

Richardton-Taylor  
High School  
2006-2007



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**This agenda belongs to:**

Name \_\_\_\_\_  
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City/Town \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_

Student No. \_\_\_\_\_ 1

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Adopted by the Board of Education for  
Richardton-Taylor High School  
Revised June 2006

### MISSION STATEMENT

Richardton-Taylor Public School District #34 will provide the educational opportunities necessary for every student to achieve and succeed within his/her capacity to learn and progress.

These educational opportunities will stress the necessity of lifelong learning for each student and make every effort to prepare the student for the challenges of the 21<sup>st</sup> century.

## STATEMENT OF PHILOSOPHY

Richardton-Taylor High School is responsible for the education of every child in grades seven through twelve in Richardton-Taylor Public School District #34.

With resources provided by its citizens, the school offers a comprehensive high school program which includes adequate academic preparations for college or post-secondary vocational training, as well as a co-curricular program of activities to promote the cultural needs of our society.

A school atmosphere which fosters respect, trust, discipline and sensitivity for every human being is an important aspect of the school program. The significance of the American system of government and free enterprise economic system are integral and required portions of the school program demonstrated to students through specific class instruction, through due process procedures in any situation of conflict and concern, and through board policies.

## SCHOOL-WIDE TITLE 1

Richardton-Taylor High School has set the school-wide goals in the areas of **reading** comprehension, **writing** competence and **communication** between all stakeholders.

Parents and students seeking assistance in the areas of reading or writing are encouraged to contact the school to speak with the Title 1 teacher, any classroom teacher or the principal. School staff will be available to discuss strategies that are being implemented in the classroom and that can be implemented at home to assist students in these areas.

## Title 1 School-Parent Compact

Richardton-Taylor High School will operate as a school-wide Title 1 program. This allows all students to receive services of Title 1 funded activities. Richardton-Taylor High School and the parents of students agree that this compact outlines how they will share the responsibility for improved academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the 2006-2007 school year.

### **School Responsibilities**

The Richardton-Taylor High School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
  - a. Teachers will teach and reinforce consistent reading strategies across all areas of the curriculum. Specific strategies include making connections, questioning, inferring, synthesizing and determining important information.
  - b. Teachers will focus on structured note taking and outlining. The teacher of the study skills class will reinforce the techniques for note taking that are taught to all 7th graders.
  - c. As all students begin to utilize better reading strategies, learning of content and skills will increase in quality and depth throughout the curriculum. Their increased reading comprehension will allow them to acquire and retain knowledge and increased rate of ease and quantity. This is important for students at every level. Low-achieving students need these strategies in order to attain proficiency. Proficient and advanced students need to continue to increase so that they may be successful in advanced courses such as our dual credit classes.
  - d. Students will receive reinforcement in reading and note-taking strategies that are consistent throughout the curriculum. This consistency will assist the students' retention of those good strategies and skills.
  - e. Reading strategies and the methods for outlining and note taking will also be presented to the parents during our open house in the fall. This will assist the parents in providing guidance at home that is consistent with the students' learning at school.
  - f. Our Title 1 teacher will be taking over the learning center. This person will be working with students in the learning center and in various classes. The learning center teacher will assist students with note-taking and reading strategies during classroom instruction and activities. These services will be available for all students in the classroom. When the

schedule allows and the need has been determined, the learning center teacher may assist students with these strategies during their study hall periods as well.

- g. Students may also receive individual assistance from any teacher for at least one-half of an hour prior to school and for at least twenty five minutes following the school day. Individual assistance may include:
  - 1. Students will be given one-to-one instruction in identified need areas.
  - 2. Students will be given instructions and additional examples as needed in order to complete assignments correctly.
  - 3. Students will be able to work with other students and instructor in small group activities that will supplement materials covered in the mainstream classroom.
- 2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, these conferences will be held: Sept. 13, Oct. 24, Feb. 27, and Feb. 28.
- 3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
  - a. Current grades and attendance records will be available to students and parents in real time through power school.
  - b. Written reports will be sent to parents of students who are receiving a D or worse at the midterm of each quarter.
  - c. Written reports will be sent to parents of all students following the end of each quarter.
  - d. Parents will be notified by telephone/letter if changes are made regarding their child's services.
- 4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
  - a. Parents may call the Title teacher or the principal during normal business hours and set up an appointment with the teacher and or principal as needed.
  - b. Parents may stop in between 8:00 am and 8:30 am on any day that school is in session and conference

with the teacher. Parents may also meet with staff from 3:20 pm to 3:45 pm.

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
  - a. Parents may make arrangements with administration if they would like to volunteer, participate, and observe classroom activities.
  - b. As a matter of respect teachers should be made aware of a parent's desire to assist or observe in the classroom.
  - c. Parents are encouraged to volunteer their time and talent in all areas of the school. (Ticket takers, stats, scoreboard, concessions, fund raisers, library assistance, etc.)

#### **Parent Responsibilities**

We, as parents, will support our children's learning in the following ways:

1. Call in as soon as possible when the student will be absent and make arrangements to get missed assignments to the student.
2. Ensure that the student is completing all school requirements.
3. Respond to school surveys and notifications in a timely manner.
4. Encourage students to be involved and engaged in school functions and activities.
5. Participate in my child's school experience to the fullest extent possible to include assisting with homework, providing a reasonable work environment for my child to complete homework, and preparing my child for the school day by ensuring adequate rest and nourishment.

#### **PHILOSOPHY OF DISCIPLINE**

Education cannot proceed without good, consistent discipline. Good discipline is best thought of as helping a student to adjust, rather than as punishment. Discipline is training to act in accordance with rules to obtain certain goals.

The Richardton-Taylor High School feels it is the responsibility of the school to help the student maintain and further develop his or her self-discipline so that the exercise of individual rights does not infringe upon the rights of others.

The dignity of individuals should be protected with proper

consideration for their personal feelings which may be associated with race, color, creed and intellectual characteristics. The recognition by the pupil and the teacher of their responsibilities to each other in this connection might well establish a mutual respect which should stimulate a sound basis for developing high morale and for carrying out school procedures.

To enjoy the benefits of school citizenship, rules and guidelines for student behavior in the Richardton-Taylor High School have been established and adopted to insure the conduct which will promote the learning process.

The Richardton-Taylor Board of Education reaffirms the discipline policies and guidelines of the school district. It is expected that the administration and faculty will review the rules and regulations with the students and that these rules and regulations will be enforced consistently and evenhandedly.

### **ASSERTIVE DISCIPLINE**

Richardton-Taylor High School adheres to the Assertive Discipline Plan. This systematic disciplinary plan allows teachers to teach and students to learn without interference or disruption.

Each teacher provides students and parents with a classroom disciplinary plan. The plan may include objectives of the class, behavior expectations, consequences for non-compliance with those expectations, and items of positive reinforcement for meeting those expectations.

The staff, administration, students and parents are all involved in the assertive discipline plan.

It is the responsibility of the teacher to inform the principal and the parents if the student is in violation of the classroom discipline plan. If necessary, parents will be called during the school day if the behavior warrants such serious action.

Failure to comply with classroom discipline could lead to a meeting with the principal, a reprimand or warning, after-school detention, in-school suspension, out-of-school suspension, or expulsion.

Expectations included in classroom discipline plans stress appropriate behavior and academic preparation necessary for conducting a successful class.

## **SCHOOL DISCIPLINARY PROCEDURES      FHDA**

Students are expected to conduct themselves in a manner suitable to their age and grade. Students willfully disobedient or consistently disturbing the class are subject to corrective discipline.

A principal has complete authority to deal with disciplinary problems in his/her school, and the administration shall be called into a disciplinary action only when requested by the principal or upon written request of the student involved, or his/her parents.

A principal may suspend a student for up to five (5) days or recommend a longer suspension or expulsion of a student. Conduct, including but not limited to the following, exhibited while on school grounds, during a school sponsored activity, or during a school-related activity is subject to suspension or expulsion.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property;
3. Causing or attempting to cause physical injury to another person except in self defense;
4. Possessing or transporting any firearms, knives, explosives, or other dangerous objects;
5. Possessing, using, transporting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
6. Continued disobedience or persistent defiance of proper authority;
7. Behavior which is detrimental to the welfare, safety, or morals of other students;
8. Truancy;
9. Any student behavior which is detrimental or disruptive to the educational process, as determined by the principal;
10. Offensive and vulgar language, whether or not it is obscene, defamatory, or inciteful to violence, where it is disruptive of the educational process.

### **APPLYING THE POLICY**

1. Consequences listed are for behaviors resulting in a referral to the office.
2. Consequences listed are MINIMUMS and can include one or more or a combination of all listed.



3. The administration and staff reserve the right to respond to misbehavior not listed in this policy.

4. The matrix governs the consequences for behaviors that are referred to the principal or fall under the supervision of the principal and does not limit or infringe on established classroom rules set by teachers.

5. All students will be given the rights of fair procedure or due process.

6. Each incident will be considered on an individual basis by the administration. The specific disciplinary action and severity of punishment for inappropriate student behavior will be handled at the building level with the exception of expulsions, which is action taken by the school board. Due to age differences, disciplinary actions may vary accordingly.

#### DEFINITIONS:

**Activity rules:** Any student who violates Class Five and who is involved in co-curricular activities shall incur penalties as specified in the activity rules. Activity rules are established by the NDHSAA and Richardton-Taylor School Board.

**Agenda/Policy Misuse:** This includes removing the school polity from the agenda, defacing the agenda, or using someone else's agenda. Derogatory, obscene and hateful language in the agenda is not accepted. Students must have their agenda with them at all times.

**Assault-Physical or Verbal:** Physical assault is an act which one occasionally inflicts or attempts to inflict bodily harm upon another. Verbal assaults are abusive, threatening, profane, obscene language either oral or written by a student toward a staff member or another student including conduct which degrades people because of their race, gender, religion, ethnic background, or physical or mental handicaps.

**Bus Behavior:** While on district-provided transportation, students shall adhere to the same behavior expectations, standards, and consequences as at school.

**Computer violation:** Consequences for computer violations will be applied according to the nature of the offense on the Disciplinary Plan, (i.e. Copying administrative files = theft; destroying files = destruction of property; not following computer rules = insubordination.) Violations may result in restriction and/or loss of computer privileges.

**Detention:** The student is kept after school up to one hour at the discretion of the administrator or teacher.

**Destruction, Vandalism, or Theft:** Willfully causing or attempting to cause damage to private or school property, including the alteration of student/school computer programs/systems. Theft is the act of intentionally taking, using, transferring, concealing or retaining possession of property of another without consent, or the finding of lost property and not making reasonable effort to find the owner.

**Due Process:** Includes the rights to 1) be informed of the behavior which would result in disciplinary action, 2) be given notice of any rule violation, 3) be given explanation of the evidence supporting the charge, 4) be given the opportunity to present the student's side of their story, 5) be given a penalty that is proportionate to the violation.

**Expulsion:** Disciplinary action taken by the Richardton-Taylor School Board whereby a student is separated from school attendance.

**Harassment:** Refer to the Richardton-Taylor School District Harassment policy.

**Hazing:** Committing an act against a student or coercing a student to commit an act that creates risk or harm to a person, in order to be initiated into a student group.

**In School Suspension:** Temporary denial to a student by the principal or superintendent of participation in classes, but does require attendance in school. The student is assigned to an area where he/she receives his/her assignments and studies. All work completed will count toward the student's grades.

**Insubordination/Habitual Disobedience:** The willful failure to respond or carry out a reasonable request by an authorized school personnel.

**Intimidation/Threat to others:** Use of coercion, force, threats, violence, intimidation or similar conduct that constitutes a threat to a person's safety or interferes with school purposes.

**Loitering:** The act of being in or about the school building an unauthorized times, or without specific authorization of school personnel.

**Neglecting obligations:** Neglecting to complete disciplinary obligations such as detention or school service.

**Out of School Suspension (OSS):** Temporary denial to a student by the principal, superintendent or school board of participation in school. All work completed while suspended will count toward the student's grades.

**Reassignment:** If at all possible the principal may reassign students to other classes.

**School &/or classroom disruption/disorderly conduct:** Any student who disturbs and refuses to follow published rules and regulations or interrupts the effective operation of the school or school-sponsored activities. Classroom disruption includes any action that disrupts the educational process or setting.

**Sexual Harassment:** Sexual harassment is defined as unwelcome sexual advancement, request for sexual favors, and other unwelcomed verbal or physical conduct of a sexual nature. Refer to Richardton-Taylor School District Sexual Harassment Policy.

**Skiping/Tuancy:** Unapproved absence from class within the school day. Make-up time will be assigned at two times the amount of time missed.

**School Service:** Disciplinary hours to be served in service for the good of the school.

**Student Dress:** Students are expected to dress with standards that enhance a safe learning environment. Please refer to the student dress code in this handbook.

**Unexcused Tardy:** The act of coming to school late without parent contact with the principal, or the act of reporting to class later than the three minutes allowed for passing time without an excuse from the principal or other faculty member.

**Warning:** The principal has a conference with the student, whereas the student is advised to follow regulations and that disciplinary action will occur if further violations occur.

**Weapons:** Knowingly possessing, handling, or transporting any object or material that is ordinarily or generally considered a weapon. Mace or pepper sprays are included as items considered to be weapons. Intentional possession of a firearm will result in a mandatory 12-month expulsion.

#### BEHAVIOR THAT MAY RESULT IN DISCIPLINARY ACTION:

Disciplinary action may be taken against students for any behavior which is disruptive or which violates the rights of others. The following are examples of acts subject to disciplinary action in district schools:

\* Truancy and unauthorized absences: Truancy is being absent from school or class without the knowledge and approval of the school or parent. Any truancy is considered an unexcused absence and will be cause for disciplinary action inclusive of parent conference, detention, or suspension.

\* Damage to school or personal property: Vandalism: Vandalism is

defined as damage to school property or to private property of others by students who are under the jurisdiction of the school. Theft: Theft is the act of intentionally taking, using, transferring, concealing, or retaining possession of property of another without consent, or the finding of lost property and not making reasonable effort to find the owner. Disciplinary action may include restitution and/or involvement of police and juvenile authorities, parent conference, and/or suspension.

\* Dangerous, harmful, and nuisance substances and articles:

1) Alcohol: Students are prohibited from using, possessing, distributing, or being under the influence of alcoholic beverages at school, at school-sponsored activities, or on school grounds. 2) Drugs: Students are prohibited from using, possessing, distributing or being under the influence of illegal drugs or narcotics at school, school-sponsored activities, or on school grounds. 3) Possession of tobacco: Possession of tobacco by students is prohibited at school, at school-sponsored activities, or on school grounds. 4) Harmful articles: The possession or use of articles that are illegal or that may cause harm to persons or property is prohibited at school, school-sponsored activities, or on school grounds. Disciplinary action may include confiscation, parent conferences, referral to police or juvenile authorities, evaluation, and/or suspension or expulsion.

\*Assault: Physical assault is an act which intentionally inflicts or attempts to inflict bodily harm upon another. Verbal assaults are abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student including conduct which degrades people because of their race, gender, religion, ethnic background, or physical or mental handicaps. Disciplinary action may include a conference with a student, parent conference, detention, referral to police or juvenile authorities, or suspension.

\*School disruptions and disobedient, disorderly conduct: Any student who disturbs, refuses to follow published rules and regulations or interrupts the effective operation of the school or school-sponsored activities will be subject to disciplinary action. Disciplinary action will include a conference with the student, parent conference, detention, removal from class, and/or suspension in extreme circumstances.

\*Sexual Harassment: Sexual harassment is defined as the unwelcome sexual advancement, request for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature. Disciplinary action will include a conference with the student, parent conference, detention or suspension, and referral to police and juvenile authorities.

\*Insubordination: Any student who fails to provide proper identification request for a staff member or fails to comply with staff,

administration, or faculty directions will be subject to disciplinary action. Insubordination will be handled through a conference with the student.

\*Disorderly conduct on a school bus: Bus transportation is a privilege granted to the student of the school district. Students are expected to behave in the proper manner with consideration for others. Students unable to conduct themselves in the proper manner are subject to being denied the privilege.

## **WEAPONS POLICY**

No student may bring a weapon of any kind into the school building or onto school property at any time. If a student is found to be in possession of a weapon, including but not limited to firearms, knives, explosive devices or any item which could be used to threaten or injure another person, with such determination to be made by the administration, that student will be suspended immediately and may be subject to expulsion following the hearing process as explained in the Code of Conduct. Possession of a weapon will include any weapon on the student's person, in a student's vehicle, in a student's locker or in any other way determined to belong to the student in question.

Richardton-Taylor High School is in full compliance with the Federal mandate that any student bringing a **gun** to school will be expelled from school for the duration of the school year. There will be a "zero tolerance" policy in place for this mandate.

Likewise, any paraphernalia that can be construed as gang-related will also be banned. This especially includes any **chain** other than the usual jewelry items which could be used as a weapon. Examples are chains attached to belt loops or pant tops and used to secure items in any trouser pocket. No chains shall be worn in such a manner by students in attendance at R-THS, either during the day or at after-school functions.

This policy will be amended and modified to deal with any weapons or weapon-type instruments which might be brought to school and used by students to intimidate or harm other students.

## **SUSPENSION OF HANDICAPPED STUDENTS**

### **1. Summary Suspension of Handicapped Students**

Handicapped students may be summarily suspended if they endanger themselves or others. A summary suspension is the immediate removal of the student from his/her regularly

scheduled school program for a period not to exceed three school days. The summary suspension may be effected immediately upon the decision of the principal. The principal must make and document efforts to contact and notify the parents prior to the suspension.

**2. Short-Term Suspension of Handicapped Students**

A short-term suspension of five school days or less may be effected for a handicapped student for any conduct which would warrant short-term suspension for a non-handicapped student. The administration must determine that the behavior in question was not related to the handicapping condition or a result of inappropriate placement before short-term suspension may be effected.

**3. Long-Term Suspension of Handicapped Students**

A long-term suspension of five school days or more may be effected for a handicapped student for any conduct which would warrant long-term suspension for a non-handicapped student. Prior to long-term suspension, the administration and special education staff will meet to determine whether the misbehavior is related to the handicapping condition or is the result of inappropriate placement.

**4. Suspension and Special Referral**

The district is not required to refer for special education assessment and evaluation a regular student who has been suspended for violation of school rules and district policy to determine if such a student might be handicapped. A suspended regular student is not entitled to reinstatement to classroom or other privileges pending any assessment and evaluation which is to be made during the term of the student's suspension. (School Discipline Policies & Procedures: A Practical Guide, National School Boards Association, 1984).

A full statement of due process for suspension is presented to students during orientation and is provided to parents.

## **GENERAL INFORMATION**

### **ACCEPTABLE USE POLICY**

*Due to the ever-changing nature of the technology involved with the internet, Richardton-Taylor High School reserves the right to*

*modify this policy to deal with unforeseen circumstances that must be dealt with for the protection of the students and the system.*

**A. Acceptable Use of the Internet**

A general rule that applies to every user every time he or she is on the Internet is this: BE POLITE and ABIDE BY ALL THE GUIDELINES, POLICIES AND REGULATIONS to which you have agreed by signing an “acceptable use” document.

Students and teachers will have access to: 1) electronic mail communication with people all over the world; 2) information from the U.S. Government and all its various agencies, including Congressional bills, census data, and more information than could be read in a lifetime; 3) public domain and shareware of every conceivable type - discussion groups on a plethora of topics ranging from animals to food, from music to politics, from Aztec culture to the environment, and much more; 5) access to the Library of Congress and many libraries of major universities across America, as well as a wide variety of research agencies such as ERIC which store, up-date and share thousands of articles on endless topics.

**B. Unacceptable Use of the Internet**

1. Use of the network for any illegal activity, including violation of copyright or other contracts;
2. Use of the network for financial or commercial gain;
3. Degrade or disrupt equipment, software or system performance;
4. Vandalize the data of another user;
5. Wastefully use finite resources such as paper or ink;
6. Gain unauthorized access to resources or entities;
7. Invade the privacy of individuals;
8. Use an account/password/login of another user;
9. Post personal communications without the original author's consent;
10. Post anonymous messages;
11. Download, store or print ANY files or messages which are profane, obscene, or that use language which offends or tends to degrade others;
12. Violate any “content guideline” which will be imposed by the school. (Content guidelines will explain in detail exactly what materials will be allowed or not allowed for access and publication by network users.)

**C. Security**

Security is a major concern for all computer systems, especially when the system involves as many uses as the Internet. That

is why the list of unacceptable use includes items that would invade the privacy or confidentiality of other users anywhere on the network. Local users found to be a security risk or one who attempts to enter any other computer system seeking private information will be denied access to the internet. For example, if the school administration wishes to share its budget information and financial records with school board members through a private system, and a student or patron would attempt to invade that system that is a break in security that would be unacceptable. And likewise teachers' grade reports would be confidential and searching for these records would be a breach in security.

Some security guidelines to consider are: 1) be cautious when revealing your name, address or phone number, or any such private, confidential information such as credit card numbers; 2) likewise, NEVER share names, addresses or phone numbers or confidential information of other people; 3) NEVER share your password or anyone else's password; 4) change your password occasionally; 5) don't bring floppy disks or personal CD's to use unless approved by technology coordinator.

#### **D. Vandalism/Harassment**

Vandalism of any sort will not be tolerated and could lead to permanent cancellation of all privileges in the school computer lab or any other school computer. Vandalism will not only include any act of damaging or defacing the actual computer hardware, that being the computer itself or any accessory, but also the attempt to harm or destroy any data on the Internet or on any internal system, such as the CD-ROM information stored in the lab. Creating or trying to load a virus would be considered a serious act of vandalism.

Harassment is the attempt to annoy another user or interface with another user's communications or works. Sending unwanted e-mail is another example of harassment.

#### **E. Content Guidelines for R-THS Computer Lab**

Students may access the system ONLY under their own name and password to use their personal files and approved software. (See list of approved software below.) Under no circumstances shall a student ever enter the system under another name or through any code. Entering the system under anything but his/her own name will be a serious breach of this contract and will lead to immediate suspension from the lab for a period of no less than one week. Further violations will be cause for permanent loss of privileges to any computer at Richardton-Taylor High.

Approved software will include only that software which is



presented and made available through the various computer classes taught at R-THS. (For example, a student in grade 9 may access Corel; a student in grade 11 may access Works and MS Office; while a student in grade 12 may access MS Office only when that student has been enrolled in the word processing class where that software has been learned. A student may not access any software program if he/she has not received training in the use of that software. Students are not allowed to use computer games that are either provided with Windows or accessible on the internet.

Students may access software approved by the classroom teacher.

#### **F. Chat Room Ban**

Chat rooms on the Internet can be interesting, informative and entertaining. However, too many have become havens for psychopaths, pedophiles, and perverts of every nature. They have also become an avenue of invasions of privacy of individuals as well as means of entering and destroying entire systems and networks.

Our "Acceptable Use Policy" allows the school to place limitations on access to sites which violate school policy. The materials and language being broadcast through too many of the "chat rooms" is in direct violation of a number of school policies, including obscene language, sexual harassment, disrespect and others.

To avoid unnecessary and unsolicited intrusion into the privacy of everyone in our system and the very system itself, henceforth it will be a violation of our "AUP" for anyone to directly access any "chat room" through any computer at R-THS. Making a connection to such sites does not happen by accident, but should anyone unintentionally find him/herself in a chat room site through some other connection, that person must immediately disconnect from that site.

Any violation of this policy will result in serious consequences which could include: 1) loss of all e-mail privileges through the remainder of the year; 2) loss of all e-mail privileges through SENDIT; 3) dismissal from your computer class, and/or; 4) a temporary ban from the computer lab. Any questions regarding this policy can be directed to the principal or the technology coordinator.

#### **G. Dealing With E-Mail/Personal Mail/Instant Messaging**

Any student at R-THS may apply for and receive an e-mail address through SENDIT. Usually about 80% of our students have e-mail addresses and are able to send and receive messages on school computers. SENDIT is the only mail service students may use to send and receive mail at R-THS. When students at R-THS sign our AUP

they agree to all rules stated therein. This policy covers the situation with e-mail courtesies and etiquette or “Netiquette”. To extend it, the following criteria are hereby established: 1) any time you receive an e-mail message which does include inappropriate, obscene or any unacceptable language, please notify the teacher supervising the computer lab or room. The “sender” will be reported immediately to SENDIT who will deal with that individual. 2) Any R-THS student found violating our e-mail portion of the AUP will lose e-mail privileges for up to one year. 3) Throughout the entire school year all students with e-mail addresses can expect to be constantly observed while using school machines for e-mail purposes so that staff may monitor the process to see if further changes need be made. 4) All students can expect all outgoing and incoming e-mail to be checked regularly by a faculty member. SENDIT also reserves the right to check e-mail files which students use through their services. 5) Students may only use their send-it e-mail account to check personal mail during the time of 8:00 a.m. to 8:20 a.m. or after school. Instant messaging of any kind is prohibited.

#### **H. Internet Access**

Students may access the Internet while in class and under the direct supervision of a classroom teacher for any variety of class assignments. Teachers may issue a designated internet pass to allow students to work on the Internet for class assignments outside the regular class period. But the teacher is responsible for periodic monitoring of these students or can make arrangements with any other member of the faculty to monitor the computer while students are accessing the Internet.

Students are responsible while accessing the Internet for the particular class assignment and are expected to abide by all AUP regulations. Random browsing is in violation of the AUP. Accessing inappropriate sites is an AUP violation.

#### **I. Computer Lab Rules**

Students are allowed into this room in the following manner:

1) a pass signed by a classroom teacher to do assigned work for that class; 2) a pass from the computer teacher for work assigned in a computer class; 3) you have a regularly assigned class in this room. Other than these above rules, no one has permission to be in this room without a pass.

#### **J. Personal PC's, Downloading Files, Etc**

No personal computer, laptop or any device not owned by the school district may ever be connected to a school machine or to the school's computer network without authorization from the technology

coordinator. Under no circumstances may a student download any file from any source onto a school machine or onto the school's network without authorization from the technology coordinator and the teacher of the class or study hall directly supervising the student at the time this situation may occur.

Listening to music either from personal CD's or off websites is prohibited unless directed for a class project.

#### **K. Supervision of the Computer Lab**

The computer lab at Richardton-Taylor High School will be under the direct supervision of a teacher or teacher-designee at all times that the internet is being accessed. Under no circumstances will students be allowed to access the internet without permission or for purposes of a class assignment, and in these cases, the assigning teacher will complete a designated internet pass and will be responsible for the direct supervision of such students.

#### **L. Consequences for Violations**

Any violation of this policy, including instances of abuse, vandalism or harassment, will lead to loss of privileges for a time to be determined by the teacher and the principal. As a student at Richardton-Taylor High School you will abide by all requirements of the Acceptable Use Policy and understand that any violation will lead to possible loss of all computer privileges in addition to the added penalties of suspension or expulsion.

### **ALCOHOL AND OTHER DRUG USE/ABUSE POLICY**

The school has a clear responsibility to maintain an atmosphere which will promote a quality learning environment. Because the use of drugs, alcohol, and other chemicals among young people has become a major problem in our country and because the use and availability of these substances on school campuses interfere with the educational process, this policy is being adopted and implemented. The policy is designed to help eradicate the influence of drugs, alcohol, and other chemicals within the school environment. As such it is designed to promote chemical health and protect students in the school environment by imposing consequences for misbehavior as well as educating, deterring and preventing abuse of chemicals. It is also designed to serve as a guide for faculty and staff in implementing intervention procedures for students.

#### **Policy Implementation**

A copy of this policy will be given annually to each student.

In addition, student handbooks will be used to inform students that the use of alcohol and other drugs is wrong and harmful and is not permissible. Students, employees, and parents will be given a copy of the standards of conduct and the statement of sanctions required concerning the possession, use or distribution of illicit drugs and alcohol. Compliance with these standards of conduct is mandatory. The handbook will include a form for parents to sign and return indicating that the information in the handbook has been received and read by the student and the parents. The superintendent will maintain a file of returned forms.

The superintendent or his designee will annually conduct in-service training sessions for all school district employees, which will include a review of this policy and procedures for implementation thereof. In the event an employee is unable to attend such in-service training sessions, the superintendent or his designee will cause this policy to be individually reviewed with such employee.

The Richardton-Taylor Public School District #34 will review this policy and its implementation annually to ensure that disciplinary sanctions are consistently applied to and determine the effectiveness of the program for the prevention of alcohol and other drug use/abuse. Minutes of the school board meeting at which this review takes place shall document the review.

This complete policy is presented to students during orientation.

## **ASSEMBLIES**

During the course of the school year there will be a variety of assemblies. It is expected that those giving the program will be accorded due respect and courtesy.

Whistling, making remarks to the presenters or talking during the performance is unacceptable behavior.

## **ATTENDANCE/ABSENCES**

A student who enrolls in school is expected to devote his/her time and energy toward school. Regularity and promptness are necessary to facilitate the exchange of ideas with the teacher, and ensure continuity in the educational process. Classroom learning experiences are a meaningful and essential part of any educational system. The absent student loses the benefits of lectures, labs, discussions and participation with other students. Irregular attendance

becomes habit forming and may cause difficulties with decision making after high school.

In order for a student to receive the credit for a class taken, he/she must not miss that class more than ten (10) class periods per semester. When a student has missed more than the 10 class periods per semester he/she will make up the time after school equal to the amount of time absent from school. This time must be made up within 15 school days from the last day missed. The student will receive a failing grade in any class in which time is not made up. In addition to the make up time, the student and his/her parents may need to appear before the school board to determine if he/she will receive credit for the work done. School administration is granted the right to make exceptions to maximum absences in extraordinary situations. School related activities **do not** count toward the ten day total.

When a student will be absent from school on any day, the parent/guardian should call the school office between 8:00 - 8:30 to report the absence. If no call is received, the secretary will call the home to verify the absence. If unable to contact the parents/guardian, we will record the student as unexcused for that day. **Any unexcused absence will result in one hour of detention.** When students have prior knowledge of an absence, such as pre-arranged appointments, family business, school trips, etc., it is the student's responsibility to obtain and record assignments in his/her agenda from each teacher.

Students in grades kindergarten - 6 whose poor attendance has caused a notable deficiency in learning may be retained at their present grade level if, in the judgment of the building principal, such action is advantageous to the student. This decision is made after consulting with the teacher(s) and the parent(s) during the last month of the school year.

### **Absences & Makeup Work**

When students are absent from school, they have two days to turn in makeup work for one day missed. If more than one day is missed, the student will have one more day than the total number of days missed to hand the work in. For example, a student who missed four days has five days to complete makeup work. Due to various reasons for absences from school, no hard and fast rules will cover all situations. Therefore, it is recommended that the above-stated policy be explained to students, but that teachers may be as flexible as needed for their own classes.

Tests missed during an absence are given the same

consideration as makeup work. Failure on the part of the student to conform to this procedure will carry the same penalty as an unexcused absence.

Students in the schools of North Dakota are required by law to remain in school between the ages of seven and sixteen. All students are urged to give serious thought and effort toward completion of senior high school. Each year education becomes more necessary for success.

### **Absences and Extracurricular Eligibility**

Students participating in extracurricular events, practices or rehearsals must be in school for a HALF-DAY (3 consecutive periods) if they wish to be involved in any extracurricular activity on that day, evening or following school day. Students who cannot attend school on the day of an extracurricular activity may be exempted from this rule only if they have received prior permission from the administration.

If the event is on a Saturday, the student must be in school for a HALF DAY (3 consecutive periods) on Friday. Students who cannot attend school on the Friday before a Saturday extracurricular activity may be exempted from this rule only if they have received prior permission from the administration.

This ruling will cover all extracurricular participants involved in any capacity with an extracurricular program.

### **CANDY AND POP**

Students are not to bring candy and pop into any classroom, study hall or library during the school day.

### **CELL PHONES**

### ***GEF-abbreviated***

Students shall not possess or use a laser pointer and attachments, unless under teacher supervision for instructional purposes, nor shall they possess or use a remotely activated paging device or cellular mobile telephone while on school premises or on school transportation.

Pagers, laser pointers and attachments, cell phones or other electronic devices not part of the instructional program will not be allowed in school. They will be confiscated and returned only to a parent or guardian.

Students may possess and use a cellular telephone on school trips at the discretion of the supervisor.

The school principal may grant written permission for possession and use of a paging device by a student if the student or his parent or guardian establishes to the satisfaction of the principal that a reasonable basis exists for the possession of the device.

#### **CLOSED NOON HOUR**

Students may not leave the school grounds during the noon hour. Everyone is encouraged to eat lunch provided in the cafeteria. Those who do not eat may remain in the gym or hallways, or in a classroom with permission of the teacher. Any food will be eaten only in the cafeteria. Students may go outside during noon hour but must remain on the school grounds.

Parents must call the high school office to excuse a student during the lunch period.

#### **COLLECTION OF STUDENT FEES**

No student may charge hot lunch or activity fees. Hot lunch may be purchased individually or in larger increments. Free and reduced prices are available for hot lunch according to guidelines. Activity fees may be offered at reduced price or free, using the same criteria. Such determination will be made upon request to the superintendent.

Fees for shop materials, breakage fees for lab courses, drivers' education and other similar fees must be paid at the time of registration, or arrangements for payment must be made at time of registration. Fee statements will be sent to the parent or guardian of any student, prior to the end of the first reporting period, whose fees are not paid by the end of the first reporting period. Fees may be waived at the discretion of the superintendent in case of hardship. Students whose participation fees are not paid may practice, but not participate in interscholastic competition.

No student who has library fines outstanding will be allowed to check out books until the fines are paid. Statements will be sent to the parent or guardian for fines that are unpaid.

The District will vigorously pursue the collection of any outstanding bills, including personal contact by the superintendent, contact of the states attorney, use of a collection agency and/or the use of small claims court.

## **COOPERATION WITH LAW ENFORCEMENT AGENCIES**

The schools have a responsibility for the welfare and the rights of all students. At the same time, school personnel have an obligation to cooperate with the law enforcement officers in the legitimate pursuit of their duty.

Law enforcement personnel are asked to inquire for the principal or superintendent and proceed with his cooperation in contacting students.

In most cases, the school administrator will attempt to notify the parents that the student is being contacted by a law enforcement officer. In some cases, however, where every indication is that it would not be in the child's best interest if the parents were contacted, the school administrator may choose to delay or forego notifying the parents.

If the parents make it known that they do not wish their child to be questioned by an officer, the officers should go no further without a warrant, court order, making an arrest, taking custody, or receiving parental permission. If the parents cannot be reached, the school shall allow the officer to proceed with his business. In all cases where a child is taken into custody and taken from the building by a law enforcement officer, the parents are to be notified as soon as possible by a school official.

When a student is called to the office for questioning by a law enforcement officer, he/she will be asked if he/she wishes to speak to the officer. He/she may accept or may refuse and return to class. If the officer already has jurisdiction through the court (i.e. assigned juvenile counselor), has a court order, or places the student under arrest or custody, the school will release the student to the officer.

When a student is questioned at school by a law enforcement officer, the school administrator or his designee may be present during questioning.

At no time will an administrator allow a law enforcement officer to take a student from the school building without one of the following: A warrant, a court order, custody or arrest, or parental permission.

## **DISMISSAL PRECAUTIONS**

No student may leave the school grounds before the end of the school day without permission from a parent or the principal. Teachers may send students on errands only after checking with the principal. If



a parent wants a child excused during the day, a call should be made before 8:25 a.m. Parents are urged not to allow students to accompany friends who must leave school for medical or other legitimate reasons.

## **DRESS AND GROOMING**

School personnel are responsible for the health and safety of each student while at school and for the preservation of an atmosphere which is conducive to learning.

Students at RTHS and TRE are expected and required to maintain a standard of personal appearance which is clean, neat, reasonable, and not disruptive to the learning environment. Unacceptable types of clothing include: clothing advertising tobacco or liquor; clothing with language that is derogatory, obscene, suggestive, or offensive to good taste; see-through clothing, bare midriffs or very short skirts or shorts; tops with gapping arms or open-backed blouses or dresses; spaghetti straps or strapless tops may be worn, but must be covered by a shirt or blazer. Clothing must cover cleavage and all underwear garments. Going without shoes is also prohibited and shall be worn for foot protection and hygienic reasons while on school grounds or aboard school transportation.

All head coverings are to be removed upon entering the building and not to be replaced until exiting the building.

The administration or designee has full authority to take prudent action to enforce this code. The administration will attempt to resolve the violations of the code by holding a conference with the student involved. If this conference does not bring about the desired change, the administration or designee may suspend the student pending a conference with the parents.

## **DROP/ADD**

A student may drop or add a class **ONLY** within the first 2 weeks of each semester.

## **EXTRACURRICULAR ACTIVITIES**

Students participating in all extracurricular activities must adhere to the eligibility rules of the North Dakota High School Activities Association as follows:

**YOU ARE NOT ELIGIBLE:**

if you have not been in classes as many days as you have missed from

- the opening of the semester.
- if you entered school later than 10 days after the opening of the semester.
- if you have competed in a sport for four years as a high school student.
- if you compete in a similar athletic contest on an out-of-school team during the same sport season, even while under suspension.
- if you have enrolled in an institution of higher rank except as an accelerated student carrying advanced work in addition to three high school subjects.
- if you did not earn credits in four subjects the preceding semester.
- if you do not maintain a passing average in four subjects during the present semester.
- if you have graduated from a 4-year high school or equivalent.
- if you have accepted awards other than those having symbolic value and costing less than seventy-five dollars.
- if you are twenty years of age or over.
- if you are not an amateur or if you have competed under an assumed name.
- if you have transferred from another school without corresponding change of residence by your parents.
- if you are in your ninth semester of attendance and have reached your eighteenth birthday.
- if you are in your eighth semester and your seventh and eighth semesters are not consecutive.
- if you do not have a doctor's or nurse practitioner's certificate of physical fitness issued since May 20<sup>th</sup> of the past school year.
- if you use or have in your possession tobacco, alcohol or illegal drugs.

## EXTRACURRICULAR ELIGIBILITY

Students at Richardton-Taylor High School are given ample opportunity to participate in a wide array of activities and programs. But to do so they must meet certain eligibility requirements set by the school and the North Dakota High School Activities Association. These criteria include attendance, academic performance, residency and abstinence from alcohol, tobacco and controlled substances.

Academic eligibility is determined weekly during the school year. **Junior High and Senior High students will become ineligible if failing more than one class.** Attendance and residency requirements are dealt with on an individual basis and will limit participation only if in violation of school law as interpreted by the Department of Public Instruction. NOTE: A seventh or eighth grade

student must be passing in all subjects to be eligible to play on the senior high school team.

Violations of the NDHSAA rules on alcohol, tobacco and controlled substances require special attention. The first verified violation of this clause will lead to an automatic six-week suspension from all NDHSAA-sponsored activities and any others as listed in this policy. Should this violation occur during the summer vacation months or during the school year while a student is not participating in any activity, the period of suspension will start at the beginning of the next season during which the student in violation will participate. (Example, if a student is found in violation in July and that student participates in boys basketball, the six-week suspension would begin on the first day of practice for boys basketball. Likewise if a student is found in violation during November but does not participate until track season, the period of suspension begins on the first day track begins.)

A second violation against the alcohol, tobacco and controlled substance rule within a 12-month period of the first violation will lead to suspension from all NDHSAA-sponsored activities for a period of 18 weeks, starting at the beginning of the next season during which the student in violation will participate.

During the period of suspension for either academic reasons or alcohol, tobacco or controlled substance violation, the student will not be allowed to participate in the following school programs or activities as well: 1) extracurricular music activities, including pep band; 2) school plays or drama events; 3) homecoming royalty; 4) Prom, 5) any other event determined by the school to be deemed "extracurricular".

## **EXTRACURRICULAR PRACTICES                      GDEA**

The Richardton-Taylor community prides itself with close family units. Practices and rehearsals are to be scheduled at times that will take into consideration the needs of the family.

All activities are to be scheduled in a way that will allow the participants, coaches and directors the necessary time to develop their units so that they can perform with the excellence that the Richardton-Taylor community has become accustomed to supporting.

The Richardton-Taylor School system and communities have prided themselves that our students have the opportunity to participate in more than one area of extracurricular activities. These activities are to be scheduled so that they do not conflict with one another and yet will provide enough time to develop the participants so that they can be

proud of their performances and yet will not disrupt family life too often.

On Monday through Friday all varsity and junior high athletes and students of scheduled activities are to be out of the building no later than 9:30 p.m.

On Monday, Tuesday, Thursday, and Friday all elementary athletes and other activities are to be out of the building no later than 7:00 p.m.

Rationale for guidelines:

a) Families like to have a least one meal together and the meal can be planned at a reasonable hour if they know when to expect their children.

b) On occasion rural parents pick up their children after practice and the waiting during late practice sessions can cause conflict.

c) Junior high students should not be pushed as hard as the high school students.

No practices or rehearsals are to be scheduled on Wednesdays after 6:00 p.m.

Any deviation from the guidelines must have prior permission from the administration.

Sunday practices and rehearsals must receive permission from the administration. These requests are to be received before the bulletin is printed on Thursday prior to the weekend.

Some factors that will be taken into consideration when approving weekend practices or rehearsals are:

a) Junior High practices on weekends will be discouraged.

b) The administration recognizes that during early season preparation for football and volleyball six days a week are needed to prepare for the first game.

c) The administration recognizes that some activities schedules make it difficult to have two consecutive days of practice with games played on Tuesday and Thursdays.

d) The administration recognizes that scheduling play practice can be difficult because of conflicts with Wednesday night not being available and regular scheduled athletic events.

**GPA SCALE**

A	-	-	-	4.00
A-	-	-	-	3.67

B+	-	-	-	3.33
B	-	-	-	3.00
B-	-	-	-	2.67
C+	-	-	-	2.33
C	-	-	-	2.00
C-	-	-	-	1.67
D+	-	-	-	1.33
D	-	-	-	1.00
D-	-	-	-	0.67
F	-	-	-	0.00

### **GRADUATION REQUIREMENTS**

The North Dakota Department of Public Instruction requires that each student earn the following credits to be graduated from a North Dakota High School:

#### **Subject Credits**

English	4
Science (lab)	2
Mathematics	2
Social Studies	3
Physical Education	1
Electives	9

Richardton-Taylor Public School District #34 requires each student to have earned the following credits to be graduated from high school:

#### **Subject Credits**

English	4
Science	2
Mathematics	2
Social Studies	3
Physical Education	1
Electives	9

That means that the State and the local school board demand at least 21 hours of credit. A student will have to earn at least five (5) hours per year to meet these standards. Students are to be enrolled in no more than one (1) period of study hall per school day in each of their high school years.

Credit for all courses will be issued at the end of each

semester of high school. All full-year courses will thus earn a student ½ credit at the end of each semester.

## **HALLWAY REGULATIONS**

In order to pass to and from class with a minimum of interference, and in order to maintain an atmosphere of acceptable behavior in our hallways at all times, students will be expected to conduct themselves according to the following regulations.

1. Shouting or any talking louder than the usual conversational level of speaking is unacceptable in our hallways.
2. Littering is unacceptable.
3. Shoving, pushing, jostling and fighting is unacceptable.
4. Running is never acceptable behavior in our hallways.
5. In passing between classes, please try to stay to the right of the hallway whenever possible. During these times loitering around your locker is not acceptable since only three minutes are allowed between classes.

IN GENERAL, HALLWAY BEHAVIOR WILL BE THAT TYPE OF BEHAVIOR EXPECTED IN THE CLASSROOM AND THE TYPE STUDENTS CAN BE EXPECTED TO FOLLOW WHENEVER AND WHEREVER GOOD MANNERS AND COURTESY ARE THE ONLY ACCEPTABLE TYPE OF BEHAVIOR

## **HARASSMENT**

Harassment of any type has no place in the school setting. The Richardton-Taylor Public School District will endeavor to maintain a learning and working environment that is free of harassment/bullying. The School Board expects administrators and supervisors to make it clear to students and staff that harassment in the school building, on school grounds, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students and termination of employment for employees.

Harassment may include but is not limited to sexual harassment, racial harassment or harassment because of a physical condition or disability. It may also include but is not limited to hostile, demeaning or intimidating behavior or conversation.

## **HONOR ROLL**

Richardton-Taylor High School will maintain a quarterly A & B honor roll for grades 7-12. Eligibility for the “A” honor roll will be 3.67 - 4.00. Eligibility for the “B” honor roll will be 3.00 to 3.66. Incomplete grades will constitute ineligibility for honor roll status.

### **LEAVING CLASS/STUDY HALL TO SEE ANOTHER TEACHER**

Students will be permitted to leave class to visit another teacher or the office only under the following conditions:

1. The teacher being visited must have issued a pass asking the student to come to see her/him at an assigned time;
2. The student is called to the office for a message or for information;
3. The student has received prior permission to be excused from class or study hall by appropriate school officials or by a parent/guardian.

### **LETTERING CRITERIA**

Lettering requirements for each extracurricular activity will be the responsibility of the coach or director of that program, with final approval from the activities director of the school.

These requirements will be **printed** and **provided** to every potential participant in each activity at the organizational meeting of the season for that particular program.

If an individual student is unable to meet the minimum lettering standards for that activity because of special circumstances, the coach or director at his/her discretion, may issue a letter if he/she feels the student is deserving of the award, but only after approval of the activities director.

Letter awards do not necessarily mean superior performance or achievement in a particular program, but should include dedication to the program, determination and effort to improve and succeed, enthusiasm for the activity, as well as achieving the expected goal of extracurricular activities such as learning cooperation, sportsmanship and any other qualities the activity should teach.

In order to earn a letter in any sport or activity the student must remain eligible during the entire season. Any student who is found in violation of the North Dakota High School Activities Association’s rules regarding alcohol, tobacco or controlled substances

will be ineligible to letter in the sport or activity during which the violation occurs.

## **MEDICATIONS**

Prescribed medications may be dispensed from the school office with arrangements made by the parents and the administration. Non-prescription medication, such as non-aspirin pain relievers, are available in the school office and will be made available to students only when parents have given written permission.

## **NON-DISCRIMINATION POLICY**

The Richardton-Taylor School District supports the provisions of Title IX of the Educational amendments of 1972, Title VI of the Civil Rights Act of 1963, and Section 504 of the Rehabilitation Act of 1973 which commit all schools to the elimination of discrimination on the basis of race, color, national origin, sex, and handicap to those programs and activities offered to its students. It is the expressed intent of Richardton-Taylor High School to provide equal opportunity for all students, free from limitations of race, color, national origin, sex, and handicap.

This concept of Equal Educational opportunity will serve as a guide to the governing board, the administration and staff in making decisions relating to the employment of personnel, school facilities, curriculum, activities and regulations affecting students and employees.

Inquiries regarding compliance with Title IX and Section 504 may be directed to: Superintendent, PO Box 289, Richardton ND 58652; Telephone (974-2111).

## **PROPERTY DAMAGE**

Building maintenance is of vital importance in providing facilities for the education of our youth. Students will be held responsible for damage to school property that is caused using poor judgment or being irresponsible.

When damage occurs due to unacceptable behavior of the student, the case will be presented to the principal or superintendent who will make a determination if the student is responsible for restitution of damages. If the student and/or parents wish to appeal the decision of the administration, the case may be taken before the school board at their next regular meeting.



Diplomas will be held for unpaid bills.

## **SCHOOL BUS RULES AND REGULATIONS**

Passengers on school buses are expected to behave as they would in a classroom. Misconduct on a bus will not be tolerated as it may endanger the safety and well being of others.

Bus students may be held for detention after school as a disciplinary measure for misbehavior in school.

Passengers must obey the following rules when riding a school bus. A student who breaks any of the rules will face disciplinary action and may lose his/her bus riding privileges.

- a. Students being transported are under the authority of the bus driver.
- b. The driver shall enforce local school board bus regulations.
- c. Students shall use the emergency door only in case of emergency.
- d. Students shall be on time for the bus both morning and evening.
- e. Students shall remain seated while bus is in motion.
- f. Students may be assigned seats by the bus driver.
- g. The bus driver shall instruct students how to cross the road.
- h. Students shall not extend objects or any part of the body through bus windows.
- i. Students shall converse in normal tones; loud or vulgar language is prohibited.
- j. Students shall not open or close windows without permission from the driver.
- k. Students shall keep the bus clean, and must refrain from damaging it.
- l. Students shall be courteous to the driver, to fellow students and passers-by.
- m. Students shall walk on the left side of the road facing oncoming traffic when coming to meet the bus.
- n. Students shall have written permission to leave the bus other than at home or school or when they will not be taking the bus home after school.
- o. Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their right to ride on the buses.

Riding the bus is a privilege which can be denied if bus regulations are not followed. In such cases, the driver shall file a

complaint with the school superintendent. The superintendent may confer with the driver, the student and the parents to determine what action, if any, should be taken. If a student is restricted from riding the bus, it is the responsibility of the parents to see that the child gets to school.

### **SCHOOL DANCES AT RTHS**

Junior high dances will be open only to RTHS 7<sup>th</sup> and 8<sup>th</sup> grade students. Junior high students will be allowed to have their own dances with permission from the administration.

Senior high dances will be open to RTHS students in grades 9-10-11-12. A senior high student of RTHS may bring a date/escort who is not a member of our student body with permission of the administration. Senior high dances will be up to 3 hours long, but not past midnight.

A special exception to these policies will be the annual dance held the Friday night of Spirit Week, when former students of R-THS may attend the dance.

All dances must be chaperoned by at least two members of the faculty and/or administration, or by one school official and two parents. One of the chaperones will be responsible for checking the attendance roster, as well as recording the names of any students leaving before the end of the dance.

Dances will be conducted by various classes and organizations of R-THS who must provide all necessary workers, such as ticket-sellers, and are also responsible for cleaning up after the dance. Proceeds from the dances will be added to the treasury of the sponsoring class or organization.

The organization sponsoring the dance will have a student roster and will check the names of all students attending the dance. The list will be forwarded to the principal on the next school day.

The doors will be locked one-half hour after the dance begins. Any student who leaves the dance will not be re-admitted. The student's name will be recorded, along with the time of departure, and that information will be forwarded to the principal on the next school day. The principal will inform the parents of the time of departure from the dance.

### **SCHOOL SPONSORED TRIPS**

All students who leave the school on school sponsored trips and under the supervision of school personnel must return with the

group unless prior arrangements have been made by the parent or guardian. Students will not be allowed to drive personal or family cars to out of town school sponsored events. Exception to this rule must have prior approval of the administration.

Students who do not observe the provisions of the policy may lose privileges for further trips.

### **SEMESTER/FINAL TESTS**

Semester tests in most classes are final tests. Therefore all semester tests should be treated as significantly important.

Special test schedules will be set at the end of each semester, and faculty will be expected to utilize these extended periods for semester tests.

All students will be expected to take final tests in all classes. Students will not be allowed to leave any of the classes during the entire testing period. The only exception will be for seniors with any such exceptions made with prior approval of the administration. Teachers may not excuse students from any testing period.

### **SEXUAL HARASSMENT POLICY**

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

Administrators and supervisors will make it clear to their staff and students that sexual harassment is prohibited by Board policy and is grounds for disciplinary action. Administrators will use staff meetings and in-service sessions and student assemblies to inform employees and students of their rights and remedies under the law.

Sexual harassment, as defined above, may include, but is not limited to:

1. Sex oriented verbal “kidding”, abuse, or harassment;
2. Pressure for sexual activity;
3. Repeated remarks to a person, with sexual or demeaning implications;
4. Unwelcome touching, such as patting, pinching, or constant brushing against another’s body;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s grades, employment status, or similar person concerns.

A substantiated charge against a student in the school district

will subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student disciplinary policies.

Notice of this policy will be circulated to all district departments and incorporated in teacher and student handbooks.

The complete policy is presented to students during orientation.

### **STUDENT APPEALS PROCEDURE**

Students or parents shall have a method of appeal when, in the opinion of the student or parent, normal rights have been violated. The student and/or parent should first make every attempt to resolve the difficulty, misunderstanding, disagreement, or violation with the person or persons involved. (i.e. A student feels he received a lower grade than he justly deserved. Attempt should be made to resolve the problem with the teacher involved.) If this should fail, the order of appeal is:

1.       ADMINISTRATION  
The principal or superintendent will assume personal responsibility to resolve the matter. If, in the opinion of the student and/or parent, the problem is yet unresolved, appeal may be made to:
2.       SCHOOL BOARD  
Appeals to the School Board should be made to the superintendent to have the matter placed on the agenda of the next regular meeting. If, following School Board action, the student and/or parent feels the matter is not satisfactorily resolved the next level of appeal is:
3.       LEGAL PROCEEDINGS  
Appeal procedures in case of expulsion are incorporated in the expulsion proceedings.

### **STUDENT DRIVING - PARKING AREAS**

Students who drive a personal or family vehicle to school should park either in the parking lot on the east side of the school building or on the street on the west side of the school. Students must leave enough room for buses to enter and exit the east parking lot. The west parking lot is for teachers and staff and most of the area must be open for fire protection and sanitation pickup weekly.

Once a student has arrived at school, it is expected that the student will park his or her vehicle until leaving school for the day. Students will not be allowed to leave during noon hour or at any other time without permission from the principal.

## **STUDENT LOCKERS**

Lockers are not required for students but are furnished to students for their convenience and the safe-keeping of their books and personal possessions. All lockers are district owned property and students have a right to privacy which should not be invaded without cause.

The school reserves the right to inspect lockers for lost or overdue books, illegal or stolen items, immoral decorations, dangerous or harmful items or general maintenance at any time.

## **STUDENT RECORDS (FERPA Policy)**

## **FDA**

The Richardton-Taylor Public School District will provide, on an annual basis to students and parents, notice of the rights of access to student records. (Family Rights and Protection Act 997.7)

Parents or adult students (18 years of age) who wish to review any or all of the school records pertaining to the student should contact the building principal for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records for the cost of copying.

If parents or adult student believe something in the records is inaccurate, misleading, or otherwise violates privacy or other rights, they may request that it be corrected or they may have comments added to the record. If the principal and the parent or adult student can not agree, the latter may contact the superintendent for a hearing. If the hearing officer determines that the information is inaccurate, misleading or otherwise violates privacy or other rights, the record will be amended. If the office determines that the information is not inaccurate, misleading or otherwise does not violate privacy or other rights, the parent or adult student has the right to place a statement in the record commenting on the information or stating why they disagree with the decision. The amendments or comments will remain with the original record, including when the student's record is transferred to another school or agency.

Record information will not be revealed to persons or agencies without the written consent of parents. Nonetheless, it is the policy of

this district to forward school records, without parent consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record. Similarly, without parent consent, the district will forward transcript and other information requested by students to colleges and other educational institutions to which the student is applying. The school will keep the identifiable student information, names of persons to whom such information has been disclosed, their reasons for reviewing the information, and the date of the review.

Also, federal law permits a school district to identify certain information as “directory information” which may be released publicly without permission of the parents. The district identified this information as the following: name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous school attended. If you do not want this information released, please contact the high school principal at 974-2111 or the elementary principal at 974-3585 within 10 school days from the date this handbook is received.

Student records will be maintained in the administrative office and kept in the vault. Access to records may be gained by requesting such records from the administrative secretary following procedures outlined above.

## **STUDY HALL PROCEDURE**

An academic atmosphere is to be maintained in all study halls. The following regulations are to be enforced by the study hall supervisor.

- a. Silence will be maintained. This means silence for each individual in study hall. Therefore no listening devices such as Walkman players will be allowed. A student may see another student to ask a question pertaining to class assignments; however two students will not be allowed to spend the period doing their assignments together, unless cooperative work has been requested and/or assigned by a faculty member.
- b. Students will be given assigned seats with spaces between them if possible and they must be in these seats when the supervisor takes roll.

- c. Students are not allowed to leave study hall or go to their locker. If the students respond with appropriate behaviors they may be allowed to have the last five minutes of the period to visit if it is done quietly. This is not mandatory and is up to the teacher's discretion.

#### **TARDY**

Teachers are to report tardies to the office every period. The principal will take action when students have excessive tardies. Four (4) unexcused tardies per semester will equal one (1) hour of detention. The office will determine if the tardy is excused or unexcused.

#### **TRANSPORTATION TO EXTRA-CURRICULAR EVENTS FHCB C**

All team members must ride on the bus/van to and from their activity unless prior approval through the school administration is obtained. Students must be accompanied by a parent/guardian when using an alternative mode of transportation in order to be considered eligible to participate. Students may ride home from an event with another parent or the parent's designee by supplying a signed note stating with whom the child will be riding. In addition, a phone call must be made to the school administration confirming parental wishes. These arrangements must be made before the bus/van departs. Also, students who go to the event on the bus/van may be released to their parents or the parent designee at the site of the event by the parents informing the coach/advisor in charge that their child will be going home with them. Parents will be required to sign a release at the site of the activity. On all activity trips during inclement weather, caps, gloves and the appropriate footwear must accompany students.

### **RTHS Discipline Matrix**

**ATHLETIC SCHEDULES**  
**2006-2007**

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**FOOTBALL:**

19-Aug	scrimmage	TBA	Mott
26-Aug	Turtle Lake	9:00 AM	Bismarck Bowl
1-Sep	Underwood	6:00	Underwood
8-Sep	Wilton	7:00	RT
15-Sep	Mott/Regent	7:00	RT
22-Sep	Center/Stanton	7:00	RT
29-Sep	Trinity Christian	6:00	Williston
6-Oct	New Salem	6:00	New Salem
13-Oct	Hettinger	7:00	RT

**VOLLEYBALL:**

26-Aug	A	Tournament	TBA	Watford City
29-Aug	ABC	Belfield/SH	4:30	Belfield
31-Aug	ABC	Watford City	4:00	RT
5-Sep	ABC	New England	4:30	RT
7-Sep	ABC	Mott/Regent	4:30	Mott
9-Sep	C	Tournament	TBA	Bowman
12-Sep	ABC	Trinity	4:30	RT
16-Sep	C	Tournament	TBA	RT
16-Sep	A	Tournament	TBA	Valley City
19-Sep	ABC	Hazen	5:00	Hazen
21-Sep	BC	Underwood	5:00	RT
26-Sep	ABC	Glen Ullin/Hebron	4:00	Glen Ullin
30-Sep	B	Tournament	TBA	RT
30-Sep	C	Tournament	10:00	Hettinger
30-Sep	A	Tournament	TBA	Shiloh
3-Oct	ABC	Beulah	4:30	RT
5-Oct	AB	Scranton	5:30	Scranton
Oct 6-7	A	Tournament	TBA	DLB
10-Oct	ABC	Killdeer	4:30	Killdeer
12-Oct	ABC	Hettinger	4:30	Hettinger
14-Oct	B	Tournament	TBA	Hazen
23-Oct	ABC	Beach	4:30	RT
Oct 30-31	A	District	TBA	Trinity
Nov 4,6,7	A	Regionals	TBA	Killdeer
Nov 16-18	A	State Tourney	TBA	Minot

**WRESTLING:**

Dec 1-2	Sidney Tournament	Sidney
Dec 9	Bowman Tournament	Bowman
Dec 15-16	Linton Tournament	Linton
Dec 21	Wrestling Round Up	RT
Jan 5-6	Tournament Hettinger	Hettinger
Jan 20	Regional Multiple	Watford City
Jan 25	Duals	New Salem
Jan 26-27	East-West Tournament	New Salem
Feb 2	Triangular (Watford/Killdeer)	Killdeer
Feb 10	Regional Tournament	Richardton
Feb 15-16	State Tournament	Fargo

**BOY'S BASKETBALL:**

8-Dec	AB	New England	5:45	New England
Dec 12,14,16	A	RR Tournament	TBA	Trinity
28-Dec	JV	Shootout	10:00	RT
29-Dec	ABC	Mott	1:00	RT
6-Jan	ABC	Bowman	1:00	RT
9-Jan	ABC	Beulah	4:15	RT
13-Jan		Shiloh Jamboree	TBA	Civic Center
15-Jan	ABC	Scranton	4:15	Scranton
18-Jan	ABC	Trinity	4:00	Trinity
19-Jan	ABC	Grant County	4:00	Grant County
22-Jan	C	Tournament	TBA	New England
23-Jan	AB	Belfield	5:30	Belfield
25-Jan	C	Tournament	TBA	New England
27-Jan	AB	Hettinger	5:30	RT
27-Jan	C	Tournament	TBA	New England
1-Feb	ABC	Hazen	4:15	RT
3-Feb	AC	Beach	1:00	Beach
6-Feb	ABC	Killdeer	4:15	Killdeer
8-Feb	AB	New Salem	5:00	New Salem
13-Feb	ABC	Glen Ullin/Hebron	4:00	RT
16-Feb	AB	South Heart	5:30	RT
Feb 23,24,26	A	Districts	TBA	Beulah
Mar 5,6,8	A	Regionals	TBA	Trinity
Mar 15-17	A	State Tournament	TBA	Bismarck

### **GIRL'S BASKETBALL:**

2-Dec	A	Hazelton/M/B	4:30	Linton
Dec 5,7,9	A	RR Tournament	TBA	Killdeer
12-Dec	ABC	Grant County	4:15	RT
15-Dec	ABC	Beulah	4:15	RT
27-Dec	JV	Shootout	10:00	RT
29-Dec	AB	Mott	2:30	RT
2-Jan	ABC	Hettinger	4:15	Hettinger
4-Jan	AB	Trinity	4:00	Trinity
6-Jan	AB	Bowman	4:00	RT
11-Jan	ABC	Hazen	4:00	Hazen
13-Jan	A	Shiloh Jamboree	TBA	Bismarck
19-Jan	ABC	SH-Belfield	4:15	RT
25-Jan	ABC	Hebron	4:00	Hebron
30-Jan	ABC	Killdeer	4:15	RT
3-Feb	AB	Beach	2:30	Beach
5-Feb	AB	Scranton	5:30	RT
Feb 9,10,12	A	Districts	TBA	Trinity
Feb 19,20,22	A	Regionals	TBA	Trinity
Mar 1-3	A	State	TBA	Minot Dome

### **Music Schedule**

*All are at 7:00 PM unless otherwise noted.*

Oct 17 - RTHS Fall Concert

Oct 24 - TRE Fall Program

Dec 11 - TRE Christmas Program

Dec 19 - RTHS Christmas Concert at St. Mary's

Apr 26 - TRE Grades 4-6 Recital

May 17 - High School 'Pops' Concert

### **SCHOOL CALENDAR 2006-2007**

August	23	First Day of School
September	4	Labor Day – No School
	13	RTHS Parent-Teacher Conf.
October	4	Kindergarten Starts
	18	First Quarter Ends
	19-20	No School - NDEA Conv.
	24	RTHS Parent-Teacher Conf.
November	1-2	TRE Parent-Teacher Conf.
	10	Veteran's Day – No School
	22	Comp Day – No School
	23-24	Thanksgiving Break
December	21	Last Day of School 2006
	22	Storm Day
January	3	Classes Resume
	12	First Semester Ends
	15-16	In-service – No School
February	7-8	TRE Parent-Teacher Conf.
	16-19	President's Day – No School
	27-28	RTHS Parent-Teacher Conf.
March	14	Third Quarter Ends
	15-16	Spring Break – No School
	18	Comp Day – No School
April	6	Good Friday – No School
	9	Easter Monday – No School
May	24	Last Day of School
	25	Storm Day
	27	Graduation