

# Glenburn High School Handbook 2020-2021

## MISSION STATEMENT

The mission of the Glenburn Public School is to provide a comprehensive educational experience through continued self-analysis in order to empower all students with knowledge, skills, and attitudes to meet the challenges of our changing world.

## WELCOME

The staff of Glenburn High School extends to you a warm greeting and a willingness to help you through the years that you will spend with us. This handbook is not meant to be all inclusive, but is supplemental to school board policies and state requirements.

## ABSENCES

If you are absent from school, contact should be made with the school to explain your reason for absence. Immediately upon your return after being absent from school, you are required to obtain an admission slip from the principal or school secretary. A brief note from your parent, guardian, doctor, etc. may be required to explain your absence. Obtain permission from the secretary to go to your car.

## ACADEMIC REQUIREMENTS

No student shall enroll in fewer than six classes. Band may be counted as one of the six classes. A student may take less than the normal load if he/she receives special permission from the principal. Students are encouraged to enroll in as many classes as they can handle.

## ALCOHOL, NICOTINE, DRUGS GUIDELINES

The use or possession of alcohol, nicotine products, or drugs by students is strictly prohibited. This is consistent with North Dakota State Law. Glenburn School follows NDHSAA rules and Glenburn School Board policies. These policies forbid the use or possession of tobacco/nicotine products, alcohol, or other drugs in the school building, on school grounds, on school buses or at school functions, and outside the school functions. Violations of these policies will result in the following consequences:

The use or possession of tobacco/nicotine products, alcohol, or any controlled substance as defined by North Dakota Law is prohibited. Any student who is in violation of the foregoing shall be suspended from participation in interscholastic contests and

Glenburn Public School sponsored activities for a minimum period of six consecutive school weeks for the first offense and a period of 18 consecutive school weeks for any subsequent offense.

The following rules and regulations concerning Glenburn Public School sponsored activities were established to govern all school activities.

Extra-curricular activities are activities that a student elects to participate in and does not receive academic credit for participation. This includes any and all Glenburn School sponsored activities or events.

Co-curricular activities involve student participation in a regular class setting along with activities organized and directed by the teacher in which the student must participate as part of the class requirements. Examples of co-curricular activities are music, FFA, and yearbook.

1. A student may practice but may not participate in games during suspension.
2. A band or choir student may practice and participate in activities, which are considered class requirements but may not represent our school in NDHSAA sponsored events. A student may not travel on away activities that result in any missed school time.

These rules will be applied to all Glenburn Public School students.

## Extra-Curricular Activities Infractions/Suspensions

1. First offense -6 weeks
2. Second offense-18 weeks

Any infraction occurring during the summer months will have suspensions which will begin at the beginning of the fall sports schedule for fall athletics participants or the start of school for non-athletic participants. Any suspensions occurring in the spring, which are not completed by the end of the current year, will be carried over to the fall or next activity, whichever comes first.

Students who violate these rules:

1. Will not be allowed to participate in any activity that is sponsored by the NDHSAA or in which Glenburn School is involved during the term of the suspension (note the ruling for band and choir).
2. Will not receive any special awards given out by the school that could possibly have been earned during the time of their suspension.
3. If the infraction occurs during the sports season that participant will not earn a school letter for that particular sport.

### **GUILT BY ASSOCIATION**

Any student attending a party where alcohol or drugs are being used illegally, will automatically be suspended from all extra-curricular activities for six weeks for the first offense and eighteen weeks for any offense thereafter.

### **ASSEMBLIES**

Attendance is required at all assemblies. Proper applause shows good manners, while whistling, stomping feet and yelling have no place in a well-mannered student body. All speakers deserve the courtesy of your full attention.

### **ATHLETICS**

Curfew for all athletes, managers and cheerleaders will be 11:00 PM on weeknights and 1:00 AM on weekends. Curfew will be 10:00 PM on nights that precede games even if it occurs on a weekend. Violation of this rule results in:

- First offense: 1 game suspension
- Second offense: 2 game suspension
- Third offense: Removal from the team

The use of profanity by athletes is not allowed.

Students of the opposite gender are to remain separated on the player bus.

Dress clothes should be worn to school on game days and on road trips. However, coaches may add rules for their players such as wearing travel gear instead of dress clothes.

### **ATTENDANCE ON DAYS OF EXTRA-CURRICULAR ACTIVITIES**

Students shall be present by noon the day of all extra-curricular activity if they are to be allowed to

participate. Exceptions shall be allowed at the discretion of the administration for appointment and other activities that cannot be scheduled at other times.

### **ATTENDANCE**

Attendance laws govern students in any North Dakota public school. These laws require all children between the ages of 7 and 16 to be in attendance every day school is in session. The law cites illness and certain other incapacities as exceptions to these requirements. The law provides local school boards authority to establish standards for attendance. The school 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 process. Time lost from class is irretrievable; particularly for a student's opportunity for interaction and the exchange of ideas with classmates and teachers. The Glenburn school district considers consistent and timely attendance a primary student responsibility.

Regulations that apply to student absences:

1. Attendance is the responsibility of the student and his/her parent or guardians. This responsibility includes being aware of the school district standards for attendance, informing appropriate school officials of reasons for any absence of the student, and developing an acceptable pattern for the student.
2. School personnel are responsible for keeping parents/guardians and the student informed of attendance patterns not meeting district standards.
3. School work missed by the student during an absence shall be made-up regardless of the reason for the absence.
4. Students shall be in attendance a minimum of 160 days per school year to pro-rated to apply to each semester-80 days.
  - a. Students may miss up to 10 days per semester without penalty. These days however must be for excusable reasons such as sickness, doctor appointments, or funerals.
  - b. After missing the maximum of 10 days per semester, students will be required to make-up school time regardless of the absence reason as

deemed necessary by the administration. This time may be made up after school or on a Saturday.

Definitions for the purpose of this policy:

Excused absence: is defined as an absence caused by illness, injury, family emergency, religious observance, suspension, participation in school related activity, court appearances when subpoenaed, or other reasons deemed excusable by the building principal or superintendent. The superintendent or designee shall develop criteria for requesting and granting an excused absence and shall establish make-up work requirements.

Unexcused absence: is defined as an absence that is not excused and/or has not been approved by the building principal or superintendent. Unexcused absences include, but are not limited to, being absent from class or a scheduled activity during the school day without a parents/guardian's consent and appropriate school approval. If a student is absent for an unexcused reason, the parent/guardian shall still be responsible for calling the principal's office to explain the absence.

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

### **BAND AND CHOIR**

Band and choir courses are considered co-curricular offerings: students under suspension will be allowed to participate in the courses for the purpose of completing class requirements. They will not be allowed to take part in or audition for any contests, festivals, or activities sanctioned by the NDHSAA, which involve representing the Glenburn Public School. Students under suspension will be allowed to perform at athletic performances and concerts, which are necessary for earning credit in the respective courses.

### **BUS DISCIPLINE**

Bus drivers have the same authority as any other staff member. They are obligated to enforce all rules of the school. Students will adhere to all bus regulations formulated by the school. Disruptive behavior on a school bus will not be tolerated. It only takes a split second of bus driver distraction to cause a serious accident. The administration will rely on the discretion of the bus driver. He/she will not be able to see everything that happens on the bus. The bus driver will report what they see. If a student is disruptive on the bus, action will be taken against the student who is seen regardless of whom else is involved. Disruptive behavior including standing up, shouting, fighting, swearing, throwing any object, teasing, or any other behavior that may endanger the safety of the other students on the bus. The bus driver will verbally warn students once that their behaviors are not acceptable. The student's name will be turned into the principal and parents will be notified. If unacceptable behavior continues bus-riding privileges will be suspended or revoked.

### **CHURCH AND SCHOOL**

Wednesday is church night in the Glenburn community. All school activities will end at 6:00 PM or earlier on this day. There will be no junior high activities after school on Wednesday. No school related activities may be held on Sunday without permission for the administration. Exceptions may be made for students that participate in varsity events with administration and parent approval.

### **CLASS CHANGES**

All student class schedules are finalized on the third day of each new semester. No classes can be dropped or added after this date. Parents must sign off on any class changes that are to be made.

### **CORRESPONDENCE STUDY**

Students allowed to enroll in correspondence study will be asked to cooperate with the administration in regard to scheduled deadlines, which shall be established. The principal must approve all correspondence study. All expenses are the responsibility of the parent or guardian.

### **DETENTION**

One day each week, Thursday, will be set aside for detention. Infractions of classroom rules, tardiness,

or other misconducts can cause a student to be placed in detention. Detention will be held directly after the regular school day and can necessitate parents arranging transportation home for their children. Failure to report to detention without permission will result in another detention. If a student accumulates 3 detentions in a semester, he/she will be given 1 day of in-school suspension. If a student accumulates 6 detentions in a semester, he/she will be given 2 days of in school suspension. Nine detentions will result in 3 days of in or out of school suspension at the discretion of the principal.

### **DISCIPLINARY ACTION**

The board of education of Glenburn School has adopted the following guidelines concerning the discipline of students. These guidelines will be used by the administration in determining disciplinary action. We stress that every effort will be made to insure the “due process” rights of all students. We request that any initial inquiries be made to the administration of the school. The Glenburn School does not discriminate against any student.

#### **Disciplinary violations:**

- Sexual harassment
- Vulgarity including racial or sexual remarks
- The use of profanity
- Disrespect toward a staff member or others at school or at school activities
- Skipping any part of the school day.
- Use or possession of tobacco, alcohol, or illegal drugs on school property
- Participation in a fight-verbal or physical.
- Destruction of school property.
- Theft or vandalism within the school building.

#### **Disciplinary actions:**

- 1<sup>st</sup> violation: 2 days of in-school suspension
- 2<sup>nd</sup> violation: 2 days of out of school suspension
- 3<sup>rd</sup> violation: 5 days of out of school suspension
- Further violations: out of school suspension as determined by the administration and possible hearing before the board of education for expulsion.

In-school or out-of-school suspension includes suspension from any school activities that day.

Any student action that has been determined to create potential danger to the safety of others on the school grounds may require immediate out-of-school suspension and may result in a hearing for expulsion. This includes, but is not limited to: possession of a weapon, igniting anything flammable, use, sale, or distribution of drugs, alcohol, or nicotine products.

### **DISMISSAL FROM CLASS**

If a teacher finds it necessary to send a student out of class because of disruptive or disorderly conduct, the student is to report immediately to the principal. If the principal is not in his office, the student should report directly to the main office or superintendent. A conference will be arranged between the principal, student and teacher before the student will be allowed back to class. If the situation persists, a second conference will be held which will include the student’s parents and one day of in-school suspension will result before being allowed back to class. If after the student’s parents have been involved and the situation is not corrected, the student may be dropped from the class with no credit or additional days of in-school or out-of-school suspensions could be added at the discretion of the administration.

### **DRESS CODE**

Personal appearance is usually an index to the attitudes and behavior patterns of an individual. For this reason, Glenburn school stresses appropriate dress and good grooming. The advertising of alcohol and tobacco products, profanity, or lewd suggestive phrase or images on clothing are not allowed. **Clothing that is determined to be too revealing will not be allowed.** The administration will issue clothing to the student to be worn for the remainder of the day. Parents will be notified of the dress code infraction. The wearing of shorts will be determined by the administration. Students will be informed the first day of school and in the spring if shorts will be an option. If student(s) wear shorts prior to administration permission they will lose their test exemption privileges.

### **Additional Dress Code Regulations:**

- No baggy or trench coats will be allowed in the classroom
- No backpacks will be allowed in the classroom
- Shirts must be below the belt line with no skin showing
- No boxer shorts or other under garments exposed
- No bare shoulders or bare backs
- Shirt straps must be 2” wide
- No caps or hoods
- Shorts, skirts, and dresses must come to mid-thigh
- No cleavage shall be exposed

### **Penalties for dress code violation:**

- 1<sup>st</sup> offense: correct the problem
- 2<sup>nd</sup> offense: 1 day of in-school suspension
- 3<sup>rd</sup> offense: 2 days of in-school suspension
- 4<sup>th</sup> offense: 2 days out-of-school suspension

### **DUE PROCESS**

Due process shall be afforded to students in disciplinary cases of some magnitude such as expulsion and suspension. In the case of expulsion, the student and his/her parents shall receive the charge in writing within a reasonable time; be given a sufficient notice of time and place of hearing; may appear with counsel; may confront and cross-examine; face accusers and refute charges; and be heard by the school board. In the case of suspension, the student will be given oral notice of the charges against him/her, and if he/she denies them, he/she shall have the opportunity to present his/her side of the story. There need be no delay between the time “notice” is given and the hearing.

### **EARLY CLOSING**

When it becomes necessary to dismiss the school early, or to cancel school for the day due to inclement weather conditions, the announcement will go to the media as soon as possible. The stations that will be notified are KCJB-910, KRRZ-1390, KIZZ, and MAGIC 105 radio stations. KMOT-TV, KXMC-TV, and MAFB rolling news will also be notified. Generally, messages will be given to the media by 7:00 AM. The school will also use Instant Alert to notify staff, students, and parents.

### **FINES**

The teacher who issues the book maintains a record of the condition of each textbook. At the end of the semester or year the book will be examined for damage, excessive wear, markings, etc. Students who have damaged their books will be assessed a pro-rated fee based on the amount of damage, age of the book, and whether or not the book can be used again. Damage to desktops, athletic equipment, school buses, etc. will be the responsibility of the student.

### **FINAL EXAMS**

Final exams will be given the last three days of the school year. All students must take one required final exam. Semester final text exemptions are determined by the number of missing assignments for each individual class period. A student may be exempt from a semester test if:

- They have an “A” average in the class and three or less missing assignments during the semester
- They have a “B” average in the class and have one or less missing assignments during the semester
- They have not had an in-school or out-of-school suspension

Required finals are as follows:

- Seniors: POD
- Juniors: English
- Sophomores: Biology
- Freshman: Algebra I
- 8<sup>th</sup> Grade: English
- 7<sup>th</sup> Grade: Geography

### **FIRE DRILL & EMERGENCY PROCEDURES**

Fire drills are held periodically in compliance with state law. Every time the fire bell sounds, all staff members and students must assume this is a fire and act according to the evacuation plan. Each room has a designated exit. Classroom teachers will go over the evacuation plan and rules at the beginning of each semester.

### **GRADING**

The following grading system shall be used in determining percentage grades, honor roll, and honor positions:

- A-100%-90%-4.0
- B-89%-80%-3.0
- C-79%-70%-2.0
- D-69%-65%-1.0
- Below 65%-Failing
- I-Incomplete

### GRADING PERIODS

Credits will be given on a semester or 9 weeks basis. There will be no semester test days. Teachers will give semester tests in their classes as they see fit.

### GRADE CLASSIFICATION

Students must earn 5 ½ credits to be considered a sophomore, 11 credits to be considered a junior, and 16 ½ to be considered a senior. Students that do not meet this progress will not be moved to the next level.

### GRADUATION POLICY

All students wishing to graduate from Glenburn High School must have attended an approved public or private high school for at least eight semesters. The last semester prior to graduation, the student must be enrolled as a full-time student at Glenburn High School. Students who meet this requirement but who do not have the necessary number of credits to graduate will not be allowed to participate in graduation exercises. Exceptions may be allowed by petitioning the school board.

### GRADUATION REQUIREMENTS & CAREER PLANNING

In order to graduate from Glenburn High School, a student must have completed a minimum of 22 units of credit including the required courses identified below. The units shall be arranged so that all students may receive a broad general background of educational experiences.

#### Required Courses

Course	Units
Language Arts (English I, II, III, IV required)	4
Social Studies (W. Hist, US Hist, POD, W.Geog)	3
Mathematics	3
Science (Laboratory)	3
Physical Education	1
Electives	8
Total Units	22

College composition and/or college speech may be substituted for one or both semesters of English IV. (See page 9)

The following exception to the above policy shall be allowed:

A transfer student who cannot earn 22 credits by carrying and passing a normal load as previously stated may be allowed to graduate with less than the normal required units. North Dakota state minimum graduation requirements shall still apply.

### CONSULATIVE REVIEW

Glenburn High School students are entitled to request a consultative review of their education plan. This request can happen once per academic year.

### HONOR ROLL & HONOR ROLL STUDENTS

Each quarter, an honor roll will be compiled for grades 7-12. If a student's average is 3.67 or higher they achieve highest honors. If a student's average is 3.33 to 3.67 he/she will achieve high honors. If a student's average is 3.00 to 3.32 he/she will achieve honors. Seniors with a 3.50 or greater will graduate as honor students. 4.0-3.85 will be Summa Cum Laude, 3.84-3.70 will be Magna Cum Laude, and 3.69-3.5 will be Cum Laude. For calculating both honor roll and honor students, percentages will be rounded up to the nearest one hundredth of a percentage. The top two honor graduates will be the graduation speakers, in case of a tie, the staff will vote on the speakers.

### HOT LUNCH

The Glenburn School hot lunch program provides meals, which offer more than the daily minimum nutritional requirements. In order to operate the program at minimum costs, maximum student participation is necessary. Therefore, if a student is present in school, they should eat hot lunch. We are operating on a closed noon hour policy, therefore, no student will be allowed to go home for lunch unless it is on a permanent basis and you can walk to and from your home in the 20 minutes allowed for lunch. Parents must notify the school in such a case. The lunchroom is a cell phone free zone. Students are to remain in the lunchroom for the duration of their lunch period unless they have a pass from a teacher

to leave early for extra help. The following items are noteworthy concerning your lunch program:

- Students are expected to walk to and from the lunchroom
- No pushing, shouting, or jumping will be allowed in line or at the lunch table
- No food is to be taken from the lunchroom
- Dishes and silverware are to be returned to the bussing area
- No litter is to be left on the lunchroom floor
- A breakfast program will be available
- There will be no breakfast served when school starts late
- Time for breakfast will be from 8:00 AM to 8:25 AM

### **HONEYWELL INSTANT ALERT**

Honeywell Instant Alert is used by the school to send messages in mass form for communication to all stakeholders. Please go to the school's website at <http://www.glenburn.k12.nd.us> and click on the Honey Well Instant Alert button to be added to the messaging system.

### **JUNIOR HIGH PROMOTION OR RETENTION**

In order for a seventh or eighth grade student to be automatically promoted to the next grade, he/she must pass all four core classes (math, English, social studies, science). For any student who does not meet this requirement, a meeting will be held with the student's teachers to discuss possible retention. When it is determined that a student is facing possible retention, a letter will be sent home to inform the parents.

### **LEAVING THE BUILDING**

Students who find it necessary to leave the building during school hours must have permission from the superintendent, principal, or the office. Students must indicate where they are going and for what reason. A student's leaving the building during school hours is not encouraged. Students who must take care of personal or family business during school hours will not be allowed to use a vehicle unless absolutely necessary. Students who leave the building without permission will be subject to disciplinary action. Under special circumstance, students may be given permission to leave the building at a regularly scheduled time. Such

permission can be withdrawn if the student violates the conditions upon which such leave has been granted.

### **LIBRARY RULES AND CONSEQUENSES**

- Books must be returned on time. Checkout is for 14 days. A fine of 10 cents per day per book will be imposed if late.
- Library use is a privilege. Do not abuse it by disturbing others or you will be asked to leave.
- Four people per table is the rule. Chairs should be pushed in when you leave.
- Students must have a library pass to come to the library. Please turn the library pass into the librarian.
- Students are not allowed in the A-V room or behind the circulation desk.
- Only 1 library aide per period.

### **MAKE-UP WORK**

If you are going to be absent, students need to check with their teachers to see if work is required to be completed in advance. A student who misses school will be given two days for every day missed for make-up work. A student who receives an incomplete on his/her report card will be given an maximum of 2 weeks to get his/her homework completed. After the 2-week period, the incomplete will change to a "0" for each incomplete assignment. Students who miss school because of an out-of-school suspension will be allowed to make up their missed work, however, only for a maximum of 75% credit.

### **MEDICATION ADMINISTRATION**

If a student needs to take any type of medication during the school day, the parent/guardian must sign a Request/Consent for Medication Administration form. After the form is completed and signed, you must bring it to school to be kept on file (forms may be obtained at the school office). We also request any information concerning special health care provision or restrictions that may apply to a student. These special provisions will be written into a plan and kept on file. All medications will be dispensed and recorded in the main/lunch room office.

## **PASS/FAIL ELECTIVES**

Students in grades 11 and 12 may choose to enroll in one elective class per semester on a pass-fail basis rather than for a letter grade. Full credit shall be allowed for such classes successfully completed under this plan; however, classes under this plan will not be used to compute honor roll or honor student positions. Students must apply to enroll under the pass-fail plan through the principal.

## **PDA**

The school recognizes that genuine feelings of affection may exist between students; however, students shall refrain from inappropriate behaviors on campus or at school related events. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction. Some examples include but are not limited to: kissing, inappropriate touching, fondling, cuddling, holding hands, excessive hugging, etc. Students caught engaging in inappropriate PDA are subject to the following actions:

- first offense: warning/reprimand
- second offense: detention and parent meeting
- third offense: in-school-suspension.

## **PET POLICY**

Bringing pets or wild animals to the school is not allowed.

## **REPORT CARDS**

Report cards are issued each quarter. Report cards indicated students progress and are to be taken and shown to parents. Parents who do not have an opportunity to see the report card are encouraged to contact the principal, and a copy will be mailed immediately. All student accounts must be paid in full by the end of the nine-week period. All payments are to be made at the main office. Parents are encouraged to check students' grades in PowerSchool.

## **SCHOOL COMPUTER USE**

Written parent permission, with a separate appropriate use policy, is required for any student Internet use at school. No e-mailing or computer games are allowed during school.

## **SCHOLASTIC ELIGIBILITY**

Academic ineligibility results in suspension from all contests sponsored by the North Dakota High School Activities Association. A student at Glenburn School must be passing all classes in order to be eligible. If a student is ineligible at the end of the semester, the student will not be allowed to participate in extra-curricular activities for the first 3 weeks of the following semester. A teacher may take a student off the ineligible list during the week if the student raises his/her grade to passing. For eligibility purposes, the academic week runs from Monday through the following Sunday. Students will be allowed to participate in an out-of-school activity if that activity is a requirement of their academic class. A student will be allowed to practice while on the ineligible list but is not allowed to leave school early for any extra-curricular functions.

## **SCHOOL DAY**

The doors of the building will be open at 7:50 AM each morning for those who eat school breakfast. Student's not eating breakfast should not arrive before 8:10 AM. Unless you are involved in a supervised activity after school, you should leave the building at the end of the school day.

## **SCHOOL TRIPS**

School trips for educational purposes or recreational reasons are to be arranged by the teacher in charge and approved by the principal. The following things are expected from the students involved:

- Students are expected to conduct themselves in a proper manner so as to uphold the reputation of the school at all times. Students who violate this rule run the risk of being prevented from participating in any future trips.
- Students must ride the transportation provided by the school to and from the event. The only exception to this rule is if the student will be riding home with his/her parents or guardian. Parents must personally notify the teacher/coach in charge.
- Students must be properly dressed for weather conditions. Warm coats, headgear, boots, and gloves must be worn or be available when the weather is cold.



## **STUDENT LOCKERS**

Metal lockers are provided for each student's convenience in storing books, materials, etc. Each student is assigned a locker and must agree to abide by the following regulations:

- Use assigned locker only, anyone who moves will be subject to in-school-suspension or detention
- Avoid storing money and valuables in your locker; the school is not responsible for losses
- Periodic inspection of lockers will be made by the administration
- If a locker is broken or vandalized, it is the student's financial responsibility to repair it.
- At the end of the school term, students will be required to return their lockers to the condition that they were in when assigned. In order to receive grades for the final semester, lockers will need to be cleaned out and books returned as directed by the school personnel.

## **STUDY HALL RULES**

A student chooses to register for a study hall; study halls are not forced upon students. Consequently, it is the duty of the study hall teacher to ensure that the study hall is a constructive place to work. Study halls are provided for students as a place for completion of assigned homework, study of current work, and/or review of completed work. There is no such thing as being done with studying! Goal: to maintain a learning environment for ALL students.

Guidelines for students in study halls:

- Students will bring adequate materials on which to work, study, or review for the entire period. You will not be admitted without books, paper, and a pencil. Students who fail to follow this rule will be sent to their locker to get their materials and will be assigned a detention
- Any student failing in any class will be placed on the restricted list.
  - a. The restricted list will run from Monday through Friday
  - b. Students on the restricted list are required to have all materials necessary for studying when the study hall begins. Students who do

not have materials will be instructed to go directly to their locker, get the necessary material and return to study hall. The student will then be assigned a detention.

- Students not on the restricted list are allowed to sign out of study hall at the study hall teacher's discretion. Students signing out to the library have a 15-minute time limit, which allows more students to go there. There will be a maximum of 5 students to the library at one time.
- Ask permission to speak to others
- If you plan to go to another class to do work (make-up a test, computer work, etc) you will need a yellow pass signed by the teacher BEFORE you get to the study hall. There will be no exceptions to this rule! You are to go ONLY to the area designated on the pass. No pop machine usage, or telephone calls are allowed without permission!
- NO SIGNING OUT FOR THE FIRST 15 MINUTES OF STUDY HALL. When you check out, you must return to study hall 5 minutes before the end of the class period
- A seating chart will be used
- In the event a student violates any of the above rules, ALL privileges will be lost.

## **STUDENT TELEPHONE USAGE**

Student calls must be made from the telephone in the main office. Any student needing to make long distance calls must gain permission from the secretary in the main office. Long distance calls will be the financial responsibility of the student. Students are allowed to receive only emergency calls from parents during school hours. Students will not be called from class to answer the telephone except in the case of an emergency.

## **SUMMER SCHOOL**

Minot Public Schools has allowed our students to participate in their summer school program, which provides classes for students needing to make up a failed class. Glenburn students planning to enroll must have prior approval from the principal at Glenburn before credit will be accepted. Students may not take a summer school class ahead of their regular class schedule. Currently, a student is only able to earn 1 credit per summer.

## TARDINESS

Tardiness is considered a form of absenteeism and will not be allowed. The classroom teacher will count students who are late for any class period tardy. Three tardies will result in a detention. Students who have a legitimate excuse for being late for class (ex. visiting with a teacher) should bring a note explaining their tardiness.

## CIVIL RIGHTS, TITLE IX, & SECTION 504

It is the policy of the Glenburn School district #26 to support the provisions of Title IX of the Educational Amendments Act of 1972, Title VI of the Civil Rights Act of 1963, Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973 and not to discriminate on the basis of race, color, national origin, sex, religion, age, or handicap in employment policies and practices. It is the expressed intent of the Glenburn School District to provide full access to a free and appropriate education and equal opportunity for all students in programs and activities, free from limitations of race, color, national origin, sex, religion, and handicap. This includes accessible entrances to the school and classroom modifications i.e. elevator usage, physical education locker room showers. *Note: handicap accessible locker is the visitor's locker room by the new gym.*

This concept of equal opportunity will serve as a guide to the school board, administration, and staff in making decision related to the employment of personnel, school facilities, curriculum, activities, and regulations affecting students and employees.

**Title IX Coordinator:** Larry Derr, PO Box 138, Glenburn, ND 58740, 701-362-7426, Larry.Derr@k12.nd.us

**504 Coordinator:** Kathy Miller, PO Box 138, Glenburn, ND 58740, 701-362-7426, Kathy.Miller@k12.nd.us

## UNAUTHORIZED PURCHASES

No purchases shall be made in the name of the school or school organization unless the superintendent has authorized it. The responsibility for payment of an unauthorized purchase rests completely upon the purchaser.

## VEHICLE PARKING AND USE

If it is necessary to drive to school, your vehicle is to be parked in the morning and not driven until school has been dismissed. If the vehicle must be used during the school day, students must receive approval from the principal. Students may park in the southwest parking lot. Snowmobiles are to be parked on the southwest corner of the school. During senior privileges, seniors will be allowed to park south of the main office.

## VISITORS

No visitors from other schools will be allowed to accompany GHS students during the regular school day without prior approval from the principal.

## WEAPONS POLICY

It is against the policy of the Glenburn Public School and Section 922 of Title 18 of the United States Code for anyone to possess and/or carry a weapon on school grounds or school property.

The definition of a weapon is as follows:

- Any firearm, bomb, or explosive device, or any combination of parts from which a destructive device may be readily assembled: bludgeon, sand club, metal knuckles, throwing star, switchblade knife; knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal force
- Replica firearm or bomb. Replica firearm or bomb means a realistic replica that because of appearance could be used to place a person in fear of bodily harm
- Any single bladed article that could cut or stab, or any article that is commonly used or is designed to inflict bodily harm
- Any article that is not per se a weapon which is used for the purpose of inflicting bodily harm upon a person or is used to cause a person to be placed in fear of bodily harm. Examples include, but are not limited to, belts, combs, pencils, pens, files, compasses, scissors, safety flares, starting pistols, or other devices not designed to be used as a weapon.

Students are prohibited from possessing or using laser pointers, lighters, or other potentially

dangerous items on school property or school sponsored events

Not included as weapons: antique firearms, which will be used for demonstration purposes or educational purposes. These must trigger locked and checked in with the administration and kept in a secure location until they are needed after which they will be returned to the secure location until removed from the school grounds.

Any employee or student possessing or carrying a weapon as defined above will be immediately suspended until a proper hearing can be arranged by the administration. Further suspension will be decided at the discretion of the administration. The proper authorities will be contacted and legal action may result for violation of this policy.

### **GLENBURN HIGH SCHOOL CODE OF ETHICS**

A successful school can survive only when students are willing to cooperate with teachers and fellow students. Obeying the rules of the school makes for a pleasant, fulfilling experience for all involved.

In order for all students to achieve their highest potential while in Glenburn School, it is vitally important that all students be a person of good character.

A person of good character. . .

- Is a good person, someone to look up to and admire
- Knows the difference between right and wrong and always tries to do what is right
- Sets a good example for everyone
- Makes the world a better place

A person of character lives according to the “Six Pillars of Character Counts!”

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

### **MILITARY AND INSTITUTIONS OF HIGHER EDUCATION**

Military divisions and institutions of higher education have the right to request names and addresses of students and their parents without the consent of the home. If a family would wish to be taken off that list, they may do so by submitting a written request to the school on a yearly basis.

### **STUDENT VEHICLES ON SCHOOL PROPERTY**

Use of school road and parking lots is a privilege extended to the students by the board. Each building principal shall establish rules related to the forms of student transportation permitted on school property, the parameters of the use, consequences for misuse, and traffic safety. At a minimum, students shall be expected to observe all driving, safety, and noise control ordinances and/or laws. The district will coordinate with the local police department in order to help ensure traffic safety coverage on and around school property.

#### **Searches of Vehicles**

When student vehicles are parked on school property, the school retains the authority to inspect the interior of the vehicle when a school official has reasonable suspicion that the vehicle contains illegal or unauthorized materials. Such inspections shall be conducted in accordance with the district’s policy on searches of students’ personal property.

### **STUDENT USE OF CELL PHONES OR ELECTRONIC DEVICES**

Students and staff must follow board policy FFI in regards to electronics use. Staff is allowed to ban cell phone use in their classrooms as seen fit. Locker rooms, lunchrooms, and bathrooms are cell phone free zones.

Students in violation of this policy will be subject to disciplinary procedures and confiscation of the electronic device. If a student’s cell phone or other device is confiscated, the building principal or superintendent may search the confiscated device in accordance with the districts searches of student’s property policy.

## **SUSPENSION AND EXPULSION REGULATIONS**

### **Suspension**

Suspension involves either in-school suspension or the dismissal of a student from school classes, buildings or grounds. Suspension shall not be more than a maximum duration allowed by law. The parent(s) of the student are to be notified promptly by the school principal that suspension has been issued. The authority to determine whether or not a student shall be suspended resets with the principal and can be exercised AFTER the students is given:

1. Oral or written notice of the charges against him/her
2. An explanation of the evident against him/her
3. An opportunity to present his/her side of the story

There need be no delay between the time notice is given and the conduct of the above procedure. In those cases where a student's presence poses a continuing danger to a persons or property or any ongoing threat of disrupting the educational process, the student may immediately be removed.

### **Expulsion**

Expulsion shall not be for more than the maximum duration permitted by law and the district shall follow the procedure for conducting an expulsion hearing contained in state law. If the student involved has a disability, see the exhibit on suspension and expulsion of students with disabilities.

Expulsion regulations are outlined in the Glenburn School Board Policy descriptor code: FFK-BR.

## **SENIOR PRIVILEGES**

The following privileges will be given to seniors who are in good academic and behavioral standing during their senior year. Privileges will begin the 4<sup>th</sup> quarter of the school year. These privileges may be revoked at any time.

- Seniors will be allowed to use the commons area during study hall time.
- Seniors will get to park in the lot directly south of the main entrance.
- Seniors will be allowed to go to the front of the lunch line.
- Seniors will get one "open campus day for lunch. They will be given the whole lunch period to eat and return to school.

## **DISCRIMINATION & HARRASSMENT GRIEVANCE PROCEDURE**

The following procedure is designed to resolve discrimination, harassment, and retaliation complaints by and against students, parents, and third parties, as described in board policy, in a prompt and equitable manner. Board policy requires all students and staff to fully cooperate when asked to participate in a discrimination, harassment, or retaliation investigation. The procedure for policy AAC-BR will be applied in any discrimination and harassment complaint. Please refer to this policy located on the district's webpage. If you need any assistance please contact: elementary principal: Layne Fluhrer, PO Box 138, Glenburn, ND 58740, 701-362-7426, Layne.Fluhrer@k12.nd.us, or high school principal Jim Swegarden, PO Box 138, Glenburn, ND 58740, 701-362-7426, Jim.Swegarden@k12.nd.us

Have a great school year!

# Student/Parent Handbook Acknowledgement Form

The 2020-2021 Glenburn School Student/Parent Handbook contains policies with regard to attendance, dress code, technology and cell phones, student conduct expectations and discipline management, grading/reporting/testing information and more.

## **PARENT AND STUDENT ACKNOWLEDGEMENT:**

I, the parent of \_\_\_\_\_ hereby confirm that I have access to or have received a copy of the 2020-2021 Glenburn Student/Parent Handbook, and further understand the responsibilities expected of Glenburn parents and students; the policies, procedures, rules, regulations, and practices as stated in this document; and, that all students will be held accountable for their behavior and may be subject to disciplinary actions listed in the handbook. By signing this document, I acknowledge that I have received, read, and agree with the contents listed in the 2020-2021 Glenburn School Student/Parent Handbook.

Student Printed Name: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

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

Disclaimer: Glenburn School reserves the right to make changes to this document at any given time. You will be notified if changes are made.