



Ellendale High School

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Welcome. The school board and faculty welcome you here. Your working with fellow students and faculty will add much to your mental, physical, and emotional development. We do not want you to think of the regulations set forth in this handbook as restrictions of your freedom, but rather as an understanding between the students and faculty working together for a common purpose.

We hope that you come here with a sincere desire to acquire an education. With this purpose in mind, you will make school life more pleasant, and you will achieve your desired goal.

Mr. Jeff Fastnacht, Superintendent

Mr. Matt Herman, Principal

Administrative Rights

The student handbook attempts to cover the administrative regulations of the Ellendale Public School dealing with student conduct and behavior. Such a handbook helps, parents, students, and staff to know exactly what is expected, and avoids the uncertainty and misunderstandings that can cause troublesome incidents.

All types of infractions may not be included and so modifications will be made if necessary, at the discretion of the principal. In all instances, interpretation is left to the individual principal to modify penalties suggested whenever extenuating circumstances seem to be present, in order that justice may be tempered with mercy and understanding.

Academic Integrity

The copying of another student's work or completing any academic assignment or test by dishonest means is wrong and will not be accepted at Ellendale High School. Students found to be cheating will be subject to disciplinary action.

Some of the conditions under which examinations must be written are not ideal. Be very careful that you do **not** appear to be looking at another student's paper. Listen carefully and follow all instructions.

Academic Lettering

Students in grades 9-12 who achieve a 3.25 GPA during each of the first three 9-week grading periods shall earn an academic letter. First time letter winners will receive a letter and a pin. Subsequent letters will be recognized with a bar. These awards shall be presented at the year-end awards ceremony.

Activities

In addition to your regular academic work at Ellendale High School, you have the opportunity to participate in the activities listed:

Academic competitions	Basketball
Career and Technical Student Organizations	CASPER/SADD
Cheerleading	Drama
Drill Team	E-Club
Football	Golf
Music competitions and festivals	National Honor Society
School Annual	Speech
Student Council	Student Managers
Track	Volleyball
Wrestling	Youth Alive

Activity Regulations

The use and unlawful possession of illicit drugs, alcohol, and tobacco is wrong and harmful. The following policy concerning the use or possession of alcohol, tobacco, and controlled substances and criminal activities shall be enforced twelve months per year.

Any Ellendale School student will be subject to suspension from co-curricular activities or any event where the student represents Ellendale High School for the following:

- A. The use or possession of alcohol, tobacco, or any controlled substance as defined by North Dakota law.
- B. The use, possession, or sale of non-prescriptive anabolic steroids.
- C. Huffing or the intentional misuse of inhalants.
- D. Being seen on the premises of an establishment that sells alcohol as its main source of income without the presence of a parent or legal guardian.
- E. Attendance at a party, being in a motor vehicle, or elsewhere where alcohol, tobacco, or controlled substances **are being used illegally** and making no attempt to leave at the first available opportunity.
- F. Being in an area where alcohol, tobacco, or controlled substances **are being used illegally** at a public event, public dance, or wedding dance and making no attempt to leave that area at the first available opportunity.
- G. Involvement in any criminal activity (except minor traffic violations) and/or being charged by an adult or a juvenile court.

The school administrator shall immediately investigate any alleged violation of items A through G above. If the administrator finds reasonable grounds to believe that a rule has been violated, the administrator shall give the student immediate notice of suspension from co-curricular activities in writing. The period of suspension shall begin from the date and time the notification is given to the student.

The student shall have the right to a hearing within three school days after such notification. The superintendent shall be the hearing officer. The student shall have the right to be present at the hearing, to present testimony and evidence, and to confront the person(s) who filed the complaint.

If a student denies the allegation and is later found to have been in violation, an additional four weeks will be added to the suspension. An admission by the student must be made before the hearing.

Suspensions from co-curricular activities are six weeks for a student's first violation and eighteen weeks for each subsequent violation during his/her high school career. A student who has not completed a suspension at the end of the school year will remain suspended during the summer vacation. A student shall be credited with one week of suspension for each month of summer vacation. A student who is suspended from co-curricular activities during summer vacation will be credited with one week of suspension for each month of summer vacation and the remainder of the suspension will be served when school begins in the fall.

If the suspension is due to alcohol, tobacco, controlled substances, or inhalants, the student must complete a minimum of 6 hours of prevention education or chemical abuse counseling for the second offense and a minimum of 18 hours of prevention education or chemical abuse counseling for the third offenses before being allowed to participate in activities. In cases where the courts require a student to complete a first offender's course, an evaluation, or a similar requirement and that requirement will not be completed until after the 6- or 18-week suspension period has passed, the administration may allow a student to resume activities following the suspension period. The fourth offense and all subsequent offenses will require the completion of a rehabilitation program prior to being allowed to participate in activities.

The athletic coach or activity advisor shall determine whether or not a suspended student may practice with the group during the suspension. The coach or advisor shall also set all other rules for the sport or activity including but not restricted to the following: curfew, dress code, team discipline, and travel rules.

Remember: if you don't violate the chemical rule, you don't have to be concerned with the punishment.

A student may be reinstated for competition upon completion of an inpatient alcohol or drug treatment program, provided the student provides a signed completion report from said treatment center.

Other Activity Regulations

1. All students involved in school activities are expected to ride to the scheduled event with the group and return with the group. The only exceptions to this rule would be taking of the student off the bus by the parent through personal contact with the activity advisor or prior arrangement made with the principal or superintendent.
2. If the group is involved in an overnight situation, all members of the group will be staying in one location under the supervision of the activity advisor or school representative in charge.
3. Students must be present by the start of period 4 the day of an event such as a practice, ball game, cheerleading, concert, play, etc. to participate in that event. A student who is too ill to be in school will be considered too ill to take part in the event. A written medical excuse from a health professional would be the only exception.
4. An absence the morning after an event may be considered unexcused. Co-curricular activities should be limited to those students with the physical stamina to handle both school attendance and activities.

Alcohol & Other Drug Use and Abuse

The school has a clear responsibility to maintain an atmosphere which will promote a quality learning environment. Because the use of drugs, alcohol, tobacco and other chemicals among young people has become a major problem in our country, and because the availability of these substances on school campuses interferes with the educational process, this policy is being adopted and implemented. The policy is designed to help eradicate the influence of drugs, alcohol, tobacco 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.

Education

This District will teach about drugs and alcohol in an age appropriate developmentally based education and prevention program in every grade, K – 12. This program will include information about drug and alcohol counseling and rehabilitation programs available to the students. The District will also conduct staff orientation and continued training and parent and community education. This will be done in cooperation with a community Chemical Health Committee. This education program will also include providing an information service for referral to counseling and/or treatment so that students may seek and get counseling on alcohol and drug matters at any time without fear of reprisal and with assurance of the confidentiality of the counseling. Referral for treatment when needed should be a constructive and not a punitive action. We recognize that chemical addiction is a treatable disease.

Prohibited Activities

The use and unlawful possession of illicit drugs and alcohol is wrong and harmful. It is the responsibility of the school to establish rules that will eliminate such use from the school setting. Therefore, it shall be against school policy for any student:

1. To sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy of what the student represents or believes to be any of the substances listed in this policy;
2. To possess, procure, purchase, or receive, or to attempt to possess, procure, purchase, or receive, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy. A student will be determined to be “in possession” when the substance is on the student’s person or in the student’s locker, vehicle, or handbag, or when the student owns it completely or partially; and
3. To be under the influence of (legal intoxication is not required), or to use or consume or attempt to use or consume, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.

This policy applies to any student who is on school property, who is in attendance at school or at a school sponsored activity or whose conduct at any time or in any place interferes with or obstructs the mission or operations of the Ellendale schools or the safety or welfare of students or employees.

Prohibited Substances

1. Alcohol or any alcoholic beverage;
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I – V, of Title 21, United States Code, Section 801 et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant, any form of tobacco, and all other illicit drugs.
3. Any abusable glue or aerosol paint or any chemical substance, for inhalation, including but not limited to lighter fluid, white out, and reproduction fluid.
4. Any prescription or non-prescription drug, medicine, vitamin, or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, “no-doze” pills, cough medicines and syrups, cold medicines, laxatives, stomach, or digestive remedies, depressants and sleeping pills not taken in accordance with the authorized use policy.

Authorized Use

Any student whose parent or guardian request that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall follow the procedures of Policy FEAA – Administering Medicine to Students, which requires a prior permission signed by the parent for non-prescription medications and the signed request of the physician and parent for any other medication.

Violation

Disciplinary sanctions will be imposed on any student violating this policy. These sanctions may include suspension or expulsion and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities. The student may be referred to the school counselor.

Any student who is observed to be under the influence of a prohibited substance will be taken immediately to the principal or superintendent’s office. The student’s parents will be notified and asked to pick up the student. If there appears to be imminent danger to other students, school personnel, and/or the student involved, the principal or superintendent may have the student removed from the school by medical or law enforcement personnel.

Intervention

We also recognize the responsibility to assist students in recognizing their own addiction. It is realized that the public school has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student’s ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. To this end, The Ellendale School District # 40 encourages faculty members to be observant of student behavior and to participate in a program of intervention. Faculty members may use the check list in policy FHCF-E to determine whether observed behavior should be reported. If the faculty member decides that the behavior indicates a possible prohibited activity, the student should be: 1) referred to the school counselor, or 2) reported to the Principal.

If the counselor, principal, or superintendent believes that the student indeed is in need of assistance, the counselor, principal, or superintendent may call the student in for a conference. The counselor, principal, or superintendent may receive assistance in how to confront students from a certified addiction counselor.

If after conferring with the student, the counselor, principal, or superintendent believes there is a probability that the student may be chemically dependent, the student and/or the student's parent(s) or guardian(s) will be told that it is necessary that the student receive a formal chemical dependency diagnosis.

The school will make a reasonable effort to cooperate with a therapy program if one is recommended for the student. The school will have the option of requiring that the student attend the suggested therapy at School District expense as a condition for continuing to attend school.

The School Board of Ellendale School District # 40 believes that if a student is involved in a chemical dependency program and is successfully addressing their harmful involvement with chemicals, the student may continue in the regular school setting and continue to participate in any extra-curricular program unless participation is in conflict with rules and regulations set forth by Ellendale School District # 40 School Board, and the North Dakota High School Activities Association.

The school may, through the use of available resources, provide follow-up counseling and supportive assistance to those students who return after successfully completing a therapeutic regimen, realizing that the student may need assistance in dealing with other environmental factors beyond the school's control which may remain unchanged.

A student can expect that any personal problem she/he discusses with an administrator, faculty member, social worker, Core Team Member, or counselor will be strictly confidential. There are four exceptions:

1. Whenever a staff member learns of a condition which may adversely affect another student, he or she will have to act on that information.
2. If a student is experiencing health and/or emotional problems because of controlled substance use or abuse and is unable or unwilling to seek assistance, then a referral should be made. Confidentiality will be maintained subject to the welfare of the student.
3. If a staff member has reasonable cause to suspect child abuse, the staff member must report to the Children and Family Services Division of the Department of Human Services.
4. If a staff member is called to testify in a judicial proceeding.

Policy Implementation

Student handbooks shall contain a copy of this policy.- Compliance with this policy (FHCF) is mandatory. A form will be issued with the student handbook for parents to sign and return indicating that the information in the handbook has been received and read by the student and the parents. Each principal will distribute and collect the student and parent signature forms and provide them to the Superintendent who will maintain a file of returned forms.

The Superintendent or 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 designee will cause this policy to be individually reviewed with such employee.

The Superintendent will maintain a list of all employees with whom this policy has been reviewed, whether individually or through in-service training, along with the dates of such review/training.

The Ellendale School District # 40 will review this policy and its implementation annually to ensure that disciplinary sanctions are consistently applied and to 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.

Attendance and Tardiness Policy

Students in the schools of North Dakota are required by state law to remain in school until they reach the age of 16. If students are to learn sufficiently they need to be in attendance on a regular basis. Additionally, it is important for students to be at school on time because this trait is required in the world of work.

Absence from school should be limited to illness, illness or death in the family, emergencies at home, emergency medical or dental appointments, or legal commitments. Absence from school for visiting, working for someone other than parent or guardian, fishing, hunting, shopping, haircuts, babysitting, and etc. are not recommended and should be discouraged by parents and guardians.

There are three types of absences: excused, unexcused, and truant. An excused absence shall be recognized as any absence from class/school with a written/verbal excuse by the parent/guardian or administrator/school. In order for an absence to be considered excused, the office must receive notice of the absence prior to 8:40 a.m. (or by 12:40 p.m. when a student fails to return to school after lunch) on the date of the absence. Notices can be emailed to EPSAttendance@ellendale.k12.nd.us or voicemail may be left at 349-3232. When an absence has not been excused, it is unexcused. Unexcused absences become truancy when a student under the age of 16 is absent from school without excuse for more than:

- a. Three consecutive school days during a semester;
- b. Six half days during a semester; or
- c. Twenty-one class periods during a semester.

When a student has been absent or tardy, homework or any other assignment during the absence is required to be made up within the time limit established by the teacher. The guideline is that the student will be given two days for each excused absence to complete make-up work. Homework assignments, quizzes, tests, or exams given during the unexcused absence will be due at the same time the assignment is due for students who were in attendance.

Any time a student gets ill or has to leave the school for any reason between the start of 1st period and the end of 4th period or the start of 5th period and the end of 7th period, he/she must have parent or guardian permission before he/she leaves the building. An administrator or office personnel must verify that parent/guardian permission has been granted for the student to leave the building. Failure to sign out in the office will result in an unexcused absence and possibility of disciplinary action.

Any student absent for more than ten periods of any class in one semester may not receive credit for that class for that semester. Students who exceed the limit of ten absences in a semester will appear before the administration. The student will present the reasons for their absence and any extenuating circumstances that would merit the granting of credit. The administration will consider each case and render a decision based on the merits of that case. The granting of credit by the administration may include conditions for earning that credit.

Care of Property

Desks, books, and all other school equipment that are loaned to students are school property. Any damage done to such articles will be assessed against the borrower. Every student should do his/her best to help keep the building clean. Wastebaskets are provided for all waste paper and refuse. Do not mark or deface the buildings, walls, or school furniture. Let us justify the confidence the community has in us by respecting the buildings they have put to our use. Pupils are not to cut across any lawn or garden, public or private. Avoid injury to young trees, shrubs and flowerbeds, for all citizens are entitled to proper respect for their property.

Dress Code

Personal grooming and dress are primarily matters of concern between the students and their parents. When grooming and dress patterns create a disruptive influence upon the education program of the school or when the health or safety of the student body is affected, it becomes a concern of the school. Students are encouraged to use sound judgment and modesty in dress and grooming. Any student who is wearing an improper item of clothing will be sent home to change. Any time missed from class in this case will be an unexcused absence.

1. Any shirt, blouse, hat, or item of clothing that refers to an alcohol or tobacco item, or is vulgar or profane may not be worn at school functions or on school property.
2. All undergarments must be completely covered. Openings at the neck and arms shall provide adequate coverage. All midriffs must be covered.
3. Wear clothing and hairstyles that do not attract undue attention.
4. Use good judgment to present a neat appearance and use good personal hygiene.
5. Shorts may be worn in the fall or spring when the weather is hot.
6. Hats may not be worn inside of the school buildings during school time. School time is considered to be from the time you arrive in the morning to 3:30 PM.

Electronic Devices

Modern technology has provided a wealth of electronic devices for entertainment and personal communication. Use of devices (such as MP3 players, cell phones, pagers, and etc.) will be prohibited at school during instructional time unless such use is for a clearly defined educational purpose with the permission of the classroom teacher. Violations will be dealt with as follows: first offense-the teacher will confiscate the device and the student may pick it up in the office at the end of the day; second offense-the teacher will confiscate the device and a parent/guardian may pick up the device at the office at the end of the day; and the third offense-the device will be confiscated and the student is subject to further disciplinary action that may include suspension.

All students are expected to be aware of and abide by the EPS Acceptable Use Policy. That policy may be found at www.ellendale.k12.nd.us/schoolboard/policy/Section%20A/ACDA.pdf.

Eligibility

Ellendale High School has a bi-weekly eligibility policy. Students who wish to participate, compete, or travel with a team or an activity listed in the activities section of this handbook must be passing all classes to be eligible. Grades will be checked the end of the third week of the semester and every two weeks thereafter. The grade to be used to determine eligibility will be the grade computed from the opening of the semester (NDHSAA By-Laws Article XIV Section V). A student who is not passing all classes will be ineligible, beginning the start of the next calendar week, for the following two weeks. An ineligible student may become eligible-after one week by asking the principal to be reinstated if they are passing all classes.

Additionally, upon entering the ninth grade, students must earn at least four half units per semester of academic credit to be eligible. Article XIV Section VIII of the NDHSAA By-laws states that failure to acquire four half-units at the end of a semester will make students ineligible for a period of four weeks the following semester.

The By-Laws of the North Dakota High School Activities Association will govern all matters of eligibility not addressed by this handbook.

Emergency and Drills

Ellendale School is equipped with a fire alarm system that can be heard and seen adequately. A continuous ringing of the fire bell or the regular bell is a warning. When this is sounded, all students will leave the building in a manner provided in fire drill regulations. Drills will be held throughout the school year.

Students should file out of the nearest exit and remain outside until recalled by the principal or superintendent. There should be no running or commotion and little need for talking during a fire drill. Uncooperative students may face serious disciplinary action, as fire drills are serious in nature.

Notice for tornado warnings will be given over the PA as a signal for all staff and students to go to the designated area. Students are to follow the direction of teachers and other adult staff for the sheltering area during a tornado warning. Evacuation routes and sheltering locations will be posted in each classroom.

Students are to proceed in a fire drill fashion. You are to remain in the shelter area until the principal or designated person instructs you to return to your classroom.

Grading System

The Ellendale Public School uses a letter marking system. The grading scale and honor points earned for a full credit are:

<u>Grade</u>	<u>Range</u>	<u>Honor Pts.</u>
A+	100	4.00
A	95-99	4.00
A-	94	3.67
B+	93	3.33
B	88-92	3.00
B-	87	2.67
C+	86	2.33
C	79-85	2.00
C-	78	1.67
D+	77	1.33
D	71-76	1.00
D-	70	0.67
F	0-69	0.00

In addition, the following marks may appear on mid-term reports, report cards, and transcripts:

- I incomplete, may be given at the end of a grading period by an instructor when a student has make up work outstanding as the result of an absence. In the absence of extenuating circumstances, an incomplete will convert to an F two weeks after the end of the grading period when the make up work is not completed.
- WF withdrew failing, given when a student drops a class with a failing grade after the third week of the semester.
- WP withdrew passing, given when a student drops a class with a passing grade after the third week of the semester.
- P passing, given as a semester grade when a student elects to have a class graded on a pass/fail basis. A grade of P earns graduation credit but no honor points are awarded.
- NC no credit, given when a student fails to earn credit due to exceeding absence limits.

Semester grades shall consist of nine-week grades and semester exam grades. The semester exam shall count as 20 percent of the semester grade.

Students in grades 9-12 may elect a pass/fail grading option in any of the five (5) elective credits required for graduation. Any student choosing a pass/fail grading option must notify the principal within the first eight weeks of the semester. A grade of P will not be included in the calculation of grade point averages and will not earn honor points.

Students who have modifications that substantively or fundamentally alter course standards, expectations, and requirements will have those courses graded on a pass/fail basis. Such a decision will be made by that student's IEP, BLST, RtI, or child study team and will be included in that student's IEP, 504 plan, or PEP. The IEP, BLST, RtI, or child study team will also determine whether credits earned that have been graded pass/fail will be allowed as part of minimum of 17 credits required by the ND DPI and such modification will be noted in that student's IEP, 504 plan, or PEP.

Physical education and journalism classes will be graded P/F after earning 1 credit in either of these classes.

In classes where pass/fail grading is used and a passing grade is earned, the "P" grade will appear only as the semester final grade. Actual letter grades will be used for all other grade reporting periods.

Graduation

To receive a diploma from EHS requires the following:

- 4 credits of English
- 3 credits of Laboratory Science (physical science, biology)
- 3 credits of Mathematics
- 3 credits of Social Studies (P.O.D., U.S. History)
- 1 credit of health / physical education

- 3 credits of fine arts, languages, or career/tech ed
- 5 credits of Elective Courses (maximum of 1 from Phy Ed)
- 22 Total Credits as per ND Century Code 15.1-21-02.1 and 15.1-21-02.3.

Students should be aware of the college entrance requirements of the post-secondary school they may plan to attend. Students who intend to participate in collegiate athletics should also be aware of the different eligibility requirements. This information can be obtained from the colleges, the guidance counselor, or the athletic director.

The valedictorian, salutatorian, and honor students in the senior class will be determined after seven semesters have been completed. Class rank and honor students will be determined by the number of honor points earned. Students who have earned 70 honor points after seven semesters will be named honor students.

The ordering of class rings, announcements, photographs, stationery, etc. are all voluntary on the part of the student and his/her parents. There are no such requirements for graduation.

Only those who have met the requirements for graduation will be allowed to participate in commencement exercises.

Guidance Counseling

Your instructor or counselor will welcome you talking with him/her about your program study, vocational plans, college plans, or about any problem in or out of school which may be causing your concern. You may make an appointment with the counselor during the day or after school if you desire. Each student is entitled to receive a consultative review of their individual high school education plan at least once during each high school grade. Upon request of the student, the school shall provide the consultative review.

Harassment or Bullying

Harassment or bullying of any type has no place in the school setting. The Ellendale Public School District #40 will endeavor to maintain learning and working environments that are free of harassment and bullying. The school board expects administrators and supervisors to make it clear to students and staff that harassment or bullying 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.

Bullying is defined as: Conduct that occurs, or conduct that is received by a student while in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

1. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
2. Places the student in actual and reasonable fear of harm;
3. Places the student in actual and reasonable fear of damage to property of the student; or
4. Substantially disrupts the orderly operation of the public school

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

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

Students who witness or experience bullying or harassment are encouraged to report it. Tell an adult you trust. There is also a reporting form on the school's web site.

Honor Roll

At the end of each quarter, an honor roll will be published for grades 7-12. Qualifications and restrictions are:

1. A student must maintain a 3.0 (B) average in all courses.
2. All grades must be a C- or above to qualify for the honor roll.

Lockers

Each student will be provided with a locker in which to keep books and outside clothing and that will be used throughout the school year. **However, the Ellendale Public School accepts no responsibility for articles lost or stolen from lockers or elsewhere about the premises although reasonable care will be taken to guard against theft.** Items of particular value, such as large sums of money, cameras, etc., should be brought to the office for safekeeping. Expensive clothing (i.e. leather jackets) or jewelry should be worn and not left in the locker during the school day or during activities. Lockers are to be kept neat and clean at

all times. The locker is considered to be school property and, therefore, is subject to inspection by the principal or superintendent when deemed necessary.

Combination locks are available for check out from the office. Only school owned locks may be used on school or gym lockers.

Non-Activity Night

Wednesday night is non-activity night. With this in mind, all EPS student activities shall be concluded and out of the building by 6:15 PM. No school activities shall be sanctioned on Wednesday night or on Sunday.

Nondiscrimination Policy

The Ellendale Public School District No. 40 does not discriminate on the basis of race, color, national origin, sex, age, religion, or handicap in its educational programs, activities, employment policies, or practices. Inquiries concerning Title VI of the Civil Rights Act of 1963, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 may be referred to the Superintendent of Schools, Box 400, Ellendale, ND 58436.

Organization Meetings

Members of the high school faculty will be appointed as advisors for each activity or organization. No organization shall have meetings without the approval of the principal and the advisor. An advisor or an appointed school representative must also be present at all meetings.

Physical Contact Between Students

Public displays of affection between high school students are a growing concern. These public displays of affection are distracting and cause discomfort to other students. Any physical contact between students that goes beyond handholding will not be allowed. If physical contact goes beyond hand holding, the parents of the students involved will be informed and the students may be subject to disciplinary action.

Prom and Grand March

Students serving 6- or 18-week activity suspensions during the time of prom will NOT be allowed to participate in the grand march or prom.

Respect for Authority

Students are to respect the authority of every instructor, bus driver, custodian, cook, or secretary at all times in all areas of the school premises, at any time the students may be on such premises whether during school hours, after school, Saturday, or other times. Students are under the jurisdiction of all staff members. When any school employee requests a student to do something reasonable, the student shall respect that request and comply in the appropriate manner. Insubordination will not be tolerated.

School Discipline

- A. Although pupil discipline is ideal in theory, until that is achieved and practiced, teachers must assume the task of guiding pupil behavior in the proper channels of expression wherever and whenever the need arises. To that end, the teachers must share that responsibility in order to make the task, as light as possible and yet as effective as it must be in a broad and complex situation.
- B. When a teacher has taken a directive action to guide a pupil or pupil's behavior, the principal should be informed of such action and the parent or guardian then be informed by the principal and/or teacher. If the principal feels it is noteworthy, and the incident may occur in the future, it may require further disciplinary action leading to suspension.
- C. If there are continual pupil behavior problems, or a serious incident occurs, the teacher should inform the principal, if possible, and then take the pupil and the problem to the principal for his/her consideration.
- D. The principal will inform the superintendent of the behavior problem, and advise of his/her actions and possible suspension of up to five days.
- E. In the case of persistent behavioral problems or a single serious incident where expulsion is considered, the procedures established by board policies FHDA, FHDA-E1, and FHDA-R will be followed.
- F. Detention: Teachers or the administration may assign noon detention. Students assigned noon detention lose open campus lunch privileges. Students must report to the multi-purpose room when dismissed from their 4th period class and remain there until the warning bell for 5th period. Teachers may also assign detention in their classrooms either before or after school, or during the Rtl period.
- G. Suspensions:
 1. Probations: A teacher's warning of imminent suspension of a student may be administered for any act of misconduct. The principal will be notified of such warning, and he/she will make arrangements to notify the parent or guardian.
 2. Suspension from class: A teacher may suspend a student from class for one day. Suspension may be longer, up to five days, on approval of the principal. Notation will be made in the student's file, and the principal will notify parents/guardian. The student will report to the principal immediately upon suspension. A suspension may be either "in school" or "home" suspension.

- H. Expulsion from School: In compliance with NDCC 15.1-19-09(2): "A student may be suspended for up to ten days for insubordination, habitual indolence, disorderly conduct, or for violating a school district weapons policy.", and (4): "A student, including one enrolled in an alternative education program, may be expelled from school for insubordination, habitual indolence, or disorderly conduct; provided the expulsion does not last beyond the termination of the current school year."
- I. Students may expect due process to protect their "property right" to attend school and "liberty right" to keep a good reputation.
 - 1. Suspensions for five days or less:
 - A. The principal or teacher shall give the student oral or written notice of the charges against him/her.
 - B. If the student denies the allegations, the principal and/or the superintendent must present an explanation of the evidence that they have and give the student an opportunity to present his/her version.
 - 1. The notice and minimal hearing should be as soon as practical.
 - 2. In accordance with the Goss vs. Lopez case: "Students whose presence posed {sic} a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, the necessary notice and rudimentary hearing should follow as soon as practical..."
 - 2. Where long term suspension or expulsions are concerned, more elaborate hearings will be held.

School Lunch

The school lunch program was introduced into the school with the purpose of serving you. Students guilty of misconduct will be subject to dismissal from the school lunch privileges. Teachers and cooks are employed in the school lunch program to help and serve you. Show all due respect to these people. They do have the authority to dismiss you from the school lunch room should it become necessary.

Ellendale High School currently has an open campus during the lunch break for grades 9-12. Students need to keep in mind that having an open campus is a privilege. With this privilege of an open campus comes the responsibility of maintaining the highest levels of student conduct and citizenship while off campus, especially when operating a motor vehicle. Open campus lunch breaks are a privilege and when privileges become abused, they can be revoked.

Sexual Harassment

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws that prohibit sex discrimination. Under the Equal Employment Opportunity Commission (EEOC) guidelines that the school district follows, an employer may be accountable if supervisory employees harass a person, whether or not the employer is aware of the harassment or acts promptly to remedy the situation. If a person is harassed by fellow workers or by non-employees, the employer is held accountable if the employer knows or should have known of the harassment and fails to take immediate and appropriate corrective action.

Learning and working environments that are free from sexual harassment will be maintained in the Ellendale School District. It will be a violation of policy for any member of the district staff to harass another staff member or student, or for students to harass other students, through conduct or communication of a sexual nature as defined by this policy.

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

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

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

1. Sex-oriented verbal "kidding", abuse, or harassment;
2. Pressure (subtle or otherwise) 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 personal concerns.

Any person who believes he or she has been a victim of sexual harassment by any employee or student of the school district, or any third person with knowledge or belief of conduct that may constitute sexual harassment, should report the alleged acts immediately to the appropriate school district official as designated by Policy AAC. If the official designated is the person alleged to have sexually harassed another, the complaint may be filed to any other administrator or directly to the board president. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments, or grades.

The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action, which may include discharge.

A substantiated charge against a student in the school district will subject that student to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies.

Study Halls

Students and teachers share a responsibility to insure that study halls are a quiet and constructive place to work. Study halls are provided for students as a place for completion of assigned homework, study of current work, and/or review of completed work. There is no such thing as being all done with studying; review, review, and review!

Students are expected to bring adequate materials with which to work, study, or review for the duration of the study hall. Students who are not on the restricted campus list are allowed to sign out from study hall using the following guidelines:

1. students may not sign out for the first ten minutes of the period,
2. students who sign out must return to the study hall a minimum of five minutes prior to the end of the period,
3. five students may be signed out to the library at any one time for a maximum of 15 minutes, and
4. the study hall supervisor shall determine how many students may be signed out at a time for the lavatory, locker, or to the office.

Weapons

The Ellendale Public School Board has determined that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district.

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity. Such weapons include, but are not limited to, knives, razors, ice picks, explosives, smoke bombs, incendiary devices, guns (including pellet guns), slingshots, bludgeons, brass knuckles or artificial knuckles of any kind, or any objects that can reasonably be considered weapons or dangerous instruments.

Violation of this policy will require the principal initiate the proceedings for the suspensions and/or expulsion of the student involved immediately.

When a student is found to have a pocketknife, a utility knife, or a jack knife, it will be confiscated.

Weather Emergencies

In the event school is to be canceled or dismissed early, the official school announcement will be made using the SchoolReach phone system. The announcement will also be broadcast on KDDR-1220 AM, KSJB-600 AM, KFYZ-550 AM, and KVLV TV (Fargo). You can also check out the school website at www.ellendale.k12.nd.us, the school's Twitter feed, and Facebook page.

School Song

**Onward Ellendale, Onward Ellendale
You're the school so grand!
You're the one we love the best
In all this mighty land.**

Rah! Rah! Rah!

**Onward Ellendale, Onward Ellendale
Here's to do or die.
Cheer, cheer the gang's all here
For Ellendale High.**