

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

## **Welcome to West Fargo High School**

This handbook is intended to inform you of the rules, regulations, and activities of the school, thus enabling you to become a better citizen of your school. It will help you answer many of the questions you may encounter during the school year. Please be aware that it is your responsibility to become familiar with its contents.

We are extremely proud of our high school facility, students and staff. Working together we have accomplished many worthwhile goals. Our high school is a great place to learn and enjoy your friends. We welcome you and wish you a prosperous and enjoyable school year.

Gary Clark, Interim Principal  
Holly Ripley, Assistant Principal (A-D)  
Dan Holder, Assistant Principal (E-H)  
Ryan Stewart, Assistant Principal (I-M)  
Adam Gehlhar, Interim Assistant Principal (N-Sc)  
Greg Limke, Dean of Students (Se-Z)  
Curt Jones, Activities Director

### **MISSION STATEMENT WEST FARGO HIGH SCHOOL**

*Educating today's learners for tomorrow's world.*

This statement is used as a guide in developing all aspects of the curriculum. West Fargo High School hopes to prepare students to exhibit global and community awareness, communication and technological literacy, the ability to access and evaluate information, an appreciation of the humanities, respect for the individual, and self-knowledge. The ultimate purpose of all education is to make the students their own teachers.

These are accomplished through a balance of excellent broad based academic, vocational, co-curricular programs that in themselves demonstrate accountability and flexibility necessary to meet the demands of today's world.

**Cover page designed by Mason Wright**

**SCHOOL CALENDAR 2012-2013**

Student Registration .....	August 7, 8, & 9
New Teacher Workshop.....	August 15 & 16
Professional Development.....	August 20
Back to School Night.....	August 21
Teacher Workshop.....	August 21 & 22
School Begins .....	August 23
Labor Day-No School.....	September 3
School Pictures .....	October 1
Parent-Teacher Conferences.....	October 4
No School-Professional Development.....	October 8
Teacher's Convention-No School.....	October 18 & 19
End of First Quarter .....	October 26
Veteran's Day Observance – No School.....	November 12
No School- Conference Comp. Day.....	November 21
Thanksgiving Break .....	November 22 & 23
Parent-Teacher Conferences.....	December 6
Last day of school prior to winter vacation .....	December 21
Classes Resume.....	January 2
End of First Semester .....	January 11
Staff Development & Martin Luther King, Jr. Day—No School .....	January 21
Staff Development Day—No School .....	February 18
Parent-Teacher Conferences.....	February 25
No School- Storm Make-up #1.....	March 15
End of Third Quarter.....	March 19
No School- Good Friday.....	March 29
No School- Conference Comp. Day.....	April 1
Parent-Teacher Conferences.....	April 23
No School- Storm Make-up #2.....	April 29
Last Day of School and End of Quarter Four .....	May 23
Teacher Grading/Record Keeping Day- Storm Make-up #3.....	May 24
Graduation .....	May 26
Progress Reports.....	September 21, November 30 February 13, and April 19
End of Marking Periods.....	October 26, January 11, March 19, and May 23

Storm days will be made up in the following order:  
(1) March 15 (2) April 29 (3) May 24

**REGULAR SCHEDULE**

Period 1 .....	7:45-8:35
Period 2 .....	8:40-9:35
Period 3 .....	9:40-10:30
Period 4 .....	10:35-11:25
Period 5 .....	11:30-12:50
Group A Lunch.....	11:25-11:55
Group B Lunch.....	11:52-12:22
Group C Lunch.....	12:19-12:50
Period 6 .....	12:54-1:44
Period 7 .....	1:49-2:39
Period 8 .....	2:44-3:34

**GRADUATION INFORMATION**

**REQUIREMENTS**

The proper selection of courses by students is an important matter. It is important to the students that each course should be carefully selected as an integral part of the student's four-year educational plan. Carefully thought-out course selections are equally important to the school district as commitments for staffing for the ensuing year are based on the student selections. Therefore, changes in student course selections after May 31 will only be made in cases of extreme hardship. All changes must have the approval of the schools assistant principals or principal.

**Required Courses**

English	4
Mathematics	3
Science - Physical or General and Biology are required	3
Social Studies	4
World Geography	1
World History	1
U.S. History	1
U.S. Government	1/2
Economics	1/2
Health	1/2
Physical Education - taking 1/2 credit each year grades 10, 11, and 12	2 (includes a 1/2 credit of PE at 9 <sup>th</sup> grade center)
<b>Required Units</b>	<b>16.5</b>
<b>Elective Units</b>	<b>6.5</b>
<b>Units of credit required for graduation</b>	<b>23</b>

### **ELIGIBILITY**

To qualify for graduation, a senior must have enrolled in a high school during grades 9, 10, 11 and 12 for four separate school year terms. An exception to this policy may be made for students if they have the approval of their parents and the principal. In addition, according to school board policy, students must have completed all requirements for the high school diploma in order to participate in commencement exercises.

Students shall be enrolled each year in courses that will give them at least 6 credits unless an administrator has granted permission to take a reduced load. Additional courses may be taken from the list of electives each year to meet the minimum requirements.

Students must make an effort to make up any course failures through summer school, on-line recovery, or the Center for Distance Education before the next fall term starts. Courses failed and not made up by the beginning of the next school year must be scheduled for that school year. Special permission must be obtained to take further courses in the same field until failures have been removed.

### **COMMENCEMENT RECOGNITION**

Graduating seniors who have attained any or all of the following will be given special recognition during commencement exercises:

1. Active membership in the National Honor Society
2. A grade point average (non-weighted) of 3.60 or better for all courses grades 9-12 taken up to and during the first semester of the senior year (Graduating with Honor). Students who receive S/U grading are not eligible for graduating with honor.

### **ADMISSION REQUIREMENTS FOR PUBLIC CAMPUSES IN THE NORTH DAKOTA UNIVERSITY SYSTEM**

Certain high school courses are required if the student plans on enrolling in a four-year public college or university in North Dakota. These campuses are: North Dakota State University, University of North Dakota, Dickinson State, Mayville State, Minot State, and Valley City State. In order to enroll in one of these institutions the following must be completed:

- 4 units of English
- 3 units of mathematics including Algebra I, Geometry, Algebra II
- 3 units of laboratory science, including at least 2 in biology, chemistry, physics, or physical science
- 3 units of social studies, excluding consumer education, marketing, orientation to social studies, and marriage/family

In addition, it is strongly recommended that the student also complete:

- 2 units of a single classical or foreign language, including American Sign Language and Native American Language

## **ADMISSION REQUIREMENTS FOR PUBLIC CAMPUSES OTHER THAN NORTH DAKOTA**

State university systems outside of North Dakota also maintain high school preparation standards. For those requirements, please visit with one of the high school counselors.

### **Dual Enrollment Program**

The dual credit program allows sophomores, juniors, and seniors to take courses offered by an approved post-secondary institution for both high school and post-secondary credit. Students interested in this program must consult with their administrator before enrolling in a course for dual credit. A three or four semester hour course offered by a post-secondary institution is equivalent to a half credit high school course. Credit is earned at both the high school and the post-secondary institution. Credits earned through dual credit will count toward the grade point average at both institutions. The student and the student's parent or legal guardian are responsible for all costs related to receiving post-secondary credit.

### **Study Halls**

Students are expected to be in their assigned study hall when they are incomplete, failing, or have already failed a class (includes grades from the spring semester for the following school year). When leaving a study hall, students must sign out. If students are going to the library, they must sign in when they arrive. Student study hall assignments will be in the commons 2, 3, 4, 6, & 7. **Note: Regular study halls are not held 5<sup>th</sup> and 8<sup>th</sup> hour.** When students are in the commons, they may have some refreshments, study, or just relax. Talking should be done quietly. We expect students to behave responsibly in the area at all time. It is most important that paper and all other rubbish be thrown in the waste baskets that are provided. The courtyard will be open when weather permits. Teachers supervising the commons must give permission to utilize this area. **Students who are on an Individualized Education Plan (IEP) must attend their general education study hall unless their case manager and parent/guardian say otherwise. Student registered for intervention room study hall in 112C must attend.**

## **STUDENT BEHAVIOR POLICIES**

### **Positive Behavior Support Expectations**

West Fargo High School is practicing Positive Behavior Support by teaching and reinforcing students for displaying the school-wide expectations. This increases the probability that the majority of students will act according to the expectations. This also acts as a proactive intervention for students with a history of problem behavior. The following ideas will guide behavior at West Fargo High School.

1. Practice respect for yourself and others
2. Act with responsibility
3. Conduct yourself with honesty and integrity

4. Keep high expectations

**Guidelines for Safe and Positive Behavioral Interventions**

As part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with district guidelines. These could occur along with other emergency actions such as calling the police. Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after such incident the parents or guardians will be informed when any of these actions have occurred.

**SCHOOL CONDUCT POLICY**  
**WEST FARGO, FARGO NORTH, FARGO SOUTH, FARGO DAVIES**  
**AND MOORHEAD HIGH SCHOOLS**

West Fargo, Fargo North, Fargo South, and Moorhead High Schools recognize that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of such activities such as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities. As a result any dress, hand signs or gestures identifying gang membership/affiliation are prohibited.

Every student who gives evidence of a sincere desire to remain in school and makes a good effort to profit from the educational experiences will be given every opportunity and assistance possible to achieve success to the limit of his individual ability.

General behavior requirements for West Fargo High School students:

1. Respect constituted authority and conform to school rules and regulations and those provisions of law which apply to juveniles and minors.
2. Respect rights and property of others.
3. Maintain acceptable standards of courtesy, decency, morality, clean language, honesty, and wholesome relationships with others.

**CORRECTIVE MEASURES**

We recognize that each student is an individual and that correction of misconduct should be handled on an individual basis. Circumstances will usually dictate what measures will be taken in the order listed. This may vary depending on the type of misconduct.

1. Conferences
  - A. Teacher-Student (minor misconduct)
  - B. Counselor-Student (teacher may also be involved)
  - C. Principal or Assistant Principal-Student (act is serious or repetitive)
  - D. Principal-Assistant Principal-Counselor-Teacher (total review of case)
2. Probation A warning of imminent suspension may be administrated for any serious act of misconduct. Parents will be notified.

3. Suspension The authority to initially determine whether or not the student shall be suspended rests with the principal or other administrative personnel and can be exercised after the student is given:
  - A. Oral and/or written notice of charges
  - B. An explanation of the evidence
  - C. An opportunity to present the student's side of the story. There need be no delay between the time notice is given and the carrying out of the above procedures. The parent or guardian shall be notified regarding the suspension. In those cases where a student's presence poses a continuing danger to persons or property or any ongoing threat of disrupting the educational process, the student may be immediately removed without prior parent notification. Before reinstatement of the student, the events leading to the suspension will be discussed with the parent or guardian by telephone or conference at the administrator's discretion. Communication between administrator and counselor is an important part of a suspension procedure. Therefore, when a suspension of a student occurs, the administrator and counselor should consult with one another. The counselor also needs to be in contact with the student. Any further action will be determined by the reason for the suspension and/or the needs of the student.
  - D. Students receive credit for work done during suspension.
4. Probated Expulsion A probated expulsion requires the student to appear before a panel of three (administrators) for a hearing. At the hearing, the school board will determine provisions that the student must follow in the future. Failure to do so will result in an immediate expulsion.
5. Expulsion - Expulsion of a student from school would follow only after suspension and the right to a hearing before the school board. The student and the student's parent(s) shall be provided with the following notices, prior to the hearing outlined below:
  - a. Notice of Charges:  
The student and the student's parent or guardian shall be notified in writing of the specific charges against the student. These charges will be stated clearly enough for the student and the parent to understand the grounds of the charges and to be able to prepare a defense.
  - b. Notice of Nature of Testimony and Witnesses:  
Prior to the hearing, the student and the student's parent or guardian shall be advised of the nature of the evidence against the student and be provided the names of any witnesses whose testimony may be used against the student.
  - c. Notice of Hearing:  
The student and the student's parent or guardian shall be notified of the date of a hearing within a reasonable time after notice of charges. The date of the hearing may be advanced at the request of the student or postponed on the showing of reasonable grounds.
  - d. Notice of Right to Present Evidence:  
At the time notice of the hearing is given to the student and the student's parent or guardian, they shall be notified of their right to present witnesses or documentary evidence.

- e. Adult Representation:  
The student, or his or her parent or guardian may be represented and/or assisted at the hearing by a lawyer or another adult. A parent or guardian who is unable to attend the hearing may designate another adult to assist the student in the parent's absence. Notification of the representative's identity shall be given in advance of the hearing, or the representative shall furnish evidence of appointment at the time of the hearing.
- f. Right to Present Evidence:  
At the hearing, the witnesses for the administration will present their evidence that supports the reason for the proposed expulsion. The student and/or his or her representative shall be given an opportunity to present witnesses and evidence to disprove the reasons offered by the school's witnesses.
- g. Record:  
The hearing shall be tape-recorded or a secretary or court reporter shall keep an accurate record of the proceedings.
- h. Action of the Administration:  
The administration shall render its decision by a majority of those members in attendance and written notice of the decision shall be sent promptly to the student and parent or guardian.
- i. Appeal to the School Board:  
An appeal of the hearing panel's decision may be made to the School Board within 10 working days of the original hearing. The decision should be reviewed at the next regular meeting of the Board, except when good cause is shown for calling a special meeting for that purpose. The School board will only review the decision of the hearing panel; they will not hear evidence. Since the expulsion will affect or become a part of the student's educational record, the appeal hearing before the Board will be in executive session unless the parent/guardian signs a written waiver of their rights under the Family Educational Rights and Privacy Act.

#### **WEAPONS POLICY**

The possession of a weapon may result in (1) an initial suspension for five days; (2) confiscation of the weapon; (3) notification of parents; (4) notification of the police; and (5) a recommendation to the superintendent that the student be expelled. "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity. "Weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: guns (including pellet guns, look alike guns and nonfunctioning guns that could be used to threaten others), knives, clubs, metal knuckles, and numchucks. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

### **ASSAULT**

1. A threat of bodily harm or death to another person, without material physical contact, will result in a parent/guardian conference and may result in a suspension of up to five days. Students who engage in fighting with another person while on school property or at a school activity may be suspended for up to five days. Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another. In the event that a fight does occur, any action intended to harm another person is not considered self-defense.
2. Direct attack on another person: Student will be suspended for up to five days and may be recommended to the superintendent for expulsion.

### **PROHIBITION OF DISCRIMINATION, HARASSMENT, VIOLENCE AND BULLYING**

#### **GENERAL STATEMENT OF POLICY**

The West Fargo School District will maintain a 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.

Harassment is generally defined as any unreasonable and/or repetitive interference, intimidation, hostility, or offensive behavior on the part of any employee, student, or visitor. Harassment may include but is not limited to sexual harassment, racial harassment or harassment because of a physical condition or disability, appearance, or sexual orientation.

Incidents involving initiations, hazing, intimidation and/or related activities which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students are prohibited. A 'Cease & Desist' form will be signed by all parties after mediation has occurred. Failure to abide by the 'Cease & Desist' form may result in being charged by the local authorities.

#### **DISCRIMINATION / HARASSMENT DEFINED**

Harassment generally includes, but is not limited to, physical contact or violence or verbal statements relating to an individual's race, color, religion, sex, sexual orientation, national origin, age, disability, or status in any group protected by federal, state or local law when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3. Otherwise adversely affects an individual's employment or academic opportunities.

#### **RACIAL DISCRIMINATION / HARASSMENT DEFINED**

Racial harassment in public schools violates Title VII of the Civil Rights Act of 1964; sexual harassment violates Title IX of the Education Amendments of 1972. Racial discrimination/harassment is present if a person is treated differently on the basis of race, color, or national origin in the context of an educational program or activity without legitimate nondiscriminatory reason so as to interfere with or limit the ability of the person to participate in or benefit from the services, activities, or privileges provided by the school district. Racial discrimination/harassment may include but is not limited to:

1. Harassing conduct that is physical, verbal, graphic or written;
2. Injury to persons or property; or
3. Conduct threatening injury to person or property.

#### **SEXUAL DISCRIMINATION/HARASSMENT DEFINED**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement or grade;
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education; or
3. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating intimidating, hostile, or offensive employment or education environment.

Sexual discrimination/harassment may include but is not limited to:

1. Unwelcome verbal harassment or abuse of a sexual nature;
2. Unwelcome pressure for sexual activity;
3. Unwelcome, sexually motivated, or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
4. Unwelcome sexual behavior or words, including demands for sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
5. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises for preferential treatment with regard to an individual's employment or educational status; or
6. Unwelcome behavior or words directed at an individual because of gender.

Any person who believes he or she has been the victim of harassment, sexual or otherwise, should file a complaint. Filing of a written or oral complaint will not reflect upon the individual's status or affect future employment, work assignments, or grades.

The right to 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 appropriate.

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.

Students, parents, or others who believe they have been discriminated against or harassed on the basis of race, color, national origin, sex, age, or disability in any of the district's programs or activities may file a complaint as follows:

1. An oral complaint may be informally filed with the building principal;
2. A formal written complaint form may be filed with the building principal; or
3. A formal written complaint form may be filed with the district superintendent, West Fargo Public Schools, 207 West Main, West Fargo, North Dakota.

A complete copy of Board Policy 1-9000, procedures, and complaint forms are available in all school offices and the district office. The West Fargo Public Schools acknowledges your right at any time to file a discrimination complaint with: Office of Civil Rights, Chicago, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204  
Phone: 312-886-8434. Fax: 312-353-4888. TDD: 312-353-2540. email OCR.chicago@gov.ed

<b>Inquiries by Students and Parents concerning:</b>		
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	Louise Dardis Curt Jones	701-356-2001 701-356-2050
Americans with Disabilities Act	Pete Diemert Robin Hill	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

### **BULLYING**

**For the purposes of this policy:**

- 1) Bullying is defined as conduct prescribed in NDCC 15.1-19-17. The Superintendent should place this definition, in its entirety, in

student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.

- 2) Protected classes are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. Persons meeting these definitions have protections under the district's discrimination and harassment policy, in addition to the protections offered under the bullying policy. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- 3) School property or the term on-campus refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.
- 4) School-sanctioned activity is defined as an activity that:
  - o Is not part of the district's curricular or extracurricular program; and
  - o Is established by a sponsor to serve in the absence of a district program; and
  - o Receives district support in multiple ways (i.e., not school facility use alone); and
  - o Sponsors of the activity have agreed to comply with this policy; and
  - o The District has officially recognized through board action as a school-sanctioned activity.
- 5) School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
- 6) School staff include all employees of West Fargo Public Schools, school volunteers, and sponsors of school-sanctioned activities.
- 7) True threat is a statement that, in light of the circumstances, a reasonable person (determined by at least taking into account the victim's age and maturity) would perceive as a serious expression of an intent to inflict harm.

### ***Prohibitions***

While at a public school, on school district premises, in a district-owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event, a student may not:

- 1) Engage in bullying;
- 2) Engage in reprisal or retaliation against:
  - a. A victim of bullying;
  - b. An individual who witnesses an alleged act of bullying;
  - c. An individual who reports an alleged act of bullying; or
  - d. An individual who provides information/participates in an investigation about an alleged act of bullying.
- 3) Knowingly file a false bullying report with the District.

Off-campus bullying that is received on school property is also prohibited. The District has limited disciplinary authority to respond to such forms of bullying.

### ***Reporting Procedures for Alleged Policy Violations***

- 1) Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President. Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.
- 2) Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
  - a. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
  - b. Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting it anonymously.
  - c. File an oral report with any school staff member, who will then complete the necessary documentation on the student's behalf.

A complaint filed anonymously may limit the district's ability to investigate and respond to the alleged violations.

### ***Reporting to Law Enforcement & Others Forms of Redress***

Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law.

### ***Documentation & Retention***

The District shall develop a form to report alleged violations of this policy. The form should be completed by school staff when they:

- 1) Initiate a report of an alleged violation of this policy; or
- 2) Receive an oral report of an alleged violation of this policy.

The form should be completed by an administrator when s/he:

- 1) Initiates a report of an alleged violation of this policy; or
- 2) Receives an oral report of an alleged violation of this policy.

All written reports of an alleged violation of this policy received by the District shall be forwarded to the appropriate school administrator for investigation and retention.

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the District, such reports and investigation material shall be retained for six years after the student turns 18.

#### ***Investigation Procedures***

School administrators (i.e., a principal, an assistant superintendent, or the Superintendent) are required to investigate violations of this policy (as prescribed under "Prohibitions"), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected class—whether actual or perceived. Reports involving a protected class shall be investigated in accordance with the district's harassment/discrimination policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; whether this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

- 1) Identification and collection of necessary and obtainable physical evidence (*NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile*);
- 2) Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
- 3) Interviews with any identified witnesses;
- 4) A review of any mitigating or extenuating circumstances;

- 5) Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to victim and alleged perpetrator during the investigation.

#### ***Disciplinary & Corrective Measures***

Students that the District has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

- 1) Require the student to attend detention;
- 2) Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed;
- 3) Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
- 4) Create a positive behavior support plan;
- 5) Refer the student to a school counselor;
- 6) Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
- 7) Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
- 8) If applicable, contact the administrator of the website on which the bullying occurred to report it.

If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

For bullying initiated off campus and received on campus (e.g. cyberbullying), the District only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying received on campus, the District may only take corrective measures as described in items five through eight above.

If the perpetrator is a school staff member, the District shall take appropriate disciplinary action including, but not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with any applicable law.

### **Victim Protection Strategies**

When the District confirms that a violation of this policy has occurred, it should notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

- 1) Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
- 2) Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
- 3) Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
- 4) Referral to counseling services for the victim and perpetrator.
- 5) Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

### **Prevention Programs & Professional Development Activities**

In accordance with law, the District shall develop and implement bullying prevention programs for all students and staff professional development activities.

*Adopted: 04/09/12*

*Reviewed:*

*Revised:*

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify

the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

<b>TITLE PROGRAM DISPUTE RESOLUTION POLICY</b>
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File 2 – 1600 - Philosophy - Adopted 2/13/06

West Fargo School District #6 will follow procedures for receiving and resolving disputes pertaining to all Federal Title Programs, including, but not limited to Title I, II, IIA, IID, III, IV, and V as required by North Dakota Department of Public Instruction through the "No Child Left Behind" federal mandate.

Any person who believes that West Fargo School District #6 has violated the regulations or law governing any of the Federal programs may file a written complaint with the Assistant Superintendent. The written complaint must include:

- The date;
- The name of the district, unit, or individual the complaint is against;

- The name, address, and telephone number of the person making the complaint;
- A detailed description of the complaint, including specific facts supporting the allegation; and,
- The personal signature of the complainant.
- The written complaint may be sent via mail, e-mail, or hand delivered to:

Assistant Superintendent  
 West Fargo School District #6  
 207 Main Avenue West  
 West Fargo, ND 58078  
 dardis@west-fargo.k12.nd.us  
 701-356-2001

The Assistant Superintendent shall investigate the complaint and provide the complainant a written response within 30 calendar days.

If the complaint is not resolved to the satisfaction of the complainant, the complainant may forward the complaint to the specific Title Program Director at:

[Director of Specific Title Program]  
 North Dakota Department of Public  
 Instruction  
 600 East Boulevard Avenue, Dept. 201  
 Bismarck, ND 58505-0440  
 701-328-3264  
 701-328-4770 Fax

The director will investigate the charges and issue a report providing suggestions for resolution within 60 calendar days of receipt of the complaint.

Once the complainant receives a response from DPI staff, the person making the complaint may submit a reconsideration request in writing to the State Superintendent within 30 days of the date of the Title director's response. The State Superintendent will issue a final decision within 30 days of the request for reconsideration.

If the complaint is still not resolved to the satisfaction of the complainant upon receipt of the State Superintendent's reconsideration, the complaint may be forwarded to the federal level at:

Secretary of Education  
 U.S. Department of Education  
 555 New Jersey Avenue NW  
 Washington, DC. 20208

#### **USE OF DIRECTORY INFORMATION**

The directory information listed below may be released to the public as needed in regard to any individual student in the school district. Any parent of a student less than eighteen years old or any student eighteen years old or older not wanting any or all of this information released to the public must indicate such refusal to the principal on a form provided by the school

no later than September 15<sup>th</sup> or within 2 weeks of enrollment. The objection must be renewed annually.

Directory information includes: Student name, grade, age, address, parent name(s), telephone listings, place of birth, participation in officially recognized co-curricular activities, weight and height of members of athletic teams, dates of attendance, recognitions (such as the honor roll), awards received, and photograph or likeness.

### **CHEMICAL HEALTH/DEPENDENCY POLICY**

It is a goal of the West Fargo Public School to create a caring atmosphere for each student within the system. In keeping with this goal, the school district recognizes that chemical use problems and the illness of addiction in our school community present a hazard that can interfere with a student's ability to learn and function responsibly in the school setting. Chemical use problems are personal or social problems which result directly from the use of chemicals or indirectly from a family members' or others' use of chemicals. Concern over the problem has led to the formulation of this policy. Therefore the school district has established the following goals:

1. To provide an appropriate caring atmosphere to help those who are affected by chemical use problems.
2. To provide educational awareness of chemical use to help individuals make responsible decisions.
3. To provide procedures for identifying students affected by chemical use problems.
4. To provide intervention and/or support services for students affected by chemical use problems.

### **USING, POSSESSING, DISTRIBUTING, SELLING, PURCHASING, OR RECEIVING OF TOBACCO, DRUGS, AND ALCOHOL**

Students cannot smoke cigarettes, chew tobacco, use or possess drugs/drug paraphernalia or alcoholic beverages on school premises or when present at any school sponsored activity. This includes using drugs or alcohol and returning to school. Using or possessing tobacco, alcohol, or other drugs on school premises or when present at any school sponsored activity will result in a suspension. The selling or distributing of drugs, including (but not limited to) alcohol and prescription drugs, on school premises or at a school sponsored activity will result in a recommended **EXPULSION** to the superintendent of schools. The purchasing or receiving of drugs, including alcohol, on school premises or at a school sponsored activity may result in a recommended **PROBATED EXPULSION** to the superintendent of schools.

### **CHEMICAL MISUSE PROCEDURE**

1. The following are guidelines for situations involving students who have been observed using, possessing, distributing, selling, purchasing, or receiving drugs and alcohol on school premises or while attending school activities.
2. Staff members immediately confront student with observed behavior and ask student to go with them.
3. Staff members will document in writing the incident and provide the principal with a copy of the report.

4. Staff members will not discuss the incident with other students.
5. Administration will discuss the incident with the student. Student involvement will result in suspension or expulsion.
6. Administration will contact parent or legal guardian about the incident.
7. When administrators have official knowledge of an infraction both on or off school property, they will notify the school counselor who will design an appropriate intervention strategy with the student/parent/administrator. Possible interventions include:
  - A. Meeting with the school counselor.
  - B. Consulting with professionals (e.g. social worker, probation officer, clergy, or teachers)
  - C. Required attendance in an awareness class at WFHS.
  - D. Referring to an outside agency.
  - E. Seeking an appropriate evaluation.
  - F. Referring to drug information class in the community and school.
  - G. Recommending a support group.
8. If needed, the administrator/counselor will conduct a reevaluation of the intervention plan.

#### **REFERRAL PROCEDURE**

Recommendations for referral will be made by the counselor. Referral resources available may include the Southeast Human Service Center, Share House, and an outreach worker. The school will provide an appropriate educational program in cooperation with the treatment facility.

#### **PERSONAL APPEARANCE AND DRESS**

Students should use good judgment and good taste in the way they are dressed and groomed. Girls should not have bare midriffs, bare backs, low cut tops or short skirts. Messages on clothing are not permitted if they are vulgar, in poor taste, or a put down to racial or religious groups. References to weapons, drugs, alcohol, and tobacco are not permitted. This includes necklaces with marijuana leaves or mushrooms. Caps are not allowed in the building. The wearing of pajama pants is not allowed.

#### **ATTENDANCE**

##### **ATTENDANCE POLICY**

The Board of Education has adopted the following policy in regard to attendance:

"Students must not be absent more than 10 times from each **semester course** in which they are enrolled if they are to receive credit that will count toward graduation. Exceptions which may be approved include illness substantiated by a statement from a doctor, supporting a family, or other special circumstances approved by the principal."

**Note: Students are allowed 5 days absent in a block course per quarter.**

The attendance standard indicated above is a minimum course requirement for successfully completing all courses at West Fargo High School.

When students' absences go beyond the required limits, they will be given the option of either staying in the class or being dropped from the class and assigned to a study area for the remainder of the semester during the period they were scheduled for that class. Credits lost due to poor attendance may be made up in the regular school program, by correspondence, or in summer school.

Students who are not yet sixteen years of age and do not attend school regularly will be considered truant and will be referred to the juvenile authorities as the law required. NORTH DAKOTA LAW "15-34-01 School's Compulsory Attendance Every parent, guardian, or other person who resides in any school district and has control over an educable child of any age of seven years to sixteen years shall send or take to a public school each year during the entire time such school is in session." NORTH DAKOTA LAW '15-1-20-03 (section #4) states, "Any person who fails to ensure that a child is in attendance as required by this chapter is guilty of an infraction for a first offenses and is guilty of a class B misdemeanor for a second or subsequent offense."

#### **ABSENCES, EXCUSED AND UNEXCUSED**

The following reasons for absences from school will be excused:

1. Sickness of student
2. Sickness or death in the student's family necessitating his absence
3. Conditions over which the student has no control such as poor weather conditions

In addition, if students plan to be absent for some special reason, the students and their parents must check with the principal or an assistant prior to the absence if it is at all possible. If students plan to go on a family trip, a special hunting trip, they will be asked to complete a Green Sheet where they will list the assignments for the classes they miss. The request for a Green Sheet must be made 1 day in advance of the absence. They are asked to complete the assignments before they leave and submit them to their teachers for approval and then bring the Green Sheet to the office. Completed Green Sheet absences do not count toward students' attendance. **Green sheets will not be issued in May.** West Fargo High School recognizes the need to attend school regularly. Therefore, to miss school because of work will result in an unexcused absence. **West Fargo High School encourages families to take vacations during school breaks so students will not miss large amounts of class time.**

#### **SKIP CLASS**

Students who skip classes will be given time in detention to make up for every minute they miss. A pattern of skipping will result in a meeting to consider educational alternatives for a student

#### **TARDINESS**

If students are late for school in the morning, they should report to the office immediately before going to any class or study hall. The office will allow a student to be tardy 2 times per semester without penalty. Tardies 3-10 each semester will result in a ½ hour detention for each occurrence. After 10 tardies in a semester the student will be assigned 1 hour detention for each tardy. If students are tardy for any class after attending a class for the day they should report directly to that class. Unavoidable tardiness will be excused but unexcused tardiness will be penalized by the teacher involved.

### **ABSENCES, PROCEDURES WHEN RETURNING TO SCHOOL**

When students are absent, one of their parents or guardians must call the office (356-2050) before 9:00 AM on the day the student is absent and indicate the reason for the absence. If the high school does not receive a phone call, we will call to inform the parents their son or daughter is not in school. The bring-a-note-from-home system will not be used. Fake phone calls from someone other than parents or guardians will result in 1 hour of detention. Students who are returning to school from being absent the day before and who arrive before homeroom need not check into the office. However, if they arrive after the beginning of homeroom they must check into the office. Students who are absent will be reported to the teachers.

If the absence is excused, the student will be allowed to make up the work missed and will be given full credit for the work if done within a given period of time which is one day more than the length of the absence. Students who do not complete make-up work on time will not receive full credit for the work. If the absence is not excused, make-up work will be assigned for the absence but no credit will be given. Students who arrive or return to school after the school day has begun must check into the office so we know they are here. Failure to do so will result in ½ hour of detention being assigned. Students who are absent for only part of a school day should be responsible for assignments for the entire day. Students should contact the teachers whose classes they miss to hand in any assignments that are due and to receive any assignments that may be due the next day. Whenever students are under a doctor's care during an absence from school, they should bring a note from the doctor involved when returning to school since these days are not considered in the limit of ten absences mentioned in the attendance policy. Students must not in any way alter the excuse provided by the doctor. Any attempt to do so will result in the appropriate administrator calling the clinic and doctor to verify the excuse or to report the altering of the doctor's statement. Parents will be notified and detention may be given. Parents may call to get work for their child after the 2<sup>nd</sup> day a student is absent. Parents and students should access SharePoint to find assignments and other information from their classes when absent from school. Each student at West Fargo High School has a SharePoint log in and username.

### **PERMIT TO LEAVE THE BUILDING**

Students who may find it necessary to leave the building during school hours must have the permission of the principal or his assistant, and they must have a blue pass to leave the building once permission is granted. Even though they may leave the building for a good reason but do not check out in the office, we will keep them after school 1/2 hour to help remind them that next time (should the need arise) they must check out in the office before leaving the building. Since we are legally responsible for students during the school day, we must give our permission before they can be allowed to leave school.

### **WHAT TO DO IF STUDENTS BECOME ILL**

If students should become ill during the school day, they should report to the principal's office. Parents will be notified before students are allowed to go home should they need to do so. A cot is available for use while waiting for transportation home. In the case of accident or illness and we are unable to locate parents and it appears immediate medical care is needed, students will be taken to the Sanford Clinic West Fargo. The cost of the

resulting medical care will be the responsibility of parents. Students who wish to see the school nurse are asked to come to the principal's office to register.

#### **DOCTOR AND DENTAL APPOINTMENTS**

Whenever possible, doctor and dental appointments should be made at times other than during the school day. However, we realize that this isn't always feasible and if appointments must be made during the school day, we ask that students try to make them during study hall time. A telephone call from parents or guardians stating the time of the appointment must be received in the principal's office before permission will be given to leave the building for a doctor or dental appointment.

#### **OPEN CAMPUS POLICY**

Sophomores, juniors and seniors are not assigned to study hall period 5 and period 8. However, students must attend study hall if they are failing, incomplete, or a parent requests the placement. The administration reserves the right to reassign all students to an appropriate study hall. Students on an Individualized Education Plan (IEP) must attend study hall.

#### **TRANSPORTATION—BUS RIDING RULES**

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 or 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 suspended 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.

## **ACADEMICS**

### **COURSE ENROLLMENT CHANGES**

A great deal of time is invested in the registration and scheduling process. Teacher allotments are decided by the courses that students sign up for in the spring. For these reasons, no changes will be allowed unless they are deemed necessary by an administrator.

Acceptable reasons for schedule change are:

1. Student has no schedule.
2. Student's schedule is incomplete.
3. Student needs a course for graduation.
4. Student has not passed the prerequisite for a course on their schedule.
5. Student has already passed and received credit for a course on their schedule.

If a student chooses a 2<sup>nd</sup> period start to the day they must be enrolled in a class 8<sup>th</sup> period. If a student drops a class after the 10<sup>th</sup> day of the class the student will drop the class with an F on their academic record.

Teacher changes are not permitted unless the student failed this course or another course before with the same teacher.

### **RETAKE OF ACADEMIC CLASSES**

Students may wish to retake a class for enrichment purposes. The new grade would replace the first time grade and that is the only grade for the class that would appear on the transcript. The student's GPA would be figured from the retake grade. The student must have the permission of the counselor and the principal to retake a class. If a student fails a class and takes it over, the original "F" would be replaced by the new grade and the student's GPA would be figured from the retake grade. On-line courses grades do not replace existing grades of courses taken at West Fargo High School.

### **GRADE LEVEL PLACEMENT**

Grade level is determined by the number of credits earned by the beginning of the academic year. A student must have 6 credits to be considered a sophomore, 11 to be a junior, and 17 to be a senior.

### **GRADING PROCEDURE**

Grading is done on a quarter system. That means that four times each school year students will receive a grade in the classes in which they are enrolled. Teachers are responsible for grading. Semester grades are determined by the two quarter grades and the semester test grade.

### **PROGRESS REPORTS**

In addition to the grades students receive at the end of each nine week marking period, progress reports will be sent midway through each marking period or at any other time when necessary during the marking period to parents or guardians of students who are doing unsatisfactory work. Before progress reports are available to parents, teachers will discuss with each student receiving a progress report the reason for the report and what can be done to improve the situation. After reviewing progress reports,

parents are encouraged to call the school to arrange for a conference with the teacher if they have any questions.

#### **EARLY GRADUATION**

All students wishing to graduate early must obtain approval by the principal during spring registration in the year prior to the graduation of the student's class.

#### **EXCHANGE STUDENTS**

All exchange students must be approved by the principal prior to June 30<sup>th</sup>. The sponsoring organization must be on the Advisory List of International Educational Travel and Exchange Program as provided by the National Association of Secondary School Principals.

#### **STUDENTS' SCHOOL RECORDS**

The office has on file in school records such items as grades, attendance, and standardized test scores that have resulted from student work since school began. If the student has attended several different schools, these records have all followed to this school and are on file here.

Until the students are 18 years of age, parents or guardians legally have access to school records. At age 18 or older students have access to them. Students, parents or guardians may see the contents of these records by making an appointment to do so with the principal, assistant principals, or one of the counselors.

Transcripts containing information on grades, attendance, and standardized test scores will be provided free of charge. Students may have copies made of anything else in the school records at a cost of 10 cents per sheet. Students are not permitted to take the original record out of the office. Students, parents or guardians may place any statements or items in the records that pertain to school work. Students may request that items be removed from the file. In the event that students, parents or guardians make such a request, the principal may or may not grant the request. In the event the request is denied, the decision may be appealed to the superintendent.

A student's records or copies of them cannot be sent to any other place without the written consent of the student, parents or guardians with the exception of another secondary school that the student plans to attend. We will send a student's records to colleges, universities, and vocational or trade schools at the request of students (if they are 18 years old or older), or parents or guardians (if they are less than 18 years old). The above request must be written. This means that we will not and cannot by law send school records to any other agency, organization, or group without first receiving written consent from students, parents or guardians. Written consent can be given by completing a form that is available in the counselor's or principal's office or by writing a letter to the principal requesting the transfer of such records. These procedures are in compliance with the provisions of Public Law 93-380 passed by Congress in 1974.

### **INCOMPLETES**

Work for any course must be completed when the course or semester ends. An extension may be granted only by permission of the teacher and the principal. Work not completed by the end of the course or semester will mean no credit given. The grade will be F with 0 credit.

## **POLICIES**

### **VISITORS IN THE BUILDING**

City ordinances and state statute requires that all visitors report to the main office immediately for a visitor's permit. Former students wanting appointments with teachers must have administrative permission. Students wishing to bring a guest to school must obtain approval from an administrator one day in advance of the visit, which is limited to no more than one-half day. Students from schools in the metropolitan area are excluded from visiting school.

### **VEHICLE PARKING**

Please park all bicycles and motorcycles in their designated areas immediately north of the building. Bicycles must be parked in the bicycle racks and locked. All motorcycles should be parked along the metal fence to maintain their safety. Students cannot park in any visitor, faculty, arena, or fire lane parking areas. All parking signs must be obeyed. Parking violation citations will be issued and a fine of \$7.00 must be paid to the principal's office. If the fine is not paid within ten calendar days, the fine is \$10.00 per ticket. If a student accumulates 5 tickets during a semester, they will not be allowed to park on campus. After 5 tickets have been issued, parents will be notified that West Fargo High School reserves the right to have the vehicle towed at the owners if the vehicle is parked on campus. Students may purchase a parking permit for the church lot for \$25/semester. This money is paid to WFHS and is reallocated to the church.

### **FOOD AND WATER**

Water is the only beverage allowed in the classroom. Students may bring beverages into the carpeted areas to put in their locker as long as it has a twist on cap. No food is allowed out of the commons (or into the academic wings) during breakfast or lunch. Special occasions may be approved by the administration if requested by a teacher.

### **COMPUTER ACCESS**

Middle and high school students, along with their parents/guardians, are required to read, sign, and return the "Acceptable Use Contract" before their child will be granted access to school computers. The contracts delineate the expectations and the consequences for inappropriate use of the contacts. Please be aware that serious breach of the contract could ultimately result in total loss of computer access at the school, which may impact course participation and loss of course credit. For further details please visit the school district website at [www.west-fargo.k12.nd.us](http://www.west-fargo.k12.nd.us), click on "district schools," click on "high school," scroll and click on "Student Computer Network Acceptable Use Policy." If you have questions, please contact your building principal.

#### **LEGAL NAME**

North Dakota state law requires that a pupil's legal surname be used in all records and communications maintained by a school.

### **MISCELLANEOUS INFORMATION**

#### **FIRE, TORNADO AND LOCKDOWN DRILLS**

Fire and tornado drills will be held to acquaint students with the proper procedures in evacuating the school building in case of an emergency. During the drills instruction may be given over the intercom. Directions to evacuate are also posted in each room.

#### **DETENTION**

From time to time, it is necessary for the administrators to assign detention to students. Students who are assigned detention will have one day to arrange their work schedule with their employer so as to be in detention. Students will have the option of regular, service learning (in building), or community service (out of building) detention. A student who skips detention will receive additional time determined by how long they were to attend (example--1/2 hour goes to an hour).

#### **INTERVENTION ROOM**

In many situations, a student's behavior does not warrant detention. However, that behavior does disrupt the learning environment. In order to deal with these situations, the intervention room will be utilized.

Students who are sent to the intervention room must make progress in order to leave the room and return to the regular classroom. They may complete school work or debrief with the supervisor about their behavior.

#### **SUSPENDED STUDENTS**

A student who chooses to engage in behavior that results in an in-school suspension will be responsible for completing all of their work on that set day. If the student completes all of their work, they will return to their classes as normal on the next school day. If they do not complete the work, they will return to the room until all work is finished.

Students who complete all required work, in a successful manner, during their suspension may not have the day count towards their attendance under certain circumstances.

#### **CELLULAR PHONES, PAGERS AND LASER POINTERS**

West Fargo High School holds high expectations for student behavior, academic integrity, and responsible use of existing and emerging technology, such as cellular phones, Smartphones, iPods, iPads, MP3 players, laptops, personal digital assistants (PDAs), e-readers, and other personal electronic devices capable of transmitting data or images.

Students who possess and/or use such devices at school or school-sponsored events shall demonstrate the greatest respect for the educational environment. Standards for responsible use at school, on busses or at school activities:

1. Students shall not use any electronic devices that in any way disrupts or detracts from the educational environment.
2. Use of electronic devices for educational purposes will be optional and at the discretion of the teacher. Electronic devices should not be visible unless designated by the teacher for classroom use.
3. It is the student's responsibility to secure his/her electronic devices to show care for their technology devices and personal information. The school is not responsible for lost or stolen items or individual service plan charges related to use of electronic devices.
4. All electronic devices, including cellular phones, iPods, MP3 players, PDAs, e-Readers, and other devices capable of transmitting data or images shall be turned off anytime the device is not in use.
5. Students are expected to respect the network and adhere to the Acceptable Use Policy (AUP) when using personal electronic devices. Students will be expected to access the district's WiFi network during designated school activities unless connections are unavailable.
6. Photographing or recording of another person should be used for educational purposes as defined by the teacher. Any use of an electronic device for other than educational purposes will result in a consequence. Messages and photos on an electronic device are subject to viewing by administration given reasonable suspicion of a crime or school infraction.
7. The **USE** of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms.
8. FOR HIGH SCHOOL STUDENTS: Cell phones, iPods, MP3 players, and PDAs may be used appropriately and respectfully in designated areas, the student lunch period, and before and after school.
9. FOR MIDDLE LEVEL STUDENTS: While in the school building, students may use cell phones, iPods, MP3 players, and PDAs appropriately and respectfully before and after school, and during the student lunch period.

Violations of these guidelines will result in:

The first incident will result in the phone being delivered to the office or kept by the teacher for the remainder of the period/day. A PACK referral form will be sent to the office and recorded as a first violation. A parent will need to pick up the phone following the second incident. The third incident will result in three hours of detention and the phone will remain in the office until detention is served. Further violations will be treated in the same manner as the third instance.

Additionally, pagers and laser pointers are disruptive to the educational environment; therefore, students may not possess these items in any school building.

### **TELEPHONE CALLS**

Students will not be called from class to answer the telephone except in case of emergency or extreme urgency by parents or guardians. Students may use the public toll restricted telephone in the commons for their personal use. Please limit the length of calls. Abuse of the telephone will mean that it will not be available for use. With permission, students may use the phone in the office for emergency calls to parents.

### **LOCKERS**

Lockers will be equipped with a combination padlock that is loaned by the school. Lockers should be kept locked and in orderly condition. Students are responsible for their books and personal items at all times. Lost or stolen locks will be paid for by the student to whom the lock has been loaned. The locker and the lock are the property of West Fargo Public School District. During the time students are enrolled in West Fargo High School, they will be assigned the same locker. Students are to use only their assigned locker. School administrators reserve the right to search lockers, but only when it is reasonable to assume that the locker contains items or articles that may constitute a hazard to students. Such searches may be made with the assistance of law enforcement agencies.

### **SIGNS AND LOCKER POSTERS**

Student signs or locker posters are only allowed if related to an extra or co-curricular area. Administrative approval is required

### **INJURIES IN SCHOOL PROPERTY OR AT SCHOOL FUNCTIONS**

Costs incurred because of the need for medical, dental, and hospital services for injuries sustained on school property or at school functions are the responsibility of the parent or guardian. The West Fargo School District does not provide medical insurance coverage or benefit payments for students.

### **SPECIAL DIETARY NEEDS**

The WFPS Child Nutrition Program provides changes or substitutions to the menu for those students that have special dietary needs. The USDA requires all Child Nutrition Programs to make the necessary dietary accommodations for students with special dietary needs that have been determined by the student's physician. A Medical Statement Form signed by the student's physician must be on file for the Child Nutrition Program to make changes to the menu for the student. This is a government requirement. Medical Statement Forms are available from your school office or on the WFPS website. All information concerning any student with a special needs diet is confidential.

### **FUND RAISING ACTIVITIES**

All fund-raising activities of West Fargo High School organizations must be approved by the principal and the Activities Director.

#### **STUDENT IDENTIFICATION CARDS**

All high school students must purchase a student identification card each year for checking materials out of the library and admission into all high school dances and any other activity where student identification is needed.

#### **ACTIVITY PASS**

An optional activity pass is available for all West Fargo School District students for a fee of \$20.00. The activity pass entitles free entry to all home athletic events except tournaments. Students will be issued a special colored student identification card that must be presented to the ticket seller at each event. Replacement cost of a lost card is \$2.00 and is the responsibility of the student.

#### **BLACKOUT NIGHT**

Wednesday night after 6:00 PM has been designated as "Blackout Night" in the school district. This is the night devoted to church activities in our community. There will be no activities within the school on this night so that students may participate in church related activities without interference from the school.

#### **PARTY REGULATIONS**

1. All parties must be approved by the building principal.
2. Application for party approval must be made at least three weeks in advance with the principal.
3. No one will be allowed to re-enter a party after leaving the building. High School party hours shall be from 8:30 to 11:30 PM. Exceptions are the prom and the homecoming dance which may be held from 9:00 PM to 12:00 midnight.
4. Only present West Fargo High School students will be admitted. Each student may invite a guest.
5. Exceptions:
  - A. All alumni and their dates will be welcome at the homecoming dance.
  - B. The prom is for West Fargo high School Juniors and seniors and their dates.
  - C. Student groups from another school may be invited to attend West Fargo high School parties only by action of the Student Council.

#### **Prom Regulations**

Dances are open to all West Fargo High School students and their registered guests only. A host student may sponsor only one guest who is a high school student. The host student is responsible for the proper behavior of his/her guest. Guests must be registered no later than the Friday afternoon prior to the dance. The student coming as the guest must complete a 'Student in Good Standing' form which must be signed by the administration of the guest's school. **All guests must be under the age of 21 on the date of the dance.** The dances will run from 7:00 to 12:00 A.M. No student will be admitted to a dance after 7:00 P.M. Any students

who leave the dance early will not be permitted back on school grounds. All school rules will apply during dances.

West Fargo High School prohibits sexually suggestive dancing which is defined by any overtly sexual or suggestive movements that mimic or emulate sexual acts or motions or otherwise dangerous dancing. Chaperones at the dance will determine what is appropriate.

Students who intend to participate in the Dance/Prom must meet the following eligibility requirements:

1. **Misconduct at school sponsored activity**
  - If a student is currently under suspension for possession, consumption, and/or being under the influence of drugs, alcohol, or a controlled dangerous substance at a school-sponsored activity or on school grounds, they will not be permitted to attend.
2. **Disciplinary eligibility**
  - Disciplinary actions taken against a student will keep that student from attending a dance. A student currently under suspension (either 'in' or 'out' of school) will not be allowed to attend the dance.
3. **Scholastic eligibility**
  - The student must be eligible scholastically and passing five hours of class to attend the prom.
4. **All attendees will undergo alcohol screening upon entry to the Dance/Prom.**

**Attendance Reminder:**

Any student who wishes to attend any school dance or the prom **must** be present to school on the day of the dance. If the dance is held on a weekend, the student **must** be present on the previous day of school.

**SCHOOL TRIPS**

On trips representing the school, each student must bear in mind that behavior reflects not only upon the student but also upon West Fargo High School. Therefore, each student shall be accountable for any adverse publicity that is caused. Also, whenever students use school provided transportation for out-of-town school activities, it is expected that the ride to and from the activity is under the supervision of the adult in charge.

**NATIONAL HONOR SOCIETY**

The National Honor Society strives to develop enthusiasm for scholarship and leadership, to stimulate a desire for rendering service, and to develop character on the part of the students. Our National Honor Society is chartered by the National Association of Secondary School Principals. New members for the National Honor Society must be at least sophomores, with a 3.35 cumulative GPA through the first semester of the

year. Students need to maintain a 3.25 cumulative GPA and do 20 hours of service per year. Student must also attend five meetings. Students must be active in the organization.

### **STUDENT COUNCIL**

The West Fargo High School Student Council is composed of representatives of all high school classes, grades 10 through 12. Each grade is allowed six representatives on the Student Council. Any student who wishes to run for the Student Council may do so if requirements as set up in the Constitution are met. Elections are held in the spring of the year. The student body president also acts as president of the Student Council, must be a senior, a member of Student Council the year prior to the election, and is elected by the student body. If only one member of Student Council is running for President, all senior students are eligible to run for election.

Council meetings are held during the school day. Student Council members are responsible to check with teachers in advance and complete any assignments before the meetings take place.

### **CO-CURRICULAR PROGRAM**

The Co-Curricular Student/Parent Handbook provides additional information and is available on the district website under "Activities."

### **ACADEMIC ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES AND OTHER SCHOOL RELATED EVENTS**

No student in grades 10-12 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. The co-curricular activities and other school related events include though not exclusively, the following:

<b><u>Co-Curricular Activities</u></b>		<b><u>Other School-Related Activities</u></b>
Art Club	Madrigal Singers	Band/Choir/Orchestra Trips
Athletics	National Honor Society	Student Congress
Career Development Club		Festival of Nations
Carolers	Newspaper	JETS
Cheerleading	Packatahnas	Math Track Meet
Jazz Band	Pep Band	Youth Leadership
Debate	Yearbook	American Math Competition
DECA	Speech Activities	Science Olympiad
Drama	Student Council	Principal's Advisory Committee
Envirothon	Tech Students Assoc.	Project Reality Committee
FBLA	VICA	Renaissance Club
Jazz Ensemble	Key Club	

Newly created activities or events are subject to these rules at the discretion of the administration. Class-related trips do not fall under these guidelines.

### **ACADEMIC ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES**

While participating in co-curricular activities, a student must be doing passing work in at least 25 class hours per week (the passing grade will be computed from the beginning of the semester, quarter, or mid quarter and related to such subjects that have a minimum credit value of one-half unit per semester). The 25 class hours must consist of all subjects that are carried daily for five days a week. A student who has special permission to be enrolled in less than 25 class hours per week must have his/her eligibility approved by the principal.

Academic eligibility for a student in grades 10-12 shall be determined at the end of each quarter and at the mid-point of each quarter. Student eligibility at the end of each semester shall be determined by his/her semester grade (a student must have earned 2.5 credits to be eligible at the end of each semester). The period of ineligibility will be from list to list (which in most cases is a time span of about 5 weeks). After grades are submitted to the office it may take a few days to complete the list of ineligible students. To guarantee that all students are treated consistently, the period of ineligibility will begin on the day the list is presented to staff members. Likewise, if students are currently ineligible but have met academic requirements for the new marking period, they will become eligible on the day the list is presented to staff members. Spring sports that have contests following graduation will be governed by the eligibility list that was in effect for the last portion of the fourth quarter.

Following the spring semester, a student will be ineligible until the 1<sup>st</sup> mid-quarter list is published in the fall of the next school year. **Summer school grades cannot be used for eligibility purposes.**

Co-curricular supervisors and administrators will monitor academic standings and notify individual students if they become ineligible.

### **USE OR POSSESSION OF TOBACCO, ALCOHOL, AND CONTROLLED SUBSTANCES**

The use or possession of tobacco, alcohol, or any controlled substance as defined by North Dakota law is prohibited. Any co-curricular participant who is in violation of the foregoing regulation shall be suspended from participation in interscholastic contests / activities including scrimmages for a minimum of six weeks in her/his activity season. A student found in violation will be required to attend an intervention program. In addition he/she will not be eligible for any special awards or letters provided by the West Fargo School District for that activity season. Students under suspension may continue to practice with the team through the completion of the season.

The period of suspension shall begin from the date notification is given to the student by the school administration. If information is withheld from the administration, the length of the suspension shall commence the day the administration is notified. For any subsequent offense during the same

school year, the violator will be dropped from all further participation in co-curricular activities at West Fargo High School for the remainder of the academic/activity school year. A student always has the right to a hearing.

#### **OFF-SEASON POLICY**

In athletics, speech and debate a violation during the off-season, including summer, will result in a six-week suspension. However, since the student is not actively participating in an activity sponsored by West Fargo High School, a subsequent **four-week** suspension, or **two** interscholastic contests / activities **including scrimmages** (whichever is greater) will go into effect during the student's next season. A student must report on the official first day of practice and meet all team expectations and criteria or they will be dropped from the team. A student found in violation will be required to attend an intervention program. The student will be ineligible for any West Fargo School District sponsored awards or letters and may not hold a leadership position for that affected activity season. A student will not be able to join a new activity while under suspension for a second offense. Students in other school related activities will be affected by the policies as related to possession or use of tobacco, alcohol or controlled substances if and when the date of the violation and subsequent suspension period occurs during the time of the student's competition and/or performance date(s).

**1<sup>st</sup> Offense:** A student will be suspended for a minimum of six consecutive school (activity) weeks from the time of notification of the violation. The student may be allowed to practice (with the approval of the coach and team). However, the student will not be able to participate in any competitions or performances of his/her activity during the period of suspension. The student will be required to attend an intervention program (6 hours minimum). The student will be ineligible for any West Fargo sponsored awards or letters and may not hold a leadership position for that affected activity season. If the violation occurs in the off-season, see off-season policy above.

**2<sup>nd</sup> Offense:** A student will be suspended for a minimum of 18 consecutive weeks from the time of notification of the violation. If the second offense occurs during the same school year as the 1<sup>st</sup> offense, the suspension will be extended for the remainder of the school year or 18 additional weeks, whichever is longer. A student may be allowed to practice (with the approval of the coach and the team), but they will not be able to participate in any interscholastic competitions or performances of his/her activity. If following the 18-week suspension, the suspension does not cover a **minimum of six weeks** or **four** interscholastic contests / activities **including scrimmages** of the student's affected season, the suspension will be extended until a minimum of six (activity) weeks has expired. Additional intervention will be required (20 hours minimum).

**3<sup>rd</sup> Offense:** Loss of eligibility in all activities for the remainder of a student's high school career.

Students involved in activities will be required to attend an intervention program for each offense.

### **SCHOOL ATTENDANCE**

A student must be in attendance the immediate half day (three periods) prior to participating or practicing in any co-curricular activity. The only exception to this will be with the principal's permission or for a medical appointment. The medical excuse must be immediately submitted to the respective school. Friday's absence does not affect a Saturday contest.

### **MISSING SCHOOL FOR CO-CURRICULAR EVENTS**

Students who miss school for co-curricular events are responsible to check with teachers in advance and complete any assignments before the event takes place. Any work not completed in advance will result in no credit for that work unless other arrangements have been approved by the teacher.

### **FINE ARTS LETTER**

A fine arts letter may be earned by students who participate in band, choir, drama, speech, debate, student congress and publications. The adviser in each of those activities determines the criteria used in determining how a letter is earned.

### **ACADEMIC LETTER**

West Fargo High School students in grades 10-12 are eligible to earn an academic letter.

Grade 10..... 3.70 cumulative GPA through the first semester

Grade 11 ..... 3.60 cumulative GPA through the first semester

Grade 12.....3.50 cumulative GPA through the first semester

### **CO-CURRICULAR PARTICIPATION FEES**

1. Fee Schedule:
  - A. Freshman, Sophomore, Junior Varsity and Varsity athletics - \$35.00 per activity
  - B. Grade 7 & 8 athletics - \$25.00 per activity
  - C. Junior Varsity and Varsity Cheerleaders - \$35.00 per activity
  - D. Packatahnas - \$35.00
  - E. Drama (actors only), Fantasia, Speech, Debate, & Student Congress - \$35.00 (per production-drama)
  - F. Junior High Drama - \$25.00
  - G. Students in grades 7 & 8 who participate in a varsity program - \$35.00 per activity
  - H. Maximum fee per family per school year - \$140.00
  - I. When a student must try out for a position in a program, the fee will not be collected until the final squad has been determined. In all other activities, students will be expected to pay the fee prior to the first game or performance.
  - J. Fees are to be paid in the activities office.
2. Refunds:
  - A. If a student becomes ill, is injured, or transfers from West Fargo High School and less than one half the activity season is completed, a full refund will be made.
  - B. If a student becomes ill, is injured, or transfers from West Fargo High School and more than one half the activity season is completed, no refund will be made.

- C. Students who voluntarily drop out of an activity after the first contest will receive no refund.
  - D. Refunds will be made by check or by a transfer from a student's lunch account if requested by a parent.
3. Miscellaneous:
- A. Receipts will be provided upon payment of each activity. It is the responsibility of the parent to provide these as proof of the \$140.00 limit.
  - B. The team manager, statistician, and trainers will not be expected to pay a fee.
  - C. Students unable to pay the activity fee must receive permission from the Activities Director to have it waived.

#### **CO-CURRICULAR CODE**

1. NDHSAA rules must be followed in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc.
2. No athlete may quit one sport and turn out for another after the season has started (first game) without the consent of both coaches.
3. Participants must ride to and from contests in school designated transportation. Exceptions:
  - A. Injury to participant - requiring alternate transportation
  - B. The participant's parent checks the student out with the coach at the site of the event.
4. A display of unsportsmanlike conduct toward an official or an opponent or use of profanity during game or practice will result in counseling by the head coach and/or possible suspension.

#### **MISBEHAVIOR DURING CONTESTS**

Students, who are found to be in gross violation of the ethics of competition or the principles of good sportsmanship, may be barred from interscholastic activities, either as a participant or as a spectator or both. This includes WFHS students that are spectators.

#### **AGE**

Students are no longer eligible on or after the day on which the twentieth anniversary of birth occurs.

#### **PHYSICAL EXAMINATION**

As per regulation from the NDHSAA, prior to participation (**including practice**), a student participating in NDHSAA sanctioned athletic activities and representing his/her school must have on file with the school licensed athletic trainer, athletic director, principal or designated administrative assistant an annual NDHSAA approved Athletic Pre-Participation Health History Screening and Physical Examination form completed by a qualified health care professional (i.e. Doctor of Medicine or Osteopathy, Nurse Practitioner or Physical Assistant under the supervision of a physician); the Athletic Pre-Participation Health History Screening and Physical Examination is valid **for one** school year; a physical examination must be completed **on or after April 15, 2012, to be valid** for participation this fall and the 2012-2013 school year.

**North Dakota High School Activities Association Interpretation: This Article requires a physical examination as stated in Article XII of all**

prospective athletes. Parental consent is required before any athlete is permitted to participate in high school athletics. The purpose of this section of the By-Laws is to protect the athlete from undiscovered physical weaknesses which might be aggravated by strenuous physical activity and also to protect the school administration from possible legal action charging negligence in permitting participation without a doctor's certificate of fitness. School administrators will keep records of the physical examination and parental consent on their files.

**FORM:** A physical examination is required by a Medical Doctor, Doctor of Osteopathy, Nurse Practitioner or Physician Assistant. The NDHSAA required physical form is located on our website. The only page that is returned to the school is the "Clearance Form". The remainder of the pages is the property of the athlete or parent.

**REQUIREMENTS FOR EARNING AN ATHLETIC LETTER**

An athlete will be awarded a special Certificate of Award for each year of participation. General requirements:

1. Acceptable academic record
2. Good training practices and faithful attendance
3. Not in violation of the drug and alcohol rule - NDHSAA
4. Recommended by the coach
5. Finish the season (exception of injury)
6. Only varsity athletes participating in West Fargo High School sponsored activities will be awarded athletic certificates and special awards

**SUSPENSIONS**

**Hearings for violations not related to alcohol or drugs**

If a suspension is needed for violations of team rules, the student will be notified of this suspension at a hearing conducted by the head coach. During the hearing the student will have the opportunity to explain or justify his actions. The student's parents or guardians will be notified of the violation and the suspension.

**ATHLETIC TEAMS**

Students are encouraged to participate in at least one of the following teams:

<u>BOYS</u>		<u>GIRLS</u>	
Baseball	Varsity, JV	Basketball	Var, JV, Soph, Fr
Basketball	Var, JV, Soph, Fr	Cross Country	
Cross Country		Golf	Varsity, JV
Football	Varsity, JV, Fr	Hockey	Varsity
Golf	Varsity, JV	Packatahnas	Varsity, JV
Hockey	Varsity, JV	Soccer	Varsity, JV
Soccer	Varsity, JV	Softball	Varsity, JV
Swimming		Swimming	
Tennis		Tennis	Varsity, JV
Track		Track	
Wrestling	Varsity, JV	Volleyball	Var, JV, Soph, Fr

## **AWARDS**

Only varsity letters are presented to students. The activities listed above are eligible to receive varsity letters. The head coach in each sport determines the criteria used in determining how a letter is earned.

Seventh, eighth, and ninth grade students can earn a varsity letter when a member of a varsity team and meet the criteria established to earn a varsity letter. Participation certificates are given to students who participate, but do not letter (coach's discretion).

## **VARSITY LETTER**

1. First year - Emblem, parchment certificate
2. Second year - Certificate
3. Third, Fourth, Fifth year, etc. - Plaque with specific sports emblem and year engraved.

## **ACADEMIC ATHLETIC AWARD**

Criteria:

1. Maintain 3.50 grade point average (4 years)
2. Earn a varsity letter
3. Must be a senior

## **OUTSTANDING MALE AND FEMALE SENIOR ATHLETE**

Criteria:

1. Attitude - must be positive toward school, community, and athletic program
2. Scholastic - student should be working at academic capabilities
3. Ability and Achievement - should letter in at least two sports for two years and receive recognition in one (All-Conference, MVP, etc.)
4. Has never been suspended for training violation (NDHSAA)
5. Must be recommended by a coach
6. Must be a senior

Coaches recommend and vote on candidates.

## **AWARDS**

### **CHAMPIONSHIP - STATE - REGIONAL - EDC**

Pictures:

Team Pictures

Conference Champions

Regional Tournament Champions

State Tournament Champions

State Champion (Sports With Individual Champions)

1st Team All-State Selection (Team Sports)

## **SPECIAL AWARDS**

Special awards are given to students in each varsity sport. Each coach determines what award is given and the criteria for each.

### NCAA ELIGIBILITY

Some colleges and universities require that students obtain eligibility through the NCAA Initial-Eligibility Clearinghouse. The NCAA has approved the following courses at WFHS as core courses. Collegiate eligibility is the responsibility of the student. Students should check with their counselor if they wish to attain this certification.

#### English

American Literature  
AP Junior English  
AP Senior English  
Creative Writing  
English III SP & LA  
English I  
English II  
English IV  
Speech/Debate  
\*Honors Eng 10

#### Mathematics

Algebra I  
Algebra II  
Calculus  
Geometry  
Selected Topics in Adv Math  
Statistics  
Trigonometry

#### Additional Core Courses

French 1,2,3,4  
German 1,2,3,4  
Spanish 1,2,3,4

#### Social Studies

American Civil War  
Economics  
Law and Justice  
Psychology  
Sociology  
US Government  
US Government AP  
US History 20<sup>th</sup> Century  
US History to 1900  
US History AP  
World Geography  
World History 1600 to Present  
World History to 1600

#### Natural/Physical Science

Anatomy (lab)  
AP Biology (lab)  
Applied Chemistry (lab)  
Biology (Lab)  
Physics (lab)  
Chemistry (lab)  
Advanced Chemistry (lab)  
Environmental Science (lab)  
Genetics (lab)  
Human Physiology (lab)  
Microbiology (lab)  
Physical Science (lab)

## **COUNSELING SERVICES AT WFHS**

### PHILOSOPHY

The philosophy of the WFHS Counseling Department is to offer guidance and support to help each student toward a successful high school experience. Services are offered to students in the areas of personal, educational, social, and career counseling through individual, small group, and classroom contact. The counseling office is a safe place to explore questions and issues concerning you. Confidentiality will be maintained within all legal limits.

#### **WFHS Counseling Staff**

Jamie Zuel (A-D)  
Kristi Nigg (E-H)  
David Thorpe (I-M)  
Chasity Odden Heide (N-Sc)  
Julie Hersch (Se-Z)

### **CONFIDENTIALITY**

Confidentiality is an integral part of the counseling process and will be maintained within all legal limits. Student's rights include confidentiality within a counseling session with the exception of when the counselor feels the student's or another person's life or health is in imminent danger. This same understanding extends to the group or classroom setting. When a situation such as this arises, or we suspect that it will arise in the course of a counseling session, we alert the student that we must break confidentiality.

Counselors often deal with "grey areas" in counseling settings even though the counselor may feel it would be best to inform the student's parent or guardian of the situation, it may not be required under the law or code of ethics. In these situations the counselor works with the student to gain the courage necessary to discuss the issue with a parent. This takes place over an extended period of time or sometimes not at all. Legally and professionally our first responsibility is to the student.

### **ACCESSING SERVICES**

Counselors are available to students throughout the school day. It is recommended that students use time directly before or after school or during an assigned study hall if at all possible. A student in crisis is welcome at any time. **The counseling office phone number is 356-2055.**

### **PERSONAL**

Individual and group counseling is offered to assist students in growing through a variety of issues such as self-esteem, relationships, human sexuality, peer pressure, abuse, and stress. Students can refer themselves or they may be referred by a teacher, concerned friend, or family member.

### **ACADEMIC**

Each student is first and foremost an individual and secondly a student at WFHS. Counselors work with students, teachers, administrators, and parents to schedule courses, monitor progress and offer academic support to students. This is done in a variety of ways including, but not limited to the following:

- Registration assistance
- Parent involvement/conferences
- Lighthouse scheduling & tutoring information
- Post-Secondary Opportunities

### **RANGE OF COUNSELING SERVICES**

#### **SOCIAL**

As a part of the learning community at WFHS, students occasionally need help confronting issues involving family, peer group, classmates, or other adults. Counselors encourage student involvement in school activities for social interaction. Conflict resolution and mediation may be sought with a counselor's help.

#### **CAREER AND FUTURE PLANNING**

The counselors and Career Center staff provide guidance with career decisions and assist the students in setting goals for the future. Students are encouraged to begin early to seek post-secondary options.

**GROUP COUNSELING OPPORTUNITIES**

The counseling staff facilitates a number of counseling groups based on student needs. Groups meet on a rotating time schedule to assure student absence is kept to a minimum.

**SCHOOL RESOURCE OFFICER**

The School Resource Officer (SRO) is available to offer information and help to students and staff. Office is located in the counseling office.

**COMMUNITY RESOURCES**

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

- Crisis Line .....232-4357(HELP)
- Hot Line ..... 232-7335(SEEK)
- Youth Works ..... 232-8558
- Job Service ..... 239-7300
- Hospice..... 237-4629
- Cass County Social Services ..... 241-5750
- 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

**Counseling Calendar**

**First Semester**

- National ACT test dates (October, December)
- College Fair
- ZAPS ACT/PSAT Prep Night
- PSAT
- Seniors apply for graduation
- PLAN/NDSA
- Sophomore Classroom Guidance
- Junior Classroom Guidance
- Senior Classroom Guidance

**Second Semester**

- State ACT for Juniors
- National ACT test dates (February, April, June)
- Financial Aid Workshop
- Sophomore Classroom Guidance
- Junior Classroom Guidance
- Senior Classroom Guidance
- Advanced Placement Testing
- ZAPS ACT Prep Night
- Registration

### **LIGHTHOUSE**

A structured study hall program in place of the student's regular study hall. The program is designed to help students improve their study habits and achieve academic success. A contract is signed by students enrolled in the program. Students need to inquire about scheduling early in the year as space is limited.

### **SCHOLARSHIPS**

Many applications for scholarships are available in the counseling office; however, an increasing number of organizations and associations are using Web Sites exclusively. A current list of opportunities with upcoming deadlines is printed regularly and available in the counseling office, or students and parents can go to West Fargo School's Web Site for the list. Scholarship information is also provided in the daily bulletin.

### **COLLEGE VISITATIONS**

Juniors and Seniors wishing to make college visits need to contact their counselor for a visitation form. Arrangements must be made at least two days in advance and the form turned in to the office. Parental approval is required and students must complete assignments before the visitation.

### **COMMUNITY HIGH SCHOOL REFERRAL**

Community High School (CHS) is operated by the West Fargo School District to provide an educational alternative for students. The school is located at the Leidal Education Center at 207 Main Avenue. It has a maximum enrollment of 60 students. It offers small class size, student-paced learning, and one-to-one help from teachers. If you wish to attend CHS you need to meet with your counselor at WFHS. If your counselor and school administrator agree that CHS would be appropriate for you, you will be referred to CHS. An orientation meeting will be arranged for you and your parent or guardian. You will be notified when an opening exists and will be required to check out of the high school, return all books, and pay all fines prior to attending CHS. For more information, visit the CHS website at [www.west-fargo.k12.nd.us/community/](http://www.west-fargo.k12.nd.us/community/)

### **EXTENDED ABSENCES**

Homework may be collected for a student upon their third consecutive full day of absence. Parents may call the counseling office on or after the morning of the third day for homework collection. Teachers will be asked to supply assignments by the end of the school day. Calls are requested by 9:00 AM for 4:00 pick up the same day. Assignments may be available on SharePoint. Students can check their SharePoint for assignments.

### **HOMEBOUND**

Students who are absent from school for long periods of time, due to a medical condition, may be provided with a tutor to facilitate their learning. This service is provided to students based on a need determined by their medical doctor and the district's Special Education Coordinator. Students and/or parents must visit with their counselor to initiate this process.

### **COLLEGE APPLICATIONS AND TRANSCRIPT REQUESTS**

Official transcripts must be sent directly from the high school office to the designated post-secondary school or agency. A signed release must be on file to send a student's records/transcript.

Completed college applications should be brought to the counseling office with necessary payment. An official transcript and signatures will be added and the documents mailed from the office.

Transcripts may also be requested on-line on the high school counseling Web Site.

### **TEST GEAR**

Test Gear is an Internet-based ACT Prep Program provided free by the Bank of North Dakota. Students/parents can access the site at [www.rureadynd.com](http://www.rureadynd.com). Create a New Portfolio or contact the Career Center for the student's Portfolio Name and Password.

### **CAREER CENTER**

The Career Center is located in the library and is staffed by the Career Education Coordinator, who works collaboratively with the school counselors to provide career guidance. The Career Center offers several print and internet resources to assist students in career exploration, post-secondary school searches, and job seeking skills. In addition, students can arrange a job shadow experience to gain first-hand information about an occupation. Visit the Career Center or our webpage for information and terms.

WFHS students can access Choices Planner, online career exploration interest assessments and career research, through the ND College Access Network provided free by the Bank of North Dakota. Students/parents can access this site at [www.rureadynd.com](http://www.rureadynd.com). Create a New Portfolio or contact the Career Center for the student's Portfolio Name and Password.

