

# WEST FARGO COMMUNITY HIGH SCHOOL

## Student and Parent Handbook 2021-2022



The Lodoen Community Center  
311 1st Avenue East (Door #23)

Ph. 356-2008    Fax 356-2007

[www.west-fargo.k12.nd.us](http://www.west-fargo.k12.nd.us)

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

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

The School Board and administration of West Fargo Public Schools have multiple policies in place that govern the operations of the school district. District policies are available via the website below OR a paper copy can be requested from the administrative assistant of your school.

<https://www.west-fargo.k12.nd.us/policy>

**POLICY LIST:**

Advertising & Fundraising – [HBCC-AP](#)  
Attendance – [FFB-B](#)  
Bullying – [ACEA - AP](#)  
Carrying Weapons – [FFD-AP](#)  
Comprehensive School Policy for Tobacco Use – [ABBA-AP](#)  
Corporal Punishment, Student Conduct and Discipline - [FFL](#)  
Education of Special Education Students - [FDE](#)  
Emergency Plans and Drills – [ACAB-AP](#)  
Food Service Program – [IB-AP](#)  
Graduation Requirements – [GDA-AP](#)  
Medication Administration – [ACBD-AP](#)  
Non-Discrimination and Anti-Harassment – [AAC-AP](#)  
School Attendance Areas – [FAB-AP](#)  
Storm Warning Announcements – [ACAA-AP](#)  
Student Alcohol and Other Drug Use/Abuse – [FFA-AP](#)  
Student Dress Code – [FFH-AP](#)  
Student Education Records and Privacy – [FGA-AP](#)  
Student Restraint – [FCC-AP](#)  
Student Rights & Responsibilities – [FG](#)  
Student Transportation Services - [IEA](#)  
Suspension and Expulsion– [FFK-AP](#)  
Use of Animals in District Schools and in Curricular Programs – [ACBC-AP](#)  
Use of the West Fargo School District Computer Network – [ACDA-AP](#)  
Visitors – [KAAA-AP](#)

**The policies mentioned above represent a fraction of the comprehensive policy manual of West Fargo Public Schools. The ND Department of Public Instruction requires that every district specifically mention available policy regarding student rights and responsibilities, and policies on parent and student issues that include attendance, discipline, promotion and retention, and graduation requirements.**

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## **IMPORTANT NOTICE**

Attending Community High School is a privilege NOT a right.

We are an alternative program and students choose to attend. Students who do not abide by the rules and policies, or cannot be responsible, can and will be withdrawn from Community High School and return to West Fargo, Horace, or Sheyenne High School

**Our goal is to provide a “safe and effective learning environment.”**

## SECONDARY CALENDAR WFPS – 2021-2022

AUGUST '21							4 day
S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

SEPTEMBER '21							21 days
S	M	T	W	Th	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

OCTOBER '21							18 days
S	M	T	W	Th	F	S	
				1	2		
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

NOVEMBER '21							16 days
S	M	T	W	Th	F	S	
			1	2	3	4	5
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

DECEMBER '21							16 days
S	M	T	W	Th	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

**West Fargo Public School**  
207 W Main Ave  
West Fargo, ND 58078  
www.west-fargo.k12.nd.us  
2021-2022

**2021**  
Aug. 18-19 ----- New Teacher Orientation Days  
Aug. 23-25 ----- Teacher Workshop & PD Days  
Aug. 24 ----- Back to School Night  
Aug. 26 ----- First Day of School  
Sept. 6 ----- Labor Day- No School  
Oct. 20 ----- Offsite Learning/Professional Development  
Oct. 21-22 ----- Admin Convention-No School  
Nov. 10 ----- Offsite Learning/Professional Development  
Nov. 11 ----- Veteran's Day Observation-No School  
Nov. 12 ----- No School  
Nov. 24-26 Thanksgiving No School TCD 1 & 2 (conf/PLC)  
Dec. 22 ----- Last day of school before Winter break

**2022**  
Jan. 3 ----- School reopens after Winter break  
Jan. 17 ----- No School Professional Development  
Feb. 21 ----- No School Professional Development  
Feb. 22 ----- Offsite Learning/Professional Development  
Mar. 10-11 ----- No School TCD 3 & 4 (conf/PLC)  
Apr. 14 ----- Offsite Learning/Professional Development  
Apr. 15 ----- No School  
Apr. 18 ----- No School  
May 26 ----- Last Day of School  
May 27 ----- Teacher Grading Day  
May 29 ----- Graduation  
Tentative: WFHS @ 1:00 PM, Sheyenne @ 4:00 PM  
End of Quarter 1: November 5, 2021  
End of Quarter 2/Semester 1: January 14, 2022  
End of Quarter 3: March 25, 2022  
End of Quarter 4: May 26, 2022

<b>Offsite Learning for Students</b>
Student asynchronous continuation of learnings
Staff Professional Development
Professional Development – No School
Teacher Compensation Day – No School
Holiday – No School
1 HOUR LATE STARTS PLC - STAFF 25 minutes early = 2 PD days
Non-Contract

REPORTED DAYS FOR STATE AID PURPOSES (A.D.M.)	
Actual Contract Calendar Days	171
Legal Days: November 11 & 26, April 19	3
Veteran's Day, Thanksgiving, Good Friday	3
Staff Development Days	2
Offsite Teacher Conference Days	2
Total - Standard Calendar Day	179
TEACHER CONTRACT DAYS PER SCHOOL YEAR	
Actual Contract Days	171
Legal Days: November 11 & 26, April 19	3
Veteran's Day, Thanksgiving, Good Friday	3
Staff Development Days - PLCs	2
Offsite Teacher Conference Days	2
Off-Site	2
Teacher Workshop Day	2
District PD	2
Student Offsite Learning - Teacher Professional Development	1
End of Year Teacher Grading/Record Keeping Day	1
<b>Total</b>	<b>188</b>

JANUARY '22							20 days
S	M	T	W	Th	F	S	
2	3	4	5	6	7	1	8
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

FEBRUARY '22							18 days
S	M	T	W	Th	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28						

MARCH '22							21 days
S	M	T	W	Th	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

APRIL '22							18 days
S	M	T	W	Th	F	S	
			6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

MAY /JUNE '22							19 days
S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31	1	2	3	4	

**May 26 Community High Graduation (7:30PM at WFHS). Last day of school!**

### WEST FARGO COMMUNITY HIGH SCHOOL DAILY SCHEDULE

- ❖ Morning Class                      8:45 to 11:15                      (5-minute break 9:30-9:35)
- ❖ Community Time                    11:15 to 11:50
- ❖ Lunch                                    11:50 to 12:30
- ❖ Afternoon Class                      12:30 to 3:00                      (5-minute break 1:30-1:35)

Students have two deadlines they must meet: Their ½-way deadline at approximately day 15 and the course completion deadline on Day 30. All students in a course for 2 ½ hours MUST finish the course in 30 days.

For students that have an IEP/504 that allow them to have extended time, at Community High School that means extended time before school, after school, at lunch, and during Community Time to work on classwork. It does NOT mean the deadline dates are moved, be it ½ way or course completion dates.

No one can punch out early for morning class or Community Time with flextime, except for approved appointments only!

## WHAT ARE THE GRADUATION REQUIREMENTS AT COMMUNITY HIGH?

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

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

Credits you earned at another high school or through the North Dakota Center for Distance Education will count toward your 22-credit graduation requirement.

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

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

Take classes at West Fargo, Horace, or Sheyenne during the year or summer.

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

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

1. Take an Elective class at Community High School. These could include: Work Experience – Diversified Occupations, Volunteer Service, Community Plus One, School & Life Skills, or 101 courses. Contact the counselor for more information and to sign up for the elective course.

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

## **COURSES, PLAN OF STUDY, AND GRADUATION**

### **WHAT CLASSES ARE AVAILABLE AT COMMUNITY HIGH SCHOOL?**

The four teachers at CHS can offer all the required courses you need to graduate, except physical education and some electives. The required courses available on our webpage under program of study.

<https://www.west-fargo.k12.nd.us/schools/communityhigh/programsofstudy/>

CHS does offer extended learning opportunities in conjunction with the school day and outside of the school day. These include: Service Learning, Work Experience – Diversified Occupations, Community Plus One, Student Leadership, Alternative High School Mentor/Mentee, & After-school Wellness Program.

### **SUMMER SCHOOL**

CHS does not operate its own summer school program, but you are encouraged to take summer school classes at West Fargo, Horace, or Sheyenne High School. The counselor will help you sign up for summer school classes. See the counselor for more information.

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

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

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

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

### **CAN I GO BACK TO WEST FARGO, HORACE, OR SHEYENNE HIGH SCHOOL IF I ENROLL AT COMMUNITY HIGH?**

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

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

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

We have a very nice graduation ceremony in the evening of the last day of school. We hold it in the theater at West Fargo High School, and there is a reception afterwards. CHS graduates do not participate in the West Fargo, Horace, or Sheyenne High School graduation ceremony, as they have different graduation requirements.

### **WILL UNIVERSITIES AND COLLEGES ACCEPT ME WITH A CHS DIPLOMA?**

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

## ADMISSIONS AND WITHDRAWAL

### **HOW DO I ENROLL AT COMMUNITY HIGH SCHOOL?**

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

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

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

If you are at least 16 years old, but not over 21 years old, and have never attended West Fargo, Horace, or Sheyenne High School or have not attended WFHS OR SHS in the current semester, you may contact the CHS principal directly to enroll. If you are transferring from another school district, you or your parent must ask your former school to send your permanent school records to Community High School. A form is available in the office for parents (or students aged 18 or older) to use to request these records from your former school. When those records are received, the CHS principal will call you to come in with a parent for your orientation meeting. If you are 18 or older *and* living independently, you may come to orientation without a parent

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

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

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

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

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

### **IF I GO TO CHS, CAN I BE IN ACTIVITIES AT West Fargo, Horace, or Sheyenne High School HIGH SCHOOL?**

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

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

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

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

Yes & No. If you decide to withdraw from Community High School or if you are required to withdraw, you may re-enroll at a future date. However, you may be placed on a waiting list until a spot opens up for you. At the time you withdraw, you need to turn in your books and course materials and meet with the principal. Students cannot withdraw the last two months of the school year without principal approval. Students that withdraw or “quit” before school is out “not in good standing” and may or may not be allowed to return in the fall. As an alternative high school, we realize that on occasion we are not the right “fit” for some students. If this is the case, we will provide educational options that will not include Community High.



## ASSISTANCE

### **CLASSROOM TEACHER**

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

### **COUNSELOR/504 POLICY**

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

### **As Community High School is an alternative school that operates unlike traditional high schools, our approach to 504 accommodations for all newly enrolled students is as follows:**

Traditional high schools 504 plans are not applicable to Community High because our curriculum delivery system and school operation is vastly different. Community High is an optional program. We do not have the staff or resources to meet every student's unique accommodations. If your current 504 plan requires more resources, it is advised to remain in your current educational setting where you can continue to receive those accommodations.

1. Community High will start ALL students as regular education students
  - a. (Note – special education students on an Individual Education Plan (IEP) are evaluated prior to enrollment and our SPED teacher determines best placement and accommodations). Not all SPED students are accepted at CHS because of our limited staff and resources.
2. After 30 days (evaluation process), if the student, parent, or CHS staff see an issue that requires a specific accommodation(s) THAT CHS DOES NOT PROVIDE ALL STUDENTS, Community High will convene a 504 team to write a plan for the student.
  - a. Accommodations provided ALL students are not accommodations at Community High and will not be included in any 504 plans.
3. Each Community High written 504 plan will be reviewed annually to determine if the plan needs to remain, updated, or dismissed

***Regardless if a student is a general education, special education or on a 504, the Ladder of Accountability, as well as all rules and consequences will apply. Students requiring additional time for work or course completion are expected to use time before and after school, as well as non-classroom time during the school day. Mid and end dates will not be extended.***

### **COUNSELING**

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

A counselor, guidance counselor, chemical health specialist, psychologist or social worker may perform an important service for a student and his /her family. During the course of the year, these specialists confer with students for a variety of reasons. Students may be referred to one or more of these specialists by a staff member, the principal, the nursing assistant, parents, or by the student him/herself for assistance. The counseling service gives students an adult who will listen to and advise students

about personal issues, including successful school life. The guidance counselor is helpful when you are ready to make post-high school and career choices. A social worker can assist students with problems in home and family life.

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

Crisis Line .....	232-4357 (HELP)
Hotline .....	232-7335 (SEEK)
Youth works.....	232-8558
Job Service .....	239-7300
Hospice .....	356-1500
Cass County Social Services.....	241-5765
Rape and Abuse Crisis Center.....	293-7273
Fargo Cass Public Health.....	241-1360
Southeast Human Services.....	298-4500
West Fargo Police.....	433-5500
Emergency.....	911

### DISTRICT CONTACT PEOPLE AND PROGRAMS

Inquiries by Students and Parents concerning:		
Program:	Contact:	Phone:
Title I of the Elementary and Secondary Education Act of 1972	Rachael Agre	701-356-2001
Title IX of the Educational Amendments Act of 1972	Jay DeCann	701-356-2050
Americans with Disabilities Act	Jeff Goebel	701-356-2002
Section 504 of the Rehabilitation Act of 1973	Carol Zent	701-499-1441
Individuals with Disabilities Education Act	Rachel Kjonaas	701-356-2003

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

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

### ATTENDANCE

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

#### Attendance:

Timecards will be used to track “seat time” in each class. All students will punch in and out of class as usual. Time missed due to leaving early or arriving late to school will be documented through weekly meetings with teachers when creating the student’s calendar. Only medical excuses (ill waivers), school-driven absences, and special circumstances, approved by the principal will extend class end dates. Your class deadline will not be extended for non-school driven absences (hunting, court, sick, vacation, etc.). **Medical excuses for two days or more are not counted as absences if an Ill Waiver Form (available in the office) is completed by the doctor’s office and approved by the principal. All ill waivers are subject to the principal for determination of acceptance. No more than two ill waivers will be accepted during one school year.**

**BEHAVIOR AND DISCIPLINE:**

**BEHAVIOR EXPECTATIONS**

West Fargo Community 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 Community High School.

<b>EXPECTATION</b>	<b>Classroom, Lunchroom, Hallway, MPR, Gym, Office, Inside &amp; Outside</b>
<b>Respect</b>	<ul style="list-style-type: none"> <li>• <b>Be considerate of others' belongings</b></li> <li>• <b>Take care of school property</b></li> <li>• <b>Treat everyone in a positive and polite manner, including online interactions</b></li> <li>• <b>Engage in active listening</b></li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>• <b>Be punctual, prepared, and ready to learn</b></li> <li>• <b>Clean and organize our spaces</b></li> <li>• <b>Use appropriate language, tone, and volume</b></li> <li>• <b>Be accountable for your actions, including online behavior</b></li> </ul>
<b>Relationships</b>	<ul style="list-style-type: none"> <li>• <b>Be truthful</b></li> <li>• <b>Report unethical or unsafe behavior to appropriate resources</b></li> <li>• <b>Honor people's personal space, including social media</b></li> <li>• <b>Cultivate positive interactions online</b></li> </ul>
<b>Rigor</b>	<ul style="list-style-type: none"> <li>• <b>Actively engage in and complete academic tasks</b></li> <li>• <b>Set positive, challenging goals leading to growth</b></li> <li>• <b>Incorporate The Four Cs</b></li> <li>• <b>Utilize authentic, credible online resources</b></li> </ul>

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

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

**Self-control** –no one deserves to be disrespected. If you are out of line, you will need to apologize before you are allowed to return to CHS. The apology can be written or verbal, but you will need to apologize for your words and/or actions, and it will need to be sincere.

**BULLYING (POLICY ACEA-AP)**

1. "Bullying" is defined as conduct prescribed in NDCC 15.1-19-17. Means:

a. Conduct that occurs in 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 and which: (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities; (2) Places the student in actual and reasonable fear of harm; (3) Places the student in actual and reasonable fear of damage to property of the student; or (4)

Substantially disrupts the orderly operation of the public school; or

b. Conduct that is received by a student while the student is in 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 and which: (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities; (2) Places the student in actual and reasonable fear of harm; (3) Places the student in actual and reasonable fear of damage to property of the student; or (4) Substantially disrupts the orderly operation of the public school.

2. "Conduct" includes the use of technology or other electronic media. 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, **REPORT ALL BULLYING INFORMATION ASAP! Please use our anonymous online reporting system located at: <https://www.west-fargo.k12.nd.us/community/>**

### **CHEATING**

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

### **DISCIPLINE POLICY**

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

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

### **DRUGS & ALCOHOL**

If a student is suspected of being under the influence of drugs or alcohol the building administrator, counselor, or both will direct them to the office for an interview. If there is reasonable suspicion of drug or alcohol use the student may face any or a combination of the following consequences: referral for drug testing, suspension from school (up to ten days), referral to law enforcement, or expulsion. 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 **EXPULSION** to the superintendent of schools.

### **DRUG DOG**

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

### **EXPULSION (POLICY FFK-AR)**

Suspension and Expulsion A student may be suspended or expelled for insubordination, habitual indolence, disorderly conduct, or any student behavior that is detrimental or disruptive to the educational process. The authority to suspend a student for up to ten days or up to twenty days for a student in an alternative education program in accordance with state law rests with the principal or other administrative personnel. "Expulsion" is the dismissal of a pupil from school classes, buildings, and grounds and, except for a violation of the District's firearm policy, may extend to the termination of the current school year. The school board has delegated the process of conducting expulsion hearings to the superintendent of schools, with the exception of expulsion hearings for the possession of a firearm on school property. The superintendent of schools will notify the board

president of all instances in which the superintendent of schools is considering expulsion. Together, the superintendent of schools and the board president may agree to have an expulsion hearing conducted by the school board. Students with disabilities will be suspended or expelled in accordance with state and federal laws.

**HARASSMENT / HAZING (POLICY AAC-AP)**

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

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

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

**INFRACTIONS**

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

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

**PLAGIARISM**

Plagiarism includes but is not limited to copying/pasting from the Internet, the retrieval of research papers from the Internet, or copying from any other source without giving credit. Any student who plagiarizes will be required to re-do the assignment, which may result in the student to run out of time, failing the course. Repeated plagiarism will also result in time deducted from their timecard, ten minutes per plagiarized assignment.

**TOBACCO**

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

**WEAPONS (POLICY FFK-AR)**

The possession of a weapon may result in (1) an initial suspension for ten 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 num-chuks. 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.

## CLASSES AND LEARNING

### **HOW DO CLASSES WORK AT COMMUNITY HIGH?**

You will take one class in the morning and one class in the afternoon. Each class meets for 2 ½ hours per day, and you will receive 1/2 credit for each course you complete with a passing grade. The teachers do not lecture, and there is very little whole-class activity. Most of the time you will be working independently. For each course you take, you will be given lessons (study materials and assignments) and a textbook. You will work through the lessons and turn them in for your teacher to evaluate. You will also take several tests and complete a final exam, paper, or project for each course. You are expected to do homework, but much of your coursework and study will be done in the classroom under the supervision of your teacher.

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

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

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

**Dropping a class?** If the drop or change is based on a teacher or office request, no consequence will occur. Student requests for dropping or changing a course has two outcomes: 1. It will not be approved, and the student will remain in the class or 2. A drop-fail will be recorded in on the student's transcript. The option will be decided by the building principal.

## GENERAL INFORMATION:

### **ACADEMIC ELIGIBILITY**

While participating in co-curricular activities or other school-related events *students must be doing passing work in both the morning and the afternoon classes*. Students that miss the ½ or end of course deadline are “Incomplete” and as such ineligible until they successfully complete the course. Students can only fail a class at Community High School by earning less than 60% in their course work. Students who are on a 30-day withdrawal are ineligible. Students who violate the NDSHSL rules and policies are ineligible. For any questions about eligibility, contact the principal or the high school athletic director.

No student in grades 9-12 shall participate in any trips, performances, or competitions associated with co-curricular activities or other school related events if such student shall at the same time have any unsatisfactory record of scholarship.

NOTE: Students who are in violation of this policy will not be suspended from public appearances, such as music concerts, when it is a course requirement where academic credit is given. They will, however, be suspended from participation in interscholastic contests or activities

### **ACCEPTABLE USE AGREEMENT**

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

### **ANIMALS**

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

### **BREAKS**

You will have a five-minute break in the morning and a five-minute break in the afternoon. You may take your break in the multipurpose room, or you may go outside on the school grounds. These are closed-campus breaks, so you may not leave

school grounds during this time. If you leave school grounds during break, you will not be allowed to return to your class. You do not punch out or in for breaks, so you must return to class on time.

### **BUS RIDING CONDUCT**

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

1. Follow the driver's directions the first time they are given.
2. No moving or changing seats while the bus is in motion.
3. Keep your hands, feet, legs, and objects to yourself. Do not hang out windows.
4. Be courteous to the driver and fellow passengers. No profane language, yelling, or screaming.
5. Do not eat or drink on the bus. No smoking or lighting matches.
6. Do not litter the bus. Pick up all papers or other personal items.
7. Do not damage seats, windows, or any bus equipment.
8. Be at the bus stop on time. No pushing or shoving while loading or unloading. **NO SQUIRT GUNS, UMBRELLAS, ANIMALS, SKATEBOARDS, OR ANYTHING OF A DANGEROUS OR OBJECTIONABLE NATURE WILL BE ALLOWED ON THE BUS.**
9. Only students assigned to a bus will be permitted to ride the bus to and from school. Bus students will not be allowed to bring friends unless parent or guardian has called the transportation department. If your child is a regular bus rider, they will be permitted only to ride the bus they are assigned to and not a different one. If your child is a regular bus rider and wants to get off at a stop other than their own, their parent/guardian **must** call the Transportation department to schedule a guest.
10. Cell phones must be concealed at all times. Cell phones that 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 that are determined by the principal at each school. Upon third low level write up student may be subject to the high-level consequences.

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

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

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

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

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

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

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

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

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

**If you want to ride the school bus, let the principal know and it will be arranged for you.** You will get off the bus at West Fargo, Horace, or Sheyenne High School and be shuttled to CHS in the morning. In the afternoon, the shuttle bus will pick you up at CHS and take you to the High School, where you will get on your route bus. You may NOT wander through West Fargo,

Horace, or Sheyenne High School you wait for your bus. Bus drivers have authority over students while they are being transported in school buses. Community High students are expected to comply with the West Fargo School Bus System rules located on-line at: <http://www.west-fargo.k12.nd.us/departments/transportation/>

If you ride the bus during the school day to take an elective class at West Fargo, Horace, or Sheyenne High School you must notify Community High by 8:30 a.m. if you do not need bus service on any given day. If you do not call to cancel your ride, you may lose the bus service.

### **CELL PHONES**

As wonderful as cell phones are, they are unnecessary during class and are a distraction to learning. Cell phones talk/text/IM are allowed only during non-classroom time. Teachers may allow cellphones for music, however, if a teacher suspects that the cell phone is being used for something other than music, **ten minutes will be subtracted from their timecard**, this includes use in the bathrooms.

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

It is a goal of the West Fargo Public Schools 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 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.

### **COMPUTERS**

During class time, the computers should be used only for course work unless the teacher grants permission. All students must sign a Student Contract and abide by the West Fargo School District Computer Network. Computers are NOT used for music!

### **DIRECTORY INFORMATION – FERPA (POLICY FGA)**

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

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

- The right to inspect and review the student's education record within 45 days of the day the school receives a request for access.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.
- 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.
- The right to file a complaint with the US Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

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



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

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

#### **DRESS CODE (POLICY FFH-AP)**

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

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

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

#### **EIGHTEEN-YEAR-OLD / ADULT RULE**

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

#### **FIRE AND EMERGENCY DRILLS**

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

#### **FOOD SERVICE (POLICY IBA)**

The purpose of West Fargo Public School's Food Service Program is to provide nutritious meals to students. The program shall serve meals that meet the requirements established by the United States Department of Agriculture. The district shall provide meals without cost or at a reduced cost to all students who are determined eligible under federal guidelines developed by the United States Department of Agriculture free and reduced-price meals. No discrimination shall be made against any students because of their inability to pay the full price.

Breakfast (to go) items are available in the office and may be eaten in the MPR or classroom. All students eating school lunch will eat in the cafeteria. There is NO eating in the hallway! Students can eat in the MPR and are responsible to clean up after themselves. If you or your family qualifies, your lunch may be free or at a reduced price. **Please fill out the Free and Reduced application** even if you do not want school lunch. The data provides the district with more federal dollars.

#### **GRADUATION**

To take part in commencement exercises each full-time enrolled senior must have completed all requirements, have no bills or fines owed to the school. To participate in commencement exercises ALL course work must be completed and graded by 4:00 p.m. TWO days prior to graduation. Waiting until the last minute puts an excessive workload on teachers to correct individual work and tests based on our instructional delivery system. If you want to be in the ceremony, get your courses finished. We recognize two official graduations for students, one at semester and the last day of school.

## **HEALTHY SCHOOL & NUTRITION ENVIRONMENT (POLICY ABCC)**

West Fargo Public Schools will use the current federal regulations governing school meals to establish nutrition standards and provide clear guidance for all foods and beverages available everywhere on school grounds to encourage healthy choices for students. Meals served in all West Fargo schools comply with the USDA National School Lunch and Breakfast meal patterns.

## **HOMEWORK**

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

## **INTERVIEW OF STUDENTS BY OFFICIALS OF OTHER AGENCIES**

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

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

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

## **INSURANCE**

The District does not provide insurance. Contact the counselor for info on health insurance options in the community.

## **LIBRARY**

Community High Students have access to the West Fargo, Horace, or Sheyenne High School library. Contact the Community High principal before going to high school library so they have your student information ready. You may want a public library card.

## **LOCKERS**

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

## **NON-DISCRIMINATION/EQUAL OPPORTUNITY**

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

## **PARKING & DRIVING**

There is no designated parking lot for Community High School. You can park in the parking lot on the south end of the building by the library or on the street. Be sure to drive carefully and quietly around school. We share the Lodoen Community Center and its neighborhood with others. Please do not park in the church parking lot across the street or block private driveways, or you may be towed.

## PICTURES

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

## SEXUAL HARASSMENT / VIOLENCE (POLICY AAC-AP)

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

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

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

Retaliation is prohibited against any individual who reports sexual harassment or participates in an investigation.

Confidentiality of all persons involved will be respected to the fullest extent possible.

## STUDENT LEADERSHIP

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

## STUDENT OF THE MONTH

At the end of each month, the teachers select a Student of the Month. They look for when selecting the Student of the Month these qualities:

- High quality academic work
- Noticeable improvement in work and/or motivation
- Responsible use of time
- Leadership (setting a positive example for other students to follow)
- Service to school and fellow students

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

## STUDY HALL

Study Hall is usually offered Fridays from 3:00 to 4:00 each week to allow students to make up time for their timecard or work ahead. Study hall is done in 15-minute increments only. **To attend study hall, you must be in class by 2:00 p.m. and you are not allowed to punch out early and come back to study hall.** You must work on the class you are making up time for during study hall unless you have a note from a teacher. Time can be made up ONLY in scheduled study hall that week.

## TELEPHONE

The phone in the office is for official school use and *may not be used for your personal calls*. If you have to make a quick call to a parent or to arrange for a ride, come to the office and ask. We also request that you limit the length of the call as the phone in the office is for work and use proper volume and appropriate language.

## TEXTBOOKS

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

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

## **TIMECARDS**

Your timecard is a very important document. You should always check your timecard to be sure the time punched is readable. Be careful not to punch directly over a previous punch. Be sure the timecard is pushed all the way to the back before punching; otherwise, the numbers will be off the card. *If your timecard cannot be read accurately, you may lose time!* Check your timecard daily to be sure the time deducted, and the balance is correct. If there are errors, bring it to the attention of a staff person right away. An example of time clock fraud is having another student punch you in and out when you are not in school. In a case such as this, both students may be suspended and be subject to severe timecard penalties. **A lost timecard or a timecard that leaves the building, or altered, will result in "one Strike".** When you punch out you need to leave the building.

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

## **TITLE IX**

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

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

## **TORNADO DRILL**

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

## **TRESPASSING**

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

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

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

## **GRADING**

### **ACADEMIC ACHIEVEMENT & EARNING CREDIT**

Students, when in regular attendance and consistently working, can complete a course in 24 days, or 60 hours, with exception of Science classes, which can be completed in 27 days, or 67.5 hours. Students will be encouraged to complete their non-Science courses within 34 days or 84 hours. \* More details about deadlines are on the web in our attendance rules and the appendices.

- **Weekly Goals** -- Students will meet with their teachers each week to create a work calendar to monitor the student's progress in each class. Each week the student and teacher will create GOALS decided together by the student and teacher in an effort to assist the student in completing the class within the 30/34-day period. Students who meet their weekly goal will earn two hours of flextime.
- **Missed Weekly Goals** -- There are different reasons for not meeting weekly goals on a student's calendar. These can include inefficient use of classroom time in completing assignments, not completing homework, and missed time or absence from school. Goals will be evaluated during the weekly meetings/calendar review with the teacher. Students

who do not meet their weekly goal will not earn flextime for the following week. Only teachers assign flextime, NOT the office. Questions regarding flextime should be directed to your teacher.

## **GRADES**

The teachers may assign grades to some, but not all, of your written work. Many of the things you do in class are for the purpose of learning, so they are not graded. You will get feedback on your work to let you know how well you have learned. The feedback may be written comments from the teacher, oral comments from the teacher, or a grade. Teachers often use rubrics to let you know how well you have learned in addition, what you need to improve. You will receive percentage grades on unit tests and final exams. Those grades, in addition to scores you get on major projects or demonstrations of your skills, will make up your final letter grade in the course. You will always be told at the beginning of a course or unit exactly what you need to know and do to be successful in the course. The grading scale at Community High School is: 90, 80, 70, 60, and below 60 is failing.

## **PARENT/FAMILY CONFERENCES**

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

## **TRANSCRIPTS**

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

## **OFFICE PROCEDURES:**

### **ADMINISTRATORS RIGHTS AND RESPONSIBILITIES**

#### Administrators have the right to:

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

#### Administrators have the responsibility to:

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

### **CHANGE OF ADDRESS/TELEPHONE REPORTING**

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

### **INCLEMENT WEATHER AND SCHOOL CANCELLATION**

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

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

### **ILLNESS/INJURY**

If students should become ill during the school day, they should report to the main office. Parents will be notified before students can go home should they need to do so. A cot is available for use while waiting for transportation home. In the case of an accident or illness and we are unable to locate parents and it appears immediate medical care is needed, 911 will be called and students will be taken to their preferred hospital. The cost of the resulting medical care will be the responsibility of parents.

### **IMMUNIZATIONS**

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

### **MEDICATION DURING SCHOOL HOURS**

All Prescription medication will need Parent and Dr. Signatures. Over the counter medications need only a Parent signature. All forms and the policy will be posted on the school website under the Parent link [www.west-fargo-k12.nd.us](http://www.west-fargo-k12.nd.us)

### **STUDENT RECORDS**

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

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

### **VISITORS (KAAA-AP)**

City ordinances and state statute requires that all visitors report to the main office immediately for a visitor's permit. Former students wanting to visit with teachers must have made an appointment with teachers prior to the visit and have administrative permission. Parents are always welcome at West Fargo Senior Community High School. If parents should like to visit classes or spend the day in their student's classes, please contact the office a day or more in advance so we can assist you.

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

## COMMUNITY HIGH ATTENDANCE RULES – READ THIS!

### Per class, each student will receive:

1. Two health days per month. This includes parent call in, doctor or dental appointments, etc. These absences do not extend your deadline. Appointments and leaving school will be calculated up to the nearest hour. You get only one health day if you start at CHS the 15<sup>th</sup> or later.
2. For illnesses of two or more days, an ill waiver form can be submitted to the office and if approved, the absences will extend your deadline. **You are responsible to obtain the form, have it completed by the medical provider, and return it to the office within one week.** Your deadline will not be extended until the form is submitted and approved. Ill waivers are limited to two (2) per year.
3. Funeral, Court, and Family vacations with pre-approval from Dr. Gravel at least two days prior to the absence. Course deadlines are not extended any absences other than ill-waivers.

***IF YOU ARE GOING TO BE GONE, TELL MICKY IN THE OFFICE!***

4. Students who are given approval for additional absences (chronic health or other issue) are not eligible for Flex Time.
5. **If you meet the previous week's deadline in your course**, your teacher will give you 24 minutes times the number of school days for flex time on the current week's timecard.
  - *Three days* times 24 minutes=72min/1:12
  - *Four days* x 24 minutes= 96min/1:36
  - *Five days* x 24 minutes= 2 hours
6. **If you did not meet a course deadline from the previous week you do not earn flex time.**
7. If you exceed the flex time or are minus time allowed for the week, you may:
  - Make up the time by attending study hall or earn a Strike.
  - Time can be made up **ONLY** in study hall during the assigned study hall times. If you cannot attend study hall then don't miss school.
  - To attend study hall, you must be class by 2:00 p.m. This means if you are sick all day too.
  - You cannot punch out early and then come back for study hall.

### **Note - If you earn a Strike, you will be placed on the Ladder of Accountability**

You will receive 30 days in which to FINISH your course. There are rewards to completing the class early from your original deadline. If you...

- Finish your class in 24 or 25 days you earn two 3-hour passes and ½ credit.
- Finish your class in 26, 26, or 28 days you earn one 3-hour pass and ½ credit.
- Finish your class in 29 or 30 you earn ½ credit.

The 3-hour pass can be used to extend a deadline date or can be used to take three hours off between classes (After you have finished one and before you start the next one – **passes used in May** can only be used to extend deadlines – Days off are not permitted in May.). Halfway deadlines can NOT be extended.

**If you do not finish your class within 30 days, you will earn a Strike. Students who finish a class by day 30 and fail do not earn a Strike. Strikes earned the last ten school days will be carried over to the fall.**

Updated 5/7/2014

**COMMUNITY HIGH SCHOOL  
THE PATH TO GRADUATION**

In order for Community High School to continue to assist students to earn credits to graduate, we operate under the Strike System. For students who pass classes and earn credits they are rewarded for their efforts. These students are able to:

- Have discretionary time – flex time (earned by meeting deadlines)
- Participate in student activities
- Potential to earn “Golden” status

For those have timecard issues, behaviors, or do not meet class deadlines, they earn a Strike and are placed on the Ladder of Accountability (see below):

**Ladder of Accountability**

<b>Rules</b>	<b>First Strike</b>	<b>Second Strike</b>	<b>Third Strike (3a)</b>	<b>Return from withdrawal on Strike 1</b>
	<i>Strike 1</i>	<i>Strike 2</i>	<i>Strike 3a</i>	
<b>Flex time</b>	:30 minutes	:30 minutes		
<b>Time on task</b>	No punching Out early	No punching out early		
<b>Cell Phone</b>	Caddy with teacher	Caddy with teacher		
<b>Lunch/Campus</b>	Open	Closed campus		
				<i>Strike 4</i>
<b>Office Action</b> 	Email message notifying the student earned a Strike.	Email message notifying the student earned a Strike.	A 30-day withdrawal from school. An option to allow an earlier return is possible.	Student is withdrawn for the year. <b>Only one 30-day withdrawal per year. Limit 2 per student.</b>

Students can work their way back up the ladder by passing one eligible class, which will remove one strike. Students who violate closed campus earn a Strike.

Revised 2/22/21



## Home School Transfer of Grades and Earning a WFPS Diploma

### Can home school students receive a high school diploma?

Yes, if they meet the requirements. West Fargo Public Schools grants diplomas only to those students who have completed all North Dakota and WFPS requirements for a high school diploma.

### Transfer of Home Education Course Credit to West Fargo Public Schools

To receive credit for courses completed through home education, the student's parent or legal guardian must provide West Fargo Public Schools with the following:

1. An outline of the course material covered in each subject,
2. A list of the course objectives,
3. A written description on how the course objectives were met, and
4. A transcript of the student's performance in grades.

If any of the four items of required documentation is unavailable, West Fargo Public Schools may evaluate whether other reasonable proof is acceptable for the student to meet applicable requirements for high school graduation. All home school transfer credits will be identified on the student's transcript as "home school."

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

To be eligible to graduate from West Fargo Public Schools, home school students must be enrolled in, and successfully complete their senior year at West Fargo, Community Horace, or Sheyenne High School. Students would be required to earn six credits their senior year including four credits in the senior level classes in the four core classes (math, science, social studies, and English/language arts).