

WEST FARGO COMMUNITY HIGH SCHOOL

Student and Parent Handbook 2011-2012



The Leidal Center
207 Main Avenue West

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www.west-fargo.k12.nd.us

West Fargo Public Schools prepares all learners with the knowledge and skills to be contributing citizens in a rapidly changing world. We are dedicated to continuous improvement, engaging every student to become problem solvers and lifelong learners. Excellence is achieved through practices based in research, and by aligning all resources to support learning.

This handbook may be changed or amended during the school year. Changes will be announced in school and posted on the Community High's Newsletter on the school's web site. If you have any questions about a provision, contact the office at 356-2008.

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IMPORTANT NOTICE

Attending Community High School is a privilege NOT a right. We are an alternative program. Students who do not abide by the rules and policies can and will be withdrawn from Community High School and return to West Fargo High School. **Our goal is to provide a “safe and effective learning environment.”**

2011-2012 School Calendar

<u>AUGUST 17 & 18</u>	<u>NEW TEACHER WORKSHOP</u>
<u>AUGUST 22</u>	<u>PROFESSIONAL DEVELOPMENT</u>
<u>AUGUST 23 & 24</u>	<u>TEACHER WORKSHOP</u>
<u>AUGUST 25</u>	<u>SCHOOL BEGINS</u>
<u>SEPTEMBER 1</u>	<u>BACK TO SCHOOL NIGHT AT COMMUNITY HIGH SCHOOL 5:00 – 6:30 P.M.</u>
<u>SEPTEMBER 5</u>	<u>LABOR DAY – NO SCHOOL</u>
<u>SEPTEMBER 26</u>	<u>PROFESSIONAL DEVELOPMENT – NO SCHOOL</u>
<u>OCTOBER 20 & 21</u>	<u>NDEA CONVENTION – NO SCHOOL (NON-CONTRACT DAYS)</u>
<u>NOVEMBER 11</u>	<u>VETERAN’S DAY OBSERVANCE – NO SCHOOL</u>
<u>NOVEMBER 23</u>	<u>CONF. COMP DAY – NO SCHOOL</u>
<u>NOVEMBER 24 & 25</u>	<u>THANKSGIVING – NO SCHOOL</u>
<u>DECEMBER 22</u>	<u>LAST SCHOOL DAY PRIOR TO WINTER VACATION</u>
<u>JANUARY 3</u>	<u>SCHOOL RESUMES</u>
<u>JANUARY 16</u>	<u>MARTIN LUTHER KING DAY – PROFESSIONAL DEVELOPMENT - NO SCHOOL</u>
<u>FEBRUARY 24</u>	<u>PROFESSIONAL DEVELOPMENT – NO SCHOOL</u>
<u>FEB. 27 – MARCH 1</u>	<u>MID-WINTER BREAK – NO SCHOOL</u>
<u>MARCH 2</u>	<u>CONF. COMP DAY – NO SCHOOL</u>
<u>APRIL 6</u>	<u>GOOD FRIDAY – NO SCHOOL</u>
<u>APRIL 9 & 10</u>	<u>NO SCHOOL – STORM MAKE UPS #2 & #1</u>
<u>MAY 28</u>	<u>MEMORIAL DAY – NO SCHOOL</u>
<u>MAY 29</u>	<u>DEADLINE FOR SENIORS TO COMPLETE COURSE TO PARTICIPATE IN GRADUATION.</u>
<u>MAY 31</u>	<u>LAST DAY OF SCHOOL</u>
<u>MAY 31</u>	<u>GRADUATION FOR COMMUNITY HIGH 7:30 P.M. WFHS THEATER</u>
<u>JUNE 1</u>	<u>TEACHER GRADING/RECORD KEEPING DAY</u>

Storm Days Will Be Made Up In the Following Order: April 10, April 9

First Quarter: August 25 – October 31

Second Quarter: November 1 – January 17

Third Quarter: January 18 – March 27

Fourth Quarter: March 28 – May 31

School Day Schedule

Morning class begins	8:30
Morning break	9:55-10:00
Morning class ends	11:25
Lunch	11:25 – 12:05
Afternoon class begins	12:05
Afternoon break	1:25-1:30
Afternoon class ends	3:00

GRADUATION REQUIREMENTS

WHAT ARE THE GRADUATION REQUIREMENTS AT COMMUNITY HIGH?

Students must earn twenty-one credits to graduate. These 22 credits must include:

- ✓ 4 credits of English
- ✓ 4 credits of Social Studies
- ✓ 3 credits of Science
- ✓ 3 credits of Math
- ✓ 1 credits of Physical Education/Health
- ✓ 7 elective credits

Credits you earned at another high school or through the Division of Independent Study or the Skills Technology Training Center will count toward your 22 credit graduation requirement.

HOW DO I GET ALL THE ELECTIVES AND PHYSICAL EDUCATION COURSES I NEED?

There are several ways to earn elective and physical education credits:

1. Take classes at West Fargo High School during the year or summer.

You may enroll in any physical education or elective course at WFHS that is not offered at Community High School, as long as the class is not filled. Be sure to make arrangements with the principal to do this well before the beginning of the new semester. Transportation to and from West Fargo High School will be provided by school bus. You must attend the class for an entire semester. While enrolled in an elective at the high school, you will still be enrolled in courses at Community High.

If you are dropped from a course at West Fargo High School, you will receive a grade of F on your transcript, and you will become an all-day student at Community High. You may be dropped from a course at WFHS for unexcused absences or for inappropriate behavior. *If you withdraw from Community, you will be dropped from your course at West Fargo High School.*

2. Take a class at the Skills Technology Training Center.

The S.T.T.C. is located in north Fargo, and you will be bused to and from the STTC. Since there is limited room in these courses, you must ask the principal or counselor to enroll you well before the semester begins.

The courses available to you include:

- CISCO I, II, III, and IV
- Computer Engineering I and II
- Introduction to Health Careers
- Medical Terminology
- Certified Nursing Assistant
- Welding

You may not drop a course at STTC once you enroll, so be sure it is a course you want to take.
These are challenging courses.

3. Take a class from the Center for Distance Education (Division of Independent Study) or Jefferson County (KY) online school. There are a variety of on-line elective courses that you can take from the North Dakota Center for Distance Education. This option is open to any junior or senior. Contact the counselor for more information.

NDCC 15.1-21-02.2 **Optional High School Curriculum** may be an option for some students that request, qualify, and are given permission to pursue it. See the building principal for more information.

COURSES, PLAN OF STUDY, AND GRADUATION

WHAT CLASSES ARE AVAILABLE AT COMMUNITY HIGH SCHOOL?

The four teachers at CHS can offer all the required courses you need to graduate except physical education/health and some electives. The required courses available are listed below. Elective courses are marked with an *. Each course will give you ½ credit when it is passed.

<i>Language Arts</i>	<i>Science</i>
English I 1S	Physical Science 1S
English I 2S	Physical Science 2S
English II 1S	Biology 1S
English II 2S	Biology 2S
English III, S1	Forensic Science 1S*
English II, S2I	Earth Science 1S*
English IV 1S	Earth Science 2S*
English IV 2S	Environmental Science S1*
Science Fiction*	Environmental Science S2*
Novels*	Health Topics* (not a lab science)
Mythology*	Develop Biology S1
	Develop Biology S2
	Geology S1*
	Geology S2* (pending)
	Applied Biology S1
	Applied Biology S2
<i>Social Studies</i>	<i>Mathematics</i>
World Geography 1S	Pre-Algebra 1S
World Geography 2S	Pre-Algebra 2S
World History 1S	Algebra I 1S
World History 2S	Algebra I 2S
American History 1S	Geometry 1S
American History 2S	Geometry 2S
U.S. Government	Informal Geometry S1
North Dakota History*	Informal Geometry S2
Psychology*	Algebra II 1S*
Law and Justice 1S*	Algebra II 2S*
Law and Justice 2S*	Consumer Math 1S*
Social Issues*	Consumer Math 2S*
	Technical Math Applications for Algebra 1S*
	Technical Math Applications for Algebra 2S*
<i>Interdisciplinary / Hands On</i>	
Volunteer Service 1S*	Cooperative Work Experience D.O. I *
Volunteer Service 2S*	Cooperative Work Experience D.O. II *
Learning to Learn 1S*	Cooperative Work Experience D.O. III *
Learning to Learn 2S*	Cooperative Work Experience D.O. IV *
Community Plus One (C+1) *	

SUMMER SCHOOL

CHS does not operate its own summer school program, but you are encouraged to take summer school classes at West Fargo High School. The counselor will help you sign up for summer school classes. You may also take classes from the Center for Distance Education, but will need to take those classes at their building near NDSU. See the counselor for more information.

IF I ONLY NEED A FEW CREDITS DO I HAVE TO BE HERE ALL YEAR?

No. As soon as you complete your graduation requirements, you are a graduate, even if that is early in the fall. On the day you finish your last class, we get everyone together to congratulate you, and you punch out for the last time. You can get a transcript at any time that proves you have graduated, but you will not get your diploma until we hold the graduation ceremony at the end of May.

WHAT IF I WANT TO GRADUATE THIS YEAR, BUT I DON'T HAVE ALL MY CLASSES DONE?

You must have completed all the requirements to receive a diploma. You may get your diploma during the summer if you finish your last classes in summer school or through the Division of Independent Study. If you complete the rest of your credits before the first day of school in August, you will receive your diploma. If you have not completed everything by the first day of the next school year, you may return to CHS or continue working on correspondence courses. However, your diploma will be for the current school year, not the previous school year.

CAN I GO BACK TO WEST FARGO HIGH IF I ENROLL AT COMMUNITY HIGH?

Yes. You can transfer back to WFHS at the beginning of any semester. Some students find CHS does not work out for them, and some students return to WFHS in their senior year to graduate from that school. Talk to the CHS principal and guidance counselor about making the transfer, and a counselor at WFHS will make up a course schedule for you.

WILL I GET A REGULAR DIPLOMA AND IS THERE A GRADUATION CEREMONY (COMMENCEMENT)?

Yes. Your diploma will read "West Fargo High School Diploma," and it is as good as any high school diploma. You must meet all state and district requirements to earn a diploma from West Fargo Community High School. You do *not* get a G.E.D. at CHS.

We have a very nice graduation ceremony in the evening of the last day of school. Adults who have completed the G.E.D. program are recognized at the same time. We hold it in the theater at West Fargo High School, and there is a reception afterwards. CHS graduates do not participate in the West Fargo High School graduation ceremony.

WILL UNIVERSITIES AND COLLEGES ACCEPT ME WITH A CHS DIPLOMA?

Yes. Many CHS graduates have gone on to technical schools, colleges, and 4-year universities. If you plan to go to a 4-year university, such as NDSU or MSUM, see the counselor *to make sure you take the entire math and science courses you will need to meet the university's entrance requirements.* The counselor will also give you financial aid forms and ACT test registration packets.

ADMISSIONS AND WITHDRAWAL

HOW DO I ENROLL AT COMMUNITY HIGH SCHOOL?

If you are transferring from West Fargo High School, follow these steps:

- meet with your guidance counselor at West Fargo High School, and ask for a referral to CHS
- have your parent sign the green referral form and return it to your counselor
- completely check out of WFHS (return books, pay fees and fines, etc.), and
- bring a parent or guardian to an orientation meeting with the CHS principal and counselor

The CHS principal will tell you when you can start classes at Community High and you may have to wait until there is an opening before you can start classes. We have set starting dates throughout the school year.

If you are at least 16 years old, but not over 21 years old, and have never attended West Fargo High School or have not attended WFHS in the current semester, you may contact the CHS principal directly to enroll. If you are transferring from another school district, you or your parent must ask your former school to send your permanent school records to Community High School. A form is available in the office for parents (or students aged 18 or older) to use to request these records from your former school.

When those records are received, the CHS principal will call you to come in with a parent for your orientation meeting. If you are 18 or older *and* living independently, you may come to orientation without a parent

If you are on an Individual Educational Plan for special education services, an I.E.P. meeting must be held before you can start classes at CHS. The I.E.P. team will determine if Community High is an appropriate school for you. If the I.E.P. team approves the transfer to CHS, it means the people on the team agree that the services available at Community High School will meet your special educational needs. There are no special education teachers at CHS; however a case manager at West Fargo High School will monitor your progress. Students who do not attend class regularly or who are not putting forth effort may be withdrawn from Community High School.

CAN I GO TO COMMUNITY HIGH SCHOOL IF I DO NOT LIVE IN WEST FARGO SCHOOL DISTRICT?

No. You must be a resident of the West Fargo School District to attend West Fargo Community High. If you are under age 18, you are a resident of the school district your parents live in. If you are 18 years of age or older, you are a resident of the school district in which *you* live. The principal may ask you to provide proof of your address. Open enrollment is not available at CHS for out-of-district students.

DO I HAVE TO ENROLL AT THE BEGINNING OF A SEMESTER?

No. You can enroll and start classes on any of the scheduled start dates provided you have attended orientation and there is space.

IF I GO TO CHS, CAN I BE IN ACTIVITIES AT WEST FARGO HIGH SCHOOL?

Yes. Community High School students are eligible to participate in co-curricular activities at WFHS as long as they meet eligibility requirements. For more information contact the Activities Director at the high school or the coach or advisor of the program you are interested in participating. See the Community High principal if you are interested in going out for a sport. You can also go to Homecoming activities and the Prom if you are enrolled at CHS and meet West Fargo High School's criteria for attending these events.

ARE THERE ANY FEES TO PAY WHEN I ENROLL AT CHS?

Yes. A registration fee of \$15 will cover the costs for student consumed/owned items that include: a WhyTry journal, a monthly planner, and the purchase of kindness treats, awards, gift cards, and food items for parties and picnics.

IF I HAVE TO WITHDRAW FROM SCHOOL, CAN I RETURN TO COMMUNITY HIGH?

Yes. If you decide to withdraw from Community High School or if you are required to withdraw you may re-enroll at a future date. However, you may be placed on a waiting list until a spot opens up for you. At the time you withdraw, you need to turn in your books and course materials and meet with the principal. Your parents will be sent a withdrawal form.

ASSISTANCE

CLASSROOM TEACHER

The first and most obvious source of assistance is the classroom instructor. Through the presentation of course work and assignments, the teacher clearly knows what is expected of each student and has an understanding of the student's skills and abilities. The teacher also knows what skills and knowledge the student is expected to possess when a unit of study is complete. Students need to understand that the classroom teacher is present to answer questions, guide students through materials, and assist students when they struggle. Students should feel free to ask questions, clarify understanding, or seek additional assistance. Often, the teacher will present materials in the class, allow time for guided practice to give most students an opportunity to display their understanding, and then allow time to work on tasks or assignments within the classroom. This is an important time for students to utilize the instructor's knowledge and expertise. The class time allowed for work should be used fully for completion of tasks and understanding of concepts.

COUNSELOR/504 POLICY

For students who have a specific disability which impacts learning, the special needs program and the district 504 policy offers means of reaching out to students. Each of these programs has specific criteria by which a student qualifies for services. The counseling program of the school has, as its mission, to assist students in academic and career choices. Through each of these programs, we seek to offer students the greatest extent of help possible. Certainly, some of the programs require students to seek off site assistance. Other programs may be utilized through teacher, staff, or parent discretion.

COUNSELING

Learning best occurs when students are growing towards their fullest potential, their self-actualization, and their striving for perfection as individuals. To this end, the counselors aim their services. Counseling has been described as the face-to-face meeting of the counselor and counselee. Within the guidance services, counseling may be thought of as the core of the helping process, essential for the proper administering of assistance to students as they attempt to experience themselves in all spheres. It is the counselor’s duty to assist the students in achieving a level of self-awareness so that the students can make good decisions and optimum use of their academic preparation. To do this, counselors encourage students to seek counseling services outlined below and work collectively with other school personnel to satisfy needs of each individual student.

An important service may be performed for a student and his/her family by a counselor, guidance counselor, chemical health specialist, psychologist or social worker. During the course of the year these specialists confer with students for a variety of reasons. Students may be referred to one or more of these specialists by a staff member, the principal, the nursing assistant, parents, or by the student him/herself for assistance. The counseling service gives students an adult who will listen to and advise students about personal issues, including successful school life. The guidance counselor is helpful when you are ready to make post-high school and career choices. A social worker can assist students with problems in home and family life.

Students may need to contact someone when school is not in session. The following phone numbers are sources that provide counseling help.

- Crisis Line232-4357 (HELP)
- Hotline232-7335 (SEEK)
- Youth works.....232-8558
- Job Service239-7300
- Hospice356-1500
- Cass County Social Services.....241-5765
- Rape and Abuse Crisis Center.....293-7273
- Fargo Cass Public Health.....241-1360
- Southeast Human Services.....298-4500
- West Fargo Police.....433-5500
- Emergency.....911

DISTRICT CONTACT PEOPLE AND PROGRAMS

Inquiries by Students and Parents concerning:		
Program:	Contact:	Phone:
Title I of the Elementary and Secondary Education Act of 1972	Louise Dardis	701-356-2001
Title IX of the Educational Amendments Act of 1972	Curt Jones	701-356-2050
Americans with Disabilities Act	Pete Diemert	701-356-2002
Section 504 of the Rehabilitation Act of 1973	Louise Dardis	701-356-2001
Individuals with Disabilities Education Act	Mari Bell	701-356-2003

To contact these individuals in writing, please send correspondence to their attention at West Fargo Schools, 207 West Main Avenue, West Fargo ND 58078.

Inquiries may also be referred to the Office of Civil Rights, Kansas City Office, U.S. Department of Education, 10220 North Executive Hills Boulevard, 8th Floor, 07-6010, Kansas City, Missouri 64153-1367. Telephone: 816-880-4200. Fax: 816-891-0644. TDD: 816-891-0582.

ATTENDANCE

First and foremost, attendance is the STUDENT'S responsibility. The ultimate goal for CHS students is to earn a minimum of six credits during a school year. If you are not here you are not earning credits!

Attendance:

Time cards will be used to track "seat time" in each class. All students will punch in and out of class as usual. Time missed due to leaving early or arriving late to school will be documented through weekly meetings with teachers when creating the student's calendar. Only medical excuses (from the doctor) and special circumstances, approved by the principal will extend class end dates. Your class deadline will not be extended for non-school driven absences (hunting, court, sick, vacation, etc.).

Medical excuses for two days or more are not counted as absences if an Ill Waiver Form (available in the office) is completed by the doctor's office.

BEHAVIOR AND DISCIPLINE:

BEHAVIOR EXPECTATIONS

Our rules and expectations for students are designed to assist staff and students to focus on learning and teaching and not behavior. Expectations for the Community High as well as all WF students are as follows:

- | | |
|------------------------------------|--------------------------------|
| *Be prompt and prepared | *Respect authority |
| *Respect the rights of others | *Respect property |
| *Display a concern for learning | *Display appropriate character |
| *Display appropriate social skills | |

If your behavior in the classroom or other areas of school is not in line with the expectations above, a teacher or other staff member will talk to you about it. If you continue the inappropriate behavior, the teacher or other staff member may tell you to punch out. When you punch out of class, you must leave the building and grounds. The rest of that class period will count as unexcused absence. If this happens during the morning class, you may return to school for your afternoon class.

If your behavior is extreme or dangerous, you may be punched out right away, without a warning.

BULLYING

Bullying is a conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. "Bullying" means any written or verbal expression, use of electronic means, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of: 1) harming a student; 2) damaging a student's property; 3) placing a student in reasonable fear of harm to his or her person or property; or 4) creating a hostile educational environment for a student by means of any communication.

CHEATING

Cheating is strictly prohibited. Teachers will deal with it on an individual basis.

DISCIPLINE POLICY

We adhere to all WF Board of Education policies. The policy book is located in all offices and on the WF website at www.west-fargo.k12.nd.us As a result of student behavior, a student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation;
2. Willful conduct that significantly disrupts the rights of others to an education;
3. Willful conduct that endangers the pupil or pupils, or surrounding persons, or property of the school.

DRUGS & ALCOHOL

If a student is suspected of being under the influence of drugs or alcohol the building administrator, counselor, or both will direct them to the office for an interview. If there is reasonable suspicion of drug or alcohol use the student may face any or a

combination of the following consequences: referral for drug testing, suspension from school (up to ten days), referral to law enforcement, or expulsion. Use of drugs, alcohol, or tobacco products are not allowed on West Fargo Public School property, including leased property such as the parking lot east of the LEC/WFCHS.

DRUG DOG

Students and parents of the West Fargo School District should be aware that school district officials have access to drug-sniffing dogs. These dogs are specially trained to locate marijuana and other illegal drugs. Law enforcement and the drug dog will make periodic, unannounced visits to the school. Lockers, automobiles, or personal belongings could be potentially searched.

EXPULSION

A student may be suspended or expelled for insubordination, habitual indolence, disorderly conduct, or any student behavior that is detrimental or disruptive to the educational process. The authority to suspend a student for up to ten days or up to twenty days for a student in an alternative education program in accordance with state law rests with the principal or other administrative personnel. "Expulsion" is the dismissal of a pupil from school classes, buildings, and grounds and, except for a violation of the District's firearm policy may extend to the termination of the current school year. For additional information see the district website at: <http://www.west-fargo.k12.nd.us/district/districtinfo/policy/5-2500.pdf>

HARASSMENT / HAZING

The West Fargo School District will maintain learning and working environment free of discrimination and harassment of any kind. The West Fargo School District prohibits any form of discrimination or harassment based on race, color, religion, sex, national origin, disability, sexual orientation, age, or status in any group protected by federal or state law. All complaints will be treated fairly and evenhandedly in order to prevent frivolous or malicious accusations. The school board expects administrators and supervisors to make it clear to students and staff that harassment in the school building, on school grounds, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students and termination of employment for employees.

A student, employee, or visitor of the West Fargo Public School District may file a complaint alleging harassment in any school building, work site, or at any school sponsored activity as follows:

- An oral complaint may be informally filed with the building principal or an immediate supervisor of the complainant, OR
- A formal written complaint form may be filed with the building principal or an immediate supervisor of the complainant, OR
- A formal written complaint form may be filed with the district superintendent, West Fargo Public Schools, 207 West Main, West Fargo, North Dakota, OR
- A formal written complaint form may be filed with the school board president.
- Complaint forms are available in all school buildings and in the district office.

INFRACTIONS

The following student actions are serious infractions of the school's rules and standards. These infractions will be reviewed on an individual circumstances may lead to a suspension, parent contact or conference, and a plan to avail any further similar problems. In extreme situations. Expulsion.

- | | | |
|------------------------------------|-------------------------------|------------------------------|
| *Willful defiance of staff | *Stealing | *Hazing |
| *Fighting (any & all) | *Cheating/Forgery | *Bullying |
| *Assault | *Threatening other students | *Vehicle violations |
| *Vandalism | *Dress code violations | *Pulling the fire alarm |
| *Disrupting school activities | *Repeated profanity/vulgarity | * Drug or alcohol possession |
| *Causing injury to another student | | |

PLAGIARISM

Plagiarism includes, but is not limited to copying/pasting from the Internet and the retrieval of research papers from the Internet or copying from any other source without giving credit. Any student who plagiarizes will earn a zero on that assignment which may result in the student's failing the course.

TOBACCO

Smoking or possession of tobacco on school property is not allowed. A minor student observed smoking or in possession of tobacco will be referred to law enforcement and may face school consequences as well. This includes all parking lots owned or leased by the district.

WEAPONS

WF School Board Policy 5-1130: states that no student shall possess use or distribute a weapon or through its use capable of threatening or producing bodily harm or which may be used to inflict self-injury. Policy 5-1130 is available on the web at www.west-fargo.k12.nd.us defines weapon and lists consequences.

CLASSES AND LEARNING

HOW DO CLASSES WORK AT COMMUNITY HIGH?

You will take one class in the morning and one class in the afternoon. Each class meets for 3 hours per day, and you will receive 1/2 credit for each course you complete with a passing grade. The teachers do not lecture, and there is very little whole-class activity. Most of the time you will be working independently. For each course you take you will be given lessons (study materials and assignments) and a textbook. You will work through the lessons and turn them in for your teacher to evaluate. You will also take several tests and complete a final exam, paper, or project for each course. You are expected to do homework, but much of your coursework and study will be done in the classroom under the supervision of your teacher.

You must spend a minimum of 60 classroom hours in attendance in each 1/2 credit course, which will take 20 school days. Lab science courses require a minimum of 67.5 classroom hours, or 22.5 school days.

Your teacher will answer any questions you have on your course work, give you suggestions for study techniques, and encourage you to do your best. The other students in the classroom will probably be studying other courses or will not be on the same lesson as you are. Your teacher may ask you to work with others on certain lessons or may encourage peer tutoring.

If you do poorly on a lesson, your teacher may discuss the material with you or have you redo the lesson. In some courses, if you fail a test you may be able to retake it. Your teacher may also use alternative means of assessment of your learning. He or she may require a project, a research paper, a demonstration of skill, an oral exam, a portfolio of work, etc.

GENERAL INFORMATION:

ACADEMIC ELIGIBILITY

No student in grades 9-12 shall participate in any trips, performances, or competitions associated with co-curricular activities or other school related events if such student shall at the same time have any unsatisfactory record of scholarship. NOTE: Students who are in violation of this policy will not be suspended from public appearances, such as music concerts, when it is a course requirement where academic credit is given. They will, however, be suspended from participation in interscholastic contests or activities.

While participating in co-curricular activities or other school-related events students must be doing passing work in both the morning and the afternoon classes. Academic eligibility of students in grades 9-12 shall be determined at the end of each quarter or grading period and at the mid-point of each quarter or grading period. Students must have earned 2.5 credits to be eligible at the end of each semester. Following the spring semester, students will be ineligible until the 1st mid-quarter list is published in the fall of the next school year. Summer school grades cannot be used for eligibility purposes

ACCEPTABLE USE AGREEMENT

All students are required to read and understand the West Fargo School District Computer and Network policy. A policy will be given to every student (and is available on our website). Students are required to sign the acceptable use agreement form indicating that they have read the policy and will be subject the policy.

ANIMALS

The presence of animals is not allowed unless directly related to curriculum. Prior approval must be received before bringing any animal to school and must follow state health and safety regulations.

BREAKS

You will have a five-minute break in the morning and a five-minute break in the afternoon. You may take your break in the multipurpose room, or you may go outside on the school grounds. These are closed-campus breaks, so you may not leave school grounds during this time. This means that if you park your car on the street, you will not be able to visit it during breaks. If you leave school grounds during break, you will not be allowed to return to your class. You do not punch out or in for breaks, so you must return to class on time.

BUS RIDING CONDUCT

North Dakota law provides that bus drivers shall have authority over students while they're being transported in school buses. The West Fargo Public School bus system has the following rules and consequences in effect for all bus students:

1. Follow the driver's directions the first time they are given.
2. No moving or changing seats while the bus is in motion.
3. Keep your hands, feet, legs, and objects to yourself. Do not hang out windows.
4. Be courteous to the driver and fellow passengers. No profane language, yelling, or screaming.
5. Do not eat or drink on the bus. No smoking or lighting matches.
6. Do not litter the bus. Pick up all papers or other personal items.
7. Do not damage seats, windows, or any bus equipment.
8. Be at the bus stop on time. No pushing or shoving while loading or unloading. **NO SQUIRT GUNS, UMBRELLAS, ANIMALS, SKATEBOARDS, OR ANYTHING OF A DANGEROUS OR OBJECTIONABLE NATURE WILL BE ALLOWED ON THE BUS.**
9. Only students assigned to a bus will be permitted to ride the bus to and from school. Bus students will not be allowed to bring friends unless parent or guardian has called the transportation department. If your child is a regular bus rider, they will be permitted only to ride the bus they are assigned to and not a different one. If your child is a regular bus rider and wants to get off at a stop other than their own, their parent/guardian **must** call the Transportation department to schedule a guest.
10. Cell phones must be concealed at all times. Cell phones which are being used on the bus will be taken away and returned at the end of the route. Repeated violations will be referred to the principal.
11. The bus driver is the authority on the bus.
The bus driver has the duty and responsibility to maintain discipline on his/her bus. If a student neglects to follow the rules and fails to cooperate with the driver, the following process will occur:

Low Level Infractions: Students who violate low level rules are subject to in-school consequences which are determined by the principal at each school. Upon third low level write up student may be subject to the high level consequences.

High Level - 1st offense: Student will be removed from the bus for one week.

High Level - 2nd offense: Student will be removed from the bus for two weeks.

High Level - 3rd offense: Student will be removed from the bus for one month.

High Level - 4th offense: Student will be removed from the bus for remainder of school year.

Severe Clause: Students may have their riding privileges suspend for longer durations for severe acts on the bus.

Revoking Clause: A student may have their bus riding privileges permanently denied for serious actions, or threats that pose a danger to others.

Parents should cooperate with the school authorities and bus drivers in providing safe and efficient transportation.

1. The purpose of school bus transportation is to provide safe, comfortable, and economical transportation for those children of the schools of the district. It is not a taxi service for pupils.
2. Parents should not expect the bus to operate over roads that are not properly maintained or on roads or driveways where adequate space is not available to turn the bus around, if necessary.
3. The children should be at the bus stop on time.
4. Any suggestions for changes in the transportation program which a parent thinks will improve it should be presented to the Transportation Director.
5. Parents should insure the cooperation of the children by studying with them the rules adopted for school bus operation. Parents should understand that children riding on a school bus must obey all regulations and the requests of the driver or they may forfeit their privilege of riding on a bus.
6. They should require their children to wear or carry clothing that is suitable for the North Dakota winter weather.

Please go over this information with your child as it is in your child's best interest that we work together with regard to his/her safe transportation. Riding the bus is a privilege. The West Fargo School Board requires that all students who ride the bus conduct themselves on the bus in a manner consistent with established classroom behaviors.

If you want to ride the school bus, let the principal know and it will be arranged for you. You will get off the bus at West Fargo High School and be shuttled to CHS in the morning. In the afternoon the shuttle bus will pick you up at CHS and take you to the High School, where you will get on your route bus. Do not wander through West Fargo High School while you wait for your bus. Bus drivers have authority over students while they are being transported in school buses. Community High students are expected to comply with the West Fargo School Bus System rules located on-line at: <http://www.west-fargo.k12.nd.us/departments/transportation/>

If you ride the bus during the school day to take an elective class at W.F.H.S. you must notify Community High by 8:30 a.m. if you do not need bus service on any given day. If you do not call to cancel your ride, you may lose the bus service.

CELL PHONES

Cell phones **MUST** be placed in the phone caddy hanging in each classroom during class time. Cell phones can be used during breaks and lunch only. Students who use their cell phones during class time or do not put in the phone caddy during class time will punch out for the class. As wonderful as cell phones are they are unnecessary during class and are a distraction to learning. Emergencies during the school day should be called into the office at 356-2008.

COMPUTERS

During class time the computers should be used only for course work unless permission is granted by the teacher. All students must sign a Student Contract and abide by the West Fargo School District Computer Network.

DIRECTORY INFORMATION (FERPA)

The Family and Education Rights and Privacy Act require that certain information be classified as directory information and available to the public unless parents or students eighteen years of age or older request in writing that such information not be released.

Directory information includes: student's name, address, telephone number, email, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of athletic team members, grade levels completed, dates of attendance, degrees and awards received, previous school attended, and photos for school approved publications, web pages, or newspapers. Directory information also includes the name and telephone number of the student's parent(s). Directory information does not include identifying information on a student's religion, race, color, social position or nationality. Notice is also given that parents and students eighteen years of age or older have certain rights regarding student records. These include the right to inspect and review the student's education record, exercise limited control over other people's access to a student's educational record, seek to correct an educational record, report violations of the federal law and are informed about rights under federal law.

These publications could include district-initiated publications some examples could include but are not limited to: calendars, newsletters, annual reports, Internet websites, and brochures. They also include school-initiated publications such as school website, student newspapers and yearbooks. In addition, media including weekly community newspapers, metro daily papers, and television stations may ask to take photos of district students.

Parents or students of majority age who do not want directory information released must notify the district in writing by October 15 or upon enrollment into the district if after October 15. They must specify which types of directory information may not be released. New students: Parents have ten days to respond after the enrollment date.

DRESS CODE

West Fargo Community High students should wear clothing that is comfortable and appropriate. What a student wears to school must not disrupt the purpose of being at school, to learn. Therefore:

Clothing, tattoos, or similar, that have logos or words that promote or imply, alcohol, tobacco, drugs, or sexual connotations are not permitted; Clothing that denotes gang affiliation will not be allowed;

When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a health or safety concern, the student will be directed to make modifications or a behavior report will be filled out for discipline.

EIGHTEEN YEAR - OLD / ADULT POLICY

Any student 18 years of age or older still enrolled in high school is subject to the same rules that govern all other students. Adult status does not exempt students from rules and regulations subscribed by the Board of Education and the administration unless that student has obtained legal emancipation from their parents/guardians through court order and have presented that court order to the school authorities.

FIRE AND EMERGENCY DRILLS

Fire drills will be performed randomly throughout the year to ensure that students and staff are efficiently prepared in the case of an emergency. Fire drill evacuation routes are posted in classrooms. Students are to evacuate quietly and as quickly as possible to the area designated during these drills. Teachers will check class rosters at their designated area. Students and teachers are to return to classrooms and buildings when the all-clear signal is given. In the event of evacuation for other emergencies, the same procedure as for fire drills will be used.

FOOD SERVICE

You can buy school lunch at Community High. If you or your family qualifies, your lunch may be free or at a reduced price. Please fill out the Free and Reduced application even if you do not want school lunch. The data provides the district with more federal dollars. You are also welcome to bring a lunch and eat at school. Our multipurpose room has a full kitchen that you may use to cook your lunch, too. Since we have open campus lunch, you may also go out to eat. Whenever you make food or eat in the multipurpose room, be sure to clean up after yourself. **NEVER take food that does not belong to you!** School lunches will not be stored over the weekend or over breaks.

GRADUATION

To take part in commencement exercises each full-time enrolled senior must have completed all requirements, have no bills or fines owed to the school. To participate in commencement exercises ALL course work must be completed and graded by 4:00 p.m. TWO days prior to graduation. Waiting until the last minute puts an excessive work load on teachers to correct individual work and tests based on our instructional delivery system. You must plan ahead to if you plan to be in the ceremony. The cut-off date for the **2012 graduation ceremony is Tuesday, May 29 at 4:00 p.m.**

HOMEWORK

Students do not all work through courses at the same pace, but you are expected to make good use of class time every day. Your teacher will work out a calendar with you, so you can plan how much to get done each day. In order to keep up with your calendar, you will need to do some homework on at least some days. If you don't make good use of your class time, are absent a lot, or don't do homework regularly, you may find you will need to do a lot of homework every day to catch up. On the other hand, if you work steadily in class every day and do homework regularly, you will be able to earn credits more quickly and graduate sooner. You will also be rewarded for keeping up with your calendar.

INTERVIEW OF STUDENTS BY OFFICIALS OF OTHER AGENCIES

Normally, parents shall receive advance notice of any interview with their child and be invited to attend. If no parent is present at an interview a member of the school professional staff will be present. This presence is a prerequisite to the granting of an interview with a student during the school day and/or on school property, except as noted below.

An exception to the requirement for parental notification and presence of school staff exists when an alleged case of child abuse or neglect is being investigated. In this event, the investigator is requested to confirm that the interview is for the purpose of investigating a report of suspected child abuse or neglect. The Superintendent shall not disclose any information shared for the purpose of securing the interview to anyone, including the child's parents.

NOTE: Investigations by police officers investigating matters other than suspected child abuse or neglect are governed by the provisions of Policy FHBA and do not include any waiver of the requirement that parents be promptly notified and be allowed to be present at the conference.

INSURANCE

The District does not provide insurance. Each family may purchase supplemental insurance. Forms are available. Ask in the office for where to obtain a form.

LIBRARY

Community High Students have access to the West Fargo High School library. Contact the Community High principal before going to high school library so they have your student information ready.

LOCKERS

There are no lockers at Community High School; therefore there is no place at CHS that is locked or private for you. Each classroom has shelf space for you to leave your books and notebooks overnight. Be sure to leave your things in the designated area in each classroom. Community High staff members are not responsible for lost or stolen articles. The building is used during the evenings by the Adult Education program and other groups, and classrooms are sometimes open and unattended during the day.

NON-DISCRIMINATION/EQUAL OPPORTUNITY

It is the policy of the West Fargo School District not to discriminate on the basis of race, color, national origin, religion, creed, sex, or disability. This policy applies to admission or access to the educational programs and activities offered to students, and extend to employment policies and practices applicable to school district personnel

PARKING & DRIVING

Parking for students is in the parking lot at the south end of the building. Do not park on the street. Be sure to drive carefully and quietly around school. We share the Leidal Center and its neighborhood with others.

PICTURES

Individual school pictures are taken one day during the fall. The District’s photographer is Scherling’s Photography. These pictures are not meant as a studio picture but rather used for cumulative files and records and the yearbook. All students are required to have their picture taken.

SEXUAL HARASSMENT / VIOLENCE

To maintain learning and working environment that is free from sexual harassment and violence, this school district prohibits any form of sexual harassment and violence. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature.

Any student or employee of this school district, who harasses or commits violence toward another student or employee through conduct or communication of a sexual nature, will be subject to the consequences appropriate for the behavior. All complaints whether verbal or written will be investigated and appropriate disciplinary action will be taken.

An individual who wishes to report a violation is encouraged to use the form available in the principal’s, superintendents, or counselor’s office. All verbal and written complaints should be submitted to the Human Rights Officer, Kathy Martin.

Retaliation is prohibited against any individual who reports sexual harassment, or participates in an investigation. Confidentiality of all persons involved will be respected to the fullest extent possible.

STUDENT LEADERSHIP

CHS has a Student Leadership Team that is open to students who want to get involved. The group meets once a week and plans activities for the student body at CHS. If you attend three meetings, you are eligible to become an officer. One staff member serves as the advisor. Elections are held as needed to replace Team members who resign, graduate, withdraw, or are ineligible to serve.

Other activities may be available during the year, such as the Kindness Committee, Art Contest, principal’s advisory committees, after school sports and hobbies, etc.

STUDENT OF THE MONTH

At the end of each month a Student of the Month is selected by the teachers. These are the qualities they look for when selecting the Student of the Month:

- High quality academic work
- Noticeable improvement in work and/or motivation

- Responsible use of time
- Leadership (setting a positive example for other students to follow)
- Service to school and fellow students

During the monthly awards meeting, students are recognized for effort, citizenship, and excellent academic performance.

TELEPHONE

The phone in the office is for official school use and *may not be used for your personal calls*. If you have to make a quick call to a parent or to arrange for a ride, you must ask permission and a staff member will record the name and number of the person you are calling and dial the phone for you. You may not make phone calls from classroom phones unless it is monitored by the teacher. You should not need to make a lot of calls in the office. Please arrange for rides ahead of time.

TEXTBOOKS

Textbooks are the property of the West Fargo Public Schools and are loaned to pupils subject to the following condition:

1. To be used only by the students to whom it is issued and not transferred to any other.
2. To be returned when requested or at the time of a withdrawal.
3. If the book is damaged in excess of reasonable wear or is lost, the pupil must pay for repair or replacement. A textbook condition form should be filled out when the book is issued. Cost is prorated on book cost.
4. The classroom teacher does inventory of lost or damaged books.

TIME CARDS

Your timecard is a very important document. You should always check your timecard to be sure the time punched is readable. Be careful not to punch directly over a previous punch. Be sure the timecard is pushed all the way to the back before punching; otherwise the numbers will be off the card. *If your timecard cannot be read accurately, you may lose time!*

Never allow another student to punch in or out for you! Time clock fraud may result in a suspension.

Check your timecard daily to be sure the time deducted and the balance is correct. If there are errors, bring it to the attention of a staff person right away. An example of time clock fraud is having another student punch you in and out when you are not in school. In a case such as this, both students may be suspended or be subject to severe timecard penalties. **A lost time card or a time card that leaves the building will result in "one track"**.

TITLE IX

The West Fargo Public School District No. 6 of West Fargo, ND is an equal opportunity employer in all areas including sex as outlined under Title IX. School Board policies relating to Title IX, Policy Statement, Grievance, Procedures and Complaint Procedures, are outlined in School Board Policy files 2-1500, 4-1550, and 5-1500. Inquiries regarding compliance with Title IX may be directed to;

- Louise Dardis, Assistant Superintendent, 207 W. Main Ave, West Fargo, ND 58078, telephone (701)356-2001 or
- Curt Jones, Activities Director, West Fargo High School, 801 9th St. E., West Fargo, ND 58078, Ph. (701)282-3357.

TORNADO DRILL

A tornado safety plan is in place for West Fargo Community High School, and in case of a tornado, students will report to designated "safe rooms or areas." Tornado drills will be held to prepare students for an emergency and to familiarize them with their designated "safe area." The rule is always getting down on your knees, cover your head, and stay away from windows.

TRESPASSING

Trespass on Grounds or Facilities of Public School is not allowed.

The following person(s) may be subject to referral for trespassing upon grounds or facilities of a public school:

1. Any person who is not a student, officer, or employee of a public school;
2. Any person who does not have legitimate business on the campus or any other authorization, license, or invitation to enter or remain upon school property;
3. Any person who is not a parent, guardian, or person who has legal custody of a student enrolled in the school;
4. Any student currently under suspension or expulsion.

GRADING

ACADEMIC ACHIEVEMENT & EARNING CREDIT

Students, when in regular attendance and consistently working, can complete a course in 20 days, or 60 hours, with exception of Science classes which can be completed in 22.5 days, or 67.5 hours. Students will be encouraged to complete their non-Science courses within 28 days or 84 hours. * More details about deadlines are on the web in our attendance policy and the appendices.

- **Deadlines** -- Students will meet with their teachers each week to create a work calendar to monitor the student's progress in each class. Each week the student and teacher will create DEADLINES decided together by the student and teacher in an effort to assist the student in completing the class within the 26/28 day time frame. Students who meet their deadlines will earn three hours of flex time.

- **Missed Deadlines** -- There are different reasons for not meeting deadlines on a student's calendar. These can include inefficient use of classroom time in completing assignments, not completing homework, and missed time or absence from school. Deadlines will be evaluated during the weekly meetings/calendar review with the teacher. Students who do not meet their deadline will earn only one hour of flex time.

GRADES

The teachers may assign grades to some, but not all, of your written work. Many of the things you do in class are for the purpose of learning, so they are not graded. You will get feedback on your work to let you know how well you have learned. The feedback may be written comments from the teacher, oral comments from the teacher, or a grade. Teachers often use rubrics to let you know how well you have learned and what you need to improve. You will receive percentage grades on unit tests and final exams. Those grades, in addition to scores you get on major projects or demonstrations of your skills, will make up your final letter grade in the course. You will always be told at the beginning of a course or unit exactly what you need to know and do to be successful in the course.

The grading scale at Community High School is:	
90 - 100%	A
80 - 89%	B
70 - 79%	C
60 - 69%	D
0 - 59%	F

PARENT/FAMILY CONFERENCES

Conferences schedules will be published in the District's newsletter and usually involve both evening and daytime sessions. Conferences are an opportunity for parents/guardians to meet their student's teachers and get a quick update as to their student's progress in a particular course. Keep in mind that students can have a parent conference at any time...merely call the office to schedule a conference.

October 3	5:30 to 7:30 pm	February 20	5:30 to 7:30 pm
December 5	5:30 to 7:30 pm	April 23	5:30 to 7:30 pm

TRANSCRIPTS

To allow students and parents to stay up to date with courses, grades, and credits, the office will mail out each student's transcripts each semester. Please review the transcript for accuracy and report any errors to the office. The student transcript is what will determine your graduation status and what is used to seek post-secondary training or college.

OFFICE PROCEDURES:

ADMINISTRATORS RIGHTS AND RESPONSIBILITIES

Administrators have the right to:

1. Make professional interpretation of stated rules and regulations
2. Receive the support of all school employees in the implementation of district and school regulations.
3. Suspend, recommend for expulsion, and refer to civil authority students involved in cases of flagrant and continuing misconduct.

Administrators have the responsibility to:

1. Execute school board policy and administrative rules and regulations.
2. Treat students, parents, teachers, and citizens with respect due them as individuals and with sensitivity to their differences in ethnic and social backgrounds.
3. Maintain an orderly atmosphere that is conducive to educational development and individual growth.
4. Inform parents of consistent and serious misconduct and disciplinary actions taken
5. Maintain confidentiality in all matters relating to student records whenever possible.

CHANGE OF ADDRESS/TELEPHONE REPORTING

If a student and/or his/her family changes residence, telephone number, or emergency contact during the school year, we ask that the family notify the office of these changes so that we may update our records immediately and avoid any delays in relaying school information to the family.

INCLEMENT WEATHER AND SCHOOL CANCELLATION

Prior to the start of the day – Occasionally, it is necessary to close school due to weather and road conditions. This decision is usually made by 6:15 a.m. You may find out by listening to local radio and television stations. If school is closed, all WF School District schools will be closed. School missed for snow will be made up as designated on the calendar page.

During the school day – If inclement weather should occur during the school day, announcement of school cancellation and busing schedule changes will be given to all the local media. Parent/guardians should listen for these periodic announcements on radio and television stations on bad weather days and be prepared or make arrangements to pick up their students at the school or bus drop-off points at the announced times.

ILLNESS/INJURY

If an illness or injury occurs after a student arrives at school, he/she is to report it to his/her instructor and then to the office. A parent will be notified as needed, which is an important reason to keep the office informed of address and phone number changes. If we have any doubts as to the seriousness of the injury, parents will be contacted. In immediate emergencies, 911 will be called. If you need to see a nurse, come to the office to check the nurse's schedule.

IMMUNIZATIONS

All students who attend school in West Fargo are required to submit a Certificate of Immunization before they can be admitted to school. The Certificate of Immunization states that the student has been vaccinated against diphtheria, pertussis, tetanus, measles, rubella, mumps, and polio. A student may be exempt from the requirements only if: (1) a physician signs a statement that immunization would endanger the life or health of the student; (2) a parent or guardian signs a statement that the family's beliefs are against immunization. The law also specifies that when there is danger of an epidemic from any of the communicable diseases for which immunization is required, those students who are not adequately immunized, including students exempt, will be excluded from school until the danger of an epidemic is over.

MEDICATION DURING SCHOOL HOURS

If you have prescription medication to take at school, you must bring it to the principal right away so he or she can make a note of it. If you want to have over-the-counter (non-prescription) medication with you, you may, as long as it is in the original bottle or package.

STUDENT RECORDS

Student records are open to our students and parent/guardians. If you would like to examine your student's file, please call and make an appointment with your principal. This student record contains the following information:

1. Basic information about the student and family
2. Attendance records
3. Grades or progress reports
4. Health information
5. Records of achievement in the basic skills
6. Results of intelligence, aptitude, and interest tests
7. Behavior and discipline reports
8. Special individual test results on pupils with special needs. (Special Services file)

VISITORS

Parents are always welcome at West Fargo Senior Community High School. If parents should like to visit classes or spend the day in their student's classes, please contact the office a day or more in advance so we can assist you.

Students or friends from other schools or relatives are NOT allowed to visit us while school is in session and we are working.
Alumni or former students need to schedule visits after school to visit with former teachers and friends or stop in after 3:00.

YOUR OTHER BASIC INFORMATION

3 hour passes	Given at the successful completion of a course or for parent/guardian attending conferences. The pass can ONLY be used for extending your end date. You can use one to extend your end date to earn another.
Sick days	Two sick days per month per class (two in the morning and two in the afternoon). These also include medical appointments.
Forget to punch in/out	15 minutes will be subtracted from your time card unless it can be verified by a staff member. It could be more, if we believe you arrived or left more than 15 minutes.
Pre-approved absence	Is done on a case by case basis. Allowing you to be absent from school will eliminate any flex time during the time you are absent.
Graduate	For record keeping purposes, CHS has two "official" graduation dates. The end of the first semester and the second one is the date of the graduation ceremony.
Leaving the building	Punch out or ask permission from the office. Any student who leaves the building without permission will have minutes taken off time card or will be punched out for the remainder of the class.

CHS Attendance Policy

Per class, each student will receive:

1. Two sick days per month. This includes parent call in, doctor or dental appointments, etc. These absences do not extend your deadline. Appointments and leaving school will be calculated up to the nearest hour.
2. For illnesses of two or more days, an ill waiver form can be submitted to the office and if approved, the absences will extend your deadline. **You are responsible to obtain the form, have it completed by the medical provider, and return it to the office within one week.** Your deadline will not be extended until the form is submitted and approved.
3. Funeral, Court, and Family vacations with pre-approval from Dr. Gravel at least two days prior to the absence.
4. Flex Time can be earned for meeting your weekly deadline.
5. **If you meet the previous week's deadline in your course**, your teacher will give you 24 minutes times the number of school days for flex time on the current week's timecard.
 - *Three days* times 24 minutes=72min/1:12
 - *Four days* x 24 minutes= 96min/1:36
 - *Five days* x 24 minutes= 2 hours
6. **If you did not meet a course deadline from the previous week you do not earn flex time.**
7. If you exceed the flex time or are minus time allowed for the week, you may:
 - Make up the time by attending study halls or take an "F" in the course and start another class.
 - Time can be made up ONLY in study hall during the assigned study hall times. If you cannot attend study hall then don't miss school.

Note - If you take an "F" you will be placed on the Accountability Tracking System.

You will receive 26 days (29 in Science) in which to FINISH your course. There are rewards to completing the class early. If you...

- Finish your class in 20 or 21 days you earn two 3-hour passes and ½ credit.
- Finish your class in 22, 23, or 24 days you earn one 3-hour pass and ½ credit.
- Finish your class in 25 or 26 you earn ½ credit.

The 3-hour pass can be used to extend a deadline date or can be used to take three hours off between classes (After you have finished one and before you start the next one).

If you do not finish your class within 26 days (29 in Science) you will earn a grade of "F" and will be placed on a Track.

Updated 4/21/11

COMMUNITY HIGH SCHOOL MAKING "TRACKS" TO GRADUATION



In order for Community High School to continue to assist students to earn credits to graduate we have developed some new rules and two tracks.

For students who pass classes and earn credits they are rewarded for their efforts through the **Personal Responsibility Track**. The P.R.T. is the system we have currently in place. Students are able to:

- Have discretionary time (earned by meeting deadlines)
- Have course selection priority.
- Participate in game time and other social activities.

For those that fail a course, they are placed on the accountability track (see below).

Course Failure Ladder of Accountability Track

Rules	First Failed Course	Second Failed Course	Third Failed Course (3a)	Return from withdrawal (3b)
	<i>Track 1</i>	<i>Track 2</i>	<i>Track 3a</i>	<i>Track 3b</i>
Flex time	:30 minutes	:30 minutes for am class only		None
Time on task	No punching out early	No punching out early		No punching out early
Lunch/Campus	Open	Closed campus		Closed campus Reflection journal
				<i>Fourth failure</i>
Office Action 	Letter home notifying the student failed a course	Parent meeting and planning about how to be successful. <i>Track 3a info. shared</i>	A <u>30 day withdrawal</u> from school.	Student is withdrawn until the end of the school year.

Students can work their way back up the ladder by passing two classes in a row. Passing two classes in a row moves the student to the left one column no matter which track they are on, except a fourth failure.

Students who do not abide by the rules will face disciplinary action which may include suspension or being withdrawn from Community High School.

Revised 5/19/10