



NEW ROCKFORD-SHEYENNE STUDENT HANDBOOK

NEW ROCKFORD - SHEYENNE PUBLIC SCHOOL DISTRICT NO. 2

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The New Rockford – Sheyenne Public School District No. 2 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Jill Louters, District Superintendent, 701-947-5036 has been designated to handle inquiries regarding nondiscrimination.

New Rockford-Sheyenne Mission Statement

The New Rockford-Sheyenne Public School District will provide a challenging learning environment that enables all students to reach their maximum potential.

Philosophy

Because democracy becomes ever more dependent upon well informed and responsible citizens, because civilization continues to become more technical and scientific, because society comes to rely more and more on the correct functioning of technological processes, and because the individual's self-fulfillment and competence are of paramount importance, it is necessary for all who are associated with public education to review continually the responsibilities of the public schools to the community, the state, the nation and the world.

We Believe That:

1. Intelligent, informed citizens are essential for the preservation and improvement of American democracy, and our public schools have a special responsibility in this area.
2. All individuals, because of their intrinsic worth and dignity, have equal rights, and are entitled to equal freedoms and opportunities regardless of economic, cultural or intellectual differences.
3. All children shall have opportunities to participate in varied curricular offerings.
4. Education should develop the intellectual, physical, social, cultural, moral and vocational capabilities of the student, improving both the effectiveness and the quality of his or her living.
5. Educational experiences should be times to the student's readiness for them: learning, accompanied by insight and understanding, should be an outgrowth of thinking and doing. The combination of intelligence, interest and discipline is the key to achievement.
6. Members of the community are entitled to an educational program that will promote their general culture and their sense of moral and social responsibility.

New Rockford – Sheyenne Core Beliefs (From the Faculty School Improvement Committee)

I believe students are expected to solve the problems they create without creating problems for anyone else.

I believe students should see a connection between their actions and the natural or logical consequences that follow.

I believe the adult's role involved guiding students to problem-solve and develop new behaviors.

I believe in maintaining the dignity of both the student and the adult during a disciplinary situation.

I believe students have the opportunity to request "due process" if they think consequences are unfair.

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General Information

School Hours

School hours are from 8:35 a.m. – 3:20 p.m. School begins promptly at 8:35 a.m. Students should arrive no earlier than 8:00 a.m., as that is when breakfast begins. At the end of the day, please wait for your child at the main office doors for elementary and the southwest doors for grades 6-12. The school day ends at 2:00 p.m. We kindly ask that you respect our instructional time with the students, staying clear of the hallways, as the day goes by so quickly and there is much to learn. Unless you have a prearranged appointment with the teacher, pickup time should be no earlier than 2:00 p.m. Any student(s) remaining in the building after 2:00 p.m. must be under the direct supervision of a faculty member or a parent.

All doors, with the exception of the main office and the southwest high school doors, will remain locked throughout the school building. This is for the safety and protection of our students. We feel that the safety and well-being of our students far outweighs all else. Students in grades K-5 should enter and leave the school through the main office doors and students in grades 6-12 will use the southwest doors in the main HS hallway for entering and leaving the school.

Attendance and Absences

North Dakota law contains compulsory attendance requirements for students ages seven through sixteen. In order to comply with and enforce these requirements, the Board establishes the following attendance policy.

Section 1: Definitions

A. For purposes of compulsory attendance **reporting** under NDCC 15.1-20-02.1 (1-2):

- Excused absence is an absence that the District will not use in determining if a compulsory attendance violation occurred. Any absence may be excused if it is supported by either a verbal or written excuse supplied by the student's parent, teacher, or school administrator.
- Unexcused absence is any absence not supported by the verbal or written excuse required for an excused absence.

B. For the purpose of taking disciplinary sanctions under Section III this policy as authorized by NDCC 15.1-20-02.1 (3):

- Approved absence is an absence that the District believes is necessary and/or unavoidable and has received administrative approval. Necessary and/or unavoidable absences may be caused by illness, injury, family emergency, religious observance or instruction, suspension, participation in a school-related activity, court appearances when subpoenaed, or other reasons deemed necessary and/or unavoidable by the building principal or Superintendent. Students granted approved absences shall not be subject to the consequences contained in Section III of this policy. The Superintendent or designee shall develop criteria for requesting and granting an approved absence and shall establish make-up work requirements.
- Unapproved absence is defined as an absence that does not meet the above criteria for approved absences. If a student is absent for an unapproved reason, the parent/guardian shall still be responsible for calling the principal's office to explain the absence, and the student will be subject to the consequences contained in Section III of this policy.

Section II: Documentation Requirements

School administration may require applicable documentation to verify an excused or approved absence, including, but not limited to:

- Medical documentation from an appropriate licensed healthcare provider;
- A copy of a court summons or subpoena;
- An obituary for funeral leave;
- Verification of planned or executed family travel (e.g., a boarding pass);
- A request from an official at the student's place of worship
- A request for an absence due to a curricular or extracurricular event submitted by the student's teacher, coach, or extracurricular advisor.

Section III: Accumulated Unapproved Absence

The board believes that unapproved absences are a form of misconduct and authorizes the Superintendent to establish grade-appropriate disciplinary consequences. Students will be afforded appropriate due process rights based on the severity of disciplinary penalty that the District is considering imposing. Students shall be required to complete make-up work in accordance with administrative regulations or will receive no credit for incomplete work.

Section IV: Make-Up Work

School work missed by the student during an absence shall be made up regardless of the reason for the absence. Should it be deemed necessary for a student to be absent from school, arrangements should be made by the student to complete, in advance, as much as possible of the school work that would be missed. Additional effort to make up work may be necessary upon the student's return.

(Make-Up Slips)

Upon return to school, a written note or phone call describing the reason for your absence is required in the office. If you do not have a note or a phone call from your parents/guardian, your absence will be considered unexcused. The absence may be changed to excused once it is verified with a parent/guardian. You will be given a make-up slip that must be presented to your teacher/s. They will write out missed assignments. The work should be completed by the due date on the slip.

Section V: Promotion/Retention, Loss of Credit

- To be considered for grade promotion or the granting of credit in a class, a student may have accumulated no more than 20 absences. This standard is to be pro-rated to apply to semester and quarter classes: 10 days for a semester class and 5 days for quarter classes.
- Building administrators are granted the right to make exceptions to this minimum attendance standard in extra-ordinary cases.
- Suspension will not count as an absence for purposes of determining the number of absences to be considered for credit.

Section VI: Activity Participation

Any student must be in attendance, at minimum, for a half-day on the day of a school sponsored event to

be eligible to attend the event that evening. Saturday contest are exempt from this regulation. Other exceptions to the minimum attendance policy for school event participation are: doctor, dentist and other prescheduled appointments that have been approved in advance by the principal.

Compulsory Attendance Violations

North Dakota law defines what constitutes a compulsory attendance violation. Suspected violations of the compulsory attendance law shall be reported to school administration and investigated in accordance with law. When a compulsory attendance violation is substantiated, the District shall comply with law enforcement reporting requirements under law.

Tardiness

Elementary students (PK-6)

Your child should arrive no later than 8:20 a.m. to avoid being tardy. The only acceptable reasons for tardiness are an occasional delay in transportation or an emergency. Tardiness or absence due to bus transportation will be excused. A student will be considered one-half day absent if the student is more than one-half hour late for school.

High school students (7-12)

Tardy: Tardy is defined as arriving for class after the final bell has sounded and before 10 minutes has elapsed. Students are allowed 3 tardies each quarter without penalty. One noon detention assignment will be given for tardies number 4 and 5. One week of noon detentions will be given for tardy number 6. Other consequences will be invoked (after 6) if tardies continue. Students arriving tardy for period 1 must stop at the office before reporting to class.

Grading Systems

It is the philosophy of this district that students will respond more positively to the opportunity for success than to the threat of failure. It seeks, therefore, through performance objectives in its instructional program to make achievement both recognizable and possible for students. It will emphasize achievement in the process of evaluating student performance. The primary purpose of grading is to keep parents and students fully informed of a student's progress and to provide a continuous and accurate record of each student's achievement for use of instruction. The grading system must be fair and have enough consistency to accomplish its purpose. The Board encourages the study of a grading plan with a variety of elements and alternatives, such as parent-teacher conferences, anecdotal reports and checklists. Grading will be based on many factors such as: basal text assignments (both oral and written); class participation; special assignments; research, activities of various types and kinds; special contributions. There must be justification for the grades given and a record that reveals how the teacher arrived at the evaluation. (Refer to Policy GCBA)

Grading Scale

The board approved grading scale for the New Rockford-Sheyenne High School will be as follows:

<u>Percent</u>	<u>Grade</u>	<u>GPA</u>	<u>Dual Credit & AP classes</u>	
100-92	A	4.0	A	5.0
91-84	B	3.0	B	4.0
83-76	C	2.0	C	3.0
75-69	D	1.0	D	2.0
68 and below	F	0.0	F	0.0

All elementary teachers will use the following grading scale:

A+	100-98	C+	83-81	F	68 and below
A	97-95	C	80-78	Inc.	Incomplete
A-	94-92	C-	77-76		
B+	91-89	D+	75-74		
B	88-86	D	73-71		
B-	85-84	D-	70-69		

New Rockford-Sheyenne Minimum Requirements for Graduation (Refer to Policy GDA)

English	4 credits
Social Studies	3 credits
Science	3 credits
Math	3 credits
Physical Education	1 credit ½ PE, ½ Health
Electives	<u>10 credits ½ Independent Living</u>
Total	24 credits

Exceptions: Grades K-2 will use the following letters:
E= excellent, A N= needs improvement, D
S= satisfactory, B and C U= unsatisfactory, F

*** When grades are given for any course of instruction taught in this school district, the grade given to each student will be the grade determined by the teacher, and in absence of clerical or mechanical mistakes, fraud, bad faith or incompetence will be final. Grading will reflect an authentic representation of a student's performance.

Graduation Credits and Requirements

Graduation from the schools of the district implies that students have satisfactorily completed the prescribed courses of study for the several grade levels in accordance with their respective abilities to achieve and that they have satisfactorily passed any examinations and other requirements set by the School Board and the faculty. In addition, students shall have maintained a satisfactory record of citizenship during their progression through the instructional program of the schools. The requirements for graduation shall be established in keeping with the North Dakota law.

All seniors must earn 24 credits in order to graduate from New Rockford-Sheyenne School.

Honor Student Recognition

Any graduating senior who has maintained a 3.5 grade point average or higher on a 5.0 scale shall be considered an honor student from the New Rockford-Sheyenne Public School District #2. Any student with a 4.0 or higher on a 5.0 scale will be considered a high honor student. The principal shall designate such honor students and shall determine honor students by computing the individual grade point average using eight (8) semesters and counting all courses, including semesters where credit was awarded in grade 8. (Refer to Policy GCAB)

Honor Rolls

The honor roll is posted at the end of each 9-week period and is published. It includes the name of all students

who have earned an average of B or better. Only academic classes count. The “B” honor roll will include the names of students who have attained 3.00 to 3.75 on a 4.00 or 5.00 GPA scale. The “A” honor roll will include the names of students who have attained 3.75 or better. As a matter of student privacy, the published honor roll will list names only. The name of any student receiving an F, D, I, or U on his/her report card will not be included on the honor roll.

Honor roll will be considered directory information for purposes of the Family Education Rights and Privacy Act. Any student may decline publication of his/her name on the honor roll by making a written request to the principal. If the student is under 18, the request must be cosigned by the parent or guardian. (Policy FECA)

Activity Tickets

Activity tickets will be sold at a cost of \$30.00 per ticket. These admit students to all home basketball, football, volleyball, golf, and track meets (except tournaments). The cost at the door is \$4.00 for all students. Students must have their activity tickets to be admitted to any New Rockford High School Activity. Students not having their activity tickets must pay regular admission prices.

Hot Lunch/Juice/Breakfast Program

Hot lunch prices

Single meal	\$ 2.65 (students)	\$ 3.65 (adults)
Juice	\$ 10.00/mon. or \$0.50 daily	
Milk	\$ 10.00/mon. or \$ 0.50 daily	

Breakfast

The cost is \$1.95 per day for students and \$2.45 for adults.
Breakfast time will run from 8:00 a.m. – 8:25 a.m.

Milk/Juice

To participate in the program, the students may either purchase their milk/juice on a daily, weekly or monthly basis. Elementary teachers schedule the milk/juice break during the school day. Those students that have free and reduced meals will need to purchase their own milk/juice to participate in the program.

Student Conduct & Discipline

Conduct Standards

Students will be expected to conduct themselves in a manner fitting to their age level and maturity and will be expected to respect the rights of others while on district property, including, but not limited to, district owned/leased/chartered vehicles, at school sponsored events, and off campus when conduct has or is reasonably predicted to have a substantially disruptive effect on district operations and/or the educational environment.

Disciplinary Standards

Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances. Disciplinary measures shall be carried out in accordance with applicable board policy and law. The constructive side of discipline shall be emphasized.

Off-Campus Behavior

Any off-campus student activity/conduct that is not potentially disruptive to district operations or the educational environment is beyond the power and the responsibility of school officials to regulate. The principal shall make determination of what constitutes disruptive off-campus behavior on a case-by-case basis based on the facts surrounding the situation of incident.

Corporal Punishment

The Board recognizes that reasonable physical force may occasionally be necessary to guard the safety and well-being of students or employees or to deliver a student to an administrator's office; however, the use of corporal punishment, defined as the willful infliction of physical pain on a student, is not allowed in the New Rockford-Sheyenne Public School District No. 2. Corporal punishment does not include action taken by an employee for self-defense, protection of persons or property, obtaining possession of a weapon or other dangerous object, to quell a verbal disturbance, for the preservation of order, or pain or discomfort caused by athletic competition or recreational activities voluntarily engaged in by a student. Complaints against a teacher regarding corporal punishment will be dealt with in accordance with school board policy on personnel complaints.

Disciplinary Authority

Principals are charged with maintaining adequate discipline in the school and shall establish building-level conduct and disciplinary rules consistent with board policy to carry out this responsibility. Teachers are expected to assume responsibility for the discipline of students in individual classrooms and to contribute to the monitoring of discipline throughout the building. Teachers shall observe and enforce all rules governing student conduct when carrying out these responsibilities. Other school personnel shall be granted disciplinary authority by the Superintendent on a case-by-case basis based on the nature and scope of the employee's duties. Employees unauthorized to administer student discipline shall report student misconduct to the appropriate school authority. (Refer to Policy FF)

In the school building:

- Students are to show respect to all faculty members, paraprofessionals, and student teachers.
- Behavior that interferes with class work or school activities, endangers the health and safety of others, or that is destructive to school property or the property of others cannot be tolerated.
- The principal may suspend a student from school for extreme or persistent misbehavior.
- The Board of Education has the power of expulsion.
- Most important in the solution of behavior problems is the parent/teacher conference and the cooperation of both to resolve the students problem.

On the playground/recess:

All elementary students will be expected to go outside for recess. The following guidelines shall be followed during recess for the safety and well-being of the students:

- Students are expected to dress appropriately for weather conditions during all months of the school year. They must wear appropriate clothing in order to be safe and comfortable.
- Only plastic balls and bats will be permitted on the playground.
- Touch football only (no tackle).
- Use playground equipment properly.
- No food (gum or pop) on playground.
- Foul language is not acceptable on playground and will not be tolerated.
- Treat others as you would have them treat you.
- We discourage the wearing of sandals/flip-flops on the playground.

Classroom Disturbances

All disciplinary action will be handled within the classroom as the classroom teacher deems necessary. In the event that disruptions continue, the administration will be contacted and further consequences may occur.

Chain of Command

Students and parents are encouraged to follow the appropriate chain of command for resolution of any problems or concerns. The chain of command is as follows (Refer to Policy FF-E):

Students → Teachers → Appropriate Principal → Superintendent → School Board

Cell Phones and other Electronic Communication Devices

All electronic devices have become very common; we will not allow them to disrupt the learning process in our school. Each teacher will set guidelines within their classrooms regarding the use of these devices. Violation of set rules will result in the student losing their device. The device will be turned in to the appropriate administrator and the student and/or parent will be expected to pick it up.

Student Spectator Expectations at School Activities

Students are encouraged to attend ball games and other events occurring in the building in the evenings and on weekends. The school does expect good behavior, good sportsmanship and proper display of courtesy from game spectators. Behaviors such as booing, throwing items, artificial noisemakers, profanity, and other rude behavior will not be permitted. Any spectator behaving in such a crude manner will be asked to leave the event and possible suspension from the next home contest(s) may occur.

Spectators are expected to remain seated during contests and refrain from excessive movement. Young children are not allowed to attend events without an adult who will be responsible for their **constant supervision**.

Students must be in attendance half of of the school day to attend or participate in extra-curricular activities in the evening.

Bus Conduct (Refer to Policy FFC)

The disciplinary authority of the school shall exist over all students while being transported to and from the school, and the driver of the bus shall be charged with their control and discipline while they are being transported. The responsibility for supervision begins when the student boards the bus and ends when the student is delivered to the regular bus stop at the close of the school day.

The board requires students to conduct themselves in the bus in a manner consistent with established standards for classroom behavior and student safety.

When a student behaves improperly on a bus, the bus driver shall document the incidents and report them to the principal. The principal will inform the parents immediately of the misconduct and request their cooperation in correcting the student's behavior. Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended indefinitely by the principal. This suspension of riding privileges shall not exceed the balance of the school year. In such cases, the parents of the student involved become responsible for seeing that their student get to and from school safely.

All students being transported by school transportation to and from any school activity during the winter months shall be properly dressed to protect them from the extreme weather conditions. This precaution is necessary so that the students will be prepared for any mishaps that might occur which expose them to inclement weather. Proper clothing includes protective head covering, winter coat or jacket, mittens or gloves, and foot gear.

This policy shall extend to any trip under school sponsorship, including extracurricular trips. Students shall respect the wishes and directives of staff and chaperones appointed by the school.

Detention (High school students)

Tardy: Tardy is defined as arriving for class after the final bell has sounded and before 10 minutes has elapsed. Students are allowed 3 tardies each quarter without penalty. One noon detention assignment will be given for tardies number 4 and 5. One week of noon detentions will be given for tardy number 6. Other consequences will be invoked (after 6) if tardies continue. Students arriving tardy for period 1 must stop at the office before reporting to class.

Detention, Noon: Noon detention can be assigned for tardies/truancies, students needing supervision during the lunch hour or for other reasons as determined by the principal. Students placed on noon detention should report to the detention table in the lunchroom, after books and computers have been returned to lockers/rooms. Students will remain in their assigned rooms for lunch and will not be able to leave campus for lunch. Students are expected to remain in their room throughout the lunch period.

Detention, Teacher: Teacher detention either before or after school can be assigned for misbehavior in class, completion of make-up work or other purpose as deemed appropriate by the teacher and/or principal. Students placed on teacher detention should report to the teacher's room (or designated area) for detention when assigned.

You may be issued detention for a variety of reasons that the teacher/administration deems necessary.

Dress Code

Personal appearance is an index to the attitude and behavior patterns of an individual. It is the responsibility of the parents to see that their children are neat, clean, and appropriately dressed. The New Rockford-Sheyenne Public School District #2 encourages students to use good taste and common sense. School personnel will react to dress and appearance when the type of dress constitutes a health or safety hazard or when the appearance disrupts classes or school activities. State and federal regulations require students to be clothed and to wear shoes at all times. Masks are required when entering the school and must be worn unless students are in their assigned room and are a safe distance away from other individuals.

Students should dress MODESTLY and should not reveal their undergarments, midriff, or cleavage. Bottoms, including but not limited to pants, shorts, and skirts, must be worn at, or moderately below the natural waistline. The hem of the student's top must cover the waistband of the student's bottoms with absolutely no skin or underwear exposed. The hem of shorts and skirts must be below mid-thigh. Clothing shall not display or advertise drugs, tobacco, alcohol, obscene language, or items of sexual nature.

Examples of clothing that are inappropriate include, but are not limited to, fishnet material, sheer or see-through material, halter-tops, tube tops, strapless tops, open-back tops, spandex, spaghetti strap tops, or anything deemed inappropriate by the administration. Clothing with excessive holes will not be tolerated.

Caps, hats, and head apparel will not be worn in the building. Common courtesy dictates the removal of caps and hats upon entering the public building as a sign of respect. Chains of any kind and spiked jewelry are not allowed due to safety issues. Jackets and coats will not be allowed in the classrooms unless approved by administration. Sunglasses may not be worn in the building without written doctor approval.

Hairstyles and ornamentation that create health and sanitation problems, obstruct vision, or are designed to call undue attention to the individual are not acceptable. Students representing the New Rockford-Sheyenne Public School District #2 in activities, events, or competitions are subject to individual dress codes established by the director or coach or the activity. The administration may prohibit articles of clothing that are destructive to

school property and/or cause excessive maintenance problems such as cleats on boots, shoes that scratch floors, trousers with metal inserts that scratch furniture, etc. Individuals or groups who wear apparel that promote a negative school environment will be disciplined. (Policy FFH)

Open Campus Regulations

Our school has an open campus during lunch for 7th-12th grade. This means students may leave school property during lunch period. **Students may not drive or operate any vehicles or motorized devices during lunch time, unless their parent has given permission.** If students are driving they must sign out and sign back in upon their return. Students may walk to and from their destination during lunch time. Any student who leaves school grounds during noon must obey these rules. Any student who violates these rules will be given the appropriate consequences at the discretion of the administration. Students in grades 10-12 will have an open campus, where they may leave campus during open periods. Students must sign out and sign in at the office.

New Rockford-Shevenne Discipline Matrix

Inappropriate Behavior/Insubordination	1	2	3	4
Class Disruption	Conference and lunch detention	10-12 Loss of ALL Open Mods 5 school days 7-9 Loss of lunch time Privileges 5 school days	10-12 Loss of ALL Open Mods + lunch detention 5 school days 7-9 Loss of Lunch Time Privileges + lunch detention 5 school days	In School Suspension
Unexcused Absence	Same as Above	Same as Above	Same as Above	Same as Above
Not using proper procedure when checking out of school	Same as Above	Same as Above	Same as Above	Same as Above
Leaving class without permission	Same as Above	Same as Above	Same as Above	Same as Above
Unacceptable behavior/profanity	Same as Above	Same as Above	Same as Above	Same as Above
Technology violation	Same as Above	Same as Above	Same as Above	Same as Above
Missed Detention	Same as Above	Same as Above	Same as Above	Same as Above
Missed Resource time/office time	Same as Above	Same as Above	Same as Above	Same as Above
Any other infraction as determined by the administration	Same as Above	Same as Above	Same as Above	Same as Above

*Administration reserves the right to deviate from the discipline matrix to fit the needs of individual students, school personnel or the situation.

*A phone call/e-mail home will occur with all occurrences.

Student Vehicles on School Property

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots, including regulating driving and parking. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. (Refer to Policy FFJ)

School Closing

All announcements about the closing of school are on the Instant Alert System and on the following radio/T.V. stations:

KDAK 1600 AM	WDAZ TV 8
KZZY 103.5 FM	KVLY TV 11
KDLR 1240 AM	KXJB TV 4

In cases where a storm develops during the night, all buses will automatically hold at their home bases. During the hold, the school administration will take advisories, and drivers will be contacted by telephone or radio. Announcements will then be placed on the Instant Alert System and the radio and television stations.

If a storm develops during school hours and an early dismissal is necessary, drivers will be contacted by the school and announcements will be placed. Parents will be contacted on the Instant Alert System or may listen to the radio and television for announcements when weather during the winter appears bad.

Weather advice may be called to the school. Before or after school hours, calls can be made to the Superintendent or principals.

Please make arrangements with your children, regarding a safe place where they may go in the event you are not home when school might close early.

Each rural child will have a designated storm home requested by a parent or guardian. This information will be kept on file in case of being unable to send buses home. Students will be bused to their storm homes.

Fire/Tornado/Lock-down Drills

There will be a number of drills throughout the school year. It is essential that when the signal/order sounds, everyone obeys promptly in an orderly fashion. Staff will be supervising the students, ensuring their safety, and returning students to class when the drill is complete.

Field Trips and other Student (Overnight) Trips

Field trips and other student overnight trips will happen throughout the school year. All field trips and student overnight trips must be approved by the administration and/or the school board. The participating teacher, chaperone or advisor must contact the secondary principal and fill out an "Extended Field Trip" form. (Refer to Policy FFF)

Student Organizations

Recognition of School-Sponsored Student Organizations

School-Sponsored student organizations function to enhance the participants' educational experience and supplement the course materials within the educational program of the schools. The activities of these organization should bear a clear relationship to the regular curriculum. The Superintendent shall develop further criteria and a procedure for approving school-sponsored student organizations.

Membership in school-sponsored student organizations shall be voluntary and shall be open to and limited to all students currently enrolled in the school. Membership shall be granted in a nondiscriminatory manner, consistent with the district's nondiscrimination policy; however, organizations may establish qualification based on gender only where necessary to preserve the health, safety, or welfare of students, or where gender is a bona fide and integral qualification for the activities of the organization. These organizations may also establish academic qualifications for membership where necessarily related to the purposes of the organization.

Meetings

All meetings held on school grounds by student groups shall be held in accordance with the district's facility use regulations developed by the Superintendent. Non-school sponsored groups meeting on school grounds shall also comply with the district's non-curricular use of school facilities policy.

(Policy FEE)

Student Publications

School publications are designed to serve as a vehicle for instruction and should be appropriate for students as to grade level and content of material. All publications shall have a faculty adviser. The student editorial staff and faculty advisor shall establish editorial policy which promotes responsible journalism. This shall include avoidance of libel, obscenity, profanity, defamation, false statements, or material advocating racial or religious prejudice or violation of laws. Student publications shall provide as much opportunity as possible for the sincere expressions of student opinion. Articles should reflect broad areas of student interest, including topics about which there may be dissent and controversy. Controversial subjects should be presented in depth with a variety of viewpoints published. (Refer to Policy FGDD)

Student Social Events

A. A limited number of well-planned school social events may be held during the school year. Arrangements must be made through an advisor and cleared with the administration. Out-of-town high school dates may be brought to the social event if prior arrangements have been made with the administration. With this exception, non-students of the New Rockford High School must be pre-registered by a New Rockford-Sheyenne student or they will not be admitted to school social events. School social events must begin after 9:00 p.m. and shall end by 12:00 a.m.

B. Prom is open to sophomores, juniors and seniors and their dates. Dates that are not enrolled at New Rockford – Sheyenne School must pre-register with the administration, must be under 21, and must have a diploma, a GED, or be in good standing towards graduation. The NR-S School reserves the right to refuse admittance to anyone.

C. Homecoming is open to New Rockford High School students of grades 7 – 12 with the same date restrictions as given above for Prom. New Rockford – Sheyenne High School alumni, spouses, and dates are invited to Homecoming.

Lockers

Each student is assigned a locker. Students should not change lockers. **DO NOT TELL ANYONE YOUR COMBINATION NUMBER.** Locker combinations will not be changed during the school term. Locker damage due to misuse, neglect, and vandalism is not tolerated. Locker repair charges will be billed to the student at actual repair or replacement prices. Lockers are not to be considered secure so money and other valuables should not be kept in them. The school is not responsible for lost or stolen items!

Searches of Lockers

The District retains ownership and control of all lockers. Access to all lockers under certain conditions is a legal right of school officials whose responsibility it is to protect the health, safety, and welfare of all students enrolled.

When the school principal has a reasonable suspicion that one or more lockers may contain illegal objects/substances, objects/substances in violation of school rules, or objects/substances which may be detrimental to the health, safety, or welfare of all students enrolled, the principal may initiate a search of those lockers. The principal should make a reasonable effort to contact the student and ask the student to open the locker. The principal should then inspect the locker in the presence of the student. If the student cannot be located, if the student refuses to open the locker, or if an emergency is deemed to exist, the principal may open and inspect the student's locker. In such a case, the principal should be accompanied by at least one other adult person. The Superintendent should be notified whenever a search has been conducted.

Involvement of Law Enforcement

Illegal substances found in lockers will be turned over to proper authorities. In the event a police officer or other law enforcement officer is to conduct a search of a student's locker, a search warrant is necessary.

Dogs may be used in the search of a student's locker. When the dog handler is a police officer, the officer shall be accompanied by a school official and shall not take part in the search once the dog has alerted unless a search warrant has been obtained. (Refer to Policy FGCA).

Searches of Students and Student's Personal Property

A search of a student's personal property or clothing shall only be undertaken when there is a reasonable and particularized suspicion that the student is concealing an object(s) or substance(s) in violation of school rules/policy, the law, or which may be detrimental to the health, safety, or welfare of enrolled students. The building principal or Superintendent must authorize all searches.

When the principal has reasonable suspicion that one or more students are carrying a prohibited object, article, or substance or are otherwise in possession of a prohibited object, article, or substance on school property or at a school-sponsored event, all personal property belonging to the suspected student(s) shall be subject to inspection. For the purposes of this policy, personal property includes, but is not limited to, a student's vehicle, backpack, book bag, and/or purse. Students may also be asked to empty their pockets; however, strip searches shall not be conducted.

Searches of persons should be conducted in private by a school employee of the same sex as the student with a school employee present as a witness. The principal or designee shall conduct searches of student vehicles with a witness present. The principal shall make a reasonable attempt to contact the student who owns the vehicle and ensure s/he is present during the inspection unless an emergency situation is deemed to exist. If a vehicle is locked and its owner cannot be contacted or refuses to open it, the principal shall contact law enforcement.

Involvement of Law Enforcement

In the event a police officer or other law enforcement officer is to conduct a search of a student's person or possessions, a search warrant is necessary. Illegal substances found during searches of students/students' personal property will be turned over to proper authorities.

Reporting Requirements

The administrator who authorized the search should notify the Superintendent and parent/guardian whenever a search has been conducted. (Refer to Policy FGCB and FGCB-E)

Fundraising Events/Projects

The School Board is responsible for furnishing the equipment and building needs for approved programs. The School Board discourages fund raising that diverts student interest from the main purpose for being in school; that diverts a great deal of faculty energy from the improvement of the instructional program; that results in door to door sales and/or solicitation. Although fund raising for special equipment and other school projects is discouraged, such proposals by interested citizens, students, and faculty will be evaluated in light of district funding priorities. Fund raising campaigns for extraordinary opportunities for educational experiences may be approved at the discretion of the Superintendent. In such cases, the Superintendent shall pay close attention to not only the value of the educational experience but also the method to be employed in the fund-raising campaign. All such approved projects shall be reported to the School Board at its next meeting. All proceeds of any approved sale by students or student groups shall be accounted for to the Board not more than thirty days after such sale. (Refer to Policy HBCC)

Student Visitors at School

Student visitor passes must be obtained **24** hours prior to the day of attendance. Passes will only be given for unique circumstances and will be granted through authorization from school administration. Parents who would like to visit a classroom must call the office and notify school officials when they would like to visit. Furthermore, all individuals must report to the Main Office to obtain their visitors pass.

Illness, Injury & Infectious Diseases Accidents

The school district accepts no responsibility or liability for any costs incurred due to accident or injury.

Infectious Diseases

The New Rockford – Sheyenne School District will follow suggested guidelines put forth by the North Dakota Department of Health regarding Infectious Diseases. Examples of infectious diseases include: Human T-Lymphotropic Virus Infection (AIDS); Hepatitis B Virus Infection, and Cytomegalovirus Infections. In some cases, persons may be asked to discontinue regular attendance at school if medical authorities so advise, such as a case of Covid 19 or exposure to Covid 19, students will be required to follow recommended medical guidelines. A copy of “Significant Infectious Diseases” published by ND Dept. of Health is available at the school office. As updates are received, older versions will be amended or replace. (Please refer to Policy ACBB)

Administering Medication to Students

The District will not deny educational opportunities to students who require administration of medication in order to remain in attendance and participate in the educational program. The District will work in collaboration with student, parents/guardians, and healthcare providers to ensure medication is administered safely in accordance with medical orders.

Self-Administration

If a health care provider believes that self-administration of prescription medication is in the best health interest of the student, the District will require medical certification, which shall include verification that the student has been properly instructed in administration; authorization from the student's parent/guardian; and other pertinent information concerning the medication, including, but not limited to, the medications name, dosage requirements, required frequency of use, and possible side effects.

Staff-Administration

In the event that no reasonable accommodation exists or in compliance with a student's Section 504 plan, a designated school staff member shall administer medication in compliance with the board-approved procedure for administering medication.

Confidentiality

Each student's medical and treatment records shall be maintained in the student's educational record and kept confidential. Only school personnel with a legitimate need to know shall have access to the records. The records shall not be disseminated outside the district school without parental consent.

Non-Prescribed Over-the-Counter Medication

Over-the-counter medication not prescribed by a healthcare provider will only be permitted on district property with the written consent of a parent/legal guardian.

Prohibitions

Students found to be in violation of this policy, found to be intentionally misusing prescribed or non-prescribed medication on school property or at school-sponsored activities, and/or student who disseminate any form of medication to others while on school property or at a school-sponsored activity shall be in violation of the student drug and alcohol use policy and shall be subject to the disciplinary consequences contained therein. (Policy FCAB, Also refer to Policy FCAB-R))

Inoculations

The parents or guardian of each child admitted to the school shall present a certification from a licensed physician or authorized representative of the State Department of Health that the child has received or is in the process of receiving those immunizations required by law except as exempted by law. (NDCC)

Insubordination

A school employee uses this term to describe the willful ignoring by a student of a lawful order or request. It really means disobedience, and it may be cause for a suspension depending on the severity of the incident. Students must obey the lawful orders and requests made by your teachers, principal and other staff members.

Library Regulations

Library books, magazines, etc., are **not to be taken from the library unless they are properly signed out.** Special permission must be obtained from the librarian to remove resources or special types of books from the library.

Riding To and From School Events

Students who ride the bus to school events in another city must return home on the school bus. Students who fail to return home on school transportation will forfeit the privilege of taking school transportation to extra-curricular events. However, students may ride home with a responsible adult by written or oral permission by the parent or guardian to the supervisor of the event. Supervisors have the right to reject this permission form.

Wednesday Night Policy

Wednesday night shall be reserved as a non-school activity night. There shall be no extra-curricular activities scheduled by the New Rockford-Sheyenne Public School District No. 2 for Wednesday evening. There shall be

no activities or practice for students K-8 on Wednesday night. Students in grades 9-12 participating in practices shall be out of the school by 5:30 pm. If a student has church related activities, which require his or her attendance before 5:30 pm, the student may attend at no risk. Sunday activities and practices must be approved by the administration. (Policy ABCD)

Computer Acceptable Use (Refer to policy ACDA)

The New Rockford-Sheyenne Public School District No. 2 believes Internet access plays an important role in the education of students; however, the Internet also contains content that is not appropriate for students and staff to access. In accordance with federal law, the District has taken reasonable precautions to restrict access to materials obscene, pornographic, and/or harmful to minors through the use of software designed to block sites containing inappropriate material. While the District has taken such preventive measures, it recognizes that it is not possible to fully guarantee that students and/or staff will never access objectionable materials

➤ ***Monitoring Use:***

Internet access is a privilege, not a right. Network storage areas shall be subject to the same scrutiny as school lockers for students.

➤ ***Prohibitions:***

The District subscribes to the acceptable use policies of EduTech. All district computer users shall abide by this policy. The Superintendent or designee may take disciplinary measures when and of the following online actions occur:

- Using obscene language
- Accessing or creating pornographic files or sites and/or other inappropriate material
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using or participating in chat lines, chat rooms, and social networking sites for personal and/or non-curricular purposes
- Using another's password
- Trespassing into another's folders, work, or files
- Intentionally wasting network resources, including, but not limited to, emailing chain letters and/or broadcasting inappropriate messages
- Employing the network for financial gain and/or commercial purposes
- Revealing anyone's personal information, such as, but not limited to, an address or phone number without appropriate consent. Students are prohibited from revealing personal information about themselves and/or others without obtaining written consent in accordance with the Federal Education Rights and Privacy Act and receiving administrative approval
- Other activities or actions deemed inappropriate and not in the best interest of the District, its employees and students.

➤ ***Violations:***

Violation of this policy will result in disciplinary consequences at the discretion of the administration.

➤ ***Consent:***

All students and staff must consent to this policy in writing prior to accessing district networks and/or computers.

Theft

As much as the school tries to prevent it, theft does take place. This is one reason why you should always lock your lockers and never disclose the combination to anyone. The school cannot assume responsibility for property lost under these circumstances. Students who are caught in a theft situation may be placed on suspension and/or detention.

During the school year, regardless of the monetary value, a student shall not:

1. Steal, or have in possession, buy, sell, or give away any stolen items.
2. Engage in malicious vandalism to deface or destroy properties or possessions with intent to cause harm.

The rule applies to the entire school year and any portion of an activity season that occurs prior to the start of the school year or after the close of the school year. A student involved with extra-curricular activities, who is found with stolen items from the school during the summer, shall have the penalty assessed during his/her next activity.

Vandalism

Because incidents of willful or malicious abuse, destruction, defacing, and theft of the property of the school district are clearly contrary to the best interests of the school district and injurious to the rights and welfare of the entire community, it will be the policy of the board to seek all legal redress against persons found to have committed such acts.

Books, materials, and equipment supplied by the district for the students must receive reasonable care. Students wantonly defacing school furniture, damaging school property, or losing books charged to their care will be fined an amount sufficient to restore the damaged article to original condition or replace it.

Disciplinary action will be taken when students are involved. Full restitution for the damage caused will be sought from the responsible persons, or in the case of minors, from the minors and their parents, under the laws of this state.

The Board may offer a reward as authorized by North Dakota law to any person furnishing information leading to the apprehension and conviction of any person(s) appropriating or destroying property or equipment belonging to the school district. The Board may also accept private donations to establish a reward fund to encourage the furnishing of such information. (Refer to Policy ACEC)

Hazing

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the School District and are prohibited at all times. No student, teacher, administrator, other employee, volunteer, or contractor of the School District shall plan, direct, encourage, aid, or engage in hazing. No teacher, administrator, other employee, volunteer, or contractor of the School District shall permit, condone, or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. Hazing activities are seriously disruptive of the educational process in that they involve students and violence or threats of violence. This policy applies to behavior that occurs on or off school property and during and/or before or after school hours. A person who engages in an act that violates school policy or law in order to initiate another person or to be initiated into or affiliated with a student organization shall be subject to

discipline for that act. The School District will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, other employee, volunteer, or contractor of the School District who is found to have violated this policy.

Hazing means committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student. (Policy ACE)

Bullying

For the purposes of this policy *Bullying* is defined as conduct prescribed in NDCC 15.1-19-17 as follows:

1. 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.

2. "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 New Rockford-Sheyenne Public School District No. 2, 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

- 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.

- 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 should 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.

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 shall develop 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. Require the student to attend detention;
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed;
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
4. Create a behavioral adjustment plan;
5. Refer the student to a school counselor;
6. Hold a 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. cyberbullying), 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. Additional training for all students and applicable 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 District shall develop and implement bullying prevention programs for all students and staff professional development activities.

Carrying Weapons

Definitions

- *Firearm* is defined in accordance with 18 U.S.C. 921.
- *Weapon* includes, but is not limited to any knife, razor, ice pick, explosive smoke bomb, incendiary device, firearm, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon, dangerous instrument, or look-alike.

Prohibitions

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous objects, or look-a-likes, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity.

Disciplinary Consequences

Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Bringing a weapon other than a firearm to school will require that proceedings for the suspension for up to 10 days and/or expulsion for up to 12 months be initiated immediately in accordance with the district's suspension and expulsion policy.

Bringing a firearm to school will require that the district immediately initiate proceedings for the expulsion of the student involved for a minimum of one calendar year in accordance with the district's suspension and expulsion policy. The Superintendent may modify the length of a firearms-related expulsion on a case-by-case basis based on the following criteria:

1. The totality of the circumstances, including the severity of the incident and the degree of **endangerment of other students and staff**.
2. The age and grade level of the student.
3. The prior disciplinary history of the student being expelled.
4. Relevant factors which contributed to the student's decision to possess a firearm in violation of this policy.
5. The closeness and severity of prior acts resulting in suspension or expulsion.
6. Whether the optional provision of educational services in an alternative setting is a viable alternative to modifying the duration of the expulsion.
7. Input, if any, provided by licensed professionals (psychologists, psychiatrists, counselors) as to whether the expelled student would place himself/herself or others at risk by returning to the school prior to the expiration of the expulsion period.

Parents will be notified and all weapons, dangerous objects, or look-a-likes will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration. Firearms will be confiscated and turned over to law enforcement.

Special Education Students

A student who is defined as having a disability under the Individuals with Disabilities Education Act (IDEA) who has brought a weapon to school shall be handled in accordance with IDEA regulations. The District shall make manifestation determinations, disciplinary decisions, and placement decisions of such students in accordance with IDEA regulations.

Non-applicable Provisions

This policy does not apply to students enrolled and participating in a school-sponsored shooting sport, provided that the student informs the school principal of the student's participation and the student complies with all requirements set by the principal regarding the safe handling and storage of the firearm. The principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display will be exempt from this policy.

An exception will be made for hunting equipment stored in a locked vehicle. The Superintendent shall develop procedures to allow students who hunt before or after school to register their weapons and vehicles with the school. These procedures may include depositing keys to the vehicles in the office during the school day and such other safeguards as the Superintendent deems necessary. Vehicles parked on school property are subject to search. Weapons not registered with the Superintendent will not be exempt from this policy. (Policy FFD)

Sexual Harassment Policy

A learning and working environment that is free from sexual harassment will be maintained in the New Rockford-Sheyenne Public School District #2. It will be a violation of policy for any member of the district staff to harass another staff member or student, or for students to harass employees or other students, through conduct or communication of a sexual nature as defined by this policy, whether *quid pro quo* or as creation of a hostile environment. Further, this District will not tolerate the harassment of any staff member or student by any third party. This prohibition shall be in effect in any building belonging to or used by the New Rockford-Sheyenne Public School District #2 or on the grounds of any such building or on any property or in any vehicle belonging to or used by the New Rockford-Sheyenne Public School District #2 or at any school-related activity.

Any person who believes he or she has been the victim of sexual harassment on school district property or at any school-related activity, or any third person with knowledge or belief of conduct which may constitute sexual harassment, should report the alleged acts immediately to any teacher, counselor, or administrator, or directly to the board president. The person receiving the complaint shall refer it to the District Title IX Coordinator for investigation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments, or grades.

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

A substantiated charge against a school district staff member will subject such member to disciplinary action, which may include discharge.

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

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct or communication of a sexual nature when (1) submission to such conduct or

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

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

1. Sexual or "dirty" jokes.
2. Sexual advances.
3. Pressure for sexual favors.
4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body.
5. Displaying or distributing of sexually explicit drawings, pictures, and written materials.
6. Graffiti of a sexual nature.
7. Sexual gestures.
8. Touching one-self sexually or talking about one's sexual activity in front of others.
9. Spreading rumors about or rating other students as to sexual activity or performance.
10. Remarks as to a person's sexual orientation.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when this conduct has occurred. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge for employees or suspension and expulsion for students. Notice of this policy will be circulated to all district schools and departments and incorporated in teacher and student handbooks. (Refer to Policy AAC)

Alcohol and Other Drug Use/Abuse of Drugs

Prohibited Activities

It shall be against school policy for any student to:

1. Sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or sell, deliver, or give or attempt to sell deliver, or give to any person substances the student represents or believes to be a substance(s) listed in this policy.
2. Possess, procure, purchase, or receive, or to attempt to possess, procure, purchase or receive the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy. A student will be determined to be "in possession" when the substance is on the student's person or in the student's locker, car, handbag, or when he/she owns it completely or partially.
3. Be under the influence of (legal intoxication not required), use, consume or attempt to use or consume the substances listed in this policy or what the student believes is any of the substances in this policy.

This policy applies to any student who is on school property, who is in attendance at school or at a school sponsored activity or whose off-campus conduct is reasonably predicted to substantially disrupt the operations of the school district, district safety, or welfare of students or employees. (You are encouraged to refer to **Policy FFA** which lists prohibited substances, violation, intervention, confidentiality, education, and policy implementation)

Tobacco Use in School

Smoking, use, or possession of tobacco products by students is prohibited on district property, including district grounds, and at all school functions. Smoking in district buildings, district owned vehicles, and at sporting events, whether indoor or outdoor, is prohibited. (Refer to Policy ABBA)

Suspension and Expulsion

Students are expected to conduct themselves in a manner suitable to their age and grade. Students disobedient or disruptive of the educational process are subject to corrective discipline. Possession of a weapon or a firearm by a student on school property and at school functions is prohibited. School property includes all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by the school district, and the site of any school-sponsored activity. The School Board hereby delegates to the Superintendent and each principal the authority to deal with disciplinary problems in his/her school, including suspension. A principal or the Superintendent may suspend a student for up to ten (10) consecutive days or recommend expulsion of a student. Parents of the student shall be notified promptly if a suspension has been given. The Superintendent shall also be notified when a suspension has been imposed. Suspension includes in-school suspension from classes as well as exclusion from school classes, buildings, grounds, and activities. During an out-of-school suspension the student may not participate in or attend any school sponsored activities, whether held on or off the school premises.

The School Board, Superintendent, or principal, when acting as the School Board's hearing officer, may expel a student for conduct which violates this policy after providing notice and a hearing as set forth in FFK-R.

When the conduct does not involve possession of a weapon, the expulsion may be for the remainder of the current school year. When the conduct violates the district policy on possession of a weapon and the weapon is a firearm as defined by that policy, the expulsion may be for one calendar year, subject to modification by the Superintendent on a case by case basis in accordance with criteria established by the School Board herein.

When the conduct violates the district's policy on possession of a weapon which is not a firearm, the expulsion may be for a period not to exceed twelve months. When the expulsion is given by a hearing officer, the student may seek a review of the decision by the School Board, based on the record of the hearing. Conduct, including but not limited to the following, exhibited while on school grounds, during a school-sponsored activity, or during a school-related activity is subject to suspension or expulsion:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Causing or attempting to cause physical injury to another person except in self-defense.
4. Possessing or transmitting any firearms, knives, explosives, or other dangerous objects or weapons.
5. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic **drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.**
6. Disobedience or defiance of proper authority.
7. Behavior which is detrimental to the welfare, safety, or morals of other students.
8. Truancy.
9. Offensive and vulgar language, whether or not it is obscene, defamatory, or insightful to violence, where it is disruptive of the educational process.
10. Threats of violence, bomb threats, or threats of injury to individuals or property.
11. Any student behavior which is detrimental or disruptive to the educational process, as determined by the principal. (See complete Board Policy FFK, FFK-R, and FFK-E1)

Suspension or Expulsion of Students with Disabilities

Suspension or expulsion of students with disabilities must comply with the provisions of the Individuals with Disabilities Education Act. The District is not required to refer for special education assessment and evaluation a regular education student who has been suspended for violation of school rules and district policy to determine if such a student might have a disability. A suspended regular education student is not entitled to reinstatement to classroom and campus privileges pending any assessment and evaluation which is to be made during the term of the student's suspension.

Criteria for Modification of Duration of Expulsion for Possession of Firearm

The School District Superintendent shall apply the following criteria when determining on a case by case basis whether to modify the one-year expulsion of a student for firearms possession:

1. The totality of the circumstances, including the severity of the incident and the degree of endangerment of other students and staff.
2. The age and grade level of the student.
3. The prior disciplinary history of the student being expelled.
4. Relevant factors which contributed to the student's decision to possess a firearm in violation of this policy.
5. **The closeness and severity of prior acts resulting in suspension or expulsion.**
6. Whether the optional provision of educational services in an alternative setting is a viable alternative to modifying the one-year duration of the expulsion.
7. Input, if any, provided by licensed professionals (psychologists, psychiatrists, counselors) as to whether the expelled student would place himself/herself or others at risk by returning to the school prior to the expiration of the one-year expulsion period.

Copies of these rules shall be posted in a prominent place in each school, and may be distributed to each student. (Policy FFK, FFK-R, and FFK-E1)

Extracurricular Activity Eligibility (Grades 7-12)

For all inter-school competition, the New Rockford-Sheyenne Public School District #2 has adopted the rules and regulations as prescribed by the North Dakota High School Activities Association (NDHSAA) and as delineated below:

- **For eligibility purposes, students' grades will be evaluated after the first three weeks of each semester and every week thereafter. Grades will be checked at 9:00 a.m. on Tuesdays.**
- Upon grade evaluation, if a student is failing one or more courses, that student will become ineligible.
- Students who are taking NDCDE classes, cannot be more than 10 assignments behind in their pacing guide or they will be declared ineligible.
- Ineligibility will run from Tuesday to the following Monday.
- Grades used for eligibility checks will be the student's semester grade, per NDHSAA policy.
- Students must be registered for five (5) credits (plus physical education, if required) if he/she wishes to participate in extracurricular activities.
- Transfer students eligibility will be evaluated on a case by case basis.

General Guidelines:

Extracurricular activities include but are not limited to: any interscholastic competition designated by the NDHSAA, clubs and organizations (FBLA, FCCLA, FFA, etc.), and any other activity where students are representing the NR-S school. Single occurrence events, such as homecoming dance, prom, banquets, etc. are not part of the ineligibility guidelines. Use or possession of drugs, alcohol, or tobacco on or off the school

campus, as outlined in New Rockford-Sheyenne school district policy, will result in suspension from extracurricular activities as determined by the administration. (Refer to Policy FFE)

Family Educational Rights and Privacy Act (FERPA)-Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that New Rockford-Sheyenne Public School District #2, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, New Rockford-Sheyenne Public School may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the New Rockford-Sheyenne Public School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- NR-S school Facebook Page
- NR-S school website
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require school districts receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the school district that they do not want their student’s information disclosed without their prior written consent.

If you do not want New Rockford-Sheyenne Public School to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by September 15th of any given school year. New Rockford-Sheyenne Public School has designated the following information as directory information:

- | | | | |
|---------------------------|------------------------|---|---------------------------------|
| -Student’s name | -Photograph | -Participation in officially | -Electronic mail address |
| -Address | -Date and place | recognized activities & sports | -Major field of study |
| -Telephone listing | of birth | -Weight & height of members of | -Dates of attendance |
| | -Grade Level | athletic teams | |

Students will have educational conditions, etc. without regard to race, color, sex, national origin, creed, handicap, economic status, etc. (Refer to Policy AAC). The New Rockford-Sheyenne Public School District #2 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Jill Louters, District Superintendent, 701-947-5036 has been designated to handle inquiries regarding nondiscrimination. Also available is:

U.S. Department of Education
Office for Civil Rights
500 West Madison Street Suite 1475
Chicago, IL 60661