

DICKINSON HIGH SCHOOL
2011-2012
Student Handbook

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Vision Statement
“Empowering Students to Succeed”

This Agenda Belongs To:

Name: _____

Grade: _____

Address: _____

City/Zip Code: _____

Phone: _____

DICKINSON HIGH SCHOOL

Dickinson, North Dakota

(701) 456-0030

STUDENT HANDBOOK

INTRODUCTION

Welcome to Dickinson High School. This handbook is provided to help you understand your responsibilities as a member of the student body.

Read it carefully and refer to it from time to time. Share it with your parents.

It is our hope that you will make the most of the fine educational opportunities offered at Dickinson High School.

The administration and faculty extend best wishes for a successful and enjoyable school year.

Ron Dockter, Principal
Calvin Dean, Assistant Principal
Mark Rerick, Activities Director

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Insert 2011-2012 school calendar

Class Schedule

Block 1	8:10 – 9:38
Block 2	9:44 – 11:12
Opportunity Period	11:17 – 11:47
Lunch	
Block 3	12:33 – 2:01
Block 4	2:07 – 3:35

2011-2012 Grading Periods

August 25 – October 28 (44 days)
October 31 – January 13 (44 days)
January 17 – March 20 (44 days)
March 21 – May 23 (43 days)

2011-2012 DHS Parent/Teacher Conferences

Monday, September 26, 2011
Monday, December 5, 2011
Wednesday, February 15, 2012
Wednesday, April 25, 2012

School Board Policy FGA Student Education Records

The District shall comply with all required components of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA) when maintaining, retaining, granting access to, disseminating, and disposing of student educational records. In addition, the District shall comply with all notification requirements required by these laws.

Access

The District shall grant access to student educational records to individuals authorized by law in accordance with law. When applicable, appropriate consent will be obtained to release records and the District will honor opt-out requests. The District shall comply with all recordkeeping requirements related to record access and disclosure as delineated in law.

Review and Amendments

The Board shall develop procedures for a parent/guardian/student to review and amend educational records. These procedures shall be delineated in board-approved regulations and shall be disseminated annually in accordance with law.

Record Dissemination

1. Other schools: When a student enrolls, intends to enroll, or has enrolled in another school, the District shall forward a copy of

the student's educational record, including disciplinary records involving suspension and/or expulsion to the new school district without prior consent so long as disclosure is for enrollment or transfer purposes. The District shall retain the original student record.

2. Directory information: The Board defines directory information as a student's name, address, date and place of birth, telephone number, degrees, honors, and awards received, dates of attendance, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, institutional email address, photograph, electronic personal identifier, and enrollment status as directory information. The District may release this information without a parent/guardian/authorized student's consent unless the parent/guardian/authorized student has requested to opt-out. Opt-out notices will be disseminated in accordance with law. The Board shall approve a list of entities to which directory information may be disseminated. This list shall include entities granted access to directory information under FERPA.
3. The District may release the contents of a student's educational record for reasons permitted by law, such as, but not limited to, health and safety reasons after taking into account the totality of circumstances and determining an articulable and significant threat to the health and safety of the student or others exists.
4. De-identified information may be released upon request if the request meets conditions permitting release of such information under law.

Record Retention & Destruction

Permanent record is defined as a record containing a student's name, address, phone number, record of grades, years enrolled, courses attended, and grades completed.

All components of a student's educational record shall be retained for the duration required by state law after which only the permanent record will be retained; however, no record will be destroyed for which there is an outstanding request from a parent/student to review.

Special education records may be retained for a duration longer than required by law at the discretion of the special education director. Parents of special education students shall be notified and their consent shall be obtained before the non-permanent components of a special education student's educational record are destroyed.

School Board Regulation FGA-BR Student Education Records Access & Amendment Procedure

Reviewing an Educational Record

The District will comply with a parent/guardian/eligible student's right to inspect educational records. This right will be granted using the following procedure:

1. A request to view an educational record shall be granted by the deadline in law (45 days).
2. A request may be made in writing to the building principal.
3. The principal shall notify the parent/guardian/eligible student of the time and place when a record may be inspected.
4. The principal or designee shall be present when the parent/guardian/eligible student reviews the record.
5. If circumstances prevent a parent/guardian/eligible student from reviewing the educational record at the school office, the District shall prepare and mail a copy of the record or make alternative arrangements for the parent/guardian/eligible student to review the record. Any expense incurred from copying and/or mailing a record may be charged to the parent/guardian/eligible student at state rates, except as prohibited by law.

Amending an Educational Record

A parent/guardian/eligible student has the right to request an amendment to any portion of the educational record s/he believes to be inaccurate, misleading, or in violation of the student's right to privacy. A parent/guardian /eligible student shall use the following procedure to dispute or request an amendment to an educational record. This procedure shall not be used to dispute a grade, disciplinary decision, or opinions/reflections of a school official contained in an educational record.

1. Any request to amend an educational record shall be made in writing and submitted to the building principal.
2. The principal shall review the request within a reasonable time and approve or deny it. The principal's decision shall be submitted to the parent/guardian/eligible student. If the principal denies the amendment request, s/he shall inform the parent/guardian/eligible student of his/her right to request an appeals hearing.
3. Requests for an appeals hearing shall be submitted to the Superintendent. The hearing shall be held within a reasonable time after the appeal request has been made.
4. The Superintendent shall serve as the hearing officer. A representative of the parent/guardian/eligible student's

choosing may accompany the parent/guardian/eligible student at the parent/guardian/eligible student's expense. The parent/guardian/eligible student shall have a full and fair opportunity to present evidence related to the amendment request.

5. The Superintendent's decision is final and binding and shall be submitted to the parent/guardian/eligible student at a reasonable time after the hearing.
6. If the Superintendent denies the amendment request, s/he will notify the parent/guardian/eligible student within a reasonable time of his/her right to submit a written response commenting on the contested material and/or explaining the disagreement with the hearing officer's decision. This written response shall be retained and, when applicable, disseminated in accordance with law.

Parents' Right to Know

Through federal education law, parents have the right to request information on the professional qualification of the teachers and paraprofessionals educating their children. If you are interested in receiving this information please contact the Central Administration Office at 456-0002. Upon request, you will receive a detailed explanation of the licensing of educational qualification of each of your children's teachers. You will also receive the names and qualifications of the paraprofessionals working with your children.

Board Policy AAA Philosophy of the Dickinson Public Schools

We, the Dickinson Public School Board, present this statement of our basic beliefs concerning education in order to formulate district goals and objectives and to establish programs that are designed to meet these goals and objectives within the legal framework of state and federal law.

We Believe:

1. The purpose of education is to equip students with the knowledge and skills necessary to become active, informed, and productive members of society. Our public schools have a responsibility to foster the growth of intelligent and informed citizens.
2. All individuals are entitled to equal rights, freedoms, and opportunities regardless of economic, cultural, or intellectual differences. The District is committed to creating and preserving a learning and working environment that promotes tolerance and is free from discrimination and harassment.

3. Only through the study of basic subject matter, history, culture and fine arts will students be prepared for both the practical tasks and complexities of the world. The District will provide all students with opportunities to participate in varied curricular offerings.
4. Education should aid in the development of good character, self-respect and self-worth, and offer opportunities to form satisfying and responsible relationships with other people. The District will offer programs that allow students to practice the skills of family and community living and that promote an appreciation for health and safety.
5. Education must look to the future. The District will offer programs to help equip students with skills that may be demanded by our future society, that help students select appropriate occupations, and that provide opportunities to develop worthwhile leisure time activities. The District will also offer programs that teach money, property, and resource management techniques and conservation practices in order to assist students with planning for the future.
6. Educational experiences should be timed in accordance with students' readiness for them. All district programs will take into account factors such as age, maturity, and readiness.
7. Appropriate discipline helps ensure that the educational program operates efficiently and helps mold students into upstanding citizens. The Board shall develop policies in accordance with law to ensure administrators are equipped to appropriately respond to disciplinary issues.
8. Parents and the community should serve as partners with schools. It takes the combined effort of all members of the community to develop and maintain an educational program that meets the objectives delineated above. District schools will embrace the support and reflect the expectations of the community.

School Board Policy AAB District Goals and Objectives

It is the goal of this district to provide schools that meet the criteria for accreditation with commendation as established by the Department of Public Instruction and that show adequate yearly progress as defined in federal law.

To this end the Board will:

1. Submit all required reports to the Department of Public Instruction in a timely manner.

2. Employ qualified administrators as required in the standards for accreditation.
3. Employ only teachers who are licensed or approved to teach by the Education Standards and Practices Board and who meet the definition of highly qualified teacher according to federal law.
4. Require each teacher to participate in professional development as required by law.
5. Provide a curriculum that:
 - a. Meets the minimum legal requirements.
 - b. Is based on the philosophy and goals of the District.
 - c. Is designed to meet the varying needs of students.
 - d. Reflects the established priorities of the community.
6. Establish a school improvement process that conforms to state and federal requirements.

School Board Policy FG Student Rights and Responsibilities

The Board affirms those legal rights of students that are guaranteed under the federal and state constitutions and statutes. The Board reminds students that rights also are accompanied by responsibilities.

These rights and responsibilities include:

1. Civil rights, including the rights to equal educational opportunity and freedom from illegal discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school as required by law and to observe school rules and regulations essential for permitting others to learn at school.
3. The right to due process of the law with respect to expulsion, searches and seizures, or administrative decisions that the student believes have injured his/her rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights. Students may exercise their right to freedom of expression through speech, assembly, petition, and other lawful means. The exercise of this right may not interfere with the rights of others. Freedom of expression may not be utilized to present material that is vulgar, slanderous, defames character, advocates violation of law or is in violation of district policy.

The Superintendent shall ensure that students are made aware of the legal authority of the Board and the delegated authority of the staff to

make rules and regulations regarding the orderly operation of the school, which uphold the legal rights of students.

Advisor/Advisee Program

Students in grades 9-12 will have an advisor (teacher/staff member) for their four years at Dickinson High School. This advisor will meet with them on a regular basis to discuss things such as: curriculum, registration, college and graduation information, progress and grade checks, etc. If possible, students will have the same advisor throughout their four years.

School Board Policy GCAA Grade Promotion, Retention & Acceleration

The Dickinson Public School District is committed to fostering the continuous educational and personal growth of its students. Student progress shall be continually evaluated based on state and local achievement standards, course content standards, and education goals and objectives as established by administration and the teaching staff.

The Board recognizes that at every grade level there are differences among students in their intellectual and personal development and that individual students may be more proficient in some content areas than in others. Therefore, assignment of a student to a grade level shall be based on the best educational interest of the student, which shall be determined by using the criteria established below.

Criteria for Determining Promotion & Retention

The decision to promote or retain a student shall be based on at least the following criteria:

1. Whether the student has completed course requirements at the presently assigned grade;
2. Whether the student demonstrates proficiency in enough course content areas to warrant promotion;
3. Whether the student has sufficiently met achievement standards and other educational goals/objectives established for the student's current grade level.
4. Whether the student demonstrates the degree of social, emotional, and physical maturation necessary for successful learning experiences in the next grade level.
5. The decision to promote or retain a special education student shall be made by the Individual Education Program (IEP) team in accordance with applicable law.

Under no circumstances shall a student be retained for the sole purpose of improving the student's ability to participate in the district's athletic program.

Procedures for promoting and retaining students shall be developed by the Superintendent and delineated in administrative regulations.

Acceleration

The Superintendent shall develop grade acceleration criteria and approval/denial procedures, which shall be delineated in administrative regulations.

Grade Level Assignment/Placement

Students are typically assigned grade level by the number of years they have attended high school and/or by the number of credits they have earned.

Freshman/grade 9 - regularly enrolled first year student

Sophomore/grade 10 - have attended one full year and earned 6.5 or more credits

Juniors/grade 11 - have attended two full years and earned 13 or more credits

Seniors/grade 12 - have attended three full years and earned 18 or more credits

Homework

The school endorses purposeful homework. The requirements of homework should be meaningful and enhance or supplement classroom instruction. The amount of homework should be reasonable, assuming the student has put in a full school day of honest effort.

Schedule Changes

The class choices that you made at pre-registration and final registration times are final and binding. Teachers have been hired, supplies and textbooks have been purchased, and sections have been balanced according to those choices. Therefore, no schedule changes will be permitted except in the most critical circumstances. All schedule change requests should be taken to the scheduling secretary. **Schedule changes are not allowed after the first three days of each nine-week period.**

Grading

The grading system in our school uses the letters A, B, C, D, F, and I. F indicates a failing grade and I is incomplete. In general, the other four grades are interpreted as follows:

94% – 100%	A – Superior
86 % – 93%	B – Good/Above Average
78% – 85%	C – Average
70 % – 77%	D – Passing/Below Average

Incomplete Grades

Incompletes must be made up within two weeks from the end of the nine week period or a FAILING grade will be recorded.

Withdrawal, Drop/Fail and No Credit

Students removed from classes for violations of the attendance policies or for disciplinary reasons will receive a drop/fail and an “F” will be recorded on the transcript.

A grade of no credit “NC” may be recorded under certain circumstances and only with administrative approval.

Students who do not carry a minimum of three classes in a nine week period will be withdrawn from the roles and asked to enroll at the start of the next nine week period.

Honor Roll

Scholarship is recognized and encouraged through an academic honor roll. The honor roll is compiled at the close of each quarter. Advanced Placement classes are ranked on a 5.0 scale. One must be a full time student (three of four classes) to qualify for honor roll.

Straight “A” Honor Roll – All A’s	4.000 average
Special Honor Roll	3.500 average
Regular Honor Roll	3.000 average

The honor roll will be computed using the following values for letter grades:

A = 4 points	B = 3 points
C = 2 points	D = 1 point

* = +1 honor point (Advanced Placement Classes)

An “F” or “I” will automatically eliminate any student from the honor roll.

* Honor roll students will be given one honor point for advanced placement classes.

***Graduation honor status will be based on GPA at the end of seven semesters.**

School Board Policy GDA Graduation Requirements

Graduation from Dickinson High School implies that students have satisfactorily completed the prescribed courses of study for the grade levels in accordance with their respective abilities to achieve and that they have satisfactorily passed any examinations and other requirements set by the School Board, faculty, and administration.

The requirements for graduation shall meet or exceed North Dakota law and the appropriate accreditation policies.

Students must have attended eight semesters of high school and must be regularly enrolled at Dickinson High School during their last semester. An exception to the semester rule is early graduation. Applications for early graduation must be submitted according to Policy GDAA--Early Graduation.

Students must have successfully completed at least twenty-six (26) credits of high school coursework before they will be issued a high school diploma. Students must demonstrate successful completion of the following courses to graduate:

- a. Four credits of English language arts.
- b. Three credits of mathematics.
- c. Three credits of science.
- d. Three credits of social studies.
- e. One credit of physical education that may include up to ½ credit of health.
- f. Three credits of a foreign or native American language, fine arts, or career and technical education class.
- g. Nine electives.

It is understood that some students will be involved in special and adaptive programs that will result in graduation after successful completion.

The Superintendent will prepare an administrative regulation to implement the Graduation Requirements policy such as specific course requirements needed to graduate.

Graduation Ceremony

The graduation ceremony is an important and symbolic event. Unlike a student's right to a diploma upon completion of graduation requirements, participating in the ceremony is a *privilege*. **A student may be excluded from graduation exercises for violating school policy.**

Early Graduation

Any student interested in early graduation should contact the counselors' office or principal's office by October 1 of their senior year.

Correspondence Courses

Students who take independent study (correspondence) through the Division of Independent Study in Fargo need to be aware of the following:

- 1. Dickinson High School Guidance Counselors are available to administer tests and hand out the course material;
- 2. the course requirements and getting the lessons completed are the responsibilities of the student;
- 3. seniors who expect to graduate must complete their independent study course work by May 15 to participate in the graduation ceremony;
- 4. as per NDHSAA regulations, correspondence courses do not count towards academic eligibility.

Independent Study

Students wishing to take a course(s) through an arranged independent study with DHS Staff must meet the following criteria:

- 1. students may enroll in an independent course of study within a curriculum area only after they have completed all courses offered by the department;

2. courses with more than 25 students cannot have independent study students;
3. students must use free hours before dropping courses to add independent study;
4. must have principal approval.

Academic Learning Center

Due to the restructuring of the school day at Dickinson High School, an Academic Learning Center has been developed. The Academic Learning Center provides assistance to an average of 30 students per week over the course of the year.

The Academic Learning Center provides assistance to any students who are at risk and are not progressing in the regular class setting. These students at risk may include transfer students and students who need to make up work missed for various reasons, including sporting events and illness.

A student may be referred to the Academic Learning Center by a classroom teacher, the Student Affairs Office, or the Student Assistance Team, which is our building level support system. Once the referral has been made, the Center is responsible for setting up assistance for that student using classroom teacher volunteers, peer tutors and community resources which include college students and retired teachers.

The classroom teacher is responsible for informing the Academic Learning Center, on a weekly basis, what students to expect and the assistance needed. The students must have a pass from the assigning teacher which indicates the assigned work or task and any other instructions that are needed. Tasks may include pre-teaching vocabulary terms, testing, assisting with note taking, editing and other tasks as requested.

Academic Honesty

Academic honesty is of the highest importance at Dickinson High School. Students who engage in any type of cheating are subject to disciplinary action. The 1st offense in a class will result in a "0" being recorded for that particular assignment, test, quiz, project, etc. Additional disciplinary action may be taken as determined by the administration. A 2nd offense in the same class will result in the student being removed from class and loss of credit will occur. Students who lose credit will receive a failing grade for the class and will spend the remainder of the quarter in the In-School-Suspension room.

Classroom Behavior

Classroom behavior should reflect the idea that school is a place of business where teaching and learning is of the highest priority. Any student that affects the learning environment in a negative way by engaging in disrespectful or disruptive behavior is subject to disciplinary action, including detention(s), in-school suspension, out-

of-school suspension, loss of credit/removal from class, referral to law enforcement or other outside agencies, etc.

Opportunity Period

Dickinson High School has implemented within the school day a 30 minute period of time called “Opportunity Period.” Opportunity Period (OP) is an integral part of our school’s Response to Intervention Program (RTI) where administration, faculty, and staff use various strategies to help students become more academically successful in school. Students are assigned to OP by teachers and administration for various reasons such as:

1. Students are failing or struggling in various classes.
2. Students that are in need of more individualized instruction.
3. Students have fallen behind on classroom work.
4. Students that desire enhancement or advanced work in various classes.
5. Other reasons as deemed necessary to help students be more successful at Dickinson High School.

Opportunity Period is viewed the same as any other class period, and students are required to attend OP when assigned. Students that do not attend when required are subject to disciplinary action as determined by the administration.

School Board Policy FFB Attendance & Absences

North Dakota law has established age requirements for compulsory attendance. In order to comply with and enforce these requirements, the Board establishes the following attendance policy:

Definitions

For the purposes of this policy:

- *Excused absence* is defined as absence caused by illness, injury, family emergency, religious observance, suspension, participation in a school-related activity, court appearances when subpoenaed, or other reasons deemed excusable by the [building] principal or Superintendent. The Superintendent or designee shall develop criteria for requesting and granting an excused absence and shall establish make-up work requirements.
- *Unexcused absence* is defined as an absence that is not excused and/or has not been approved by the building principal or Superintendent. Unexcused absences include but, are not limited to, being absent from class or a scheduled activity during the school day without a parent’s/guardian’s consent and appropriate school approval. If a student is absent

for an unexcused reason, the parent/guardian shall still be responsible for calling the principal's office to explain the absence.

Accumulated Unexcused Absence

The Board believes that unexcused absences are a form of misconduct and authorizes the Superintendent to establish grade-appropriate the disciplinary consequences. Students will be afforded appropriate due process rights based on the severity of disciplinary penalty that the District is considering imposing. Students shall be required to complete make-up work in accordance with administrative regulations or will receive no credit for incomplete work.

The Superintendent shall develop standards that define what constitutes a violation of the compulsory attendance law. Suspected violations of the compulsory attendance law shall be investigated in accordance with law. When a compulsory attendance violation is substantiated, the District shall comply with reporting requirements under law.

Absences and Tardies

Dickinson High School stresses maximum attendance at school. The learning experiences that take place in the classroom environment are considered to be a meaningful and essential part of the educational process. Absences and tardies tend to disrupt the continuity of the educational process and time lost from class is irretrievable. Students are expected to be on time and attend school on every day that school is in session throughout the school year.

I. Dickinson High School has adopted the following attendance policy:

- A. ½ credit classes – Students are allowed a maximum of 5 excused absences. Absences beyond the 5th absence will result in loss of credit in which case the student will be removed from class. Students who lose credit will receive a failing grade for the class and will spend the remainder of the quarter in the in-school-suspension room.
- B. 1 credit classes – Students are allowed a maximum of 10 excused absences. Absences beyond the 10th absence will result in loss of credit in which case the student will be removed from class. Students who lose credit will receive a failing grade for the class and will spend the remainder of the quarter in the in-school-suspension room.
- C. Buy-Back Policy – Students that exceed the allowable number of absences outlined above in items A and B are given the opportunity to save credit through use of the buy-back policy. Students can buy-back excessive

absences by making up time equal to the amount of class time lost while absent. **Buy-back time is assigned by the administration. Students that fail to make up the required time as assigned by the administration will lose credit.**

- D. The following absences do not count towards the maximum number of absences as indicated above in Items A and B :
1. Medical absences: Absences for medical illnesses/conditions and medically-related appointments shall not be counted when a written note from the physician, doctor, etc is presented to Student Affairs.
 2. Family funerals: Absences for family-related funerals shall not be counted when documentation is presented to Student Affairs.
 3. Suspensions: Absences due to in-school suspension or out-of-school suspension shall not be counted.
 4. School Activities: Absences for students attending school-sponsored activities as participants will receive activity leave and shall not be counted. Absences for school-related activities may require the class work to be completed before the absence occurs. It is the responsibility of the student to arrange with the teacher when makeup work must be completed. Students participating in school-sponsored activities are expected to be in school up until the scheduled time of dismissal or departure. Students must be in attendance at school all day on the day of a competition, event, or performance unless prior approval is given by the Activities Director or building principal.
 5. College Visits: Seniors are allowed 2 days during their senior year to visit colleges and shall not be counted.
 6. Weather related absences: Absences for extremely adverse weather conditions or extremely poor road conditions shall not be counted when parents contact Student Affairs. The administration shall make the final decision as to whether the weather/road condition is sufficiently poor enough to warrant the absence.

7. Principal-Approved Absences: Under very special situations, the administration has the right to principal-approve certain absences that do not fall under the categories listed above in items 1-7.
Principal-approved absences shall not be counted.
- E. Unexcused absences – In certain cases, students may receive unexcused absences. Unexcused absences are defined as absences that occur when students miss school without prior parental knowledge or when parents fail or choose to not excuse the absence. Unexcused absences will result in a “0” for all assignments, tests, quizzes, etc for that class period or periods. Additionally, make-up time equal to the amount of class time lost while absent shall be assigned by the administration. 3 unexcused absences in the same class shall result in loss of credit in which case the student will be removed from class. Students who lose credit will receive a failing grade for the class and will spend the remainder of the quarter in the in-school-suspension room.
- F. When a student is absent, it is the responsibility of the parent/guardian (and students who are 18 years of age and living on their own) to call Student Affairs to indicate why the student is absent and the anticipated length of the absence. Failure to call Student Affairs within 2 school days will result in the absence being recorded as unexcused.
- G. In order to be counted present for a particular class, students must be in class for at least 68 minutes of the class period.
- H. Habitual attendance problems may be referred to outside agencies.
- I. Making-up work when absent: Students are given an amount of time equal to the length of the absence to make up all work missed if the absence is excused. For example a student misses school on Monday and Tuesday (2 days) due to an illness. The student returns to school on Wednesday and therefore would have 2 days to complete any missed work. In this case all work missed on Monday and Tuesday would have to be completed and turned in on Friday. Students that are either in-school suspended or out-of-school suspended are permitted to make up all assignments.

II. Dickinson High School has adopted the following tardy policy:

A tardy is defined as not being physically present in the classroom when the music ends and the bell rings indicating the beginning of class.

- A. Students less than 10 minutes late for class must report to the assigned class immediately.
- B. Students more than 10 minutes late are to immediately report to Student Affairs. Student Affairs shall determine if a student is allowed to attend class or be sent to in-school suspension for the remainder of the period. Student affairs shall also determine if the student shall be marked tardy or absent for that class period.
- C. Students more than 20 minutes late shall be counted as absent.
- D. ½ credit classes – Students are allowed a maximum of 5 tardies. Tardies beyond the 5th tardy shall be treated as insubordination. Disciplinary action shall be taken, which may include detention(s), in-school suspension, out-of-school suspension, and loss of credit and removal from class. Students who lose credit will receive a failing grade for the class and will spend the remainder of the quarter in the in-school-suspension room.
- E. 1 credit classes – Students are allowed a maximum of 10 tardies. Tardies beyond the 10th tardy shall be treated as insubordination. Disciplinary action shall be taken, which may include detention(s), in-school suspension, out-of-school suspension, and loss of credit/removal from class. Students who lose credit will receive a failing grade for the class and will spend the remainder of the quarter in the in-school-suspension room.
- F. The following tardies do not count towards the maximum number of tardies as indicated in Items D and E above:
 - 1. Medical Appointments: Tardies that are caused by students returning late from a medical appointment shall not be counted when a written note from the physician, doctor, etc is presented to Student Affairs.
 - 2. Weather related tardies: Tardies caused by extremely adverse weather conditions or extremely poor road conditions shall not be counted when parents contact Student Affairs. The administration shall make the final decision as to whether the weather/road

condition is sufficiently poor enough to warrant the tardy.

3. Principal-Approved Tardies: Under special circumstances, the administration has the right to principal-approve certain tardies. Principal-approved tardies shall not be counted towards the total number of allowed absences.

- G. Habitual tardy problems may be referred to outside agencies.

III. Absence and Tardy Incentive

At the conclusion of every 9 week grading period, every student that has neither been tardy nor absent a single time during that entire 9 week period shall be awarded with a prize or specific school privilege to be determined by the administration.

Detention

Detention is held during the following times on days school is in session:

- a. 7:30 am - 8:00 am – counts as 1 detention
- b. 11:55 am - 12:25 pm - counts as 1 detention
- c. 3:40 pm – 4:10 pm – counts as 1 detention
- d. Any off period – counts as 3 detentions
- e. Note: the above detention times may not be available when supervision by staff is not feasible.

Detention room rules:

1. Students are expected to be academically productive while in detention and must bring work to do
2. Students are not permitted to talk, sleep, play cards, eat, drink, play electronic games, use cell phones, use ipods/mp3 players, use other electronics, etc
3. Students are required to report to detention as assigned unless the administration has granted clearance. Failure to do so shall be treated as insubordination and additional disciplinary consequences shall occur as determined by the administration.
4. All detentions must be served before the end of each quarter. Students that have not served all detentions will receive a grade of incomplete in all classes until the detentions have been served.

Building Regulations

1. If you feel you must leave the school building for any reason, you are required to check out with Student Affairs. Failure to follow this procedure and provide a transfer of guardianship prior to the student vacating campus may result in disciplinary action as determined by the administration.
2. The student handbook is required as the pass to leave the classroom.
3. **BEVERAGES:** Only beverages purchased within the school may be consumed by students in the building. Beverages may be consumed in the commons, hallways, and foyers, as long as containers are deposited in the receptacles provided. Failure to keep the premises neat will result in the suspension of this privilege. Beverages brought into the building by students are to be deposited in the nearest waste receptacle or will be confiscated and emptied.
Beverages and food items (including sunflower seeds) are not to be present in any classrooms or consumed during class time.
EXCEPTIONS: At the end of physical education class in the commons area and on rare but special occasions within classrooms, beverages may be consumed. Bottled water may be in the classroom upon teacher's discretion **but must be in a clear bottle.**
4. No students are to be in the school building after 4:00 p.m. unless they are under the supervision of a teacher, coach or advisor. Students waiting for transportation may do so in the east or west lobby.
5. To allow for ease of movement throughout the building, students are not permitted to block the hallways in any way and must leave sufficient room for traffic.
6. Students with an off-period must be in the library, Academic Learning Center, commons area , or must leave school property
7. Pets or other animals are not allowed on school property without administrative approval.
8. Student's free periods are a privilege and may be lost as part of disciplinary consequences.
9. Intimate signs of affection that are deemed inappropriate will not be tolerated. Intimate signs of affection are to be limited to hand-holding.
10. Students are not permitted to loiter in the bathrooms or entry ways at any time during the school day.

Emergency Closing Procedure (ACAA-AR)

If there is any doubt about school being open or closed, parents/guardians are asked to listen to radio stations KDIX 1230 AM, KLTC 1460 AM, KDXN-105.7 FM, and KCAD 99.1 FM. The district Alert Now message will be activated should weather conditions warrant the closing of schools or early dismissal. Residents are requested not to

telephone the school office or central office when weather is bad. Too many calls tie up vital phone lines, making it much more difficult to keep everything running smoothly.

In the event of other emergencies not related to weather that might require the schools to close or be evacuated during the school day, all district staff will follow the steps outlined in the district Emergency Procedures Manual to ensure the safety and well-being of all children in the schools.

Cell Phones and Other Electronics

Dickinson High School recognizes that cell phones, Ipods, and other electronic devices are increasingly being integrated into our daily lives. However, these devices can be a disruption to the learning environment and can cause potential safety issues for students and staff. Therefore, DHS promotes a philosophy of teaching students that such items are acceptable when used at the appropriate time, place, and manner:

1. Cell phones, Ipods and other electronic devices are not allowed to be used in any way while on school campus during instruction times, including Opportunity Period (please refer to class schedule on page 8). **Students are permitted to use these electronic devices between class periods and during lunch.** Students in possession of these items are expected to completely TURN OFF all electronic devices during these times and keep these items out of sight.
2. Cell phones, Ipods, and other electronic devices are not to be used at any time in the classrooms, library, Academic Learning Center, locker rooms, or restrooms. Again, these items are to be TURNED OFF when students are in these areas and are to keep these items out of sight.
3. Cell phones, Ipods, and other electronic devices (including cameras) are not to be used for the purposes of taking pictures or making audio/video recordings at any time anywhere on school campus.
4. Cell phones, Ipods, and other electronic devices used or containing content in any way deemed as harassing, bullying, offensive, inappropriate, or harmful to others is not allowed at any time.
5. Recreational Items or Equipment: The following items are not allowed on school campus at any time.
 - Gambling paraphernalia
 - Walkie talkies/Pagers/Beepers
 - Laser Pens

- Water transmitting devices
 - Remote controls/radios
 - Skateboards, roller blades or roller skates
 - Other items deemed inappropriate for school by the administration
6. Any violation of this policy will result in the item(s) being confiscated by school staff and immediately turned into Student Affairs. In addition to being confiscated, disciplinary action may be taken as determined by the administration.

Dress Code

Students and parents are reminded that clothing attire and personal hygiene significantly impact the learning environment. Clothing attire and personal hygiene should promote positive self-respect and should not be offensive to others or be uncomfortable for others. Dress should be acceptable in style and taste. However, students and parents are reminded that current or popular fashions/styles may or may not be appropriate for school and proper judgment needs to be exercised at all times. Additionally, clothing attire and personal hygiene should not in any way constitute a threat to the safety and health of the student and others. **SCHOOL DRESS SHOULD REFLECT THE IDEA THAT SCHOOL IS A PLACE OF BUSINESS WHERE LEARNING IS THE PRIORITY.** The following are **NOT** permitted at Dickinson High School:

1. Clothing and all other personal items/accessories that contain vulgar, derogatory, violent or suggestive diagrams, pictures, slogans, or words.
2. Clothing and all other personal items/accessories that belittle any race, religion, nationality, or gender.
3. Clothing and all other personal items/accessories that portray or promote tobacco, alcohol, or illicit drugs.
4. Strapless or backless shirts or sundresses, including tank tops, muscle shirts, tube tops, mesh tops, sheer tops, halters, bare midriff tops, or tops with shoulder straps less than two inches wide. If low cut jeans are worn, the top must completely cover the stomach/midriff area.
5. Tops that do not completely cover undergarments, including bra straps.
6. Tops with necklines and backs that are lower than a straight line from the top of one underarm across to the other underarm (straight line from armpit to armpit).

7. Dresses, skirts, skorts, and shorts that are shorter than 5 inches (length of an index card) above the top of the knee cap. These items that are shorter than the 5 inch rule will be allowed if leggings, tights, spandex, or other similar non see-through material is worn underneath the garment.
8. Leggings, tights, spandex, etc. that are worn without other covering as mentioned in Item 7. Other covering must be worn that covers up the bottom and hip areas.
9. Excessively baggy pants, shorts, etc worn at a level below normal. Pants need to be pulled up to hip/waist level.
10. Clothing that contains holes, tears, rips, etc or what would be termed as “stressed” above the five inch rule mentioned in item 7.
11. Clothing or accessories that may be interpreted as “gang” apparel.
12. Outer coats while in the classroom, unless permitted by the individual teacher.
13. Chains (including chains attached to clothing and other accessories), studded jewelry, safety pins, or other items that pose a potential hazard.
14. Pajamas, slippers, pajama pants, or other loungewear.
15. Being barefoot. Appropriate footwear must be worn at all times while on school campus.
16. All other clothing and personal items/accessories that are deemed inappropriate or unsafe as determined by the administration. Note that certain classes may require additional dress code requirements due to safety issues, such as shop classes, PE classes, etc.
17. Sunglasses, permanently tinted dark glasses, or similar items unless medically necessary.
18. Head coverings of any kind. Upon entering any of the buildings on campus, all head coverings such as hats, bandanas, caps, sweatshirt hood, “hoodies,” etc. are to be removed immediately.

Any student that is violation of the dress code policy (items 1-16) will immediately be sent to Student Affairs. Student Affairs will provide alternate clothing that meets dress code. Subsequent and habitual violations of the dress code may include disciplinary action as determined by the administration. Students in violation of items 17-18 shall be asked by staff to immediately correct the problem and need not be sent to Student Affairs unless the student refuses to comply or habitually violates these policies.

School Resource Officer

Our School Resource Officer is a sworn law enforcement officer, assigned to our school on a long-term basis. The officer is specifically trained in and performs three main functions, law enforcement officer; law related counselor; and law related educator. In addition the School Resource Officer works in collaboration with the school and the community as a resource.

School Board Policy FF Student Conduct & Discipline **Conduct Standards**

Students will conduct themselves in a manner fitting their age level and maturity and students will not impede on the orderly conduct of district schools. Additionally, students will respect the rights of others on district property, including, but not limited to, district owned/leased/chartered vehicles, at school-sponsored events, and off-campus when student conduct has, or is reasonably predicted to have, a substantially disruptive effect on district operations and/or the educational environment.

Disciplinary Standards

Consequences for misconduct will be fair and developmentally appropriate in light of the circumstances. The Superintendent shall develop age-appropriate disciplinary standards in consultation with principals and other applicable district personnel. In addition, the Superintendent shall develop administrative regulations to assist administrators/their designees with investigating potential conduct violations.

Disciplinary policies, procedures, and guidelines need not be identical in content district wide but must:

1. Be identical in content for all district elementary schools;
2. Be identical in content for all district middle schools;
3. Be identical in content for all district high schools.

Disciplinary Standards for Special Education Students

District employees are required to comply with the Individuals with Disabilities Act when responding to violations of student conduct standards by special education students.

Prohibited Disciplinary Actions

The Board recognizes that reasonable physical force may occasionally be necessary to guard the safety and well being of students or employees or to deliver a student to an administrator's office; however, the use of corporal punishment, defined as the willful infliction of physical pain on a student, is not allowed in the Dickinson Public Schools Public School District. Corporal punishment does not include action taken by an employee for self-defense, protection of persons or property, obtaining possession of a weapon or other dangerous object, to quell a verbal disturbance, for the preservation of order, or pain or

discomfort caused by athletic competition or recreational activities voluntarily engaged in by a student.

Complaints alleging that a district employee inflicted corporal punishment will be dealt with in accordance with school board policy on personnel complaints.

Disciplinary Authority

Regulations on disciplinary standards and investigation procedures shall delineate the degree of disciplinary authority that the district shall grant to teachers and principals.

Other school personnel shall be granted disciplinary authority by the principal on a case-by-case basis based on the nature and scope of the employee's duties. Personnel granted such authority shall be required to comply with this policy and any disciplinary authority limits established by regulations. Employees unauthorized to administer student discipline shall report student misconduct to the appropriate school authority.

Any district employee who acts outside the scope of his/her assigned level of disciplinary authority may be subject to disciplinary action, including but not limited to, discharge from/termination of employment in accordance with law and/or the negotiated agreement.

School Board Policy FFK Suspension and Expulsion

Definitions For the purposes of this policy:

- *School property* is defined as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by the District, and the site of any school-sponsored activity.
- *Suspension* includes in-school suspension from classes as well as out-of-school exclusion from school classes, buildings, grounds, and activities.

Suspension/Expulsion Authority

The Board hereby delegates to the Superintendent and each principal the authority to deal with disciplinary problems in his/her school, including suspension and recommendation for expulsion of a student. Suspension shall not be imposed beyond the maximum duration permitted by law.

The Board designates the Superintendent to serve as the hearing officer for expulsion hearings unless not qualified to serve as defined in board regulations. In such cases, the Board shall appoint an alternative hearing officer. The hearing officer may expel a student for conduct that violates this policy after providing notice and a hearing as set forth in board regulations. When the hearing officer is someone other than the Dickinson Public School Board, the student may seek a

review of the hearing officer's expulsion decision by the Board based on the record of the hearing.

Expulsion shall not be imposed beyond the maximum duration permitted by law.

Conduct Subject to Suspension/Expulsion

Conduct, including but not limited to the following, exhibited while on school grounds, during a school-sponsored activity, or during a school-related activity is subject to suspension or expulsion:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property;
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property;
3. Causing or attempting to cause physical injury to another person except in self-defense;
4. Possessing or transmitting any firearms, knives, explosives, or other dangerous objects or weapons;
5. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
6. Disobedience or defiance of proper authority;
7. Behavior that is detrimental to the welfare, safety, or morals of other students;
8. Truancy;
9. Offensive and vulgar language, whether or not it is obscene, defamatory, or inciteful to violence, where it is disruptive of the educational process;
10. Threats of violence, bomb threats, or threats of injury to individuals or property;
11. Any student behavior that is detrimental or disruptive to the educational process, as determined by the principal.

Copies of these rules shall be posted in a prominent place in each school and shall be published in student handbooks.

Suspension or Expulsion of Students with Disabilities

Suspension or expulsion of students with disabilities must comply with the provisions of the Individuals with Disabilities Education Act. Because the District does not provide all services to regular education students who are suspended, it shall not provide such services to special education students who are suspended ten school days or less during the school year. Special education students who are suspended for additional periods up to ten consecutive school days for separate acts of misconduct shall be provided services in accordance with law as

determined by the Director of Student Services in consultation with the student's special education teacher.

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

School Board Policy FFA Alcohol & Other Drug Use/Abuse

Philosophy

The Dickinson Public Schools 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.

Prohibited Activities

It shall be against school policy for any student to:

1. Sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or sell, deliver, or give, or attempt to sell, deliver, or give to any person substances the student represents or believes to be a substance(s) listed in this policy.
2. Possess, procure, purchase, or receive, or to attempt to possess, procure, purchase or receive the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy. A student will be determined to be "in possession" when the substance is on the student's person or in the student's locker, car, handbag, or when s/he owns it completely or partially.
3. Be under the influence of (legal intoxication not required), use, consume or attempt to use or consume the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.

This policy applies to any student who is on school property, who is in attendance at school or at a school-sponsored activity or whose off-campus conduct is reasonably predicted to substantially disrupt the

operations of the school district, district safety, or welfare of students or employees.

Prohibited Substances

1. Alcohol or any alcoholic beverage;
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant or depressant, and all other illicit drugs;
3. Any glue, aerosol paint, or any other chemical substance used for inhalation;
4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, "no-doze" pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants, sports or muscle-building supplements, and sleeping pills not administered and/or taken in accordance with the medication administration policy;

The District has a separate policy dealing with tobacco use.

Violation

Disciplinary sanctions will be imposed on any student violating this policy. These sanctions may include suspension or expulsion, intervention (as described below), and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities.

Any student who is observed to be under the influence of a prohibited substance will be taken immediately to the principal's office. The student's parents will be notified and asked to pick up the student. If there appears to be imminent danger to other students, school personnel, and/or the student involved, the principal may have the student removed from the school by school, medical, or law enforcement personnel.

Intervention

It is acknowledged that the public school has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependency; however, when observed behavior indicates that a problem exists which may affect the student's ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency

diagnosis. The Superintendent shall develop a procedure for chemical dependency identification and referral for treatment.

Referral for treatment shall be a constructive not punitive action; however, use of the treatment program shall not override or prohibit the District from taking disciplinary action for violations of this policy.

The school will make a reasonable effort to cooperate with a therapy program if one is recommended for the student. The Board believes that if a student is involved in a chemical dependency program and is successfully addressing his/her harmful involvement with chemicals, s/he may continue in the regular school setting and continue to participate in any extracurricular program unless participation is in conflict with rules and regulations set forth by the Board and the North Dakota High School Activities Association.

The school may, through the use of available resources, provide follow-up counseling and supportive assistance to those students who return after successfully completing a therapeutic regimen, realizing that the student may need assistance in dealing with other environmental factors beyond the school's control which may remain unchanged.

Confidentiality

The District shall maintain the confidentiality of students referred for counseling and chemical dependency treatment in accordance with the district's policy on counseling records.

Education

The District will teach about drugs and alcohol in an age appropriate developmentally based education and prevention program in every grade in accordance with law. This program will include information about drug and alcohol counseling and rehabilitation programs available to the students.

In addition, the District will conduct staff orientation and training on drug and alcohol prevention, including a periodic overview of this policy and its procedures for implementation. The District will also provide parent and community education on the topic of drug and alcohol prevention.

Policy Implementation

Student handbooks shall contain a statement of sanctions required concerning the possession, use, or distribution of drugs and/or alcohol.

The Dickinson Public Schools will review this policy and its implementation periodically to ensure that disciplinary sanctions are consistently applied and to determine the effectiveness of the program for the prevention of alcohol and other drug use/abuse.

Out-of-School Suspension

Students that are out-of-school suspended are not permitted to be on school property nor are they permitted to attend any school-sponsored activity (both on-campus and off-campus) until the suspension has been completed.

School Board Policy FFD Carrying Weapons

Definitions

- *Firearm* is defined in accordance with 18 U.S.C. 921.
- *Weapon* includes, but is not limited to any knife, razor, ice pick, explosive, smoke bomb, incendiary device, firearm, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon, dangerous instrument, or look-alike.

Prohibitions

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous objects, or look-a-likes, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity.

Disciplinary Consequences

Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Bringing a weapon other than a firearm to school will require that proceedings for the suspension for up to 10 days and/or expulsion for up to 12 months be initiated immediately in accordance with the district's suspension and expulsion policy.

Bringing a firearm to school will require that the district immediately initiate proceedings for the expulsion of the student involved for a minimum of one calendar year in accordance with the district's suspension and expulsion policy. The Superintendent may modify the length of a firearms-related expulsion on a case-by-case basis based on the following criteria:

1. The totality of the circumstances, including the severity of the incident and the degree of endangerment of other students and staff.
2. The age and grade level of the student.
3. The prior disciplinary history of the student being expelled.
4. Relevant factors which contributed to the student's decision to possess a firearm in violation of this policy.
5. The recency and severity of prior acts resulting in suspension or expulsion.

6. Whether the optional provision of educational services in an alternative setting is a viable alternative to modifying the duration of the expulsion.
7. Input, if any, provided by licensed professionals (psychologists, psychiatrists, counselors) as to whether the expelled student would place himself/herself or others at risk by returning to the school prior to the expiration of the expulsion period.

Parents will be notified and all weapons, dangerous objects, or look-a-likes will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration. Firearms will be confiscated and turned over to law enforcement.

Special Education Students

A student who is defined as having a disability under the Individuals with Disabilities Education Act (IDEA) who has brought a weapon to school shall be handled in accordance with IDEA regulations. The District shall make manifestation determinations, disciplinary decisions, and placement decisions of such students in accordance with IDEA regulations.

Nonapplicable Provisions

This policy does not apply to students enrolled and participating in a school-sponsored shooting sport, provided that the student informs the school principal of the student's participation and the student complies with all requirements set by the principal regarding the safe handling and storage of the firearm. The principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display will be exempt from this policy.

Citation for Truancy

15.1-20-03. Compulsory attendance law - Enforcement - Penalty.

1. Any person who fails to ensure that a child is in attendance as required by this chapter is guilty of an infraction for a first offense and is guilty of a class B misdemeanor for a second or subsequent offense.
2. In a prosecution for an offense under this section, it is an affirmative defense if the person responsible for ensuring that the child is in attendance has made substantial and reasonable efforts to comply with the requirements of this section, but is unable to compel the child to attend school. If the court determines that the affirmative defense is valid, the court shall dismiss the complaint against the person.

Citation for Unruly Behavior

Building principals may cite students for "Unruly Behavior" in school under **North Dakota Century Code 27. 20-02**

"Unruly Child" means a child who:

- a. Is habitually and without justification truant from school;
- b. Is habitually disobedient of the reasonable and lawful commands of the child's parent, guardian, or other custodian and is ungovernable; or who is willfully in a situation dangerous or injurious to the health, safety, or morals of the child or others;
- c. Has committed an offense applicable only to a child, except for an offense committed by a minor fourteen years of age or older under subsection 2 of section 12.1-31-03 or an equivalent local ordinance or resolution;
- d. Has committed a noncriminal traffic offense without ever having been issued an operator's license or permit if one was required;
- e. Has committed an offense in violation of section 39-08-18 or 5-01-08; or
- f. Is under the age of fourteen years and has purchased, possessed; smoked; or used tobacco or tobacco-related products in violation of subsection 2 of section 12.1-31-03; and
- g. In any of the foregoing instances is in need of treatment or rehabilitation.

Citation for Willful Disturbance

Building principals may cite students for willful disturbance of schools under *North Dakota Century Code 15.1-06-16*.

Any person, whether pupil or not, who willfully molests or disturbs a public school when in session, or who willfully interferes with or interrupts the proper order or management of a public school, by act of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, or who, in the presence of the schoolchildren, upbraids, insults, or threatens the teacher, shall be guilty of a Class B misdemeanor which makes them subject to a potential fine up to \$1,000 or 30 days in jail.

Citation for Disorderly Conduct

Building principals may cite students for disorderly conduct under *North Dakota Century Code 12.1-31-01*.

An individual is guilty of a Class B misdemeanor if, with intent to harass, annoy, or alarm another person or in reckless disregard of the fact that another person is harassed, annoyed, or alarmed by the individual's behavior, the individual:

- Engages in fighting, or in violent, tumultuous, or threatening behavior;
- Makes unreasonable noise;
- In a public place, uses abusive or obscene language, or makes an obscene gesture;

- Obstructs vehicular or pedestrian traffic, or the use of a public facility;
- Persistently follows a person in or about a public place or places;
- While loitering in a public place for the purpose of soliciting sexual contact, the individual solicits the contact;
- Creates a hazardous, physically offensive, or seriously alarming condition by any act that serves no legitimate purpose; or
- Engages in harassing conduct by means of intrusive or unwanted acts, words, or gestures that are intended to adversely affect the safety, security, or privacy of another person.

Lockers

Lockers will be equipped with a combination lock. Lockers should be kept locked and in orderly condition. The student is responsible for his/her books and personal possessions.

Students are required to keep the locker to which they have been assigned. Under no circumstances is a student permitted to move from his assigned locker to another without permission from the Director of Student Affairs.

All locker problems should be reported to Mr. Dean in the Student Affairs office.

School Board Policy FGCA Searches of Lockers

The District retains ownership and control of all lockers. Access to all lockers, is a legal right of school officials whose responsibility it is to protect the health, safety, and welfare of all students enrolled. Students shall have no reasonable expectation of privacy when using lockers. Student shall be given advanced notice of this policy through student handbooks or another form of notification.

Lockers may be subject to suspicionless searches, inspections for purposes such as routine maintenance, or searches where there is suspicion that locker(s) contains objects/substances that are illegal, violate school policy, or may be detrimental to the health, safety, or welfare of district students.

Search Procedure

When a locker is subject to a search, the principal/Superintendent should be accompanied by at least one other school staff member.

Students' personal items stored in lockers such as, but not limited to, book bags, purses, and coats shall not be searched unless there exists reasonable suspicion that they contain an object(s) or substance(s) in violation of school rules/policy, the law, or which may be detrimental to the health, safety, or welfare of enrolled students.

The Superintendent should be notified whenever a search has been conducted if the Superintendent was not involved in the search.

Use of Trained Dogs & Involvement of Law Enforcement

Trained dogs may be used to smell the outside of lockers. If the dog detects the possibility of objects/substances that are illegal or violate school policy, the principal/Superintendent shall search the locker in accordance with the search procedure above.

In the event a police officer or other law enforcement officer is to conduct a search of a student's locker, probable cause is necessary unless the search is school-initiated and would pose a safety threat if conducted by school staff.

Illegal substances found in lockers may be turned over to proper authorities.

School Board Policy FGCB Searches of Students and Students' Personal Property

A search of a student's personal property or clothing shall only be undertaken when there is a reasonable suspicion that the student is concealing an object(s) or substance(s) in violation of school rules/policy, the law, or which may be detrimental to the health, safety, or welfare of enrolled students. The building principal or Superintendent must authorize all searches.

When the principal/Superintendent has reasonable suspicion that one or more students are carrying a prohibited object, article, or substance or are otherwise in possession of a prohibited object, article, or substance on school property or at a school-sponsored event, all personal property belonging to the suspected student(s) may be subject to inspection. When determining the scope of a search, the principal/Superintendent shall ensure that any measures adopted are reasonably related to the object of the search and not excessively intrusive in light of the age and sex of the student.

Search Procedure

For the purposes of this policy, personal property includes, but is not limited to, a student's vehicle, backpack, book bag, and/or purse. Students may also be asked to empty their pockets; however, strip searches shall not be conducted.

Searches of persons should be conducted in private by a school employee of the same sex as the student with a school employee present as a witness.

Searches of Vehicles

The principal or designee shall conduct searches of student vehicles if reasonable suspicion exists with a witness present. The principal shall make a reasonable attempt to contact the student who owns the vehicle and ensure s/he is present during the inspection unless an emergency situation is deemed to exist. If a vehicle is locked and its owner cannot

be contacted or refuses to open it, the principal shall contact law enforcement.

Involvement of Law Enforcement

The principal/Superintendent may request the assistance of law enforcement to conduct any portion of a school-initiated search of a student/student's personal property that would pose a safety threat if conducted by school staff. In all other cases, law enforcement must have probable cause in order to search a student/student's personal property.

Illegal substances found during searches of students/students' personal property may be turned over to proper authorities.

Reporting Requirements

The administrator who authorized the search shall notify the Superintendent whenever a search has been conducted and shall complete a search and seizure report form to be retained in the suspected student's educational record.

Building Level Support Team (BLST)

Dickinson High School will provide assistance for students who are experiencing behavior, academic, health and attendance problems that are producing or may produce a negative effect on the student's performance in school. The purpose of the BLST is to assist students in obtaining help to resolve such problems in an effective and confidential manner. This BLST recognizes that the primary obligation to seek assistance and to resolve the problem rests with the student and his/her parent(s) or guardian(s).

We, at Dickinson High School, recognize that a wide range of problems that are not directly associated with the school may have an effect on the student's performance in school. The problems may involve physical illness, mental or emotional illness, alcohol abuse, alcoholism, drug abuse or dependency, or family problems such as divorce, separation, financial difficulties, job loss and illness or death of a family member or close friend.

The BLST assures students that, if such personal problems are the cause of unsatisfactory behavior or performance, they will receive careful consideration and an offer of assistance in an effective and confidential manner. This service will provide information of academic assistance, referral counseling on chemical dependency, physical or emotional problems, or other personal problems. Student confidentiality will be maintained unless state or federal law requires disclosure. Providing information for referral or treatment, when needed, should be constructive and not a punitive action.

BLST Goal

1. To assist students who have problems that may affect their school performance by providing confidential, prompt, and diversified assistance to help resolve individual and/or family problems.
2. To restore productivity through early identification of problems and intervention so that a school atmosphere conducive to learning is maintained.

BLST Objectives

1. To provide a confidential, flexible, competent, and sensitive program of assistance to meet the needs of students on an individual basis.
2. To provide students, parent(s) or guardian(s) with accurate information regarding known referral resources.
3. To provide in-service training to educators that will focus on their role in relation to students in high risk situations.

The Members of the Building Level Support Team will implement this policy in such a manner that no student will have his/her high school career adversely affected by the use of the BLST. This policy, and any related procedures, will not alter or supersede the normal application of disciplinary or due process procedures.

(District expenditures, in addition to the personnel costs associated with operating the program, will be limited to the cost of the initial screening for any referral of a student. The District will not hire any additional personnel to operate this program but will use existing counselors and administrators.)

Deficiencies

Students who are doing unsatisfactory work are to be alerted to the fact by teachers issuing deficiency notices. In general, these notices are issued at the midpoint of every nine week grading period.

Deficiency notices will be given if the student is doing failing or close to failing work or if the student is not working up to his/her ability. Parents will receive deficiencies at conferences. Parents who do not attend conferences will have deficiencies mailed to them.

Telephone

Please do not ask to use office phones for making personal phone calls. The office phones are needed for school business. Telephones, with a three-minute time limit, are located near the main lobbies and are to be used by students. **No student will be called out of class to make a call or to receive a message, except in an emergency.**

Library – Use of Materials

1. Materials (books, magazines and vertical files) may be checked out up to a two week period. Materials may be renewed as needed.
2. Notices of overdue materials will be sent out to students. Fines are five cents per day up to the cost of the materials.
3. You may not check out any materials if you have overdue materials or an unpaid fine. Do not check out materials for other people in your name, as it will only cause you problems.
4. Loss or destruction of books, magazines or any library property will result in a charge to the student for the cost of replacing the item destroyed.

Library Policies

1. The purpose of the library is for research, study and reading. Therefore, the atmosphere is to be quiet.
2. Those students who do not display acceptable behavior for the library will be sent out of the library or back to the class they came from. Such action could result in the student being banned from the library up to a maximum of a three month period.

School Board Policy ABCA Copyrighted Material and Intellectual Property

Copyright Prohibitions

The District shall abide by the provisions of copyright law, including Fair Use Standards. The District prohibits illegal duplication in any form. Copyright materials, whether they are print or non-print; published online; or in the form of software, music, or another digital medium shall not be duplicated unless such reproduction is permissive under law; or unless written permission from the copyright holder has been received and, if applicable, royalties paid.

Compliance

Each librarian should maintain copies of federal Fair Use copying guidelines and federal Fair Use Standards for off-air taping of copyrighted audio and audiovisual works. Legal counsel shall review any proposed usage beyond the guidelines.

The Superintendent will issue memorandums regarding this policy and federal Fair Use Guidelines to employees as needed; post notices of copyright law and this policy in appropriate locations; install filtering software on district networks to prevent illegal downloading and file sharing; and notify students of this policy through the use of student handbooks.

Intellectual Property

Any copyrightable work produced by a district employee within the scope of his/her duties is considered “work made for hire.” The District owns all copyrightable rights to these items. Employees have no right to use such work outside the scope of their district duties without the board’s permission. Work made for hire must remain with the District upon separation.

The Board authorizes the Superintendent to sell “work made for hire” products to other school systems, organizations, or commercial firms in accordance with the district’s sale of school property policy.

Violations

Administration shall investigate all complaints of alleged copyright violations.

Students and employees who willfully disregard the district's copyright position are in violation of board policy and shall be subject to disciplinary consequences in accordance with applicable policies and law. In addition, employees who willfully disregard this policy do so at their own risk and assume all liability. The District may also deem employees who willfully violate copyright laws to be acting outside the scope of employment.

Student Access to Internet & Computer Network Policy

One of the major purposes of the Internet is to support research and education in academic institutions in the United States by providing access to unique resources. The use of the Internet in the Dickinson Public School District must be in support of educational goals and consistent with the stated objective of the school district. Use of other networks or computing resources must comply with the rules appropriate for that network. The Dickinson Public School District is bound by the Acceptable User Policy of its current Internet Service Provider.

Transmission of any material in violation of any federal or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, harassing, or obscene material, or material protected by trade secrets. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement is also prohibited. Illegal activities are strictly prohibited.

The use of the Internet for any use other than required curriculum activities is a privilege not a right. Inappropriate use may result in cancellation of those privileges. This cancellation of privileges may be up to 12 months and includes all available computers in the Dickinson Public School system. Based upon acceptable use guidelines outlined in this document, faculty and administrators will determine what constitutes inappropriate use and their decision is final.

Users are expected to abide by generally accepted rules of network etiquette. These include, but are not limited to the following:

1. Be polite. Do not write or send abusive messages to others. Do not post anonymous messages.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
3. Do not reveal the personal home address or phone numbers of students or colleagues.
4. Note that electronic mail (email) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the Internet in such a way that would disrupt the use of the Internet or the network by other users (e.g. downloading large files during prime time, sending chain letters or mass email messages, annoying other users).
6. Do not post personal communications without the original author's consent.

Users who identify a security problem on the network must not communicate the problem to other users and must promptly notify the system administrator. Users must not use another individual's account nor give their password to others. Logging into the network with another's login will result in a cancellation of user privileges. Attempts to login to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of inappropriate use of the network or Internet may be denied access.

Vandalism will result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data of another user and/or any workstation or network hardware, software or cabling that is part of the network. This includes but is not limited to uploading, downloading, creating computer viruses, damaging computers, computer systems, computer networks, or intentionally wasting resources.

Obscene, abusive or otherwise offensive language may appear on the Internet, as well as sexually explicit, racially biased, or other offensive materials. Dickinson Public Schools, while providing access to the seemingly limitless resources on the Internet, will attempt to protect students from the location of questionable materials. This will be accomplished by educating parents and students about the Internet and by controlling access when appropriate and feasible. It is the responsibility of all students to access only appropriate servers and sites on the Internet. The Dickinson Public School District is in compliance with the Children's Internet Protection Act, which mandates that the Internet be filtered in educational institutions.

To gain access to email and the Internet all students under the age of 18 must obtain parental permission. Parents desiring their children to have access must sign and return the proper form. A new form will be signed when a student is first registered in the school district and upon entering the junior high and high school levels.

Children's Internet Protection Act (CIPA)

Schools applying for e-rate funds must have a technology protection measure in place that blocks or filters Internet access. This filter may be disabled for bona fide research for adults. The policy must include monitoring the on-line activities of minors.

The Internet safety policy must address:

- access by minors to inappropriate matter
- safety and security with email, chatting on the internet, etc.
- unauthorized access
- unauthorized disclosure
- measures to restrict minors' access to materials that are harmful to minors

This measure is necessary for e-rate funding and Title III of the ESEA and Library Services and Technology Act funds.

Sendit Technology Services (STS), our Internet service provider, provides filtering to our school district with 8e6 Technologies Hardware (formerly X-Stop). The URL database is updated daily. This filter prevents students from accessing web sites that are not consistent with K-12 curriculum.

The categories blocked are: alcohol, anarchy, chat, criminal skills, cults, drugs, gambling, hate groups, obscene and tasteless sites, personal ads, pornography and public web proxies. The filtering policy can be found on the STS web site: <http://www.sendit.nodak.edu>

Title IX Policy

YOU ARE HEREBY NOTIFIED that the Dickinson Public School District #1 does not discriminate on a basis of gender, race, religion, marital status, age, disabilities, national origin or color in its educational programs/activities and employment practices. It is required by Title IX and Part 86 of the Department of Health, Education and Welfare regulations and not to discriminate in such a manner.

You are further notified that inquires concerning the application of Title IX and part 86 may be referred to the Director of Personnel, Central Administration Office, who has been designated as the person responsible for coordinating the efforts of Dickinson Public School District #1 to comply with and carry out its responsibilities under Title IX and Part 86, including any investigation of complaints alleging noncompliance.

Harassment

Harassment infringes on an employee and/or student's right to a comfortable environment and is a form of misconduct, which undermines the integrity of the relationship. No employee or student should be subjected to harassment either verbal or physical. This also includes any and all forms of "cyberbullying." Cyberbullying is being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty by using the Internet, electronical or digital technologies.

Students who believe they may have been harassed or bullied should:

- Not ignore it, because harassment tends to get worse.
- Let the person know you don't like the behavior and that it will be reported if not stopped.
- Report it to your parents, a teacher, a counselor, or an administrator. Your report will be handled with strict confidentiality and you will be given help to cope with the situation.
- Request disciplinary action against the person harassing you by filing a written report.

Penalties for harassment or bullying will range from a verbal warning to suspension or expulsion, depending on the severity of the incident. Law enforcement will be contacted in situations that warrant it.

Students who make false accusations of harassment or bullying pertaining to students and school personnel will be subject to disciplinary action.

Harassment will not be tolerated and should be reported to the administration. Reports of harassment will be investigated and appropriate consequences enforced.

School Board Policy AAC Nondiscrimination and Anti-Harassment Policy

General Prohibitions

The Dickinson Public Schools 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 and/or employee's race, color, religion, gender, national origin, ancestry, disability, age, marital status, or other class protected by law.

It shall be a violation of this policy for any district student or employee to harass or discriminate against another district student or employee sexually or based on any other class protected by law. The District will not tolerate harassment or discrimination of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any person affiliated with a person protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

The District shall promptly investigate any harassment or discrimination complaint and act on findings as appropriate, which may include disciplinary measures such as, but not limited to, termination of employment or expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process.

Definitions

- *Disability* is defined in accordance with NDCC 14-02.4-02 (5).
- *Discrimination* is defined in accordance with NDCC 14-02.4-02 (6).
- *Employee* is defined in accordance with NDCC 14-02.4-02 (7).
- *Harassment* is any physical or verbal conduct related to an individual's race, color, religion, gender, national origin, age, disability, ancestry, marital status, or other class protected by law that creates an intimidating, hostile, or offensive working or educational environment or is otherwise sufficiently serious to substantially or unreasonably limit an individual's employment or educational opportunities.

- *Sexual harassment* is unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature when:
 1. It is quid pro quo, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment; of obtaining an education, advancement, or grade; or is used as a factor in decisions affecting an individual's employment or education.
 2. It creates a hostile environment meaning such conduct or communication that has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile, or offensive employment or education environment.
- Sexual harassment examples may include, but are not limited to:
 1. Sexual or "dirty" jokes
 2. Sexual advances
 3. Pressure for sexual favors
 4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body
 5. Displaying or distributing of sexually explicit drawings, pictures, and written materials
 6. Graffiti of a sexual nature
 7. Sexual gestures
 8. Touching oneself sexually or talking about one's sexual activity in front of others
 9. Spreading rumors about or rating other's sexual activity or performance
 10. Remarks about a person's sexual orientation

Complaint Filing Procedure

The Board shall create an informal and formal harassment and discrimination complaint filing procedure in board regulations. Nothing in this policy or in the harassment/discrimination grievance procedure shall prevent an individual from pursuing redress through state and/or federal law.

Confidentiality

An individual wishing to file an anonymous harassment and/or discrimination complaint shall be advised that confidentiality will limit the district's ability to fully respond to the complaint. The District will

attempt to protect the identity of the complainant, witnesses, and alleged harasser to the extent possible under law; however, a harassment or discrimination investigation report is subject to the open records law after 60 days, with limited exceptions.

Policy Training and Dissemination

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

Nondiscrimination Coordinator

The Board designates the Assistant Superintendent as the Title IX and Nondiscrimination Coordinator. The Assistant Superintendent may be contacted at: 444-4th Street West, Dickinson, ND; (701) 456-0002.

Peer Mediation

We encourage students to use peer mediation to resolve conflict peacefully with the assistance of a neutral third party whom is a peer (someone their own age).

Student Records

A permanent cumulative record is kept on file for every student. These records contain information dealing with grades, attendance and standardized test scores. Until you are 18 years of age, your parents or guardians legally have access to your school records. At age 18 or older you have access to them.

A student's record cannot be sent to any agency or organization without the written consent of the student or the parents or guardians, with the exception of another school which the student plans to attend. We will send a transcript to other schools either at the request of the student (if 18 or older) or the parents or guardians (if under 18), or at the request of the school which the student plans to attend. This request may be verbal. The above procedures are in compliance with the provisions of Public Law 93-380 passed by Congress in 1974.

Lunch Period

1. Students will be allowed to leave the school and the school grounds during the lunch period.
2. Students are required to pay for their meals. Charging is not allowed.
3. Students will be given notice of a low balance on their lunch account.

Parking

Student parking is allowed in the west parking lot by permit only and on the street. Parking permits are available in the Student Affairs office. Student parking is not allowed in the following areas:

1. The area south and west of the Vocational building – These areas are reserved for faculty/staff and service vehicles and can only be used by students to pick up projects.
2. The lower southeast parking lot – reserved for faculty/staff **only**. (6:00 AM to 4:00 PM)
3. The upper east parking lot – reserved for visitors **only**. (6:00 AM to 4:00 PM)
4. All other areas on school property as marked by signs or communicated to students through school announcements.

Tickets will be issued by school personnel or law enforcement for parking in restricted areas and for illegal parking. Students will be fined as follows:

- a. Not displaying a student-parking permit while parked in the student parking lot - \$5 fine
- b. Parking in fire lanes and handicapped areas – referred to law enforcement
- c. All other parking violations - \$20 fine.
- d. Students have 1 week to pay all fines issued by school personnel. Failure to pay fines in a timely manner may result in further disciplinary action.

In addition to parking violations, students that operate a vehicle in an unsafe or irresponsible manner while on school campus are subject to disciplinary action as determined by the administration, which may include referral to law enforcement.

Homecoming

Homecoming is special event at DHS. In addition to promoting school spirit, homecoming is also a time to recognize DHS Alumni and promote DHS in a very positive way to the public and the community. Because this event does carry a certain degree of public recognition for students, the following policies apply.

1. Students that are ineligible for academic reasons or ineligible due to code of conduct violations are not eligible for selection to the DHS Homecoming Royal Court.
2. Any student that becomes ineligible after the selection of the Royal Court shall immediately be removed from the Royal Court. In this case, that student shall not be replaced.

3. The administration has the authority to remove any student or students from the Royal Court for any behavioral issues that are not specifically covered in Item 1.

DHS Dance Policy

1. Policies of Dickinson High School will govern all dances held at DHS.
2. Dances are for high school students only (exceptions may be made for alumni on Homecoming night). DHS students must present their Student ID Card to get in. High school students from other schools must be signed up under a DHS student (a limit of one guest per DHS student). The DHS student will be responsible for their guests.
3. Entrance doors will be locked **one hour after the start of the dance**. There will be **no re-admittance**.
4. Once a student enters the dance, that student will not be re-admitted if he/she leaves at any time.
5. The time of the dances will be approximately from 9:00 p.m. to 12:00 midnight.
6. The student organization hosting the dance is required to have at least four other chaperones. Also, the student organization hosting the dance is responsible for cleaning up immediately after the dance.
7. Students are expected to dance appropriately and will be asked to leave after one warning if they continue to dance inappropriately.
8. Students are not permitted to loiter in the bathrooms or parking lot
9. All dances must be scheduled with the Assistant Principal in Student Affairs.
10. **Prom**
 - a. Only Dickinson High School juniors and seniors and their guest are allowed to attend the prom.
 - b. Guests from other schools must also be juniors or seniors.
 - c. Guests that are currently not attending high school will be admitted if they are at least 17 years of age, but not over 20 years of age.

Visitors

Visitors are required to register in the front office and obtain a visitor's pass and display it before going to other parts of the building.

Student Visitors

Only official school business will be considered as a legitimate reason for issuing a visitor's pass. Visits from friends of our students wanting to "see what the school is like" are not considered official school business. Students

should not bring visitors to school expecting to obtain permission for them to attend classes. Non enrolled students interested in a tour of Dickinson High must arrange an appointment through the DHS Guidance Department.

Fees

Each student enrolled at Dickinson High School is charged a fee, which is collected at the time of registration prior to the start of the school year. The fee includes the cost of the following:

9 th and 10 th Graders	Class Dues	\$8.00
11 th and 12 th Graders	Class Dues	\$8.00

Student Athletic Passes

Student Athletic Passes can be purchased through the Athletic Department at Dickinson High School.

Student Council

Purposes:

1. To teach and develop citizenship through democratic practices
2. To provide the opportunity for participation in the organization and management of school affairs
3. To further interest in all school activities
4. To provide a forum for student expression
5. To cooperate in promoting the general welfare of Dickinson High School

Membership:

The Student Council will consist of representatives from each class and the student body president.

All students should understand that the final responsibility for operating Dickinson High School lies with the Board of Education who have delegated this responsibility to the school administration. Therefore, Student Council actions are treated as recommendations rather than the establishment of policy.

2011-2012 STUDENT COUNCIL

Student Body President Brett Braunagel
Student Body Vice President Lynae Messer
Student Body Class Secretary Kelsey LaFond
Student Body Treasurer Michael Porter

Class of 2012– Seniors

President Brett Braunagel
Vice President Lynae Messer
Secretary Kelsey LaFond
Treasurer Michael Porter
Representatives Steph Dykema
 Beth Honeyman
 Seth Leno
 Alyssa Selinger

Class of 2013 – Juniors

President Austin Mack
Vice President Emi Binstock
Sec./Treas. Troy King
Representatives Madi Kinzel
 Madi Steier
 Austin Boepple
 Maleah Leiss

Class of 2014 – Sophomores

President Dylan Skabo
 Vice President Mackee Hoffmann
 Sec./Treas. Courtney Haugen
 Representatives: Cole Anderson
 Parker Egli
 Mariah Jorda
 Tanner Hopfauf

Class of 2015– Freshman

President Megan Arneson
 Vice President Rachel Lantz
 Sec./Treas. Allie Murphyl
 Representatives Lindsey Huber
 Ben Pitkin
 Brittney Haas

All students desiring to seek election to the Student Council must meet the following criteria:

1. complete a form which identifies leadership, service and character qualifications;
2. must be recommended by the faculty;
3. must follow petition procedures; and
4. the scholastic requirement of a 2.00 average.

PERSONNEL DIRECTORY**Dickinson High School Administration**

Ron Dockter Principal
 Calvin Dean..... Assistant Principal
 Mark Rerick Activities Director

Dickinson High School Faculty

John Abrahamson Lang. Arts	Cindy Koppinger Lang. Arts
Lia Bradley French	Elaine LaPlante..... Speech Pathology
Jeri Braunagel Math	Brenda Loney Business
Mary Bruhschwein..... Fam/Cons Sci.	Cherie Mack Guidance Counselor
Jo Ann Coates Transition	Lynelle Mann Math
Vickie Conner Lang Artss	David Michaelson..... Social Studiess
Judith Dalton..... Drafting	Susan Moberg Librarian
Pete Dobitz..... Science	Pam Moormann Fam/Cons Science
Missy Dschaak.. MedTerm/HealthCar	Holly Morris Learning Disabilities
Jim Fahy Social Studies	Laura Tescher Special Education
Trista Fisher Guidance Counselorr	Tina Pavlicek Physical Education
OPEN..... Lang. Arts	Dan Pender Social Studies
Susan Haider Tech Ed.	Kay Poland Science
Brian Ham..... Social Studies	Rudy Privratsky Welding
Maxine Hauck.... Guidance Counselor	Tammy Sadowsky Title I
CaraLee Heiser Science	Scott Schmidt Construction Tech
Darlene Henning Vision Impaired	Jay Schobinger..... Math
Fernanda Heppner..... Spanish	Margaret Schulz. Learn Disabil
Gerald Holinka..... Phy Ed.	Yvonne Seifert..... Lang. Art
Richard Jambor Agriculture	Tracy Sipma Business
Paige Jordan..... Science	Lyle Smith Rec. Engines
Greg Jung..... Science	Leanne Smutzler Math
Kathy Kiedrowski Fam/Cons.Sci.	Jim Steckler Science
Beverly Kinnischtzke..... Diver.Occ	

Michael Stevenson .. Vocal Music	Sonita WegnerSpanish
OPEN LD	Olivia Wellenstein Business/P.E.
Serena Thompson Spec. Ed	Leslie Wilkie Lang
Naomi Thorson Lang. Art	Tod Winter Art
Desirae TiborMath	Brian Woehl Auto Tech
Keith Traquair..... Instrumental Music	Shelly WolbergMath
Kent Van Ells.....PE/Social Studies	Brent WolfMath
Jeremy Wanner Social Studies	

Dickinson High School Support Staff

Rebecca AndvikELL Para	Cindy Marboe Library Para
Kristie Barney Custodian	Brenda Meyer Kitchen Helper
Mark Breen..... Resource Officer	Marlene Novotny Custodian
Margorie Brew Custodian	Richard Novotny Custodian
Janel Carow Para	Jessica Olson..... Para
Dixie Dennis.....ALC Para	Laurie Olson Para
Crystal Devenport Ed Interpreter	Larry Opp Custodian
OPENSocial Worker	Deb Pachl..... Para
Jennifer Fournier Para	Sandy Perzinski Para
Lori Friedt Front Office Sec.	Vranna Quinn Para
Tammy Geiger Custodian	Tom Robinson Tech
Cathy Geist..... Para	Nikki Privratsky.Front OfficeSec.
Randi Hochhalter..... Scheduling Sec.	OPEN..... Para
Cornie Keller Para	Sharon Schmitt Para
Pat Kilwein..... Para	Annette Schroeder Vocational Sec.
Shonah KinzelStudent Affairs Sec.	Nikki Simonson ISS
Elmer Krebs Custodian	Farley Sorkness.....Head Custodian
Eugene Kroll Custodian	Candace Stanton .Activities Secretary
Casandra Kukowski.....Paraa	Dave Wallace.....School Res. Officer
Carol Kuntz Para	Adrienne Wanner.....Kitchen
Malea Lyons..... Para	

School Board Policy FCAB Administering Medication To Students

The District will not deny educational opportunities to students who require administration of medication in order to remain in attendance and participate in the educational program. The District will work in collaboration with students, parents/guardians, and healthcare providers to ensure medication is administered safely in accordance with medical orders.

Self-Administration

If a healthcare provider believes that self-administration of prescription medication is in the best health interest of the student, the District will require medical certification, which shall include verification that the student has been properly instructed in administration; authorization

from the student's parent/guardian; and other pertinent information concerning the medication, including, but not limited to, the medication's name, dosage requirements, required frequency of use, and possible side effects.

Staff Administration

In the event that no reasonable accommodation exists or in compliance with a student's Section 504 plan, a designated school staff member shall administer medication in compliance with the board-approved procedure for administering medication.

Confidentiality

Each student's medical and treatment records shall be maintained in the student's educational record and kept confidential. Only school personnel with a legitimate need to know shall have access to the records. The records shall not be disseminated outside district schools without parental consent.

Non-Prescribed Over-the-Counter Medication

Over-the-counter medication not prescribed by a healthcare provider will only be permitted on district property with the written consent of a parent/legal guardian. In addition, students may not possess and/or self administer non-prescribed over-the-counter medication without prior approval from school administration.

Prohibitions

Students found to be in violation of this policy, found to be intentionally misusing prescribed or non-prescribed medication on school property or at school-sponsored activities, and/or students who disseminate any form of medication to others while on school property or at a school-sponsored activity shall be in violation of the student drug and alcohol use policy and shall be subject to the disciplinary consequences contained therein.

Administering Prescriptive Medicines

1. No prescription or nonprescription medication will be administered by school personnel unless authorized by parent/guardian or prescribed by a licensed prescriber and an authorization form is signed by a parent or legal guardian (Form C FCAB-E).
2. Prescription medication must be in a container with a label prepared by a pharmacist. Nonprescription medication must be in the **original container** labeled with the student's name and dosage.
3. Medications are to be properly labeled with student's name, name of medication, dosage amount, frequency of administering, name and telephone number of pharmacy, prescription number and doctor's name.
4. School personnel will keep a separate record of administering medication, noting date, time and initials of person administering the

medication.

5. The parent is to make the school personnel aware of any side effects and whom to notify in case of emergency.
6. Any change in type or amount of medication must be approved by parents (a new approval form must be signed and completed).

SB2163 (effective August 1, 2005)

By law a student who has been diagnosed with asthma or anaphylaxis may possess and self-administer emergency medication for the treatment of such conditions provided the student's parent files with the school a document that is signed by the student's physician and which:

- a. Indicates that the student has been instructed in the self-administration of emergency medication for the treatment of asthma or anaphylaxis;
- b. Lists the name, dosage, and frequency of all medication prescribed to the student for use in the treatment of the student's asthma or anaphylaxis; and
- c. Includes guidelines for the treatment of the student in the case of an asthmatic episode or anaphylaxis.

Neither a school district nor any employee of the district is liable for civil damages incurred by a student who administers emergency medication to himself or herself, or an individual because a student was permitted to possess emergency medication.

Immunization

The 1979 North Dakota Health Immunization Law requires that no child will be admitted to kindergarten, elementary school, junior high school, or senior high school unless he/she has a certificate of immunization on file at the school or submits one prior to admission. The law, which became effective July 1, 1979, requires that the certificate be signed by a physician or local **public** health department representative and be presented to the school officials by the parent or guardian of the child. The Certificate of Immunization states that the child has been vaccinated against diphtheria, pertussis, tetanus, measles, rubella, mumps, polio, **hepatitis B and varicella (chicken pox) if applicable. Effective for the 2004-2005 school year, varicella (chicken pox) vaccine has been added to the school immunization requirements for kindergarten entry. Each subsequent year the next higher grade will be included in the requirement. A reliable history of chicken pox disease is an exemption to the vaccine requirement.** Blank certificates are available at the central administration office, the schools, area **public** health office, and the medical clinics. The law does allow exemptions for medical, **philosophical, moral or religious beliefs**. However, when there is a danger of an epidemic from any of the communicable diseases for which immunization is required, those children who are not adequately immunized, including children exempt, will be excluded from school until the danger of the epidemic is over.

Homebound/Hospital Instruction

The Dickinson Public School District will provide one hour per day homebound or hospital instruction if a student is out of school for a week or

longer. It is required that a parent, or other adult arranged for by the parent, be present in the home while homebound instruction is being provided.

Homebound or hospital instruction will be considered in the following situations:

1. a child has an operation or condition, which requires homebound instruction for longer than a week;
2. a student's condition relapses requiring periodic excused absences from school. Arrangements will be made to match home instruction to the need of the student; and
3. if a student is hospitalized in another North Dakota city or out of state, arrangements will be made with the school district where the hospital is located to provide hospital instruction. This instruction will be paid for by the Dickinson Public School District.

In order to receive homebound or hospital instruction, a statement from a physician must accompany the request. The statement from the physician must indicate the medical condition that warrants homebound/hospital instruction and the length of time that the student will need to be homebound/hospitalized due to the medical condition. If the medical condition is long-term, an updated statement from the physician must be submitted to the Director of Student Services each school quarter in order for the homebound/hospital instruction to continue. This updated statement must indicate the continuation of the medical condition and continued need for homebound/hospital instruction.

A parent should contact the building principal or counselor to give needed information regarding the student's condition. The principal will contact the Director of Student Services who will make the arrangements for the homebound or hospital instructional program. The final approval of this service will be made by the director. Contact the Director of Student Services at the Central Administration Office if you have questions, 456-0002.

Dickinson Public Schools Student Activities

(www.dickinsonmidgets.net) Forward

The purpose of this handbook is to provide coaches/advisors, students, parents, and the public with the necessary information pertaining to rules, regulations, policies, and guidelines relating to school activities in the Dickinson Public School System. Many important and common questions that arise from time to time are addressed. Dickinson Public Schools is very proud of the variety and number of activities available to our students and DPS thanks the continued public support of our student activity programs.

School Board Policy ABCB Sportsmanship

Dickinson Public Schools believes school-sponsored activity programs serve educational purposes in the lives of the District's students. One of these purposes is the development of good sportsmanship. The primary focus of the challenge of achieving good sportsmanship is on the student, but others are involved.

The School Board believes administrators must insist that good sportsmanship is the goal; athletic directors and other

administrators must realize the value of sportsmanship and set the tone for the implementation of its good practice.

Coaches/activity sponsors must accept the responsibility of making each activity event a showcase for education. They are expected to be models of self control and dignity for participants and spectators.

Participants must be taught to handle themselves in a sportsmanlike way; they are also expected to project good sportsmanship in the activities in which they participate.

Student fans must be reminded that their conduct reflects on their school, and that poor sportsmanship will not be tolerated.

Adult spectators must realize that they also must exhibit good sportsmanship at athletic/activity events. Spectators serve as a model for their own children and for other young people in the community. Spectators also need to demonstrate self control and dignity while participating in various activities.

Administrators and activity sponsors shall practice good sportsmanship. Students will be taught good sportsmanship and be held accountable for their actions. Spectators will be reminded and encouraged to be appropriate role models for young people. The School Board will support staff and administrators who enforce sportsmanship rules at school-sponsored activity events, including evicting students or adults who violate the district policy.

Additional administrative rules will be developed providing enforcement of these expectations and also include positive incentives.

Rules of Conduct

The Superintendent shall develop rules of conduct for athletic events. These rules shall be published in student and employee handbooks and disseminated to district patrons using the method deemed most appropriate, effective, and cost efficient by the Superintendent.

The Superintendent, school district administrators, principals, district security personnel, and law enforcement may evict violators of these rules from the athletic event and prohibit and/or restrict attendance at future events. In addition, district students and employees violating these rules may be subject to disciplinary consequences in accordance with district policy and law.

School Board Policy FFE 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 of 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 additional extracurricular participation requirements via a Dickinson Public Schools Code of Conduct policy found in the Hagen Junior High School and Dickinson High School student handbooks.

Activities Affected by this Policy

Activities affected by this policy shall include extracurricular activities as listed in the student handbook, including those not sponsored by NDHSAA.

Academics

NDHSAA requires that local districts establish a definition of what constitutes a failing grade. For the purposes of this policy, a failing grade is defined as receiving a letter grade of F in any curricular course as computed from the beginning of the semester for regular education students or, in the case of special education students, not meeting the goals of Individual Education Programs as assessed from the beginning of the semester.

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 time determined by coaches/advisors and administration. Such consequences shall be imposed in addition to other disciplinary consequences imposed under the applicable policy.

When the administration deems suspension from extracurricular participation necessary, s/he shall follow the procedure for suspension from extracurricular participation required by NDHSAA bylaws and Dickinson Public Schools Code of Conduct policy.

A. Activity Director's Message

Dickinson Public Schools supports all of its activity programs with great enthusiasm as a positive and valuable part of the total educational experience. Dickinson Public Schools is extremely proud of the multitude and variety of activity programs offered to all students. All student activity programs shall be organized and managed along the following guidelines:

I. Participants shall be treated as regular students. No special consideration is given for grades, attendance, assignments, etc. Students involved in school activities should represent the best that the district has to offer in and out of the classroom.

II. Full allegiance will be given to all rules and regulations of the North Dakota High School Activities Association as well as other policies set forth by Dickinson Public Schools.

III. All activity programs will be conducted for the benefit of the participants, with maximum concern for their safety, health, and well being.

IV. Coaches/advisors as regular faculty members as well as those who are non-faculty are expected to exhaust all legitimate channels for promoting the highest level of excellence in all programs. Keeping in mind that our students participate in a wide variety of activities, coaches/advisors are expected to promote and support all activity programs and will be evaluated on the basis of their loyalty and contribution to the total educational program.

V. All participants involved in school activities must be mindful that participation in school activities is a privilege and therefore carries high levels of expectation. All participants must adhere to all rules and regulations of the NDHSAA, Dickinson Public Schools, and each individual program.

Mark Rerick, Activities Director

Dickinson Public Schools, PO Box 1057, Dickinson, ND 58601

B. Eligibility of Activity Participants

The North Dakota High Schools Activities Association (NDHSAA) serves as the governing body for many of the activities offered by Dickinson Public Schools. In accordance with the NDHSAA and many other state-sponsored student organizations, Dickinson Public Schools has adopted eligibility requirements for all its activity participants. Participants and parents/guardians should take the time to become familiar with all eligibility requirements. The NDHSAA Constitution and By-Laws Manual contains thorough detailed information in regards to the activities they sponsor. These by-laws can be found at www.ndhsaa.com.

The following are selected policies of the NDHSAA and those policies adopted by Dickinson Public Schools pertaining to eligibility requirements of all Dickinson Public Schools student activity participants. Individual activity programs may have additional training rules/regulations that apply to participants. Program participants will be made aware of any specific program rules/regulations that exist. The Activities Director and building principal will approve specific individual program rules/regulations in addition to those specified below:

I) PHYSICALS – All athletes, cheerleaders, and dance team members are required to have a annual physical signed by a physician and the participant's parents/guardians certifying that the participant has passed an adequate physical examination.

- a. The above named participants are NOT ALLOWED TO PRACTICE OR PARTICIPATE IN ANY CONTEST, GAME, PERFORMANCE, OR OTHER INTERSCHOLASTIC EVENT until a current physical is on file with the Activities Office at Dickinson High School.
- b. Physicals must be completed annually on or after April 15 to be valid for the following school year. Physicals completed before April 15 are not valid for participation the following school year.

2) PARTICIPATION FEES

a. Athletics - All athletes, cheerleaders, and dance team members are required to pay an athletic participation fee as determined by Dickinson Public Schools.

1. Athletic fees are based upon the grade level of the student, not the level at which they participate. For example, an eighth grade student participating on a high school team would pay the junior high fee, not the high school fee.

2. Fees for club funded sports (softball and hockey) are determined by each club.

b. Other Activities – All non-athletic activity participants are required to pay a participation fee as determined by Dickinson Public Schools. This fee is in addition to any state and national dues for each activity group.

c. All Activities

1. Participation fees are due and payable on the first day of the activity. Participants are **NOT ALLOWED TO PRACTICE OR PARTICIPATE IN ANY CONTEST, GAME, PERFORMANCE, OR OTHER INTERSCHOLASTIC EVENT** until the required fee is paid at the Activities Office at Dickinson High School.
2. Fees should be paid at the Activities Office at Dickinson High School or may be given directly to the coach/advisor of the activity who will forward the payment to the Activities Office.
3. Students who are not able to pay when payment is due or feel they cannot afford to pay the fee should make arrangements with the Activities Director.
4. Each fee payer will receive a receipt for monies collected if requested.
5. Student managers, statisticians, and scorekeepers are not required to pay activity fees.
6. Students who voluntarily drop any activity will forfeit the fee.
7. Students suspended from activities for disciplinary reasons or scholastic ineligibility will not receive refunds
8. Full or partial refunds may be granted due to illness, injury, or being cut from a team/group. No refunds will be granted if more than half of the activity is completed.
9. Paying a participation fee **DOES NOT** guarantee any amount of playing time or other participation.

3) CODE OF CONDUCT/MEDICAL RELEASE FORM - All activity participants along with parents/guardians are required to read and sign a Code of Conduct/Medical Care Release Form.

- a. This form must be completed every year.
- b. Activity participants are **NOT ALLOWED TO PRACTICE OR PARTICIPATE IN ANY CONTEST, GAME, PERFORMANCE, OR OTHER INTERSCHOLASTIC EVENT** until a current Code of Conduct/Medical Care Release Form is on file with the Activities Office at Dickinson High School.
- c. Coaches/Advisors will carry a copy of this form with them at all times in the event of a medical emergency.

4) SCHOLASTIC ELIGIBILITY - In accordance with the North Dakota High School Activities Association, Dickinson Public Schools has adopted the following academic requirements for eligibility in school activities.

- a. Hagen Jr. High Students: To participate, students may not be failing in more than one class. Grades are checked at the midterm of each quarter and at the end of each quarter (eight times per year). If a student has a failing grade in more than one class, he or she is declared academically ineligible for one week. The student's grades will then be checked weekly, and the student will remain academically ineligible until the required number of classes is being passed. Also, any Hagen Junior High student participating on a Dickinson High School team/activity must be passing ALL classes to be academically eligible for that particular activity.
- b. Dickinson High School Students: To participate, students must be passing **at least three** classes. Grades are checked at the midterm of each quarter and at the end of each quarter (eight times per year). If a student is not passing at least three classes, he or she is declared academically ineligible for one week. The student's grades will then be checked weekly, and the student will remain academically ineligible until the required number of classes is being passed. Additionally beginning with the ninth grade, any student not earning at least two credits at the end of a semester is academically ineligible for the first four weeks of the following semester. In this case, grades for the following semester will be checked after four weeks and to be eligible that student must be passing at least three classes. If not, the student will remain academically ineligible for one week and the student's grades and eligibility status will be checked weekly.

5) **SCHOOL ATTENDANCE** - At both the junior high and high school level, a student must be in attendance at school all day on the day of a competition, event, or performance unless prior approval is given by the Activities Director or building principal.

6) **CITIZENSHIP/SPORTSMANSHIP:** School activity participants are expected to exhibit good citizenship while at school and in the community. The conduct and behavior of participants is closely observed in many areas of school life and is a direct reflection of themselves, their parents, the school, the community, and the coach/advisor. Participants will be courteous and show respect for people and property. Poor citizenship and poor sportsmanship will be determined by coaches/advisors and school administrators and may result in suspension from school activities.

7) **SPECIFIC TEAM/ACTIVITY RULES:** Individual programs may have additional training rules/regulations that apply to students. Program participants will be made aware of any specific program rules/regulations that exist. The Activities Director will approve specific program rules. Ability alone does not guarantee a position in any activity. Dedication, cooperation, practice, teamwork, fundamentals, and respect for team/activity rules are required.

8) **PRACTICE & GAME/EVENT ATTENDANCE:** Activity participants are expected to attend all practices and games/events while in season. In certain situations, participants will need to be absent for justifiable reasons and are considered "excused absences." However, "excused absences" may result

in suspension from school activities. Excused and unexcused absences will be determined by coaches/advisors and school administrators and may vary from activity to activity depending on specific circumstances.

9) SUSPENSIONS AND EXPULSIONS: A participant who receives an out-of-school suspension or expulsion for any part of the school day shall not be allowed to participate in any competition, event, or performance for the entire day. Furthermore, a participant shall not be allowed to practice or attend school-sponsored events until this type of suspension/expulsion is completed. A participant who receives an in-school-suspension may be ineligible for participation in school activities. Participation will be decided by the administration and coach/sponsor of the activity affected based upon the severity and circumstances leading to the in-school-suspension.

10) INJURIES: Dickinson Public Schools will ensure that competent coaches/advisors, safe facilities, and safe equipment are utilized. Nevertheless, injuries may still occur. If an injury occurs, notify the coach/advisor. **MEDICAL COSTS FOR INJURIES ARE NOT THE RESPONSIBILITY OF DICKINSON PUBLIC SCHOOLS.** Dickinson Public Schools does not carry insurance to cover costs involved in an injury. Injury costs are the responsibility of participants and/or their parents/guardians.

11) SPECIAL NOTES:

The Code of Conduct is in effect for the entire school year for all students whether or not they are currently in an activity. The Code of Conduct extends beyond the school year for those participants who are in an activity that either begins before school starts in the fall or ends after school ends in the spring. Each year, all activity participants are required to sign the Code of Conduct prior to participation. However, all students and parents/guardians are reminded that once the school year begins, all students are subject to the Code of Conduct whether they have signed a Code of Conduct or not for the current school year as these policies are a part of the student handbook.

Co-op students from other schools participating in activities sponsored by Dickinson Public Schools are required to follow all the same policies and procedures as set by this Code of Conduct and DPS student handbooks.

**C. Dickinson Public Schools - Alcohol, Tobacco, and
Controlled Substance Use Policy & Code of Conduct**

The purpose of this policy is to define the position and disciplinary procedures of Dickinson Public Schools and the North Dakota High School Activities Association regarding the use or possession of tobacco, alcohol, narcotics, drug paraphernalia, or other controlled substances by participants in activity groups sponsored by Dickinson Public Schools. All student activities sponsored by Dickinson Public Schools are affected by this policy. They shall include, but not be limited to all athletic teams and athletic-related teams, performance groups, interscholastic groups, school sponsored organizations, state sponsored activity groups, and other school clubs/activities offered by Dickinson Public Schools.

Use or possession of tobacco, alcohol, narcotics, drug paraphernalia, or other controlled substances defined by North Dakota Law is prohibited. Any activity group participant who uses or possesses any of these substances will be suspended from all competitions or public appearances from the notification

date. Participants in activities which are an extension of the classroom and are grade related such as concert band and concert choir will be allowed to participate in public performances but will not be allowed to participate in any interscholastic competition event.

Penalties will be prescribed as shown below:

1. First offense of the school year - 6 weeks
2. Second and subsequent offenses in the same school year – additional 18 weeks for each offense

Notes:

1. In addition to the suspensions listed above, Dickinson Public Schools also requires that participants must complete a substance abuse evaluation from a licensed addiction facility at the participant's expense beginning with the second offense and any subsequent offenses. This policy is in effect starting in the seventh grade and cumulative through 12th grade. This evaluation must be completed before ever participating in activities sponsored by Dickinson Public Schools again.
2. Keep in mind that students get a "fresh start" every year the school year begins when dealing with suspensions only, not evaluations. The first offense in a single school year is six weeks and subsequent offenses in the same school year are 18 weeks. These suspensions start over every year. However, suspensions are cumulative from year to year when dealing with evaluation requirements. For example: A student is suspended for six weeks during his or her eighth grade year for tobacco. This same student is then again suspended during his or her junior year for alcohol. Because it is a different school year, the suspension would be six weeks. However, because this is the second offense by this same student since seventh grade, an evaluation would be required and would have to be completed before ever participating in activities sponsored by Dickinson Public Schools again.
3. Dickinson Public Schools does provide an appeal process to ensure due process when students are suspended from school activities for alcohol, tobacco, and drug violations. Details of the appeal process and the entire Dickinson Public Schools Policy on Controlled Substance Use and Code of Conduct are available in Dickinson Public Schools student handbooks.

A student will be determined to have used one of the aforementioned substances when a witness has observed him/her ingesting the substance or under the influence of the substance and signs a statement to the effect. After the statement has been signed, school officials will make a determination of guilt or innocence.

A student will be determined to be in possession when he/she is found to have the substance on his/her person, such as in a pocket or in hand, or within an area which the participant controls, i.e. his/her vehicle, home, or person. Full or partial ownership shall also be evidence of possession. In order to show that a student is in possession of a prohibited substance, it is generally necessary to show that the student was aware of the presence and character of

the particular substance and was intentionally and consciously in possession of it.

School administrators shall immediately investigate any alleged violation of the alcohol, tobacco, and controlled substance policy that is made known to the administration. If the administration finds probable cause to believe that this policy has been violated, the parents/guardians will be immediately notified of the violation and penalty.

D. Due Process Appeal Policy

To assure due process, no Dickinson Public Schools activity participant will be suspended from any activity without first being advised of the nature of the violation, the evidence against him/her, and the right to request an appeal hearing within three school days of the administration's decision.

The period of suspension shall begin from the date and time notification is given to the student and/or parent/guardian by the school administration. If a student and/or parent/guardian wishes to appeal the decision, an appeal hearing must be requested within three school days of being notified of the suspension by the administration. That request should be made to the building principal and/or Activities Director. Once the request is made, the appeal hearing will take place as soon as possible, preferably within three days of the student and/or parent request to have such hearing.

The appeal hearing will be heard by the Dickinson Public Schools Superintendent. This appeal will be considered the final appeal as the superintendent will act as the representative of the Dickinson Public Schools Board of Education. During the appeal hearing, the building principal or his designee shall act as the moderator of the hearing. The following parties may be involved: the participant being charged, parents/guardians of the participant, coach or director of the activity, witnesses to the violation, the investigating administration, and legal counsel for the participant if he/she desires. The participant being charged will be allowed to testify, to have witnesses, and to question all witnesses. Once the appeal hearing is over, the Superintendent will render a decision. The Superintendent may delay his or her final decision if he or she feels it necessary to investigate the incident further.

Notes:

1. During the time between notification and the hearing, the suspension may be deferred for good cause shown. However, if the school administration believes that clear and substantial evidence shows that the student is in violation of this policy, the student will be suspended immediately. The reason is that NDHSAA regulations state that if the suspension is not immediately imposed and the student is found to be guilty at a later date, any interscholastic contests or activities participated in by that student have to be forfeited.
2. If a violation of this policy occurs in school, on school premises, or at a school related activity, the student will be disciplined under the terms of this policy as well as the terms of the major disciplinary policy of each school district building.

E. Activity/Athletic Scheduling Conflicts

Dickinson High School and Hagen Jr. High offer a multitude of activities for students. Because of the number of activities and limited days to hold events, scheduling conflicts are inevitable. Students/parents are to notify coaches/advisors immediately when they become aware that a conflict exists. The activities director is responsible for scheduling and will make every attempt to avoid scheduling conflicts. When conflicts exist, curricular events such as musical performances and singular qualifying events will have precedence over all sub-varsity events and may have preference over varsity events. When a conflict arises between two qualifying events, the activities director will meet with the advisor/coach to decide which event the student should attend. Parental input will be considered. If the conflict remains unresolved, the building principal will conduct a meeting with the parties involved and render a final decision.

F. Church Night

As a courtesy to church organizations, no student activities (including practice) will be scheduled on Wednesday nights after 6:00 pm. Exceptions can only be made by the Activities Director.

G. Sundays/Holidays

The NDHSAA allows contests to be scheduled on Sundays. However, it is the policy of Dickinson Public Schools that athletic contests will not be scheduled on Sundays unless there is no other option. Such athletic contests must be approved by the Activities Director.

Practices are allowed on Sundays for VARSITY level athletes and other activity groups provided that these practices do not conflict with church activities. Sunday practices for SUBVARSITY athletes are not permitted at any time. Practices are to never be held before 12:00 noon on Sundays. Additionally, coaches/advisors should provide leniency for those students who may have family obligations that conflict with Sunday practices. Furthermore, practices on holidays are to be approved by the Activities Director and/or building principal.

Dickinson High School Student Athletics

Baseball.....	Pete Dobitz
Basketball-Boys'	John Wilson
Basketball-Girls'	Dan Pender
Cross Country.....	Shawn Leiss
Football	Dennis Morris
Golf- Boys'	Sara Berglund
Golf- Girls'	Olivia Wellenstein
Gymnastics	Kent Van Ells
Hockey- Boys'	Tom Folske
Hockey- Girls'	Jennifer Schnaidt
Softball.....	Bill Butterfield
Swimming- Girls' (co-op with Williston).....	TBD

Swimming- Boys' (co-op with Williston).....	TBD
Tennis- Boys'	Steve Shepson
Tennis- Girls'	Steve Shepson
Track- Boys'	Dave Michaelson/Jay Schobinger
Track- Girls'	Dave Michaelson/Jay Schobinger
Volleyball	Jay Schobinger
Wrestling.....	Bruce Heppner

Dickinson High School Other Student Organizations

Acalympics Advisor:	Jeri Braunagel
<i>Purpose:</i>	To enhance and enrich the knowledge of all academic areas in an informal setting.
Art Club Advisor:	Tod Winter
Cheerleading Advisor:	Audrey Lenz
<i>Purpose:</i>	To support all athletic teams and to develop a sense of school pride within the student body.
Chronicle Advisor:	TBD
<i>Purpose:</i>	To inform and entertain the student body through publication of the school's newspaper, to serve as a written history of DHS and to recognize student achievement.
Class Advisors-Junior Advisor:	Trista Fisher & Calvin Dean
Class Advisors-Senior Advisor:	Mary Bruhschwein, Ron Dockter, Pam Moormann
Close Up Advisor:	Dave Michaelson
<i>Purpose:</i>	To learn more about the function of government from a "close-up" perspective.
DHS Concessions Advisor:	TBD
Dance Team Advisor:	Megan Stockert
DicDak Advisor:	TBD
<i>Purpose:</i>	To give students an opportunity to plan, construct and complete the school annual.
Drama Advisor:	Michael Stevenson
<i>Purpose:</i>	To allow students to gain an understanding of and explore their potential in the various aspects of theater production.
FBLA/Midget Market Advisor:	Olivia Wellenstein
<i>Purpose:</i>	Promote business ideals and ethics among young people who are interested in business as a career.
FFA Advisor:	Richard Jambor

<i>Purpose:</i>	To develop competitive and assertive agricultural leadership and to develop an awareness of the global importance of agriculture.
Math Club Advisor:	Desirae Tibor
<i>Purpose:</i>	To enhance and enrich the learning of Mathematics in an informal setting.
Musical Instrumental Advisor:	Keith Traquair
Musical Vocal Advisor:	Mike Stevenson
National Honor Society Advisor:	Jim Fahy
<i>Purpose:</i>	To promote scholarship, leadership, character and service.
Peer Mediation Advisor:	TBA
<i>Purpose:</i>	To resolve student conflicts
Prom - Jr/Sr Banquet Advisor:	Trista Fisher & Paige Jordan
Science Club Advisor:	CaraLee Heiser
<i>Purpose:</i>	To provide organization for science competitions and to promote the science method.
Skills USA Advisors:	Judith Dalton, Rudy Privratsky, Lyle Smith, Brian Woehl, Scott Schmidt
<i>Purpose:</i>	To teach leadership activities.
Speech Team Advisor:	Carter Blend
<i>Purpose:</i>	To provide a competition base for those students who show a talent or desire to excel in oral communication. Speech team members enhance their leadership qualities and their school spirit through head to head competition with schools throughout the state. Practices by arrangement with head and assistant coach.
Student Congress Advisor:	Naomi Thorson
<i>Purpose:</i>	Student Congress is a type of speech event where students follow a form of Roberts Rules of Order to debate topics which are presented in a legislative format. Students earn points based on how well they present their evidence and how often they speak.
Student Council Advisor:	Calvin Dean
<i>Purpose:</i>	To serve as a learning experience in government and leadership, to maintain and improve the image of student council and the image of Dickinson High School in the community. To promote a supportive school environment and spirit.
Technology Student Association Advisor:	Susan Haider
<i>Purpose:</i>	To teach leadership to technology students.

Nondiscrimination Policy

YOU ARE HEREBY NOTIFIED that the Dickinson Public School District #1 does not discriminate on the basis of gender in the educational programs or activities which it operates, and that it is required by Title IX and Part 86 of the Department of Health, Education and Welfare regulations not to discriminate in such a manner. This notice also includes Title VI Civil Rights Act of 1964 and the Americans With Disabilities Act of 1990.

YOU ARE FURTHER NOTIFIED that the Dickinson Public School District #1 does not discriminate in services or employment practices on a basis of handicap, in accordance with North Dakota Century Code 15-59-04, 48-02, 19, or PL94-142, Section 504 of the Vocational Rehabilitation Act of 1973, and as amended.

YOU ARE FURTHER NOTIFIED that the Dickinson Public School District #1 does not discriminate on a basis of gender, race, religion, marital status, age, disabilities, national origin or color.

YOU ARE FURTHER NOTIFIED that inquiries concerning the application of Title IX, Title VI, ADA or other issues of equal opportunity may be referred to the Personnel Director at 444 4th St. West; 701-456-0002 and the Director of Student Services for 504 at the same address and phone number. These are designated as the persons responsible for coordinating the efforts of the Dickinson Public School District #1 to comply with and carry out these responsibilities, including any investigation of complaints alleging noncompliance of practices, and violation of law or school board policy.

Asbestos Notice

The Asbestos Hazard Emergency Response Act (AHERA) required that all public school buildings be inspected or re-inspected for the presence of asbestos every three years after a management plan is in effect. The same statute also required initial and annual notifications of the availability of a management plan which outlines the steps to be taken to eliminate any hazards. The Dickinson Public School District has a very limited amount of asbestos containing materials in the school buildings and it is being managed in strict compliance with all pertinent federal regulations. A copy of the inspection report, which details the locations of these materials and the proper management procedures, is available for public inspection during normal working hours in the Central Administration Office.