions

1. Any student who receives a six week suspension in the spring of the year shall serve the entire suspension.
2. If a student is involved in a spring sport his/her suspension will continue until the state meet is concluded for that sport or the last day of the school year, whichever is later. Any days left in the suspension shall be served the following fall term. If there is a school-related summer activity, credit shall be given for days in which the student was not allowed to participate.
3. If a student is not involved in a spring sport, his/her suspension will continue until the last day of the school term. Any days left in the suspension shall be served the following fall term. If there is a school related summer activity, credit shall be given for days in which the student was not allowed to participate.
4. Students involved in fall sports shall begin their suspension, which was carried over from the spring, at the beginning of their fall sports season.
5. Students not involved in fall sports shall begin their suspension, which was carried over from the spring, at the beginning of the fall term.
6. If any student is in the process of serving an eighteen week suspension when school ends in the spring, he/she will be required to serve a minimum suspension of six weeks. If the six week minimum was not met in the spring of the year the days necessary to serve a minimum six week suspension shall be carried over to the fall term. The administration of this suspension shall follow the guidelines of 1-4 above.
7. A student who violates NDHSAA rules during summer break will be subject to a suspension time equivalent to two weeks of athletic competitions.

Reporting

Any patron wishing to report a violation of the NDHSAA rules concerning drugs, alcohol, or tobacco is required to fill out and return the reporting form available in the school office. School administration shall then conduct an investigation. The outcome of the investigation shall be considered part of the student's educational record and consequently confidential.

Any report on school grounds or on a school trip during the school calendar year resulting in probable cause will be investigated by school administration and/or coaches and advisors if the report takes place on a school trip.

Practice and Travel while Suspended

Students who are under suspension are encouraged to practice with their respective teams. Suspended students will not be allowed to travel with the team.

AFTER SCHOOL FUNCTIONS

Students desiring to attend school functions must come at the time set for the function or shortly thereafter. The doors will be locked within one-half hour after the time set for the function to begin. Students will not be admitted thereafter. (School functions include dances, student lock ins, movie nights, etc.)

WEDNESDAY NIGHT ACTIVITIES

Wednesday has been set aside as "Family Night". The Killdeer High School will continue to cooperate in scheduling as few events as possible on that night, thus allowing full opportunities for the churches to carry on their programs without conflict with school activities. No local school activities will be scheduled on Wednesday evenings after 6:30 p.m.

SUNDAY PRACTICES AND SCHOOL ACTIVITIES

Generally, no Sunday practices or meetings will be held for any activity. In extenuating circumstances exceptions may be granted by the superintendent because of non-school scheduling difficulties, where meetings, rehearsals, gatherings, travel, and/or practices are deemed to be essential to the success of programs. Sundays will be reserved for family activities. No games or performances at any level shall be allowed on Sundays.

EXTRA-CURRICULAR BUS TRAVEL

Students participating in school-sponsored activities must ride the bus to and from the event. If a parent/guardian requests not to have a child ride the bus to or from an event, the parent/guardian must sign a release form from the supervisor at the event. Prior contact and written permission must be made with the administration if a parent/guardian cannot sign at an event and requests not to have the child ride the bus.

CONDUCT AT ATHLETIC/EXTRA-CURRICULAR EVENTS

The Killdeer School, student groups and community are judged by the conduct of everyone who attends a game. We ask your consideration of these guidelines so we do not mar the reputation of our school and community by our actions at sporting events, whether it is here in Killdeer or at another town.

1. Students are expected to stand and be courteous during the school songs for both teams.
2. Students are to face the flag, remove any head gear/wear and stand at attention during the national anthem.
3. Be a good fan. Sit down and watch the game. At music concerts or speaking presentations, sit down and listen. Visiting and moving around will not be allowed, for it is very disruptive for both the performers and other observers.
4. Never boo officials, other teams or players. Referees do the best job possible and know the rules better than most of the spectators. They have studied for and passed a test, which entitles them to referee. Please respect their judgment.
5. Desire to win, but to win fairly.
6. Always back our team - win or lose.
7. Never jeer or make fun of the other team or a member of our own team.
8. All cheers are to be of a positive nature towards our team. Negative cheers, chants, etc., have no place at high school competitions.
9. Don't throw things at anyone. Do not throw things at all in the school building or playing field. Stay in your place and watch the game. Do not run back or forth, or in and out while the game is in progress. During football games, the south end of the stadium and the lawn south of the school is off limits to playing any sort of game or activity.
10. Do not scuffle, wrestle or play anywhere in the building or on the field.
11. Always follow the yells and cheers of the cheerleaders. No artificial noisemakers are allowed at any event.
12. Be quiet when either team is attempting free throws.
13. Do not hang around the gym or field after the game is over. Students should not be on the gym floor with street shoes.

Students, who will not follow the above-mentioned guidelines, will be sent home and may be barred from attending future afterschool events. Please cooperate with us so this does not have to happen.

COACHING COMPLAINTS

Anonymous complaints provide no avenue for response or redress of the complaint. An unsigned complaint will not be read or acted upon at any meeting of the Board and any individual Board member, administrator, or other employee will not bring anonymous telephone complaints to the Board. No disciplinary action will be initiated solely on an anonymous complaint; however, the administration will investigate every anonymous complaint.

1. Every effort should be made to resolve any issue that arises between parents and coaches through a conference between the parent(s) and the coaches as soon as possible after the incident that causes concern.
2. In the event that agreement is not reached in the conference, the concerned parent(s)/guardian(s) shall meet with the athletic director, and the coach, within seven school days, after the incident in an attempt to resolve those differences.
3. If an agreement is not reached by the conclusion of the second meeting, the parent(s)/guardian(s) shall meet with the superintendent, coach, and athletic director within seven school days after the second meeting for final resolution.
4. This procedure is intended to minimize the risk of a possible action for libel or slander, to retain the impartiality of the Board, and to maximize compliance with North Dakota law.

Directory Information

NOTICE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Killdeer School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Killdeer School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with district procedures.

The primary purpose of directory information is to allow the Killdeer School District to include this type of information from your child's education records in certain school publications. Examples include: 1. A playbill, showing your student's role in a drama production;

2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and
5. Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require school districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories--names, addresses and telephone listings--unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

If you do not want Killdeer Public School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within five school days from the date this notification is received. Killdeer Public School has designated the following information as directory information: *Note: an LEA may, but does not have to, include all the information listed below. This list must be consistent with policy.*

1. Address
2. Date and place of birth
3. Dates of attendance
4. Degrees, honors, and awards received
5. Grade level
6. Most recent school attended
7. Name
8. Participation in officially recognized activities and sports
9. Photograph
10. School email address
11. Student identification number if it cannot be used alone to access an educational record and is not the student's social security number
12. Telephone listing
13. Weight and height of members of athletic teams

Request to Withhold Directory Information for the 2023-2024 School Year:

- C Please do not release **any** directory information. (See definition above)
- c Please do not release the following **part or parts** of directory information: (check all that apply)
- Name
- Telephone Photograph
- c . Other (specify): _____
- c Please do not release directory information to:
- Military Recruiters
- Colleges & Universities
- Other (specify): _____.

Student's Name: _____

School: _____

Grade: _____

Parent/Guardian Signature: _____

Date: _____

NOTE: If the student is a high school senior or is otherwise scheduled to graduate, this opt-out request will continue to remain effective after the student has graduated from high school.