



2017-2018 Student Handbook
Westhope Public School
“Home of the Sioux”

**WESTHOPE PUBLIC SCHOOL
WANTS YOU TO BE A CREDIT
TO.....
YOUR SCHOOL
YOUR FRIENDS
YOUR CHURCH
YOUR FAMILY
YOUR COMMUNITY
AND
YOURSELF**

Administration Message

We would like to welcome you to Westhope Public School. The faculty and staff join me in saying we're happy to have you as part of the Westhope Public School. We hope that this will be a successful and satisfying year for you.

The pages of the handbook are filled with important information regarding school policy and procedures. I suggest that parents and students review the contents together. If you have questions that remain unanswered after reading the handbook, please call the school office. Parents are welcome to visit the school at prearranged times. We feel that open and clear communication between school and home is important to the success of our educational program. We welcome your participation and support during the school year. Working together we will be able to reach our goals.

Westhope Public School

The Westhope Public School system is publicly founded, financed and attended. As such, it follows that race, color, religion, sex, national origin, handicap, economic status, and similar factors shall not influence the welfare of the pupil.

The staff of Westhope Public School extends to you a warm greeting and a willingness to help you through the many years that you will spend

with us. You may look forward to many rewarding and memorable experiences during these years. You are a Westhope Sioux, whether you are in one activity, several, or none. A Westhope Sioux tries hard to be a good sport. A Westhope Sioux tries hard to be honest, friendly, helpful, respectful and cheerful to others and to work hard for the good of the school and most importantly for you.

This handbook is yours to keep. Read and understand it. Keep it in a safe place so that you and your parents can make references to it in understanding our school policies. Let's Have A Great Year!

Absences

If you are absent from school, contact must be made with the school to explain your reason for absence. Immediately upon your return after being absent from school, you are required to obtain an admission slip from the principal or school secretary. A brief note from your parent, guardian, doctor, etc. will be required to explain your absence. If you have to leave the school early, you must notify the office what time you will be leaving. It is also necessary to obtain permission from the office to go to your car.

**No student will be allowed to participate in any NDHSAA sponsored extra-curricular activities if he/she has been out of school on the afternoon of the event*.*

Absences due to funerals, necessary appointments, etc, will be judged at the discretion of the principal.

Acceptable Use of Technology

The acceptable use of technology resources policy must be signed by the parent/guardian and student, and returned to school before the student will be allowed to use either EduTech or the Internet.

Accidents-Injuries

The school subscribes to a benefit plan for minor accidents or injuries. In case of illness or injury in school or at a school function, the school officials will telephone the parents so that they can arrange for proper care. For severe injuries, school officials will call the ambulance.

Admittance/Registration

No child shall be admitted to the Westhope Public School system without a copy of the student's school records. Records shall include registration card, immunization records, proof of birth, current education records including 504's, title, and/or any special education records. Federal law regarding enrollment of "homeless" children as defined by the McKinney-Vento Act under Title I shall supersede any/all local admittance policies.

Alcohol-Drugs-Tobacco-Criminal Activity Policy (ies)

The use or possession of tobacco products, alcohol, narcotics or other harmful illegal drugs is strictly prohibited. Any participant or member of any extra-curricular activity or organization who indulges in any of these practices will be suspended from all participation or other public appearances and from membership in any school organization from the date of the infraction or admission or date of hearing for a period of six consecutive weeks for the first offense and for a period of eighteen consecutive weeks for the second offense within the same school term. The rules follow the NDHSAA rules. Any awards ordinarily given by the school may be rescinded upon violation of the rules listed above.

Involvement in any criminal activity (except minor traffic violations) and conviction by an adult court or placement on probation by a juvenile court shall result in a 6-week suspension from extracurricular activities. This policy will be enforced all 12 months of the

year. Suspension will begin on the time and date of above said conviction.

NDHSAA rules are in effect in all cases.

1. A student may practice cheerleading and/or athletics but may not participate in games during the suspension.
2. A band or choir student may practice and participate in activities that are considered class requirements but may not represent our school in NDHSAA sponsored events.
3. A student on suspension may not be considered for homecoming royalty.
4. A student will not be considered for team/district/regional awards.

Assemblies

Attendance is required for all school assemblies. Proper applause shows good manners, while whistling, stomping feet, yelling and not paying attention have no place in a well mannered student body. All speakers deserve and will receive the courtesy of your full attention and use of manners.

Attendance

Attendance laws govern students in any North Dakota public school. These laws require all school-aged children to be in attendance every day school is in session. The law cites illnesses and certain other incapacities as exceptions to these requirements. The law provides local school boards the authority to establish standards for attendance. Classroom learning experiences are a meaningful and essential part of any educational system. Time lost from class is irretrievable; particularly for a student's opportunity for interaction and the exchange of ideas with classmates and teachers. The Westhope School district considers consistent and timely attendance a primary student responsibility.

Regulations that apply to student absences:

1. Attendance is the responsibility of the students and his/her parents or guardians. This responsibility includes being aware of the school district

- standards for attendance, *informing appropriate school officials in writing* of reasons for any absence of the student, and developing an acceptable attendance pattern for the student.
2. School personnel are responsible for keeping parents/guardians and the student informed of attendance patterns not meeting the district standards.
 3. School work missed by the student during the absence shall be made up regardless of the reason for the absence. Missed school work will be made up on a “day for a day” basis.
 4. **Students may not exceed 10 days of absence each semester. Absences due to long term illness or injury, death in the family, religious holidays or gatherings (if a request is signed by a parent) are exempt from the 10-day absence rule. Any student who accumulates more than 10 absences for a semester will not be eligible for credit. Also, if a student is absent from an individual class more than 10 times he/she will not receive credit. **
 5. If a student exceeds the maximum number of absences, they may appeal their case to the school board.
 6. All cases of school attendance and exceptions to the standards are at the discretion of the school administrator.

Behavior Rules:

1. Respect school property, others, and yourself.
2. Follow directions the first time they are given by any school personnel.
3. Student arrival time is 8:15.
4. Early arrivals will report to administration to check in.
5. Walk and pass quietly in hallways.
6. Parent or guardian needs to notify the school as soon as possible if the child has an unexpected absence.

7. Written excuses for absences must be turned in before the day of the planned absence to receive homework. Unexpected absences must have a written excuse upon returning to school to receive miss homework.
8. Bus rules violations will be reported to administration.
9. All students require winter clothing.
10. Lunchroom misconduct will be reported to administration.
11. Special activities are a privilege. Privileges can be lost.

Playground rules:

1. No swearing
2. No weapons
3. No fighting or bullying
4. No illegal substances
5. Snow and rocks will remain on the ground
6. No “king on the hill”
7. No tackle football or other rough games
8. Ball tag is played only on the ground, not on equipment.
9. No baseballs
10. No skateboards or other wheeled vehicles are allowed in the school or on the playground.
11. Bats and softballs can only be used at the diamond
12. Only one on the slide at a time
13. When the bell rings enter the building from the front quickly and quietly.
14. Minor incidents will be handled by the staff member involved (e.g. playground supervisor, teacher). Major incidents will be handled by the administration. Parents will be informed.

Bullying

"Bullying" means:

a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

(1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;

(2) Places the student in actual and reasonable fear of harm;

(3) Places the student in actual and reasonable fear of damage to property of the student; or

(4) Substantially disrupts the orderly operation of the public school; or

b. Conduct that is received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

(1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;

(2) Places the student in actual and reasonable fear of harm;

(3) Places the student in actual and reasonable fear of damage to property of the student; or

(4) Substantially disrupts the orderly operation of the public school.

"Conduct" includes the use of technology or other electronic media.

*****Bullying in the school building, on school grounds, on the bus, or at school sponsored functions will not be tolerated and will be grounds for disciplinary actions including suspension or expulsion.*****

Please reference school board policy for more information.

Bus Discipline / Rules

Proper behavior on the school bus is extremely important. Bus drivers have the same authority as any other staff member. They are obligated to enforce all the rules of the school. Behavior that is distracting to the bus driver creates a very

dangerous situation and will not be tolerated.

Riding the bus is a privilege, not a right. All bus riders will be assigned seats at the beginning of the school year. Students will adhere to all bus regulations formulated by the school.

Disruptive behavior on a school bus will not be tolerated. Any misbehavior on the school bus will not be tolerated and can result in suspension or expulsion of school bus riding privileges.

Bus rules:

1. The driver is in charge of the pupils and the bus.
2. Students shall be on time for the bus in the morning and evening.
3. Students shall expect to walk a reasonable distance to meet the bus at an authorized bus stop on the roadway.
4. Bus drivers will assign seats to pupils at the beginning of the school year and students will remain in those assigned seats unless the driver changes their seat assignments.
5. Students shall not walk around or stand in the bus, or carry on any unnecessary conversation with the bus driver while the bus is in motion.
6. Students shall converse in normal tones. Loud or vulgar language is prohibited.
7. When the bus is coming to a railroad crossing all conversation must stop until the bus has crossed the tracks.
8. Students shall not open or close bus windows without permission from the driver, nor extend hands, arms or head from the bus window.
9. Students shall not scatter litter on the bus, or the roadway, and not deface the interior of the bus. Any damage to a bus by a student must be paid for by the student responsible for the damage.
10. The emergency exits shall not be used except in cases of emergency or for the purpose of conducting drills.
11. Students shall carry or wear such clothing as is suitable for North Dakota winter weather.

Cell Phones/Electronic Devices

Students who choose to bring their cell phone to school must keep them turned off during the normal school hours. The use of cell phones will only be permissible during the noon hour and passing periods between classes. Electronic devices will not be allowed for use unless they are being used for an academic class. Any student in violation of these rules will have their cell phone turned into the Principal at which time a decision will be made as to when it is returned according to the school's cell phone policy.

Church Night

Wednesday evening is set aside as church night and school activities involving students are to be completed by 6:00 p.m. on these nights. **(Note: Coop practices are an exception due to travel constraints. Example: Practice must be completed by 6 pm but travel home from Glenburn may require another 45 minutes. Students who have a church activity will also be allowed to be excused from Wednesday practice by coaches/advisors with no team/activity penalty to the student.)** No school activities are to be held on Sunday, except with special permission from the administration.

Class Procedures-Study Hall-Library

Students are to report to each class on time and with the proper books and materials for each class. Students are not to call other students or teachers out of class. If visitors are brought to the school by students, they must first be cleared by the Principal. Parents are welcome to visit the school at prearranged times. Study hall and library are to remain orderly and quiet at all times. Each study hall teacher and librarian will make the rules known to each student.

Contagious Diseases

Contagious diseases such as colds, flu, whooping cough, pink eye and chicken pox should follow the recommendations of the First District Health Unit and the North Dakota

Department of Health to prevent the spread of contagious disease. Examples of precautions are: covering mouth when coughing or sneezing; washing hands with soap and hot water, staying at home if you have a fever and/or any other directives from your doctor. Our district has an obligation to the common welfare of our students and staff. It is imperative that wise decisions are made with respect to the individual and the student population about contagious disease.

Online Study

A student may receive approval for online course enrollment under the following conditions:

1. To pursue a course of study not offered by Westhope High School
2. A schedule conflict prevents the student from taking a course he/she needs.
3. A maximum of two credits may be applied toward the total needed for graduation.

Detention

Detention will be used for discipline and attendance /tardy problems. A letter will be sent home to notify parents when a detention has been assigned so that transportation can be arranged. Refusal to serve detention will result in more detention time or suspension from school.

Discipline-Suspension-Expulsion

Westhope High School students are expected to maintain a high standard of conduct at school and at all school functions. When the rules for proper conduct are violated, a desirable learning environment is not possible and the school cannot satisfactorily perform its functions.

Discipline Violations:

- *Sexual harassment toward another person.
- *Vulgarity toward another person including racial or sexual remarks.
- *The use of profanity

- *Disrespect toward a staff member or others at school or at school functions.
- *Skipping any part of the school day.
- *Use or possession of tobacco, alcohol or illegal drugs on school property.
- *Participation in a fight-verbal or physical.
- *Bullying
- *Destruction of school property.
- *Theft or vandalism in the school building or on school property.
- ***Possession of a weapon

second meeting will be arranged which will include the student's parents. If, after the student's parents have been involved and the situation is not corrected, the student may be dropped from the class without any credit.

Disciplinary Actions

1st violation – 2 days in school suspension

2nd violation – 2 days out of school suspension

3rd violation – 5 days out of school suspension

Further violations will result in more out of school suspension as determined by the administration and possible hearing in front of the school board for expulsion.

Proper conduct in school is expected from all students. Proper behavior and respect should be displayed by students participating in extracurricular and co-curricular activities not only on the court or field, but also in the classroom and hallways. Any student that is involved in extracurricular or co-curricular activities that is repeatedly in violation of behavior policies or displays extreme disrespect toward a staff member or fellow student will face a suspension from activities as deemed appropriate by the school administrator.

***results in immediate expulsion

**in-school and out of school suspension includes suspension from any after school activities.

Dismissal from Class

If a teacher finds it necessary to send a student out of class because of disruptive or disorderly conduct, the students will report immediately to the Principal. If the Principal is absent, the student will report directly to the main office. A meeting will be arranged between the principal, student and teacher before the student will be allowed back in class. If the behavior persists, a

Dress Code

Personal appearance is usually an index to the attitudes and behavior patterns of an individual. Westhope High School stresses appropriate dress and good grooming. The advertising of alcohol, tobacco products, profanity, or lewd suggestive phrases or images on clothing will not be allowed. **Clothing that is determined to be too revealing will not be allowed.**

Due Process

Due process shall be afforded to students in disciplinary cases of some magnitude such as expulsion and suspension. In the case of expulsion, the student and his/her parents shall receive the charge in writing within a reasonable time; be given a sufficient notice of time and place of hearing; may appear with counsel; may confront and cross examine; face accusers and refute charges; and be heard by the school board. In the case of suspension, the student will be given oral notice of the charges against him/her, and if he/she denies them, he/she shall have the opportunity to present his/her side of the story.

Fire, Tornado and Disaster Emergency Drills

There will be at least one fire, tornado, or disaster emergency drill conducted each month except when the weather is inclement. Rules governing these drills will be given at the beginning of the school year.

Grading System

The grading system shall be:

- A – Superior (100-94);*
- B – Above Average (93-85);*
- C – Average (84-79);*
- D – Below Average (78-70);*
- F – Failing (69 and below).*

Student's grades can be accessed on the internet through Power School. Grades will be updated weekly by the teachers.

Honor roll 4 point system:

A – 4.00; B – 3.00; C – 2.00; D – 1.00

A Honor Roll – *3.66 GPA or better*

B Honor Roll – *3.00 GPA or better*

GRADUATION REQUIREMENTS

The following are the basic requirements for graduation from Westhope Public School:

All students wishing to graduate from Westhope Public School must have attended an approved public or private high school for at least eight semesters. The last semester prior to graduation, the student must be enrolled as a full time school at Westhope High School. Students who meet this requirement but do not have the necessary number of credits to graduate will not be allowed to participate in graduation exercises. Exceptions may be allowed by petitioning the school board.

Graduation gowns will be maroon and gold or both beginning the 2006-07 school year. (Bd. Policy 8.22)

ND Minimum Graduation Requirements

Language Arts	4 units
Social Studies	3 units
Mathematics	3 units
Science	3 units
Physical Education	1 unit
Electives	<u>8 units</u>
	22 units

Westhope Grad. Requirements

9 th Grade		10 th Grade	
* <i>Eng. I</i>	1	* <i>Eng. II</i>	1
* <i>Biology</i>	1	* <i>Phy. Sci.</i>	1
* <i>Math</i>	1	* <i>Math</i>	1
* <i>Phy. Ed.</i>	1	* <i>Wrld. His.</i>	1
* <i>Bus. Fund.</i>	1	Electives	3
Electives	2		

11 th Grade		12 th Grade	
* <i>Eng. III</i>	1	* <i>Eng. IV</i>	1
* <i>US His.</i>	1	* <i>POD</i>	1
* <i>Science</i>	1	* <i>Cons. Res.</i>	1
* <i>Math</i>	1	Electives	4
Electives	3		
* <i>Required Courses</i>			

General Requirements

1. Class Load: All students must be enrolled in a minimum of 7 academic classes each semester. "0" hour class is counted as one of the 7 required classes. Also included in these 7 classes are: Band, Choir, and Phys. Ed.
2. A student may drop or add a course within the first 5 days of the semester. A form is available from the Principal and must be signed by the student's parents.

Health Issues

Allergies

It is the parent's responsibility to notify the school if your child has any food or environmental allergies and to set up an Emergency Health Plan.

Contagious Diseases

Contagious Diseases such as colds, flu, whooping cough, pink eye and chicken pox should follow the recommendation of the First District Health Unit and the North Dakota Department of Health to prevent the spread of contagious diseases. Examples of precautions are: covering mouth when coughing or

sneezing; washing hands with soap and hot water, staying home if you have a fever and/or any other directives from our doctor. Our district has an obligation to the common as well as the individual welfare of our students and personnel. It is imperative that wise decisions are made with respect to the individual and the student population about contagious diseases.

Head Lice

The Westhope Public School District supports the no-nit policy recommendation from the FDHU and Bottineau County Nurses office. A child who has head lice will not be allowed to attend school until a nurse or school authority confirms that all lice and nits have been removed from the child's hair. The reasoning is that even one nit can hatch and multiply, spreading head lice and causing infestation. The goal is to contain the problem.

Immunization Requirements

NDCC 23-07-17.1 requires that all students present a Certificate of Immunization to the school prior to admittance. Certificates are available at the main office of the school and they are available at most doctors' offices or from the county health nurse.

Medication

Westhope staff are prohibited from providing or administering any medication to any student. Students needing occasional medications for colds, ear aches, and sore throats, are to take these medications at home if possible. Medications that are prescribed three times a day can be given before the student comes to school, after school, and again at bedtime. However, if a medication MUST be given at school, the procedure will follow NDSBA school medication guidelines

Significant Medical Conditions

If your child has a significant medical condition that may hinder his education the school should be notified and a 504 plan and be designed to meet your child needs.

Parents' 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 district office at 245-6444. Upon request, you will receive a detailed explanation of the licensing, education and experience of each of our teachers. You will also receive information regarding the names and qualifications of the paraprofessional in our district.

Motor Vehicles

Extreme caution is to be used by students who drive to and from school each day. Extreme care is to be exercised by drivers who pass by the school to avoid injuring students who may be walking to or from school or who may run onto the street when playing around the school. Students exhibiting reckless driving will be reported to the law enforcement immediately. No driving of vehicles is permitted during school hours except by special permission by the administration.

Parent-Teacher Conferences

Parent-Teacher Conferences will be held mid-term of the first and third nine weeks. . Please attend regularly scheduled conferences. It is very important that you know what is going on with your child at school. We welcome your requests for other conferences. If you would like a conference otherwise, please make arrangements with your child's teacher.

Before the conference:

Decide what you want to ask the teacher.

Discuss the forthcoming conference with your child to see if there is anything he/she would like you to talk about with the teacher. Ideally, both parents should attend the conference. To make certain all concerns are addressed, parents are encouraged to bring personal notes relating to the conference. The teacher sees only one side

If your child and there may be things you know that could help the teacher better understand certain behaviors or problems.

After the conference:

Discuss the conference with your child. Talk about his/her strengths before discussing areas that may have been identified for improvement.

What You Can Do to Help Your Child Learn

- * Start each day right; a calm beginning at home makes the school day much better.
- * Encourage your child to have a good breakfast. Make certain that your child sleeps at least eight hours each night.
- * Praise your child each day for something he/she has done. Have a special place to put school work or whatever is brought home.

* Laugh and talk with your child about school experiences and listen attentively to what is said about your child's school day experiences.

* Stress attendance. If the child is ill, home is the best place; otherwise, your child needs to take advantage of every school day.

* Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation which could influence your child's behavior. Also, if he/she is reluctant to go to school, let the teacher know so that together you can find the reason.

* Take your child to the library and encourage reading for pleasure.

* Stress organization of school notebooks, materials, etc.

* Provide pencils, glue, scissors, paper, etc., for your child to use.

* Work at home with skills taught at school.

Pet Policy

Due to the risk of the spread of infectious disease, the bringing of pets or wild animals to school will not be allowed.

Recess

Recess is important to the health, fitness, learning and socializing of students. If parent/guardian wants their child to remain inside the building during recess, the request must be submitted in writing.

Have your child dress appropriately for the prevailing weather. Wearing boots and adequate clothing (warm coats, mittens or gloves, caps, and scarves) during winter or wet weather is part of good health and safety practices for all students. The School follows the policy that if the temperature or wind chill is below zero students will not to outside for recess. For the safety of your child, please inform the teacher

or principal of any assistance or precautionary measures your child may require.

School staff will supervise the playground at morning, noon, and afternoon recess. The playground is not supervised before and after school. Students are expected to be in the classroom or participate in the walking program in the morning and to leave the school grounds immediately following dismissal.

Reporting Child Abuse and Neglect

Any school teacher, administrator, or school counselor having knowledge of or reasonable cause to suspect that a child coming before him in his official or professional capacity is abused or neglected has a professional obligation to report the circumstances to the Children and Family Services Division of the Department of Human Services Board of North Dakota.

Roll Call – Early Dismissal

Roll call is taken at the beginning of each period of the day. Students must be in school by 9:30 a.m. and must not leave before 2:30 p.m. to be counted for a full day.

A student is not to leave the school before the end of the day without permission from the principal or written permission from a parent or guardian.

School Calendar

The Westhope Public School calendar is included in the back-to-school mailing or it can be found on the Westhope Public School website.

School Field Trips

Properly supervised and planned educational field trips are an important part of the education program. A signed permission form from a parent or guardian is required for all field trips.

Semester Tests

At the end of each semester, cumulative semester tests or projects will be given. These tests/projects will constitute 10 to 20% of your semester grade. Exemptions can be earned by

receiving nominations from staff for the monthly Sioux Pride Award. Any student that has been given in or out of school suspension or has received any cell phone violation during the semester is ineligible for any exemptions. *Students are required to take four mandatory finals (core classes) during each semester.*

Scholastic Eligibility

In order to participate in extracurricular activities at Westhope Public School, students in grades 7-12 must be passing all subjects. In addition, any student with two or more Ds in their classes will be deemed ineligible for the next week. Grades will be computed from the beginning of the semester and eligibility will be checked after the first two weeks of the grading period and on Friday afternoon every week thereafter.

School Food Services - Noon Regulations

Students may purchase noon lunch tickets at the main office. In an emergency situation, a student may make arrangements to charge a meal. Besides this exception, the lunch bill must be paid in full in order for a student to eat. All students will eat their lunch in the lunch room regardless if they eat the school's lunch or bring lunch on their own. The noon hour will be closed for all students. With written permission, K-12 students may go home for lunch (or be picked up by their parents) as long as they are back to the school in time for their next class. No students are allowed to go uptown during noon hour unless they are with their parents or are given special permission from the administration. No horseplay will be tolerated in the lunch room. Students are expected to clean their plates and keep the eating area clean. When students have finished their lunch, they are to remain in the lunch room or report to the old gym until the bell rings for class. No students are allowed in the hallway during noon hour.

School Food Prices

If you buy a yearly ticket, you get one month free

Breakfast Prices	
Daily K-12 breakfast	\$.50
Daily K-12 free & reduced breakfast	\$.00
Daily Adult Breakfast	\$ 0.80
Monthly K-12 breakfast	\$ 10.00
Monthly K-12 free & reduced breakfast	\$.00
Yearly K-12 breakfast	\$ 70.00

Lunch Prices	
Daily K-6 student meals	\$ 2.25
Daily 7-12 student meals	\$ 2.35
Daily reduced meals	\$.40
Daily Adult meals	\$ 3.00
K-6 Monthly Tickets	\$ 45.00
7-12 Monthly Tickets	\$ 47.00
Monthly reduced meals	\$ 8.00
K-6 Yearly Tickets	\$ 360.00
7-12 Yearly Tickets	\$ 376.00

School Records

A cumulative school record is maintained on all students that enter Westhope Public School. This record may contain records such as: Registration, health and immunization records, copy of birth certificate, emergency information, grade records, standardized test data, and pertinent anecdotal records.

Student records and student information that teachers have about students is confidential and is not to be shared. Record request from other agencies must be signed by the parent. The following individuals have access to student records: parents/guardians; current teachers; administrators and counselors; special education personnel actively working with students; and state and federal education officials. All individuals examining individual records must sign access sheet, date, and state the purpose

Special education files are located in the special education working file, and the Peace Garden Special Education office. According to the Family Rights and Privacy Act of 1974, the parent/guardian or student age 18 or over is permitted to inspect and review educational records relating to the student. Or

Parents have the right to receive a copy of the school record at their expense for the copy charges. Parents also have the right to review all records and to have a hearing to remove or correct any information that is inaccurate, misleading, or otherwise violates the student's rights to privacy.

School Supplies

The individual teachers decide on school supplies and a list is attached at the end of the handbook and can be found on the Westhope Public School's Website.

School Visitors

Any individual visiting the school for any reason must report first to the office. If it should be necessary to speak with a student or teacher directly, the office personnel will make the arrangement.

Teacher and room visitations may be arranged either by directly contacting the teacher or by requesting an appointment through the principal's office. Visitations of 1 to 2 hours are advisable. Students that bring guests to school must have the teacher's permission for the guests to attend.

Senior Privileges

Senior privileges are exactly what the name implies; "privileges" not "rights". If it is decided that senior privileges will be given, they will occur during the first or second semester, or both. The high school principal will decide when or if those privileges will start. Only eligible seniors will be granted privileges. To be eligible a senior must be passing all academic classes, clear from any recent detentions or suspensions, and not have any excessive absences. Seniors with privileges are exempt from study halls unless there is a secondary school activity (lyceum, assembly, etc.). All seniors will adhere to checkout procedures for being absent from class or leaving the school grounds as set forth by the principal. No seniors with privileges will be allowed to drive around during their privilege time. All seniors will not be allowed to loiter the hallways or distract classes in session whether in or out of the school building. The principal will be allowed to use his discretion on rules for senior privileges.

Skateboards – Rollerblades

The use of skateboards, rollerblades or any other wheeled devices will not be allowed in the school or on school grounds.

Social Events

School dances and parties are to be held outside school hours and under the supervision of a faculty member who is the advisor of the sponsoring school organization. The school will not sanction dances or parties held away from the school. School dances and parties are to be held only if there is no conflict with regular curricular programs or previously scheduled extracurricular activities. These functions are to be attended only by the Westhope student body and such invited guests which have been approved by the principal prior to the event. Dances will be held with chaperones consisting of the faculty advisor and at least two adults.

Storm Days

Should it become necessary to close school early or to cancel school, an announcement will be made via the Instant Alert system that is in place at our school. Each parent will receive a phone call, email or text regarding such announcements. Parents may pick up their children early during storm situations. Parents should be assured that if any emergency situation develops students will be cared for until the condition improves. Each student must have a pre-determined storm home in town where he/she may stay if the buses are unable to run.

Student Aide Program

This program will provide a junior or senior student the opportunity to assist a teacher in working with groups of students and/or individual students. Students will be under the direct supervision of the classroom teacher. The supervising teacher will give a grade each 9 week period based on criteria set by the supervising teacher. Students who successfully complete this program will receive ¼ credits per semester.

Student Activity Tickets

Students must either have an activity ticket or pay admission to all games. Activity tickets are required for participation in all extracurricular activities.

Activity Tickets	Students K-6	\$ 30.00
	Students 7-12	\$ 35.00
	Adult Pass	\$ 55.00
	Family Pass*	\$ 115.00

Student Lockers

Each student will be assigned a locker by the Principal at the beginning of the school year. They are to be used for storage of school books and materials and a place to hang coats. The lockers are school property and are subject to inspection by school officials at any time. Students should not keep money or other valuables in their lockers as they cannot be locked. If a student wishes to put a lock on their gym locker, one may be rented from the school. The school is not responsible for theft of personal property. If money or valuables need to be kept secure, they can be kept in the school office.

Students are to stay away from other student's lockers and stay away from the locker area during class time when possible.

Tardiness

Tardiness is considered a form of absenteeism and will not be allowed. The classroom teacher will count students who are late for any class tardy. Every 4 tardies for a student will equal 1 absence from class. Students who have a legitimate excuse for being late for a class (visiting a teacher or the office) should bring a note explaining their tardiness.

Textbooks – Related Items

Textbooks, workbooks and related items will be provided to students free of charge. Special items purchased for any elective course may be charged to the students who wish to make use of them. Items of personal nature such as physical education clothing, pencils, paper, etc. will not be provided by the school. Students who lose or destroy textbooks, workbooks, or other school owned property will be assessed a fee for replacement costs.

Time Schedule and Use of School Building

School hours are from 8:30 a.m. until 3:25 each day. Children should NOT arrive earlier than 8:15 a.m. or remain in the building later than 3:30 unless they are participating in a supervised activity. Students are to go directly to their classroom if they arrive before 8:15 a.m. Students may participate in the walking program from 8:15 – 8:25. School doors will not open until 8:00 a.m. each day. Supervision WILL NOT be provided for students who arrive before 8:00 a.m. or remain later than 3:50p.m. The above procedures are designed for the safety and well-being of your children.

Title IX

It is the policy of the Westhope School to support the provisions of Title IX of the Educational Amendments Act of 1972, Title VI of the Civil Rights Act of 1963, Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of

1973 and not to discriminate on the basis of race, color, national origin, sex, religion, age, or handicap in employment practices. It is the expressed intent of the Westhope Public School to provide equal opportunity for all students in programs and activities, from limitations of race, color, national origin, sex, religion and handicap.

Threatening Language Acts of Violence

Any student who makes threats, whether verbal or in writing, to do bodily or physical harm to another student or staff member, or damage to school property (bomb threats, etc.) may be suspended and/or expelled from the school after a hearing before the administrator or the school board, as provided by board policy. The school district also reserves the right to refer any violation of this policy to the Bottineau County Sheriff's Department or the North Dakota Bureau of Criminal Investigation. Authority: Section 15.1-19-09.10 N.D.C.C.

Weapons Policy

The Westhope 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. 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, explosive gun (including pellet and paint ball guns), or any object that can reasonably be considered a weapon or dangerous instrument. 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 law enforcement officials at the discretion of the administration. Bringing a weapon, as described in 18 U.S. C. 921 to school will require that proceedings for the expulsion of the student

involved for a minimum of one year be initiated immediately by the administration. 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 into the incident conducted by the superintendent. A student who is defined as having a disability under the Individuals with Disabilities Education Act may be placed in an alternative educational setting for up to 45 calendar days, during which time a determination will be made as to whether bringing the weapon to school was a manifestation of the student's disability. Discipline and placement of the student will be in accordance with the Individual with Disabilities Education Act.

5. Gain information needed to make job selections and develop skills to become a productive individual.
6. Understand and practice the skills of family and community living.
7. Learn the techniques of managing money, property and resources.
8. Develop a desire for learning now and in the future.
9. Learn how to use leisure time constructively.
10. Practice and understand the ideas of health and safety.
11. Become aware of and appreciate culture and beauty in the world.

Late Starts

Westhope Public Schools will use late starts on the following dates for teacher professional develop opportunities. School on these days will start at 10:30 am and end at the regularly scheduled time.

Late start dates for 2017-2018 school year:

September 27, 2017
January 31 2018
April 18, 2018

Westhope Goals of Education

The goals of education at Westhope School should help each student to complete the following:

1. Learn to be a good citizen and practice democratic ideas and ideals.
2. Develop communication, computational, and other skills to the best of their ability.
3. Develop good character, self-respect, and a feeling of self-worth.
4. Form satisfying and responsible relationships with other people, including those characteristics different from his/her own.