

WILLISTON HIGH SCHOOL
Student Handbook
2011-2012

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Name _____

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* The information listed in this handbook is subject to changes or additions at any time. *

WELCOME TO WILLISTON HIGH SCHOOL

The purpose of this handbook is to acquaint parents and students of Williston High School with the general rules of our school. No rule or regulation can cover every situation. The staff expects you, as students, to act like young ladies and young gentlemen. We hope to work together with cooperation and understanding to achieve the best possible education for our students. The members of our faculty are here to help and assist you in every way possible to make this year a pleasant and productive learning experience. They will appreciate your cooperation and understanding. Accept your responsibilities: attending school, being on time to all classes, completing your homework, asking for help if you don't understand something and bringing all required materials to class with you. Getting along with all adults and students is a successful transition from childhood to adulthood. Our country, state and community guarantees many rights and freedoms, but they expect and demand many responsibilities in order to guarantee those rights and freedoms. Welcome to Williston High School.

Williston Public School Dist. # 1 Mission

Williston Public School District # 1 creates a learning partnership of home, school, and community that promotes each individual's strengths and talents, life-long learning and personal excellence.

Williston Public School District # 1 Vision

Importing Potential, Exporting Excellence.

Williston High School Mission

To Promote the physical, mental and emotional well-being of each student.

BELL SCHEDULE

| | |
|----------|-------------|
| Period 1 | 8:00-8:53 |
| Period 2 | 8:57-9:50 |
| Period 3 | 9:54-10:47 |
| Homeroom | 10:51-10:56 |
| Period 4 | 10:56-11:49 |
| Lunch | 11:49-12:33 |
| Period 5 | 12:33-1:26 |
| Period 6 | 1:30-2:23 |
| Period 7 | 2:27-3:20 |

PEP ASSEMBLY SCHEDULE

| | |
|----------|-------------|
| Period 1 | 8:00-8:44 |
| Period 2 | 8:49-9:33 |
| Period 3 | 9:38-10:22 |
| Period 4 | 10:27-11:11 |
| Period 5 | 11:16-12:00 |
| Lunch | 12:00-12:44 |
| Period 6 | 12:44-1:28 |

All Students must be out of the building by 4:00

ATTENDANCE

The faculty 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. WHS considers consistent and timely attendance a major responsibility of both students & parents.

Parents:

It is your responsibility to let the school know when your child is not going to be in attendance. Your student(s) will be considered unexcused until we've received verification from you that they had your permission to be out of class. Please be advised that unexcused absences can have an impact on your student's grades as they may result in a zero on assignments, tests etc. So please do your part to ensure that your student(s) are receiving the grade they deserve by verifying their absences.

Attendance:

Please familiarize yourselves with our 8/16 policy (listed below). Attendance information is available to you on PowerSchool, we are requesting that you consult PowerSchool frequently to stay up-to-date with your child's attendance. The WHS Attendance Office is no longer assuming responsibility for calling parents regarding all unexcused absences but will try to consult you when we notice patterns developing or suspect that a student is skipping class.

All Freshmen, Sophomores and Juniors who are placed in a Study Hall must attend that class.

8/16 Policy: A student must not be absent from a class more than 8 times for a semester course or 16 times for a full year course. As a matter of procedure, the Attendance Office will notify parents by letter whenever a student has accumulated 5 or more non-school related absences in a class. From then on, it is the student's responsibility to monitor his/her attendance to avoid credit loss. Upon a student's 9th absence in a semester course or 17th absence in a full-year course, (excluding absences due to school activities, medical absences supported by a physician's written verification of specific illness, and in-school suspension), the assistant principal will send the parent/guardian written notice of credit loss.

Class Admits: All absences must be cleared through the office by a phone call or personal contact from the parent or guardian. This is necessary to be admitted to school and class after an absence. Absences that have not been verified by a parent are considered unexcused and may result in your student receiving detention and a zero on his/her assignments, tests etc.

Extenuating Circumstances: Extenuating circumstances will be determined by the administrative office. Students may receive homebound tutor services, prior to, at the time of, but no later than one week following, the absence.

**EXTENUATING ABSENCES WILL BE MARKED AS EXTENUATING AND WILL NOT COUNT AGAINST THE 8/16 POLICY BUT WILL COUNT AGAINST THE TESTING POLICY.*

Medical Absences: An extended absence due to surgery or serious illness - medical excuse required. A doctor's excuse for absences of one or more consecutive days from school will be accepted by administration but must be received within one week after the student returns to school.

**ALL MEDICAL EXCUSES ARE ACCEPTED AT THE DISCRETION OF ADMINISTRATION.*

Extended Illness: Students who have a medical recommendation to remain home for an extended period of time (3-5 days) should contact one of our counselors to have an attendance modification plan put into place.

Counselors contact information:

WHS Phone # 572-0967, dial 8 when you get the automated attendant, then the Extension number as follows:

Senior Counselor -- Ann Koperski -- Extension # 253

Junior & Sophomore Counselor - Tara Geltel - Extension # 254

Freshman Counselor - Brent Lysne - Extension # 265

Family Emergency: Such as the death of a family member *will not count against the 8/16 or testing policy* at the discretion of Administrators. We are asking that a bulletin from the funeral service be shown at the attendance office upon the student's return to school.

Good Attendance Reward Policy: Except for the one required final exam, any student who does not miss more than 4 class periods in a full year subject or 2 class periods in a semester subject **and maintains an overall grade of C or higher** will be exempt from the final test in that subject. **Students will have the option of taking a final to improve their grade if they are exempted due to this policy. In this situation, the test will only be figured into the final grade if it will improve the student's overall percentage.**

All Absences count against the reward policy except school-related activities. Students who miss more than 25 minutes of a class will be counted absent.

Seniors will be allowed one college exploration day. Advanced makeup slips need to be picked up from the attendance office upon approval from administration. Students MUST complete all work, get the teacher's signatures, and return the make-up slip to the office **BEFORE** being allowed to go on their college exploration day. Failure to comply will result in missed days counting towards the attendance and testing policies. This day must be used before April 30 to explore a college or to prepare for entering into the military. Students must get a signed business card from the college or branch of the military in the city they are visiting. This card must be given to the attendance secretary upon return from the visit. Seniors who need additional days must submit a request two weeks prior to leaving to the principal for extended travel outside the region. **Any additional days will count towards testing.**

Senior Pictures: Absences will count against 8/16 and testing policy.

Military Inductees: Absences will not count against the 8/16 or testing policy.

School Sponsored Events - Students attending school sponsored events as **participants** are not marked absent in the official school attendance register. This policy only applies when Williston High School is involved in the activity. If WHS is not competing in the NDHSAA sponsored event, it does count against your 8/16 policy and required semester testing. **However, they must get an advance make-up slip, complete all work, get the teachers' signatures, and return the make-up slip to the office before being allowed to participate.** Failure to comply will result in days counting against 8/16 and testing policy. Students who travel to extra curricular events must be in school the entire next day. Students who fail to attend morning classes will be unexcused. Students attending school sponsored events as **spectators** must be passing **4 out of 5** classes in order to not be marked absent in the official school attendance register and **must also get an advanced make-up slip and complete all work before they are allowed to leave.** All students must check in with the school event representative during the event to have attendance marked. This includes events such as; but not limited to, State and WDA Tournaments.

Leaving School During School Day - Dental, Doctor, Court Visits: Students are urged to make appointments for times outside the school day. When this is not possible, appointments should be made during their study hall period. Either a parent phone call or appointment verification is needed at the time a pass is issued to leave the building. A student must have parental permission by a phone call to leave the building anytime between 8:00 a.m. and 3:20 p.m. He/she must check out, and in, at the office before leaving, and upon returning.

Failure to check out may result in detention or out of school suspension being assigned. Medical appointments do count against the 8/16 and testing days.

Tardy Policy: Students are expected to be on time and prepared for school. If no call has been received from the parent prior to the student's arrival to school, students are to report directly to their class. If the office receives a phone call from the parent no later than 24 hours after the incident, the tardy may be excused at the principal's discretion. In the event the tardy is unexcused, the student will be assigned ½ hour of detention. Students who miss more than 25 minutes of a class will be counted absent.

Tardies 1 & 2 - Teacher talks with student about tardies and documents in Powerschool.

Tardy 3 - Brief meeting between teacher and student after school. Teacher documents in Powerschool.

Tardy 4 - One hour detention assigned by teacher. Document in Powerschool.

Tardy 5 - In Choices room for that hour. Parent contact by Assistant Principal. Written contract by student to be signed by student, teacher, parent or guardian, and Assistant Principal.

Tardy 6 - Full day in Choices room. Parent conference with Assistant Principal.

Tardy 7 - Conference with Assistant Principal, parent or guardian, and student to determine future in class. Possible drop "F" from program or alternative setting.

DISCIPLINARY PROCEDURES

Detention: Unexcused absences, misconduct, tardies, etc., may result in serving time in detention or suspension. Detention time is spent after the regular school day. In the assigned detention room.

Cheating/Plagiarism Policy: Cheating is defined as "using any form of improper aids in completing a teacher's assigned school work and/or tests." These improper aids are defined as, but not limited to:

- Copying papers or homework assignments that belong to another student and turning them in as student's own work or giving or loaning assigned work to another student for the purpose of unauthorized copying.
- Giving or receiving verbal or written aids during a test, or disclosing or receiving information as to the content of a test to any other student who has not yet taken the test.
- Asking other individuals to complete your work for a credit in a class.
- Using any handheld, electronic device to search for answers.

Consequences for cheating can range from a zero for that assignment, to signing a cheating contract and receiving a drop "F" in that class for multiple offenses.

SUSPENSIONS: Williston High School operates under two types of suspensions:

1. An *in-school suspension* (choices room) will require the student to be in school during class, doing schoolwork, but not attending regular classes.
2. An *out-of-school suspension* will be given if the violation is deemed severe by the administrator. In some cases students may attend work-related restitution in lieu of suspension as in Community Service.

NOTE: *Out of school suspension means that the student is not to be on school property, or at any school activities, during the suspension.*

The authority to determine whether or not a student shall be suspended for a period not to exceed five days rests with the building principal and can be exercised after the student and parents are given:

- Oral or written notice of the charges against him/her;
- An explanation of the evidence against him/her;
- An opportunity to present his/her side of the story.

The suspension of special education students shall follow guidelines of school board policy relating to the Individuals with Disabilities Education Act (IDEA).

CITATION FOR WILLFUL DISTURBANCE

Building principals may cite students for willful disturbance of schools under *North Dakota Century Code 15-49-08*.

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

CITATION FOR DISORDERLY CONDUCT

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

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

- Engages in fighting, or in violent, tumultuous, or threatening behavior
- Makes unreasonable noise
- In a public place, uses abusive or obscene language, or makes obscene gestures
- Obstructs, vehicular or pedestrian traffic, or the use of a public facility
- Persistently follows a person in or about a public place or places
- Creates a hazardous, physically offensive, or seriously alarming condition by any act that serves no legitimate purpose
- Engages in harassing conduct by means of intrusive or unwanted acts, words, or gestures that are intended to adversely affect the safety, security or privacy of another person.

INSUBORDINATION, DISRESPECT, AND FIGHTING - Insubordination means disobeying teachers or staff members; not following instructions in regard to conduct; or in any way by actions or words, showing a defiant attitude. Disrespect is being offensive and rude in behavior or language. Fighting will not be tolerated.

VANDALISM - Destruction of school property or theft against school, teachers, or students may result in suspension, and the proper authorities may become involved.

ASSAULT - Parent(s)/guardian(s) will be notified if their child assaults a school employee, student, or other person while in the care of the school, or in the course of a school-related activity. Proper law enforcement authorities will be contacted.

WEAPONS POLICY

The Williston School Board determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district. No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school sponsored activity. Such weapons include, but are not limited to any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles pepper spray/mace, or any object that can reasonably be considered a weapon or dangerous instrument. Violation of this policy will require those proceedings for the suspension and/or expulsion of the student involved be initiated immediately by the principal. The Williston Police Department shall be informed of any weapons incident. Further referrals may be initiated by the schools, juvenile officers, and/or Police Department. Guns and other weapons to be brought into the school for an exhibit must have prior approval from the building principal and must be brought to the office prior to use in the exhibit, display, or demonstration.

FIRE ALARMS

Fire alarms and fire extinguishers are provided as safety devices for those people in the building. Falsely setting off fire alarms and discharging fire extinguishers is against the law. The proper authorities will be notified if a student is reported to be involved in either activity.

SEXUAL HARASSMENT

Any person who believes he or she has been the victim of sexual harassment by any employee or student of the school district or any third person with knowledge or belief of conduct which may constitute sexual harassment, should report the alleged acts immediately to the appropriate school district official designated by Policy AAC. If the official designated is the person alleged to have sexually harassed another, the complaint may be made to any other administrator or directly to the board president. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments, or grades. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when this conduct has occurred. A substantiated charge against a school district staff member will subject that member to disciplinary action, which may include discharge. A substantiated charge against a student in the school district will subject that student to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies.

DRUGS, ALCOHOL, TOBACCO

All students are subject to Article XIV, Section XII of the NDHSAA concerning drugs, tobacco and alcohol. *The use or possession of tobacco, alcohol, paraphernalia, or any controlled substance as defined by North Dakota law is prohibited. Any extracurricular participant who is in violation of the foregoing shall be suspended from participation in interscholastic contests or activities for a minimum period of six consecutive weeks for the first offense and a period of eighteen consecutive school weeks for any subsequent offense.* Students will also be subject to district policy concerning drugs, tobacco and alcohol. Any student found in possession of drugs, tobacco or alcohol will be turned over to the police department.

DRESS (At school or school sponsored events such as football, basketball etc...) - Students are expected to have appropriate appearance at all times. Inappropriate appearance includes, but is not limited to, the following:

- Excessively torn or tattered clothing.
- Clothing which is in poor taste, too revealing (this includes shirt, shorts, and skirt length), clothing containing obscene words or pictures.
- Clothing that promotes alcohol, tobacco, bars, or firearms.
- Hooters, Playboy bunny or similar items of a sexual nature.
- Spaghetti straps, tank tops, shirts that expose the midriff or décolletage.
- Colored hair or body piercing that draws attention from the learning process.
- Chains hanging from clothing
- No sheer or gauze fabrics
- Boys sleeveless shirts
- Dressing in any manner to draw offense from others, and/or detract from the educational process.

Violation of the dress code will result in these actions:

1st offense: Student sent to administrative office and problem is corrected.

2nd offense: Student removed from school and put into in-school suspension.

3rd offense: Suspension from school for three days.

HATS - Wearing of hats, caps, stocking caps or hoods by either girls or boys will not be allowed. Common courtesy dictates the removal of hats, upon entering the building, as a sign of respect.

Violation of the hat policy will result in these actions:

1st offense: Surrender cap/hat to adult requesting the cap/hat. It will be given to administration and given back at the end of the day.

2nd offense: Surrender cap/hat to adult requesting the cap/hat. It will be given to administration and parent will need to stop by and it will be returned.

3rd offense: Cap/hat will be confiscated for the remainder of the school year. Each subsequent violation will result in an additional cap/hat being taken for the remainder of the year.

ACCEPTABLE USE POLICY FOR NETWORKS

The Williston Public School District #1 Network allows users access to a wide range of information sources locally through the Local Area Network (LAN) and worldwide through the Wide Area Network (WAN) also known as the Internet. Our goal in providing this service is to promote educational excellence in our schools by facilitating resource sharing, innovation, and communications.

The Internet allows access to computers all over the world. Some systems may contain inappropriate material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal. In compliance with Children's Internet Protection Act (CIPA), filtering software has been installed by the Internet Service Provider to restrict access to Internet sites containing material harmful to minors; however, no software can be effective 100% of the time. A user who accidentally connects to an inappropriate site must immediately disconnect from the site and notify a teacher or supervisor. If a user sees another user accessing inappropriate sites, he or she should notify a teacher or supervisor immediately. WPSD does not have control over the content of information residing on the Internet and will not be held accountable for the content. Students who knowingly bring such materials into the school environment will be dealt with according to the disciplinary policies of the individual school building and WPSD. Access to the network will also be terminated.

(continued)

Acceptable Use:

- The Networks are to be used for educational or research purposes only.
- Users must comply with the rules of Edutech's Acceptable Use Policy (AUP). Use of other organization's networks or resources must comply with the rules appropriate for that network.
- Users will respect the time limit if one is given. Do not monopolize the system.
- Users are responsible for their individual account(s) and should take all reasonable precautions to prevent others from being able to use their account(s).

Unacceptable Use:

- Do not use the Networks for commercial, social, or political activities.
- Do not violate school policies or local, state, or federal statutes.
- Do not violate copyright, or otherwise use another person's intellectual property without prior approval or proper citation.
- Do not reveal personal information about yourself or others including name, address, telephone number, social security number, charge card numbers, etc.
- Do not post or use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Do not post information that could cause damage, danger, disruption, or engage in personal attacks, including prejudicial or discriminatory attacks.
- Do not harass another person, or knowingly or recklessly post false or defamatory information about a person or organization.
- Do not use any Internet or other communication device to intimidate, bully, harass, or embarrass other students or staff members.
- No online chatting or gaming allowed unless there is direct teacher supervision and it is for school related activities. Examples include IRC, ICQ, etc.
- Do not open email attachments unless there is direct teacher supervision and it is for school related activities.
- Do not use the Network to create/change/upload Web pages located on free Web hosting sites. Web page creation is allowed if it is for a specific school related activity and has direct teacher supervision.
- Do not deliberately attempt to degrade system performance or capabilities of any computer or system connected through the LAN or WAN.
- Do not interfere with others in their use and enjoyment of the network.
- Do not send chain letters.
- Do not vandalize, damage, or disable the property of another person or organization. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any of the networks on the LAN or WAN. This includes, but is not limited to, the uploading or creation of computer viruses.
- Do not access or attempt to access another person's or organization's private materials, information, or files.
- Do not access, upload, download, or distribute defamatory, abusive, obscene, profane, threatening, racially offensive, immoral, pornographic, sexually explicit, or illegal material.
- Do not use non-Sendit email accounts to send and/or receive email messages.
- Students are not permitted to download or upload any software without prior permission from a staff member.
- Students are not permitted to enter Usenet discussion groups without prior permission from a staff member.

LAN Use:

- Users must be prepared to identify themselves with valid student ID at any time.
- Users will check their network directory frequently and delete unneeded files and documents.
- Do not deface or damage the equipment or facility.
- No food or beverages allowed around the computer equipment.
- No software, CDs, or other computer related items may be installed, inserted, or attached to a WPSD computer without permission.

(continued)

LAN Use: (Cont)

- Do not use, access, or attempt to access another user's account or files (even if you have permission from the user).
- Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.
- Do not copy, disclose, or transfer any of the computer software provided by WPSD.

Security:

- If a user identifies a security problem, he/she will notify the technology coordinator.
- Do not show or identify a security problem to other users.
- Do not reveal your account password or allow another person to use your account(s).
- Do not use another individual's account(s).
- Do not send/receive a message with someone else's name on it.
- Attempts to log on as another user will result in cancellation of privileges.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
- Users must notify the technology coordinator of any change in account information.
- Users may occasionally be required to update registration, password, and account information.
- Users will be held financially responsible for any damages from misuse of WPSD's Network or any network connected to it.

Penalties:

- Access to the network is a privilege, not a right.
- Students home and personal Internet use can have an impact on the school and on other students. If a student's personal Internet expression--such as a threatening message to another student or a violent Web site--creates a likelihood of material disruption of the school's operation, he or she may face school discipline and criminal penalties.
- Any user violating the provisions of this agreement, posted classroom rules, or district rules is subject to suspension or cancellation of network privileges.
- WPSD reserves the right to deny, revoke, or suspend specific user's access to the Network and implement other district disciplinary options, including suspension, limitation, denial of future access, criminal prosecution, and monetary reimbursement.
- School and district administrators will make final determination as to what constitutes unacceptable use and their decision is FINAL.
- The system administrators may close an account at any time as required for administrative or technical reasons.

WPSD makes no warranties of any kind, whether expressed or implied, for the service it is providing and will not be held responsible for any damages a user may suffer. This includes loss of data, service interruptions, or damage to materials. WPSD will not be held responsible for the accuracy or quality of information obtained through a connection to the LAN or WAN. WPSD assumes no liability for the use or misuse of any information received or obtained via the network or the Internet. The user assumes all risk of such use or misuse.

WPSD reserves the right to change the Terms and Conditions of this policy at any time without written notice.

End of Williston Policy FHCN.....Adopted: 8/17/04

EMERGENCY PROCEDURES

Procedures for emergencies are posted in all classrooms.

Fire - City and school district regulations require that a fire drill be held periodically during the school year. When the alarm sounds all pupils, teachers, staff and guests MUST leave the building by the nearest exit.

Bomb Threat - In the event of a bomb threat, students will vacate the school building. No one will be permitted to return to the building. Any time missed for a bomb threat will be made up on scheduled vacation days or at the end of the year or as directed by the administration. Any student or students who participate in a bomb threat will be subject to suspension or expulsion. ***To turn in a false alarm is a criminal offense and will be reported to the police department.***

INCLEMENT WEATHER

At times we may encounter bad weather, extreme cold or blizzard conditions. As soon as possible, notification of cancellation or late start of classes will be broadcast over the radio and TV stations, KUMV-TV, KXMD-TV, KEYZ, and KDSR.

Tornado - When an announcement is made that a tornado is in the vicinity, teachers, staff, and students should move to assigned locations on the lower floor, away from glass.

COUNSELING AND GUIDANCE - The counselors help students with academic problems, personal problems, selection of courses of study for each year, selections of college-technical school and other post-high school plans, and testing and interpreting test results. The Guidance Office is open from 8:00 am to 3:45 pm daily. Students may visit with counselors before and after school or during study halls. Tutoring services are also available through the counselors' office.

Counselors contact information:

WHS Phone # 572-0967, dial 8 when you get the automated attendant, then the Extension number as follows:

Senior Counselor -- Ann Koperski -- Extension # 253

Junior & Sophomore Counselor - Tara Geltel - Extension # 254

Freshman Counselor - Brent Lysne - Extension # 265

HOME AND HOSPITAL TUTORING - Any student with a health or physical impairment which will cause an extended absence from school is eligible to receive home and/or hospital tutoring. The health or physical impairment must be verified by a written statement from a licensed physician. In conjunction with the physician, school personnel will determine if the student can educationally benefit from such a program. Parents should contact their child's guidance counselor for a medical certification form and have it completed by their physician.

SPECIAL EDUCATION PROGRAMS AND SERVICES - WHS provides comprehensive programs and services for handicapped students with the following exceptional characteristics:

- Auditory, visual, physical, or health impairments.
- Speech and/or language impairments
- Deficits in the essential learning or perception, conceptualization, memory attention, and/or motor control.
- Deficits in intellectual development and mental capacity.
- Affective disorders and/or adaptive behavior which restrict effective functioning.

**WILLISTON PUBLIC SCHOOL DISTRICT #1
EXTRA CURRICULAR PARTICIPATION/ATTENDANCE POLICY
THIS POLICY IS IN FORCE TWELVE MONTHS PER YEAR**

The use or possession of tobacco, alcohol, non-prescription anabolic steroids, inhalants or any controlled substance as defined by North Dakota Law is prohibited. Any extra curricular participant/attendee who is in violation of the foregoing shall be suspended from participation in or at interscholastic contests or activities for a minimum period of six weeks for the first offense and a period of eighteen weeks for any subsequent offenses. Any student who is in violation of the code of conduct shall be suspended from participation in, or attendance at interscholastic contests or activities for a period of time up to six weeks for the first offense, and up to eighteen weeks for any subsequent offenses, at the sole discretion of the Principal. This policy is in effect for the entire school year (*and summer*).

I. Administration of Rule:

Definition of School Year: A school year ends on the last day of the school year. A new year shall begin on the first day of fall activities.

1. It is the responsibility of the student and/or parent to immediately notify the school (Activity Director, Principal or Assistant Principal) in writing via United States Postal Service or similar parcel or mailing agency, of the violation of the aforementioned rule(s). Upon the day of receipt of this officially mailed and receipted letter of the violation, the period of suspension from activities will begin (6 or 18 weeks). In the event that the violation occurs during the summer non-school months, any penalty assessed will begin on the first day of school for students, unless the violator is an active participant in a fall activity, upon which time the suspension shall begin on the first day of practice. Should the violation occur near the end of the school year, and the suspension cannot be served in total prior to the end of the current school year, the remainder of the suspension must be served at the start of the first day of official attendance of students in the next school year, unless the violator is an active participant in a fall activity, upon which time the suspension shall begin on the first day of practice for the fall sport.
2. In the event that a possible violation is reported to school authorities by a representative of law enforcement or a school coach and the student/parents have not apprised the school authorities by written correspondence of the violation, the following procedure will be utilized.
3. The student and their parent will be sent a written notification of the alleged violation. The notice will contain the allegations, the potential punishment, as well as an outline of the procedure to be utilized in the event the student denies the violation.
4. The student and parents will be required to attend any meeting regarding allegations of violation of the code of conduct, or NDHSAA policy. Failure to attend may be deemed an admission that a violation did occur.
5. If student admits the violation, the Activity Director, Principal, or assistant principal will immediately institute the required penalty. The principal shall immediately notify the parents in writing of the official action. The suspension begins as of the date of the admission.

6. If the student does not admit guilt, the school shall set a hearing time, place and date to include:
 - a. The Accuser
 - b. Student
 - c. Parents
 - d. Other representatives the student wants present
 - e. Activities Director
 - f. One of the student's coaches/activity instructors
 - g. Principal
 - h. Assistant Principal (Administrative team=EFGH)

No public activity participation or attendance at a school activity will be permitted until the guilt or innocence is determined by the hearing or by the courts if that course of action is requested by the student/parent (NDHSAA Rule, Article 13, Section 12.)

7. The Activity Director, with the advice and recommendation of the Principal, Assistant Principal, and Coach/Activities Instructor, will determine whether the student committed the alleged violation.
8. The Principal or Activity Director will inform the student and parents of the decision within three school days of the hearing. If the decision is that a violation has occurred, the suspension will begin as of this date of the notice to that effect, mailed to the parents and student.
9. During the six/eighteen week suspension the individual will not travel with any activity or team nor be present or on the bench or sideline during any contest.

II. Extra Curricular Eligibility:

1. Suspensions are six weeks long for the first violation and eighteen weeks for each subsequent violation. All students who are under suspension will not be allowed presence at any school activities which are held after normal school hours or days.
2. Academically, a student must be passing at least four high school subjects with a credit value of one-half unit per semester. Grades will be checked by the Activities Director's Office every 4½ weeks, at the middle and at the end of each nine weeks. If a student is failing, their grades will be checked every week until they achieve a passing grade. They will not be allowed participation until they have passing grades. If the student is failing at semester, they will not be allowed to participate in any activities for a minimum of four (4) weeks.
3. Student spectators wanting to attend an event out of town will have to meet the same qualifications as extracurricular participants; if said student spectator does not comply with these stipulations and does go to an event(s), those school days missed will count against the student test days and attendance.
4. A middle school student must also be passing 75% of his or her classes in order to be eligible to participate in middle school activities. Middle school students participating in high school activities must be passing all classes.

5. Students who are academically ineligible will not be allowed to dress, participate, be part of the bench, nor will they be allowed at, or to travel to away events during their time of ineligibility.

III. Alcohol, Illicit Drug, and Smoking Rehabilitation:

(This policy is accumulative over the entire school year.)

1. For an alcohol or drug offense, attendance at a school-approved drug awareness class is required. For smoking or chewing tobacco, attendance at a school-approved smoking cessation program is required. Rehabilitation/attendance at a licensed addiction center program and successful completion of the same will substitute as the requirement to attend the drug awareness or smoking cessation class before re-entry into any school activity (as long as the 6/18 suspension period has been served).

IV. Code of Conduct:

1. All extra curricular activities participants or attendees will be covered by a Code of Conduct.
2. Any student involved in theft, assault, significant classroom conduct/disruption or damage to school property or is referred to juvenile or adult authorities for theft, assault, significant classroom conduct/disruption or damage to property shall be subject to up to a six or eighteen week suspension at the sole discretion of the Principal.
3. In addition, all student participants or attendees of an activity will adhere to the "Code of Conduct and Sportsmanship". The code will be clearly printed in each student handbook and failure to adhere to the expectations of the code will result in up to a six or eighteen week suspension from attendance or participation in extra-curricular activities, or those held beyond normal daily school hours at the sole discretion of the Principal.

V. High School Graduation:

1. In the event that the student reaches his or her third strike in their senior year prior to high school graduation, AND they are able to maintain appropriate behavior as per this policy for the remainder of their school career, AND are not subject to any of the aforementioned violations for the last six weeks of their high school career, they will be allowed to participate in the graduation ceremonies.
2. In the event that a senior is in violation of the code of conduct six weeks before graduation, the senior and their parents may request a meeting with the Principal or Designee to consider restitution. The restitution would be mutually agreed upon by both parties and completed in a timely manner. Once the restitution has been fully completed to the satisfaction of both parties, the senior in violation of the code of conduct may have the opportunity to participate in the graduation exercise.

As part of the activities policy, each participant is required to sit out a minimum number of events if found to be in violation of the alcohol/tobacco/drug or code of conduct portion of this policy.

Student Fan Behavior - Any WHS student attending an extra curricular event and acting in an inappropriate manner will be subject to disciplinary action. Disciplinary action may include, but is not necessarily restricted to:

- 1st offense* - being suspended from attending extra curricular events for six-weeks.
- 2nd offense* - being suspended from attending extra curricular events for eighteen-weeks.
- 3rd offense* - being suspended from attending extra curricular events for the remainder of the academic year. Other consequences may include suspension and expulsion.

**Any student who violates the code of conduct or drug/alcohol laws will be subject to the same consequences as students who participate in extra curricular activities. This includes suspension from school-sponsored events such as prom, graduation ceremonies, etc.*

Breathalyzers – The use of alcohol is prohibited at all WHS sponsored events. To ensure safe and appropriate fan behavior breathalyzers will be used to randomly check students. The use of breathalyzers will also be used during the school day in the event that an administrator has reasonable suspicion a student has been using alcohol. Refusal to take breathalyzer by student may result in Code of Conduct violation.

N.D.H.S.A.A. CHEMICAL RULE:

"The use or possession of tobacco, alcohol, non-prescription anabolic steroids, inhalants or any controlled substance as defined by North Dakota Law is prohibited. Any extra-curricular participant who is in violation of the foregoing shall be suspended from participation in interscholastic contests or activities for a minimum period of six consecutive school weeks from the first offense and a period of eighteen consecutive school weeks for any subsequent offense."

A hearing with the student (*parents may be present*) will be conducted. Student rights and due process will be explained with all options available to them discussed. If found guilty of the reported infraction, a 6 or 18 week suspension will be implemented. During the suspension no travel with the team nor presence on the sideline or bench will be permitted. Should the student not be involved in an extra curricular activity at the time of the infraction, they will be required to sit out a specific number of events as stated in the policy.

The possession or use of alcoholic beverages, tobacco, or drugs on the school premises is prohibited. The use, or suspected use, of alcohol or drugs will result in a suspension/expulsion, and other action as prescribed by school officials. School policy states that a student in violation of drugs and alcohol must undergo a chemical dependency evaluation at NWHSC, Mercy Hospital, or recognized addiction-counseling service. The cost of the evaluation is the student's responsibility. Arrangements must be made prior to being readmitted to class.

ACTIVITIES & ATHLETICS:

ATHLETIC ACTIVITY FEES - A \$55.00 fee will be charged for participation in athletic activities. This fee will be assessed for *each* sport season and is due *before* a student will be allowed to participate in regular competition. Exceptions are: Hockey, Boy's Swimming, and Baseball. These activities are supported by the Williston Basin Hockey Club, Williston Sea Lions, and Williston Boys Baseball Committee and the fees for participation in those programs are set by those agencies.

PHYSICALS & CODE OF CONDUCT - Beginning on June 1st, 2010; all athletes are required to have a *yearly* sports physical *before* participating in sports. Physicals and a current Code of Conduct **MUST** be turned in before students can begin practice and Physicals need to be dated April 15th or after to be used for the current school year.

In cooperation with Williston Parks and Rec, a co-ed intramural program in volleyball and basketball is available to all students. A \$20.00 fee is charged.

| ATHLETICS: | | OTHER ACTIVITIES: | |
|-------------------|---------------------|--------------------------|------------|
| Football | Wrestling | Fine Arts Club | Close-Up |
| Boys Basketball | Boys Track | Science Club | FBLA |
| Girls Track | Boys Tennis | Student Council | FFA |
| Girls Tennis | Girls Basketball | International Club | SADD |
| Baseball | Girls Cross Country | Yearbook | Speech |
| Cheerleading | Boys Cross Country | Skills USA/VICA | Drama |
| Girls Golf | Girls Swimming | Science Olympiad | FCCLA |
| Boys Swimming | Girls Volleyball | Chess Club | Leo's Club |
| Boys Hockey | Girls Hockey | National Honor Society | |
| Boys Golf | | | |

National Honor Society Guidelines

The National Honor Society is a leader among organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership and service.

Who is eligible for selection into the National Honor Society? Juniors and Seniors who have a GPA of 3.5 or higher will receive a packet which they will complete to provide information to be used by the Faculty Selection Committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council. This is not an election, nor is membership automatically conveyed simply because a student has achieved the specified GPA.

PLEASE NOTE: Membership in NJHS at WMS does not automatically insure membership at Williston High School.

Selection is based on scholarship, leadership, service and character. Selection process and induction will be in the fall semester of an eligible student's junior and senior year. Further information can be secured from the NHS advisor.

**N.D. HIGH SCHOOL ACTIVITIES ASSOCIATION RULES ON
ACADEMIC ELIGIBILITY REQUIREMENTS FOR ACTIVITY
PARTICIPATION:**

Any student who represents WHS in an extra-curricular activity or interscholastic contest, must maintain a passing grade (considered to be a letter grade of D or higher) in at least four high school subjects with a credit value of one half unit per semester. Grades must always be computed from the beginning of the semester. Academic eligibility will be checked at the end of each nine-week grading period. Ineligible students will have their academic standing checked weekly and will become eligible when passing 4 classes.

A seventh or eighth grade student must be passing all of his/her classes in order to be eligible to participate in extra curricular activities at the high school level.

A student shall be doing passing work in at least four classes at the end of each semester to be considered eligible to participate. Students who are not passing four classes will be ineligible for a minimum of four weeks. To become eligible after the four-week academic suspension, a student must have passing grades, computed from the opening of the semester, in four classes. Students who are determined ineligible after the four week suspension will have their academic eligibility checked on a weekly basis, and will become eligible to participate after having passing grades in four classes.

Students who are academically ineligible will not be allowed to “dress” and be part of the bench, nor will they be allowed to travel to away events during their time of ineligibility.

POLICIES

NONDISCRIMINATION POLICY: The Williston Public School District # 1 supports the provisions of Title IX of the Educational amendments Act of 1972, Title VI of the Civil Rights Act of 1963 and Section 504 of the Rehabilitation Act of 1973 which commit all schools to the elimination of discrimination on the basis of race, color, national origin, sex and handicap to those programs and activities offered to its students. It is the expressed intent of Williston Public School District # 1 to provide equal opportunity for all students, free from limitations of race, color, national origin, sex and handicap. This concept of equal educational opportunity will serve as a guide to the governing board, the administration and staff in making decisions relating to the employment of personnel, school facilities, curriculum, activities and regulations affecting students and employees. Anyone who feels they have been discriminated against may obtain a grievance form in the Superintendent's office.

Contact person - Cory Hanson at 572-7131 at Williston Public Schools.

EQUAL ACCESS POLICY: Every pupil of the Williston Public School District will have equal opportunities regardless of race, color, creed, sex, national origin or handicapping conditions.

NONDISCRIMINATION - All students are offered access to all school district programs, clubs and activities within the limits of their capabilities and legal constraints. The school district will fulfill all requirements of the Title IX and Section 504 extending equal opportunity to all students and employees. Questions regarding program access should be directed to the building principal.

**US Department of Education
Office for Civil Rights – Chicago Office
500 W. Madison Street Suite 1475
Chicago, IL 60661
Phone # 312-730-1560
Fax # 312-730-1576
TDD # 312-730-1609
E-mail OCR.Chicago@ed.gov**

FERPA - The purpose of this notice is to provide you with info regarding your rights under the Family Educational Rights and Privacy Act (FERPA).

Parents of Williston Public Schools students, or students who are at least 18 years old, who wish review any or all the school records pertaining to their child should contact their building principal for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records for the cost of copying. For more information check the website, www.williston.k12.nd.us.

ASBESTOS - In an ongoing effort to improve the environmental needs of the students of the Williston Public Schools and adhere to governmental mandates, the Williston School District #1 is meeting the requirements of the Asbestos laws (ASHERA, October 1986 - ASHARA, February, 1994), radon, lead in the water and the Clean Air Act of 1991. All records of above activities are updated every six months and on file in the District Office. If you wish to review them contact the Superintendent of Williston Public School Dist. # 1 at 572-1580.

Accommodation Plans

Disability Defined under Section 504 - Section 504 of the Rehabilitation Act of 1973 protects students from discrimination based upon their disability status. A student qualifies as disabled under the definition of Section 504 if he or she:

- Has a mental or physical impairment, a record of impairment, or is regarded as having such an impairment; and
- Is substantially limited in his or her major life activities that include abilities such as (but not limited to) self care, breathing, walking, seeing, performing schoolwork, speaking, and learning.

The student must also demonstrate a need for special services in school. This is typically determined through formal assessment, review of educational records, formal observations, medical data, adaptive behavior measures, and parent and teacher reports.

ACCIDENTS AND INJURIES - All accidents and injuries should be reported immediately to an administrator and then to the district office. However, it should be noted that WHS no longer participates in the NDHSAA Benefit Fund, or carries any medical insurance, so no compensation will be forthcoming.

ALLERGIES - Parents are asked to notify the school of the child's allergies prior to the beginning of the school year or as soon as the child is diagnosed. Parents are required to provide written medical documentation of the allergies each school year. A meeting will be held with the school team to write a long term health care plan which will outline the procedures the school will take to keep children as safe as possible in the school setting.

No peanuts or foods containing peanuts or fish will be served in K-8 buildings. Students will be allowed to bring peanut products into the school building.

The school website will have school menus posted to assist parents in selecting safe food for their child to eat.

INSURANCE - Williston Public School District #1 does not have any special accident insurance coverage for students. It is suggested that each family/student contact their personal insurance agent/broker to determine their individual needs for accident insurance coverage.

LAW ENFORCEMENT AGENCIES - It is the policy of District # 1 that reasonable cooperative effort be maintained between the school administration and law enforcement agencies. The sole purpose is to create a safe educational environment. Law enforcement officials may be summoned to conduct an investigation of alleged criminal conduct when necessary to prevent injury to persons or property. The drug dog will be periodically brought onto the school premises to check lockers, etc. (The School District's administrators shall at all times act in a manner that protects and guarantees the rights of students and parents.)

GENERAL INFORMATION

COMMUNICATION WITH THE SCHOOL - In order to meet the needs of our students as fully as possible, it is essential that the home and the school make every effort to communicate openly and frequently. At the school, we shall endeavor to meet this need through our reporting procedures and formal parent-teacher communication. It is of equal importance that parents keep teachers informed of any developments which might influence the student's performance at school. If, as parents, you are uncertain of anything, please do not hesitate to contact us by telephone.

Parents are often reluctant to call the school with information or questions. Please, be assured that we welcome your involvement and that, frequently, the information shared enables us to better meet the needs of the student.

Alert Now is Williston Public School District's rapid notification service. Alert Now provides all parents the opportunity to receive school news quickly and effectively via voice calls, email messages or SMS messages.

Alert Now messages will be sent to notify parents of school closings and parent meetings.

FEES - A copy of all class fees will be mailed to parents in the fall and again after 2nd semester starts. During the school year students will accrue fees for added classes, athletics, lost/damaged materials. Fee payments are due as follows:

- Initial Fees.....Due when fee notification is sent
- Athletic Fees.....Due **before** a student can compete
- Second Semester Fee.....Due when 2nd fee notification is sent
- Lost/Damaged Books & Materials.....Due when reported to the office

* Students will **not** be allowed to take any final tests or walk across the stage for graduation until **all** fees are paid.

The deadline for dropping a class is 2 weeks. The class fee must be paid in full if the class is dropped after that deadline.

TEXTBOOKS - All textbooks will be distributed by the subject teacher during the first week of school. A record of the assignment of each textbook will be kept by the teacher. The student must return the same textbook at the end of the year or pay for the replacement of the book, which ranges from \$10.00 to \$60.00.

LOCKERS: - Each student is assigned an individual locker. Lockers are the property of the school district and no locker fee will be charged for their use. As property of the school, lockers may be inspected by school officials and law enforcement officials with or without a student's permission. Please use good judgment in what you place in your locker. The cost of repairing any damage to a locker will be charged to the student. Locker combinations are changed every year, students are not to share that information with anyone.

WHS is not responsible for any items taken from lockers. DO NOT leave money, valuables or calculators in your locker at any time. Do not share your locker combination.

Remove all garbage and any wanted items from Lockers by the end of the last day of School. Any items not removed from lockers by the last day of school will be removed and discarded.

LOST AND FOUND: Lost and found items should be turned in at the main office. Articles may be claimed before and after school and during the lunch hour by properly describing or identifying them.

MEDICATION: – The school office will provide non-aspirin to a student with parental permission or a signed parent permission form available in the office. If any other medication is required to be distributed, a parent needs to bring in the medication and to sign a release form. The student is not allowed to carry the medication with them.

COMMONS AREA PROTOCOLS:

- The Commons is available to all students who have an off hour for study purposes.
- Loitering in the Commons is **not** allowed.
- The Commons must be empty 15 minutes after 6th & 7th Periods end. **No Exceptions.**

LUNCH - The lunch program is open to all students. Meals cost \$2.25 per day for lunch. \$1.25 per day for breakfast.

- Prices are subject to change.
- School lunches will be given free or at reduced prices to those students whose families cannot afford to pay for them. Application blanks for free or reduced lunches may be picked up at either the junior or senior high school. The lunchroom and commons area will be available for students who choose to eat lunch on campus. **Students may not eat lunch in the hall.** Other food items are sold in the Coyote Café area of the lunch room during lunch each day and are priced per item.

FOOD/DRINKS - *There are Vending machines in the Commons Area.. The consumption of pop or candy will not be allowed in the classroom during the academic day.*

MESSAGES AND PHONE CALLS: Because we have over 700 students at WHS, we ask that phone messages be limited to essential information and only from immediate family members. Students will not be given messages for hair appointments, work assignments or such. If in question, messages will be given at the discretion of the principals.

CELL PHONES/ELECTRONIC DEVICES/GAMES: Phones and all electronic devices are to be turned off and out of sight from the time students enter the building in the morning until 3:20. The commons and external exits are designated "safe zones" before and after school and during lunch break. Students shall be allowed to use their electronic devices in these areas at those specific times. If a student is caught using their electronic devices at any other time we will follow the current policy with regards to consequences. Teachers may allow students to use electronic devices within their own Classroom at the teacher's discretion, i.e. listen to music during study periods, using electronic devices to look up terms or search for information on the internet, etc.

If your phone is confiscated:

1st Offense: - The phone is kept until the end of the day, or the end of the following day if it is taken after lunch.

2nd Offense: - A Parent must come and get the phone at the end of the next day.

3rd Offense: - The phone will be returned at the end of the week, or after the weekend, at the end of the day. **The phone will be kept for a minimum of 3 days.**

This Policy will be in effect for the fall semester of 2011-2012 and will be reevaluated at the end of the semester to determine if we need to go back to the original policy.

STUDENT RECORDS - ACCESS: Parents and their children are guaranteed access to the student records maintained by the school system. Parents or students desiring to see their records should request a building administrator to grant access to records. School personnel will be available to help interpret record contents. Access to student records without written consent is limited to educational officials, parents whose children are under the age of 18, and students unless subpoenaed or necessary for an emergency. Records will not be released without a signed release or approved telephone release.

Parents and students may also:

- Have copies of any portion of the record, at their expense.
- Challenge the contents of the records.
- Receive copies of records proposed to be destroyed.

Directory information includes the following: Parents' name and address, Student's name, address, gender, grade level, academic awards/honors, participation in school sponsored activities and period attendance in school. WHS does not release such information to the general public in any form other than officially approved school publications such as yearbooks. Parents who request that directory information not be included in school publications should notify the school on an annual basis before the beginning of the school year.

STUDENT RECORDS - DISPOSAL - Student permanent records will be retained as long as Williston High School exists. The student file will be retained until the usefulness of the record to the student and the school is complete, but in no case longer than five years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. Parents may ask for these records before disposal takes place.

Special Education student files will be disposed of five years after graduation or permanent withdrawal. Parents may ask for information which may be of continued assistance to the student or a student may ask for the records if he succeeded to the rights of the parent prior to the disposal of the records.

As a parent's right, a representative (any individual whom the parent wants to include, e.g. neighbor, friend, etc.) has full right of participation in educational planning meetings to which he is invited, by the parents of handicapped students, including, but not limited to, Individualized Educational Plan (IEP) conferences and multidisciplinary staffing conferences.

DAILY BULLETIN - Announcements will be communicated daily over the TV network/intercom and posted in various parts of the building. All student announcements must be signed and approved by an administrator. Emergency or special announcements will be made over the public address system with an administrator's approval. All announcements need to be in the office by 8:00 am

HIGH SCHOOL LIBRARY - The Williston High School Library is centrally located on the third floor and is open from 7:30 am until 4:00 pm each day. All students must have an I.D. number issued by the library in order to check out materials. Study hall students must obtain a pass from the library, prior to the class period, before they will be allowed to come to the library during their study hall.

STUDENT WITHDRAWAL PROCESS - Students withdrawing from Williston High School for purposes of transferring to another school or those who are terminating their education must originate this action with a counselor or an administrator. Refunds will be paid only to those who follow the check-out procedure and return all books and equipment.

A student who has withdrawn from school and would like to re-enter must arrange a parent or guardian conference with the assistant principal and counselor before registration.

GRAPHING CALCULATORS - May be rented or purchased from the office. Rented calculators are the responsibility of the student and will be turned in at the WHS Office at the end of the School year, with the option to rent the same calculator the following year. If the calculator is lost or stolen, the student will have to pay the remainder of the money owed for the calculator. (not to exceed full purchase price)

JUNIOR-SENIOR PROM: Prom is a formal event at WHS for couples who have reached their junior/senior year. Guests of a WHS student must have graduated from high school or earned their GED. In addition to this, guests of a WHS student must be under 21 years of age and have no alcohol or drug violations. Students bringing a date from outside WHS must complete a form and have the prom date approved by the principal. Students also must not have had any Code of Conduct violations for 6 weeks prior to Prom in order to attend this event.

All students will be asked for a driver's license or some form of picture identification upon entering the Prom. All couples must wear acceptable clothing to participate in the Grand March and the following dance. Any questions concerning attendance at the prom are to be directed to the principal.

All couples will submit to a breathalyzer screening. Refusal will result in non participation of Grand March and dance.

SCHOOL PROPERTY - When damage to property occurs, all possible means will be made to identify the students responsible and to deal with them accordingly. They will be responsible for paying for the damage. If textbooks given to the students by the school are damaged or lost the students must replace them or cover their cost.

PARKING - Cars parked in the school parking lot are to be parked properly between the yellow lines. Any cars improperly parked maybe ticketed or towed. The cost for ticketing will be \$15.00. Habitual illegal parking will result in being denied access to parking in WHS lots.

ACADEMIC PROGRAM

ARTICULATION - Based upon mutual concern for the needs of students pursuing postsecondary education and in an effort to provide a seamless education that builds on past learning experience and eliminates unnecessary duplication of instruction, WHS and the Williston State College have agreed to develop an articulation process to articulate high school courses into appropriate college courses.

DUAL CREDIT - WHS will grant high school credit to any junior or senior for 3 or 4 credit classes taken (***WITH ADMINISTRATIVE APPROVAL***) at any post-secondary institution. Dual Credit classes will not be weighted when calculating the GPA. The student is responsible for all costs associated with enrollment in such a program. Students must be enrolled in a total of five classes. Required courses must be taken at WHS. For more information, contact the high school counselors.

GRADE SCALE – The following is the grade scale for Williston High School:

A = 100 % - 92 %
B = 91 % - 83 %
C = 82 % - 74 %
D = 73 % - 65 %
F = 64 % or below

HONOR ROLL - To be included on the nine weeks honor roll, a student must have at least a 3.0 grade point average. Honor roll groups will be recognized. "B" honor roll will include students who have a 3.0-3.49 GPA and "A" honor roll will include students who have earned a 3.5- 4.0 GPA.

AP CLASSES - Advanced Placement (AP) Courses in English Lit. & Language, Psychology and US History are taught at WHS. College credits may be earned by taking the AP exam in each class. Fees incurred for the exam are the responsibility of the student.

SUMMER SCHOOL - Williston Public School District #1 offers a summer school program for make-up or acceleration. A maximum of one credit may be earned each summer. Summer offerings are limited. The required US History course may be taken during summer school after the sophomore year. The driver education class may be taken during summer school. Courses are subject to change. A full course list is available in the Spring.

HOME SCHOOL - Williston Public School District # 1 acknowledges the right of parents to provide their own child's education in a home-based setting. The Superintendent will accept as correct the information on the Statement of Intent filed with the district in accordance with North Dakota Century Code.

Students who are being home educated are eligible to participate in individual classes within the Williston School District's curriculum and in extra-curricular activities with North Dakota Century Code.

The parent of any student seeking to transfer from home-education to the Williston School District will provide the district with all records concerning the courses taken by the child and the child's academic progress assessments that the parent has maintained according to law. These records, along with scores of the standardized achievement tests that have been filed with the district, will be considered in placing the child in appropriate classes. Students who arrive without transcripts or other educational records, which would indicate proper placement, will be given standardized tests in the basic skills areas within 3 weeks of enrollment to facilitate proper placement. The principal in consultation with the superintendent will place all home-educated transfer students.

**All senior students must attend their entire senior year in the regular Williston High School program (five classes) and complete all necessary requirements to be eligible for a diploma from Williston High School. Williston Public School District # 1 will award no diplomas to students who complete their senior year of education through home-education.*

GRADUATION - (SCHOOL SPONSORED EVENT)

Williston Public School District #1 issues two types of documents during graduation ceremonies. The first document is a Williston High School Diploma. This document will be issued to any student that has met all the graduation requirements set forth by the department of public instruction and the Williston School District.

The second document issued during graduation ceremonies is a certificate of recognition. This document will be issued to a foreign exchange student who has attended WHS for the academic school year and has passed all academic classes.

Any student not passing (cumulative points to earn credit) a class that is required for graduation ten school days prior to the last day of the academic school year will not participate in graduation ceremonies. If the student is able to meet the requirements between the above stated date and graduation practice, the student will participate in the graduation ceremonies.

Senior Honor Group – The senior honor group will be selected 10 school days prior to the last day of the academic school year.

WHS GRADUATION REQUIREMENTS:

To graduate from WHS, a student must complete 22 units of credit.

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|--|--|
| English..... | 4 Units (9th, 10th, 11th, 12 th) |
| Social Studies | 3 Units |
| World History..... | 1 Unit |
| US History | 1 Unit (11th) |
| Problems of Democracy..... | 1 Unit (12 th) |
| Science..... | 3 Units |
| | Physical Science, Biology & 1 additional |
| Mathematics | 3 Units |
| Physical Education..... | 1 Unit (9th and 10th) |
| ½ Unit of PE | |
| ½ Unit of PE | |
| Windows Application..... | ½ Unit |
| Any combination of the following: | |
| a. Foreign Languages | |
| b. Fine arts | |
| c. Career and Technical education courses..... | 2½ Units |
| Electives | 5 Units |
| Total..... | 22 Minimum |

A student is required to take 5 classes each semester. A two-hour class counts as 2 classes. No senior may participate in the WHS graduation ceremony if they have not met the graduation requirements prior to graduation.

CORRESPONDENCE: If a student needs to complete correspondence work in order to satisfy the graduation requirements for Williston High School, he/she will need to complete the coursework in the following manner. During the regular school year, the coursework **MUST** be completed and submitted to the ND Center for Distance Education two weeks prior to the ten-day cutoff date for participating in the graduation exercise.

- During summer school, the coursework **MUST** be completed and submitted to the ND Center for Distance Education two weeks prior to the graduation exercise.
- Correspondence English will only be allowed while a student is a senior and can only be taken as Senior English while taking Junior English at the same time.

COLLEGE ADMISSION REQUIREMENTS - All students who graduate from high school, whether in North Dakota or any other state, in 1993 or later, and who are under age 23 are subject to admission requirements. Admission requirements apply to all four-year public campuses in North Dakota - NDSU, UND, Dickinson State, Mayville State, Minot State, and Valley City State. Requirements are NOT in effect at the five two-year campuses in the system.

Courses at the secondary level are required in the following areas, regardless of student age or grade when taking the course:

- 4 units of English, including the development of written and oral communication skills. (Basic English classes do not apply).
- 3 units of Mathematics, Algebra I and above (Applied Math I & II, Basic Geometry classes do not apply).
- 3 units of Laboratory Science, including at least 1 unit each in 2 or more of the following: Biology, Chemistry, Physics, or Physical Science (Applied Science classes do not apply)
- 3 units of Social Studies, excluding Consumer Education, Cooperative Marketing, Orientation to Social Science, and Marriage/family.

Students are encouraged to check with the counselors to confirm which requirements are necessary for admission to the college of their choice.

SCHEDULE CHANGES - A student schedule is established at pre-registration and only **extenuating circumstances** should bring about a request for change. All schedule changes must be approved by an administrator or the guidance counselors and will **not** be made over the phone.

If a student is removed from class for disciplinary reasons, a failing grade will appear on the report card and permanent record. The student will be assigned to a non-release study hall for the period which the class was dropped. This grade will become a part of the GPA.

The student will be assigned to a non-release study hall for the period which the class was dropped.

TESTING PROGRAM - Testing results play an important part in helping each student to appraise and understand personal academic strengths and weaknesses. The testing program includes:

| | |
|-------------|---|
| GRADE 10 | PLAN |
| GRADE 11 | PSAT/NMSQT TEST, ND State Assessment, ACT |
| GRADE 11,12 | SAT, AP |

