



ACADEMICS

COURSE ENROLLMENT CHANGES

A great deal of time is invested in the registration and scheduling process. Educator allotments are decided by the courses that learners 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:

- I have an incomplete schedule.
- I have more than 6 periods of class in a semester.
- I don't have a course I need for graduation.
- I don't have a prerequisite for a course on my schedule.
- I have already passed and received credit for a course on my schedule.
- I failed this course or another course before with the same educator.
- I want to add or replace a current course with a Dual Credit or AP course.
- I need to make changes to meet the requirements of the ND Academic or CTE Scholarship.
- My schedule is academically unbalanced. Example: U.S. Government and Economics are the same semester.

If a learner chooses a 2nd period start to the day they must be enrolled in a class 8th period. If a learner drops a class after the 10th day of the class the learner will drop the class with an F on their academic record. All schedule change requests must be requested by the end of the third school day of the effected semester.

Educator changes are not permitted unless the learner failed this course or another course before with the same educator.

WFPS ACADEMIC INTEGRITY POLICY

The learners and staff at West Fargo Public Schools value academic honesty and integrity. Academic dishonesty (cheating) is unacceptable because it threatens the ability of a learner to learn the material, violates our core 4 R'S behavior expectations in a variety of ways, including disrespecting other learners and the educator, as well as violating the expectation of conducting oneself with honesty and integrity. Furthermore, a key part of an educator's job is to assess what a learner knows, understands and is able to do. Cheating produces results on assessments that do not allow an educator to accurately assess a learner's knowledge and skill, and thus makes it even harder for educators to help their learners succeed.

Academic Dishonesty includes, but is not limited to:

- Copying another learner's work
- Submitting work that was completed by someone else as if it were your own
- Plagiarism – Presenting another individual's ideas as your own, failing to cite others in writing



- Using unauthorized materials to complete any assessment
- Completing work in a group when not authorized to do so by the educator
- Looking at another learner's materials during any assessment when not authorized to do so
- Providing answers to another learner before or after a test and/or quiz
- Taking educator materials (tests, keys, example questions, etc...) without receiving approval from the educator
- Leaving classroom materials out and visible during an assessment
- Using any form of technology (e.g. computers, calculators, cell phones) to provide or receive unauthorized content
- Any other behavior in submitting work which is performed with the intent of misrepresenting one's performance

Consequences of Cheating:

*Note – Refers to all classes (not per class) in one given school year

1st instance

- The learner and their parent/guardian will sign and return a notification form regarding expectations to the educator.
- The learner will receive a zero on the assignment or test.
- The educator will submit a referral form.
- Consequences for academic dishonesty will be determined by the educator as indicated in the educator's syllabus.
- The principal will record a log entry in PowerSchool.
- The educator will notify parent/guardian via phone.

2nd instance

- A parent/guardian meeting with the educator, learner and administrator is scheduled.
- The educator will submit a referral form.
- The learner will receive a score of zero on the assessment with consequences for academic dishonesty determined by the educator as indicated in the educator's syllabus.
- The principal will record a log entry in PowerSchool.
- The learner will receive 2 hours of office issued detention.

3rd and subsequent instances

- The learner may be removed from the specific course receiving an F for a grade.
- The educator will submit a referral form.
- The learner will receive a score of zero on the assessment with consequences for academic dishonesty determined by the educator as indicated in the educator's syllabus.
- The principal will record a log entry in PowerSchool.
- The learner will receive 2 hours of office issued detention.
- The learner may be excluded from academic awards as determined by the principal.
- The principal will notify the learner's parent/guardian by phone.



RETAKEING OF ACADEMIC CLASSES

Learners may wish to retake a class for enrichment purposes. If a learner retakes a class the higher of the two grades would be the only grade for the class that would appear on the transcript. The learner's GPA would be figured from the higher grade. The learner must have the permission of the principal to retake a class.

GRADE LEVEL PLACEMENT

Grade level is determined by the number of credits earned by the beginning of the academic year. A learner 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 learners will receive a grade in the classes in which they are enrolled. Educators are responsible for grading. Semester grades are determined by the two quarter grades.

PROGRESS REPORTS

In addition to the grades learners 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 learners who are doing unsatisfactory work. Before progress reports are available to parents, educators will discuss with each learner 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 contact the educator via phone or email to arrange for a conference if they have any questions.

EARLY GRADUATION

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

HOME SCHOOL LEARNERS

Any home school learner and parent seeking a West Fargo Public Schools diploma must schedule a meeting with the high school principal in the spring or summer PRIOR to the learner's senior year.

EXCHANGE LEARNERS

All exchange learners must be approved by the principal prior to June 30th of the year they wish to attend school here. 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. We must receive all academic records in advance (including transcripts and English proficiency). We must have the ability to approve the host family in advance. We will only accept a learner for an entire school year. The learner must be at least 16 years old when they arrive here. The learner must be here for fall registration. The learner must meet all of West Fargo Public Schools graduation requirements to receive a diploma.

LEARNERS' SCHOOL RECORDS



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

Until the learners are 18 years of age, parents or guardians legally have access to school records. At age 18 or older learners have access to them. Learners, 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. Learners may have copies made of anything else in the school records at a cost of 10 cents per sheet. Learners are not permitted to take the original record out of the office. Learners, parents or guardians may place any statements or items in the records that pertain to school work. Learners may request that items be removed from the file. In the event that learners, 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 learner's records or copies of them cannot be sent to any other place without the written consent of the learner, parents or guardians with the exception of another secondary school that the learner plans to attend. We will send a learner's records to colleges, universities, and vocational or trade schools at the request of learners (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 learners, 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 following the "Transcript Request" link on the school website 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 educator 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.

LEGAL NAME

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

HOMEBOUND

Learners 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 learners based on a need determined by their medical doctor and the district's Special Education Coordinator. Learners and/or parents must visit with their counselor to initiate this process.



WEST FARGO PUBLIC SCHOOLS

"Educating all learners for tomorrow's world."