



# Hope-Page Student Handbook 2021 -2022

# Hope-Page School District Student Handbook

Welcome to Hope-Page School! We, the School Board, Superintendent, Principals, and Faculty members of the Hope-Page Schools have compiled and published this student handbook in the hope that it will answer the many questions that arise during the course of a school year. This handbook contains information concerning our schools and their policies and procedures. It is not an all-inclusive list of rules, but rather an outline of expectations, which contribute to the operation of our school. For more detailed policies and procedures go to [www.hope-page.k12.nd.us](http://www.hope-page.k12.nd.us). If you have any questions, please see your child's classroom teacher and the building principal. This is published to serve as a guide to all students and it is subject to change. We hope that you will keep this and refer to it often. It is important that everyone involved thoroughly understands the organization, regulations, and activities of the Hope-Page School District. **Failure to know the contents will not excuse a student from following the adopted policies and procedures.**

The administration and faculty welcome you and sincerely hope your school experiences will be interesting, challenging, and enjoyable. It is the student's decision as to the values placed upon what he/she wishes to achieve from school. The student will only receive out of school what he/she chooses to put into it.

## Hope-Page Mission Statement

At Hope-Page Schools we believe that student learning is the chief priority and all students can learn to their fullest potential. Students will develop their individual talents, critical thinking, and technology skills by being actively engaged in the learning process. Continuous commitment to improvement ensures that our students are well-rounded, self-directed, lifelong learners. By maintaining a safe and optimum learning environment, we provide the opportunity for students to be successful. Promoting high standards and expectations, students, teachers, administrators, parents, and the community share the responsibility for academic success.

## Teacher Hours

Parents may contact a staff member from 8:00 a.m. to 8:30 a.m. and after school from 3:30 p.m. to 4:00 p.m. except Friday after school. Teachers will hold office hours and post them outside of their classrooms. Please do not call to talk to a teacher during classroom times. Teachers will not be called to the phone unless there is an emergency. You can also check the school's website for quick access to teacher email addresses.

## [Hope-Page School District #85](http://www.hope-page.k12.nd.us)

*This institution is an equal opportunity provider.*

### *Hope-Page High School*

P.O. Box 100  
740 7<sup>th</sup> St. SE  
Hope, ND 58046  
701-945-2473

### *Hope-Page Elementary School*

P.O. Box 26  
630 May Ave.  
Page, ND 58064  
701-668-2520

<https://www.hope-page.k12.nd.us/>

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## REPORT CARDS AND CONFERENCES

7-12 Report cards are issued at the end of each nine-week period to inform both the student and parent(s)/guardian(s) regarding student progress in each subject. PK-6 report cards are issued at the end of each 12-week period. Parent/teacher conferences are scheduled at least twice a year. These conferences will be for parents with students in all grades. Report cards will be mailed home at the end of the other grading periods.

## STUDENT FEES

The following fees will be charged to students of Hope-Page High School. All fees are payable at the beginning of the school year.

1. Noon Hot Lunch – provided at no cost this year
2. Driver's Education - \$125 (8<sup>th</sup> graders only)
3. Computer/Technology Fee - \$50
4. Elementary School Supply Fee-\$25
5. Activity Fees (required for all students: Grades PK-12 \$30)  
These fees are used to pay for school assemblies, field trips, guest speakers and are also prepaid admission for all school sponsored events.
6. Extra Milk at Lunch – cash only \$0.35 per half pint
7. Music – school instrument rental fee

## TELEPHONE CALLS

It shall be the policy of the school to discourage the free use of the telephone, except in cases of emergency. **No student will be called out of the classroom to answer calls except in the case of an emergency.** A class schedule should be posted at home so parents know when a student is free to receive calls from home.

## CELL PHONES/ELECTRONIC DEVICES

Students need to adhere to the classroom cell phone procedures. These are posted in each classrooms. Students who fail to follow classroom procedures will be asked to turn their device over to the teacher and the device will be turned into the office and returned to the student at the end of the day. Chronic offenses will result in the device being turned into the office upon their arrival and returned at the end of the day. Students will also be allowed to use cell phones during their lunch period. This does not apply to confiscated devices. Unauthorized use of a device in the classroom or school environment is prohibited. **Violation of this policy will result in confiscation of the device.**

Cell phones will not be permitted in ITV classrooms. If a student has a device with them, they need to turn it into the office for that period. Cell phones are also not permitted in study halls in the library. Devices need to be turned into the office for that period.

The use of camera and other features on cell phones in public restrooms and locker rooms before, during, or after school hours is prohibited. The use of any image-recording device in an area where there is a reasonable expectation of privacy is strictly prohibited and will result in confiscation of the device and additional disciplinary action.

## LOCKERS

The school is not responsible for lost or stolen items. Each student will be assigned a hall locker the first day of school. **The lockers are the property of the Hope-Page School, and the school retains the right to inspect lockers at any time.** Lockers are to be used for storage of textbooks, supplies, coats, etc. Lockers should be kept clean and orderly. They will be inspected on the last day of school.

## MONEY OR VALUABLES

Students are asked not to bring excessive amounts of money or valuable items to school. If it is necessary to bring such items to school, please do not leave these items in an unsecure area. **Students should lock money and valuables in a school issued locker or give them to the office for safekeeping.** If an item is stolen, please report the theft to a teacher or the office. The school is not responsible for lost or stolen items.

## LIBRARY

All books will be checked out of the library during regular class periods. All books should be returned when you have completed reading them or after two weeks. If you are unable to find a book, notify the Librarian immediately. Any lost books or overdue fines will have to be paid if it is not found and returned by the end of the school year. Students will not receive report cards until these infractions are taken care of.

## FIRE/TORNADO/LOCK DOWN

The classroom teacher will give complete information on all procedures to be followed in case of a fire or other emergency. Emergency drills will be held throughout the school year. Please become familiar with the procedures so that you will know where to go and what to do in case of an emergency.

### **STORMY WEATHER & BLIZZARDS**

Parents/guardians who feel the weather or road conditions are so severe as to be hazardous are to exercise the same judgment for a student's attendance as with an illness. If school is in session, this will be considered an excused absence.

Parents will be notified of immediate announcements concerning weather and the postponement or cancellation of school or school related events by using the Blackboard Connect 5 emergency service direct contact system in the event of weather-related announcements. In this system, parents will either receive a phone call, text message, or a call to a cell phone to let them know of the changes. Please keep the school updated with your contact information if anything changes throughout the school year. Weather-related announcements will be aired over WDAY (970) or KFGO (790) radio. Hope-Page will also update its website with weather-related announcements.

When a storm threatens during the day, you may be assured that students will not be permitted to leave the school building unless satisfactory arrangements have been made. If buses leave early, it will be announced over WDAY and KFGO radio of Fargo. Hope-Page also will update its website and send out an announcement using the Blackboard Connect 5 emergency service direct contact system with details related to an early dismissal.

In the event of a fast moving storm in which it is deemed too dangerous to send students out, all students will be kept at the school. They will be released only to parents, if requested. If buses do not run, students who drive will not be allowed to drive themselves home.

### **STUDENT CODE OF CONDUCT**

The following Hope-Page Student Code of Conduct identifies the desired expectations we have for our entire student body:  
AS STUDENTS OF HOPE-PAGE PUBLIC SCHOOL, WE SHOULD BE:

1. Respectful
2. Responsible
3. Safe

We acknowledge that these are very general guidelines to follow; however, we feel that all student behaviors fit into one of these categories. Students should act in a manner that shows respect and responsibility for themselves, others and school property. In conjunction, students should keep their safety as well as the safety of others in mind when making decisions.

### **PERSONAL APPEARANCE**

Hope-Page School students are expected to dress and groom in such a manner that will not disrupt the educational process, will comply with health and safety standards, and that is not detrimental to the image of a public school. Inappropriate appearance includes, but is not limited to:

1. Clothing styles or accessories that are immodest
  - shorts or skirts/dresses that are too short – recommended guideline is no shorter than mid-thigh
  - holes in pants/shorts/skirts above mid-thigh
  - outfits that expose the bare midriff
  - spaghetti straps worn without a cover garment
  - clothing that is unnecessarily revealing – low neck line or extremely tight fitting
  - reveal a student's undergarments
2. Clothing styles that can be hazardous in learning situations such as labs or shops - hairnets and other restrains may be required when operating power tools in shop class.
3. Clothing with a derogatory saying or double meaning suggestive of sexual, illegal or derogatory connotation.
4. Any clothing or accessory (including makeup or hairstyle) that draws excessive attention to an individual student
5. Clothing that advertises alcohol, tobacco products, or other substance deemed hazardous to one's health.
6. Sandals, flip flops, and open toed shoes when the season and weather dictate a need for greater protection.
7. Jackets, gloves, boots, and caps be must worn or in possession during winter travel.

Hats, caps, bandannas, sunglasses, chains, and hoods should be removed upon entering the building and put back on only when exiting the building. Shirts and shoes must be worn at all times.

If a student presents himself/herself in an inappropriate manner, he/she will be asked to change to suitable attire. Parents may be asked to bring appropriate clothing to school for the student if no other option is available.

### **BUS RIDING**

The School Board has the authority and duty to establish rules for students riding a school bus. The Hope-Page School Board has adopted the following rules:

1. Students, who refuse to promptly obey the directions of the driver or refuse to obey the regulations, may forfeit the privilege of riding the bus. Serious incidents will be reported to the principal.
2. Students who do not carry or wear clothing suitable for North Dakota weather may forfeit the privilege of riding the bus.

Students are expected to follow the student code of conduct as mentioned previously in the handbook. Likewise, students are expected to behave and make proper decisions. We feel confident that these general guidelines, when followed, will result in few areas of concern.

Students and/or parents need to inform the bus driver when or if a student is not going to ride the bus. Students are under the supervision of the bus driver when on the bus and are expected to comply with the driver's instructions at all times. The bus drivers have been informed to notify the school of any disciplinary problems. **Continued problems may cause students to lose their right to ride the school bus.**

### **WEAPONS/FIREARMS**

Students are forbidden to knowingly possess, handle, carry, or transmit any weapon/firearm or dangerous instrument in any school building, on school grounds, in any vehicle, or at any school-sponsored activity. Violations will result in disciplinary action including suspension and/or expulsion.

### **PROCEDURE FOR COMPLAINTS**

It is the goal of the district to resolve the problems at the lowest appropriate level. Parents and school personnel should work together as a team to provide the best educational program for children.

If a parent has a concern about a teacher's judgment of a student's work or behavior, a simple procedure can be followed to keep the line of communication open. First, a parent should talk to the teacher involved. If a satisfactory solution is not reached, the parent should confer with the building principal. If the concern remains unresolved, then the parent should confer with the Superintendent of Schools.

Finally, if the complaint remains unresolved, the parent may appeal to the Board of Education. The parent should notify the Superintendent or the business manager in order to be placed on the board's agenda.

### **ATTENDANCE**

State attendance laws govern students in any North Dakota public school. These laws require all children between the ages of 7 and 16 to be in attendance every day school is in session. The law cites illness and certain other incapacities as exceptions to this attendance requirement. The law provides local school boards that authority to establish standards for attendance.

### **ATTENDANCE PROCEDURES**

Any day that a student is absent, the parent/guardian should call the school to report the student's absence, giving the name of the student and the reason for the absence. Before 10:00 a.m. on the morning of a student's absence, the parent or guardian is requested to call 668-2520 (Page) or 945-2473 (Hope) to inform the school. When a phone call is not possible, a note should be sent with the student when they return to school. Any student who attempts to mislead the school regarding an absence will be subject to suspension or other disciplinary action.

Additional Notes:

1. Notification for any foreseeable absence (i.e.-appointments for doctor, dentist, orthodontist, optometrist, etc.) should be taken care of prior to the absence.
2. For all absences, a written note or phone call from the parent is needed stating the date of the absence and the reason for the absence.
3. When unable to attend school for any unforeseen reason, such as illness, a parent should call the school the morning of the absence.
4. Upon returning to school and prior to returning to class, the student must obtain a make slip from the office which is to be completed by the student's instructors.
5. If a student needs to leave the school early for any reason an early dismissal form should be obtained from the office, prior to the early departure.
6. Any student who becomes ill during the school day should report directly to the office, where help is available and parents can be contacted. The student should not leave the building, without first checking with the office.
7. All participants in co-curricular activities must be in attendance for one-half day or afternoon to be eligible for participation or practice that day. Exceptions may be made for medical appointments or other emergencies, but must be cleared in advance with building principal.
8. Absences usually require make-up work, which is assigned by the teacher.

## TRUANCY

The State of North Dakota has defined truancy as being absent from 3 consecutive school days during the first or second semester, 6 half days during the first or second semester, or 21 class periods without consent of parent/guardian or school officials. Students under the age of 16 will be held accountable for their attendance in accordance with North Dakota Century Code. The Hope-Page School District cooperates fully with social services and juvenile court in reporting truancy.

## LEAVING THE SCHOOL GROUNDS

School officials must know where students are at all times during the school day. **Parental permission received through the office is required before a student may leave the school grounds. All students must sign out in office prior to leaving.**

Students are required to check in and check out in the office if they are arriving after the school day has started or leaving before the school day has ended. **Parent request for their son or daughter to leave the school building does not automatically mean the granting of an excused absence.**

## SUSPENSIONS

In-School Suspension – the student is required to be in school during class time, doing schoolwork, but not attending regular classes.

Out-of-School Suspension – the student is not permitted to attend school during the school day.

The authority to determine initially whether a student shall be suspended for a period not to exceed ten days rests with the building principal and can be exercised after the student is given:

- Oral or written notice of the charges against the student
- An explanation of the evidence against the student
- An opportunity to present the student's side of the story

### **In-school suspension rules:**

- Report directly to the Principal of the day(s) of the suspension.
- No talking, walking around, passing of notes, or having your head down to rest, or sleeping.
- Computers will only be allowed to work on class projects/assignments
- Bathroom breaks will be allowed with the permission of office staff.
- The student will eat his/her lunch in a separate room or with the administration.
- Any insubordinate in-school suspension room conduct may result in out-of-school suspension.
- All missed work is due on original due date.
- Principal or office staff will dismiss the student at the end of the day.

## ENROLLMENT OF SUSPENDED/EXPELLED STUDENTS

Any student who has been suspended or expelled from another district will not be permitted to enroll in the District until eligible to reenroll in his or her former district or until the Board or the Superintendent has reviewed the prior suspension and determines that the suspension was illegal or improperly given.

## EXPULSION

Whenever an infraction is of such a severe nature that it disrupts the operation of the school, or student safety the following steps will be taken:

1. Student responsible will be suspended for up to 10 days
2. Parent(s)/guardian(s) will be notified
3. Hearing Officer will be notified
4. Hearing will be held
5. Decision will be made by Hearing Officer
6. If the Hearing Officer rules for an expulsion it may be for the remainder of the current term or twelve months

Administration may move for an expulsion hearing if a student has a series of suspensions during a school year.

## HEALTH INFORMATION ILLNESS GUIDELINES

Parents should call the school to advise school officials of the child's absence. If a child becomes ill while at school, the parents will be contacted so they can come immediately to the school to pick up the child. It is important that each parent provide a local name and phone number of a person who could be contacted in case of an emergency. The principal or secretary will also refer any suspected contagious cases to the parent for medical diagnosis.

Children with the following symptoms should not be sent to school and /or school activities

- Any indication of communicable diseases as listed on the communicable disease regulations
- Thermometer indicates a temperature of 100 degrees or above
- Undiagnosed rash or sores
- Vomiting or diarrhea
- Deep and severe cough, heavy or discolored nasal discharge
- Contagious infection diagnosed by a physician

Students may not return to school until:

- When the student is diagnosed by a physician to have a contagious infection and places the student on a prescription medication, the student may not return to school until they have taken the medication for a full 24 hours and their temperature has stayed below 100 degrees for 24 hours without the use of acetaminophen, etc.
- Their temperature has remained below 100 degrees for 24 hours, without the use of acetaminophen (Tylenol) etc. to keep the temperature down.
- There has been no vomiting or diarrhea for 24

## IMMUNIZATIONS

The parents or guardian of each child admitted to Hope-Page School shall present a certification from a licensed physician or authorized representative of the local public health unit that the child has received or is in the process of receiving immunization against diphtheria, pertussis, tetanus, measles, rubella, German measles, mumps, hepatitis B, meningitis, chicken pox, and poliomyelitis, except as exempted by law.

All students must be fully compliant with immunization requirements as mandated by NDCC 23-07-17.1. A student may have an exemption for the immunization based on religious, philosophical, or medical reasons.

## STUDENT ACCIDENT INSURANCE

Students will not be covered by school-sponsored accidental injury insurance. **All insurance claims are the responsibility of the parent's own private insurance carrier or other supplemental provider.**

All injuries occurring in school or while participating in school-sponsored activities here or elsewhere should be reported immediately to the teacher, advisor, or coach in charge and to the school principal. Parents will be notified. It is the parents' decision whether or not to seek medical attention and submit a claim to their insurance carrier.

All immunization records must be up to date by the end of the first quarter. Students who enroll during the year and do not have up to date immunization records must have the records within thirty calendar days of enrolling.

Students who are not compliant will not be permitted to attend school until they become compliant or until they have signed the exemption request for religious, philosophical, or medical reasons. Students enrolled in Hope-Page with exemption waiver, will not be permitted in school, when a medical outbreak occurs. Health waived students may return when the local health unit has deemed the medical outbreak safe.

## MEDICATION

School personnel may not dispense prescription medication to children unless licensed prescriber and parents have signed the "Prescription and Authorization for Medication Administration" form. Non-prescription medication (over the counter medications, such as acetaminophen, cough syrup, etc.) will be administered according to the **manufacturer's recommendation as written on the bottle.** In addition, the parent or legal guardian needs to sign an authorization form. These forms are available at all school offices, at most clinics, and also on the schools' web site. A new form must be submitted at the start of the school year or when any changes occur from the original prescription order. All medication will be located in and dispensed from the school office or other designated areas. Medication must be sent to school in the original container. When a prescription is ordered at a pharmacy, you can request the order be placed in two bottles. An adult must pick up medication left at the end of the school year or the office staff will dispose it of two weeks after school is completed for the year.

In order for the school staff to give a student Ibuprofen, Tylenol, or Tums at school, we must first have the permission of the parent or legal guardian.



### **Student Self Administration Requirements**

A parent/guardian and physician must sign a written form permitting his/her student to self-administer medication in school prior to the Hope-Page School District authorizing this action. A new authorization form is required anytime the student has a change in his/her medication regimen, when a new medication is to be provided, and at the beginning of each school year. The Self-Administration form is on the school website or can be obtained from the school nurse or office staff.

### **EXTRACURRICULAR REQUIREMENTS**

Students must be passing in all subjects to participate in extracurricular activities. Students on the ineligibility list will not be allowed to participate in any school-related activities for the duration of time they are on the ineligibility list. **Eligibility checks will be conducted on a weekly basis, and the ineligibility period will run from 8:00 a.m. on Monday to 8:00 a.m. on the following Monday.**

Eligibility for the following semester will be determined by the NDHSAA [www.ndhsaa.com](http://www.ndhsaa.com). If a student fails a 9-week course, the weekly eligibility policy applies.

### **EXTRACURRICULAR ACTIVITIES**

#### **INFRACTIONS/SUSPENSIONS**

#### **NORTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION**

Hope-Page Public School is a member of the North Dakota High School Activities Association. This voluntary organization has for its purpose to plan, direct, and sponsor competitive activities among member schools.

The Association makes rules and regulations for these activities for the best interests of the participating students and the school. Hope-Page Public School follows NDHSAA rules and Hope-Page School Board policies.

#### **ALCOHOL, TOBACCO, NARCOTICS, HARMFUL SUBSTANCES**

The possession, use, or consumption of alcohol, tobacco, or narcotics on or about the school premises or at school functions is not permitted. NDHSAA rules will be enforced and suspension or expulsion from school may come about due to the violation of this policy. All parking lots and sidewalks adjacent to the school are considered a part of the school premises.

#### **EXTRACURRICULAR ACTIVITIES INFRACTIONS/SUSPENSIONS**

The following rules and regulations concerning the extracurricular activities in Hope-Page Schools are set up to govern all the extracurricular activities in the school as well as school-sponsored activities.

Students under suspension because of (1) Violation of NDHSAA rules and regulations, and (2) any Hope/Page rules or procedures are not permitted to participate in any extra-curricular school activities. The following activities will be considered extra-curricular activities:

1. All NDHSAA sponsored activities
2. Science Fair, Science Olympiad
3. Acalympic events
4. Homecoming royalty
5. School plays
6. Music festivals
7. Dances
8. Prom/Prom Banquet
9. FCCLA
10. Archery
11. Other activities that may arise will be determined by the administration

Procedures for investigating infractions/violations include:

1. The school administrator and athletic director shall immediately investigate any alleged violation of the alcohol, tobacco, and controlled substance rule of NDHSAA.
2. If the administration finds probable cause to believe that this rule has been violated, he/she shall give the student immediate notice of suspension.
3. The period of suspension shall begin from the date and time the notification is given to the school regarding the infraction.

### **SCHOOL SPIRIT-SPORTSMANSHIP**

Not every student is able to participate in athletics, but every student can help with school spirit. Do your part by encouraging each athlete to abide by the training rules and to keep doing his/her best. Above all, students are urged to support their team. Let all students try to follow the teams to the best of their abilities. While at the games, try to sit in one group to show others that we

do support our team. A school can be remembered in other towns by the sportsmanship that it shows. Let's try to be good sports wherever we may be. Parents should be reminded of this too and be an example.

### **STUDENT ACTIVITIES/CHURCH RESERVED TIMES**

1. **Wednesday nights** are reserved for church activities. Teachers and/or Co-Curricular Advisors are not to keep students after 6:00 PM unless cleared through the Principal and Superintendent's office. Please observe this regulation carefully and completely.

2. **School activities should not be held on Sundays.** If any exceptions are to be made they must be cleared in advance through the Principal and Superintendent's office.

### **HOPE-PAGE**

#### **NATIONAL HONOR SELECTION PROCEEDS**

**Adopted 3-13-07**

The National Honor Society chapter of Hope-Page High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a 5-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each September. Since this chapter became an official part of the NHS in November, the first group of students will be recognized in January of 2007. Students in the 11th and 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of a 3.5 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required. To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership.

These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection. If the student feels it necessary to appeal the decision of the Faculty Council, the student will notify the Advisor within seven days. The student has the right to appeal the decision to the principal and 2 school board members. The appeal committee will then review the submitted material and other Faculty Council notes with the advisor of the National Honor Society. The decision by the appeal committee will be binding upon both parties. Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held during the school year, and participation in the chapter service project(s). Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Angel Lindseth, in the counselor's office or by phone at 945-2473.

### **Hope-Page Cooperative School District Title VI, Title IX, ADA and Section 504 Nondiscrimination Policy Statement**

## **DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURE**

The following procedure is designed to resolve discrimination, harassment and retaliation complaints by and against students, parents, and third parties, as described in board policy, in a prompt and equitable manner. Board policy requires all students and staff to fully cooperate when asked to participate in a discrimination, harassment, or retaliation investigation. The procedure contained in this regulation supersedes the district's policies regarding complaints about personnel and bullying. For Title IX sexual harassment complaints, the procedure set forth in board regulation AAC-BR2, Title IX Sexual Harassment Grievance Procedure, will control and supersede this procedure.

### **Retaliation Prohibited**

The District prohibits retaliation for an individual's participation in and/or initiation of a discrimination and/or harassment complaint investigation, including instances when a complaint is not substantiated. The consequences for violating this prohibition are delineated in Board policy AAC, Nondiscrimination and Anti-Harassment Board Policy.

### **Complaint Filing Format and Deadlines**

A complaint may be filed verbally or in writing and should be filed as soon as possible after the discrimination, harassment, or retaliation allegedly occurred. Delays in filing a complaint may cause difficulties in the investigation.

### **With Whom Complaints May be Filed**

A complaint may be filed with any district employee. District employees are required to report any discrimination or harassment to the appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) when they knew (e.g., received a complaint, directly observed it) or should have known it was occurring (e.g., overheard students talking about an incident, saw discriminatory or harassing graffiti or vandalism on school property). Failure by a district employee to report under this regulation may result in disciplinary action.

### **Initiating Complaint Resolution Procedure**

After receiving a discrimination and/or harassment complaint or gaining knowledge of potentially discriminatory and/or harassing conduct, the appropriate grievance coordinator shall contact the complainant, determine if an informal or formal investigation is appropriate, and determine if the complainant requests confidentiality. Requests for confidentiality must be handled in accordance with policy AAC.

### **Prohibition on Meeting with the Accused**

At no time during the informal or formal resolution process shall the complainant be required to meet with the accused. If the appropriate grievance coordinator assigned to conduct or oversee the investigation is the accused, the Superintendent, or Board President (if the Superintendent is the accused) shall designate a different individual (which may be a third party) to carry out the accused's responsibilities associated with the investigation.

### **Third-Party Assistance**

A school official responsible for conducting or overseeing discrimination and/or harassment investigations is authorized to receive assistance from the district's legal counsel throughout the process.

### **Investigation Timeframes**

The informal resolution procedure must be completed within 30 days of a district employee reporting the complaint or incident to the appropriate grievance coordinator unless the investigator documents reasons for delays and communicates these reasons to the complainant and accused.

The formal resolution procedure must be completed within 60 days of a district employee reporting the complaint or incident to the appropriate grievance coordinator or a complainant or accused terminating the informal complaint procedure, unless the investigator documents reasons for delays and communicates these reasons with the complainant and accused. Acceptable reasons for delays include extended school breaks when witnesses are not available, and complex cases involving multiple witnesses.

### **Interim Measures**

Pending the final outcome of an informal or formal resolution, the District shall institute interim measures to protect the complainant and inform him/her of support services available. Interim measures may include a district-enforced no contact order, schedule changes, academic modifications for the complainant, and/or school counseling for the complainant. These interim measures should have minimal impact on the complainant. If the accused is a student, interim measures should also take into consideration the accused student's educational rights.

### **Informal Resolution Procedure**

This procedure may only be used when mutually agreed to by the complainant, the accused, and the appropriate grievance coordinator. This procedure may not be used when the alleged discrimination and/or harassment may have constituted sexual violence or any other crime. The formal resolution procedure must be used whenever the informal procedure is not permitted.

During the informal resolution process, the investigator shall gather information necessary to understand and resolve the complaint. Based on this fact-gathering process, the investigator shall propose an informal resolution, which may include requiring the accused to undergo training on discrimination and/or harassment, requiring all students and staff to undergo such training, instituting protection mechanisms for the complainant, and/or holding a formal meeting with the accused to review the nondiscrimination and anti-harassment policy and discuss the implications of violating it. Both the complainant and the accused must agree to the informal resolution before it can be instituted.

The appropriate grievance coordinator shall monitor the implementation and effectiveness of the informal resolution procedure and initiate the formal resolution procedure if discrimination and/or harassment persists.

Both the complainant and the accused have the right to terminate the informal resolution procedure at any time to pursue a remedy under the formal resolution procedure.

### **Formal Resolution Procedure**

This procedure must be used whenever the informal resolution procedure is not used.

Whenever alleged discrimination or harassment may have constituted a crime, the Superintendent should contact law enforcement and enter into a memorandum of understanding concerning sharing of evidence and coordination of the investigation. However, the District shall proceed with its investigation and this resolution procedure, regardless of the criminal investigation or outcome.

The fact-gathering portion of the investigation must be carried out or overseen by the appropriate grievance coordinator and must consist of interviews with the complainant, the accused, and any others who may have witnessed or otherwise have knowledge of the circumstances giving rise to the alleged complaint and may involve gathering and review of information relevant to the complaint. Both the complainant and accused will have equal opportunity to present evidence and name witnesses. Witnesses must be instructed not to discuss this matter with others.

The fact-gathering portion of the investigation must be completed as soon as practical.

#### **Investigation Report**

After the fact-gathering process is complete, under the formal resolution procedure, the appropriate grievance coordinator shall complete a written report containing a determination of whether allegations were substantiated, whether the nondiscrimination and anti-harassment policy was violated, and recommendations for corrective action, if any. The appropriate grievance coordinator shall assess if discrimination and/or harassment “more likely than not” occurred based on the following criteria:

1. Whether evidence suggests a pattern of conduct supportive of disproving the allegations of discrimination and/or harassment;
2. Whether behavior meets the definition of discrimination, harassment, and/or sexual harassment as defined in board policy;
3. Ages of the parties involved;
4. Relationship between the parties involved;
5. Severity of the conduct;
6. How often the conduct occurred, if applicable, and;
7. How the District resolved similar complaints, if any, in the past.

The investigation report must indicate if any measures are to be instituted to protect the complainant. Such measures may include extending any interim protection measures taken during the investigation. The report must also inform the complainant of support services available, which at a minimum must include offering school counseling services if the complainant is a student.

The investigation report must contain a monitoring plan to evaluate the effectiveness of the resolution and help prevent recurrence.

#### **Disciplinary Action**

Any disciplinary action must be carried out in accordance with board policy, law, and, when applicable, the negotiated agreement.

The appropriate grievance coordinator along with the building principal shall determine if a recommendation for expulsion for an accused student should be made.

The appropriate grievance coordinator along with the Superintendent shall determine if a recommendation for discharge for an accused employee should be made.

If this recommendation is made and a hearing is required, the hearing must be held in accordance with district policy and law.

Both the complainant and accused shall have an equal right to attend the hearing, have a representative and parent (if student) present, present evidence, and question witnesses.

The complainant may choose to appoint a representative to participate in the hearing in his/her stead.

#### **Notice of Outcome**

Both the complainant and the accused must be provided written notice of the outcome of the complaint.

Nothing shall prevent the parties from seeking judicial redress through a court of competent jurisdiction or through any applicable state or federal complaint procedures.

### **Records Retention**

Investigation materials must be retained by the appropriate grievance coordinator (504/Title II, or Nondiscrimination) for at least six years. All Title IX sexual harassment records and training materials shall be maintained in accordance with federal regulations and board regulation AAC-BR2.

**End of Hope-Page School District #85 Board Regulation AAC-BR1 .....Adopted: 03/10/21**

### **ON-LINE CLASS PROCEDURES**

The Hope-Page School Boards realize the importance of a well-rounded education and attempt to do the best to maintain that environment. However, due to a diverse student population there is no way to hire a teacher that will provide classroom instruction to meet every student's need. Every possible effort will be made to allow a student to have opportunity to qualify for the ND Academic or Technical Scholarship programs if they are willing to put in the extra effort.

The following priorities will be applied in offering class options to students:

1. Required classes taught by onsite teachers at Hope-Page in a curriculum to meet most students' needs.
2. Classes offered over the ITV that the Hope-Page Schools can take part in within the limitations of only two available ITV classroom setups. The administration will give consideration to the number of students interested in a course and/or individual circumstances as required.
3. Online classes approved through a vendor accredited by North Dakota Department of Public Instruction. (NDCDE & State colleges and universities.)

In addition, the following general online policies will be applied: 1. The course must be approved by the administration and will be limited to a maximum of two online class per semester during the school day.

2. The cost for online classes will be picked up by the student's legal guardian.
3. An online class that is deemed important enough by the administration to be taken during an open class period at school shall be treated as a regular class taken at school and the student will work on the online class material during the class period as he/she would any regular class. The class must be completed and sent in five (5) days prior to the end of the school calendar year when Hope-Page School is officially done. Extensions will not be granted.
4. An online class that is deemed as simply optional because of a student's private interest and not needed for a specific scholastic reason may be taken at home on their own time. Students will not be given time out of other in-school classes to work on such classes. Completion requirements listed in number 3 above must be met.
5. Online classes are a useful tool for students to be able to take needed classes during an available class period when the specific class is not available at the right time in the Hope-Page School Curriculum. The Curriculum is a document that changes each year and this policy allows some flexibility for scheduling conflicts.

### **COMPUTER & NETWORK USAGE POLICY**

#### **ON-LINE CONDUCT:**

The Hope-Page School District's technology equipment shall be used for all educational purposes consistent with the district's mission and goals. The district reserves the right to inspect folders and files to assure compliance. Uses of the system that are prohibited include, but are not limited to:

1. Commercial and/or personal use of the district's system:
  - a. The district assumes no responsibility or liability for any membership or phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs incurred.
  - b. System users and parents of system users assume full responsibility or liability for any membership or phone charges, including, but not limited to long distance charges, per minute (unit) surcharges and/or equipment or line costs incurred by them.
  - c. District staff and Administration shall not be a party to any such transaction or be liable for any costs or damages arising out of, either directly or indirectly, the actions or inactions of sellers.
2. Use of the system to submit, obtain, publish, store, or display objectionable materials is prohibited. Objectionable material includes, but is not limited to:
  - a. Information to encourage the use of tobacco, alcohol, or controlled substances or otherwise promote any other activity prohibited by district policy, state or federal law.

- b. Information or software in violation of any district policy, local, state, or federal law.
  - c. Information encouraging the toleration or promotion of discrimination towards individuals or groups of individuals based on race, sex, religion, or age.
  - d. Information or software that is pornographic or sexually explicit.
3. Any action of the user that results in the compromise of the system's security. System users identifying a security problem on the district's system must immediately notify the building principal or district technology coordinator. Any attempts by students to log on to the district's system as a system administrator will result in cancellation of user privileges and may result in disciplinary action up to and including expulsion.
  4. Teachers may restrict student access to course program files.
  5. Forgery or attempted forgery of electronic mail messages is prohibited.
  6. System users will remove electronic mail within two weeks of receiving such mail. Such messages may be removed by the network manager if not attended to by the system user. Local, state or federal law may apply.
  7. Deliberate attempts to degrade or disrupt system performance will be viewed as a violation of district policy and administrative regulations and may be viewed as criminal activity under applicable state and federal laws.
  8. System vandalism will result in cancellation of system use privileges. Fines will be imposed for acts of vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's system, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Local, state, or federal law may apply.

#### INFORMATION CONSENT/THIRD PARTY SUPPLIED INFORMATION:

1. System users and parents of system users are advised that use of the district's system may provide access to other electronic communications systems that may contain inaccurate and/or objectionable material. The district does not condone the use of objectionable materials. Such materials are prohibited in the school environment. Parents of students with accounts on the district's system should be aware of the existence of such materials and monitor their student's home usage of the district's system accordingly.
2. Students knowingly bringing prohibited materials into the school environment may be subject to suspension and/or revocation of their privileges on the district's system and will be subject to discipline in accordance with the district's policy and applicable administrative regulations.
3. Opinions, advice, services, and all other information expressed by system users, information providers, service providers or other third party individuals in the system are those of the information providers and not the district.

#### TERMINATION/REVOCATION OF SYSTEM USE:

1. Students in violation of technology usage policies may lose some or all access to computer usage in the Hope-Page School District.
2. Prior to a suspension or revocation of system service or as soon as practicable, the Principal will inform the system user of the suspected violation and give the system user an opportunity to present an explanation.

#### DISCLAIMER:

The district does not warrant that the functions or services performed by or that the information or software contained on the system will meet the system user's requirements or that the system will be uninterrupted or error-free or that defects will be corrected. The district's system is provided on an "as is, as available" basis. The district does not make any warranties, whether expressed or implied including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein.

### **BULLYING POLICY**

Definitions:

For the purposes of this policy:

- *Bullying* is defined as conduct prescribed in NDCC 15.1-19-17. The Superintendent should place this definition, in it's entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this

conduct.

- *Protected classes* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- *School property* or the term on-campus refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.
- *School-sanctioned* activity is defined as an activity that:
  - a. Is not part of the district's curricular or extracurricular program;
  - b. Is established by a sponsor to serve in the absence of a district program;
  - c. Receives district support in multiple ways (i.e., not school facility use alone);
  - d. Sponsors of the activity have agreed to comply with this policy;
  - e. This District has officially recognized through board action as a school-sanctioned activity.
- *School-sponsored* activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
- *School Staff* include all employees of the Hope-Page School, school volunteers, and sponsors of school-sanctioned activities.
- *True Threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

#### Prohibitions

While at a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event, on and off school campus, 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 provides information/ participates in an investigation about an alleged act of bullying.
3. Knowingly file a false report with the District.

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

#### Reporting Procedures for Alleged Policy Violations

1. Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President.

Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

2. Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:

- a. Completing a written complaint form: A complaint will have the option of including his/her name on this form or filing it anonymously. This District will place the form in a variety of locations through the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.

- b. Complete and submit an online complaint form. A complaint will have the option of including his/her name on the form or submitting it anonymously.
- c. File an oral report with any school staff member.

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

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

#### Documentation & Retention

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

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

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

1. Initiate a report of an alleged violation of this policy; or
2. Receives an oral report of an alleged violation of this policy.

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

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

#### Investigation Procedures

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

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

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

1. Identification and collection of necessary and obtainable physical evidence (Note: In some cases physical evidence may be unobtainable, e.g., private social networking profile);
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator.
3. Interviews with any identified witnesses.
4. A review of any mitigating or extenuating circumstances.
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary under this or other applicable policies.

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

#### Disciplinary & Corrective Measures

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



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

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

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

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

#### Victim Protection Strategies

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

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

Prevention Programs & Professional Development Activities In accordance with law, the District shall develop and implement bullying prevention programs for all students and staff professional development activities.

### **UNSTATED POLICY**

It is impossible to list every acceptable and unacceptable behavior for students in school. The school administration reserves the right to determine acceptability of student behavior and make decisions and administer appropriate disciplinary action when required.

# Hope-Page 7-12 Information

## GRADUATION REQUIREMENTS

A minimum of 22 units of credit and eight semesters of attendance shall be required for students to graduate from Hope-Page High School. A unit of credit is earned through class attendance during the 160 days of the school year and successful completion of the requirements of the course or in attendance for 80 days to receive a ½ unit of credit. A student must be enrolled in classes during at least 6 periods of the school day during each quarter of the school year. A student should have no more than 1 units of study hall for the year.

Students will enroll in classes either in the late spring or prior to the start of school in the early fall. The student may change his/her schedule only during the first week of the school year without penalty. After the first week, dropping a class, unless there are unusual circumstances, will result in a failure in that class. To change a schedule, the student should first contact the teacher(s) involved and principal prior to making any changes.

NDCC 15.1-21-02.1. Students are classified at the beginning of the school year by the number of credits earned and not by the length of time they have been in high school. The minimum credit requirements are stated below:

<b>Sophomore</b>	<b>6 credits</b>
<b>Junior</b>	<b>12 credits</b>
<b>Senior</b>	<b>18 credits</b>

The following courses with corresponding credit value are required for graduation from Hope-Page Public School:

<u>Course</u>	<u>Requirements</u>
English 9	1
English 10	1
English 11	1
English 12	1
Mathematics	3
Physical Science	1
Biology	1
Science Elective	1
History Elective	1
US History	1
Problems of Democracy	1
Health	½
Physical Education	½
Fine Arts, Foreign Lang., CTE	3
Electives	<u>5</u>
<b>Total</b>	<b>22</b>

## GRADUATION EXERCISES

The graduation ceremony is a privilege afforded to all seniors achieving graduation status. However, this privilege could be denied for disciplinary reasons. This is up to the discretion of the administration. The graduation ceremony is a relatively prestigious event to honor our graduates.

The high school will plan its own graduation exercises, with the faculty and senior class working together. The date of graduation will be scheduled when the school board adopts the school calendar.

Only students who have completed all credits, coursework and graduation standard requirements for graduation may participate in graduation exercises and receive a diploma.

All students participate in graduation ceremonies, as diploma candidates will wear caps and gowns as prescribed by the school. There are to be no jeans, shorts, flip-flops, or tennis shoes allowed. Please be advised that if the graduates are not dressed in appropriate required attire, they will not be allowed to participate in the Commencement Exercises. This also includes the junior marshals. Students will be expected to attend rehearsal if they intend to participate in the ceremonies.

**If a student fails to meet the graduation requirements he/she will not participate in graduation exercises.**

### **DAILY SCHEDULE**

Period 1	8:30 - 9:20
Period 2	9:23 - 10:13
Period 3	10:16 - 11:06
Spartan Time	11:09 – 11:34
Period 4A	11:37 – 11:59 (1st Lunch)
	12:02 – 12:52 (Class)
Period 4B	11:37 – 12:27 (Class)
	12:27 – 12:52 (2nd Lunch)
Period 5	12:55 – 1:45
Period 6	1:48 – 2:38
Period 7	2:41 – 3:30

#### **Wednesday Schedules:**

- 1<sup>st</sup> Wednesday of each month is a 2 Hour Late Start for teacher professional development with buses running 2 hours late and classes starting at 10:30am.
- All other Wednesdays are Professional Learning Communities (PLC) for our teachers from 8-8:50am. Classes for students start at 9am with buses running at regular time.

#### **1 Hour Late Start**

Period 1	9:30 – 10:05
Period 2	10:08 – 10:43
Period 3	10:46 – 11:15
Spartan Time	11:18 – 11:34
Period 4A	11:37 – 11:59 (1st Lunch)
	12:02 – 12:52 (Class)
Period 4B	11:37 – 12:27 (Class)
	12:27 – 12:52 (2nd Lunch)
Period 5	12:55 – 1:45
Period 6	1:48 – 2:38
Period 7	2:41 – 3:30

#### **2 Hour Late Start**

Period 1	10:30 – 11:00
Period 2	11:03 – 11:34
Period 4A	11:37 – 11:59 (1st Lunch)
	12:02 – 12:52 (Class)
Period 4B	11:37 – 12:27 (Class)
	12:27 – 12:52 (2nd Lunch)
Period 3	12:55 – 1:30
Period 5	1:33 – 2:10
Period 6	2:13 – 2:48
Period 7	2:51 – 3:30

### **HOMEWORK PROCEDURES**

Daily work, sometimes referred to as formative assessment, is an important part of the learning process. This work is designed to guide the student through the learning process by giving them feedback on their progress towards the learning outcomes of the unit. Some of this work is collected by the classroom teacher and assigned a grade with feedback and some of this work will only receive feedback without a grade. At times this work needs to be completed outside of the regular class period. The additional time spent outside the classroom allows each student additional practice and furthers their understanding of the classroom content.

Daily work done in a timely manner is an essential part of the learning process and therefore will have a due date set by the classroom teacher.

The following items demonstrates the value Hope-Page puts on daily work for each course:

- If a student hands in the completed assignment by the due date they will receive full credit for their work.
- If a student fails to hand in the assignment by the due date, then the student will be placed in silent lunch and teachers will request students during Spartan Time in order to get the assignment completed.
- If the student fails to hand in the required assignment by the due date student will still be responsible for turning in their work.
- Late assignments will be documented in PowerSchool and in the Work Habit Rubrics.

### **HONOR ROLL**

Honor rolls will be published after each grading period. Students who average 3.50 and above will be on the “A” honor roll, while students who average between 3.00 and 3.49 will be on the “B” honor roll.

An “F” or “I” in a class automatically eliminate any student from the honor roll.

Band, chorus, and physical education grades will not be used to determine honor roll status. To be a Graduating Honor Student, a student must obtain a cumulative grade point average of 3.5 or higher. The GPA is determined by all academic classes taken from grades 9-12.

### **REPORT CARDS AND CONFERENCES**

Report cards are issued at the end of each nine-week period to inform both the student and parent(s)/guardian(s) regarding student progress in each subject. Parent/teacher conferences are scheduled at least twice a year. These conferences will be for parents with students in all grades. Report cards will be mailed home at the end of the other two nine-week grading periods.

### **COURSE REGISTRATION**

All students plan their four-year courses in cooperation with their parent(s)/guardian(s) and the guidance counselor or principal. This course selection serves as a guide for registration each succeeding year. Students are registered for the next school term during the second semester.

### **CHANGING CLASS SCHEDULES**

Students will register prior to the beginning of each semester. Student and parent should attend the registration meeting in the fall. If a parent or guardian is unable to attend, this information will be communicated to their parents. Students must have approval from administration to make any schedule changes.

**All students must be enrolled in a class each period of the day.**

### **Early Entry (Dual Credit)**

The early entry program allows 10-12 graders in North Dakota’s public schools to take courses offered by approved post-secondary institutions for both high school and post-secondary credit. The program provides students with a greater variety of class offerings and the opportunity to pursue more challenging course work. Students who participate in the early entry program must be enrolled in at least five credits at the high school. Students interested in participating in this program should see the principal or counselor.

### **Correspondence Study**

Students who have failed a required course or who desire further enrichment courses may take correspondence courses through the North Dakota State University Supervised Study Program. Seniors taking correspondence work required for graduation must be completed and sent in five (5) days prior to the end of the school calendar year when Hope-Page School is officially done. Extensions will not be granted.

Course work taken through correspondence must be approved by the principal. All courses taken will be above the regular class load required of all students.

## Physical Education

Each student in grades 7-12 will be given the opportunity to take a physical education course. Appropriate clothing, designated by the instructor, should be worn for participation in a physical education course.

## HP Pride Time (MTSS)

An advisory period will be scheduled during the day to provide students with additional support for specific subject areas. Students are assigned a classroom for grades 7-12, but can go to other teachers or if they need other assistance. Choice Ready, Top 20, and other life skills and developmental activities will be worked on during this time.

## School Counselor

The school counselor is in the school to help each student become a well-adjusted, competent, and responsible young adult. The counselor is here to assist the student in course selection, study habits and organization, grades, testing and placement, student-teacher relations, college selection and requirements, financial aid, job opportunities, training programs available, and to assist with personal problems of group and family nature.

In conjunction with counseling, the testing program at Hope-Page Public School is used to monitor, track, and assist students in their academic performance. State standardized tests are administered annually to students in grades mandated by the state department of education. NWEA and other standardized measurements of achievement are administered throughout the year to students in grades 7 – 11.

All students in the State of North Dakota are required to take either the ACT or WorkKeys exam during the spring of their junior year. This exam is administered at the school.

The results obtained through the use of the tests are valuable to the student, to the parent, and to the district, in that they indicate aptitudes in light of his/her present educational plans and those of the future. Parents, as well as students, are welcome to confer with the counselor, principal, and teachers regarding these tests.

## TEACHER HOURS

Parents may contact a staff member from 8:00 a.m. to 8:30 a.m. and after school from 3:30 p.m. to 4:00 p.m. except Friday after school. Teachers will hold office hours and post them outside of their classrooms. Please do not call to talk to a teacher during classroom times. Teachers will not be called to the phone unless there is an emergency. You can also check the school's website for quick access to teacher email addresses.

## ATTENDANCE

State attendance laws govern students in any North Dakota public school. These laws require all children between the ages of 7 and 16 to be in attendance every day school is in session. The law cites illness and certain other incapacities as exceptions to this attendance requirement. The law provides local school boards that authority to establish standards for attendance.

## JH/HS SCHOOL ATTENDANCE

Accordingly, the Board considers it necessary that an attendance policy be established to encourage the total education of the student in the district. Therefore, the following policy is established:

1. **A student shall be allowed no more than 10 absences per period per semester. Absences in excess of 10 may result in the loss of credit for the course as well as becoming academically ineligible for the remainder of the semester.** School-related absences do not count toward the 10-absence total. Examples of school-related absences include, but are not limited to field trips, co-curricular and extracurricular activities, and in-school suspensions. All non-school-related absences will count toward the 10-absence total.
2. The following procedures will be followed when implementing the following attendance procedures:
  - At 7 absences the student and parent(s)/guardian(s) will be notified verbally and/or in writing.
  - At 10 absences the student and parent(s)/guardian(s) will be notified verbally and/or in writing that the student has reached his/her limit of allowable absences.

## **LEAVING THE SCHOOL GROUNDS**

School officials must know where students are at all times during the school day. **Parental permission received through the office is required before a student may leave the school grounds. All students must sign out in office prior to leaving.**

Students are required to check in and check out in the office if they are arriving after the school day has started or leaving before the school day has ended. **Parent request for their son or daughter to leave the school building does not automatically mean the granting of an excused absence.**

## **COLLEGE/WORK VISITATION**

Seniors may use two days for college or work visitation PROVIDED they make advanced arrangements through the principal's office.

## **MAKE-UP WORK FOR ABSENTEEISM**

Students who have been absent are permitted and expected to make up the missed work. Immediately upon returning to school, the student is required to obtain a "Make-Up Admit to Class" slip from the office. The office secretary of Principal must sign make-up slips. This slip indicates day(s) and period(s) missed and whether the absence is excused or unexcused. Student and teacher need to determine a time for appropriate support of missed content for reviewing and/or reteaching.

## **CLASSROOM TARDY PROCEDURE**

Any student entering the classroom after the bell is required to complete the following procedure:

- Sign the Classroom Tardy Sheet.
- Sit in the assigned seat.
- See the teacher the last several minutes of class.
- Teacher will use the classroom discipline plan to enforce tardy procedures by using the hierarchy portion and moving down the hierarchy if tardiness persists.

## **DETENTION**

Students assigned detention (one hour) by the administration or staff will be required to serve their detention during the first available opportunity with the person who assigned the detention unless other arrangements are made by the assignee. A detention period is given in hour increments. Detention will be served at a time arranged with administrator or teacher in an assigned classroom. Students will be required to bring schoolwork. Computers, cell phones, and other electronic devices will not be allowed to be used during detention unless a teacher's note, stating it is necessary for assigned school work, is presented to the detention supervisor. Any student that fails to show up for assigned detention will have their detention doubled (Exception is prior parental contact).

## **DUAL SPORTS**

Students in grades 7-12 will be allowed to participate in dual sports. Please see the building principal and athletic director for further information.

## **Behavior and Procedures Acknowledgment**

### **PARENTAL CONSENT FOR SCHOOL HEALTH SCREENING PROCEDURES**

I give consent for my child (ren) to participate in the health screenings conducted by the County Public Health Nurse. The screening procedures may include:

Scoliosis, Vision, Hearing, Height, Weight, Blood Pressure and more.

### **Hope-Page Schools Field Trip Permission**

My child (ren) has/have permission to attend all supervised school functions away from the school. It is understood that all pupils will be under adult supervision. If you do not want your child to go on a certain field trip please contact the school.

As these trips come about, you will receive notice providing details such as transportation and food concerns.

### **Hope-Page Schools Media Release Form**

Throughout the school year students attend programs, activities, field trips and events along with normal classroom routines that support their education, promote community service or encourage positive behavior. With the Principal's approval, occasionally, staff, parents and local media cover these events by taking photographs or video. This may include newspaper, television, websites or other media production. This also includes our school's website and classroom and club web pages.

By signing below, you agree that you have been notified of the possibility that your son /daughter may be included in photographs or video and authorize the use for public print, display or broadcast.

### **Hope-Page School District Student Computer, Internet, and Local Area Network Acceptable Use/User Agreement**

I have read the Hope - Page School District Acceptable Use Policy and agree to abide by its rules and guidelines.

**Note:** All students and employees of Hope-Page District who use a school computer, school inter/LAN connection, or who connect to their EduTech email account authenticated through the Hope-Page District are required to have submitted a User Agreement to the building business office.

Any student violating rules set in Acceptable Use Policy may receive temporary or permanent loss of computer privileges to be determined by building principal.

Failure to sign User Agreement deems immediate and permanent loss of privileges.

## Elementary Student/Parent Handbook Acknowledgment Signature Form

I have read the Hope - Page School District Student/Parent Handbook and agree to abide by its rules and guidelines. I understand that if I am in need of information from the handbook I can access it from the school website or contacting the office for a digital or print copy.

Please sign at the bottom of this page. By checking yes or no and signing this document you are confirming you give permissions and understand the contents of the Parent/Student Handbook and its information.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Behavior Procedures Acknowledgment
<input type="checkbox"/>	<input type="checkbox"/>	Parental Consent for School Health Screenings
<input type="checkbox"/>	<input type="checkbox"/>	Hope-Page Schools Field Trip Permission
<input type="checkbox"/>	<input type="checkbox"/>	Hope-Page School Media Release Form



<input type="checkbox"/>	<input type="checkbox"/>	Technology Acceptable Use Policy
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Student Name	Grade

☐ By checking this box and typing my name below, I am signing this document electronically. I agree that my electronic signature is the legal equivalent of my manual/handwritten signature. I agree that the electronic signature appearing on this document has the same validity and enforceability as a handwritten signature.

*Please type parent/guardian name here:*

*Date:*