

## Table of Contents

PRINCIPAL'S MESSAGE.....	1
MISSION STATEMENT.....	1
SCHOOL SPIRIT.....	1
VISITORS.....	1
EMERGENCY CLOSINGS.....	2
STUDENT EVALUATION.....	2
CLASS RANK.....	2
NORTH DAKOTA ACADEMIC AND CTE SCHOLARSHIP.....	3
NORTH DAKOTA ACADEMIC SCHOLARSHIP CRITERIA.....	3
NORTH DAKOTA CAREER AND TECHNICAL EDUCATION SCHOLARSHIP CRITERIA.....	3
NORTH DAKOTA UNIVERSITY REQUIREMENTS.....	4
GRADUATION REQUIREMENTS.....	4
EARLY GRADUATION.....	4
OPTIONAL DIPLOMA.....	5
CORRESPONDENCE.....	5
FINAL EXAMS.....	5
Test Exceptions.....	5
RETAKEING A CLASS TO IMPROVE A GRADE.....	6
STUDENTS AT RISK AND STUDENTS DROPPING OUT.....	6
PROMOTION AND RETENTION OF STUDENTS IN GRADES 6–8.....	6
DRIVER'S EDUCATION.....	7
REGISTRATION.....	7
STUDENT RECORD COLLECTION.....	7
STUDENT RECORD MAINTENANCE.....	8
STUDENT RECORDS FOR A NON-CUSTODIAL PARENT.....	9
ANNUAL NOTIFICATION REGARDING PARENTS' RIGHT TO STUDENT RECORDS.....	9
FEES.....	10
MIDDLE SCHOOL SUPPLY LIST.....	11
SCHEDULE CHANGES.....	11
OPTING OUT OF CLASS.....	11
HOT LUNCH PROGRAM.....	11
CLOSED NOON HOUR.....	12
SCHOOL IMMUNIZATION REQUIREMENTS.....	12
Communicable Diseases Information.....	12
MEDICINE.....	13
ATTENDANCE & ABSENCES.....	13
Section I: Definitions.....	13
Section II: Documentation Requirements.....	14
Section III: Accumulated Unapproved Absence.....	14
Middle School and High School Students.....	14
Compulsory Attendance Violations.....	14
ABSENCES - TARDIES.....	15
Tardiness.....	15
ADMITS & PASSES.....	15

ACTIVITY CODE REQUIREMENTS .....	16
MAKE-UP WORK .....	16
INCOMPLETES .....	16
EXTRA-CURRICULAR ACTIVITIES .....	16
ATTENDANCE FOR EXTRA-CURRICULAR ACTIVITIES .....	18
CONCUSSION MANAGEMENT (Policy Adopted 1/2014) .....	18
Definitions .....	18
Removal Decisions .....	19
Return to Play .....	20
Concussion Management Program - Additions .....	20
ACCIDENTS, INJURIES, & INSURANCE .....	21
DISCIPLINE POLICY .....	21
Classroom and School Discipline Rules .....	21
Study Hall Rules .....	21
Consequences .....	21
Discipline .....	22
BULLYING .....	23
CLASSROOM AND SCHOOL BEHAVIOR .....	24
STUDENT BEHAVIOR .....	24
STUDENT ALCOHOL AND OTHER DRUG USE/ABUSE .....	24
Philosophy .....	24
Prohibited Activities .....	24
Prohibited Substances .....	25
Reporting Violations .....	25
Violation .....	26
Intervention .....	26
GUIDANCE & COUNSELING PROGRAM .....	26
Direct Student Services .....	27
Indirect Student Services .....	27
WEAPONS .....	28
PROCEDURAL DUE PROCESS .....	28
Process for Written Notification – Hearing Process .....	28
PROCEDURE FOR REMOVAL OF A STUDENT FROM CLASS .....	29
PROCEDURE FOR SUSPENSION .....	29
PROCEDURES FOR HEARINGS FOR HAZEN MS/HS STUDENTS SUSPENDED FOR VIOLATION OF RULES AND COCURRICULAR ACTIVITIES .....	30
PROCEDURE FOR EXPULSION .....	30
PROCESS FOR WRITTEN NOTIFICATION .....	31
HEARING PROCESS .....	31
NONDISCRIMINATION & ANTI – HARASSMENT POLICY .....	32
General Prohibitions .....	32
Definitions .....	32
EDUCATIONAL EQUALITY AND NON-DISCRIMINATION POLICY .....	33

GRIEVANCE PROCEDURE .....	33
SECONDARY TEACHERS' ASSISTANCE TEAM (STAT).....	33
SPECIAL EDUCATION SERVICES .....	34
SUMMARY OF YOUR RIGHTS AS A PARENT/GUARDIAN .....	34
PARENTS' RIGHT TO KNOW .....	36
EIGHTEEN-YEAR-OLD STUDENTS .....	36
PHYSICAL EDUCATION.....	36
LIBRARY .....	36
TOBACCO-FREE SCHOOLS & WORKPLACES .....	37
Rationale for Regulating Possession and Use .....	37
Use and Possession Prohibitions .....	37
USE OF SCHOOL BUILDINGS.....	37
ANIMALS IN THE CLASSROOM.....	38
SCHOOL PARTIES AND DANCES .....	39
CARE OF SCHOOL PROPERTY.....	39
FOOD, CANDY, & POP REGULATIONS.....	40
LOCKERS.....	40
PARKING AND TRAFFIC REGULATIONS.....	40
ACCEPTABLE USE OF TECHNOLOGY .....	40
Education.....	41
Monitoring Use.....	41
Prohibitions .....	41
Violations .....	41
Consent .....	41
COMMUNICATION DEVICES.....	42
TELEPHONE CALLS .....	42
DRESS .....	42
STUDENT VALUABLES.....	42
LOST & FOUND ARTICLES .....	43
FIELD TRIPS.....	43
FIRE DRILLS.....	43
SURVEY POLICY.....	43
WITHDRAWALS & TRANSFERS .....	43
TABLE OF CONTENTS – ALPHABETICAL .....	44

## **PRINCIPAL'S MESSAGE**

Welcome to the “Home of the Bison”—Hazen Middle School (HMS), grades 6–8, and Hazen High School (HHS), grades 9–12. Whether you are new to Hazen Public School or are a returning student, the administration and staff hope you have a productive and successful school year. Your days at the Hazen Public School District (HPS) will be memorable, enjoyable, and beneficial as you prepare for a successful future. It takes the entire involvement of all of us to make your school the best. We would like to remind you to become familiar with the policies, rules, and procedures outlined in this handbook. This handbook is a guideline used by the Hazen Public School Board (the school board) and administration. You will be expected to know and abide by the rules and policies within this handbook. Remember, Hazen Middle School and Hazen High School will be whatever YOU make it. Policies and regulations are made for the betterment of your education.

This handbook is approved by the school board, which includes the following members: Sonya Hansana, Stephanie Huber, Jody Murschel, Brian Nolan, and Jennifer Wallender.

Again, we would like to welcome you to HPS and hope you can be proud of the accomplishments you attain during your attendance.

## **MISSION STATEMENT**

The Hazen Public School District is a place where critical thinking, communication, collaboration, citizenship, and creativity are developed and enhanced.

## **SCHOOL SPIRIT**

School spirit may be divided into three categories:

- Courtesy - towards teachers, fellow students, and the officials of school activities.
- Pride - in everything our school endeavors to accomplish and has accomplished.
- Sportsmanship - the ability to win and lose gracefully.

School spirit means loyalty to all functions of the school. Loyal students support their school and do their utmost to keep their scholastic and activity standards at the highest possible level.

## **VISITORS**

HPS policy is to accept only those visitors who have legitimate business at the school. Guests and visitors must register in the office with the principal. Parents are always welcome but are asked to check in at the office. Students wishing to bring a guest to school must obtain prior approval and secure a pass from the office. Visitors are expected to leave promptly when their business is completed.

## **EMERGENCY CLOSINGS**

The school board authorizes the superintendent to delay the openings of, dismiss early, or close district schools in the event of hazardous weather, an epidemic, or other emergencies that threaten the health and/or safety of students and employees. The superintendent's rationale for exercising this authority will not be arbitrary, capricious, or based merely on convenience.

The superintendent will, at a minimum, consider the following factors when exercising his/her authority under this policy:

- the actual occurrence or imminent possibility of any emergency condition that would make the operation of school difficult or dangerous;
- the ability of students and staff to safely report to school (e.g., weather, road conditions); and
- whether conditions pose a threat to one or all district schools—if conditions only affect certain schools, only those schools will be closed.

The superintendent may consult traffic, weather, law enforcement authorities, and administrators from neighboring districts when weighing the above factors.

All storm announcements relating to the HPS will be sent out on Blackboard Connect and posted on the school website at [www.hazen.k12.nd.us](http://www.hazen.k12.nd.us). Please provide correct home and cell numbers along with your correct e-mail address to either the middle school or high school office.

## **STUDENT EVALUATION**

The grading system is: 95-100 (A), 94 (A-), 93 (B+), 88-92 (B), 87 (B-), 86 (C+), 81-85 (C), 80 (C-), 79 (D+), 76-78 (D), 75 (D-), 74 and below (F). This grading system will be used for all classes except mathematics. The mathematics department will all use the same grading scale with 65% as a passing grade. Incompletes (I) must be completed within 3 weeks or they will be recorded as a failing (F) grade. A withdrawal from a class after the allotted time allowed for schedule changes results in a failing (F) grade recorded for the semester, thus making the student ineligible for the semester. Students taking credit recovery through Edgenuity need a 60% to pass and will replace their "F" grade with a "D" grade.

Report cards will be issued every nine-week grading period. Honor Rolls will be published and will include the names of students who have maintained high academic achievement. Academic achievement will be indicated as follows on the Honor Roll: (3.25-3.49) "Honors"; (3.50-3.74) "High Honors"; (3.75-4.00) "Highest Honors".

All fines, fees, and other obligations are to be cleared before grades and credits are received by students, unless special arrangements are made with the school.

## **CLASS RANK**

Class rank is determined by a Grade Point Average (GPA) using all classes that receive letter grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or F. When calculating GPA the following scale will be used: (A) = 4.00, (A-) = 3.67, (B+) = 3.33, (B) = 3.00, (B-) = 2.67, (C+) = 2.33, (C) = 2.00, (C-) = 1.67, (D+) = 1.33, (D) = 1.00, (D-) = .67, (F) = 0.00.

Class rank is determined after each semester. The student with the highest GPA for each

class is given the number 1 rank. Students who are tied are given the same rank and the next student rank starts after the number of students tied are counted off. For example, if three students have a 4.000 GPA, students one, two, and three would be given the rank of 1 and student four would have the rank of 4.

Senior Honor Students are those students who have a GPA of 3.250 or greater in the traditional school setting at the completion of the first semester of their senior year. Those students with the rank of 1 are valedictorians, and those students with the second highest rank in the graduating class are the salutatorians.

### **NORTH DAKOTA ACADEMIC AND CTE SCHOLARSHIP**

The total value of the scholarship is \$6,000 with a payment of \$750 per semester for a total annual payment of \$1,500. Students not attending a college or university in the fall may defer payment until the time of attendance. However, the award will only be paid during the six years following high school graduation.

Scholarships are renewable provided the student is enrolled full time and maintains a 2.75 GPA based on a 4.00 scale, which is reviewed each semester.

### **NORTH DAKOTA ACADEMIC SCHOLARSHIP CRITERIA**

1. Graduate from a ND high school as a ND resident, satisfying the state diploma requirements.
2. Complete: (a) 1 unit of Algebra II; (b) 1 unit of math for which Algebra II is a prerequisite; (c) 2 units of the same foreign language, the same Native American Language, American Sign Language, or career and technical education (CTE) from a coordinated plan of study; and (d) 1 unit selected from foreign languages, Native American Language, American Sign Language, fine arts, or CTE.
3. Earn no lower than a "C" on any unit required for the diploma, including the scholarship requirements.
4. Earn a cumulative GPA of at least a "B," which is a 3.0 GPA based on a 4.0 scale.
5. Earn a 24 or higher on the ACT.
6. Complete ½ unit of a dual credit course.

### **NORTH DAKOTA CAREER AND TECHNICAL EDUCATION SCHOLARSHIP CRITERIA**

1. Graduate from a ND high school as a ND resident, satisfying state diploma requirements.
2. Complete: (a) 1 unit of Algebra II; (b) 2 units from a CTE-coordinated plan of study; (c) 2 additional units of CTE; (d) 1 unit selected from foreign languages, Native American Language, American Sign Language, fine arts, or CTE.
3. Earn no lower than a "C" in any unit required for the diploma, including the scholarship requirements.
4. Earn no lower than a "C-" grade.
5. Earn a cumulative GPA of at least a "B", which is a 3.0 GPA based on a 4.0 scale.
6. Earn a 24 or higher on the ACT or three 5's on the WorkKeys assessments.

## NORTH DAKOTA UNIVERSITY REQUIREMENTS

Students contemplating attending a four-year North Dakota University must meet the following admission requirements:

- 4 units of English (two years of a foreign language may not be substituted)
- 3 units of mathematics, Algebra I and higher math courses
- 3 units of laboratory science, including at least 2 in biology, chemistry, physics, or physical science
- 3 units of social studies, excluding consumer education, cooperative marketing, orientation to social science, and marriage/family

### GRADUATION REQUIREMENTS

Language Arts.....	4 Credits
English I - 1 Cr (Grade 9), English II – 1 Cr (Grade 10), English III – 1 Cr (Grade 11), English IV or Dual Credit College English – 1 Cr (Grade 12)	
Mathematics.....	3 Credits
A combination of any of the following classes: General Math – 1 Cr, Consumer Math – 1 Cr, Pre-Algebra – 1 Cr, Algebra I – 1 Cr, Geometry – 1 Cr, Algebra II – 1 Cr, Trigonometry – 1 Cr, Pre-Calculus – 1 Cr, Personal Finance (Math Applications) – ½ Cr, Basic Statistics – ½ Cr, College Algebra – ½ Cr	
Science.....	3 Credits
Physical Science - 1 Cr (Grade 9), Biology – 1 Cr (Grade 10), plus 1 credit of an elective science	
Social Science.....	3 Credits
US History – 1 Cr (Grade 11), Problems of Democracy – 1 Cr (Grade 12) plus 1 credit of an elective	
Health and Physical Education .....	1 Credit
Physical Education 9 – ½ Cr (Grade 9), Health 10 – ½ Cr (Grade 10)	
Technology.....	1 Credit
Word Processing/Computer Applications (WDI) – 1Cr (Grade 9)	
Two Credits from any of the following.....	2 Credits
Foreign Language, Fine Arts, CTE courses	
Total Required Credits .....	17 Credits
Total Elective Credits .....	5.5 Credits
<b>Total Graduation Credits .....</b>	<b>22.5 Credits</b>

### EARLY GRADUATION

In special circumstances, students may be allowed to graduate early. The basic requirements, with complete guidelines set forth in school policy and obtained from the high school principal, are that the candidate must have (1) satisfied all of the requirements of a four-

year graduate; (2) earned at least a "B" average at the end of the sixth semester; (3) qualified by virtue of extenuating circumstances or special goals; and (4) attended or planned to attend a minimum of seven semesters at an accredited high school.

Each case will be considered on an individual basis.

Written requests for early graduation must be submitted to the high school principal. The request must contain a statement of endorsement, reasons for the request, and the signature of the parents/guardians.

Students graduating early are exempt from being a valedictorian or a salutatorian regardless of their grade point averages. However, they will be a part of the class rank and will be listed as an honor student if their grade point averages qualify them for the honor.

### **OPTIONAL DIPLOMA**

The State of ND offers students an alternative option for a high school diploma. Contact the principal or counselor for details.

### **CORRESPONDENCE**

Students may enroll in correspondence for any course that is not offered at HHS. Courses that are offered here but taken through correspondence will not be accepted for credit toward graduation. The principal may grant exceptions to this rule for a course failed locally, or for a senior within 2 credits for graduation, at the student's expense. Certain hardship cases or class overload situations where a student has a full schedule and wishes to take an extra class outside of the regular school day may be considered for exceptions. Only correspondence or online classes through the North Dakota Division of Independent Study will be accepted for credit toward graduation with the approval of the principal.

### **FINAL EXAMS**

All classes will have a comprehensive written final exam or curriculum-based project demonstrating knowledge and competency in the given subject. Students are required to complete finals at the scheduled times. A make-up time will be scheduled, and a student making up a final will take it at the scheduled time.

### **Test Exceptions**

Students in grades 9–12 may be exempt from a semester test if they have a semester final grade of an A, B, or C and have missed two or less days in that particular class. Absences that are entered as **school activity absences** and do not currently count as one of the acceptable 10 days would be excluded from the absence count.

The exclusions to the exemptions would be

- dual credit and ITV classes,
- final projects,
- in-school or out-of-school suspension during the current semester, and
- a student's discipline record based on the principal's judgement.

Note: First semester tests will NOT be open campus, and exempt students will be required to attend those days. Educational activities will be planned for testing days. Absentees will be counted for testing days, and students going over the two or less allotted absent days will be required to take the semester tests.

Students in grades 7 and 8 will earn an open campus during finals if they meet the following criteria:

- have not served detention due to tardiness or behavior,
- have not been dismissed from class,
- have not been sent to the principal's office, and
- have a "D" or higher grade for the second semester and year.

Final tests will be open campus, and exempt students will not be required to attend on those days.

### **RETAKE A CLASS TO IMPROVE A GRADE**

Students may retake a class to try to improve their grade of a C- or below. No additional credit will be granted, and the grade used on the transcript will be the better of the grades received.

### **STUDENTS AT RISK AND STUDENTS DROPPING OUT**

Our school district has specific screening and identification procedures for secondary students who may consider dropping out of school. Services may include an evaluation to determine if a disability exists and/or individual counseling through our guidance department. In all cases, the building principal will try to schedule a meeting with parents and students for the purpose of discussing at-risk factors. A student who wishes to drop out of high school must be at least sixteen years of age and have parental permission if under 18 years of age. The student and parent/guardian must sign a *CHECK IT OUT* form. This signed form is then placed in the student's cumulative folder for record keeping.

### **PROMOTION AND RETENTION OF STUDENTS IN GRADES 6–8**

If a student receives a failing grade in a core subject area, a multidisciplinary team including parents/guardians will make recommendations using the following guidelines:

1. If a student has failed only one core class for the year, the principal will decide what action to take. Options are the following: move the student on, enroll and successfully complete the summer school class, repeat the failed class the next school year, or retain the student in the present grade.
2. If a student has failed two or more core classes for the year, the principal will decide what actions to take. The options would be to for the student to enroll and successfully complete the summer school classes or to be retained in his/her present grade for the coming year.

Final decisions on placement, promotion, retention, and acceleration will be made by the principal after consultation with teachers, parents/guardians, and other resource persons.

## **DRIVER'S EDUCATION**

Students completing the eighth grade must pass *all* of their classes in their eighth-grade year in order to participate in the HPS driver's education program. Only HMS or HHS students will be accepted in our driver's education program.

## **REGISTRATION**

Students need the following number of academic credits to register as a:

- Sophomore: 5 credits
  - Junior: 11 credits
  - Senior: 15.5 credits
1. Students will be required to enroll in 7 classes per semester.
  2. Seniors who are enrolled in sufficient credits to complete graduation requirements and have written permission from their parents/guardians may be granted open campus privileges. If a senior receives a failing grade in any class on weekly eligibility, the privilege of open campus will be revoked, and the student will report to study hall until a passing grade is received on weekly eligibility. Grades will only be checked for passing at the conclusion of nine-week grading periods. Withdrawal (F) grades will be included.
  3. If a student is unable to participate in physical education because of medical reasons, a doctor's excuse is required. A substitute class is to be taken in health/physical education and an Individual Educational Plan (IEP) will be developed to establish an alternative for physical education credit.
  4. A student may not enroll in HPS until the school has proper records from the previous school.
  5. If needed, standardized test scores may be used for class placements.

## **STUDENT RECORD COLLECTION**

It is necessary for HPS to maintain extensive and sometimes personal information about students and their families for educational purposes. These records are kept to assist the school in offering appropriate educational experiences to the students. The interest of the student must supersede all other purposes for which records might be kept.

A permanent, cumulative record will be kept on all students from grade 1 through grade 12. This is a highly private record to be used only by the professional staff immediately concerned with the student's welfare. It will also be made available to the student and his/her parents/guardians

The school staff will not permit access to or release of student records to any individual, agency, or organization other than school officials within the school or officials of other schools or

school systems in which the student has enrolled, except with the written consent of the parents/guardians or the student if s/he is 18 years or older.

These student records may contain identifying data; academic work completed; level of attendance dates; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

Parents/guardians or a student who is 18 years or older will have an opportunity for a hearing to challenge the content of the student's school records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

Parents/guardians or a student who is 18 years or older will have the right to file an appeal to have items removed from the folder or record. This appeal will be filed with the school principal who will set a time and place for a private hearing and notify the request in writing of the time and place. The hearing will be held within three weeks of the request. At the hearing, the principal will have present the person(s) who have entered the information in question. The person who requested the hearing will have the right to ask questions of those in attendance and to present evidence that would correct inaccurate, misleading, or otherwise inappropriate information. The principal will then determine whether the information in question will be removed from the record. If the information in question is not then removed from the record, the evidence presented will become a permanent part of the student's records.

### **STUDENT RECORD MAINTENANCE**

Each principal will be responsible for record maintenance and access within his or her building. All student records when not in use will be kept under lock and key. Any request to examine a student's record by a parents/guardians or legal guardian of a minor student or by a student (of legal age) will be honored. Requests by agents, when accompanied by written authorization from the parents/guardians, legal guardian or student of legal age, will also be honored.

The file will contain a composite of all requests for information and all completed forms involving requests, authorizations, or permission to view and receive educational records. Each person viewing the file will sign and date the form provided for that purpose.

Five years after graduation or five years after the termination of the provision of educational services to the student, all but the Permanent Record Card may be destroyed. The Permanent Record Card will contain only name, address, and phone number; the student's record of grades; years enrolled; courses attended; and grades completed. The Permanent Record Card will be retained in perpetuity.

The contents of a student's Special Educational Services Record will be destroyed within five years after the information is no longer needed to provide educational services to the student. Prior to destruction of such a record or data from the cumulative record that pertains to the student's handicapping condition, reasonable effort will be made to notify the parents/guardians of their right to a copy of such data.

## **STUDENT RECORDS FOR A NON-CUSTODIAL PARENT**

HPS permits each parent to receive copies of a child's school records, including grade reports and other salient records. Unless the school is prohibited from providing records (e.g., by a court order), the school will provide the non-custodial parent with copies of the records upon request.

### **ANNUAL NOTIFICATION REGARDING PARENTS' RIGHT OF ACCESS TO STUDENT RECORDS**

Each year parents/guardians and students need to be reminded of the student records policy of HPS. Parents/guardians of students or students who are 18 years or older who wish to review any or all school records pertaining to the student should contact the building school personnel, and parents/guardians may have copies of the records for the cost of copying.

If parents/guardians or students who are 18 years or older believe something in the records is inaccurate or misleading, they may request that it be corrected, or they may have comments added to the record. If the principal and the parents/guardians or a student who is 18 years or older cannot agree, the latter may contact the superintendent for a hearing.

Record information will not be released to most persons or agencies without the written consent of the parents/guardians. Nonetheless, it is the policy of HPS to forward school records without parental consent to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents/guardians may request a copy of the record. Similarly, without parental consent, the district forwards transcripts, or other information requested by high school students, to colleges and other educational institutions to which the students are applying.

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

Additionally, federal law permits a school district to identify certain information as "directory information" that may be publicly released without permission of the parents/guardians. HPS identify this information as the following: name, address, telephone number, date and place of birth, major field of student, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous school attended. If you do NOT want this information released, please complete the form below and return within 10 school days. If we do not receive your notice by that date, we will assume that you have no objection to the release of such information. We believe that it is in the student's best interest to have such information released in school and community newspapers because of the recognition it gives him/her.

We make every reasonable effort to protect our students' privacy. For example, it is our policy not to release information to businesses for commercial purposes or to individuals without good reason. Therefore, most parents/guardians do not restrict the release of directory information.

-----

I do NOT wish “directory information” as defined in Hazen Public School's record policy concerning my child, \_\_\_\_\_, to be released from school records without my prior, written consent. I understand this will exclude my child's name from parental organization mailing lists, school annual and newspaper, commencement programs, publication of honor rolls, and other school information about students in the public media.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----

**FEES**

In accordance with federal, state, and local regulations and guidelines for free and reduced meals, students and their families who qualify as being economically disadvantaged may qualify for free and reduced fees for hot lunch.

6 - 12 meals (daily).....	\$2.70
6 – 12 second meal.....	\$3.45
K – 12 breakfast.....	\$1.50
K – 12 second breakfast .....	\$1.95
Guest meals .....	\$3.90
Extra milk.....	\$0.40
School instrument fee .....	\$45.00
Driver’s education fee .....	\$150.00
Non high school student & previously taken .....	\$508.20
150.00 + 358.20 (Subject to changes)	
Non-athletic activities .....	\$20.00
Athletic activity 9-12 .....	\$50.00
Athletic activity 7-8 .....	\$35.00
Season activity ticket (for athletic events).....	\$35.00
Replacement activity ticket.....	\$5.00

The maximum participation fee is \$100 per year for grades 9–12 students and \$70 per year for grades 7–8 students. The activity ticket fee does not count toward the maximum fee.

Students will be assessed replacement costs for any equipment or books that are assigned to them during the school year if they are lost or damaged. The school is not responsible for lost personal articles belonging to students. Students in vocational classes must pay for any projects prior to taking the project home.

## MIDDLE SCHOOL SUPPLY LIST

- Pens/pencils/1 box colored pencils/pencil bag
- 6 notebooks & folders
- Three-ring binder or Trapper Keeper
- 2" or 3" ring binder for math
- Protractor/ruler
- Basic scientific calculator
- 2 boxes Kleenex
- Backpack – optional
- Running shoes/t-shirt/shorts for PE
- Small gym bag that will fit in the middle school lockers
- Student Planner
- Ear Buds or headphones

## SCHEDULE CHANGES

Students may add or drop a class during the first three days of first semester and the first day of second semester. Permission to pick up a class at semester time must come from the teacher.

## OPTING OUT OF CLASS

Parents/guardians may choose to have their child removed from all or portions of the grade 10 health curriculum. They need to contact the office for the proper procedure.

## HOT LUNCH PROGRAM

Please deposit money *in advance* to your family lunch account; it will be deducted from the account as the individuals make purchases. Parents/guardians should monitor their family lunch account to ensure there is a positive balance. Your child may check his/her account balance in the lunch serving line while making a daily purchase by looking at the computer monitor after entering his/her ID number or by calling 748-2345.

Students have the choice of the regular lunch line or the a la carte lunch line. A la carte items vary daily and are priced individually from 35 cents to \$3. These items may be purchased using the student lunch ID number or by using cash. If you do not want your child to make a la carte purchases with the family lunch account money or if you want to set a daily dollar limit, please notify Renee at 748-2345 so that your requests may be programmed into the main computer. Due to governmental regulations, students receiving lunch benefits are required to pay full price for a la carte items, additional meals, and extra milks.

**Students without sufficient funds in their family account will not be able to charge their meals. A printout that itemizes all purchases made by an individual is available upon request.**

## CLOSED NOON HOUR

The noon hour for HMS students will function as a “closed campus” where students cannot leave the school grounds without permission during the school day. Permission will be granted either via a telephone call to the office or through the means of a signed note from parents/guardians. Arrangements for leaving the school grounds must be taken care of by the end of first period when possible.

## SCHOOL IMMUNIZATION REQUIREMENTS

Before entering school in North Dakota, children must have:

- five doses of DTaP (diphtheria, tetanus and acellular pertussis),
- four doses of IPV (polio),
- three doses of HBV (hepatitis B),
- two doses of MMR (measles, mumps and rubella), and
- two doses of varicella (chickenpox) vaccine.

In addition, students entering grades 7 through 12 must be up to date on Tdap (tetanus, diphtheria, and acellular pertussis) and MCV4 (meningococcal disease).

- One dose of Tdap is required for students entering 7th through 12th grade.
- One dose of MCV4 is required for students entering 7th through 10th grade.
- A second dose of MCV4 is required for students entering 11th and 12th grade. Students who receive their first dose of MCV4 after the age of 16 only need one dose.

The listed of required immunizations can change from year to year. For a current immunization list please refer to the North Dakota Department of Health website.

### Communicable Diseases Information

Disease	Restriction of School/Attendance of Patient
Chicken Pox	Exclude from school for 7 days from appearance of rash. All crusts are to be dry.
German Measles	Rash gone; temperature normal.
Infectious Hepatitis	First week of illness. Until the physician advises return to school
Measles (Rubella)	Exclude for minimum of five days from appearance of rash.
Mumps	When swelling subsides <u>completely</u> . Temperature normal.
Pertussis (Whooping Cough)	On Erythromycin therapy for 5 days. Temperature normal
Strep Throat (if associated with a rash, it is called scarlet fever or scarlatina)	Return 24 hours after the start of medical treatment. Temperature normal.
Pink Eye (Conjunctivitis)	No exclusion is recommended from school or work settings.
Impetigo	Exclude until lesions are under medical treatment and are dry.

Head Lice (Pediculosis)	No exclusion is recommended from school, but students should be treated as soon as possible after diagnosis.
Ring Worm of the Scalp	Exclude until treated by a physician.
Scabies	Exclude until treated by a physician.
Fifth Disease (Slap Cheek)	Temperature normal. Rash has begun to fade.

## MEDICINE

When students require prescription medication during the school day, parents/guardians are required to make a written request before school personnel can dispense the prescribed medicine. Anytime the school is to dispense medicine, a form must be completed. Forms are available in the school offices. Over-the-counter medication will no longer be dispensed. A complete school medication program guideline is available on the HPS website.

## ATTENDANCE & ABSENCES

North Dakota law contains compulsory attendance requirements for students ages seven through sixteen. In order to comply with and enforce these requirements, the school board establishes the following attendance policy.

### Section I: Definitions

For purposes of compulsory attendance reporting under NDCC 15.1-20-02.1 (1-2)

- *Excused absence* is an absence that the District will not use in determining if a compulsory attendance violation occurred. Any absence may be excused if it is supported by either a verbal or written excuse supplied by the student's parents/guardians, teacher or school administrator.
- *Unexcused absence* is any absence not supported by the verbal or written excuse required for an excused absence.

For the purpose of imposing sanctions under Section III of this policy as authorized by NDCC 15.1-20-02.1 (3):

*Approved absence* is an absence that the District believes is necessary and/or unavoidable and has received administrative approval. Necessary and/or unavoidable absences may be caused by illness, injury, family emergency, religious observance or instruction, participation in a school related activity, court appearance when subpoenaed or other reasons deemed necessary by the principal. Students granted approved absences will not be subject to the consequences contained in Section III of this policy.

*Unapproved absence* is defined as an absence that does not meet the above criteria for approved absences. If a student is absent for an unapproved reason, the parents/guardians/guardian will still be responsible for calling the principal's office to explain the absence, and the student will be subject to the consequences contained in Section III of this policy.

## **Section II: Documentation Requirements**

School administration may require applicable documentation to verify an excused or approved absence, including, but not limited to:

- medical documentation from an appropriate licensed healthcare provider;
- a copy of a court summons or subpoena;
- an obituary for funeral leave;
- a request for an absence due to a curricular or extracurricular event submitted by the student's teacher, coach, or extracurricular advisor; or
- college visit days arranged through the high school counselor. Students or parents/guardians making their own arrangements will be considered absent, unless the college visit day is verified with the school counselor.

## **Section III: Accumulated Unapproved Absence**

The board recognizes regular attendance as necessary to ensure continuity in the educational process. Classroom learning experiences are a meaningful and essential part of any educational system. Time lost from class is irretrievable, particularly a student's opportunity for interaction and exchange of ideas with teachers. The absent student loses the benefits of lectures, discussions, and participation with other students. This school district, therefore, considers encouragement of consistent attendance a major responsibility of parents/guardians. Each building principal is encouraged to develop procedures for both parents/guardians and school officials to report and stay informed about student absences and makeup work procedures.

### **Middle School and High School Students**

The principal will make a reasonable attempt to inform the student's parent(s)/guardian(s) of unapproved absences. The principal may also impose disciplinary consequences for unapproved absences as deemed appropriate in accordance with applicable student conduct/disciplinary policies until a student exceeds the allowable number of unapproved absences, as stated in the MS/HS Student Handbook, in which case the policy below will apply.

The principal will notify a student when s/he has accumulated unapproved absences above the number allowed as specified in the student handbook, in any course per semester. This notice will inform the student that s/he has the right to an appeal hearing before credit is withheld if the student files an intent to appeal within five school days of receiving the notice. If the student files an appeal notice within this deadline, the principal will notify the superintendent to place the hearing on the agenda of the next regular school board meeting. The student will also be notified, at that time, that s/he has a right to present evidence and testimony on his/her behalf, cross-examine school district witnesses, and be represented and accompanied by his/her parents/guardians and/or legal counsel. The School Board will render a decision after the hearing and this decision is final and binding.

Any student who files an intent to appeal will remain in the classroom until a final determination has been made by the school board.

### **Compulsory Attendance Violations**

North Dakota law defines what constitutes a compulsory attendance violation. Suspected violations of the compulsory attendance law will be reported to school administration and

investigated in accordance with law. When a compulsory attendance violation is substantiated, the District will comply with law enforcement reporting requirements under law.

Students who accumulate more than 10 days of class absence per semester will be offered the opportunity to make up time before/after school at the rate of one hour per class period missed. In order to make up the time, said student must not have any detention time pending or any suspensions during the semester. Students not making progress toward making up time or being disruptive may be removed from class. Failure to make up time will result in loss of credit for the semester. The only exception will be an extended illness/condition or family emergency. An extended illness/condition will be defined as one that is three days or more in which the student is either hospitalized or under the direct order of medical personnel. This direct order must be verified in writing. Family emergencies will be at the discretion of the principal. Parents/guardians will be notified on or after the sixth absence per semester.

### **ABSENCES - TARDIES**

Students are expected to have their parents/guardians telephone the school to verify that they are aware of their child's absence. **Parents/guardians are asked to call 748-2345 (High School Office) for grades 9–12 or 748-6649 (Middle School Office) for grades 6–8 from 7:30 AM to 8:15 AM** when the student will not be in attendance for a day or for any part of a day. **Call a day or more in advance if the absence is anticipated.** Illness, medical appointments, or family trauma are appropriate reasons to miss school. Educational trips with parents/guardians are also appropriate, but the school should be notified at least one week in advance.

**Absence without the knowledge of the parents is called *truancy*.** Truancy is a serious offense and will result in detention and/or suspension from school and referral to a court authority.

### **Tardiness**

Students are not to enter a classroom late for any reason without a pass, an escort from a school official, or a call to the classroom. Students who are late must report to the office and secure a pass. A tardy is defined as being late 10 minutes or less.

The third tardy in a semester will result in ½ hour after school detention. Fourth tardy and all subsequent tardies in a semester will result in 1 hour after-school detention.

The only excused tardy allowed will be for a medical/dental appointment with written verification at the time of the tardy.

### **ADMITS & PASSES**

Unless parents/guardians and/or students arrange by telephone or in person with the principal or his designate for clearance for an absence, students are required to secure make-up and admit slips before being admitted to any class after being absent. Slips should be obtained in advance when possible.

Students are not permitted to leave a class or the school building during the school day without permission. If a student leaves a class, permission must be obtained from office personnel. A student who must leave school during the day will sign out at the office and have approval from the principal, or his/her designate, to leave. Failure to follow the proper procedure

will be considered an unexcused absence and will result in being assigned detention and loss of rights to participate in extra-curricular activities.

### **ACTIVITY CODE REQUIREMENTS**

Student spectators will be granted an activity code for attendance in PowerSchool if

1. they are present at a regional or state school-sponsored event or elementary activity during school hours,
2. their parents/guardians contact the school administrative office at least a day prior to the event, and
3. the student spectators check in with a designated school official at the event.

**All three requirements** must be satisfied to earn the activity code.

### **MAKE-UP WORK**

Students with excused absences will be given full assistance in making up assignments for credit. However, it is the student's responsibility to request the assignments from the teachers. Teachers will only be required to give assistance to unexcused absences by providing orally or in writing the assignments necessary to make up the work missed. Work missed during unexcused absences must be completed to receive credit in a class. Out-of-school suspension classwork **MUST** be completed upon return to receive credit. Students will have the number of days absent, plus one, to make up their work for an absence.

### **INCOMPLETES**

Any student receiving an incomplete on his/her report card must arrange with the teacher to make up the work within five school days. All incompletes not completed by the arranged time designated by the teacher will be recorded as failures.

### **EXTRA-CURRICULAR ACTIVITIES**

Participants are responsible for becoming familiar with the activity handbook. Students will be responsible for their own meal expenses for out-of-town trips with the exception that some state-sponsored events do provide partial payment for some expenses.

To be eligible to participate in extra-curricular activities students must be enrolled in 6 classes each semester. Failure to pass all classes at the end of the semester will make a student ineligible for a period of two weeks the following semester.

**A student must be passing all subjects to continue participation in extra-curricular activities.** Grade assessments will be made each Monday of the school year. Assessments are made using the cumulative grade that is computed from day one of the class each semester. Incomplete lessons will be graded as zeros, and grade average calculated accordingly. Students who are placed on the weekly ineligibility lists are ineligible from Tuesday through Monday of the following week. Students will be considered failing if make-up and incomplete work is not completed in the time allowed (the number of days absent plus one). It is the student's

responsibility to request make up work. Students who are participating in extracurriculars are expected to have assignments completed on their return to class. It is the student's responsibility to check with teachers well in advance of being absent to secure assignments and directions.

**Students who fail to report for assigned detention will be ineligible to participate in extra-curricular activities until the detention is cleared.**

Extra-curricular activities include all sports, music, drama activities, all clubs and organizations, and any other area of activity that is not a part of the normal class work. As the school is a member of the North Dakota High School Activities Association, other rules found in the NDHSAA Constitution and By-laws Handbook will also apply concerning eligibility. The parents/guardians of a student participating in school-sponsored trips or events will be contacted and the student will be sent home early from the trip or event at parental expense for reasons of poor conduct or possession or use of alcohol, tobacco, or other illegal substances. Additional rules concerning different events and sports may be set by the advisor.

**Use or possession of tobacco, alcohol, illegal narcotics, or habit-forming drugs will result in suspension from all game participation or public appearances which are not part of the normal class work from the date and time notification that is given to the student by the school administrator for a period of 6 weeks, with 18 consecutive weeks for any subsequent offense.**

- Any six-week suspension must include a suspension of at least two contests. If a student does not miss at least two contests in six weeks, his/her suspension will last until two contests are missed.
- Any eighteen-week suspension must include a suspension of at least six contests. If a student does not miss at least six contests in eighteen weeks, a suspension will last until six contests are missed.
- Any student who does not complete a two- or six-day contest suspension during the school year will carry out the suspension of two or six contests during the following school year.
- Summer infractions will carry a six-week suspension from the date and time that notification is given to the student by the school administrator. Summer infractions will not factor into a student's violation when determining multiple infractions during a school year. Summer infractions could occur from the last contest in the spring until the date of the first practice for the fall sport season. Multiple summer infractions will result in a maximum suspension of two contests per infraction.
- The maximum time period for any suspension will be 12 months from the date of the notification.
- Students will be removed from officer positions in classes and organizations.

Contests are defined as regular season competitions (where scores, ratings, or awards are given) that are not a part of the normal class work. Scrimmages and pre-season jamborees do not count; they are considered practices.

All students attending HPS are expected to conduct themselves in a manner that demonstrates respect, dignity, courtesy and kindness in the classroom, on the entire premises, and at school-related activities held at all locations. Appropriate behavior at school-related activities is especially important since students, whether participating or attending as spectators,

are considered representatives of the school and community.

Displaying behavior deemed inappropriate may result in any or all of the following:

- The student(s) may be warned and /or removed from the event.
- Students' privileges to attend activities involving HPS may be suspended for a defined period of time, up to the remainder of the school year. Repeated offenses may result in the loss of the privileges for a year or more.
- The student(s) may extend an apology, written or verbal, to those people offended.
- The student (s) may be suspended from participation in the activities for a specified period of time.
- The student will be removed from extra-curricular participation.

Inappropriate behavior and discipline can extend off campus when a student chooses to participate in extra-curricular activities. Inappropriate behavior (e.g., shoplifting, burglary, reckless endangerment) may result in any or all of the following:

- The student(s) may be suspended from participation in activities for a specified period of time.
- The student(s) will be removed from extra-curricular participation.

### **ATTENDANCE FOR EXTRA-CURRICULAR ACTIVITIES**

**A student must be present in school for a full day on the day of an extra-curricular event in which he/she wishes to participate. This includes practice and contests.** A student who must leave the school during the day must personally check with the activity director or principal to remain eligible to participate in extra-curricular activities for the day. Exceptions may be granted for emergencies, medical appointments with a doctor's slip, and a driver's tests with approval of the activity director or principal.

### **CONCUSSION MANAGEMENT (Policy Adopted 1/2014)**

The District will comply with the concussion management program requirements contained in law (NDCC 15.1-18.2). For the purposes of compliance, the district has placed concussion signs and systems; removal from practice, training, and/or game requirements; return to play requirements, and staff, student, and parental training requirements in administrative regulations (FCAR-AR).

For the purpose of implementing the concussion management program law, the school board has also established the following definitions and requirements.

#### **Definitions**

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

- *School-sanctioned athletic activity* is a sport that:
  - is not part of the district's curricular or extracurricular program;
  - is established by a sponsor to serve in the absence of a district program;

- receives district support in multiple ways (i.e., not school facility use alone);
- requires participating students to regularly practice or train and compete; and
- is officially recognized through board action as a school-sanctioned activity.

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

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

### **Removal Decisions**

Under the concussion management law, the district is authorized to designate removal-from-play authority to individuals who have direct responsibility for student athletes during practice, training, and/or games if a student reports or exhibits a sign or symptom of a concussion. The school board, superintendent, and athletic director will make this determination, and the superintendent and athletic director will ensure that such designees are aware of this responsibility and have undergone appropriate training in accordance with law before commencing duties.

Law also authorizes licensed, registered, or certified healthcare providers whose scope of practice includes recognition of concussion signs and symptoms to make removal decisions. The superintendent and athletic director should consult with community members, parents/guardians, and staff to determine who has such credentials and who would be willing to assist in this regard. The district should compile a list of such individuals, which should be provided to all coaches. This measure in no way guarantees that a healthcare provider trained and credentialed in accordance with law will be present at athletic training, practices, and/or events nor will the voluntary creation of this safety precaution be construed to created or assume any potential liability under local, state, or federal law or regulation.

While law allows coaches and officials to make removal from play decisions when concussion signs or symptoms are reported or observed, the district prohibits any coach or official under the age of 18 or who is currently a high school student from making such removal decisions. High school students and minors who serve as coaches or officials are required to report any known sign, symptom, or report of a student’s concussion as soon as possible to an adult who has removal-from-play authority for action. This restriction will be a condition of allowing a minor/high school student to coach or officiate at district training, practices, and games.

If two or more parties with removal-from-play authority disagree on whether a student (who reports or exhibits signs or symptoms of a concussion) should be required to sit out, the district requires that the ruling be made in the interest of the student’s safety, meaning that the

student will be required to sit out and comply with return-to-play requirements contained by law.

### **Return to Play**

The school board designates the superintendent and athletic director to receive return-to-play documentation from a healthcare provider. This designee will review the documentation, determine if the healthcare provider has placed any conditions on return-to-play, contact the healthcare provider for any necessary clarification on the authorization document, and communicate such information to applicable coach(es) and assistant coach(es). This designee will also file return-to-play authorization documents in the student's education record. This documentation must be retained for seven years after the student's enrollment or six years after a student turns 18, whichever is later.

### **Concussion Management Program - Additions**

NOTE: Items designated with a \* are from a National Federation of State High School Associations document entitled "Concussion in Sports: What You Need To Know" written by Dr. Michael Koester, Jennifer Adams, and Angie Webster and available at: [www.nfhslearn.com](http://www.nfhslearn.com).

#### **Concussion Signs & Symptoms**

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

#### **When to Call for Emergency Assistance\***

If an athlete exhibits the following symptoms, a district employee, sports authority (e.g., coach, assistant coach, trainer, referee) or designee should call 911 for emergency medical assistance.

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

### **Transportation when Emergency Assistance is NOT Activated**

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

## **ACCIDENTS, INJURIES, & INSURANCE**

The laws of North Dakota do not permit the school to assume responsibility for any injury to a student while engaged in athletics in school. However, every possible step is taken to ensure safety and avoid accidents.

## **DISCIPLINE POLICY**

### **Classroom and School Discipline Rules**

- Respect for yourself and others are required in HPS.
- Address teachers in a professional manner by using Mr., Mrs., Ms. along with their last names. Staff will address this with students each and every time it comes up. If it becomes an issue with a student, it becomes disrespect and a Step is given.
- No profanity is allowed in the classroom or anywhere on school property
- Cell phones are permitted to be used between classes, at lunch time, and before and after school
- Water will be allowed to be consumed in classrooms during the school day
- Food is not allowed in classrooms during the school day
- No hats may be worn in school from 7:45 AM until 3:30 PM on school days
- Students must have a pass to leave classroom

### **Study Hall Rules**

- Classroom and School Discipline Rules stated above apply.
- The first 40 minutes of class are used to study or read quietly.
- If the rules are followed, the last part of the class can be used as quiet visiting time.

### **Consequences**

- Verbal warning and in-class discipline is used at teacher's discretion.
  - Step 1 – Staff will meet with student and contact parents/guardians.
  - Step 2 – After school detention assigned by principal.
  - Step 3 – After school detention or in-school suspension assigned by principal.
  - Step 4 – In-school suspension or out-of-school suspension assigned by principal
- All steps are cumulative in individual classrooms.

- Detention will be arranged by the building principal. It will be a productive time for the student.
- If parents/guardians refuse to allow their child to serve after school detention, he or she will either receive double time of noon detention, or be suspended from school.

## **Discipline**

The rules of discipline and consequences were created by a committee of students, parents/guardians, teachers, school staff, and administrators. The following is a guide; the principal has the discretion to eliminate or accelerate steps within a category, depending on the circumstances. Circumstances that occur not included within a category are at the discretion of the principal.

<b>HHS Discipline Plan</b>							
School personnel contacts parents/guardians at each of these steps							
OFFENSE	School Personnel/ Student Formal Conference	Teaching Detention	ISS 1 day	ISS 2 days	OSS 2 days	OSS 5 days	Expulsion Hearing
Classroom/School Policy Violations	1	2	3	4	5	6	7
*Fighting/Assault					1	2	3
*Profanity toward staff/interference with authority					1	2	3
*Tobacco use/possession on school property/school activity (All offenses include referral to cessation programs)					1	2	3
*Controlled substance use/abuse/possession/ under the influence on school property/school activity						1	2
*Assault on staff member							FIRST STEP IS 10 DAYS OUT OF SCHOOL SUSPENSION, RECOMMEND EXPULSION, OR
*Bomb threat							
*Vandalism/malicious destruction							

*False fire alarm/arson							BOTH
*Possession, display, handling of deadly weapons or dangerous objects							
*Truancy			1	2	3	4	Refer to court on 2
*Harassment (Cease and Desist Order and then steps)			1	2	3	4	5
*Theft					1	2	
Leaving school without permission		1	2	3	4	5	

\*May result in report to police; request for citation and referral to juvenile court. All offenses are cumulative. Offenses within the same category are cumulative (e.g., a harassment offense followed by a theft offense results in a Step 2 consequence for the theft offense). Other offenses not listed are at the discretion of the administration/school board. Tobacco violations will result in a referral to the community tobacco outreach coordinator and school resource officer.

## **BULLYING**

Bullying means:

1. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and
  - is so severe, pervasive, or objectively offensive that it substantially interferes with the student’s educational opportunities;
  - places the student in actual and reasonable fear of harm;
  - places the student in actual or reasonable fear of damage to the property of the student; or
  - substantially disrupts the orderly operation of the public school.
2. Conduct that is received by a student while the student is in a public school on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and
  - is so severe, pervasive, or objectively offensive that it substantially interferes with the student’s educational opportunities;
  - places the student in actual and reasonable fear of harm;
  - places the student in actual or reasonable fear of damage to property of the student; or substantially disrupts the orderly operation of the public school.

“Conduct” includes the use of technology or other electronic media.

**The full bullying policy can be found on the school website at [www.hazen.k12.nd.us](http://www.hazen.k12.nd.us) under descriptor code ACEA.**

## CLASSROOM AND SCHOOL BEHAVIOR

Discipline in a school system is an aspect of school that is not always easy to deal with but is necessary for the learning process to be effective for all students attending HPS. HPS focuses on students making choices, dealing with consequences, and accepting responsibility.

### STUDENT BEHAVIOR

At Hazen Public School, we believe students have the right to be in a school environment in which they feel safe, respected, and protected. We want and need our parents/guardians to join us as partners in a commitment to prevent harassment, violence, and disrespect.

- Harassment/violence is any word, look, sign, or act that hurts a person's body, feelings, or things.
- No one is entitled to use harassment/violence.
- Harassment/violence is not tolerated at our school.

Violence may occur in schools because of the following:

- Some students hold an attitude of **entitlement** to violence. They think they have a right to use it.
- Increasing numbers of adults hold an attitude of **tolerance** towards violence. Students interpret this tolerance as permission to do whatever they want to get what they want.
- Well-intentioned adults unwittingly **enable** student violence by allowing those who commit violent acts to get away with it. They may deny there is a problem, minimize the problem, look the other way, or blame others for what happens.

When there is a need to respond to harassing, violent, or disrespectful acts, documentation will follow each act. Parental notification and consequences to the student will depend on the type of harassment, violence, or disrespect; on the severity; and on the frequency of the student's behavior. The purpose of every consequence is to help the student understand why the action was wrong and to think of better ways to handle the anger or other feelings that erupted in the act.

## STUDENT ALCOHOL AND OTHER DRUG USE/ABUSE

### Philosophy

The Hazen School District will 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 will 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, 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 listed in this policy. A student will be determined to be “in possession: when the substance is on the student’s body, 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 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 types of 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 with appropriate consent and authorization from parents/guardians, school administration, and, if applicable, a health care provider.

The District has a separate policy dealing with tobacco use.

### **Reporting Violations**

A student or staff member that has reason to believe that a student has violated this policy should notify a school official (i.e., a teacher or administrator if the reporter is a student; a school administrator if the reporter is a district staff member). Except in limited circumstances under law,<sup>1</sup> a teacher is required to report known or suspected violations of this policy to the school principal or superintendent.

<sup>1</sup>When a teacher/principal participates in a juvenile court program and receives confidential information about a student.

## **Violation**

When a principal/superintendent has reasonable suspicion that a student has violated this policy, s/he may search the student in accordance with the district's policy on searches of a student's personal property.

Disciplinary sanctions will be imposed on, and additional actions may be taken in response to any violation of 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 and law enforcement officials will be notified. 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 that may affect the student's ability to learn or the educational climate of the school, the school has a right to refer the student for a formal chemical dependency diagnosis.

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

The district 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 district 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 that may remain unchanged.

## **GUIDANCE & COUNSELING PROGRAM**

The Hazen School Counseling Department's mission and vision is to consistently address academic, career, and personal/social issues in its programming for students and to act as a resource and advocate in these areas for students, staff, and parents/guardians. *The philosophy and beliefs of Hazen Public Schools Guidance Program are based on the American School Counseling Model and the North Dakota Counseling Standards for Students.*

### **We believe:**

- That every student has the ability to succeed to his or her highest potential.

- That all students have the right to participate in a comprehensive school-counseling program.
- That all students' ethnic, cultural, racial and sexual differences and special needs are considered in planning and implementing a school-counseling program.
- That school counselors are advocates and catalysts for the growth and support for every student.
- That school counselors provide system/team support with teachers, principals, other staff, and parents/guardians in providing services to students.

**Hazen School Counselors provide services to students, parents/guardians, school staff, and the community in the following areas:**

### **Direct Student Services**

Direct services are in-person interactions between school counselors and students and include the following:

1. **School counseling core curriculum:** This curriculum consists of structured lessons designed to help students attain the desired competencies and to provide all students with the knowledge, attitudes, and skills appropriate for their developmental level. The school counseling core curriculum is delivered throughout the school's overall curriculum and is systematically presented by school counselors in collaboration with other professional educators in K-12 classroom and group activities.
2. **Individual student planning:** School counselors coordinate ongoing systemic activities designed to assist students in establishing personal goals and developing future plans.
3. **Responsive services:** Responsive services are activities designed to meet students' immediate needs and concerns. Responsive services may include counseling in individual or small-group settings or crisis response.

### **Indirect Student Services**

Indirect services are provided on behalf of students as a result of the school counselors' interactions with others, including referrals for additional assistance, consultation and collaboration with parents/guardians, teachers, other educators and community organizations.

The Hazen Public School Guidance Departments follow the North Dakota School Counseling Standards for Students in development of the guidance curriculum. They are as follows:

#### ***Personal/Social***

**Standard A:** Students will acquire the knowledge, attitudes, and interpersonal skills to help them understand and respect self and others.

**Standard B:** Students will make decisions, set goals, and take necessary action to achieve goals.

**Standard C:** Students will understand safety and survival skills.

#### ***Academic Development***

**Standard A:** Students will acquire the attitudes, knowledge, and skills that contribute to effective learning in school and across the life span.

**Standard B:** Students will complete school with the academic preparation essential to

choose from a wide range of substantial post-secondary options, including college.

**Standard C:** Students will understand the relationship of academics to the world of work and to life at home and in the community.

### ***Career Development***

**Standard A:** Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.

**Standard B:** Students will employ strategies to achieve future career goals with success and satisfaction.

**Standard C:** Students will understand the relationship between personal qualities, education, training and the world of work.

\*To see the full comprehensive ND School Counseling Standards, please contact one of the school counselors.

## **WEAPONS**

No student will knowingly possess, handle, carry, or transmit any dangerous weapons on any school property. Dangerous weapons are defined in NDCC 62.1-01-01 (1) and school property is defined in NDCC 15.1-19-10 (6) (b).

Violation of this policy will result in disciplinary action. All weapons will be confiscated and may be turned over to the student's parents/guardians or to law enforcement officials at the discretion of the administration.

Bringing a firearm, as defined in 18 U.S.C. 921, and NDCC 62.1-01001 (3) to school will require that proceedings for the expulsion for a minimum of one year of the student involved be initiated immediately by the principal. The superintendent may recommend a modification of the expulsion on a case-by-case basis. This modification will be based on the circumstances revealed in the investigation into the incident conducted by the superintendent or other person designated by the superintendent to conduct the investigation. **Alternate education may be provided for students who are expelled under this section.** A student who is defined as disabled under the Individuals with Disabilities Education Act may be placed in an alternative educational setting for up to 45 calendar days, during which time a determination will be made as to whether bringing the firearm to school was a manifestation of the student's disability.

Other violations of this policy require that proceedings for suspension and/or expulsion until the end of the current school term be initiated immediately by the principal. Proper due process proceedings as defined in Policy FHDA (Suspension and Expulsion) will be observed in all suspensions and expulsions under this policy.

**The full policy can be found on the school webpage at [www.hazen.k12.nd.us](http://www.hazen.k12.nd.us) under descriptor code FFD.**

## **PROCEDURAL DUE PROCESS**

### **Process for Written Notification – Hearing Process**

Policies for procedural due process adopted by the school board are available in the principal's office.

Corrective measures will normally begin at a minimal level and then proceed to more serious levels. These procedures may include, but are not limited to a conference with the student, a conference with the parents/guardians, loss of school privileges, detention, modified school program, referral for special services, school transfer, alternative program placement,

removal from class, suspension, expulsion, police and juvenile authority referral, and home instruction.

When student actions include a violation of North Dakota law, police and juvenile authorities will contact the school official involved. When student actions include violation of North Dakota High School Activities Association policy, disciplinary actions will include penalties in accordance with the policy. Parents/guardians will be notified in writing and/or by phone of violations of the district discipline policy and the North Dakota High School Activities Association policy. School personnel are strongly encouraged to contact parents/guardians and request their support as a means of early intervention and prevention.

### **PROCEDURE FOR REMOVAL OF A STUDENT FROM CLASS**

A student may be removed from class by a principal or teacher for a period of time not to exceed five class periods for the following reasons:

- willful disorderly conduct which materially and substantially disrupts the rights of others to an education;
- willful disobedience of any rule of conduct specified in the discipline policy adopted by the board of education;
- willful conduct which endangers school district employees, the student or other students, or the property of the school; or insubordination (NDCC 15-38-13).

The removal of a student from class by a teacher is permitted after a conference with the student and principal to discuss the circumstances of the removal, appropriate disciplinary action to be taken, parental contact, length of time of the removal, and custody of the student who has been removed from the class. Removal from class may be imposed without a conference with the principal when it appears that the student may create an immediate and substantial danger to himself/herself or to other persons or property. In this circumstance, the teacher will immediately contact the principal to arrange for the custody of the student.

### **PROCEDURE FOR SUSPENSION**

HPS uses in-school and out-of-school suspension. If a student is placed on in-school suspension, the student will receive all assignments for the day and will be monitored by an adult. If all assignments are not completed before the end of the school day, another day of in-school suspension will be assigned. Some assignments provided by a teacher may be in lieu of the student missing a lecture or activity. Out-of-school suspension is the short-term dismissal of a student from school, school property, and school-sponsored events for a period not to exceed 10 school days. All classwork missed during out of school suspension will be due upon return to school. During the term of suspension, the parents/guardians assumes responsibility of the student during school hours (NDCC 15-29-08, sub 13).

There will be an informal administrative conference conducted by the principal prior to suspension of the student. An informal conference will be conducted except where it appears that the student will create an immediate and substantial danger to himself/herself or persons or property around him/her. When a student poses a substantial danger to himself/herself or to others, the principal will contact the parents/guardians and/or police to address the immediate

situation. The informal suspension conference will then follow once the student is able to behave appropriately. Students and parents/guardians will be served with a written notice containing grounds for suspension by mail within 48 hours. Students who are suspended will not be released from the building until parents/guardians have been verbally notified.

If a student returns to school, to a school-sponsored activity, or to school grounds without the school's permission during a suspension, the action can be considered a violation of the suspension and will be cause for further disciplinary action. A parent/guardian is expected to accompany the student for a reinstatement conference when a suspension is completed. A student may be suspended pending the school board's decision in an expulsion hearing provided that an alternative program is implemented if suspension exceeds 10 days.

### **PROCEDURES FOR HEARINGS FOR HAZEN MS/HS STUDENTS SUSPENDED FOR VIOLATION OF RULES AND COCURRICULAR ACTIVITIES**

1. Students may be suspended by the advisor/coach and activities director and may appeal the suspension to the principal.
2. Students whose suspension is upheld by the principal or suspended by the principal may be given a hearing as outlined in the HPS Handbook, "When deemed necessary a committee will be assembled by the building principal to determine the appropriate disciplinary action. The committee will be composed of at least three but not more than seven persons. Committee members will be certified school personnel selected by the principal. Parents/guardians and/or students may request the inclusion of one student and one parent from the community as committee members."
3. A hearing may be requested before school administrator, principal/superintendent. This hearing may involve the athletic director, the coach/advisor of the activity involved, witnesses to the violation, the student, and the student's parents/guardians. The student is allowed to testify, to have witnesses, and to question all witnesses. The results of the hearing are put in writing and a copy sent to the student and the student's parents/guardians.
4. A second formal hearing may be requested by the student before the board of education if they are not satisfied with the hearing before the school administrator.
5. The formal hearing before the board of education would be conducted in accordance with the procedure for hearings as outlined by the North Dakota High School Athletics Association and the Guidelines for Suspension in the Hazen School Board Policy. Copies of these guidelines can be obtained from the principals.

### **PROCEDURE FOR EXPULSION**

Expulsion will be defined as an action taken by the school board to prohibit an enrolled student from further attendance for a period that will not extend beyond the school term/semester (NDCC 15-29-08, sub. 13). Only the school board can expel a student and in accordance with the provisions of this policy. Upon notification of a hearing for expulsion, a student will be provided with an additional copy of the district policy and due process procedures.

Expulsions will have a hearing unless the right to a hearing is waived in writing by the student and parents/guardians. The action will be initiated by the school board or its agent.

## **PROCESS FOR WRITTEN NOTIFICATION**

Written notice of the school board's intent to expel a student will:

- upon the student and his/her parents/guardians or guardian by certified mail;
- contain a complete statement of the facts, a list of the witnesses, and a description of their testimony;
- state the date, time, and place of the hearing;
- describe alternative educational programs afforded to the student prior to commencement of the expulsion proceedings; and
- inform the student and parents/guardians or guardian of the due process rights as outlined in this policy.

## **HEARING PROCESS**

The hearing process will be scheduled within 10 days of the serving of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, student, and parents/guardians. The hearing will be at a time and place reasonably convenient to the student and parents/guardians. Additionally, the hearing will be closed unless the student or parents/guardians request an open hearing. The student will have a right to a representative of his/her own choosing, including legal counsel.

The hearing will take place before:

- an independent hearing officer,
- a committee of the school board, or
- the full school board, as determined by the school board.

The proceedings of the hearing will be recorded and preserved at the expense of the school district pending ultimate disposition of the action.

At a reasonable time prior to the hearing, the student, parents/guardians, or the student's representative will be given access to school records pertaining to the student, including any tests or reports upon which the proposed action may be based.

The student, parents/guardians, or the student's representative will have the right to request the attendance of an employee or agent of the public school system or any other person who may have evidence upon which the proposed action may be based and to confront and to cross-examine any witness testifying for the public school system.

The student, parents/guardians, or the student's representative will have the right to bring witnesses and present evidence and testimony, including expert psychological and/or educational testimony.

The student cannot be compelled to testify in the dismissal proceedings.

The recommendation of the hearing officer or committee of the school board will be based solely upon evidence presented at the hearing and be made to the school board within two days of the end of the hearing.

The decision by the school board will be based upon the recommendation of the hearing officer or committee and be rendered at a special meeting within five days after receipt of the recommendation.

## **NONDISCRIMINATION & ANTI – HARASSMENT POLICY**

### **General Prohibitions**

The Hazen Public School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, vocational opportunities, activities, and facilities. HPS prohibits discrimination and harassment based on a student's and/or employee's race, color, religion, gender, national origin, ancestry disability, age, or other class protected by law.

It will 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 will 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 NDCC14-02.4-02 (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, 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 other verbal, written, or physical conduct or communication of a sexual nature when 1 and/or 2 occur:
  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 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:
  - sexual or “dirty” jokes;
  - sexual advances;
  - pressure for sexual favors;
  - unwelcome touching, such as patting, pinching, or constant brushing against another’s body;
  - displaying or distributing of sexually explicit drawings, pictures, and written materials;
  - graffiti of a sexual nature;
  - sexual gestures;
  - touching oneself sexually or talking about one’s sexual activity in front of others;
  - spreading rumors about or rating other’s sexual activity or performance; or
  - remarks about a person’s sexual orientation.

### **EDUCATIONAL EQUALITY AND NON-DISCRIMINATION POLICY**

It is the policy of the Hazen School District No. 3 not to discriminate on the basis of race, color, national origin, sex or handicap in its educational programs, vocational opportunities, activities, employment policies or admission policies and practices are required by Title VI, Title IX, Section 502 and Part 86 of the Department of Education regulations. Inquiries regarding compliance with the non-discrimination policy may be directed to Kay Mayer, Hazen High School, Box 487, Hazen, ND 58545, phone (701) 748-2345 or to the Director of the Office for Civil Rights, US Department of Education, Citigroup Center, 500 W. Madison St, Suite 1475, Chicago, IL 60661-4544. Telephone: 312-730-1560, Fax: 312-730-1576; TDD: 800-877-8339 or e-mail: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).

### **GRIEVANCE PROCEDURE**

Any student grievance regarding equal treatment where an individual disability, race, color, sex, national origin, or creed is concerned will be taken to the teacher concerned. If no satisfaction is obtained, the grievance may proceed to the principal, then to the superintendent, and lastly to the school board. At any point prior to reaching the board, the grievance may be referred by the administration to an advisory group composed of two teachers, two students, and one parent.

Any teacher not involved in the grievance, the president of the student council, and the class president of the student bringing the grievance, along with a non-interested parent, may compose the advisory committee.

### **SECONDARY TEACHERS’ ASSISTANCE TEAM (STAT)**

Our school district requires all principals have educational support teams. This is an educational intervention team to assist teachers in planning strategies to help students who are having difficulty. These teams consist of regular educational staff, special educational staff, and parents/guardians who discuss problem areas and suggest educational strategies to the child’s teacher. If after a period of time, the child still has educational difficulty, the team that includes the

parents/guardians makes a recommendation for a formal evaluation to determine if a disability exists. In HMS and HHS, this team is referred to as the Secondary Teachers' Assistance Team or STAT.

## **SPECIAL EDUCATION SERVICES**

Hazen Public School provides special education services through a two-county cooperative plan. The unit is called the Oliver-Mercer Special Education Unit, and the office is located at 507 1<sup>st</sup> Ave NE, Hazen, ND. This unit is responsible for providing special education to children with the following handicaps:

- Specific Learning Disability
- Speech/Language Impairment
- Emotional Disturbance
- Intellectual Disability
- Multiple Disabilities
- Autism
- Deafness
- Deaf/Blind
- Hearing Impaired
- Visually Impaired
- Orthopedically Impaired
- Other Health Impairment
- Traumatic Brain Injury

In order to receive special education services, a child must be referred to the school principal, assessed by a team of qualified professionals, and determined to be handicapped in one of the above areas. If you feel your child has unique educational needs, please contact the school principal.

This unit also provides special education services to children ages three through six. Before services can be provided, an evaluation of the child must be completed to determine if the child is severely delayed. If you feel this service is needed, please contact the Oliver-Mercer Special Education Office for specific details concerning referral at 748-6383.

The Oliver-Mercer Special Education Unit is an extension of the Hazen Public School. It cooperatively coordinates special services for all children with disabilities in the two counties. If you have any questions or concerns, please contact your school principal or the director of the unit at 748-6383.

When special education services are needed, certain safeguards will be followed. For a more detailed explanation of these safeguards see the "Summary of your Rights as a Parents/Guardian" below.

## **SUMMARY OF YOUR RIGHTS AS A PARENT/GUARDIAN**

These safeguards are guaranteed to the child and their families by

- Public Law 94-142 and its most current update, IDEA 2004;
- The Education for All Handicapped Children Act of 1975, and Section 504 of Public

Law 93-122; and

- The Vocational Rehabilitation Act of 1973.

You must receive written notification before the school may conduct individual testing of your children. The school has the right to go ahead with the individual testing if you do not answer any of the school's attempts to secure permission for evaluation.

You must receive written notification of any initiation or refusal to initiate a change in your child's educational placement.

You have the right to present your views regarding the identification, evaluation, placement, or provision of a free appropriate education to your child. This includes the right to request an educational evaluation.

You have the opportunity to present information from an independent educational evaluation of your child.

You have access to all relevant school records of your child.

Either you or the school may initiate an impartial due process hearing to resolve differences that could not be resolved informally. The request is filed with the ND Department of Public Instruction. In conducting such a hearing, parents/guardians must:

- receive timely and specific notice of the hearing;
- have the right to be accompanied and advised by counsel and/or individuals with specific knowledge or training with respect to the problems of handicapped children;
- confront, cross-examine and compel the attendance of witnesses;
- present evidence relevant to the decision;
- obtain a written or electronic verbatim record of the hearing, and
- obtain written findings of facts and decisions.

The hearing will be conducted by an impartial hearing officer selected from a list provided by the Department of Public Instruction.

The decision of the hearing is binding on all parties pending appeal. Either party has the right to appeal the findings and decision of the hearing through the court system.

During the above process, your child will remain in the original program or any other program to which both parties can agree.

Students receiving special education and related services must receive a periodic re-evaluation every three years.

These rights transfer to your child when he/she reaches the age of 18 unless a guardian has been appointed by the court. These rights would then be retained by a court-appointed guardian.

The Oliver-Mercer Special Education Unit requires all building level principals to have educational support teams. This is an educational intervention team to assist teachers in planning strategies to help students who are having difficulty. These teams consist of regular education staff, special education staff, and parents/guardians who discuss the areas of concern and suggest educational strategies to the student's teacher. If, after a period of time, the child still has educational difficulty, the team that includes parents/guardians recommends referral for a formal evaluation to determine if a disability exists.

## **PARENTS' RIGHT TO KNOW**

Through federal education law, parents/guardians have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. If you are interested in learning this information, please contact the school administration office at 748-2345. Upon this request, you will receive a detailed explanation of the licensing, education and experience of each of our teachers. You will also receive information regarding the names and qualifications of the paraprofessionals at our school.

## **EIGHTEEN-YEAR-OLD STUDENTS**

Students who are 18 years or older have the same freedoms/responsibilities as any adult. State law requires that schools enforce the same rules for all students, regardless of their age, with just a few exceptions, which are noted in this handbook.

Students who are 18 years or older need direct permission from the office personnel, who will have parental permission, for absences and to leave school. All students must sign in/out after permission is granted to leave or to return. Failure to do so will result in disciplinary action.

## **PHYSICAL EDUCATION**

All students must participate in physical education. It is strongly urged that the student visits the family doctor for a complete physical examination before entering school. If any limitation is placed on participation in physical education, a signed written statement by a doctor should be presented which clearly sets forth the limitations. This statement will be made a part of the student's records.

It is required that students bring a change of clothing for physical education class, and it is recommended that each student purchase clothing that is specifically designed for physical education class. Gym shoes are to be used on the gymnasium floor.

Students who are excused on a permanent or semi-permanent basis from physical education for medical reasons may use correspondence to gain necessary physical education credit.

## **LIBRARY**

The library is not to be used as an ordinary study hall. Students need a written pass from a teacher to come to the library. Students are welcome to make use of the library resources, but they must return to their classroom when they are finished using the materials.

Students with passes from teachers will have priority access to the computers in the library.

Students may not have more than three books checked out at one time without special permission from the librarian. Reference books, magazines and newspapers are not to be taken from the library except by special permission from the librarian.

There is a section for reserved books. Reserved books may be checked out for one class period at a time. They may also be checked out overnight but must be returned before classes begin the following morning. Each student is responsible for all books and materials signed out in

his/her name. A fine of 10 cents per day will be charged on all overdue materials. Students will be charged for damaged or lost books. If a book is lost, the student will be charged the replacement cost of the book and a processing charge. The processing fee will not be refunded if the book is found. The processing charge is five dollars or half the cost of the book, whichever is less.

Students with overdue books and/or library fines do not have library privileges.

Classes may be scheduled to use the library. Times will be scheduled by the classroom teacher at least one day in advance. When an entire class is scheduled to use the library, the number of other students allowed in the library during that period may have to be restricted.

Only the librarian, library aides, and student librarians are permitted behind the circulation desk, in the workroom, and in the periodical room.

## **TOBACCO-FREE SCHOOLS & WORKPLACES**

### **Rationale for Regulating Possession and Use**

The health hazards of tobacco use have been well established. This policy is established to:

1. Reduce the high incidence of tobacco use in North Dakota.
2. Protect the health and safety of all students, employees, and general public.
3. Set a non-tobacco use example by adults.
4. Assist in complying with smoking restrictions in state and federal law (NDCC 23-12-10 and 20 U.S.C. 7973).

Tobacco use is the leading cause of preventable death and disability in North Dakota. To support and model a healthy lifestyle for our students, the school board establishes the following tobacco-free policy.

### **Use and Possession Prohibitions**

- **Students:** Possession and/or use of tobacco products by students on school property is prohibited at all times.
- **Staff/Visitors:** The use of tobacco products by all school employees and visitors on school property is prohibited.
- This policy includes all events on school property that are not sponsored by, or associated with, the school at all times.
- **Additional:** The District will not allow advertising of tobacco products on school property or in any school publications. This includes clothing that advertises tobacco products.

The full policy can be found at [www.hazen.k12.nd.us](http://www.hazen.k12.nd.us) under descriptor code ABBA.

## **USE OF SCHOOL BUILDINGS**

Students must be under the supervision of school staff to be in the building during non-class hours.

Grades 6–8 students may enter the building at 7:45 AM and will have playground supervision at 8:00 AM. If students enter early, they must be under supervision of a staff member. Exceptions are made for students participating in extra-curricular activities and students involved in parent-teacher-student conferences. Snowballing is forbidden on school grounds. No street

shoes will be permitted on the gym floor. Groups, classes, organizations, or individuals who negligently, carelessly, or willfully destroy property on school grounds or at school-related events will pay for damages and cost of repair.

### **ANIMALS IN THE CLASSROOM**

The Hazen School District School Board recognizes that under the proper conditions, animals can be an effective teaching aid. In order to protect both children and animals, and in accordance with the recommendations of the Custer District Health Unit, the following guidelines are adopted for use in all schools in the district.

- The only animals allowed in a classroom must be for a specific and appropriate educational purpose and will be allowed for the amount of time necessary to achieve the educational goal.
- All animals must be in good physical condition and vaccinated against transmittable diseases. A record of current vaccinations will need to be reviewed before bringing an animal on site.
- Special consideration should be given to the effect of furred and feathered animals on allergic children before bringing the animals into the classroom.
- The teacher will be responsible for the proper control of animals brought to school for instructional purposes, including the effective protection of children when animals are in the school. This will include keeping the animal in an appropriate cage or container that prevents direct contact with fecal material.
- No animals are permitted to run freely in the classrooms, food areas, or activity areas.
- All fecal material must be cleaned from the cage of any mammal or rodent on a daily basis and with an appropriate sanitizer. Reptiles, fish, and insects must be cared for in a manner to minimize odor and maintain health.
- No poisonous animals will be brought into the school.

It will be the responsibility of the teacher to provide for a plan of care for classroom-housed animals in the event of an emergency school closing that might cause disruption of the routine care of the animals. In each school where these animals are housed, there should be a plan whereby the staff member who visits the school daily during the emergency closing will be aware of the animals' presence and see to their care. If no staff member visits the school daily in such circumstances, the teacher is responsible for the daily care of the animal(s).

No animal will be housed at school unless the teacher involved is familiar with the appropriate care, feeding, and handling of that animal and of any potential dangers caused by that animal. Many different diseases and afflictions may be transmitted by animal hair, dander, bites, and fecal material. It will be the responsibility of the teacher to become familiar with each animal as it relates to the well-being of the students in that particular classroom.

The principal will be advised of any animals to be housed in the classroom. At the principal's discretion, permission to keep the animal may be denied based on the considerations: (1) the purpose for the animal's presence, (2) the ability of the teacher to control the animal, and (3) the past practice in the classroom.

## SCHOOL PARTIES AND DANCES

Please read these rules carefully. Students and parents/guardians should read and go over these rules for school parties and dances so there will be no misunderstanding.

- Grades 9–12 school parties may continue until midnight.
- Grades 7 & 8 school events may continue until 10:00 PM.
- All school parties must be supervised by at least one faculty advisor and one parent.
- The only students who may attend are Hazen High School students. Others may attend with special permission from the school administration in advance.
- School Board Policy limits ninth grade and above to attend the junior/senior prom.
- Any persons admitted to a dance or a party must remain in the school building. No one will be allowed to re-enter except by permission of the chaperons.
- Proper conduct must be observed, or chaperons may exclude offenders from participating.
- All activity at school parties will be contained to the specific areas assigned for the event.
- Classes sponsoring a party must receive permission from their class advisor, who in turn will check with the administration for an approved date.
- **No one under any type of suspension may attend school dances, including the junior/senior prom and the senior trip.**
- No one over the age of 20 will be allowed to attend school dances, including the junior/senior prom.
- Each person attending the junior/senior prom will be allowed to bring only one person.

## CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture provided by the school. Students who disfigure property, books, windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Textbooks and workbooks will be provided to students free of charge. Students who lose, damage, or destroy textbooks will be assessed the full cost of the textbook if it needs to be replaced in the first year of use. In the second year of use it will be assessed at the rate of 90% replacement value, those in the third year of use will be assessed at the rate of 80% replacement value, fourth year 70% and thereafter 60% replacement value. Students who lose or destroy workbooks, or other consumable items will be assessed at the cost for replacement.

## **FOOD, CANDY, & POP REGULATIONS**

The consumption of anything but water in the classrooms is prohibited. Students who have specific personal needs to eat during class time may make arrangements with the principal.

## **LOCKERS**

Student lockers are the property of the school and are provided for students' use by the school. They should be used to house students' textbooks and other school materials when they are not in use and any coats, overshoes, or other outdoor garments. Student lockers are subject to inspection for cleanliness, for missing items, or for controlled substances and may be entered by the principal or his designee at any time it might be suspected of containing alcohol, narcotics, explosives, or other items considered potentially harmful to other students, to the school building, or unlawfully obtained or possessed. Dogs may be used in searching student lockers, coats and book bags.

The lockers do not have combination locks on them. If a student wishes to have a lock on the school issued locker, they must give a key or the combination of the lock to the building principal. Students will be required to pay damages at the end of the school year in the event that the locker has suffered unusual wear or damage. Please note, unauthorized locks will be removed and destroyed. The school and its officials are not liable for the cost of that lock.

## **PARKING AND TRAFFIC REGULATIONS**

- Use sidewalks and do not cross lawns.
- The speed limit is 15 MPH in the school ground area.
- Handle your vehicle with the utmost safety for others and yourself.
- Do not drive past the bus loading area until all buses have left the area.
- Do not park in driveways. Park only in assigned areas of legal parking.
- Students are not to park in the lot in front of the elementary, high school, or special education office. Students who do so will be assigned detention and/or receive a parking ticket from the police.
- Students who operate a vehicle in an unsafe manner will be referred to the local police and driving privileges will be restricted.
- Parking on the west side of the high school building is for staff and visitor parking only.

## **ACCEPTABLE USE OF TECHNOLOGY**

HPS believes network access plays an important role in the education of students; however, the network also contains content that is not appropriate for students and staff. The district has taken precautions, in accordance with federal law, to restrict students and staff access to obscene, pornographic, and/or harmful information through the use of software designed to block sites containing inappropriate material. While the district has taken preventive measures, it recognizes that it is not possible to fully guarantee that students and/or staff will never access objectionable materials.

## **Education**

The district will provide education to students and staff about appropriate online behavior, including interacting with other individuals on social networking websites, as well as, cyberbullying awareness and response.

## **Monitoring Use**

Network access is a privilege, not a right. Network storage areas will be subject to the same scrutiny as school lockers for students. Students and staff will have no expectations of privacy when using district computers and/or networks and will use this technology solely for classroom/district-related purposes. Network administrators may view files and communications to maintain the integrity of the system and to ensure proper and responsible use of the system. Teachers and administrators will exercise supervision of student use.

## **Prohibitions**

The district subscribes to the acceptable use policies of EduTech. All district computer users will abide by this policy. The superintendent or designee may take disciplinary measures when any of the following actions occur:

- accessing, downloading, or publishing inappropriate Internet material;
- sending or posting threatening, harassing, insulting, annoying or alarming content;
- sending, posting, or using obscene language;
- violating the privacy rights of students and employees of the district;
- vandalizing and/or tampering with district computers, and/or networks;
- hacking or any other form of unauthorized access to accounts, computer systems, or files;
- attempting to breach network security or transmit viruses;
- violating copyright, trademark, trade secret, or other intellectual property laws;
- using the network for political purposes as defined by state law, financial gain, and/or commercial purposes;
- accessing social networking or other Internet sites for noncurricular purposes; and
- other actions deemed inappropriate or is not in the best interest of the district, its employees, and students.

## **Violations**

Violations of this policy, or any federal/state law, rule or regulation, may result in loss of network privileges, as well as further disciplinary action up to and including suspension or expulsion for students or termination of employment for staff, as determined by the superintendent or designee.

## **Consent**

All students and staff must consent to this policy in writing prior to accessing district networks, computers, and/or other technologies.

## **COMMUNICATION DEVICES**

Cell phones and other personal technology devices are not to be used in the classroom unless instructed by the teacher. A place will be provided for students to put their technology devices upon entry. Students may use personal technology devices outside the classroom between classes and during lunch break. Technology devices and audio devices in which students use headphones/ear buds are not allowed to be used during the school hours of 8:00 AM – 3:15 PM without teacher consent.

If personal technology devices are used during class time without teacher permission, the following guidelines will be used. The first time it is confiscated, it will be retained by the school for one school day and then returned to the student at the end of the next school day. The second time or any time after the first time, it will be retained by the school for two school days and it will be returned to the parent/guardian ONLY.

The full policy can be found on the school website at [www.hazen.k12.nd.us](http://www.hazen.k12.nd.us) under descriptor code FFI.

## **TELEPHONE CALLS**

Students are not permitted to use school office phones. A telephone is available for student use in the Uncommons and the office. Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency situation

## **DRESS**

We take pride in the appearance of our students. Their dress reflects the quality of the school. All students are expected to dress appropriately. Cleanliness and neatness are an important part of good grooming. Also, clothing items that are vulgar, obscene, profane, or advocating prejudice may not be worn. Clothing styles or accessories that are immodest or reveal a student's undergarments may not be worn at school. Shirts must have a full front and back (no spaghetti straps, halters, tank-tops, cut-sleeveless, etc.). Sleeveless shirts are allowed if the seam is directly under the armpit and the top of the shoulder is covered. No midriff or back may be showing. Shorts/skirts/dresses must cover the legs and go to mid-thigh. Yoga pants/leggings/running tights/other similar items may be worn if the shirt/skirt/sweatshirt completely covers the beginning of the inseam.

Students wearing inappropriate clothing, based on the criteria listed above, will be asked to turn their clothing inside out, put on a t-shirt or sweatshirt, or sent home to remove objectionable accessories. Shirts, shoes, and other appropriate clothing must be worn at all times in the school building. Students should dress accordingly during cold weather. Head gear, caps, and hats are not to be worn in the school building or taken to class during school hours.

## **STUDENT VALUABLES**

Students are cautioned not to bring large amounts of money, radios, cameras, and other valuables to school, and if they wear glasses, watches, and jewelry, they must keep track of them at all times. Students, not the school, are responsible for their personal property and school

property assigned to them. Students should not leave money in their lockers. If it is necessary to bring money to school, it may be left in the office for safe storage in the school vault.

### **LOST & FOUND ARTICLES**

Lost and found articles will be kept in the office. Please turn in any found articles to the office and check there if you have lost an item. If anything is lost in the gym area, the student needs to check with the lost and found box at the gym. Articles may be disposed of if not claimed in five days. Serial numbers of calculators, bicycles, and other similar items should be recorded to aid in their recovery.

### **FIELD TRIPS**

Educational field trips are considered a vital part of the curriculum. Educational field trips are those that are directly related to ongoing classroom instruction. They can provide the most effective means of accomplishing certain objectives related to given aspects of the instructional program. Trips should be considered a method of instruction and planned as such with definite objectives determined in advance.

When feasible, educational field trips will be conducted within the school day. School transportation will be provided within budget limitations.

Written parental approval may be required for some field trips.

On all school-sponsored trips involving students, provision will be made for proper supervision by school employees. Parents may assist in such supervision.

### **FIRE DRILLS**

State law requires that schools periodically hold fire drills. To signal a drill, the fire alarm will be sounded. Listed below are the things that are the steps when a fire alarm sounds:

- Leave your seat immediately when the fire alarm sounds, but do not run
- Close doors and windows to eliminate drafts to feed a fire.
- Proceed to the area outside of the school building that is designated by your teacher.

### **SURVEY POLICY**

Surveys of a sensitive nature will employ the use of parental consent forms in which parents/guardians deny permission for their child not to participate in the survey.

### **WITHDRAWALS & TRANSFERS**

Proof of identity of a child enrolling in the Hazen School must be submitted within 40 days of enrollment. Transferring students' records must be received within 60 days of enrollment, or local law enforcement authorities must be notified (NDCC 54-23-2).

A withdrawal form must be obtained from the principal. Lockers must be emptied and all bills paid before credits are transferred to another school.

## TABLE OF CONTENTS – ALPHABETICAL

ABSENCES - TARDIES.....	15
ACCEPTABLE USE OF TECHNOLOGY.....	40
ACCIDENTS, INJURIES, & INSURANCE .....	21
ACTIVITY CODE REQUIREMENTS.....	16
ADMITS & PASSES.....	15
ANIMALS IN THE CLASSROOM.....	38
ANNUAL NOTIFICATION REGARDING PARENTS' RIGHT TO STUDENT RECORDS.....	9
ATTENDANCE & ABSENCES.....	13
ATTENDANCE FOR EXTRA-CURRICULAR ACTIVITIES .....	18
BULLYING.....	23
CARE OF SCHOOL PROPERTY .....	39
CLASS RANK.....	2
CLASSROOM AND SCHOOL BEHAVIOR.....	24
CLOSED NOON HOUR .....	12
COMMUNICATION DEVICES .....	42
CONCUSSION MANAGEMENT (Policy Adopted 1/2014) .....	18
CORRESPONDENCE .....	5
DISCIPLINE POLICY .....	21
DRESS .....	42
DRIVER'S EDUCATION .....	7
EARLY GRADUATION .....	4
EDUCATIONAL EQUALITY AND NON-DISCRIMINATION POLICY.....	33
EIGHTEEN-YEAR-OLD STUDENTS.....	36
EMERGENCY CLOSINGS .....	2
EXTRA-CURRICULAR ACTIVITIES.....	16
FEES.....	10
FIELD TRIPS.....	43
FINAL EXAMS.....	5
FIRE DRILLS.....	43
FOOD, CANDY, & POP REGULATIONS .....	40
GRADUATION REQUIREMENTS .....	4
GRIEVANCE PROCEDURE .....	33
GUIDANCE & COUNSELING PROGRAM .....	26
HEARING PROCESS .....	31
HOT LUNCH PROGRAM.....	11
INCOMPLETES.....	16
LIBRARY .....	36
LOCKERS .....	40
LOST & FOUND ARTICLES .....	43
MAKE-UP WORK.....	16
MEDICINE.....	13
MIDDLE SCHOOL SUPPLY LIST.....	11
MISSION STATEMENT .....	1
NONDISCRIMINATION & ANTI – HARASSMENT POLICY .....	32
	44

NORTH DAKOTA ACADEMIC AND CTE SCHOLARSHIP .....	3
NORTH DAKOTA ACADEMIC SCHOLARSHIP CRITERIA.....	3
NORTH DAKOTA CAREER AND TECHNICAL EDUCATION SCHOLARSHIP CRITERIA .....	3
NORTH DAKOTA UNIVERSITY REQUIREMENTS.....	4
OPTING OUT OF CLASS .....	11
OPTIONAL DIPLOMA.....	5
PARENTS' RIGHT TO KNOW .....	36
PARKING AND TRAFFIC REGULATIONS .....	40
PHYSICAL EDUCATION .....	36
PRINCIPAL'S MESSAGE .....	1
PROCEDURAL DUE PROCESS.....	28
PROCEDURE FOR EXPULSION.....	30
PROCEDURE FOR REMOVAL OF A STUDENT FROM CLASS.....	29
PROCEDURE FOR SUSPENSION.....	29
PROCEDURES FOR HEARINGS FOR HAZEN MS/HS STUDENTS SUSPENDED FOR VIOLATION OF RULES AND COCURRICULAR ACTIVITIES .....	30
PROCESS FOR WRITTEN NOTIFICATION.....	31
PROMOTION AND RETENTION OF STUDENTS IN GRADES 6-8.....	6
REGISTRATION .....	7
RETAKING A CLASS TO IMPROVE A GRADE.....	6
SCHEDULE CHANGES.....	11
SCHOOL IMMUNIZATION REQUIREMENTS .....	12
SCHOOL PARTIES AND DANCES .....	39
SCHOOL SPIRIT .....	1
SECONDARY TEACHERS' ASSISTANCE TEAM (STAT) .....	33
SPECIAL EDUCATION SERVICES.....	34
STUDENT ALCOHOL AND OTHER DRUG USE/ABUSE .....	24
STUDENT BEHAVIOR.....	24
STUDENT EVALUATION .....	2
STUDENT RECORD COLLECTION .....	7
STUDENT RECORD MAINTENANCE .....	8
STUDENT RECORDS FOR A NON-CUSTODIAL PARENT .....	9
STUDENT VALUABLES .....	42
STUDENTS AT RISK AND STUDENTS DROPPING OUT.....	6
SUMMARY OF YOUR RIGHTS AS A PARENT/GUARDIAN.....	34
SURVEY POLICY .....	43
TELEPHONE CALLS.....	42
TOBACCO-FREE SCHOOLS & WORKPLACES.....	37
USE OF SCHOOL BUILDINGS .....	37
VISITORS.....	1
WEAPONS.....	28
WITHDRAWALS & TRANSFERS .....	43