

Lisbon High School

STUDENT HANDBOOK 2020-2021

All students will learn, experience success, and be good citizens.

Principal: Mr. Patrick Adair
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P O Box 593
Lisbon, ND 58054

Phone: 701-683-4106
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Name _____

Address _____

City _____ **Zip Code** _____

Phone _____

BELL SCHEDULE
Bell Schedule – Normal Start

<u>Hour</u>	<u>Time</u>
0.....	7:15 – 8:26
1.....	8:28 – 9:18
2.....	9:20 – 10:10
Mid-Morning Break.....	10:10 – 10:18
3.....	10:20 – 11:10
4.....	11:12 – 12:02
Lunch.....	12:02 – 12:27
5.....	12:29 – 1:19
6.....	1:21 – 2:11
7.....	2:13 – 3:03
8.....	3:05 – 3:30

Bell Schedule – One Hour Late

<u>Hour</u>	<u>Time</u>
1.....	9:28 – 10:05
2.....	10:07 – 10:44
3.....	10:46 – 11:23
4.....	11:25 – 12:02
Lunch.....	12:02 – 12:27

Afternoon schedule runs as normal.

Bell Schedule – Two Hour Late

<u>Hour</u>	<u>Time</u>
1.....	10:28 – 10:58
2.....	11:00 – 11:30
4.....	11:32 – 12:02
Lunch.....	12:02 – 12:28
3.....	12:30 – 1:06
5.....	1:08 – 1:44
6.....	1:46 – 2:22
7.....	2:24 – 3:00
0/8.....	3:02 – 3:30

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YOUR PLANNER – YOUR PASSPORT

Your planner has been provided to you by Lisbon High School. The most commonly asked question will be, do we have to use this? The answer of course, is no. However, Lisbon High School believes strongly that by utilizing your planner you will become better organized and fewer things will be left undone.

Your planner contains all passes at Lisbon High School.

PARENT/GUARDIAN RESPONSIBILITY

The first and most significant responsibility of the parent/guardian is to encourage the student to attend each scheduled class. An attempt should be made to limit student absences for routine appointments, vacations, etc. When a student must be absent please consult the school attendance policy to insure the proper procedure is followed.

ATTENDANCE POLICY

Attendance is a major concern of everyone at Lisbon High School. Absences affect student performance. Data collected by our staff indicates a significant correlation between student absences and achievement.

Parents are to notify the school (683-4106) prior to the end of first hour (9:20 am) if their child is absent. It is the discretion of the school to determine if absences are excused or unexcused. Failure to notify the school will result in an unexcused absence.

Upon returning to school, students are asked to bring a note verifying their absence and signed by a parent or guardian.

With this in mind, Lisbon High School has adopted the following attendance policy. In order to meet the needs of students who have exceptional needs due to accident, illness, or other incidents beyond the control of the student, the building principal has the discretion to amend this policy to meet the needs of those individuals.

I. **Excused Absences** - Make up work required.

- A. Personal illness
- B. Family death
- C. Family emergencies
- D. Funerals of family, friends, or relatives*
- E. Required court appearances
- F. Suspension from school

II. **Excused Absences Which Must be Prearranged** – A prearranged absence is one in which the student and the teacher, at least 24 hours in advance, have made arrangements as to how the make-up work will be handled.

- A. School sponsored activities
- B. Church activities approved by the principal
- C. Trips requested by parents and approved by principal
- D. Medical/Dental appointments which aren't emergencies
- E. One college visitation day per semester*

**Does not count in the accumulation of the maximum number.*

III. **Unexcused Absences** - Detention will be assigned and disciplinary action taken which may result in a lowered grade in a course. (Make up work is required, 60% is the highest obtainable grade.)

- A. Truancy – being absent from one or more classes without the consent of parents/guardians and/or school officials

- Failure to report to the office after being sent there
- Leaving class without permission of the teacher
- Abuse of pass usage
- Failure to leave campus after checking out
- Failure to attend class after returning to school

- B. Oversleeping
- C. Transportation problems not related to district busing
- D. Removal from class
- E. Unverified appointments
- F. Family trips which are not prearranged

IV. Excessive Absences

- A. Excessive absences for students will be processed using the following steps
 1. At five absences in a semester, the student and the student's parents will be notified, and the student will be referred to the counselor
 2. All hours in which the student is absent past 10 days in a semester, will be made up before or after school, or the student will receive no credit for the semester.
 3. For each day missed after 10 absences a student must bring in a doctor's statement with a reason excusing them for their absence.

- V. **Maximum Absence Rule** - Student may not receive credit for any class in which absences exceed 10 for one semester, except under the most dire of circumstances and with written certification provided by a medical physician.

- VI. **Tardies** – You have the right to expect classes to begin on time and teachers have the right to expect you to be in class on time. Students tardy at the start of the school must report to the office for an admission slip. Tardiness between periods will be handled by the teacher.

Consequences: Individual teacher will implement their own tardy policy for their classroom. These policies will be enforced and backed up by the principal. The principal may assign the student detention for excessive tardies.

Consequences for unexcused tardies:

- Each student is allowed 3 unexcused tardies to class without penalty. (The teacher has the right to penalize students under their classroom policies.)
- On the 4th and subsequent unexcused tardy(s), students may be assigned detention, lose credit on daily assignments, tests, or participation points in classes in which they are tardy until the end of the semester.

VII. Attendance and Final Test Exemptions – **TEMPORARILY SUSPENDED UNTIL FURTHER NOTICE**

- A. All students, grades 9 through 12, will be required to take two (2) semester exams at the end of each semester. The Principal will determine these tests individually.
- B. Test exemptions will be determined by the attendance policy which is as follows.
 1. A person with an "A" average in a class and no more than three (3) absences is exempt from that semester test.
 2. A person with a "B" average in a class with no more than two (2) absences is exempt from that semester test.

3. A person with a “C” average in a class with no more than one (1) absence in the class, is exempt from that semester test.
- C. Please take note, that if the Principal selects a class that through the exemption policy you would normally be exempt, you must still take the exam.
- D. Sophomore students performing at the proficient and/or advanced level on the North Dakota State Assessment will earn additional exemption possibilities. These will be explained at the time of testing.

DISCRIMINATION – School Board Policy AAC

The Lisbon Public School District #19 is committed to a policy of equal opportunity for all employees and students. Discrimination on the basis of sex, race, creed, marital status, age, handicap, national origin, or color is prohibited.

Complaint Procedure:

Any student of the district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in a district education program or activity, on the basis of race, color, creed, national origin, sex, or handicapping condition, may file a written complaint with the compliance administrator or follow other procedures outlined in the complaint procedure.

Compliance Administrator:

The compliance administrator for Board Policy dealing with these policies is **Patrick Adair, Equity Coordinator, Box 593, Lisbon, North Dakota 58054; Telephone: (701) 683-4106.**

DISCIPLINE POLICY

It is the position of Lisbon High School that a fair and equitable district-wide school discipline policy will contribute to the quality of a student’s educational experience. Without discipline in the school, learning cannot occur. Therefore, Lisbon High School has adopted the following discipline policy.

It is the responsibility of the Lisbon School Board, the Lisbon High School Principal, and the Lisbon High School Teachers to safeguard the health and safety of each student. The school and administrator will support district personnel who, in dealing with students on a disciplinary matter, act in accordance with North Dakota statutes, the North Dakota Department of Public Instruction regulations, and this policy.

Due Process - To help insure that a student’s rights are not violated, the following provisions for Due Process are in place at Lisbon High School.

- A. All students are entitled to a notice of an infraction they may have committed
- B. All students have a right to a hearing
 1. Can be conducted by teacher
 2. Can be conducted by principal

I. Basic Student Responsibilities

- A. Be on time with all necessary materials
- B. Be courteous and respectful to students and district personnel
- C. Help keep the campus clean
- D. Use acceptable language

II. Bullying

- A. Defined: 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. Defined: 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.
5. Conduct" includes the use of technology or other electronic media.

Protected classes are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.

School property or the term **on-campus** refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.

School-sanctioned activity is defined as an activity that:

- a. Is not part of the district's curricular or extracurricular program; and
- b. Is established by a sponsor to serve in the absence of a district program; and
- c. Receives district support in multiple ways (i.e., not school facility use alone); and
- d. Sponsors of the activity have agreed to comply with this policy; and
- e. The District has officially recognized through board action as a school-sanctioned activity.

School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.

School staff includes all employees of the Lisbon Public Schools, school volunteers, and sponsors of school-sanctioned activities.

True threat is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of intent to inflict harm.

Prohibitions

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

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

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

Reporting Procedures for Alleged Policy Violations

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

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

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

1. *Completing a written complaint form:* A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and will inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
2. *Complete and submit an online complaint form:* A complainant will have the option of including his/her name on the form or submitting it anonymously.
 - Form can be found at www.lisbon.k12.nd.us
3. *File an oral report with any school staff member.*

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

Reporting to Law Enforcement & Others Forms of Redress

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

Documentation & Retention

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

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

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

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

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

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

Investigation Procedures

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

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

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

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

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

Disciplinary & Corrective Measures

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

1. Detention;
2. In- or out-of-school suspension or recommend expulsion.
3. Alternative placement.
4. Behavioral adjustment plan;
5. Refer the student to the school counselor;
6. Conference with the student’s parent/guardian and classroom teacher(s), and other applicable school staff;
7. Modify the perpetrator’s schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
8. If applicable, contact the administrator of the website on which the bullying occurred to report it.

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

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

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

Victim Protection Strategies

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

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

Prevention Programs & Professional Development Activities

In accordance with law, the Lisbon Public Schools shall develop and implement bullying prevention programs for all students and staff professional development activities.

III. Dangerous, Harmful, and Illicit Substances

A. Alcohol: Students are prohibited from using, possessing, or being with those other than their parents who are using or possessing alcohol. (Lisbon School Board Policy FFA)

Consequence - If a student is observed using or under the influence of alcohol at school or a school sponsored event, there will be a minimum of a three day suspension from school with referral to the appropriate law enforcement agency.

The parents of the student will be notified.

Students with alcohol violations will also be suspended from all school activities as outlined in Lisbon School Board Policy FFE.

B. Drugs: Students are prohibited from using, possessing, or being with those who are using or possessing illicit drugs. (Lisbon School Board Policy -FFA)

Consequence - If a student is observed using illicit drugs at school or a school sponsored event, there will be a minimum of a three day suspension from school with referral to the appropriate law enforcement agency.

The parents of the student will be notified.

Students with illicit drug violations will also be suspended from all school activities as outlined in Lisbon School Board Policy FFE.

C. **Tobacco**: Students are prohibited from using or possessing tobacco. (Lisbon School Board Policy - FFA)

Consequence - If a student is observed using tobacco at school or a school sponsored event, there will be a minimum of a three day suspension from school.

The parents of the student will be notified.

Students with tobacco violations will also be suspended from all school activities as outlined in Lisbon School Board Policy FFE.

IV. **Vandalism** - is defined as damage to or the destruction of school property, or the property of students, or the property of school employees.

Consequence – Punishment will be assigned at the discretion of the principal and students will be reported to the appropriate law enforcement agency.

The parents of the student will be notified.

Students and their parents will be expected to make full restitution for all parts and labor to replace the damaged property, or the student may be expelled from Lisbon Public Schools.

Students with vandalism violations will also be suspended from all school activities as outlined in Lisbon School Board Policy FFE.

V. **Assault**

A. **Verbal Assault** is defined as abusive, threatening, profane, or obscene language, either oral or written, by a student toward a staff member or another student including conduct which degrades people because of their race, religion, ethnic background, or physical or mental handicaps.

Consequence – Punishment will be assigned at the discretion of the principal.

Parents of all students involved will be notified.

The offending student will be referred to the school counselor to discuss verbal assault and the nature of the verbal assault.

B. **Physical Assault** is defined as an act which intentionally inflicts, or attempts to inflict bodily harm upon another.

Consequence - The student maybe suspended up to ten days, with the possibility for expulsion, and the appropriate law enforcement agency will be notified.

Parents of all students involved will be notified

The offending students will be referred to the school counselor to discuss physical assault and the nature of physical assault.

C. **Harassment:** Harassment is defined as “an intent to cause worry or annoy with repeated attacks.” Again, this type of behavior can be verbal, non-verbal, and/or physical and will be dealt with in the same manner as any other assault.

Consequence – Punishment will be assigned at the discretion of the principal.

VI. **Weapons Possession or Use:** 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. (Lisbon School Board Policy - FFD)

Consequence - Violation of this policy will require that the principal initiate proceedings for the suspension and/or expulsion of the perpetrating student immediately.

VII. **Threats and Disruptions:** Threats and/or disruptions which hinder or inhibit the normal school operation, or the operation of a school activity, will be subject to disciplinary action.

Consequence - The involved students will be cited with Disturbance of a Public School which falls under the North Dakota Century Code and remanded to the custody of the appropriate law enforcement agency. *North Dakota Century Code 15-.1-06-16*

The parents of the students involved will be notified.

Student suspension will be dispensed at the discretion of the building administrator.

VIII. **Insubordination** is not complying with the reasonable request of a school official, immediately.

Consequence - At the discretion of the principal, the student maybe suspended for up to 10 days.

IX. **Treatment of substitute teachers**

A. Students are expected to treat all school personnel with dignity and respect, and substitute teachers are no exception.

Consequence – Punishment will be assigned at the discretion of the principal.

X. **Dress/Personal Appearance**

A. Students attending school or a school function are expected to be clean and groomed to the accepted standards of society wearing clothes and shoes.

B. Clothing promoting alcohol, tobacco, or other drugs is not permitted.

C. Clothing that distracts from the general activities of the school day are not acceptable. Examples: Clothes which promote profanity, have narcotics signs, or shirts with insinuations or double meaning.

D. In general, clothing which offends another person is considered unacceptable.

E. Shorts/skirts, that do not extend to mid-thigh (when arms and hands are straight down, the tips of the fingers must touch material), tank tops with less than 1” straps, tops that expose the midriff and other informal wear are inappropriate dress for school.

F. All hats are to be removed at the door.

G. Chains of any style or length are unacceptable dress.

Consequence - Students will be asked to take appropriate action to correct the situation. On a student’s second violation their parents will be asked to come to school and pick up their son/daughter.

XI. **Communication Devices:** Communication devices brought to school may be used by students who are not under direct school supervision until 8:29 a.m., between scheduled classes, during the lunch period,

and after dismissal from their final class of the day. When brought into class, students will deposit their cell phones in the teacher receptacle at the beginning of each class, and will only have the device in their possession during class time with the teacher’s permission. If these devices are either seen or heard during unauthorized times, they may be confiscated.

First Offense – Device will be confiscated for the remainder of the day and the student may pick it up at the end of the school day.

Second Offense – Device will be confiscated for the remainder of the day, the parent will be notified, and the parent may be required to pick up the device.

A student found in violation of this policy more than two times will follow a similar procedure as noted under the Second Offence and additional penalties may apply. Lisbon Public Schools assumes no liability for damaged, destroyed, lost and/or missing cellular phones or electronic devices. Students and their parents are responsible for the safe keeping of all such devices including: cellular phones, listening devices, image taking devices, any type of electronic game, or other electronic device.

XII. Detention - This is a consequence students receive for decisions they have made.

Should a student skip detention:

- 1. First offense - detention will double.**
- 2. Second offense – The student will be suspended from school.**

ACADEMICS

Listed below are the graduation requirements as established by the State of North Dakota Department of Public Instruction and the Lisbon Public School District #19 Board of Education:

English.....	4 Credits
Social Studies.....	3 Credits
Mathematics.....	3 Credits
Sciences.....	3 Credits
Physical Education.....	1 Credit
Foreign Language/Fine Arts/CTE	3 Credits
<u>Electives.....</u>	<u>5 Credits</u>
Credits Required for Graduation	22 Credits

Students must be registered for six classes each semester.

Civics Exam: Starting in 2016-2017 school year any student who plans to graduate from High School is required to take and pass a civics exam.

Classification: Students must earn five credits to be classified as a sophomore, 10 credits to be classified as a junior, and 15 credits to be classified as a senior.

The above represents minimum credits to graduate and participate in graduation ceremonies. Students planning to attend post-secondary schools or to compete in college athletics should be aware of additional entrance requirements and required core curriculum

Students planning to complete correspondence credits toward graduation must finish all testing by May 1 of Spring Semester.

SCHEDULES

Student schedules are built each semester based on student requests. In the past many students have haphazardly requested classes with the idea that they could change their schedules any time they wished. Many teaching positions are based on the enrollment figures students create when they request classes. It is for these reasons that parents and students are asked to carefully select classes each semester.

Class Schedule & Drop/Add: Students may drop a class without penalty prior to the end of the first week for each semester. Class changes will only be made if it can be worked into the student's schedule and there are openings in the requested classes.

Students who wish to drop after the first week will receive an F. Students would be allowed to drop after the first week under the following conditions:

1. Health reasons
2. If both the teacher and student agree that it is the best situation for the student. Parent and Teacher signature required.
3. Administrative removal based on extenuating circumstances.

GRADING INFORMATION

Lisbon High School uses the following marks to communicate student progress:

A=Excellent, B=Above Average, C=Average, D=Below Average, F=Failing, I=Incomplete. All classes will be graded using these marks. Some courses may use Pass/Fail in some instances.

GRADING SCALE

A+	=	100	B-	=	84	D	=	74 – 69
A	=	99 – 93	C+	=	83	D-	=	68
A-	=	92	C	=	82 – 77	F	=	67 and below
B+	=	91	C-	=	76			
B	=	90 – 85	D+	=	75			

LATE WORK POLICY

Late work will be accepted for 50% reduced credit.

HONOR ROLL

Students who earn a GPA of 3.0 or higher on a 4.0 scale will be placed on the Honor Roll.

No student who has earned a grade of “D” will be placed on the Honor Roll, regardless of their Grade Point Average. Pluses and minuses will not be calculated into the Honor Roll.

A four point scale will be utilized with following honor points assigned: A=4, B=3, C=2, D=1, F=0. Classes, which are not worth a full credit, will be calculated as such.

STUDENT ACTIVITIES/ORGANIZATIONS

Countless studies have consistently shown that when students are involved in school activities they generally achieve higher grades, and have better attendance. Lisbon High School offers some of the finest activities in the state of North Dakota. Listed below are activities and organizations offered at LHS. **Students must be in school a minimum of the afternoon classes in order to participate that day.**

- Academic Team
- Band
- Basketball
- Cheerleading
- Choir
- Close Up
- Cross Country
- Drama
- FBLA
- FCCLA
- FFA
- Football
- Golf
- Intramurals
- Jazz Band
- Math Team
- National Honor Society
- Speech
- Student Council
- Swing Choir
- Track
- Volleyball
- Wrestling
- Year Book

ELIGIBILITY FOR STUDENT ACTIVITIES

Academic success of students at Lisbon High School is extremely important. All students of Lisbon High School participating in co-curricular and extra-curricular activities must maintain the academic standards for eligibility established by the district and abide by the rules established by the North Dakota High School Activities Association.

1. **Weekly Eligibility** – Academic eligibility of Lisbon High School students will be determined on a weekly basis (Wednesday through Tuesday). Grades will be taken from PowerSchools Wednesday morning at 8:30 am. If a student is failing one subject he or she will be ineligible to participate in any co-curricular or extra-curricular activities for a period of one week. Students may continue to practice but may not perform, compete, or travel with the team or group until they become academically eligible.

Exception: Band and Choir students who are academically ineligible will be allowed to perform in Fall, Sound of the Seasons, and Spring concerts. Academically ineligible Band and Choir students will not be allowed to perform at extra-curricular activities including the Dinner and Dessert Performance, field trips, contests, competitions, honor bands/choirs, and pep band until they become eligible.

2. **LHS 9 Week Requirements** – At Lisbon High School passing grades will be computed at the end of each 9 week grading period. Any student failing a class at the end of a 9 week grading period will be ineligible for two (2) weeks. After the two week period, eligibility will be determined on a weekly basis (Monday through Sunday).
3. **LHS Semester Requirements** - At Lisbon High School passing grades will also be computed at the end of each Semester. Any student failing a class at the end of a semester grading period will be ineligible for three (3) weeks. After the three week period, eligibility will be determined on a weekly basis (Monday through Sunday).
4. **Restricted Study Hall** - Students on the LHS Restricted Study Hall list can only miss school time once during the week for activities. Students, who in the judgment of the principal are in danger of failing, or in the judgment of the principal are not taking academics seriously, may not be allowed to miss school time at all.

PARTICIPATION GUIDELINES/SUBSTANCE ABUSE POLICY (Lisbon School Board Policy – FFE)

The Lisbon Public School Board believes in truth and honesty. The Board also believes that the use of alcohol, tobacco, and illegal drugs are not in the best interest of the student body. Therefore, the Board adopts the following policy on extra-curricular eligibility:

A student found guilty of any drug or alcohol related offense will be suspended from all extra-curricular activities for six (6) weeks for the first offense and eighteen (18) weeks for each additional offense. If the offense occurs during the summer, suspension will start at the beginning of his/her first practice season or at the beginning of the school year.

If a student has been suspended and full suspension has not been served during the current school year, the remaining suspension time will be extended to the next school year and will begin at the start of his/her first practice season or at the beginning of the school year.

Students, who for good cause, are questioned about the use of alcohol, tobacco or illegal drugs and deny the use, but are later found to have lied, will be suspended from all extracurricular activities for a total of 12 weeks. These will only be counted during the school year or when an extra-curricular activity is in season.

If a student is adjudicated or upon notification that they might be adjudicated in juvenile or adult court of a crime under the laws of North Dakota or federal law he/she may be subject to an extra-curricular suspension for a period of 36 consecutive weeks for a felony and 16 weeks for a misdemeanor for all participation in any extra-curricular activities. A violation of the laws governing the operation of any motorized or recreational vehicles does not fall under this paragraph.

Notification must be reported by a parent, guardian, student involved, law enforcement, juvenile court or a Juvenile Probation Officer, or by the results of a FFE investigation.

GUILT BY ASSOCIATION CLAUSE

If a student goes where there is tobacco, alcohol, or illegal drugs being illegally used, the student will lose eligibility for three weeks for the first offense, six weeks for the second offense, and 18 weeks for the third offense. Students who are reported as being in violation of any part of the “Guilt By Association Clause” must be reported by an eyewitness who submits a signed complaint.

Students under suspension may not:

- **Be recognized in any way as a representative of LHS in a public venue. This would include all academic, athletic and other co-curricular activities and clubs. It would also include the “Commencement Exercise” if the ceremony falls within the suspension. This action will be enacted only when multiple violations occur.**
- **A senior would not have his/her graduation ceremony privilege revoked if either of these two circumstances occurs.**
 1. **A senior student eighteen years old can legally use tobacco products. Therefore, a senior 18 years of age caught smoking off school grounds will not have his/her participation in the graduation ceremony revoked.**
 2. **A senior serving a “Guilt by Association” suspension, will not have his/her graduation privilege revoked, however, being recognized as the class president or giving a senior speech, or performing in a musical ensemble during the ceremony will be revoked.**
 - **Travel with a team or organization affiliated with LHS.**
 - **Sit/stand on the same side line as the team during a game.**
 - **Run for any office in any LHS organization.**

Students under suspension:

- Will be placed on the Restricted Study Hall List until the suspension ends.
- Will be removed from any LHS office or LHS organization office for the rest of the school year.
- Will have their Senior Privileges revoked for the duration of the suspension.
- Will not be granted a “College Day” during the course of the suspension.
- Will write all finals during the semester in which the suspension originates.
- Will have any captaincy of a sports team stripped if the suspension occurs during any part of the season.
- Will be denied any post season athletic or organizational awards voted on by team/organization members, or coaches/advisors.

STORM DAY PROCEDURE

1. All announcements will be carried on:
WDAY – AM 970, KVLV - Channel 11, WDAY - Channel 6, KXJB - Channel 4
2. The Superintendent, or in his absence, the Principal, will determine whether school should close or remain in session.
3. **If a storm develops during the night**, the decision will be made early if at all possible. If the buses run one hour late, school will start one hour late. If road conditions warrant the running of buses on emergency routes only, those routes will be announced in advance. In instances where buses do not run, and school is still in session, students will **not** be marked absent.
4. **If a storm develops during the day**, parents may remove their child from school at any time they feel the safety of that child is in jeopardy. The child will **not** be marked absent. Bus drivers will check the student load carefully before leaving, as confusion of an early dismissal may cause some problems in the loading of buses.
5. The “**Storm Home**” policy will be in effect should the decision be made to have students remain in town because of the weather conditions. Students will be delivered by bus to their Storm Homes. Students without designated Storm Homes will be kept at school until lodging is secured. Teachers will remain at school to assist the principal until all students are safely lodged and accounted for. In emergency situations, at the discretion of the principal, students driving their own cars should make arrangements with the home prior to the student leaving, and inform the school on arrival home. Parents who wish to pick up their children because of stormy weather are encouraged to do so before the buses congest the school area. Parents have the right to withhold their child from school, or remove their child from school should they feel their child is at risk from storming. When school is dismissed, students in town are allowed to leave and walk home. Parents or students who desire other alternatives should contact the principal. A general rule of canceling after school activities will follow the closing of school because of storms. Exceptions to this rule are possible when school is dismissed early in the day for safety reasons while the possibility of the storm subsiding exists. If weather is questionable, the high school will be opened to allow people to phone before venturing home. If a group from another town is stranded in Lisbon, we would appreciate assistance from the community in having people share their homes. Please contact the school office if this is possible. Varsity team only may practice when early dismissal occurs. **Varsity team members practicing during storm situations must stay at storm homes!**

COMMENCEMENT

The purpose of the commencement ceremony is to honor students of Lisbon High School who meet the minimum requirements of the State of North Dakota and the Lisbon Public School District #19 Board of Education. Commencement is a privilege that is earned by years of work in the classroom.

Students may meet the minimum requirements of North Dakota and Lisbon Public Schools, but may be denied the privilege of the commencement exercise if the student has consistently made poor choices while at Lisbon High School. The principal of Lisbon High School will have the final determination as to whether or not a student is allowed to participate in commencement. Students not allowed to participate in commencement will have their diploma mailed to them following the commencement ceremony.

REPORT CARDS AND PROGRESS REPORTS

Report cards for all students will be completed and distributed at the completion of each nine weeks period. A progress report for students in need of attention, will be mailed sometime between the fourth and six week of each quarter

LOCKERS

Students will receive lockers at the beginning of the school year. Students are responsible for the locker initially assigned to them. *If you have a large amount of money or something of particular value, you may leave it in the office for safe keeping. The school is not responsible for theft.* If theft does occur, it will be turned over to the police. **Students are strongly encouraged to place personal locks on any lockers assigned to them.**

If there is a problem with your locker, notify the office secretary.

Because lockers are school property, if a school official has reasonable suspicion, they can be searched with or without the consent of the occupying student. Dogs may be used in this search.

LIBRARY

The library is a place for quiet study, reading, and research work. Your teacher may take entire classes to the library for special projects or students may go individually with a planner pass during class or study hall. It is also open before and after school. During these times students should be quietly working. ***Students who wish to converse with their friends before or after school, should do so in the commons.***

After lunch, students who are in the library may visit quietly. They should not sit on the tables, the counter, run around, or wrestle.

BUS CONDUCT

Lisbon Public School District #19 as a service provides busing to rural patrons, and as a means to transport students who are representing Lisbon High School in some manner. Busing is a privilege and not a right. Students are expected to follow the same behavioral standards while riding buses as are expected on school property or at school activities, functions, or events. Students who violate these standards will be denied bus access.

PARKING

Seniors and Juniors are to park in front of the Armory and Gym. Sophomores and Freshmen are to park behind the Armory and Gym. The Lisbon Police Department will ticket cars that are blocking other cars, driveways, and cars which choose to park in the handicapped zone. Only students with special written permission may park in the lot between the elementary and high school buildings.

Students, who drive in an unsafe or erratic manner, will be referred to the appropriate law enforcement agency and denied access to LHS parking lots.

Cars parked on school property are subject to the same searching rules as lockers. If a school official has reasonable suspicion, they can be searched with or without the consent of the occupying student. Dogs may be used in this search.

MESSAGES

Only emergency messages or messages which concern the safety and well-being of students and/or younger student siblings, will be relayed to students directly. Other messages will be posted on the TV screens throughout the school. Students are responsible to check the board periodically to see if they have any messages.

SEXUAL HARRASMENT

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws that prohibit sex discrimination. (Lisbon School Board Policy - AAC)

What is sexual harassment? It 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 a term or condition for 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 an individual's education; or (3) such conduct or communication has the purpose or effect of interfering substantially with an individual's education or creating intimidating, hostile, or offensive educational environment.

The following are examples of sexual harassment. Behaviors, which are not listed here, may also be defined as sexual harassment.

1. Sex oriented verbal "kidding," abuse, or harassment
2. Pressure (subtle or otherwise) for sexual activity
3. Repeated remarks to a person, with sexual or demeaning implications
4. Unwelcome touching, such as patting, pinching, or repeated brushing against another's body
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, or similar personal concerns.

If another student, or an adult within the school building harasses a student, the student needs to report the harassment immediately to the principal or school counselor.

Any person who believes he or she has been the victim of sexual harassment by an employee or student of the school district should report the action immediately to the school principal or counselor.

STUDY HALLS

A student chooses to register for a study hall. Study Halls are not forced upon students. Consequently, it is the duty of all study hall teachers to insure that the study hall is a quiet and constructive place to work.

Study halls are provided for students as a place for completion of assigned homework, study of current work, and/or review of completed work. **There is no such thing as being all done with studying. Review! Review! Review!**

Guidelines for students in study halls:

1. Students will bring adequate materials with which to work, study, or review for the duration of the study hall.
2. Computer/Phone games are not part of an educational curriculum are prohibited.
3. The first week of each semester, all students will be restricted to the study hall.
4. At the end of the first week, any student deficient in any class will continue on the **Restricted List**.
 - a. The **Restricted List** will run from Monday through the following Friday, with the new list published each Monday.
 - b. Students on the Restricted List are required to have all materials necessary to remain working in their possession when the study hall begins. Students who do not have materials will be instructed to go directly to their locker, get the materials necessary to remain working, and then return to study hall. The student may then receive one hour of detention.
 - c. Students on LHS Restricted Study Hall List can only miss school time once for extra-curricular activities during the week. Students, who in the judgment of the principal are in danger of failing or in the judgment of the principal, are not taking academics seriously may not be allowed to miss school time at all.
5. Students not on the restricted list are allowed to sign out from study hall using the following criteria:
 - a. Must return to study hall a minimum of five minutes before the end of the hour.
 - b. Five students will be allowed to go to the library at any one time for a maximum of 15 minutes.
 - c. One student at a time for lavatory, locker, office, or counselor.
 - d. Students needing to see another teacher must have a prearranged pass. **There will be no exception to this rule.**

COLLEGE DAY

One college day can be granted to each senior student, each semester. Juniors will be granted one college day per school year. The purpose of the college day is to allow senior students the privilege of visiting a college during a school day, without penalty. In order to arrange for a college day students must:

1. Seek permission from the school counselor
2. Complete all makeup work 24 hours in advance
3. Semester deadlines for the use of College Days are December 12 and May 1.
4. Unless authorized by the Principal, no more than three (3) students may use the same day as a “College Day.”

SENIOR PRIVILEGES

Senior privileges will be granted to deserving seniors beginning with the final nine weeks of school. Whether or not a senior is deserving will be left solely to the judgment of the principal.

COUNSELING SERVICES

The counselor’s office is located in the main office area. Students should contact the counselor in the morning before school to schedule an appointment for that day. Parents are asked to phone the counselor to schedule an appointment should they wish to discuss their child.

STUDENT SIGN-OUT

Should a student have reason to leave the building during the school day, he/she is required to sign out in the office. Students who do not sign out may be considered truant and receive the consequences of truancy.

TEXTBOOK/EQUIPMENT USAGE

Textbooks and school equipment belong to Lisbon Public School District #19. Some normal wear and tear is expected each year from student usage. Should the wear and tear become, in the opinion of the classroom instructor excessive, the student responsible for the damage will be assessed a fine to cover the cost of repairing or replacing the item.

WATER BOTTLES

Students will be allowed to have water in the classrooms with the following considerations:

- Water bottles must be transparent.
- The container must have a closable lid; this will be a screw on lid or a push top.
- The container must contain water and water only. No juice, soda, flavor additives, or energy drinks.
- The student will be responsible to fill the bottle between classes. Classroom rules regarding the use of the restroom will be in effect. Students need to take care of restroom needs before class starts.
- Bottles are not to be in close proximity to any technology (computers, overheads, document cameras, or projectors). Water will not be allowed in any computer labs, or the Library.