



2023-2024

# STUDENT HANDBOOK

Sargent Central Public School  
575<sup>th</sup> 5<sup>th</sup> St. SW  
Forman, ND 58032

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# Overview

## Section 1

### I.01 Vision

Together is Central.

### I.01 Mission Statement

The mission of Sargent Central Public School is to help others create themselves, things, and opportunities.

### I.02 Student Learner Outcomes

Each student will:

1. Apply concepts, generalizations, processes, and strategies considered important to specific content areas, with the ability to utilize technology.
2. Work in a cooperative/collaborative manner.
3. Conduct oneself in a positive manner in a variety of methods.
4. Communicate effectively through a variety of methods.
5. Gather, evaluate, and use information effectively in a variety of ways.
6. Use critical thinking processes, make decisions, and solve problems.

### I.03 Accomplishing the Curriculum

To facilitate the achievement of the learning goals of our students, the faculty, staff, and administration use or support a variety of instructional strategies which recognize and capitalize on individual learning styles and rates.

### I.04 Accountability

To the extent that parents and patrons of our school district actively support their school, teachers, administrators, professional support personnel, and board members accept responsibility for fulfilling the purpose and student learning expectations shown in our mission statement. Students, parents, and guardians will be accountable for taking full advantage of the educational opportunities offered by the school.

#### **Specific responsibilities of the students:**

- Assume personal responsibility for learning.
- Cooperate and communicate effectively to improve the educational efforts of the school.

### I.05 Equal Opportunity

Sargent Central School District does not discriminate against any persons on the basis of race, color, national origin, sex, religion, or impairment in its educational programs, activities, or employment policies or practices.

# General Topics

## Section 2

### I.06 Counseling and Career Services

As part of its commitment to serving students, Sargent Central provides career and counseling services to all students. The counselor is available to assist students in many ways. Students are encouraged to seek counselor assistance with scheduling, career planning, educational planning, college selection and application, personal problems, and any other situations that students may face.

### I.07 Medication Administration

State law and recommendations from the North Dakota School Boards Association have made changes to the way medications for students are handled at Sargent Central Public School. Refer to the school website [www.sargentcentral.org](http://www.sargentcentral.org) for an updated Medication Administration procedure or contact the central office for a pamphlet.

### I.08 Hours

Students arriving by school transportation must remain on school grounds. The school will be open to students from 7:45 am to 3:45 p.m. Beyond those hours students may not be in the building unless under the direct supervision of a faculty member. Students wishing to wait after school to attend a later school event such as a concert, practice, game, etc. must secure prior approval by administration. In addition, students attending such activities must be in the area of the activity only.

### I.10 The Office

The office is an administrative work area. However, students may visit the office when necessary. A telephone is provided for students to use as needed, but long-distance calls may not be made without permission from the office. Please try to make arrangements with parents prior to the school day in order to help limit calls home.

### I.11 School Closing

In the event that school starts late, is canceled, or must be dismissed early due to unforeseen circumstances, every effort will be made to notify the public as far in advance as possible. This is best done through local radio, TV stations and school announcement technology. Students and parents may also check the school website at [www.sargentcentral.org](http://www.sargentcentral.org).

### I.12 Pets/Animals

The students should bring no pets or other animals to school; parents may bring them when advance arrangements/approval have been made with school administration.

### I.13 Insurance

Sargent Central Public School does not insure any students at any time. It does not insure students in any activities, including athletics. Students and their parents/guardians are responsible for student insurance.

### I.14 Drivers Education

Sargent Central may offer driver's education. Students wishing to take the class and behind-the-wheel instruction shall pay a fee as determined by the board of education. This fee must be paid in advance before driving can begin. Students taking the instruction must be 14 years of age and must have completed at least four hours of classroom instruction offered by Sargent Central before they can begin driving.

### I.15 Family Educational Rights & Privacy Act

- a) The Family Education Rights and Privacy Act requires school districts to notify parents and students and seek consent to release student records. Certain directory information from students' records will be released and made public without the written consent of the parents, or of students eighteen years of age or older.
- b) Information defined under the law as directory information includes: student name, participation in officially recognized activities and sports, athletic team listings of weight and height, dates of attendance, and degrees and awards received.

### I.16 Section 504/ADA

- a) Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibits discrimination against persons with a disability in any programs receiving federal financial assistance. Section 504/ADA defines a person with a disability as anyone who:
  - i. *Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.*
- b) The Sargent Central High School has the responsibility to provide adjustments, modifications, and provide necessary services to eligible individuals with disabilities. The Sargent Central District #6 acknowledges its responsibility under Section 504/ADA to avoid discrimination in policies and practice regarding its personnel or students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school.

### I.17 McKinney Vento Homeless Act

The McKinney Vento Homeless Act provides educational rights to students that are living in a shelter, motel, vehicle, campground, on the street, or in other inadequate accommodations. For more information contact the school counselor.

### I.18 Right to Know

Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. If you are interested in learning this information, please contact the school. Upon this request, a detailed explanation of the licensing, education, and experience of each of our teachers and paraprofessionals will be provided.

### I.19 Visitors

- a) All visitors must check in at the main office.
- b) Parents wishing to visit school should inquire at the principal's office or prearrange with the teacher prior to entering the classroom.
- c) Students are not to bring friends or guests to school as visitors unless it has been prearranged and approved by the principal.
- d) All visitors require a name tag on display at all times.

### I.20 Savings Clause

It is impossible to establish a written policy for every possible situation that may arise. The administration and teaching staff will have final say regarding any and all possible situations that arise that do not have rules established in written policy.

# Academics

## Section 3

### II.01 Grading

- Students and parents are responsible for monitoring a student's grade/progress on a regular basis.
- If there are any questions about grades received, every effort should be made to arrange for a conference with the teacher. Conferences can be a very successful means of fully understanding and resolving problems. Scheduled conferences will be held at least once during the school year. Parent contacts to teachers are welcomed and encouraged.

### II.02 Elementary Grading

- Elementary grading is based on (9) week intervals.
- Students are assessed on standards, work habits and/or traditional grading scale.
- Students are expected to complete all school work, through homework, during the school day and before or after school if necessary.
- Power School is used to report student academic progress.

#### Elementary Grading Scale

Standards Scale	Traditional Grading Scale			
4 Exceeds expectation	A	94-100	C	74-76
3 Meets expectation	A-	90-93	C-	70-73
2 Approaching expectation	B+	87-89	D+	67-69
1 Not yet reaching expectation	B	84-86	D	64-66
	B-	80-83	D-	63
	C+	77-79	F	62 ↓

### II.03 High School Grading

- Students' mid-semester progress reports will be mailed at the end of 1<sup>st</sup> and 3<sup>rd</sup> quarters at parent request. This is simply a "snapshot" of how a student is doing at the exact time the grades are pulled from Power School. Please check Power School for the most current grade.
- Semester grades will be mailed at the end of each semester. Only semester grades are recorded on students' permanent records and used for Grade Point Averages for 9-12. Sargent Central Public School will accept the letter grade as is from outside educational institutions.
- GPA will be based on a 4-point scale: A=4, B=3, C=2, D=1, F=0. Incomplete work will be indicated by the letter I.
- Factors such as initiative, dependability, cooperation, and effort may be considered in assigning grades.
- In grades 9-12 students may be promoted without passing all classes but may be required to retake any classes failed for one semester or more. Grades are recorded on the basis of semesters, so it is possible for a student to pass a class one semester and fail the other. In that case, the student would only need to retake the failed semester, but may be urged to retake the entire year for his or her own benefit. The exception is math which a student may be required to retake the entire year.



### Standardized Grading Scale for 7-12 Classes

92-100 = A      83-91 = B      73-82 = C      72-65 = D      64 and below = F

- f) Students are allowed the time of absence plus one day for an unplanned, unexpected excused absence to complete and hand in daily work missed. Example: student gone Monday and Tuesday – work will be due on Friday (Wednesday and Thursday correspond with the time of absence; Friday is the “+1” day). Provided the student was given appropriate advanced notice, exams are to be taken, and long-term assignments are due on the scheduled date, or the date a student returns to school.
- g) Students missing classes for school activities or planned absences (e.g. vacations) are required to get work before departure and have it completed prior to leaving or when returning to school.

#### II.04 Special Services

- a) A number of special services are available to the children who may qualify. Service may consist of periodic consultation with the child’s teacher, special instruction within the classroom, instruction in a special resource classroom, or tutorial assistance. Related special services such as transportation, physical or occupational therapy, special instructional equipment, and/or evaluation by other agencies are offered to qualifying children.
- b) The Multi-Tier Systems of Support (MTSS) Team, when requested by a teacher or a parent, initiates interventions. Each student’s case is discussed and modifications put in place when necessary. If the modifications do not work, the team normally recommends testing by South Valley personnel. When the results are back, the special education teacher meets with the parent(s) and teachers to determine the next step.
- c) Children needing special instructional or related services may be referred to the principal by parents or teachers. The MTSS team makes preliminary investigations and suggestions. Should the team recommend it and the parents approve, a formal assessment is conducted by the special service personnel. Following the completion of the assessment a conference is scheduled to determine the child’s eligibility for special services.
- d) Whenever a child is referred, the procedures are:
  - i. Parental approval is obtained prior to assessment, placement, reevaluation, or any major changes in a child’s service plan.
  - ii. Parents are involved whenever placement or service changes are considered.
  - iii. Parents receive a copy of all procedural safeguards available to them and their child.

#### II.05 Cheating

Cheating is a serious offense and will not be tolerated. It involves “stealing” another person’s knowledge, and – more importantly – it harms the student doing the cheating. Students caught cheating may have their grades lowered or other disciplinary actions.

#### II.06 Honor Roll

The honor roll shall be calculated each semester. Only academic classes with 0.25 credits or more shall be counted for inclusion on the honor roll. To be on the A Honor Roll, a student must have a GPA of 3.60 or better for that semester. To be on the B Honor Roll, a student must have a GPA between 3.00 and 3.59 for that semester. Any student receiving a grade of D or LOWER (or an Incomplete) in any class will not be eligible for the honor roll. Students receiving incomplete grades will become eligible for the honor roll only after the incomplete has been replaced by a grade of C or higher.

#### II.07 Senior Honor Students

- a) Determination of Senior Honor Students will be based on the cumulative GPA of academic classes in grades 9-12. Final class awards are determined at the end of seven semesters.
  - i. Highest Honors Students shall be those having a GPA of 3.60 or higher.
  - ii. Honor Students shall be those having a GPA of 3.00 up to 3.59.
  - iii. Valedictorian is the highest GPA and must have a GPA of 3.8 or higher.
  - iv. Salutatorian is second-highest GPA and must have a GPA of at least 3.6 or higher.
- b) Grades transferred in from other high schools will be counted as measured by the other high school. Where such information is not available, the transcript will be evaluated by the principal and calculated on the basis of his/her evaluation.

## II.08 Academic Eligibility

- a) All students participating in co-curricular activities must maintain the academic standards for eligibility established by the North Dakota High School Activities Association and the Sargent Central Public School District Board of Education.
- b) Academic Eligibility – Academic eligibility for Sargent Central High School secondary students, 7-12 grade levels, is determined on a weekly basis through cumulative grading. If a student is failing one or more subjects, he or she will be ineligible to participate in any co-curricular activity for a period of one week; Monday - Saturday. Student participants are required to practice but may not perform or compete. Students may not travel for any event when departure is prior to daily school dismissal. At the beginning of each semester, the second Friday, or last student contact day, eligibility checks will begin. Lack of notification does not change ineligibility status.

## II.09 Class Changes

Most classes at Sargent Central are yearlong classes. A student will have the first three days of the semester to change classes per administrator approval. Students will need to fill out a class change form to be signed by both teachers and the principal. ITV class changes will be based on the rules governing the ITV system.

## II.10 Graduation Requirements

The State of North Dakota and Sargent Central are requiring a student to have successfully completed the following **22.5** credits of high school coursework:

- 4** credits of English Language Arts
- 3** credits of mathematics
- 3** credits of science including: 1 credit of physical science and 1 credit of biology
- 3** credits of social studies including: 1 credit of US History and 1 credit of POD or American Government and Economics
- 1** credit of physical education
- 0.5** credit of health
- 3** credits from the following (any combination):
  - Foreign or Native American languages, Fine Arts, Career and Technical Education
- 5** credits of electives
  - to include 0.5 credit freshman career, .5 credit senior communication course, 0.5 credit senior financial literacy course

See the school counselor for college requirements.

### II.11 North Dakota Scholarship

ND Academic or Career and Technical Education Scholarships valued at up to \$6,000 are available to graduates who meet certain requirements. Certain courses, grades, and requirements apply to be eligible for the state scholarship. See counselor website for additional information on scholarships.

### II.12 Dual Credit & Correspondence Courses

By special arrangement, correspondence courses and college credit courses are available to 10-12 grade students. These courses may not substitute for any courses offered by Sargent Central during the academic school day, except for a student retaking a failed course. Seniors are allowed to take College English and College Math as part of their academic school day; however, seniors may be granted no more than two academic hours for other correspondence/dual credit courses. Juniors and sophomores will be granted no more than one hour for correspondence/dual credit courses. Dual-Credit Tuition and other costs are to be assumed by the student. Any student taking a correspondence course or college/dual credit course must meet the requirements set forth by the academic institution, and obtain prior approval from the principal for this credit to be recognized by SC. Online courses must be completed by the last day of the semester, unless prearranged.

### II.13 Study Hall

Students will use study halls to their best benefit. No students may have more than 1 study hall each semester. Study halls will only be given to students based on academic need to be determined by administration.

### II.14 WIN Time

WIN is an acronym that stands for “What I Need.” It is a time set aside for teachers to deliver specific instruction targeting the individual needs of each student and additional supportive learning opportunities. Students who are below average in reading or math will be offered instruction based on specific skills to close their achievement gap in the given subject area. Students who score in the average to above average range may receive extra curriculum support, personalized learning, or enrichment opportunities during WIN time. WIN time is in addition to the core classroom instruction.

## Expectations

### Section 4

#### III.01 Behavior in School

- a) Students shall not by the use of violence, force, noise, coercion, intimidation, fear, passive resistance, insubordination, or other conduct intentionally disrupt the lawful mission, processes, or function of the school, nor shall any student urge others to act in such a manner. Any student doing this is impeding the rights of others to gain an education and may be subject to disciplinary action which may include detention, suspension, or expulsion.
- b) Students will at all times show courtesy to other students, teachers, all school staff, and visitors. This applies to all school activities- home and away- as well as to the school day.
- c) After a class period has begun, students will not leave their assigned rooms without permission from a teacher. Teachers will use guarded discretion in issuing such permission.
- d) PreK-5 elementary student schoolwide expectations:

PreK – 5 <sup>th</sup> Grade Elementary Expectations						
	Caring	Act Respectful	Do Your Best	Engaged Learner	Take Responsibility	Safety First
<b>CADETS</b>	Help others Be kind to self & others Use manners	Listen Follow directions Use polite language and tone of voice	Clean up after self Leave spaces better Put in the effort	Communicate your needs Be in charge of your own learning	Be in control of your body and voice	Take care of property Maintain personal space Inform an adult of any problem
<b>Hallway</b>	Quietly close locker Allow others to exit space before entering Hold doors	0-1 Voice Level	Keep locker & area tidy		Go directly to where you need to be	Walk right Watch
<b>Bathroom</b>	Politely wait to use the sink and towels	1 Voice Level Respect the privacy of others	Be quick		Wash hands with soap and water Turn off Sink Use Trash	Use facilities
<b>Lunchroom</b>	Wait calmly Use table manners- chew with mouth closed, use napkin Hang up coats	2 Voice Level Ask to be excused	Take what you eat Wash table space		Sanitize or wash Use utensils appropriately Use both hands to carry your tray	Walk Sit Hands, feet, and objects to self
<b>School Bus</b>		2 Voice Level Keep food put away Listen to directions from the driver			Use trash Take care of your own items Dress for the weather	Face forward Stay a safe distance away from the bus Remain Seated Keep aisle clear
<b>Outdoor Spaces/Recess</b>	Let others play Share Leave nature unharmed	3 – 4 Voice Level Practice good sportsmanship Line-up Use bike racks and sidewalks	Bring in what you take out		Return equipment after use Dress for the weather	Use equipment properly Go down slides feet first Stay in-bounds
<b>Assembly</b>	Applause or comment when appropriate	0 – 1 Voice Level Use the bathrooms and get a drink beforehand				

**VOICE LEVELS**

0 – Off

1 – Whisper

2 – Partner/Table Talk

3 – Speaker

4 – Outside

### III.02 Dress Code

- a) The staff expects the students will use good judgment in wearing appropriate clothing for school and all school events. It is the responsibility of the parents to see that their children are neat, clean and appropriately dressed as to the activity involved and respective age levels of students. Our dress code encourages students to use good taste and common sense. Students found to be dressed in attire that creates a danger to health or safety, creates a disruption to the educational process, violates common standards of decency, or has inappropriate slogans or words will be dealt with at the discretion of the administration.
- b) Students should dress modestly and should not reveal their undergarments, midriff or cleavage.
- c) Bottoms, including but not limited to pants, shorts and skirts, must be worn at, or moderately below the natural waistline.
- d) Clothing shall not display, suggest or advertise weapons, drugs, tobacco, alcohol, obscene language, or items of a sexual nature.
- e) Caps, hats, hoods, bandanas and head apparel will not be worn in the building. Common courtesy dictates the removal of caps and hats upon entering the building as a sign of respect.
- f) Chains of any kind and spiked jewelry are not allowed due to safety issues.
- g) Sunglasses may not be worn in the building without written doctor approval.
- h) PK-6 are required to have inside tennis shoes for gym class and closed-toe shoes for recess.
- i) PK-6 must have proper winter attire- coat, snow pants, hat, gloves/mittens and boots.
- j) Individual classroom rules may apply.

### III.03 Telephone Calls

- a) The school telephone is intended to meet the necessary needs of the school. Limitations on its use, based upon good judgment and consideration for others, must be made. When a parent calls with information for a pupil, it is usually possible to leave a message which can be delivered to the child with fewer disturbances than calling the child to the phone. Pupil calls should be brief, courteous, infrequent, and with permission of the teacher or principal.
- b) Please reinforce with your child(ren) that the phone in the hallway, by the front entrance, should be used only as a way to inform family of cancellations, etc. (e.g. calling off a practice/game, staying for the after-school program or events of that nature.)

### III.04 Electronic Devices

- a) Cell phone usage is a privilege at Sargent Central. 7-12 students may use personal cell phones before or after school and during lunch hour. PK-6 may not be allowed to use any personal electronic device during the school day. Any electronic device may be confiscated.
- b) First Offense
  - i. Teacher retains student cell phone until conclusion of the school day.
- c) Second Offense
  - i. Teacher provides student cell phone to administration, at which point, a parent or guardian will be required to pick up student's cell phone.
- d) Any devices such as iPod, MP3, game boys, Nintendo DS Systems, etc., may not be used in the school. An exception may be made for field trips by supervising teachers will determine if an allowance of use will be made.
- e) Any devices such as iPod, MP3, game boys, Nintendo DS Systems, etc., may be confiscated. Handheld devices will typically be returned at the end of the school day. If infractions are continuous, parents will be called and the return of items will be at the discretion of the principal.

### III.05 Elementary (PreK-6) Attendance

- a) Attendance is the responsibility of students and their parents. Developing good attendance habits is one of the most important aspects of education. Every effort should be made by the students and parents to make the maximum use of the opportunity to obtain an education by prompt and regular attendance. Furthermore, North Dakota state statutes mandate that all children remain in school until age sixteen. The Sargent Central Public School attendance policy states that the only legitimate reasons for the absence from school are student illness and impassable roads.
- b) Absences are recorded by morning or afternoon half days or by period. Whenever a student is absent, that student's parents/guardians must contact the school as soon as possible.
- c) If absence is planned in advance, students are expected to receive homework and have it done upon return.
- d) Students must sign out through the office if they are leaving at any time during the school day without prior parent notification.
- e) In case of illness, if the child has seen a doctor/dentist, have the doctor/dentist sign a certificate. This is especially important when a contagious disease is suspected.
- f) Any time a student is absent, the student is responsible for making up any work missed.
- g) To be eligible for a perfect attendance certificate, a student must be in attendance each day that school is in session.
- h) Students are allowed ten absences per semester. After the 7<sup>th</sup> absence a letter of concern will be sent to parents. Any students missing more than ten days of school during one semester (with the exception of verifiable medical appointments accompanied by a note signed by the attending medical professional or impassable roads due to flooding or snow, etc.) will be reported to the superintendent. Any students that surpass ten days of absences per semester will need to provide a letter (detailing reasons for absences) to the superintendent or address the school board, as decided upon by the superintendent. Students have the right to explain their absences at a hearing before school officials who may grant exceptions when justified.
- i) The principal will notify the parent of the absences and develop an attendance plan with the superintendent, student and parent/guardian.
- j) If attendance does not improve, local agencies, such as the Sargent County Social Services, may be contacted and educational neglect and/or truancy concerns will be filed. After 20 days of absence, retention may be considered if the student, due to poor attendance, is unable to meet academic expectations.
- k) Tardies will be handled the following way: 0-9 tardies, the principal will visit with parent(s). 10 or more will result in 15 minutes after school for each tardy.

### III.06 High School (7-12) Attendance

- a) Attendance is the responsibility of students and their parents. Developing good attendance habits is one of the most important aspects of education. It is vital that students be in attendance as much as possible. Furthermore, North Dakota state statutes mandate that all children remain in school until age sixteen.
- b) Absences shall be recorded by periods. Any students missing more than ten periods of a class during one semester (with the exception of verifiable medical appointments accompanied by a note signed by the attending medical professional or impassable roads due to flooding or snow, etc.) will be reported to the superintendent. Any students that surpass ten days of absences per semester will need to provide a letter (detailing reasons for absences) to the superintendent or address the school board, as decided upon by the superintendent. Students have the right to explain absences at a hearing before school officials who may grant exceptions when justified.
- c) The principal will notify the parent of the absences and develop an attendance plan with the

- superintendent, student and parent/guardian.
- d) If a student fails to comply with the developed plan, he/she may have to appear in front of the school board to explain his/her absences in order to possibly receive credit.
  - e) Whenever a student is absent from a class, that student's parents/guardians must contact the school as soon as possible either by telephone or with a written note explaining the absence. The student must then get an admit slip from the office before being readmitted to class. Any student failing to provide the written note or parent phone call could be considered guilty of skipping school and shall be subject to appropriate disciplinary action. Students must check out with the principal and sign out through the office if leaving at any time during the school day.
  - f) Any time a student is absent, the student is responsible for making up any work missed.
  - g) Incompletes must be made up within ten school days of the end of the semester. Work not made up by that time will become a failing grade or the original grade unless a teacher requests an extension on the student's behalf.
  - h) College visits count toward a student's ten absences each semester.
  - i) Job shadows set up and approved by the school counselor are school excused.
  - j) If a student is absent ten consecutive school days without prior approval from the administration, the student will be officially dropped from the school's student roll.
  - k) A student is tardy when he/she is not in class or study hall at the scheduled time. Students must be in the assigned room ready for work when the period begins. Students will serve detention starting with the 3<sup>rd</sup> tardy and for each subsequent tardy. This will continue throughout that quarter and begin new with each successive quarter. Detention that is not done within the time frame given by the principal will be doubled or result in in-school suspension (ISS).
  - l) Truancy is skipping school. A student is truant if absent without the knowledge of his/her parent or guardian. Students may be truant if they leave school without a permit from the office, do not return from lunch or other absences without parental permission, or do not attend scheduled classes.
  - m) Students that need to leave school must check out with the office. If permission is not received from the office, a student may be required to serve 45 minutes of detention for not checking out.
  - n) All Sargent Central attendance rules apply to classes offered through the Southeast Region Career and Technical Center. In addition, the SRCTC may develop its own rules that will be provided to students at the center. If a student is late more than once to get on the vocational bus, they may be dropped from the Vocational Center.
  - o) Parents will be notified if any of the above high school attendance infractions occur.

### III.07 Bus Transportation

- a) Parents/guardians must contact the office and/or your route driver if their child(ren) is to ride a different bus or not to ride home on the bus.
- b) PreKindergarten-2 students will have a location change slip if riding a non-regular route bus.
- c) Students riding a school bus must behave according to school expectations and the driver's directions.
- d) Any student may be assigned to a bus seat.
- e) Any student causing problems on a school bus may be denied bus service on a temporary or permanent basis. This applies to activity buses and buses to events as well as to route buses.
- f) The bus transportation rules apply to any and all school-sponsored trip.

### III.08 School Related Trips

- a) Any students participating in school-sponsored events occurring out of town must ride the transportation provided by the school or with that student's own parents/guardians. A school

provided travel permission form signed by parent/guardian and coach/advisor is required if a student is to use non-school district transportation. It is strongly encouraged that students ride with the team to and from activities.

- b) Supervisors or administrators may use their own discretion in allowing a student to ride with someone other than that student's parent/guardian and may refuse such a request if the supervisor or an administrator feels there exists a possible problem or danger to the student. A note must be presented from the parent/guardian in this situation also.

### III.09 Driving

- a) The speed limit in a school zone is 15 miles/hour. Because many students walk to and from school, students driving in town before or after school must exercise extreme caution. Problems in this area may be referred to legal authorities.
- b) Students may not drive past the front of the school building while school buses are present.
- c) Students should use the parking lot south of the school. Students may not use the west parking lot at any time. Students must park in orderly rows in the parking lot and may not block exits to the lot. Students may not park beyond the pavement on any sides of the lot.
- d) Students may not drive or be a passenger at any time during the school day without permission from administration. Sargent Central Public School assumes no responsibility for health, accident, or transportation off school grounds.
- e) Students taking a vehicle to the Vocational Center must first present written parental permission to the administration. Any students driving to the Center may not take another student along and must follow the school bus to and from the Center.

### III.10 Lunch and Snacks

- a) Students will behave in an orderly manner in the lunch line and lunchroom. Students will enter the line from the line's end. During 4<sup>th</sup> quarter, the line will be formed from upper classmen to lower classmen. Students will be dismissed according to a schedule.
- b) Students will have a closed noon hour which shall consist of the following:
  - a. After lunch, students will report to the gym during their lunch hour.
  - b. Students must remain in the school building in the designated area until the bell rings unless they have permission from the supervisor to be in another area.
  - c. In no case may a student walk or use a vehicle to drive anywhere unless they are leaving school for the day.
- c) Students may receive a second helping of the meal entrée or an alternative option.
- d) A school snack is provided Monday-Thursday. On Friday, a student can choose to bring their own snack.

### III.11 Use and Care of School Property

- a) Students are assigned a locker and are responsible for the condition of that locker. The district provides locks and encourages students to use them. Anything in the locker is the student's responsibility. Students may not sell anything out of their lockers. Lockers are the property of the Sargent Central School District and are provided as a service to students. The District retains the right to search or inspect those lockers whenever necessary.
- b) Students are expected to take care of the provided books and school supplies to guarantee their continued usefulness. Students damaging books or other materials through deliberate action or neglect will be required to pay for replacement.
- c) Sargent Central provides a great amount of equipment (i.e., computers) used by many students in classes and activities. Any student willfully or negligently damaging equipment will be required to replace or pay for the repair of equipment as determined by school administration.



### III.12 Sargent Central's Network System Acceptable Use Policy

- a) All computers used through the Sargent Central network are to be used responsibly, efficiently, ethically, and in a legal manner. Unless notified otherwise by the family, all students will have access to Internet and e-mail. The complete acceptable use policy is distributed at the beginning of the year to all students.
- b) Sargent Central Schools believe that computer use by students is an important privilege and the school will attempt to provide opportunities for computer usage as often as possible. Along with this increase of technology comes an increased responsibility to use it ethically. Student misuse or unethical practices will not be tolerated and will result in disciplinary and/or legal action. Each student must sign and return an acceptable use policy form (parental signature is necessary) prior to using school computers.

### III.13 Senior Privileges

- a) Senior privileges during 4<sup>th</sup> quarter are available to seniors who have earned it by displaying proper behavior, attitude, attendance, grades, etc. throughout the year. Rules have been developed for these privileges and will be provided.

### III.14 School Supplies

- a) Basic school supplies are provided by Sargent Central with the exception of tennis shoes for physical education class and a water bottle with a closeable lid.

### III.15 Work Release Time

Work release is available under the following conditions:

- a) Students and parents must sign a statement that the student is not in attendance in school during the work-release time and the school is not responsible for the student's welfare during that time.
- b) The student must be passing all classes.
- c) The work release must be for work purposes. Should the student use this release time for any other purposes, he/she will forfeit all rights to further work release.
- d) Work release needs to be prearranged during an open class period.
- e) Work release is available to juniors and seniors.

## Discipline

### Section 5

#### IV.01 Disciplinary Action

- a) Different situations require different types of disciplinary actions. Discipline is a matter of self-discipline. Students are responsible for their own actions and learning this is a major goal of school discipline. In most cases, the following actions may be used in dealing with student misbehavior.
- b) Discussion between students and teachers to show the student what has been done wrong and why it cannot be allowed.
- c) Do restorative practices or be a school community helper.
- d) Referral to the principal for serious problems or for problems that persist after discussion between the student and the teacher.
- e) Detention before/after school or during lunch may be used if necessary.
- f) The principal or superintendent may assign in-school or out-of-school suspension from school. It may be short-term (1-5 days) or long-term (6-10 days). It shall be used for chronic problems, for

insubordination, for serious misbehavior, or for actions which either threaten the welfare of student/staff or interfere with the learning of other students.

- g) Expulsion from school is a drastic measure which may result from serious problems. Expulsion is considered a last resort and may be administered only by the board of education or its designee.
- h) All forms of discipline are subject to the requirements of procedural due process as it applies to students. Students have the right to an informal hearing. Students and parents have the right to request additional hearings with the administration or board of education. All legally established standards of due process related to schools apply to the hearing process.
- i) Elementary Discipline Matrix. PreK-5 students must return a signed follow-up agreement.

<b>PreK – 5<sup>th</sup> Grade Elementary Discipline Levels</b>			
	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
<b>Examples of Student Behavior</b>	Breaking classroom, playground, and/or lunchroom rules  Disrespect  Failure to cooperate with any adult  Inappropriate hallway behavior  Inappropriate language/gestures  Teasing or name-calling  Walking out without permission	Repeated Level 1 Behavior Automatic Level 2  Cheating  Physical or Verbal Threats  Property Misuse – Intentionally engages in misuse  Stealing  *Minor Aggression	Repeated Level 2 Behavior Automatic Level 3  Leaving school property without permission  Major Theft  Major Vandalism – deliberately impairs usefulness of property  *Major Aggression/Assault
<b>Discipline Decisions By</b>	Teacher	Principal	Principal
<b>Sequential Consequences to be Followed</b>	1 <sup>st</sup> Offense – Miss 10 minutes of free time and/or recess to complete assigned duties  2 <sup>nd</sup> Offense – Miss 20 minutes of free time and/or recess to complete assigned duties  3 <sup>rd</sup> Offense – in level 1 promotes a level 2 and reteaching activity	1 <sup>st</sup> Offense – ½ hour detention with the principal (before, during, or after school)  2 <sup>nd</sup> Offense – 1 hour detention with the principal  3 <sup>rd</sup> Offense – in Level 2 promotes to Level 3 and reteaching activity	1 <sup>st</sup> Offense – 1 day In School Suspension (ISS)  2 <sup>nd</sup> Offense – 2 days In School Suspension (ISS)  3 <sup>rd</sup> Offense – 1 day Out of School Suspension (OSS)  4 <sup>th</sup> Offense – in Level 3 promotes to administration decision
<b>Parent Notification</b>	The parents/guardians will be notified by phone/email/Remind Text	The parents/guardians will be contacted by phone/email/Remind Text  A parent meeting will be set up by principal	The parent/guardians will be contacted by phone  A parent meeting will be set up by principal
<b>Examples</b>	These examples are not meant to be all-inclusive. Other behaviors of similar severity would be included at the proper level.	*Minor Aggression – non-serious, inappropriate physical contact	*Major Aggression/Assault – Intent and/or attempt to physically contact another person where injury may occur, hit, kick, throw object
	Resets every midterm	Resets every quarter	Resets every school year
This discipline levels rubric is a guide. The behavior and consequences are not limited to the ones mentioned. Other inappropriate behaviors will not be tolerated, and consequences will be administered depending upon severity determined by administration. Other consequences may be administered in accordance with the law, school policies, and administrative discretion.			

## IV.02 Controlled Substances

- a) Tobacco, alcohol, electronic smoking devices and many other drugs are legally controlled substances. Students illegally using or possessing any of these substances are in violation of school regulations and state or federal laws. Such students are subject to disciplinary action by the school and may be referred to legal authorities as well. Sargent Central has adopted a comprehensive policy for dealing with controlled substances. Suspicion of possible alcohol or other drug use. No violation or physical evidence.
  - i. Student is informed of available help and encouraged to seek assistance
  - ii. An investigation is limited to staff contacting counselor/principal for help
  - iii. Notification of parents is limited to behavioral problem
  - iv. Notification of police- N/A
  - v. Disposition of substance- N/A
  - vi. Discipline/Rehabilitation-Referral to counselor
- b) Student contacts a staff member about alcohol or other drug use of him/herself or another student.
  - i. Student who makes contact is encouraged to urge user to personally seek help.
  - ii. An investigation is limited to staff contacting counselor or principal for help.
  - iii. Notification of parents is done only with consent of student unless there is clear and imminent danger.
  - iv. Notification of police- N/A
  - v. Disposition of substance- N/A
  - vi. Discipline/Rehabilitation-Referral to counselor
- c) Student has intentional alcohol or other drug-related emergency.
  - i. Medical help is summoned ASAP; student transported to medical facility.
  - ii. Principal investigates incident, may search student, locker, and other possessions.
  - iii. Parents are notified.
  - iv. Police are notified.
  - v. Disposition of substance—as appropriate
  - vi. Discipline/Rehabilitation- Referral to counselor and; 1st offense: 3 days OSS; 2nd offense: 5 days OSS; 3rd offense: refer to board and OSS until meeting occurs.
- d) Student possesses drug-related paraphernalia, possesses, uses or is under the influence of alcohol or other drugs on school property or at a school-related event.
  - i. Principal summoned; staff member writes report of incident; student sent home.
  - ii. Student, his/her locker, and possessions searched, and substance confiscated.
  - iii. Parents are notified.
  - iv. Police are notified.
  - v. Substance turned over to authorities.
  - vi. Discipline/Rehabilitation-1st offense: 3 days OSS; 2nd offense: 5 days OSS; 3rd offense: refer to board and OSS until meeting occurs.
- e) Student possess/uses tobacco products on school grounds or at a school sponsored event.
  - i. Principal summoned; staff member writes report of incident; student sent home.
  - ii. Student, his/her locker and possessions search and substance confiscated.
  - iii. Parents are notified.
  - iv. Police are notified if the student is under 21.
  - v. Substance turned over to authorities.
  - vi. 1st offense: 3 days ISS and referral to Sargent Count Tobacco Cessation Program; 2nd offense: 5 days ISS and referred to the SC Tobacco Cessation Program.

#### IV.03 Dangerous Weapons Policy

- a) The Sargent Central School Board determines 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.
- b) 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, any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument.
- c) Violation of this policy will result in disciplinary action. All weapons will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration.
- d) Bringing a firearm, as defined in 18 U.S.C. 921, to school will require the principal to initiate proceedings immediately for the expulsion of the student involved for a minimum of one year. The superintendent may recommend a modification of the expulsion on a case-by-case basis. This modification shall be based on the circumstances revealed in the investigation. A student who is defined as disabled under the Individual with Disabilities Education Act may be placed in an alternative setting for up to 45 calendar days, during which time a determination will be made as to whether bringing the firearm to school was a manifestation of the student's disability.
- e) Other violations of this policy will require that proceedings for the suspension and/or expulsion until the end of the current school term to be initiated immediately by the principal.
- f) Proper due process proceedings as defined in Policy FHDA (suspension and expulsion) will be observed in all suspensions and expulsions under this policy. Alternate education may be provided for students who are expelled under this section.

#### IV.04 Sexual Harassment

- a) Sargent Central School District #6 will maintain a learning and working environment that is free from sexual harassment. It is impossible to establish a written policy for every possible situation that may arise. The administration and teaching staff will have final say regarding possible situations that arise that do not have rules established in written policy. It will be a violation of policy for any member of the district staff to harass a student or for a student to harass other students or staff, through conduct or communication of a sexual nature as defined by this policy.
- b) Administrators and supervisors will make it clear to their staff and students that sexual harassment is prohibited by this policy and is grounds for disciplinary action.
- c) 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 communication is made as 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 educational environment.

- d) Sexual harassment, as defined above, may include, but is not limited to:
  - i. Sex oriented verbal “kidding”, abuse, or harassment;
  - ii. Pressure (subtle or otherwise) for sexual activity;
  - iii. Repeated remarks to a person, with sexual or demeaning implications;
  - iv. Unwelcome touching, such as patting, pinching or constant brushing against another’s body;
  - v. Suggesting sexual involvement accompanied by implied or explicit threats concerning one’s grades, employment status, position, or similar personal concerns.
- e) Any person who believes he or she has been the victim of sexual harassment by any employee or student of the school district should report the alleged acts immediately to the appropriate immediate supervisor.
- f) The right to confidentiality, of both the complainant and the accused, will be respected consistent with the school district’s legal obligations, with the necessity to investigate allegations of harassment, and with disciplinary action when this conduct has occurred.

#### IV.05 Assault - Grades 6-12

- a) **Vulgarity/Profanity** - Written or oral language that is offensive.
  - i. Detention for each offense.
- b) **Harassment/Bullying** - An intent to cause worry or annoy with repeated attacks. This type of behavior can be verbal, non-verbal, abusive and/or physical.
  - i. 1st Offense - detention, parent notification and referral to counselor for bullying prevention program
  - ii. 2nd Offense - 3 day in-school suspension and parent meeting
  - iii. 3rd Offense - 5 day out-of-school suspension and parent notification
  - iv. 4th Offense - Referral to school board and out-of-school suspension until meeting occurs
  - v. If a student misses the designated detention time, the detention time doubles.
- c) **Fighting** - Mutual combat in which both parties have contributed to a situation by verbal and/or physical action
  - i. 1st Offense- Principal referral, possible loss of privileges, and parent notification
  - ii. 2nd Offense- 2 hours of detention and parent notification
  - iii. 3rd Offense- 3 days in-school suspension and parent notification
  - iv. If the administration determines the assault is a major offense, the first two consequences may be skipped.
- d) **Verbal Assault** - Threatening language either oral or written by a student toward a staff member or another student.
  - i. 1st Offense - 3 day in-school suspension and notification of parents
  - ii. 2nd Offense - 5 day out-of-school suspension, parent notification, and law enforcement notification (verbal assault verifiable by law according to law enforcement)
  - iii. 3rd Offense - Referral to school board and out-of-school suspension until meeting occurs and notification of law enforcement
  - iv. If the administration determines the assault is a major offense, the first consequence may be skipped.

- e) **Physical Assault/Battery** - An intentional act that inflicts or attempts to inflict bodily harm upon another.
  - i. 1st Offense - (no injury or minor injury) 3 day in-school suspension and notification of parents
  - ii. 2<sup>nd</sup> Offense - (serious or substantial injury) 5 day out-of-school suspension, parent notification, and law enforcement notification
  - iii. 3rd Offense- Referral to school board, out-of-school suspension until meeting occurs, and law enforcement notification
  - iv. If the administration determines the assault is a major offense, the first consequence may be skipped.
- f) **Hazing** - Hazing is about abuse of power and violation of human dignity, usually in the course of one's initiation into, or affiliation with, an organization. Hazing puts a person at risk for physical harm and mental distress by treating him or her in ways that are humiliating, intimidating, degrading, demeaning, embarrassing, or harassing.
  - i. The investigation will be referred to law enforcement per NDCC 12.1-17-10.
- g) **Public Displays of Affection (PDA)** - Inappropriate physical contact, which includes, but is not limited to, intimate and/or affectionate touching, kissing, holding hands, hugging, etc. is prohibited at school or school sponsored activities.
  - i. 1st Offense: detention
  - ii. 2nd Offense: 1 day of in-school suspension
- h) The application of any of the above assault consequences is subject to administrative discretion.
- i) This handbook is a guideline of the regulations of the high school; however, it cannot supersede the ND Century Code.

## Suspension

### Section 6

#### V.01 Procedures Governing Suspension

Unless an emergency situation requiring the students immediate exclusion exists, the principal shall observe the following procedures in all actions which may lead to suspension. In the event of an emergency, the following procedures must be initiated as soon after the cessation of the emergency as possible. The principal will notify the parent(s) of the student(s) involved. The full board policy can be found on the website.

#### V.02 In-School Suspension

- a) The student will remain in school during the normal school day. However, students will not be able to attend those regular classes from which the student has been suspended, but will be assigned a work area for those periods. The students will remain in the assigned area with supervision determined by the administration.
- b) Students will be expected to keep up with all work during the suspension and shall be considered present for all attendance purposes. The student must complete all make-up work.

#### V.03 Out of School Suspension

- a) The student will not attend school or any school sanctioned activities (games, practices, concerts, dances, etc.) during the out of school suspension. An out of school suspension can be assigned for a period of time up to (10) ten days which will be determined by the severity of the violation as determined by the administration or school board.
- b) Upon returning to school, the student must have completed all make-up work.

#### V.04 Suspension Definition

Suspension means an exclusion from school privileges, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed.

#### V.05 Actions Leading to Suspension - Grades 6-12

The following actions occurring at activities under school supervision are grounds for suspension from school: (This list is not all-inclusive)

- a) Willfully striking or assaulting a student or any member of the school staff.
- b) Theft or knowingly possessing stolen goods.
- c) The use of obscene gestures, racial slurs, or abusive language directed at a member of the school staff or students.
- d) Deliberate refusal to obey the reasonable requests of a member of the school staff, which leads to a serious disruption of the educational process.
- e) Participating in violent, disruptive walkouts from, or sit-ins within, a classroom or school building.
- f) Attempts at extortion or intimidation of school staff or other students.
- g) Knowingly possessing or transmitting any firearm, knife, explosive, or other dangerous object.
- h) Unauthorized possessing, selling, or consuming dangerous drugs, narcotics, or alcoholic beverages on school property.
- i) The willful destruction of school property or personal property.

#### V.06 Restitution for Suspension

Restitution may be available to students in grades 9-12 following any in-school suspension.

Administration will arrange restitution and students will complete the time before May 31<sup>st</sup> of the school year. Restitution time required for completion is equal to one half of the in-school suspension period.

## Activities

### Section 7

#### VI.01 Extracurricular Philosophy

- a) Extra-curricular activities are justifiable only if they are fun and rewarding. All extra-curricular activities are intended to be subordinate to, and closely coordinated with, the general classroom instructional program of the school. Extra-curricular participation provides a valuable part of the overall scope of education. The skills and theories presented are an integral element of training/rehearsal.
- b) Our extra-curricular program is intended to promote the emotional and social growth of our young participants, especially as it relates to teamwork and group activities. Our school encourages everyone to participate in extra-curricular programs, but keep in mind that it is a privilege to represent Sargent Central as a team member.
- c) The extra-curricular program shall be directed so that the welfare of our students will always be our primary concern.
- d) The procedures set forth in the Sargent County Activities Handbook will be followed for students participating in a Sargent County activity. A copy of this handbook is given to each student participant.

#### VI.02 Activity Eligibility – NDHSAA Rules

- a) "Activities" covered by this regulation are those specifically governed by the North Dakota High School Activities Association (NDHSAA). Any disciplinary actions resulting from violation of those rules shall be the actions mandated by the NDHSAA. (A six-week suspension for the first

violation every school year; 18-week suspension for each following violation the same school year.) The Board of Education does recognize the school's association with various affiliated organizations (example: National Honor Society, vocational clubs, etc.) and does support the regulations and requirements of such organizations. Students voluntarily accepting membership in such affiliated organizations are subject to the rules of those organizations. The NDHSAA regulations may be used for other activities as well.

- b) Other rules may be developed for specific programs (e.g. cheerleading, speech, annual staff, athletics, etc.) by the supervisors of those programs, the administration, and the school board. Such rules will be given to students participating in those programs, and students will be expected to follow those rules.
- c) Students charged with alleged violations of any such rules have the right to an informal hearing governed by accepted legal procedures for such hearings. Students also have the right to appeal any disciplinary actions resulting from such a hearing through normal appeal channels (supervisor, principal, superintendent, school board).
- d) This regulation does not supersede any provisions of Sargent Central's policies related to student's use/abuse of alcohol and other drugs.

### VI.03 Sports Participation

- a) Grades 5-8: Coaches in grades 5 through 8 are to place participation of all team members in a contest above all other considerations. While it may be more fun to win, each child's opportunity to participate is more important. If the coach knows that a student will not participate because of disciplinary or other reasons, the student should not be allowed to dress in uniform, and the coach should notify the parents.
- b) Junior High: At junior high tournaments, coaches should use their discretion in deciding who plays and how much. If the coach decides that winning is the top priority, the coach should discuss this in advance with team members.
- c) C – SQUAD: This team will only be formed if there are too many participants to play on the B-squad. On the C-squad, participation of all team members in a contest will be the prime consideration, just as in 7-8 events. Participants should try to improve their skills so that they are able to earn the privilege of moving up to the B- squad, and eventually, to the varsity.
- d) JV /B SQUAD: This is the next step for the student participant to improve his/her skills in a chosen activity. At this level participants are preparing themselves for advancement for the varsity level; consequently, the coach will be much more selective in deciding which participants will receive more playing time. Students are not guaranteed playing time, but they will all be given the opportunity to improve and display their skills. Players at this level are expected to work hard to improve and to compete at a higher skill level. This squad's purpose is to prepare members for the varsity.
- e) VARSITY: Because the varsity is competing for conference ranking and post-season championships, natural talent and playing skill is very important. Only the participant who consistently trains hard during both the off-season and season and appreciably improves his/her skill set will see this effort translate into increased playing time. The coach will assess a participant's playing level and potential and field the team which presents the best opportunity for winning. At no time is any participant guaranteed any amount of playing time; it is a privilege to be earned.
- f) Varsity players must realize that they are contributing to the total team effort by continuing to work hard in practice to help themselves and their teammates improve. Every successful team has a role for every team member, and each role is important to the team.
- g) The obvious purpose of an activity may be to determine a winner, but it should not be the sole purpose for the participant's involvement. Coaches and participants both shall stress the development of such qualities as commitment, dedication, work ethic, time management,



teamwork, competitive drive, leadership skills, decision-making skills, and goal setting.

- h) Coaches and players are well aware of the pressure to win. At no time shall overt, aggressive pressure to win be placed on a coach or participant by the board of education, school administrators, parents, or any others.

#### VI.04 Participation Requirements

- a) Participation in Sargent Central's extra-curricular activity programs is voluntary and subject to the rules and regulations of the North Dakota High School Activities Association, Sargent Central School Board, administration, and coaches.
- b) Distribution of Rules – A copy of the rules and regulations governing participation in extra-curricular activities shall be given to each student at the time the student reports for the activity. Coaches may have specific rules applicable to that activity.
- c) Review of Rules – On the first scheduled day of practice, each coach shall review the applicable rules and regulations with all student participants
- d) The student and student's parents or guardians shall complete acceptance and authorization forms each academic year.
- e) All Sargent Central High School participants are expected to adhere to the rules from the start of the first event of the school year to the last event of the school year.
- f) Participation Fee – A \$35.00 fee will be charged to each student for participation in each extra-curricular activity he/she chooses. No student shall be allowed to perform in any extra-curricular event until the participation fee has been paid at the administrative office. There will be a maximum of \$210 per family or \$70 per athlete. Activity fee charges include: football, boys and girls basketball, volleyball, track, cross-country, golf, speech, drama, and possibly others. Band Instrumental Rental \$0.00. Annual Book is \$45.00.
- g) North Dakota High School Activities Association physical examination forms must be completed and filed for the current school year before a student may participate in a sport. A physical examination is valid for one school year. An examination completed before April 15 is not valid for participation the following school year.

#### VI.05 Academic Requirements

- a) In order for a student to participate in any school extra-curricular activities (practice or performance), the student must be in school for the entire day of the contest or receive approval from the administration for participation. If a student is absent for the last school day of the week and the competition is on a non-school day, the student must bring the coach a signed statement from the parent/guardian that permission is given to participate. The student handbook supersedes some of these requirements.
- b) Students are expected to be in school the day of, and the day after, scheduled events (if they are school days.) unless it is an excused absence such as an illness, doctor's appointment, funeral, or family emergency, with coach's and administration approval. Failure to do so will result in suspension from the next contest.
- c) An unexcused absence from a scheduled contest may result in suspension from one contest.
- d) Unexcused absences from scheduled contests may result in possible suspension for the remainder of the season.
- e) The director of the activity or the administration must approve, in advance, visiting colleges on the day of an activity or practice.
- f) Any student absence without written permission from a parent or guardian will be considered unexcused.
- g) Coaching supervision is necessary for any extra-curricular activity. Don't participate without a coach present.

### VI.06 Elementary Participation and Eligibility Good Standing

- a) Participation is a privilege for all students. However, academic performance and respectful/responsible behavior are our top priorities as a school. All students who participate in extracurricular activities are expected to maintain a level of Good Standing in all classes.
- b) To remain in Good Standing, a student must have all classwork completed, passing courses and behavior throughout the school day must meet the expectations set forth in the handbook.
- c) Each week, on the last day of school, the Elementary Principal will compile a list of students NOT in Good Standing. Any child included on this list will NOT be eligible for competitions or travel to competitions until they have regained the level of Good Standing.
- d) Students who are on the ineligible list for academic concerns, will be reinstated as soon as they have all work completed. Students who are on the ineligible list because of behavior infractions will be ineligible until the beginning of the following week.
- e) Parents will be contacted if a child has dropped out of Good Standing and will continue to communicate until they have attained Good Standing and are once again eligible to compete for Sargent Central Public School.

### VI.07 Transportation

- a) The Sargent Central School District will provide transportation for participants to extra-curricular contests. If students must leave a contest with their parents/guardians, the parent/guardian must make arrangements with the team's head coach directly. Riding home from a contest with parents/guardians should be incidental, not habitual. A school-provided travel permission form signed by parent/guardian and coach/advisor is required if a student is to use non-school district transportation. Prior parental permission is required if a student must be dropped off near his/her home on a return trip. No student will be dropped off to walk to a location. A parent/guardian or vehicle for student use must be present. Suspension from the next contest is possible if a participant is found violating any of the transportation rules. Participants should:
  - i. Be ready at scheduled departure times.
  - ii. Dress appropriately and properly as determined by the head coach and weather.
  - iii. Keep the bus clean.
  - iv. Notify parents/guardians of the return trip and estimated time of arrival.
  - v. Verify that someone of proper authority is riding the bus to and from the event.

### VI.08 Grooming and Dress Requirements

- a) Students representing Sargent Central are expected to be well groomed and conduct themselves as ladies and gentlemen. Appearance, expression, and actions always influence people's opinions of the participants, the team, and the school. Once a student has volunteered to be a member of a squad, that student has made a commitment to uphold certain standards of participation of the Sargent Central extra-curricular department.
- b) In order to further good sportsmanship, maintain good health habits, promote good performance, display respect for rules and authority, help establish leadership, team pride, and discipline, and discourage disruptive influences – team members will adhere to the following grooming and dress policies.
  - i. Team members will dress presentably at all times, on trips, at assemblies, or at any extra-curricular event.
  - ii. On contest/game days, students will dress and groom in a manner which reflects credit to the school, community, and themselves.
  - iii. Each individual coach or activity director may have rules of his/her own which must be followed by the participant or he/she will not take part in the activity.

### VI.09 Bullying/Hazing

Bullying or hazing of any kind is prohibited.

### VI.10 Training Rules and Requirements

- a) All Sargent Central High School participants are expected to adhere to the following rules twelve months of the year. The twelve-month period begins June 5th and ends the following June 4th. The following rules and regulations shall apply on or off school premises during the entire twelve-month period:
  - i. A participant will conduct him/herself as a good citizen in and out of school
  - ii. A participant will not use or possess tobacco
  - iii. A participant will not use or possess alcoholic or alcoholic beverages.
  - iv. A participant will not use or possess non-prescribed controlled substances.
- b) To avoid the possibility of being accused of participation in the use of prohibited substances and thereby jeopardizing one's eligibility, a participant should not knowingly attend any event at which illegal use or possession of drugs, alcohol, or tobacco is occurring.
- c) "Activities" covered by these regulations are all extra-curricular activities sponsored by Sargent Central High School and the North Dakota High School Activities Association (NDHSAA). Any disciplinary actions resulting from violation of the above rules shall be the actions mandated by the NDHSAA: a six-week suspension from the activity for the first violation; an 18-week suspension for each following violation, per twelve-month period.
- d) The board of education recognizes the school's association with various organizations (for example: National Honor Society, vocational clubs) and supports the regulations and requirements of such organizations. Students who voluntarily accept membership in school-affiliated organizations are subject to the rules of those organizations and the NDHSAA.
- e) Law enforcement agencies are required by law to notify school administrators in writing if the agency believes a student is in violation of alcohol, drug, and tobacco laws.

### VI.11 Due Process

Before any suspension provided for under these rules shall take effect, the student will be verbally advised of the alleged violation by the high school principal or extra-curricular director, and the student will have an opportunity to explain or justify the action. After such conferences, if the administration is satisfied that suspension from the activity is justified, the student and parent/guardian will be notified. A student may be suspended on the word of a faculty member or other adult if the accusing party is an eye witness and is willing to sign a written statement to that effect. An accused student has the right to be present and question his/her accuser.

### VI.12 Training Hours

It is the overwhelming opinion of health officials and coaches that participants perform better when they follow intelligent training hours. If a student wishes to be a participant, he or she must be willing to follow a simple set of training hours, which the extra-curricular department believes to be, fair. The curfew hours are 11:00 PM on week nights (Monday – Thursday), and nights preceding a competition, 12:30 AM on weekends (Friday and Saturday), unless a game is played on Saturday; then curfew for Friday is 11:00 PM.

### VI.13 Equipment

- a) Participants will be issued school equipment with the provision that it will be returned at the end of the season. Participants are responsible for the cost of lost or damaged equipment issued to them. A participant may not receive any awards until all issued equipment is returned or the cost of the equipment has paid to Sargent Central Public School District.

- b) Uniforms: Game and practice uniforms will be issued for some activities prior to the start of a season (or contest), and are not to be worn at any time other than an extra-curricular contest or
- c) practice unless approved by the coach. The rule for lost equipment applies to all game and practice uniforms.
- d) Locks: The extra-curricular department may furnish locks for the participant to use as part of regular equipment issue. Locks will be paid for if lost or damaged.

#### VI.14 Games and Practices

- a) Interscholastic contests push contestants to reach their potential. Cooperation with teammates and the rigors of competition help students become better citizens.
- b) If a participant is to miss a practice for any reason, he/she should notify the respective coach in advance. An unexcused absence from practice will result in suspension from the next extra-curricular competition. Repeated unexcused absences will result in suspension from the team for the remainder of the season. Remember the keyword here is communication. The participant must faithfully communicate with the head coach. This is the responsibility of the student participant, not the parents.
- c) When coaches choose to make a team meal stop, costs will be paid by the participants unless a booster organization has arranged to do so. Any meal stops arranged by the extra-curricular department (or booster group) is a privilege. Any discredit to Sargent Central High School brought about by poor behavior at meal stops may lead to the suspension of meal stops and/or suspension of the participants involved.

#### VI.15 Student Injury

- a) It is important students know that participation in an activity always carries some risk of personal injury. It is essential all students and their parents/guardians understand that personal injury insurance is the responsibility of the family of the student. The school district does not purchase or carry insurance.
- b) An athlete who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional (AHCP). We believe in, "When in doubt, sit them out!"
- c) No athlete should return to play (RTP) or practice on the same day of a concussion. Any athlete suspected of having a concussion should be evaluated by an AHCP that day.
- d) Any athlete with a concussion should be medically cleared by an AHCP prior to resuming participation in practice or competition. After medical clearance, RTP should follow a protocol with provisions for delayed RTP based upon the return of and signs or symptoms.
- e) If it confirmed by the school's designated AHCP that the athlete was removed from competition but did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play, and the athlete may reenter competition pursuant to the contest rules.
- f) Once a concussion has been diagnosed by an AHCP, only an AHCP can authorize a subsequent return to play. The clearance must be in writing, signed by the AHCP, and given to either the student/athlete or the parent/guardian. The clearance may not be on the same date on which the athlete was removed from play.

#### VI.16 Awards Requirements

The objective of a letter award is recognition of an achievement accomplished through effort, commitment, and sacrifice. Individual activities will have its own rules for earning a letter. These rules will be developed with the consent of the school administration.

### VI.17 Parents

- a) This material is presented to you, the parent, because your son or daughter has indicated a desire to participate in extra-curricular activities, and you have expressed your willingness to permit him/her to compete. Your family interest in this phase of our school's program is gratifying. We believe that participating in extra-curricular or other activities provides a wealth of opportunities and experiences, which assist students to be better citizens.
- b) Participating in extra-curricular activities requires self-discipline. A large part of that self-discipline is following good training habits. Inclusion in the squad requires compliance with rules of training and conduct. This concept of self-discipline is tempered by our responsibility to recognize the rights of the individual within the TEAM CONCEPT. THE TEAM as a whole comes first and foremost. It is the role of the extra-curricular department to make rules that govern the spirit of competition for the school and community. These rules can only be achieved by the support of both the parent and the community.
- c) It is the intent of the extra-curricular department to provide an opportunity for all students to participate. Participation in a particular program shall be fairly determined by the coach/director in each activity. Total participation in the program means participating in practice sessions, team settings, and scheduled contests or performances.
- d) We encourage parents/guardians to be positive and supportive in their relationship with both the student/participant and coach/director in each activity. Parents/guardians will not attempt to persuade a coach/director to manage his/her program in any way. Parents/guardians may not approach the coach/director with concerns immediately following a contest or send e-mails. Any concerns about the program should first be addressed to the coach/director by appointment 24 hours or more after the contest. No calls, letters or e-mails should be addressed to a coach's home or outside of school. If resolution is not reached, the parent must follow the proper chain of command; however, all concerns should be handled at the lowest possible level.

### VI.18 Sportsmanship

- a) Good sportsmanship is the primary goal of extra-curricular programs in the Sargent Central Public School District. Both adults and students are expected to exhibit good sportsmanship during extra-curricular events.
- b) Students and their parents shall be informed of the district's expectations and parental cooperation will be sought in maintaining good sportsmanship. Coaches and other adult supervisors shall use appropriate disciplinary measures, such as loss of playing time, and possible removal from the team, as a deterrent to poor sportsmanship. Student fans will be held to the same standard as players. In addition to the possibility of being barred from attendance at further events, misconduct at an extracurricular event will bear the same consequences as misconduct during school.
- c) Coaches and adult leaders may also use suitable rewards and other positive incentives in order to encourage good sportsmanship among students.
- d) Fans and spectators are expected to show good sportsmanship. Failure to do so is cause for security personnel and administrators to suggest that they are not serving as a good role model for young people, and if negative behavior persists or is particularly offensive, they will be asked to leave.

### VI.19 Equal Opportunity Not Equal Time

- a) It is impractical to give equal time to each participant because each one has different needs and ability levels. It is more important to give each participant equal opportunity to take advantage of our desire to work with all of the participants. Those who are willing to give more of themselves in training and competition gain the most benefit from our coaching/direction.

- b) The signatures below affirm that we (student and parent/guardian) have been informed of and received a copy of the Student Handbook for Parents and Student participants. We (student and parent/guardian) also affirm that we are aware of the consequences of rule violations.

### VI.20 Activity Passes

All PreK-12<sup>th</sup> Grade Sargent Central Public Students will be admitted into all home games as hosted on school grounds with no charges for admission during the school year. An activity pass will be provided for games hosted at Milnor/North Sargent; however, if a student without an activity pass attends, he/she will be charged at the gate, the same as any other spectator.

### VI.21 Behavior at School Events

Elementary students are expected to sit in bleachers at indoor school events. Elementary students are not to leave the bleachers except at breaks or between games.

### VI.22 School Parties

- a) Parties for grades PreK-12 shall be held during school hours and will be limited in number and duration. Regulations will be set by individual teachers and approved by the office. Please, when sending snacks, to keep in mind our Wellness Policy and send healthy nutritious snacks.
- b) The administration and group's advisors must approve school parties, dances, etc. in advance.
- c) All such events must be chaperoned by a minimum of two faculty members.
- d) Doors to the school building will be closed shortly after the beginning of the activity. Students or others will not be allowed to enter after the doors are closed. Any student or guest who leaves after the doors are locked will not be permitted to re-enter.
- e) Students may bring guests only with permission from the administration in advance. The students is responsible for the guest's behavior. Guests must follow the same rules as Sargent Central students.
- f) Inappropriate behavior can cause expulsion from the party. Large scale misconduct by a group may cause cancellation of the activity for that date and/or the remainder of the year and result in disciplinary action against any students involved.

### VI.23 Party Invitation

- a) Invitations to private parties (birthday, slumber, etc.) should be distributed through the mail or by private telephone conversations to minimize possible hurt feelings experienced by those students who are not included. An exception would be when the entire class is invited or all the girls or all the boys are included. Parental cooperation with this is appreciated.
- b) The administration and group's advisors must approve school parties, dances, etc. in advance.
- c) All such events must be chaperoned by a minimum of two faculty members.
- d) Doors to the school building will be closed shortly after the beginning of the activity. Students or others will not be allowed to enter after the doors are closed. Any student or guest who leaves after the doors are locked will not be permitted to re-enter.
- e) Students may bring guests only with permission from the administration in advance. The student is responsible for the guest's behavior. Guests must follow the same rules as Sargent Central students.
- f) Inappropriate behavior can cause expulsion from the party. Large-scale misconduct by a group may cause cancellation of the activity for that date and/or the remainder of the year and result in disciplinary action against any students involved.

**VI.24 Prom**

- a) Spectators are welcome to visit the prom to watch the introduction of the participants and the Grand March. All spectators are asked to leave following the Grand March, at which time the doors will be locked.
- b) Any students leaving after the doors are locked are not allowed to return. Students must bring any bags or changes of clothing into the building prior to the start of the Grand March. Students will NOT be allowed to leave the building to retrieve their change of clothing after the Grand March.
- c) Prom decorations are not to be destroyed or taken down prior to permission from the advisor. Disregard for this rule will be expulsion from the activity.
- d) Students in grades 9-12 may attend the prom and any further prom activities. Names of dates from outside the school must be provided to the principal's office one week prior to the prom. Individuals in grade 8 or lower and individuals age 21 or over may NOT attend prom.
- e) The use of tobacco or alcohol products is prohibited. Law enforcement may be notified when legally justified. Students in violation of rules may be ejected from prom and can also be expected to receive additional punishment from the school administration.
- f) Any student serving a NDHSAA mandated activity suspension will not be allowed to walk during grand march

# Technology Policies

## Section 8

### VII.01 Technology Privilege

The use of Sargent Central's technology resources is a privilege, not a right. The privilege of using the technology resources provided by Sargent Central is not transferable or extendible by students and to people or groups outside the district and terminates when a student is no longer enrolled in Sargent Central.

### VII.02 Technology Program Overview

The policies, procedures and information within this document apply to all laptops and technology used by students at Sargent Central, including any other device considered by the Administration to come under this procedure. Teachers may set additional requirements for computer and/or technology use in their classroom.

### VII.03 Receiving a Laptop/Chromebook

- a) Laptops will be distributed each fall to high school students.
- b) Grades 3-8 receive a Chromebook to use during school hours.
- c) Parents and students must sign and return the Student Handbook Terms and Conditions before the laptop/Chromebook can be issued to a student.
- d) Students will retain their original laptop each year while enrolled at Sargent Central.

### VII.04 Returning a Laptop

- a) Laptops will be returned during final checkout on the last day of school. If a student transfers out of Sargent Central during the school year, the laptop will be returned at that time.

### VII.05 Technology Fines

- a) If a student's laptop and/or school owned technological equipment and/or accessories is damaged or defaced, said student will be fined respectively for the damage with damages determined by the administration.
- b) If a student laptop and/or school owned technological device is not returned during year-end check-in or upon transferring out of district, the administration will be in charge of seeing equipment is returned in a timely manner. If the administration is not successful, matters may be turned over to local law enforcement.

### VII.06 Network Connectivity

Sargent Central makes no guarantee the network will be up and running 100% of the time. In exceptional cases when the network is down, Sargent Central Public School will not be responsible for lost or missing data.

### VII.07 Home Internet Access

Students are allowed to set up dial-up, cable, DSL and wireless networks on school assigned laptops and/or technological devices.

### VII.08 Software

- a) The software originally installed by Sargent Central Technology Department must remain on any/all technology hardware in usable condition and must be easily accessible at all times.



- b) From time to time the school may add software applications for use in a course.
- c) Students are not allowed to load extra software on school technological devices. If a student needs specific software for class or school work, the student is responsible for requesting the software installation from the school administration.

#### VII.09 Inspection and School Access

- a) Students may be selected at random to provide their laptop for inspection.
- b) The school technologist may access all student files and student communications without prior notice to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations.

#### VII.10 Reformatting Hard Drives

If technical difficulties occur or illegal software is discovered, hard drives will then be re-formatted or re- imaged by a technician. Authorized software will be installed and the data files reinstated. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-imaging.

#### VII.11 Periodic Updates

Upgrade versions of licensed software are available from time to time. Students may be required to check in their laptops with the school technologist for periodic updates.

#### VII.12 Acceptable Use

Students are responsible for:

1. Using computers in a responsible and ethical manner.
2. Obeying general school rules concerning behavior and communication applying to computer use.
3. Using all technology resources in an appropriate manner so as to not damage school equipment.
  - a. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via Sargent Central designed Internet System is at your own risk. Sargent Central specifically denies any responsibility for the accuracy or quality of information obtained through its services.
4. Helping Sargent Central protect our computer system by contacting an administrator about any security problems they may encounter.
5. Monitoring all activity on their account(s).
6. Always logging off the computer after they are done working to protect their accounts and files. If a student does not log off, any email or Internet activity under their name will be considered their responsibility.
7. Returning their laptop to Sargent Central Technology Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Sargent Central for any other reason must return their individual school laptop computer on the date of termination.

### VII.13 Student Activities Prohibited

- a) Illegal installation or transmission of copyrighted materials.
- b) Any action in violation of existing Board policy or public law.
- c) Any action in violation of Sargent Central Code of Conduct.
- d) Access or use of any other e-mail program or account other than the one issued by the school – i.e. Hotmail, Yahoo Mail, MSN Mail
- e) Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- f) Messaging services – i.e. MSN Messenger, ICQ, etc.
- g) Internet/Computer Games
- h) Use of outside program disks
- i) Use of outside data disks without prior approval from Sargent Central Technology Department
- j) Changing of computer settings
- k) Downloading and Executing Files
- l) Spamming-Sending mass or inappropriate e-mails
- m) Gaining access to other student's accounts, files, and/or data
- n) Password sharing
- o) Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity
- p) Use of anonymous and/or false communications
- q) Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, e-mail, etc.
- r) Giving out personal information except in an instructional context or in the performance of Sargent Central business and with permission of the school district.
- s) Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- t) Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- u) Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- v) Plagiarism is a violation of Sargent Central Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- w) Use or possession of hacking software is strictly prohibited and violators will be subject to Sargent Central Code of Conduct and all applicable policies and procedures. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

### VII.14 Password Protection

Students are expected to password protect the laptops by setting a network logon password and keeping their password confidential. If a student fails to keep this confidentiality agreement and any part of this policy has not been followed, appropriate disciplinary steps will be followed.

### VII.15 Student Discipline

If a student violates any part of the above technology policies, he/she may be put on the following disciplinary steps:

#### Grades 3-5

Step 1: Student will lose Chromebook for one day.

Step 2: Student will lose Chromebook for one week.

Step 3: Student will lose Chromebook for three weeks.

#### Grades 6-12

Step 1 Student will lose the option of taking his/her laptop and/or school owned technological device(s) home for three (3) weeks. Student will have to turn in his/her laptop and/or school owned technological device(s) to the central office at the end of the day.

Step 2 Student will have to turn in his/her laptop and/or school owned technological device(s) to SC Tech. Department for three weeks. During this time, if a student needs to do research or assignments with technology, he/she must have a pass from the teacher and will be allowed to “check out” a laptop and/or school owned technological device(s) for the specific class period ONLY.

Step 3 Student will have to turn in his/her laptop and/or school owned technological device(s) to SC Tech Department for six (6) weeks. During this time, a student may or may not be able to check out his/her laptop and/or school owned technological device for classroom work this will depend on the severity of the laptop misuse.

### VII.16 User Agreement

- a) All students will be given access to the school’s network and the Internet unless parents decline such access. In addition, student work may be published on the Internet unless parents decline such publication. See the form below to decline such services.
- b) The Sargent Central School District provides access to the school’s network and the Internet. Access to the Internet provides students with thousands of databases, libraries and websites. Although valuable information can be gained through these sites, students and parents are warned that some materials accessible via the Internet may contain information which is inaccurate, illegal, defamatory or offensive to some people. Although filtering software is utilized, it is not 100% effective in blocking inappropriate material. Teachers attempt to monitor and direct student activity; however students may find ways to access other materials. We do believe the educational benefits of the Internet exceed the disadvantages.
- c) Student’s use of the computer and the Internet will be monitored. Information put on the school network should not be regarded as private. It is important for students to keep passwords secure and private, and not share passwords with other students. Students should avoid the sharing and transmission of personal information.
- d) Parents and guardians are responsible for guiding and conveying standards for their student(s) to follow when using media and internet resources. Therefore, the District respects each family’s right to decide whether or not to grant permission for access. Students are ultimately responsible for appropriate behavior on the school’s computer network, just as they are responsible for their behavior in school.
- e) At times, the school/teacher may wish to post student’s work/picture on the school website.
- f) Violations may result in a loss of access as well as other disciplinary or legal action.

# Terms and Conditions

## Section 9

I have read and agree to the Sargent Central Public School 2023-2024 Student Handbook Terms and Conditions.

Students Name: \_\_\_\_\_ *(Please Print)*

Students Grade Level: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student Date

\_\_\_\_\_  
Signature of Parent/Legal Guardian Date

