

# McClusky School Student Parent Handbook



2018-2019

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## INTRODUCTION

This booklet has been developed to assist parents and students in understanding procedures and policies at McClusky Public School District.

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## **Parents Right to Know**

Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at your school. If you are interested in learning this information, please contact the school administration office at 363-2470. Upon this request you will receive a detailed explanation of the licensing, education and experience of each of our teachers and qualifications of the paraprofessionals at the school.

**Mission Statement:** The mission of the McClusky Public School and community is to empower all students with the knowledge, skills, and attitudes to meet the challenges of our changing world.

**Vision:** We Expect Success

**Values:**

- Establishing open lines of communication with parents, students, and staff to share in the responsibility of each child's success.
- Ensuring the success of all children by addressing their individual needs and learning styles through on-going assessments.
- Providing a safe, positive, child-centered environment.
- Teachers' collaborate to help each other grow professionally in order to assist all students.
- Instilling core character values through curriculum, community, family, and self.

McClusky Public School District is committed to fostering an environment that models and demonstrates good character. We hope that upon entering our building you will feel welcomed and see indicators of good character modeled by our students and staff. The basis of our Character Education program is built around our four key character traits:

**RESPECT  
RESPONSIBILITY  
FRIENDSHIP  
HONESTY**

**IMPORTANT CONTACT INFORMATION**

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**Belief Statements are McClusky Public School's fundamental convictions, its values, and its character. We believe that:**

- All students can learn, want to learn, and have the right to a positive learning environment.
- Students learn in different ways and at different rates.
- Quality education is a home, school and community partnership.
- All students have a right and responsibility to have their needs met in a positive way.
- Work has value.
- Each individual has value and dignity and deserves respect.
- Every individual has the right to a safe, non-threatening environment.
- Individuals are responsible for their own actions and quality of their work.
- A supportive, caring and stimulating environment promotes learning.
- Learning is a life-long process.
- All students need to be responsible world citizens with global perspective.

**IN ADDITION, WE BELIEVE IN OURSELVES.**

**As a teacher my goal is...**

- Come to class prepared to teach.
- Be enthusiastic, positive, and patient.
- Encourage and motivate.
- Make sure that my classroom is safe and inviting.
- Provide an environment conducive to learning.
- Enforce classroom and school rules fairly and consistently.
- Challenge my students and expect their best.
- Help all my students reach their fullest potential.
- Believe that each student can learn.
- Teach to the needs of all my students.
- Create interesting assignments.
- Provide meaningful and appropriate homework activities.
- Maintain open lines of communication with students, parents, staff, and administrators.
- Encourage student responsibility.
- Respect my students.
- Instill a love of learning.
- Be a life-long learner.
- Be a good example to my students.
- Demonstrate professional behavior.

**As a student my goal is...**

- Come to school regularly and on time.
- Come to class prepared.
- Be rested and ready to be an active learner.
- Listen, participate, and complete assignments.

- Work cooperatively with my classmates.
- Challenge myself.
- Believe that I can learn, and I will learn.
- Try always to do my best in my work and in my behavior.
- Accept responsibility for tasks and assignments.
- Obey school rules.
- Take responsibility for all my actions.
- Work toward becoming a life-long learner.
- Respect my classmates, teachers, administrators, and school property.
- Take pride in my school.

**As a parent my goal is...**

- See that my child is fed, rested and ready to be an active learner.
- See that my child attends school regularly and on time.
- Provide a home environment that encourages my child to learn.
- Establish a study area and a routine for homework.
- Insist that all homework and assignments are completed.
- Talk with my child about the school's activities every day.
- Encourage my child to read each day.
- Monitor and limit TV watching.
- Attend Parent/Teacher Conferences.
- Communicate regularly with my child's teachers.
- Help my child accept responsibility.
- Support the school in developing positive behaviors.
- Volunteer time at my child's school.

**As an administrator my goal is...**

- Be visible throughout the school; visiting classrooms whenever possible.
- Communicate with parents and staff members concerning the progress of students.
- Make parents feel welcome in school.
- Be a good listener and open minded to new ideas.
- Include staff in decision making whenever possible.
- Stay abreast of current issues, curriculum, developments, and policies.
- Be actively involved and supportive of school issues and concerns.
- Provide a safe and positive school environment.
- Provide positive morale to students, teachers, and parents.
- Be enthusiastic, positive, and patient.
- Encourage and motivate.
- Provide an environment conducive to learning.
- Enforce school rules fairly and consistently.
- Maintain open lines of communication with students, parents, and staff.
- Encourage student responsibility.
- Be a life-long learner.
- Be a good example to my staff.
- Demonstrate professional behavior.

## **McClusky Public School Students & Parents**

The administration and faculty welcomes you to the McClusky Public School, and we hope your school experiences here at McClusky will be interesting, challenging and enjoyable. It is the student's decisions as to the values placed upon what he or she wishes to achieve in school.

For a complete and quality operation of the school facility, it is necessary that certain guidelines, requirements and regulations be met to benefit the student, faculty and administration.

It is not the purpose or the intent of the information contained in this handbook to restrict or infringe upon the student's rights or privileges as an individual. It is the intent of the information provided in this handbook to help answer many questions that may confront the student during the school year.

The contents of this handbook cannot possibly be comprehensive enough to cover every aspect of the regulatory phase of the school operation. Therefore, the student must take into consideration that situations will come about during the school year that will require additional guidelines.

The board of education, administration and faculty wish you a very meaningful and rewarding school year.

## **DAILY SCHEDULE**

Preschool:	8:35 p.m. – 12:35 p.m.
Kindergarten – 12 <sup>th</sup>	8:35 a.m. – 3:10 p.m.

## **SCHOOL WIDE RESPONSIBILITIES**

The following school wide expectations have been established to benefit all.

1. **Students should not arrive at school prior to 8:05 a.m.**
2. When students arrive, they will drop off book bags by the classroom and go to the multi-purpose room if they wish to eat breakfast. From breakfast they will go outside for morning recess.
3. Breakfast will be served from 8:05 a.m. until 8:30 a.m.
4. Students should talk softly and stay seated.
5. Students should keep hands, feet, and objects to themselves.

## **PLAYGROUND EXPECTATIONS**

### **RESPECT OTHER STUDENTS**

- Keep your hands and feet to yourself
- Share/Take turns
- Treat others the way you want to be treated
- Use your words if things don't go your way
- Report a friend if they are being unsafe or breaking a rule

### **RESPECT TEACHERS AND STAFF**

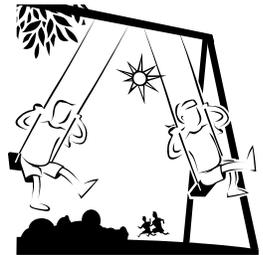
- Accept consequences for misbehavior
- Line up when the bell rings
- Follow the teacher's instructions

### **RESPECT THE SCHOOL**

- Be responsible with the balls and jump ropes
- Play properly on the equipment
- Help keep our playground clean

### **RESPECT YOURSELF**

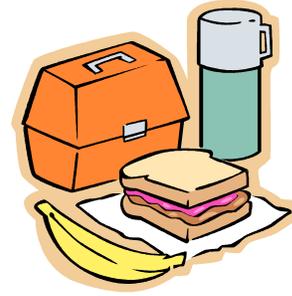
- Follow the rules of the playground
- Ask a teacher when you need help
- Think it through before you act



## LUNCHROOM EXPECTATIONS

### RESPECT OTHER STUDENTS

- Keep your hands and feet to yourself
- Use your inside voices
- Don't share food with others (allergies)
- Wait your turn to return your tray
- Sit quietly while waiting to go outside



### RESPECT TEACHERS AND STAFF

- Follow the lunchroom teacher's directions
- Clean up your table area before getting up

### RESPECT THE SCHOOL

- Walk at all times in the cafeteria
- Report any spills to the teacher

### RESPECT YOURSELF

- Use good manners
- Stay seated on your bottom while eating
- Raise your hand when you need help



## HOT LUNCH CHARGING PROCEDURE

Although not required by law, the Board approves the establishment of a system to allow a student to charge a meal. This policy does not apply to adults, who are prohibited from charging meals.

### **Charging Procedure**

The District shall allow students to charge up to 10 reimbursable meals, the cost of which shall be assessed to the student's parents. Whenever a student incurs a charge or the District serves the student an alternate meal, the District shall send a written notice to the student's parent(s). If a pattern of charging continues, administration shall attempt to contact the student's parents and encourage them to complete a free and reduced meal application.

All charges must be paid within 5 working days, or a payment plan must be established. The District will vigorously pursue the collection of outstanding bills and shall, if necessary, rollover debt to the next school year, and shall, when necessary, refer past due accounts to collections. Collections fees shall be paid by the parent/guardian.

### **Fair and Accurate Credit Transaction Act Compliance**

In order to comply with FACTA, which protects lunch charge accounts established by this regulation, the District shall implement the following measures:

1. Identify potential red flags indicating that an account has been compromised such as:
  - a. Parent reports that s/he has received a bill in error.
  - b. Student or staff member reports that a student is fraudulently charging to another student's account.
2. Respond to red flags by:
  - a. Verifying a student's identity before allowing him/her to charge.

- b. Investigating a parent's complaint that s/he received a bill in error.
- c. Sending a parent notice each time his/her child charges a reimbursable meal or receives an alternate meal.

Administration shall review this policy periodically to ensure that it provides appropriate procedures for preventing/mitigating identity theft, including updating red flags and the district's response to them as necessary.

The high school principal will use a standard pre-graduation ceremony check-out form to ensure all bills owed to McClusky School District are paid prior to the student participating in the prom or graduation ceremony from high school.

## RESTROOM EXPECTATIONS

### RESPECT OTHER STUDENTS

- Use your quiet voice
- Respect other's privacy
- Keep hands and feet to self
- Report any unsafe behavior to teachers or staff

### RESPECT TEACHERS AND STAFF

- Throw away towels
- Keep bathroom clean and safe
- Once you are done return to class

### RESPECT THE SCHOOL

- Flush toilet after use
- Only use one squirt of soap when washing hands
- Don't forget to turn the water off
- Report any messes to teachers

### RESPECT YOURSELF

- Wash your hands



## HALLWAY EXPECTATIONS

### RESPECT OTHER STUDENTS

- Keep your hands and feet to yourself
- Be quiet – don't disturb other classes
- Count to 3 when getting a drink

### RESPECT TEACHERS AND STAFF

- Stay in line
- Follow teacher's directions
- Go to and come right back

### RESPECT THE SCHOOL

- Walk!

### RESPECT YOURSELF

- Keep your eyes looking forward
- Keep your shoe laces tied



## BUS EXPECTATIONS

### RESPECT OTHER STUDENTS

- Keep your hands and feet to yourself and inside the bus windows
- Be polite to others
- Keep the aisle clear
- Do not push or shove when getting on/off the bus
- Report unsafe behavior to the bus driver
- Never throw things or put things out the window
- Be on time, the bus will only wait two (2) minutes for pickups



### RESPECT TEACHERS, BUS DRIVER, AND STAFF

- Follow the bus driver's directions
- Talk in a quiet voice

### RESPECT THE SCHOOL

- Keep the bus clean
- No eating or drinking on the bus

### RESPECT YOURSELF

- Stay seated facing forward at all times
- Make good choices
- Take all of your items with you when you get off the bus
- Wait until the bus stops before getting out of your seat



## CLASSROOM EXPECTATIONS

### RESPECT OTHER STUDENTS

- Be kind to others; use kind words
- Keep hands, feet, and materials to self
- Take turns
- Use your words when things don't go your way
- Be a good listener

### RESPECT TEACHERS AND STAFF

- Raise your hand and wait to be called on
- Follow directions
- Use eye contact and be a good listener
- Accept consequences for behavior

### RESPECT THE SCHOOL

- Keep the classroom clean
- Use equipment and supplies properly
- Use your manners
- Take care of personal and school property

### RESPECT YOURSELF

- Participate
- Be prepared
- Give positive effort and have a good attitude
- Turn assignments in on time



Each classroom will establish rules and a behavior management plan to promote responsible behavior. The classroom teacher will handle minor classroom problems. If a teacher contacts you about a discipline concern for your child, you are urged to work together with the teacher to solve the problem. Cooperation in the form of support from parents is crucial and provides quick solutions to discipline problems.

### **ARRIVAL AND DISMISSAL**

Parents who bring their children to school are encouraged to drop their children off outside in the drop-off area. This fosters independence and helps our children be responsible. The area is monitored during student arrival. **Parents who wish to visit and/or volunteer will need to sign-in and obtain a badge from the administrative offices located in the high school.**

### **ELEMENTARY DISMISSAL PROCEDURES**

The Elementary staff, along with Administration, developed end of the day dismissal procedures and times. The reason these procedures have been implemented is for the safety of our students.

1. When buses arrive, bus students will be dismissed, approximately between 3:08 p.m. and 3:10 p.m.
2. When the buses leave, in-town and pick-up students will be dismissed, approximately between 3:10 p.m. and 3:12 p.m.
3. If parents want to pick up their children before they are dismissed by their teachers, they need to stop by the high school office to check them out. The office will then notify the classroom teacher.

**Please understand the dismissal times are approximate times. Please be patient and wait for your child until they are dismissed.**

### **TARDY POLICY**

High school students should arrive at school between 8:05 a.m. and 8:30 a.m. Students arriving after 8:35 a.m. are counted tardy. Students will receive a one-time warning for the first offense and a detention for every time after. Instruction will promptly begin at 8:35 a.m. Students are to check-in at the office and sign in. A student is exempt from tardies if they have a note from a medical appointment. Parents will be notified if the tardies become a major problem. **Repeated offenses will result in more severe disciplinary action including, but not limited to, removal from class, detention, suspension, etc.**

### **STUDENTS LEAVING EARLY**

Elementary parents/guardians must come to the administrative offices to pick up their child for an appointment. The student must be signed out by the parent. Office personnel will call the child's teacher in order for the student to leave the building. Only those adults with written authority by the parent or guardian will be permitted to pick up their child. We reserve the right to ask for identification. This policy is strictly enforced for your child's safety. We cannot prevent a parent from picking up their child unless we have a legal court order on file.

Senior high students must have a written note or verbal permission from a parent/guardian to sign out. Verbal permission must be verified by administration/office staff.

If a senior high student needs to be dismissed early from school, he/she must sign out or the parent must sign them out (in the case of elementary students) in the administrative office before leaving the building and do one or more of the following:

1. Bring a written note from his/her parent or legal guardian
2. Present the note and get approval from the office prior to the time of the early dismissal
3. Have parent or guardian make a phone call to the office

## **MORNING DROP OFF PROCEDURES**

Elementary School

No cars are allowed in our bus lane between the approximate times of 8:00 a.m. and 8:30 a.m. (approximate time for last bus), and 3:00 p.m. to 3:20 p.m.

## **NON-ROUTINE DISMISSALS**

All students are required to ride their assigned bus to their designated departure point unless the parent has sent a written permission note to school with the child that he/she may go elsewhere at the end of the day. If something should come up during the day and you find it necessary to call the school and request your child be sent to a different location or be picked up by yourself or a friend, please let the office know by 2:00 p.m. The office will not accept daily call-ins as this causes much confusion to your child, the teacher, and the bus drivers. If your child's transportation schedule varies please send a written note daily so the classroom teacher can place your child on the appropriate bus or prepare him/her for parent pick-up. Students who do not have a written note or telephone message from a parent/guardian are expected to follow their usual after school routine.

## **VISITOR PROCEDURES**

Although we always welcome parents and visitors into our school, new safety measures have been put in place to help ensure the safety of our students. All of our front doors will be locked during the day and visitors must buzz the administrative offices to be permitted in. The main front door will always be open for morning arrival and end of day dismissal. At 8:30 a.m. our doors will be locked. Parents/visitors arriving after 8:30 a.m. will need to ring the buzzer located on our brick wall to the right of the door. The office staff will be able to ID our visitors via cameras and talk to them through the intercom, and then will release the lock from the office allowing the visitor to come in. Parents/guests are considered visitors and must go directly to the administrative offices to receive authorization to proceed further into the building. If it is necessary to go further into the building, a pass will be issued to the visitor authorizing them to do so.

## **BREAKFAST/LUNCH and MILK PROGRAM**

McClusky Public School provides a nutritious breakfast and lunch for students on a daily basis for the fee of \$1.55 for each breakfast meal and \$2.55 for each lunch meal K-6 and \$2.80 for each lunch meal 7-12. Parents are welcome to eat lunch with their children at any time. We ask that you call in before 10:00 a.m. on the day you wish to eat and sign in at the administrative offices to receive your visitor badge. The cost for parents or guests to eat is \$3.55. The price of milk will be \$.25. Information regarding free/reduced meals will be in the back to school packet.

Student breakfast, lunch and milk money is entered into individual accounts for each child. As the child eats a meal/milk the account is updated. You can send money by the week, or month. You will be notified when the balance in your child's account is low enough that you should send money. A print out of your child's account, showing the transactions that have taken place, will be available should you have any questions. Information and answers to questions about your child's account may be obtained by calling the school office.

These programs begin on the first day of school. All students will pay for their meals at the administrative offices located at the high school. Students who qualify for free or reduced meals must have a completed application turned in at high school office prior to any changes in meal prices.

The school provides nutritious meals for all students and staff. To do this efficiently and effectively, the following rules must be followed:

- Do not push or "cut" in line.
- No horsing around or loud talking in the lunchroom.
- All teachers have the same authority over students during lunch period as in classes.
- Students who are disruptive in the lunchroom can be assigned seats.
- Students who leave a mess in the lunchroom will be expected to clean up the mess.
- All food and beverages served in the lunchroom will be consumed in the lunch room.
- No pop in the lunchroom.
- High school students must use the main entrance doors when coming over to the elementary to eat.
- All students are to stay out of the kitchen area at all times.

*If any check issued to the school for any service or item is returned due to insufficient funds or because the account is closed, the bill will be deemed unpaid. In addition, a return check charge of \$35.00, assessed by the depository for the returned check, will be assessed for any check returned due to insufficient funds or because the account is closed.*

## **EMERGENCY SCHOOL CLOSING**

During inclement weather, early dismissal will be announced by the Power alert system and over the radio or on our Facebook page McClusky Public School. Please keep in tune to one of the following stations: Bismarck radio stations: AM-KFYR 550, FM-KSSS 101.5, FM-KYYY 92.9, FM-KBYZ 96.5; Minot radio stations: AM-KCJB 910, FM-KXJB 92.0. Please call the school to update your Power Announcement information.

Parents are asked to use their own discretion as to allow their children to ride the bus to school in questionable weather.

**IMPORTANT:** Please have a PRE-ARRANGED PLACE for your child to go in case school is unexpectedly dismissed and you will not be home. Make your child aware of that plan. **Storm**

**Home forms are included in the back to school packets.**

## **MEDICATION**

The McClusky Public School District has established a program for providing medication to students during the school day and when students are otherwise under the district's direct supervision (e.g., participating in a school activity, on a school-sponsored trip). This program is only available to students when the applicable requirements under this policy have been satisfied.

### **Qualifications for Eligible School Medication Providers**

In order to be eligible to provide medication under this policy, an individual must meet the following criteria and receive approval from the Administration.

1. Received education and training in medication administration, including the following topics:
  - a. Individual's authority and role in providing medication;
  - b. Proper medication storage, inventory, and disposal;
  - c. Proper techniques for providing medication including, but not limited to, understanding pharmacy labels, standard precautions for infection control (e.g., hand washing), six rights of medication administration, and measuring and dispensing protocols;
  - d. Appropriate documentation of all medication provided and confidentiality requirements;
  - e. Basic medical terminology related to providing medication;
  - f. Appropriate action if unusual circumstances occur (e.g., medication error, adverse reactions, student refusal) and how and when to seek medical consultation or assistance;
2. Provided the Administration with verification that the above training and education is complete;
3. Undergone a criminal history record check through the District and received satisfactory adjudication;
4. Agreed to perform the duty of providing medication for at least the duration of the school year;
5. Received written consent of the student's parent or guardian;
6. Agreed to comply with this policy and any additional district rules on providing medication.

The District shall pay the cost of all district-authorized education and training for school medication providers.

### **Requirements and Prohibitions for All School Personnel**

All school employees and volunteers shall comply with the district's Drug and Alcohol-Free Workplace policy, which prohibits illegal activities associated with prescription and over-the-counter medication. In addition, eligible school medication providers and all other school employees and volunteers with knowledge of a student's health condition and/or medication regimen shall comply with district policies and law on confidentiality of student education records—records that include student health records. Additional rules governing the school medication program are contained in administrative rules.

All school employees and volunteers are required, as soon as possible, to report to building administration or his/her designee any observed or reported sign or symptom that a student may be having an adverse medication reaction or allergic reaction.

Any violation of this policy or other district rules governing medication may result in disciplinary action, including, but not limited to, discharge (in accordance with applicable law) and/or removal of medication provider duties, if applicable.

### **Types of Medication Provided**

The District may provide both prescription and over-the-counter medication to students covered by this policy so long as they are legal under state law and:

1. Recognized as drugs in the official U.S. Pharmacopoeia and national formulary, or
2. Recognized as drugs in the official Homeopathic Pharmacopoeia of the U.S., or
3. Recognized as drugs in any supplementary publication to the above references, and
4. Are authorized to be provided to the student by his/her parent/guardian and, when applicable, healthcare provider in accordance with this policy.

The District may consult a qualified healthcare provider (e.g., pharmacist) to determine if the above, applicable criteria have been met. The District shall maintain the student's confidentiality when making such an inquiry unless the student's parent/guardian has waived confidentiality rights.

The District and all school employees and volunteers are prohibited from purchasing over-the-counter medications to provide to students.

### **Routes of Medication Provided**

Eligible school medication providers may provide oral and non-oral, noninvasive medication (i.e., medication provided by non-parenteral routes) to students covered by this policy.

Except for students covered by an Individual Education Program (IEP) or 504 Plan, if a student's medication requires administration through the parenteral route, the District may deny a parent's/guardian's request to provide such medication or may require the parents/guardians to reimburse the District for the expense of hiring a healthcare provider who has authority under state law to administer such medication, if the District does not have a medically qualified and eligible school medication provider on staff who is willing to administer the medication. Eligible school medication providers shall not provide medication through parenteral routes unless they have the proper authority under state law, including certification or licensure, to perform such functions. The District shall retain verification of such authorization, certification, or licensure.

If a medically qualified and eligible school medication provider is requested to perform any invasive medication administration, the District first should contact its insurer to determine if additional liability coverage is necessary if the District has not previously made this inquiry.

### **Students Eligible for Participation**

The following students are eligible for participation in the medication program established by this policy:

1. Students who qualify for this service under their IEP or 504 Plan. The District shall pay the cost of these services.<sup>1</sup>
2. Students who are not covered by the Individuals with Disabilities Education Act (IDEA) or 504 but who require medication when under the direct supervision of the school and whose parents/guardians are unable to make arrangements to provide medication themselves. An exception to such a student's participation in the medication program may apply if the student requires medication through a parenteral route (see section on routes of medication provided).
3. Students who require emergency epinephrine treatment in accordance with ND Administrative Code Ch. 33-37-01 and/or students who require emergency medication under NDCC 15.1-19-16. This policy, ACBD, shall not supersede NDCC 15.1-19-16, which contains criteria for a school to authorize student self-administration of emergency medication.

The Administration is authorized to approve other circumstances under which a student is eligible to participate in the school's medication program. This administrator should contact legal counsel and should request permission from the student's parent/guardian to consult with the student's healthcare provider (to better understand the implications and scope of the request) before acting on such requests.

### **First Dose of Medication**

Whenever possible, the first dose of medication should be given to a student at home.

### **Requirements for Parents/Guardians Prior to District Providing Medication**

A parent/guardian must sign a written form authorizing his/her student to receive medication from an eligible school medication provider prior to carrying out this service. A new authorization form is required anytime the student has a change in his/her medication regimen, when a new medication is to be provided, when the District assigns a new medication provider to the student, and at the beginning of each school year. This form must include the following:

1. **For over-the-counter medication:** Must include instructions from the parent/guardian on how, when, and how long to provide medication. Requests to provide a dosage other than as recommended by the manufacturer shall require approval from an appropriate healthcare provider.
2. **For prescription drugs:** Requires written authorization and instructions from an appropriate healthcare provider on how, when, and how long to provide medication.
3. **For more than one medication (prescriptions, over-the-counter medications, or both):** Must include information from a healthcare provider certifying that the drugs are not known to adversely interact or information on how to avoid any known adverse drug interactions.
4. **For students with allergies:** If a student has any known allergies, the parent/guardian shall provide this list of allergies to the school with all medication requests and include

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<sup>1</sup> If a physician's services are required, the District may not be responsible for paying this cost.

certification from a healthcare provider that the student is not known to be allergic to medication that the school is requested to provide. This list must be accompanied with certification that the student has knowledge of all of his/her known allergies and has received education and training on signs and symptoms of allergic reactions and how to prevent them.

**5. For all requests for the school to provide medication:**

- a. Contact numbers for the student's parents/guardians and healthcare provider(s).
- b. Waiver of confidentiality allowing administration or the eligible school medication provider to contact the student's healthcare provider(s) with questions or concerns and allowing the District to share information about the student's health condition and/or medication regimen with any school employee/volunteer with a legitimate need to know.
- c. Information on possible adverse reactions and side effects associated with each medication that the parent/guardian is requesting the school to provide and certification that students have been educated in possible side effects.

**Medication Check-In Requirements When District is Providing Medication**

When sending medication to school, parents/guardians must comply with the following requirements:

1. If the over-the-counter medication is supplied by the student's parent or guardian, it must be supplied in the original manufacturer's container, and the container must list the ingredients, recommended dosage, expiration date, administration instructions, and storage instructions (if any) in a legible format. The container must be labeled with the student's name, date of birth, and, if unsealed, the number or amount of medication in the container.
2. Prescription medications must be supplied in the original pharmacy-labeled container and include the name and phone number of the pharmacy. The container must list, in a legible format, the name of the student, student's date of birth, name of the prescription medication, dose, expiration date, storage instructions (if any), administration directions, number or amount of medication included, and the container must list or be accompanied by active ingredients in a legible format. If any prescription medication is given to a student prior to sending the prescription to school, the parent/guardian must indicate how much medication remains in the container.
3. If dispensing equipment is required (e.g., measuring cups, droppers), it must be provided by the parent/guardian. The equipment must be clean, operable, and labeled with the student's name and date of birth. Any special medical equipment storage instructions must be provided to the school by the parent/guardian or student's healthcare provider.

All medication must be hand delivered by a parent/guardian to the designated district official. This official shall ensure that the appropriate authorization form(s) is/are complete, that the medication has not expired, that the medication is appropriately labeled in accordance with above requirements, and that parents/guardians have complied with all other applicable provisions of this policy before accepting the medication from the parent/guardian.

## **Student Self-Administration Requirements<sup>2</sup>**

A parent/guardian must sign a written form permitting his/her student to self-administer medication in school prior to the District authorizing this action. A new authorization form is required anytime the student has a change in his/her medication regimen, when a new medication is to be provided, and at the beginning of each school year. This form must include the following:

1. **For prescription medication:**
  - a. Authorization to self-administer medication from the student's healthcare provider. This authorization must indicate whether or not the student is authorized only to self-administer the medication or is authorized to carry and self-administer the medication.
  - b. Instructions from an appropriate healthcare provider on how, when, and how long the student will need to self-administer medication.
  - c. Certification from the healthcare provider that the student has received instruction in and is capable of self-administering the medication in a responsible and secure manner.
2. **For over-the-counter medication:**
  - a. Instructions from the parent/guardian on how, when, and how long the student will self-administer medication. If the student will take a dosage other than as recommended by the manufacturer, the District requires approval from an appropriate healthcare provider prior to authorizing the student to self-administer.
  - b. Certification from the parent/guardian that the student has received instruction in and is capable of self-administering the medication in a responsible and secure manner. This certification must indicate whether or not the student has parental consent only to self-administer the medication or has parental consent to carry and self-administer the medication.
3. **For more than one medication (prescriptions, over-the-counter medications, or both):** Must include all applicable information above and information from a healthcare provider certifying that the drugs are not known to adversely interact or information on how to avoid any known adverse drug interactions and certification from the student's parent/guardian that the student has been educated and trained in such preventative measures.
4. **For students with allergies:** If a student has any known allergies, the parent/guardian shall provide this list of allergies to the school with all medication requests and include certification from a healthcare provider that the student is not known to be allergic to medication that the student will self-administer. This list must be accompanied with certification that the student has knowledge of all of his/her known allergies and has received education and training on signs and symptoms of allergic reactions and how to prevent them.
5. **All student self-administration of medication requests must include:**
  - a. Contact numbers for the student's parents/guardians and healthcare provider(s).

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<sup>2</sup> NOTE: These requirements are not applicable to emergency medication governed by NDCC 15.1-19-16.

See form ACBD-E4.

- b. Waiver of confidentiality allowing administration or an eligible school medication provider to contact the student's healthcare provider(s) with questions or concerns and allowing the District to share information about the student's health condition and/or medication regimen with any school employee/volunteer with a legitimate need to know.
- c. Information on possible adverse reactions and side effects associated with each medication that student will self-administer and certification that the student has received education on these reactions and side effects.

Students will be prohibited from carrying medication that has special storage requirements such as, but not limited to, medication that requires refrigeration. The District may require the student to comply with additional medication storage requirements for safety reasons. These requirements will be developed on a case-by-case basis.

### **Self-Administration Check-In Requirements<sup>3</sup>**

Before a student self-administers medication in schools, the following check-in procedures are required:

1. Over-the-counter medication must be in the original manufacturer's container, and the container must list the ingredients, recommended dosage, expiration date, administration instructions, and storage instructions (if any) in a legible format. The container must be labeled with the student's name, date of birth, and, if unsealed, the number or amount of medication in the container.
2. Prescription medications must be in the original pharmacy-labeled container and include the name and phone number of the pharmacy. The container must list, in a legible format, the name of the student, student's date of birth, name of the prescription medication, dose, expiration date, storage instructions (if any), administration directions, number or amount of medication included, and the container must list or be accompanied by active ingredients in a legible format. If any prescription medication is given to a student prior to sending the prescription to school, the parent/guardian must indicate how much medication remains in the container.
3. If dispensing or other medical equipment is required for a student to self-administer medication (e.g., measuring cups, droppers), it must be provided by the parent/guardian. The equipment must be clean, operable, and labeled with the student's name and date of birth. Any special medical equipment storage instructions must be provided to the school.

Prior to a student self-administering medication, the medication must be hand delivered by a parent/guardian to the designated district official. This official shall ensure that the appropriate authorization form(s) is/are complete, that the medication has not expired, that the medication is appropriately labeled in accordance with above requirements, and that the parent/guardian and

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<sup>3</sup> NOTE: These requirements are not applicable to emergency medication governed by NDCC 15.1-19-16.

See form ACBD-E4.

student has complied with all other applicable provisions of this policy before authorizing a student to self-administer the medication.

The student shall be issued a medication self-administration pass, which, at a minimum, must contain all information listed in ACBD-E5, including an authorization expiration date. This pass shall serve as verification that a student has received permission to self-administer medication. Students shall be required to return this pass to the school office once the pass expires. Failure to return the pass or continued self-administration of medication after the pass expires may result in disciplinary action.

### **Additional Prohibitions, Restrictions, and Requirements for Students**

All students are required to comply with the district's policy on drug and alcohol-free schools, which contains prohibitions on illegal activities associated with prescription and over-the-counter medication. Students who violate the Drug and Alcohol-Free Schools policy by engaging in a prohibited activity with medication originally authorized by this policy may be subject to disciplinary action. In addition, the District may refuse to provide medication to the violating student and/or may prohibit the violating student from self-administering medication as long as:

1. The student is **not** covered by an IEP or 504 Plan.
2. The medication is **not** covered by an emergency provision in law or needed on an emergency basis as determined by administration in consultation with the student's healthcare provider (i.e., an inhaler, epi-pen, or insulin).

Parents/guardians of violating students not subject to an exception above will be required to make arrangements to provide medication to their children during the school day.

Students who are covered by this policy and taking medication at school must agree to report any known sign or symptom of a side effect, adverse medication reaction, or allergic reaction to a school official when the student is in school or otherwise under the school's supervision. Students authorized to carry medication must agree not to leave the medication unattended or unsecured and accessible to other students.

### **Medication Off-Campus When Student is Under District Supervision**

Parents/guardians must make arrangements with the building principal for students who will require medication off-campus while under the district's supervision prior to the activity or event (e.g., students who participate in extracurricular events or field trips). At a minimum, parents/guardians making such a request shall be required to comply with the applicable authorization requirements contained in this policy. The District shall develop, on a case-by-case basis, check-in and storage requirements for all medication provided or self-administered in this context. The District may consult the student's healthcare provider(s) when developing these rules.

### **Liability Disclaimer**

It is not the intent of the District to expand or modify the district's potential liability exposure through the development of this medication program. The district's voluntary creation of this program shall not be construed to create or assume any potential liability under any local, state, or federal law or regulation. State law provides liability protection for establishing and providing medication under a school medication program. This protection extends to all eligible

school medication providers, the District, and the Board so long as each party is acting in good faith.

The District is not responsible for determining the qualifications of healthcare providers whose signatures appear on prescriptions and other medical documentation submitted to the District by parents/guardians. The District assumes that by signing such documentation, the healthcare provider is attesting to the validity of his/her qualifications and credentials. The District will comply with healthcare providers' orders but assumes no liability for their content.

## **HEALTH SERVICES RECOMMENDATIONS**

### **FEVER**

If your child has a temperature of 99.5°F or above (taken by mouth) in the morning, it is recommended that he/she remain home.

If your child develops a fever during school hours greater than 100°F they will be excused to go home. They will not be allowed to return to the classroom, as fevers are generally a sign of infection. They will remain in the office until dismissed to a parent or "emergency contact".

**Students should remain home for 24 hours after a fever has subsided without the use of fever reducers such as Tylenol, Ibuprofen, etc.** This is recommended for everyone's health and safety, and helps prevent relapses and extended absences.

### **SORE THROATS**

Most sore throats are viral, however, if your child develops "strep throat" (a bacterial infection), please inform the nurse. Children with a positive strep test are not allowed to attend school until they have been on antibiotics for 24 hours to ensure they are no longer contagious.

### **CONJUNCTIVITIS (Pink Eye)**

If the white part of the eye appears red and produces a discharge your child may have conjunctivitis, a contagious infection. Children should not attend school until after the discharge has resolved/or your physician gives approval to return to school.

### **VOMITING OR DIARRHEA**

A child with vomiting and /or diarrhea should stay home until the symptoms have resolved for 12-24 hours or more and the child is able to keep down food and liquids.

### **COLDS**

A child who is coughing, or sneezing frequently, or who has a large amount of nasal discharge, will be more comfortable at home until symptoms subside. This will also help the control of illness.

### **HEAD LICE MANAGEMENT**

**Background** Head lice are not a health hazard and nor are they responsible for the spread of disease. Infestation is a nuisance rather than a major threat to the student's well-being.

For complete information regarding head lice treatment and eradication please refer to "Head Lice - A Lousy Problem" available at [www.ndhealth.gov/head-lice/](http://www.ndhealth.gov/head-lice/) and the American Academy of Pediatrics 2015 clinical report available at <http://pediatrics.aappublications.org/content/135/5/e1355.full.html>.

### **Definition**

Head lice (***Pediculus humanus capitis***) are parasitic insects that feed on blood from the human scalp. The adult louse is very small (about the size of a sesame seed), has six legs, a diamond-shaped head, and an elongated body, is flat, wingless, and crawls. It cannot fly or jump. Lice are often hard to see; they range in color from red, brown, black to gray-white. Lice eggs, called "nits," attach to the hair shaft until they hatch into live lice.

Head lice outbreaks are common in the United States among all socioeconomic groups of children between the ages of three to 12 years. Head lice are not a sign of poor hygiene or unclean homes or schools. Lice and nits may be found on the human head, eyebrows, or eyelashes, but usually locate on the scalp, particularly around and behind ears and near the neckline at the back of the head.

### **Mode of Transmission**

Transmission occurs most commonly by direct contact with the head of an already infested person. Contact is common during play (slumber parties, bed-sharing, sport activities or games). The most rapid spread of head lice occurs through the home because of the close proximity of family members. The risk of transmission at school is low (AAP Clinical Report, 2015).

It is uncommon for lice to be spread from inanimate objects such as hats, combs, brushes, helmets, headphones, or movie theatre seats. Head lice are not able to hold onto these materials or survive without the warmth and blood source of a human scalp. Head lice cannot survive away from the scalp for more than 2-3 days at room temperature. Nits are not easily transmitted because they are glued to the hair shaft.

### **Incubation Period**

Head lice eggs (nits) normally hatch in seven to 12 days. Mature head lice are capable of laying eggs nine to 12 days after hatching. The adult life span is about 1 month.

### **Infectious Period**

Head lice can be transmitted as long as the lice (not nits) live. By removing nits, the possibility of hatching new lice is minimized. Nits need warmth from the scalp to remain viable; nits found more than a quarter inch away from the scalp have already hatched or will never hatch. Successful treatment should kill live lice. All family members should be checked and treated at the same time.

### **Symptoms**

1. Itching on the head and scalp;
2. A tickling feeling on the head or in the hair;
3. Live lice;
4. Nits (lice eggs) attached to hairs;

5. Irritated spots on the head caused by the child scratching;
6. Irritability and trouble sleeping.

### **Protocol for Identification and Exclusion of Students with Active Infestations**

1. Immediate or long-term exclusion of students with head lice is no longer recommended as best practice from the American Academy of Pediatrics and the North Dakota Department of Health. Students with an active infestation are referred to parents. However, if students are not picked up by parents, they may remain in class and return to school the next day after the appropriate treatment has been completed.
2. A \*trained staff member will check any student reported to have symptoms of head lice. An active infestation (case) is defined as the presence of live lice or nits laid close (1/4 in.) to the scalp.
3. If an active case of head lice is found, the teacher will be informed immediately, and the child will not use any shared head phones or head gear.
4. Parents of the child with lice will be notified. If parents of the affected student are not able to come and get their child, the student will be allowed to stay in school and will return to the classroom. Staff will discreetly manage lice infestations by reducing the child's contact with others so that the student is not ostracized, isolated, humiliated, or psychologically traumatized.
5. The principal will give parents of the affected student information for treating head lice. These resources are the Head Lice Fact Sheet and the Quick Guide for Removing Head Lice which are available at <http://www.ndhealth.gov/head-lice/>.
6. The student may be checked by their health care provider, public health or a designated \*trained staff person where available. Prior arrangements must be made by the parent via the school office in order for the student to receive their return head check at school.
7. Staff will maintain student confidentiality at all times.
8. Custodians will be asked to perform the appropriate cleaning procedures as stated in "Head Lice - A Lousy Problem," from the North Dakota Department of Public Health.
9. After readmission the affected student will be checked by a \*trained staff member once a week for 2 weeks or until the issue is resolved. Parents should be instructed to check their child daily for any signs of reinfestation and to continue to remove nits to avoid misdiagnosis.
10. Siblings of the affected student who attend McClusky Public Schools should be screened for head lice. Playmates and classmates who are known to have prolonged head-to-head contact may also be screened.
11. Routine or periodic classroom and school-wide screenings are no longer recommended or necessary. Classroom screening will not be done unless the principal and teacher feel there are unique circumstances that warrant a mass screening (i.e. preschool and kindergarten rooms where specific activities have included close head-to-head contact for prolonged periods of time). Parental consent is not required for classroom screening.
12. Notifications for parents of exposed students are addressed in the "Management of Students and Employees with Communicable Diseases and Conditions."

**\*Trained staff:** Staff members who perform lice checks must receive training from the public health nurse. Until a trained staff member has the opportunity to become skilled at identifying active head lice, the public health nurse will need to perform the head check on students suspected of having head lice.

## **IMMUNIZATION LAW**

Under the North Dakota State Law, no child will be admitted to Kindergarten, Elementary School, Junior High School, or Senior High School in the public or non-public schools unless they have a certificate of “Immunization” on file at the school or submit one prior to admission. The law requires that the certificate must be signed by a doctor or local health department representative and be presented to the school officials by the parent or guardian of the child.

The certificate of immunization states that the child has been vaccinated against diphtheria, pertussis, tetanus, measles, rubella, mumps, hepatitis B, varicella (chicken pox), meningococcal and polio. The law does allow exemptions for medical and religious reasons.

However, when there is danger of an epidemic from any of the communicable diseases, for which immunization is required, those children, who are not adequately immunized, including children exempt, will be excluded from school until the danger of the epidemic is over.

## **WELLNESS POLICY**

### **District Wellness Committee**

The Board shall form a district wellness committee to develop the wellness policy and perform additional duties described. The Board encourages parents, students, school food service representatives, teachers of physical education, school health professionals, school board members, school administrators, and the public to participate in the development, implementation, and periodic review and update of the school wellness policy.

The District Wellness Committee shall determine the best methods for these individuals and groups to participate in meetings and shall provide information about the participation processes to others using appropriate, effective, and cost-efficient methods.

The District Wellness Committee shall meet annually to develop a plan for implementing the wellness policy in each school. The implementation plan shall delineate roles, responsibilities, and timelines specific to each school and set goals and objectives in accordance with the requirements of this policy.

The District Wellness Committee shall work with the Superintendent to evaluate each implementation plan. The Superintendent shall designate one individual per school building to ensure building-level compliance with this policy. The name of each designee must be listed in administrative regulations (see ABCC-AR). Each designee shall collect, summarize, and report evaluation data to the committee.

At least once every three years, the District Wellness Committee shall conduct an assessment of the wellness policy and comply with all reporting requirements mandated by federal law. The

District Wellness Committee shall provide the assessment to the Board and disseminate it publicly on the district's website.

The District Wellness Committee may recommend amendments to the wellness policy for board consideration, based on the results of the assessment; changes in district priorities; changes in community needs; changes in wellness goals; advances in health science, information, and technology; new federal or state guidance; or the issuance of new standards or regulations.

Annually, the District shall disseminate the wellness policy to staff, students, parents, and the public publication in student handbooks and posting on the district website. The District shall also inform parents regarding improvements that have been made to school meals and compliance with school meal standards, the availability of child nutrition programs and how to apply; as well as the USDA [Smart Snacks in Schools](#) nutrition standards.

The District shall retain all wellness policy records mandated by federal law.

### **Physical Activity**

In addition to state standards and mandates<sup>4</sup> related to physical education, the District should strive to make opportunities available for students to be physically active.

The goals of physical activity programs must be to:

1. Develop students' knowledge and skills necessary to perform a variety of physical activities;
2. Assess, maintain and improve personal fitness;
3. Regularly participate in physical activity;
4. Understand the short- and long-term benefits of physical activity; and
5. Value and enjoy physical activity as an ongoing part of a healthy lifestyle.

Students with disabilities and other special health needs may participate as fully as possible in physical education and other school physical activity programs. Teachers and other school personnel shall not withhold opportunities for physical activity (e.g., recess, physical education class) as punishment.

The District has implemented regulation ABCC-AR2, which contains additional programs and guidelines the District uses to promote physical activity.

### **Nutrition Education and Promotion**

The District shall teach, model, and support healthy eating in grades K-12 through the curriculum and through other promotional methods<sup>5</sup>. The District should strive to:

1. Educate teachers and other staff members responsible for nutrition education (e.g., provide training regarding the [Dietary Guidelines for Americans](#) and how to teach them);

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4 <https://www.nd.gov/dpi/SchoolStaff/SafeHealthy/HealthEducation/>

5 <https://www.healthiergeneration.org/programs/>

2. Identify and implement methods to educate family members about district nutrition standards and goals as well as involve them in program development and implementation.
3. Integrate nutrition education into core curricula that is aligned with state standards and requirements;
4. Include developmentally appropriate, culturally relevant and participatory activities in the nutrition curriculum;
5. Emphasize caloric balance between food intake and physical activity
6. Provide students with the knowledge and skills necessary to promote and protect their health;
7. Promote fruits, vegetables, whole-grain products, low-fat dairy products, healthy food preparation methods, and accurate portion sizes; and
8. Promote healthy food and beverage choices for all students as well as encourage participation in school meal programs.

Nutrition promotion must be implemented through the use of evidence-based healthy food promotion techniques (e.g. Smarter Lunchroom techniques<sup>6</sup>). All foods and beverages offered to students during the school day must meet or exceed the [USDA Smart Snacks in Schools](#) nutrition standards.

The District Wellness Committee may develop a list of activities that will help the District achieve the above goals.

### **Other School-Sponsored Activities**

The District shall seek to promote the physical activity and nutrition goals of this policy through other activities that are practical, implementable, and within district budgetary and statutory parameters. The goals of these other activities shall reinforce the nutrition promotion, nutrition education, and/or physical activity goals set forth above. Activities implemented under this provision may be offered to students, parents, and/or district staff.

The District Wellness Committee may develop activities and programs that will help the District achieve its goals. Such activities and programs may include before-school and after-school physical activities, active transport programs, staff wellness programs, staff professional development programs related to wellness, alternatives to using food as rewards, healthy celebration/party ideas and fundraisers, as well as community partnership programs.

### **Nutrition Standards**

The District shall comply with applicable nutrition standards established in federal regulations for all reimbursable meals, e.g., the National School Breakfast and Lunch program. The District shall comply with the [USDA Smart Snacks in School](#) nutrition standards for all competitive foods and beverages sold on school grounds during the school day to students, including those foods and beverages provided at celebrations and parties and classroom snacks brought by staff

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<sup>6</sup> <http://smarterlunchrooms.org/ideas>

or family members. The district shall not allow foods and beverages at a free or discounted price if those foods do not meet the [USDA's Smarter Snacks in Schools](#) nutrition standards. Non-food celebrations and rewards shall be promoted and a list of ideas made available to staff and family members.

Foods purchased to raise funds must meet the [USDA's Smart Snacks in Schools](#) nutrition standards<sup>7</sup>. The district may also encourage fundraising ideas that are non-food related.

### **Exception to Competitive Food and Beverage Sales**

Each school year, schools within the District may hold up to three fundraisers that do not comply with federal nutrition standards for competitive food and beverage sales. The Superintendent shall develop rules for requesting and receiving approval to hold fundraisers under this exception. The fundraiser may occur during school hours, but not during school meal times.

Standards for competitive food and beverage sales do not apply to foods and beverages sold off school grounds and foods and beverages sold on school grounds more than 30-minutes after the school day until midnight of the next school day.

### **Hydration Standards**

To promote hydration, unflavored drinking water that is free must be made available to all students throughout the school day and throughout every school. The District shall make drinking water available where school meals are served during mealtimes. In addition, students shall be allowed to bring and carry clear water bottles filled with only water throughout the day.

### **Marketing**

The District permits the marketing of food items that meet or exceed the [USDA's Smart Snacks in School](#) nutrition standards. All advertising and promotions of food items, must be approved by the Superintendent, or an individual that has been appointed by the Superintendent to make such decisions. These standards do not apply to foods and beverages sold off school grounds.

### **Qualifications and Training**

The District must comply with any applicable hiring requirements under federal regulations for new hires in the food service program. They must also comply with the annual training requirements under federal regulations for all food service personnel (see ABCC-E).

## **MAKE-UP WORK**

Children are still required to complete work while absent. We will provide home assignments at the end of the day if a request is made. Students are allowed two days make-up time for each day absent. Extended absences will be addressed on a case-by-case basis.

## **WEATHER RESTRICTIONS FOR OUTSIDE RECESS**

When cold weather approaches we will follow these guidelines for weather restrictions on taking children outside:

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<sup>7</sup> <http://www.actionforhealthykids.org/storage/documents/parent-toolkit/fundraisers-family-health-f1.pdf>

32 degrees or above (considering wind chill) – Children can stay out for an unlimited amount of time; below 32 degrees is at the teacher’s discretion.

Lunch recess time is spent indoors, due to inclement weather, in a classroom playing games or participating in activities. If students have been inside for a week, we will try to get them outside for a short amount of time just to run off some energy. Students should always dress for outside recess.

## **MCCLUSKY HIGH SCHOOL COURSES & DESCRIPTIONS**

Registration for next year's courses is a very important task. It's important for your future to have an idea of what your goals are, and how your choice of high school courses will help you meet those goals. It is important for students to have the opportunity to experience as many sound alternatives in life as possible while emphasizing the basic required classes. The curriculum at MHS is designed to reflect this idea.

Some guidelines to follow:

- Choose classes based on what's best for your future.
- Take into consideration what your career choice may be, as well as what college requirements are for any program you may be interested in.
- Visit with the guidance counselor if you have questions.
- Go over the registration sheet and the course descriptions with your parents.

It is important that the parents take a serious look at the courses that have been selected by their child. It is the responsibility of the child, parents, and school to see that the student has made a proper selection. With the help of parents, the schools can provide all children with a better schedule.

### **REQUIRED COURSES:**

It shall be the policy of the McClusky School Board that students in grades seven through twelve shall be enrolled in courses offered and taught by McClusky School staff. Sophomore, Junior and Senior students may enroll in dual credit courses offered through the North Dakota University System provided the student meets the college course registration and grade point average requirements.

Dual credit English courses including English Composition 110 and 120 may be taken in lieu of English IV taught at McClusky High School.

The McClusky School District will not accept Public Speaking/Speech in lieu of a required English credit at McClusky High School. Public Speaking/Speech will be considered an elective course at McClusky High School.

Dual credit courses are available after meeting the graduation requirements set forth by the McClusky School Board in areas such as mathematics, computer science, history, etc.

SEVENTH AND EIGHTH: English, Math, Science, Physical Education/Health, General Music, Vo Ag, Social Studies, and Introduction to Computers/Keyboarding

FRESHMEN: English I, Physical Science, Math, Social Studies Elective, Physical Education/Health, Fine Arts or Career & Technical Elective

SOPHOMORES: English II, World History, Biology, Math, Fine Arts or Career & Technical Elective

JUNIORS: English III, US History, Math Science Elective, Fine Arts or Career & Technical Elective

SENIORS: English IV, POD, Fine Arts or Career & Technical Elective

**ELECTIVE COURSES:**

FRESHMEN: Band, Choir, Computer Programming, and Vo Ag

SOPHOMORES: Band, Choir, Vo Ag, and Algebra II

JUNIORS: Consumer Math, Choir, Band, Advanced Ag Mechanics, Woodworking, Psychology, Sociology, Anatomy, Music Ensembles, Algebra II, Leadership, Horticulture, and Chemistry

SENIORS: Business Math, Choir, Band, Consumer Math, Music Ensembles, Woodworking, Leadership, Algebra II, Anatomy, Horticulture, Chemistry, Algebra III, Psychology, Sociology, and Advanced Ag Mechanics

**Online Courses:** <http://www.ndcde.org/Home.aspx>

**ITV Courses:** [www.cddlc.k12.nd.us](http://www.cddlc.k12.nd.us)

\*\*\*May be available to enhance a student's education.

**PACE (Personal Advice Counsel Encouragement):**

PACE provides a time and place for quiet study and work. Teachers help provide a learning environment for any student needing assistance with homework and other personal and educational issues. Students on the deficiency list or behind in their school work should be sent to the appropriate teacher for help during PACE. Teachers need to communicate regularly with each other to ensure students are consistently completing their school work. Goalsetting conferences with individual students will take place prior to standardized testing and as needed during PACE. Class meetings and meetings for activities can be scheduled during PACE.

Wednesday during PACE, in the music room, there will be an all grades 7-12 lesson provided by one teacher in the high school with another teacher helping supervise and manage. All students are required to attend.

**ND UNIVERSITY SYSTEM REQUIREMENTS**

The Four-Year University Requirements for ND are:

English: 4 units

Math: 3 units (Algebra 1 and above)

Laboratory Sciences: 3 units (including at least two in biology, chemistry, physics or physical science)

Social Studies: 3 units (not including consumer education, cooperative marketing, orientation to social science or marriage/family)

Although not required, the ND University System recommends that you also take advanced algebra and at least two foreign language courses.

ND University System requires a minimum ACT score of 18 to enroll in College English and a minimum ACT score of 21 for two-year schools and 22 for four-year schools to enroll in College Algebra.

Information obtained from ND University System (<http://www.ndus.edu/>)

### **DUAL CREDIT COURSES**

In grades 10, 11 and 12, students have the opportunity to take dual credit classes to earn both high school and college credit. There is a cost per credit and students must have an overall GPA of 3.0 or higher, as well as a GPA of 3.0 or higher in the area of the class to be taken. For example, if a student takes College English, they must have a GPA of 3.0 or higher in their high school English classes.

Student will need to meet minimum required ACT/PLAN cut scores for College Algebra and College English.

When students graduate from high school, they will need to send a copy of their dual credit transcripts to the college they plan on attending. The college credit is issued through Dakota College in Bottineau, ND and will transfer to other ND public colleges and universities. If planning to attend a private or out-of-state college, be sure to find out if they will accept credits from Lake Region. If you have questions about dual credit courses, please talk to the high school counselor.

Dual Credit is an opportunity for high school students to earn high school and college credits at the same time. Students taking dual credit classes follow the application process set forth by the North Dakota University System and the Department of Public Instruction.

### **ND ACADEMIC AND CAREER + TECHNICAL SCHOLARSHIP REQUIREMENTS**

Qualifying for these scholarships gives students an opportunity to receive \$750 a semester for four years of college. Similarities and differences in the requirements for these scholarships are outlined below. If you have any questions about these scholarships, please talk to the high school counselor.

Required for BOTH the Academic AND Career and Technical Scholarships

- Minimum GPA of 3.0
- No grade below a C in any required course
- Graduate from a ND high school
- Attend a ND college

Required for Academic Scholarship ONLY

- Complete 2 units of the same foreign language
- Complete 1 unit of a dual credit course
- Complete one unit for which Algebra II is a pre-requisite (College Algebra/Pre-Calculus or Advanced Math)
- Score a 24 on ACT exam

Required for Career and Technical Scholarship ONLY

- Complete 2 units of a coordinated plan of study approved by the department of career and technical education (FACS, Ag, Business)
- Complete Algebra II
- Score a 24 on ACT exam OR score a 5 or higher on three sections of the Work Keys exam, including applied math, reading for information, and locating information.

**ENGLISH**

**English I**

This course reviews and expands grammar and usage skills. It also includes study of a variety of literature genres including short stories, drama, and poetry. Writing skills are practiced with an emphasis on organization and support of expository, descriptive, and narrative compositions. An oral communications unit focuses on organization and presentation of speeches. A separate vocabulary study is incorporated into the curriculum on a regular basis to enhance individual student word recognition and comprehension skills.

**English II**

This course reviews and expands grammar and usage skills. It also includes a study of a variety of literature genres including novels, short stories, poetry, and drama. Students focus on a variety of writing styles, using correct grammar, sentence, paragraph, and essay structure. A separate vocabulary study is incorporated into the curriculum on a regular basis to enhance individual student word recognition and comprehension skills. In addition, students complete units in research and library skills and work on developing oral and written communication skills.

**English III**

This course consists of reading a variety of American literature genres from the pre-colonial period through the 21st century, including fiction, non-fiction, poetry, drama, short stories, and novels. Writing about literature will be stressed using different approaches. Students will also complete units in the research process, grammar review and usage, and work on developing oral communication skills. A separate vocabulary study is incorporated into the curriculum on a regular basis to enhance individual student word recognition and comprehension skills.

**English IV**

This course consists of reading a variety of British literature genres from the Anglo-Saxon period through the 21st century. Writing about literature will be stressed using different approaches. Students will also complete units in the research process, grammar review and usage, and work on developing oral communication skills. A separate vocabulary study is incorporated into the curriculum on a regular basis to enhance individual student work recognition and comprehension skills.

## **Dual English**

This first semester develops writing skills, offers students guided practice in a variety of descriptive-narrative and expository forms, related reviews of grammar and standard usage, and reading and discussion related to these activities. Library research is incorporated into this course.

This second semester continues and reinforces the writing skills practiced in College Composition I, emphasizing library research and the writing of analytical and argumentative papers making use of the thesis-support format and MLA style used in a variety of academic disciplines. Students focus on language through literature and/or film by writing, reading, responding, viewing, and discussing.

## **Fundamentals of Public Speaking - Speech I**

The course is designed to lay a foundation in skills for informal and formal speaking situations. There is an emphasis on content, organization, audience adaptation, critical evaluation of messages, language, and delivery.

## **MATH**

### **General Math**

General Math is designed to assist students in learning principles of algebra, number operations, functions, exponents and roots, proportions, percent's, graphing, and basic geometry.

### **Consumer Mathematics**

Consumer math is designed to assist students in learning to use mathematics effectively as a tool in their personal and business lives.

### **Pre-Algebra**

Pre-Algebra reviews and reinforces the understanding of math concepts learned in grades 1-8 while building a strong foundation for algebra.

### **Algebra I**

Algebra I is the study of structures and properties of real numbers. An understanding of mathematical concepts learned in previous math classes is reinforced through the use of variables. Real life problems are solved with the use of algebraic techniques.

### **Algebra II**

Algebra II extends the concepts that students have encountered in Algebra I and Geometry. A problem-solving focus allows students to connect their prior mathematical knowledge to more advanced topics. Emphasis is placed on the foundation of real numbers and procedures used to solve a variety of open sentences. Function concepts are extended to include polynomial, exponential and logarithmic functions. Students are introduced to the study of triangle and circular trigonometry. Instructional activities which require students to use graphing calculators enhance student learning.

### **Geometry**

Geometry is the study of size, shape, position and other properties of the objects around us. It is a mathematical system in which a few basic statements or ideas are agreed to and then used to discover results by logical reasoning.

### **Trigonometry**

Trigonometry/Statistics/Functions is the study of relationships between the sides and angles of triangles. A functional approach is used to find the calculations concerning triangles. This course does integrate the traditional topics of trigonometry with matrix representations and explorations of real-world problems. Algebraic techniques are also studied in an advanced standpoint integrating the use of functions. The course includes the study of statistics through collecting, analyzing, processing and displaying data.

### **Applied Math**

This class utilizes problem-solving exercises to help the student understand the mathematics needed to work and live in a technical world. It includes hands-on activities, which implement the use of arithmetic operations, problem-solving techniques, estimation of answers, measurement skills, geometry, data handling, simple statistics, and algebraic formulas.

### **Pre-calculus**

Pre-calc and Discrete Math is the study of logical reasoning, enhancement of algebra, trigonometry, and limits theory. It incorporates real-world problems in various fields such as sciences, computers, engineering, architecture, etc. This course will give students a good base for college calculus.

### **College Algebra**

This course is designed to achieve college credit in algebra while attending high school. You will study solutions of linear and quadratic equations and inequalities, graphing functions and relations, polynomial and rational functions, systems of equations and inequalities, exponential and logarithmic functions. This dual credit course is only one semester, meeting every day.

## **SCIENCE**

### **Physical Science**

Physical Science is a combination of the elementary fundamentals of chemistry and physics. Included in this course are basic concepts of measurement, sound, electricity, light, mechanics, atomic structure and chemical reactions. The course focuses on the development of these concepts through experimentation.

### **Biology**

Biology is the scientific study of living things. The course begins with the least complex organisms and progresses to the most complex, the human.

### **Chemistry**

Atomic structure, the periodic table, chemical reactions and chemical families will be studied. The laboratory will be used to reinforce basic concepts and develop good lab technique.

### **Physics**

Physics provides a clear and logical presentation of the basic relationship between matter and energy. It strengthens understanding of these concepts through real world applications while developing creative and logical problem-solving skills. Topics covered include mechanics, thermodynamics, vibrations, wave motion, electricity, magnetism, light and optics.

### **Anatomy and Physiology**

This class provides an introduction to the advanced study of the structure of the human body. It includes detailed instruction of the following body parts and systems: cells, tissues, skeletal system, muscular system, integumentary system, nervous system, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system. Anatomy deals with the function of the human body. Emphasis is on genetics, tissue function, cell function and continuation of the functions of the structures of the systems covered in the first semester. It includes a comparative dissection of a fetal pig or cat. The comparative lab is a comparison to the human body and involves a computer program with the lab.

### **Zoology and Ecology**

Zoology and Ecology is an introductory applied science textbook intended for use in high school programs focused on agriculture, and natural resource. The course provides a broad-spectrum overview of the wild animals of North America and the environments they live in, including basic principles of science as they apply to wild animals and the habitats they occupy. Zoology and Ecology contents include chapters that detail zoology and ecology basics; zoology and ecology of mammals, birds, fishes, reptiles, and amphibians; and conservation and management of wildlife resources. Each chapter includes visual aids such as color photos, sketches, diagrams, and tables. Zoology and Ecology also identifies chapter objectives, evaluation materials, suggested class activities, key terms, and internet key words to guide student's in-depth study.

## **SOCIAL STUDIES**

### **World History**

The main objective of this course is to familiarize students with the many cultures of the world, starting with the very first civilizations. The emphasis of this course will be to study the social, political, economical and physical changes that have occurred throughout history, and the impact of these changes. A special emphasis will be placed on Modern Western Civilization.

### **US History**

Ours is a rich heritage. The freedoms we cherish, the institutions that serve us, and the material comforts we enjoy have been handed down to us from past generations of Americans. In order to understand the value of this heritage and pass it along to future generations, we must learn about the past.

### **North Dakota Studies**

This class covers the concepts and generalizations relative to anthropology, economics, geography, history, political science, psychology, and sociology of North Dakota, with concentrations on the political science and sociology of North Dakota.

### **Principles of Democracy-POD**

The main objective of this course is to provide students with an understanding of the principles of our democracy. Other goals are to provide students with an opportunity to take a more active role in government, to have an understanding of the Constitution and what its powers are, and to examine and explore the three branches of government. Students with a better understanding of our government are more likely to participate in the functions of a democracy. This course will also expose students to the concepts of personal finance.

### **Psychology**

This class explores human development, personality development, and principles of learning, dealing with frustration and conflict, psychological disturbances, and behavior in small groups.

### **Area Studies**

Area Studies is an in-depth look at various sections of the world that are having a major impact on the world today. Students will take a detailed look at the people, events, and economic/cultural impact of specific areas of the world. They will explore current events in detail. The class will include discussion, outside reading, writing, debate, and research. Students will take an in depth look at changing events around the world.

### **Geography**

This course identifies and explains the importance of the five themes of geography: location, place, human environmental interactions, movement, and regions to social studies issues.

### **Sociology**

This class explores cultural diversity, conformity and adaptation. It also looks at structures and types of groups and societies, and socializing people within a society. In addition, the class takes a special look at adolescents in society, the adult and problems in later years. Deviance in society, class systems, race and ethnic relations and minority groups in the U.S., with an emphasis on prejudice, discrimination and racism are explored.

## **PHYSICAL EDUCATION & HEALTH**

### **Physical Education-PE**

The major goal for physical education is personal fitness through sport and individual activities. The class includes instruction and testing in badminton, floor hockey, flicker ball, and softball. The fine points of play, the lead up drills to the skills for the activities are taught and tested as well as the rules of fair play. Grades are arrived at by testing rules of games, physical game skills, and fitness assessment by the President's Council on Fitness norms, participation, as well as conduct and attitude. Although showering after a PE class is recommended, it is not required.

### **Health**

The topics covered are: physical/mental/social health, kinesiology, nutrition, personal fitness, human sexuality, class action trials, drug and alcohol prevention, first aid and safety, and community/environmental health. This class may include guest speakers, demonstrations, and projects dealing with health-related issues.

## **FOREIGN LANGUAGE**

### **German I**

German I is the introduction to the German language and culture of the people. Each chapter of the *Auf Deutsch* series will provide students with a chapter opener, video presentation, vocabulary, and study of grammar structure. Cultural aspects will be introduced throughout the chapter.

### **German II**

This course expands the foundation of the first-year study. Students continue to learn more vocabulary, expand their knowledge of the structure of the language, and increase their ability to use it in spoken and written form. There is also continued study of the culture.

### **Spanish I**

Students in Spanish I will be expected to develop consistency in Spanish pronunciation, understand questions, commands, directions, and short conversations. In addition, students will learn to recognize words and phrases dealing with topics such as daily activities, travel, meals, weather, time, family and sports. Students will develop an appreciation of a different culture through readings and discussions.

### **Spanish II**

Students will continue to build on the foundation of Spanish I.

### **Spanish III**

Students will expand their vocabulary and use of Spanish. Emphasis is on communication and reading in Spanish.

### **French I**

French I introduces the basics of the French language through listening speaking, reading and writing skills. Culture and geography of France and other French speaking areas are discussed within each unit so students begin to develop a feel for everyday life in a foreign culture. The main emphasis is on the language itself--oral comprehension, proper pronunciation, vocabulary and grammatical structures, and reading comprehension strategies. Foods, holidays, and cultural traditions are also covered.

### **French II**

French II is a continuation of the study of basic structures of the French language. Listening, speaking, reading, and writing skills will continue to be stressed with an emphasis on building vocabulary and improving written and oral accuracy. In addition, cultural, historical, geographic, cinematic and culinary topics are studied to promote a better-rounded view of the French-speaking world.

## **BUSINESS**

### **Accounting I**

Accounting I is designed to introduce students to basic accounting principles. Students will learn the basic accounting cycle and the forms that go with it. Students will have the opportunity to complete accounting simulations and some automated accounting.

### **Accounting II**

This course is designed as a continuation of the first year of accounting.

### **Business Law**

Business Law gives the students a basic understanding of the law. It deals with several cases and legal problems that appear in our everyday lives. This class expands students' vocabulary and sharpens their ability to think analytically and systematically.

### **Marketing**

To provide students with an overview of Marketing occupations. This course covers human relations, personality in business, business math and communications, cash register operation, change making, employee cooperation, personal grooming, career opportunities, product knowledge, consumer buying motives, and personal selling. Also covered will be receiving, checking and marking merchandise, budgeting, pricing for a proper margin, markups and markdowns, history of retailing and display, advertising and sales promotion. Marketing functions include Distribution and Selling, Pricing, Promotion and Foundations of Economics, Communications and Interpersonal Skills.

### **Computer Applications**

This class will introduce the student to the use of spreadsheet and database software applications. Students will create business letters, spreadsheets, presentations, and eye-catching graphics using Microsoft Word, Excel, PowerPoint, Access, Publisher and Adobe Photoshop.

### **Personal Finance**

This class provides an introduction to economic concepts and the practical aspects of applying them to everyday living. Basic instruction in goal setting and decision making will help students with their personal economic and career goals, i.e. loans, insurance, taxes, federal forms, college forms, investments, credit cards, checking and savings accounts, jobs and earning power, post-secondary costs, budgets, rental vs. mortgage, investments, and retirement.

## **MUSIC**

### **HS Choir**

HS Choir is a group made up of students in 7th – 12th grade. The choir is not auditioned and anyone with a love of music and singing is welcome to join. The group performs in four concerts throughout the year and also participates in a large group contest and a small group contest. Students involved have numerous opportunities to audition for honor choirs throughout the year.

### **HS Band**

The high school band is open to students in grades 7-12. The band performs at several home concerts throughout the year. Band students are encouraged to audition for various honor bands and to take part in the annual solo and ensemble festival. The band also performs at various athletic events. Band students may audition for membership in the jazz ensemble, which meets outside of the school day.

## **TECHNOLOGY**

### **Cisco Discovery**

This is the first of four courses leading to the CCNA industry certification. Students will learn how to set up a personal computer system, including the operating system, interface cards, and peripheral devices. They will be able to plan and install a small network connected to the internet, troubleshoot network and internet connectivity, share resources such as files and printers among multiple computers, recognize and mitigate security threats to a home network, and configure an integrated wireless

### **IT Essentials**

This course presents an in-depth exposure to computer hardware and operating systems. Students learn the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. Through hands on activities and labs, students learn how to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. In addition, an introduction to networking is included. This course helps the students prepare for CompTIA's A+ certification. Dual Credit available is available.

### **Programming**

This course will provide students with a solid foundation for understanding the fundamental concepts of programming languages. It will include coverage of concepts and constructs from various programming languages.

### **Web Design**

Students will learn to develop and manage web pages using Adobe Dreamweaver. Students will work with the web's hyperlinks and appearance, manipulate pictures, create tables, work with frames, and create forms. Students will also learn to use Image Composer to create animated clip art.

### **Information Technology**

An exploratory level course that provides an exposure to careers and issues in information technology. Students will develop SCAN skills including teamwork, communication, entrepreneurship, and personal management. Students will also gain hands-on experience in three major IT areas including: Hardware and Software: Safety and tools, numbering systems and basic electricity, operating systems, troubleshooting, etc. Networking: LAN fundamentals, peer-to-peer networking, IP Addressing, troubleshooting, etc. Programming/Interactive-media: Visual Basic and HTML basics

## **AGRICULTURAL EDUCATION**

### **Vo. Ag. I**

This course will introduce students to agriculture, its many applications, and leadership development. Topics of this course include basic drafting, mechanical theory and skills, basic woodworking construction techniques and bill of materials, safety in the lab setting, plant sciences and introductory horticulture skills. Leadership skills will be incorporated through instruction using the FFA student handbook. Emphasis will be placed on shielded metal arc welding and oxy acetylene welding for the second semester. Students are strongly encouraged to participate in the inter-curricular activities that FFA can provide through membership of our local FFA chapter.

## **Vo. Ag. II**

This course will introduce students to agriculture, its many applications, and leadership development. Topics of this course include drafting, mechanical theory and skills through high-tech labs, construction techniques and bill of materials of a more challenging woodworking project, safety in the lab setting, animal sciences, and introductory horticulture, range management, and landscaping skills. Leadership skills will be incorporated through demonstrations, public speaking, and parliamentary procedure. Emphasis will be placed on animal science and Gas Metal Arc Welding for the spring semester. Students are strongly encouraged to participate in the inter-curricular activities that FFA can provide through membership of our local FFA chapter.

## **AgriScience Tech IV**

Agricultural Mechanics is designed to reinforce and extend students' understanding of applied mechanical applications by associating scientific principles and concepts with relevant applications in fields associated with mechanics. Students will learn drafting skills, blueprint reading and interpretation. Students may also follow a construction plan and build small sheds or models of homes based on drafted plans. The ideal student will be one who has strong hands-on skills with hand tools and power woodworking equipment, strong mathematical skills and can follow explicit instructions when constructing wooden structures. A portion of time with this class will be dedicated to the construction of a large scale individual project which will be designed and funded by the individual student. Leadership will be presented to the student through teamwork operations and problem solving while building structures. Students are strongly encouraged to participate in the inter-curricular activities that the FFA can provide through membership of our local FFA chapter.

## **Ag Mechanics Tech I**

Students will be exposed to mechanical, fluid, electrical, and thermal power that are associated with the field of agriculture. The focus of this class will be agriculture power, including diesel and gasoline engines, service and preventative maintenance, electric circuits regarding vehicle power, and gears. High-tech labs will be utilized where applicable. Students interested should be very mechanically minded and above average in hands-on activities. Students are strongly encouraged to participate in the interj-curricular activities that the FFA can provide through membership of our local FFA chapter.

## **Woodworking**

Students will be exposed to the construction techniques that are applied within our community and abroad, mixing, using and finishing concrete and concrete types, small frame buildings and large frame buildings. In addition, the student will be working with plumbing concepts, connecting plumbing and servicing/designing plumbing applications for residential applications. Students will learn drafting skills, blueprint reading and interpretation, follow a construction plan and build small sheds or models of homes based on drafted plans. The ideal student will be one who has strong hands-on skills with hand tools and power woodworking equipment, strong mathematical skills and can follow explicit instructions when constructing wooden structures. Leadership will be presented to the student through teamwork operations and problem solving

while building structures. Students are strongly encouraged to participate in the inter-curricular activities that the FFA can provide through membership of our local FFA chapter.

### **Agricultural Mechanics Tech III (Motors/Power Units)**

Agricultural Mechanics is designed to reinforce and extend students' understanding of applied mechanical applications by associating scientific principles and concepts with relevant applications in fields associated with mechanics. Students will be exposed to mechanical, fluid, electrical, and thermal power that are associated with the field of agriculture. The focus of this class will be agriculture power, including diesel and gasoline engines, service and preventative maintenance, electric circuits regarding vehicle power and gears. High-tech labs will be utilized where applicable. Students interested should be very mechanically minded and above average in hands-on activities. Students are strongly encouraged to participate in the inter-curricular activities that the FFA can provide through membership of our local FFA chapter.

### **Ag Processing**

This course is designed to introduce students to the processing of agricultural products. This course will include the processing of food, fiber and material products. Students will identify wholesale cuts or carcasses and process various species into retail cuts. Experiential learning will be the focus for this class, with an emphasis on food safety and government regulations. Students will have the ability to further personal communication skills, human relation skills, and leadership skills. Students are strongly encouraged to participate in the inter-curricular activities that the FFA can provide through membership of our local FFA chapter.

### **Botany Science/Horticulture**

This course prepares students to produce greenhouse/nursery plants and to maintain plant growth and propagation. Topics to be covered include: soils, plants, plant identification and plant entomology. Students will examine the importance of plant cell structures, functions of cells, plant processes, types of plants, plant structures and reproduction of plants. This course will reinforce and extend students' understanding of science by associating basic scientific principles and concepts with relevant applications to agriculture. Students are strongly encouraged to participate in the inter-curricular activities that the FFA can provide through membership of our local FFA chapter.

### **Agricultural Welding and Fabrication**

This course provides students in agriculture an opportunity to reinforce and extend understanding of applied mechanical applications. Students will be exposed to mechanical, electrical and thermal power that are associated with the field of agricultural welding. Applied activities develop an understanding and skill development in metal joining and fabrication processes. Instruction will prepare students to select, operate, repair, fabricate and maintain a variety of agricultural machinery and equipment. Processes covered include: Oxyfuel Heating/Welding, Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Safety and Metal Fabrication. Students are strongly encouraged to participate in the inter-curricular activities that the FFA can provide through membership of our local FFA chapter.

### **Advanced Agricultural Welding and Fabrication**

This course provides students in agriculture an additional opportunity to reinforce and extend understanding of applied mechanical applications. Advanced applications will further develop knowledge and skill development in metal joining and fabrication processes. Instruction will prepare students to select, operate, repair, fabricate and maintain a variety of agricultural machinery and equipment. Processes covered include: Oxyfuel Cutting/Heating/Welding, Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW), Plasma Arc Cutting, Safety and Metal Fabrication projects. In addition, record keeping, communication skills, employability and human relation skills will be covered. Students are strongly encouraged to participate in the inter-curricular activities that the FFA can provide through membership of our local FFA chapter.

### **GRADING AND REPORTING TO PARENTS (PTC)**

Report cards will be sent home four times during the course of the school year. Report cards are distributed on the week following the end of the nine weeks. Parents can pick up report cards when parent-teacher conferences are held during the 1<sup>st</sup> and 3<sup>rd</sup> quarters. Parents are encouraged to participate in the parent-teacher conferences and to bring any questions they might have pertaining to their child. Please refer to your school calendar for the exact dates and times. Elementary conferences are scheduled and held in the respective elementary classrooms. The High School conferences are held in the high school gym.

Grades are available online through Power School at any time during the nine week grading period. Power School gives the student and parents the ability to see how their child is doing in each class they are taking at school. We highly encourage parents to monitor closely their child(ren)'s progress. The Power School website can be accessed through <https://mcclusky.ps.state.nd.us/public>. Username and password are available through the school office.

#### **The following numerical grading equivalence will be used:**

<b>A+ = 100</b>	<b>A = 99-96</b>	<b>A- = 95-94</b>
<b>B+ = 93</b>	<b>B = 92-89</b>	<b>B- = 88-87</b>
<b>C+ = 86</b>	<b>C = 85-82</b>	<b>C- = 81-80</b>
<b>D+ = 79</b>	<b>D = 78-72</b>	<b>D- = 71-70</b>
<b>F = 69 and below</b>		
<b>S = Satisfactory U = Unsatisfactory I = Incomplete.</b>		

### **GRADE POINT AVERAGES**

**All courses will be used in determining the grade point average (GPA).**

Each letter grade will be assigned a number based on the same scale as used for determining the honor roll. A+/A = 12, A- = 11, B+ = 10, B = 9, B- = 8, C+ = 7, C = 6, C- = 5, D+ = 4, D = 3, D- = 2, F = 0. GPA will be determined on the 4-point scale by dividing the overall average on the 12-point scale by 3.

### **GRADUATION REQUIREMENTS**

In order to graduate from high school a student must complete a minimum of 22 credits. The units of credits shall be comprised as follows:

Language Arts	4
Social Studies	3
Mathematics	3
Science	3
PE/Health	1
Foreign Language, Fine Arts or Career & Tech. Ed.	3
Electives	5
<b>Total</b>	<b>22</b>

## **GRADE PROMOTION, RETENTION & ACCELERATION POLICY**

The McClusky Public School is committed to fostering the continuous educational and personal growth of its students. Student progress shall be continually evaluated based on state achievement standards, course content standards, and education goals and objectives as established by administration and the teaching staff.

The Board recognizes that at every grade level there are differences among students in their intellectual and personal development and that individual students may be more proficient in some content areas than in others. Therefore, assignment of a student to a grade level shall be based on the best educational interest of the student, which shall be determined by using the criteria established below.

### **Criteria for Determining Promotion & Retention**

The decision to promote or retain a student shall be based on at least the following criteria:

1. Whether or not the student has completed course requirements at the presently assigned grade.
2. Whether or not the student demonstrates proficiency in enough course content areas to warrant promotion.
3. Whether or not the student has sufficiently met achievement standards and other educational goals/objectives established for the student's current grade level.
4. Whether or not the student demonstrates the degree of social, emotional, and physical maturation necessary for successful learning experiences in the next grade level.
5. The decision to promote or retain a special education student shall be made by the Individual Education Program (IEP) team in accordance with applicable law.

Under no circumstances shall a student be retained for the sole purpose of improving the student's ability to participate in the district's athletic program.

A seventh grade student who fails three or more courses (English, Math, Science, Social Studies, Physical Education/Health, Music, Agricultural Education, Introduction to Computers/Keyboarding) for any two quarter grading periods shall be retained in the seventh grade for the following academic year.

An eighth grade student who fails three or more courses (English, Math, Science, Social Studies, Physical Education/Health, Music, Agricultural Education, Introduction to

Computers/Keyboarding) for any two quarter grading periods shall be retained in the eighth grade for the following academic year.

### **Acceleration**

The Superintendent or designee may develop grade acceleration criteria and approval/denial procedures, which shall be delineated in administrative regulations.

## **GRADE PROMOTION, RETENTION & ACCELERATION PROCEDURE**

### **Procedure for Determining Promotion & Retention**

If a teacher believes retention is a possibility, s/he shall contact the student's parent(s) and inform the building principal as early as possible. The principal shall inform the parents of remediation options. Advancement to the next grade may be made conditional upon successful remediation or demonstrated proficiency within a timeframe established by the principal.

Teachers, in consultation with parents, are responsible for making promotion and retention recommendations based on promotion and retention criteria contained in policy. Recommendations shall be submitted to the building principal for approval.

A parent who is dissatisfied with the principal's decision may appeal to the Superintendent. The superintendent's decision shall be final. Appeals must be initiated within 30 days of receiving notice of the principal's promotion or retention decision. Failure to timely present the appeal shall be deemed to be a waiver of the appeal process.

### **Promotion & Retention of Special Education Students**

The decision to promote or retain a special education student shall be made by the Individual Education Program (IEP) team in accordance with applicable law. Parents wishing to appeal the IEP's decision shall follow appeal procedures under the Individuals with Disabilities Education Act.

### **Acceleration**

Decisions regarding acceleration shall be made by the principal in consultation with the student's parent(s)/guardian(s), teacher(s) and guidance counselor. The principal's decision shall be binding but may be reversed by the principal should new evidence indicate such a need.

When making acceleration decisions, principals shall take into account at least the following criteria:

1. Whether or not the student has completed course requirements at the presently assigned grade.
2. Whether or not the student demonstrates proficiency in enough course content areas to warrant promotion.
3. Whether or not the student has sufficiently met achievement standards and other educational goals/objectives established for the student's current grade level.
4. Whether or not the student demonstrates the degree of social, emotional, and physical maturation necessary for successful learning experiences in the next grade level.

## **VALEDICTORIAN, SALUTATORIAN, AND HONOR STUDENTS**

To be the valedictorian or salutatorian a student needs to complete the following:

1. A student has to pass 3 upper level mathematics classes with algebra being the lowest of the 3 mathematics classes.
2. A student has to pass 3 sciences; physical science, biology, and one other science class.
3. A student has to have an overall grade point average of at least 3.25 GPA over all four years of high school and meet all other state and School Board requirements.
4. Valedictorian will finish 1<sup>st</sup> in the class rank.
5. Salutatorian will finish in 2<sup>nd</sup> in the class rank.
6. All other students that have a GPA above 3.25 will be classified as honor students.
7. If a student doesn't have the 3 mathematics or the 3 sciences, but he/she still has a 3.25 GPA, they can be an honor student, but not valedictorian or salutatorian.

## **POWER SCHOOL PARENT PORTAL**

Parents may access their child's grades and account information online through our parent portal. This program allows you to access and update your personal/emergency contacts, check your child's attendance, grades and lunch accounts. To obtain an account you must register in person through the school office.

## **EMERGENCY PROCEDURES**

Students participate in drills on a regular basis for fire, tornado, and intruder emergencies. Below is a list of our emergency procedures as posted in our classrooms:

### **Fire**

#### **Signal -**

Constant sound from the hall fire alarm signals.

#### **Procedures -**

Students follow exit route plan which is posted in the classroom; students and teachers assemble in designated area; teacher takes attendance. Announcement from staff will indicate "all clear" to return to the building. Each classroom teacher shall account for each child in attendance. Immediate notification of any missing student shall be made to the administration by radio.

### **Tornado**

#### **Signal -**

Notified from office of severe weather; notified to move to designated safety areas.

#### **Procedures -**

Students go quickly to designated safe area. If you see or hear a tornado coming, don't wait, go to the shelter area right away, curl up on the floor and protect yourself by covering your head. Follow Fire exit plan procedures for evacuation of building.

### **Intruder Drill**

#### **Signal -**

Intercom announcement from the office "INTRUDER".

#### **Procedures -**

Everyone be alert, calm, and QUIET. Lock door and turn off lights. Move students to area not visible by door or window and stay low to floor.

Remain in room until all clear by Law Enforcement or announcement from office.

### **PHONE CALLS**

Parents who wish to talk to teachers should contact the administrative offices. The teacher will return calls during planning time. The telephone is not available for student use unless it is an emergency, and only with the permission of the teacher or principal. Students will not be called out of class to take phone calls except in the case of an emergency by PARENTS.

### **NEWSLETTER**

A school newsletter is sent out monthly. A calendar of next month's events and lunch/breakfast menus are also included. Please call the administrative offices to request the newsletter be emailed to you; provide email address(es) to receive the newsletter. In the case of parents/guardians without emails, we will mail paper copies.

### **PETS AT SCHOOL**

Pets are not allowed at school, except under special circumstances and then, only with the permission of the administration. When this occurs, pets should be brought to school and returned home by the parent. Parents should manage the pet at all times during the visit and limit student contact with the pet. Pet carriers and or cages are encouraged. **Carrying pets or animals on the school bus is prohibited.**

### **ACTIVITY BUS**

Players must ride on the team bus to the game. They must ride home on the bus unless they ride with a parent or have a signed note from a parent allowing them to ride with another adult.

### **ATTENDANCES & ABSENCES POLICY**

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 I: 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 purposes of imposing academic or disciplinary sanctions under Section III of 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 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:

1. Medical documentation from an appropriate licensed healthcare provider;
2. A copy of a court summons or subpoena;
3. An obituary for funeral leave;
4. Verification of planned or executed family travel (e.g., a boarding pass);
5. A request from an official at the student's place of worship;
6. 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 the 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.

### **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.

### **Dissemination**

This policy shall be published in all student handbooks.

## **BULLYING POLICY**

### **Definitions**

For the purposes of this policy:

- *Bullying* is defined as conduct prescribed in NDCC 15.1-19-17. The Superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.
- *Protected status* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following statuses 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* include all employees of the McClusky Public School, 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 an 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, staff member or volunteer 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**

1. **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.

2. **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:
  - a. 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.
  - b. 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.
  - c. 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 (i.e., a principal, an assistant superintendent, or the Superintendent) 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 status—whether actual or perceived. Reports involving a protected status 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 or not 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 the victim and alleged perpetrator during the investigation.

### **Disciplinary & Corrective Measures**

Students who 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.

## **BULLYING REPORTING GUIDELINES**

The following are signs that may indicate that a student has become a victim of prohibited behavior contained in the district's bullying policy. The examples serve as guidelines only and in no way encompass all indicators that a student has become victim of bullying. Students with knowledge/ reasonable suspicion of any conduct indicating a violation of the bullying policy should report it in accordance with the procedure in the bullying policy, and school staff with knowledge/reasonable suspicion of such conduct shall report it in accordance with the procedure in the bullying policy.

### **Reporting Guidelines**

Students should file a report under the bullying policy and staff shall file such a report when there is:

1. Any report by a student that s/he is concerned about his/her safety as a result of intimidation, hostility, or actions by a student or staff member. Such students often avoid certain locations in the school to limit contact with a bully (e.g., locker rooms, restrooms, parking lots).
2. Any report by a student that his/her property has been damaged or s/he is concerned that his/her property will be damaged as a result of intimidation, hostility, or actions by a student or staff member.
3. Any indication that a student is being deprived of educational opportunities (e.g., grades rapidly decline, a pattern of absenteeism, avoids certain locations in the school.)
4. Any indication of verbal, nonverbal, physical aggression, intimidation, or hostility based on a protected status, i.e., race, color, religion, sex, national origin, age, disability (physical or mental), or status with regard to marriage or public assistance.
5. A student has filed a report under the bullying policy or participated as a witness in a bullying investigation and has since become the subject of verbal, nonverbal, or physical aggression or hostility by other students or staff.

## **CARE OF SCHOOL PROPERTY**

Desks, books, and other school equipment which are loaned to the student are school property. Marking, scratching, writing on walls and desks or otherwise destroying school property is **inexcusable**. Students will be held responsible for willful destruction of school property and must make satisfactory repair or replacement of such school property. Marring the building, corridors or lavatories in any way shows lack of school pride. Any such destruction of school property observed or detected by teachers should be reported to the principal immediately. Do not allow desks to be placed against the walls. Walls are easily marred. Be concerned about the appearance of the room. This is their home and our home the greater part of each day. Let's keep it as nice as possible.

## **CHEATING**

Cheating is defined as giving or receiving aid on assignments, tests, and/or graded classroom

work. Any student found cheating in a classroom will receive a zero on whatever daily work or test he/she was cheating on in that class. Plagiarism is considered cheating. Plagiarism is defined as copying someone else's work and using it as your own. The teacher will notify parents.

### **CHURCH NIGHT**

Wednesday evening of each week has been set aside as church night, and no activities may be scheduled on these evenings.

- 1) All student activities must be completed by 6:00 p.m. on church night.
- 2) No 7<sup>th</sup> and 8<sup>th</sup> grade activities are allowed on church night.

### **CLASS CHANGE**

At the beginning of each semester, students will have up to **three (3) days** to add or drop a class. If a student wants to drop a class, parents as well as teachers and administration must sign and approve the change. Any changes after three days results in an incomplete for the remaining portion for the semester.

### **COLLEGE TESTING**

Any student planning to enter college should take the American College Test (ACT) and/or the Scholastic Aptitude Test (SAT). While these tests are administered at other sites several times a year, students may complete the ACT and SAT in their junior or senior year. For further information you may contact the school guidance counselor.

### **COMMON COURTESY AND BEHAVIOR**

The following shall be considered "Common Courtesy" behaviors. These behaviors will also be enforced as school policy.

1. Removal of hats/caps while in the school building will be enforced. Failure to remove your hat/cap will result in the confiscating of that hat/cap until the end of the school year.
2. Snowball throwing shall not be engaged in.
3. Profanity in any form, spoken, written, music, gestures, (t-shirts included) shall not be tolerated.
4. No pop/juice shall be consumed outside the student locker area. Failure to do so will result in disciplinary action. The administration must approve exceptions in advance.
5. Staff members shall be addressed by titles as the case may be (Mr., Mrs., or Miss).
6. Orderly conduct will be expected at all times, in the halls, on the stairs and on all other school property.
7. Students in the hall for designated reasons while other classes are in session shall remain appropriately quiet and have an authorized pass.
8. Students shall arrive to class on time and with all needed materials.
9. Students will be expected to respond to reasonable requests from all school personnel.
10. Students will be dismissed by the teacher and not the bell.
11. Students will check out when leaving school for any reason during school hours

- and must check in through the office upon returning.
12. Students will be expected to respect other people's property (i.e. stay out of other students' lockers and desks). Failure to comply will result in disciplinary action.
  13. Students will not engage in displays of affection such as holding hands, hugging, or kissing in halls, on the school grounds, on school buses, or at any school-sponsored activity.
  14. Students will not ride bikes, skateboards or roller blades on school property **or** during school hours.
  15. Code of conduct: Any violation of Century Code, State or Federal Law will result in a suspension from extra- curricular activities as determined by the administration.

### **INFRACTIONS OF THESE RULES MAY RESULT IN DETENTION OR SUSPENSION**

**The following behaviors will be considered major offenses:**

1. Willful destruction and defacing of school property.
2. Willful disobedience or open defiance of the authority of school personnel.
3. Torturing, tormenting or abusing a student in any way, maltreating a student or teacher. This includes, but not limited to verbal and/or physical abuse.
4. Extortion exercised against any student or teacher.
5. Illegal drugs, alcohol, or tobacco: refer to tobacco, alcohol and drug policy.
6. The use or possession of deadly weapons: refer to Weapons Policy.
7. Stealing from a student, staff member, or the school district.

### **COMPLAINT PROCEDURES**

Individual board members have no authority to resolve complaints and the Board, as a whole, believes that patron complaints should be resolved at the lowest level of authority possible. Therefore, whenever a complaint is made to an individual board member or the Board as a whole, it will be referred to school administration for processing at the lowest level of authority possible.

If the complaint is not satisfactorily remedied at the building level, either party may refer the matter to the Superintendent for investigation. The Superintendent shall complete the investigation within a reasonable deadline in accordance with any applicable deadline in law.

If all other remedies have been exhausted, a complainant may request that the matter be placed on the agenda of the next regular school board meeting; however, the Board will not hear, consider, or act upon complaints that have not been investigated at each appropriate level of authority, nor will the Board hear, consider, or act upon complaints for which specific complaint resolution procedures have been established that do not allow for board review of the complaint, including but not limited to complaints about personnel and complaints about instructional material.

#### **Anonymous Complaints**

Anonymous complaints provide no avenue for response or redress of the complaint. An unsigned complaint will not be read or acted upon at any board meeting and anonymous telephone complaints will not be brought to the Board by any individual board member, administrator, or

other employee. No disciplinary action will be initiated based solely on an anonymous complaint; however, the administration will investigate every anonymous complaint.

### **Parental Complaints**

While parents enjoy a unique relationship with the schools and are the recipients of special communications concerning school events and programs as well as communications concerning their own child's progress, parents shall use the same channels of processing complaints as by other citizens.

Complaints for which specific resolution procedures are provided shall be directed through those channels. These include, but are not limited to, complaints about personnel and complaints about instructional materials.

## **COPYRIGHTED MATERIAL & INTELLECTUAL PROPERTY**

### **Copyright Prohibitions**

The District shall abide by the provisions of copyright law, including Fair Use Standards. The District prohibits illegal duplication in any form. Copyright materials, whether they are print or non-print; published online; or in the form of software, music, a digital medium, or a performance shall not be duplicated or performed unless such use is permitted under law or unless appropriate written permission from the copyright holder has been received and, if applicable, royalties paid.

### **Compliance**

The main school office should maintain copies of federal Fair Use guidelines and federal Fair Use Standards for off-air taping of copyrighted audio and audiovisual works. Legal counsel shall review any proposed usage beyond the guidelines.

The Superintendent will issue memorandums regarding this policy and federal Fair Use Guidelines to employees as needed, post notices of copyright law and this policy in appropriate locations, install filtering software on district networks to prevent illegal downloading and file sharing, and notify students of this policy through the use of student handbooks.

### **Intellectual Property**

Any copyrightable work produced by a district employee within the scope of his/her duties is considered "work made for hire." The District owns all copyrightable rights to these items. Employees have no right to use such work outside the scope of their district duties without the board's permission. "Work made for hire" must remain with the District upon separation.

The Board authorizes the Superintendent to sell "work made for hire" products to other school systems, organizations, or commercial firms in accordance with the district's sale of school property policy.

### **Violations**

Administration shall investigate all complaints of alleged copyright violations.

Students and employees who willfully disregard the district's copyright position are in violation of board policy and shall be subject to disciplinary consequences in accordance with applicable

policies and law. In addition, employees who willfully disregard this policy do so at their own risk and assume all liability. The District may also deem employees who willfully violate copyright laws to be acting outside the scope of employment.

### **CORRESPONDENCE WORK**

McClusky Public School will permit a qualified student to enroll in an approved correspondence course from a school approved by the North Dakota Division of independent study. This will be allowed in order that such a student may include a greater variety of learning experience within his/her educational program or to correct graduation deficiencies within his/her transcript. McClusky School District will not pay for classes that have been failed by a student and he/she wishes to retake that class.

### **DRESS CODE**

The Board encourages students to use sound judgment in dress and grooming. While attention seeking devices in dress and grooming are discouraged, students shall not be prevented from attending school or a school-sponsored activity because of appearance if style, fashion, or taste is the sole criterion for such action.

#### **Prohibitions**

The District prohibits the following articles of clothing or decoration at school-sponsored functions and/or on school property. Clothing/decoration that:

1. Is reasonably likely to substantially disrupt the educational environment;
2. Poses a health or safety risk;
3. Is destructive to school property and/or causes excessive maintenance problems;
4. Is intended to identify the student as a member of a gang;
5. Promotes illegal activities and/or the use of tobacco or alcohol.

The administration will make reasonable efforts to notify students of these rules. Each building principal shall develop a procedure for handling and disciplining students in violation of these rules.

While the school administration may require students participating in physical education classes to wear certain apparel which meets reasonable health and safety standards as established by the Board, they may not prescribe a specific brand that students must buy.

**Sunglasses, hats/caps (except on designated hat/cap day) or hoods are not to be worn during school hours.** Students are encouraged to wear appropriate clothing for the season.

Students dressed inappropriately, will be asked to change clothing or will be sent home to change clothing.

### **ELECTRONIC DEVICES**

In an effort to limit the use of items that disrupt the educational process, the McClusky Public Schools have adopted a policy regulating the use of electronic devices in the school buildings during the school day. Electronic devices including, but not limited to: lasers, radios, recorders, tape players, pagers, beepers, CD players, MP3 players, portable gaming devices, cameras,

electronic games and other electronic devices are to be turned off upon entering the school building, kept out of sight, and not used during school hours. The school district will not be responsible for loss, damage, or theft of any electronic devices brought to school. If any electronic devices are used without staff permission or in violation of the Acceptable Use Policy or Cell Phone Policy during school hours will be confiscated.

- On the first violation, students may retrieve the item from the teacher at the end of the period.
- On the second violation, students will be allowed to pick up their item at the office at the end of the school day and will also receive detention.
- On a third violation, the item will be returned only to parents and the student will receive detention.
- Continued violations will result in detention and could result in suspension, or even expulsion. Administration when deemed appropriate may grant exceptions.

The use of cameras and camera phones is strictly forbidden in private areas, such as, locker rooms, bathrooms, and dressing areas at any time. Such use may also be in violation of the criminal code.

## **CELL PHONES**

Upon entering the classroom, students are to place any cell phone or personal electronic device in a designated container for the duration of the class period. Students who fail to do so shall be referred to the principal's office for disciplinary procedure(s), including but not limited to, removal from class, detention, in-school or out-of-school suspension.

Students are allowed to use their cell phones for reasonable communication purposes in or out of the building before or after school, during lunch, and between classes, unless otherwise designated at specific school functions.

The taking of photos or the recording of videos, whether by cell phone or any other device, in places where privacy is a reasonable expectation is strictly prohibited. An incident of this nature could result in a sexual harassment violation.

Using cell phone cameras to record altercations on school grounds or at school events is prohibited. In such cases, phones may be confiscated as evidence.

Students are allowed to use their cell phones in the classroom for educational purposes only and must be under the direct supervision and approval of their teacher.

## **ELIGIBILITY REQUIREMENTS**

1. Eligibility will be figured weekly, accumulative from the beginning of each nine-week period.
2. Eligibility will be determined via power school by administration no later than **Wednesday of each week.**

3. Any student involved in extra-curricular activities must follow eligibility rules and requirements.
4. Students will be ineligible for a period of one week (Wednesday through Tuesday of the following week)
5. If a student is failing any class, the student is ineligible.
6. Administration will notify staff members and coaches of any student who is ineligible.
7. Administration will notify parents of a student's ineligibility.
8. Coaches will notify the student of ineligibility status.
9. **Any student sleeping in the morning after any extra-curricular event will not be allowed to participate in the next contest or competition.**
10. Administration will handle any discretion in the eligibility policy.
11. A student who is failing one or more classes at the end of a semester will be ineligible for a period of two (2) weeks the following grading period.

### **EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITIES**

The McClusky School District 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.

The McClusky Public School system shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living, including:

- Respect for the individual regardless of economic status, physical or intellectual ability, race, creed, color, religion, sex, or age;
- Respect for cultural differences;
- Respect for economic, political, and social rights of others; and
- Respect for the right of others to seek and maintain their own identities.
- The school system shall strive to remove all vestiges of prejudice and discrimination in employment, assignment, and promotion of personnel; in location and use of facilities; in curriculum development and instructional materials; and in the availability of programs for children.
- The McClusky School system shall continue to reexamine thoroughly all parts of the curriculum to make sure that the instructional materials accurately portray the history, contributions, and culture of the various ethnic groups in our society.

### **ENGLISH LANGUAGE LEARNERS**

It is the policy of the McClusky Public School to provide the appropriate educational services as required by law. Students are guaranteed equal educational opportunities regardless of race, color, religion, gender, national origin, ancestry, disability, age, or other status protected by law. Students identified as lacking the necessary language proficiency to learn and interact in the classroom shall be provided necessary services.

The District provides appropriate educational services and parity in programs/services/resources provided to students who are Limited English Proficient (LEP) and/or English Language Learners (ELL). The District has developed a plan that describes the process of identifying and

assessing students who are LEP or ELL. The plan is consistent with state and federal requirements.

The plan also includes a procedure for ensuring participation by identified students in state mandated assessments and a description of methods used to assist with language proficiency and academic achievement, including a description of the instructional model chosen, method of developing individual student instructional plans, teacher assessment, instructional planning, parental involvement, and program exit criteria. The plan assures that a trained ESL or bilingual education teacher shall oversee the LEP and ELL program. The plan will be monitored to ensure that portions that fail to meet the needs of LEP and ELL students are revised or discontinued.

Parents or guardians of ELL and LEP student shall be notified upon identification and be informed of student's needs, services available, and annual progress in English and academic achievement. Parents or guardians shall be communicated with, to the extent practicable, in their native language or a language that they can understand.

### **EXTRA-CURRICULAR ACTIVITIES**

1. Conduct - Students who are involved in extra-curricular activities and represent McClusky Public School are required to conduct themselves properly at all times.
2. The faculty member in charge of groups has complete authority over the group under their supervision.
3. Transportation - Students who are members of athletic teams, musical organizations, speech, etc. must be transported by a school bus or van.
4. **Students shall not be allowed to ride in any other vehicles, unless it is with their parents or another parent, with the parent's permission and the supervisor has been notified.**

### **MARRIED STUDENTS**

A married student will not be restricted from attending regularly scheduled classes as long as they meet the necessary admission requirements and maintain satisfactory standards of attendance and behavior.

Married students will be allowed to participate in extra-curricular activities providing they meet all necessary eligibility requirements, and adhere to the special rules and regulations governing the activity from their immediate supervisors.

### **NONDISCRIMINATION POLICY**

The McClusky Public School supports the provisions of Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1963 and Section 504 of the Rehabilitation Act of 1973. McClusky Public School does not discriminate on basis of sex, race, color, national origin, age, or disability in employment and in those programs and activities offered to its students. It is the expressed intent of the McClusky School to provide equal opportunity for all students, free from limitations of race, color, national origin, sex, or handicap.

Should a need for an alternate classroom arise for any offered classes, including those in the VoAg Room, instruction will be held in an accessible classroom or location.

As for Physical Education, if the need arises, an alternative accessible location will be utilized for a locker room. All students are required to be dressed in Physical Education attire every day; however, showers are not mandated.

Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact: Dale Ekstrom, Superintendent, McClusky Public School, 219 Avenue D West, PO Box 499, McClusky, ND 58463 or by phone at 701-363-2470 or by email at dale.ekstrom@k12.nd.us.

## **NONDISCRIMINATION & ANTI-HARASSMENT POLICY**

### **General Prohibitions**

The McClusky School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law.

It is a violation of this policy for any district student, parent, guardian, employee, or third party to discriminate or harass against another district student or employee, based on any status protected by law, if the conduct occurred within the context of an education program or activity, or if the conduct had a continuing effect in the educational setting of a program or activity occurring on or off school district property. The District will not tolerate discrimination or harassment of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any individual affiliated with another who is protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

The District shall promptly investigate any discrimination, harassment, or retaliation complaint and act on findings as appropriate, which may include disciplinary measures such as termination of employment or expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process. The District will take steps to prevent recurrence of discrimination, harassment, or retaliation and remedy discriminatory effects on the complainant and others, if appropriate.

### **Definitions**

- *Complainant* is the individual filing the complaint. If the complainant is not the victim of the alleged discrimination and/or harassment, the victim must be afforded the same rights as the complainant under this policy and regulation AAC-BR.
- *Disability* is defined in accordance with NDCC 14-02.4-02 (5).

- *Discrimination* means failure to treat an individual, equally due to a protected status. Protected status is defined in applicable state (NDCC 14-02.4-02 (6)) and federal laws.
- *Employee* is defined in accordance with NDCC 14-02.4-02 (7).
- *Harassment* is a specific type of discrimination based on a protected status. It occurs under the following conditions:
  - a. For employees: When enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe or pervasive enough to create a work environment that a reasonable individual would consider intimidating, hostile, or abusive
  - b. For students: When the conduct is sufficiently severe, persistent, or pervasive so as to limit the student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.
- *Section 504* (Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794) is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.
- *Sexual harassment* is a form of harassment based on sex or gender identity. It is defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature when:
  - a. It is quid pro quo, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade).
  - b. It creates a hostile environment, meaning unwelcome sexual conduct or communication that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the school's program(s). For employees, a hostile environment is created when submission to unwelcome sexual conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- *Sexual harassment examples* include:
  - a. Sexual or "dirty" jokes;
  - b. Sexual advances;
  - c. Pressure for sexual favors;
  - d. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
  - e. Displaying or distributing of sexually explicit drawings, pictures, and written materials;
  - f. Graffiti of a sexual nature;
  - g. Sexual gestures;
  - h. Touching oneself sexually or talking about one's sexual activity in front of others;
  - i. Spreading rumors about or rating other's sexual activity or performance;
  - j. Remarks about an individual's sexual orientation; and
  - k. Sexual violence, including rape, sexual battery, sexual abuse, and sexual coercion;

- *Title II* of the Americans with Disabilities Act extends the prohibition on discrimination established by Section 504 to all services, programs, and activities of State and local government entities.
- *Title IX* is a federal law that protects people from discrimination, based on sex, in education programs or activities that receive federal financial assistance.

### **Complaint Filing Procedure**

The Board shall create an informal and formal discrimination and harassment complaint filing procedure in board regulations coded AAC-BR. The procedure provides for an impartial investigation free of conflicts of interest. Nothing in this policy or in the discrimination and harassment grievance procedure prevents an individual from pursuing redress through state and/or federal law.

### **Confidentiality**

An individual wishing to file an anonymous discrimination and/or harassment complaint must be advised that confidentiality may limit the district's ability to fully respond to the complaint and that retaliation is prohibited. The appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) shall perform a confidentiality analysis to determine when a request for confidentiality cannot be honored due to safety reasons or the district's obligation to maintain a nondiscriminatory educational environment. The complainant must be notified in writing of the confidentiality analysis outcome. A discrimination or harassment investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions such as when the record is protected by FERPA.

### **Complaint Recipients**

If any District employee receives a discrimination or harassment complaint, the employee shall forward it to the appropriate grievance coordinator. All District employees must receive training on their reporting duties.

### **Policy Training and Dissemination**

The Board authorizes the Superintendent to develop discrimination and harassment awareness training for students and employees. In addition, the Superintendent shall display this policy and complementary grievance procedures in a prominent place in each district building and publish it in student and employee handbooks.

### **Grievance Coordinators**

The Title IX Coordinator's responsibilities include overseeing the District's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. The Title IX Coordinator must have knowledge of the requirements of Title IX, of the District's policies and procedures on sex discrimination, and of all complaints raising Title IX issues throughout the District. To accomplish this, the Title IX Coordinator must be informed of any report or complaint raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates Dale Ekstrom, Superintendent, or designee, as the Title IX Coordinator. He/She may be contacted at: McClusky Public School, PO Box 499, McClusky, ND 58463, Dale.Ekstrom@k12.nd.us, or 701-363-2470.

The 504/Title II Coordinator's responsibilities include overseeing the District's response to disability discrimination reports and complaints. The 504/Title II Coordinator must have knowledge of the requirements of Section 504 and Title II, of the district's policies and procedures on disability discrimination, and of all complaints raising Section 504/Title II issues throughout the District. To accomplish this, the 504/Title II Coordinator must be informed of any report or complaint raising Section 504/Title II issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates Dale Ekstrom, Superintendent, or designee, as the 504/Title II Coordinator. He/She may be contacted at: McClusky Public School, PO Box 499, McClusky, ND 58463, Dale.Ekstrom@k12.nd.us, or 701-363-2470.

The Nondiscrimination Coordinator's core responsibilities include overseeing the District's response to discrimination and harassment reports and complaints that do not include sex or disability, but instead the other protected statuses. The Board designates Dale Ekstrom, Superintendent, or designee, as the Nondiscrimination Coordinator. He/She may be contacted at: McClusky Public School, PO Box 499, McClusky, ND 58463, Dale.Ekstrom@k12.nd.us, or 701-363-2470.

The Title IX, 504/Title II, and Nondiscrimination Coordinators, and any other school official responsible for the investigation of discrimination complaints, shall receive training. This training must include (1) the definition of discrimination, harassment, and retaliation; (2) the handling of complaints under the Discrimination and Harassment Grievance Procedure (AAC-BR); and (3) the applicability of confidentiality requirements.

## **DISCRIMINATION & HARASSMENT GRIEVANCE PROCEDURE**

The following procedure is designed to resolve discrimination, harassment and retaliation complaints by and against students, parents, and third parties, as described in board policy, in a prompt and equitable manner. Board policy requires all students and staff to fully cooperate when asked to participate in a discrimination, harassment, or retaliation investigation. The procedure contained in this regulation supersedes the district's policies regarding complaints about personnel and bullying.

### **Retaliation Prohibited**

The District prohibits retaliation for an individual's participation in and/or initiation of a discrimination and/or harassment complaint investigation, including instances when a complaint is not substantiated. The consequences for violating this prohibition are delineated in the Nondiscrimination and Anti-Harassment Board Policy, coded AAC.

### **Complaint Filing Format and Deadlines**

A complaint may be filed verbally or in writing and should be filed as soon as possible after the discrimination, harassment, or retaliation allegedly occurred. Delays in filing a complaint may cause difficulties in the investigation.

### **With Whom Complaints May be Filed**

A complaint may be filed with any District employee. District employees are required to report any discrimination or harassment to the appropriate grievance coordinator (Title IX, 504/Title II,

or Nondiscrimination) when they knew (e.g., received a complaint, directly observed it) or should have known it was occurring (e.g., overheard students talking about an incident, saw discriminatory or harassing graffiti or vandalism on school property). Failure by a District employee to report under this regulation may result in disciplinary action.

### **Initiating Complaint Resolution Procedure**

After receiving a discrimination and/or harassment complaint or gaining knowledge of potentially discriminatory and/or harassing conduct, the appropriate grievance coordinator shall contact the complainant, determine if an informal or formal investigation is appropriate, and determine if the complainant requests confidentiality. Requests for confidentiality must be handled in accordance with policy AAC.

### **Prohibition on Meeting with the Accused**

At no time during the informal or formal resolution process shall the complainant be required to meet with the accused. If the appropriate grievance coordinator assigned to conduct or oversee the investigation is the accused, the Superintendent, or Board President (if the Superintendent is the accused) shall designate a different individual (which may be a third party) to carry out the accused's responsibilities associated with the investigation.

### **Third-Party Assistance**

A school official responsible for conducting or overseeing discrimination and/or harassment investigations is authorized to receive assistance from the district's legal counsel throughout the process.

### **Investigation Timeframes**

The informal resolution procedure must be completed within 30 days of a District employee reporting the complaint or incident to the appropriate grievance coordinator, unless the investigator documents reasons for delays and communicates these reasons to the complainant and accused.

The formal resolution procedure must be completed within 60 days of a District employee reporting the complaint or incident to the appropriate grievance coordinator or a complainant or accused terminating the informal complaint procedure, unless the investigator documents reasons for delays and communicates these reasons with the complainant and accused. Acceptable reasons for delays include extended school breaks when witnesses are not available, and complex cases involving multiple witnesses.

### **Interim Measures**

Pending the final outcome of an informal or formal resolution, the District shall institute interim measures to protect the complainant and inform him/her of support services available. Interim measures may include a district-enforced no contact order, schedule changes, academic modifications for the complainant, and/or school counseling for the complainant. These interim measures should have minimal impact on the complainant. If the accused is a student, interim measures should also take into consideration the accused student's educational rights.

### **Informal Resolution Procedure**

This procedure may only be used when mutually agreed to by the complainant, the accused and the appropriate grievance coordinator. This procedure may not be used when the alleged discrimination and/or harassment may have constituted sexual violence or any other crime. The formal resolution procedure must be used whenever the informal procedure is not permitted.

During the informal resolution process, the investigator shall gather information necessary to understand and resolve the complaint. Based on this fact-gathering process, the investigator shall propose an informal resolution, which may include requiring the accused to undergo training on discrimination and/or harassment, requiring all students and staff to undergo such training, instituting protection mechanisms for the complainant, and/or holding a formal meeting with the accused to review the nondiscrimination and anti-harassment policy and discuss the implications of violating it. Both the complainant and the accused must agree to the informal resolution before it can be instituted.

The appropriate grievance coordinator shall monitor the implementation and effectiveness of the informal resolution procedure and initiate the formal resolution procedure if discrimination and/or harassment persists.

Both the complainant and the accused have the right to terminate the informal resolution procedure at any time to pursue a remedy under the formal resolution procedure.

### **Formal Resolution Procedure**

This procedure must be used whenever the informal resolution procedure is not used.

Whenever alleged discrimination or harassment may have constituted a crime, the Superintendent should contact law enforcement and enter into a memorandum of understanding concerning sharing of evidence and coordination of the investigation. However, the District shall proceed with its investigation and this resolution procedure, regardless of the criminal investigation or outcome.

The fact-gathering portion of the investigation must be carried out or overseen by the appropriate grievance coordinator and must consist of interviews with the complainant, the accused, and any others who may have witnessed or otherwise have knowledge of the circumstances giving rise to the alleged complaint and may involve gathering and review of information relevant to the complaint. Both the complainant and accused will have equal opportunity to present evidence and name witnesses. Witnesses must be instructed not to discuss this matter with others.

The fact-gathering portion of the investigation must be completed as soon as practical

### **Investigation Report:**

After the fact-gathering process is complete, under the formal resolution procedure, the appropriate grievance coordinator shall complete a written report containing a determination of whether allegations were substantiated, whether the nondiscrimination and anti-harassment policy was violated, and recommendations for corrective action, if any. The appropriate grievance coordinator shall assess if discrimination and/or harassment “more likely than not” occurred based on the following criteria:

1. Whether evidence suggests a pattern of conduct supportive of disproving the allegations of discrimination and/or harassment or discrimination;
2. Whether behavior meets the definition of discrimination, harassment, and/or sexual harassment as defined in board policy;
3. Ages of the parties involved;
4. Relationship between the parties involved;
5. Severity of the conduct;
6. How often the conduct occurred, if applicable, and;
7. How the District resolved similar complaints, if any, in the past.

The investigation report must indicate if any measures are to be instituted to protect the complainant. Such measures may include extending any interim protection measures taken during the investigation. The report must also inform the complainant of support services available, which at a minimum must include offering school counseling services if the complainant is a student.

The investigation report must contain a monitoring plan to evaluate the effectiveness of the resolution and help prevent recurrence.

### **Disciplinary Action**

Any disciplinary action must be carried out in accordance with board policy, law, and, when applicable, the negotiated agreement.

The appropriate grievance coordinator along with the building Principal shall determine if a recommendation for expulsion for an accused student should be made.

The appropriate grievance coordinator along with the District Superintendent shall determine if a recommendation for discharge for an accused employee should be made.

If this recommendation is made and a hearing is required, the hearing must be held in accordance with district policy and law.

Both the complainant and accused shall have an equal right to attend the hearing, have a representative and parent (if student) present, present evidence, and question witnesses.

The complainant may choose to appoint a representative to participate in the hearing in his/her stead.

### **Notice of Outcome**

Both the complainant and the accused must be provided written notice of the outcome of the complaint.

Nothing shall prevent the parties from seeking judicial redress through a court of competent jurisdiction or through any applicable state or federal complaint procedures.

### **Investigation Materials**

Investigation materials must be retained by the appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) for at least six years.

### **PERMANENT RECORDS**

Permanent record folders are on file in the superintendent's office. They are the official records of what the student has done to date in school. The parent or guardian may request to inspect their children's cumulative file in the presence of an administrator. This includes all data that is in each folder, (such as family background information, aptitude tests, intelligence test scores, and academic work completed, etc.). The parents have the right to challenge the contents of the school folder if they so desire. If so desired, a hearing may be held with the school superintendent. If the parent is not satisfied as a result of this hearing, they may meet with the McClusky Public School Board of Education.

### **PHYSICAL EDUCATION (PE)**

If a student is to be excused from PE class, he or she must have a written note from a parent/guardian. If a student is to be excused for more than a day a note from a physician is required. If a note is sent requesting the child not participate in PE, the child will still attend PE class.

Students are required to wear gym shoes; not their street shoes, when in gym. Students will not be excused because of an organized sport and must participate on the day of a contest.

### **PREGNANT AND PARENTING STUDENTS**

Pregnant and parenting students shall be entitled to all protections contained in the district's nondiscrimination and anti-harassment policy and should report any violations of these protections using the district's discrimination and harassment grievance procedure. These students shall be allowed to participate in all school programs and activities on the same basis as any other student enrolled in McClusky Public Schools.

#### **Attendance Standards for Pregnancy and Post-Pregnancy Conditions**

Absences due to pregnancy and post-pregnancy related conditions shall be excused and approved so long as the student and/or her parent/guardian complies with any district documentation requirements associated with the absence as stated in the attendance policy. Documentation requirements for pregnancy and post-pregnancy related absences shall be no more stringent than documentation requirements the District has instituted for student absences due to illness.

Students shall not be disciplined or their status as a student otherwise demoted due to absences resulting from pregnancy or a post-pregnancy condition. Furthermore, students absent due pregnancy/a post-pregnancy condition shall not be barred from participating in district programs and activities except when absences result in ineligibility to participate in activities covered under North Dakota High School Activities Association bylaws. Students will be given a reasonable time to make up missed work or participate in a credit recovery program. Failure by the student to complete any make up work requirements or credit recovery program(s) may result

in a demotion in grades, retention, extracurricular ineligibility, or other appropriate recourse as determined by district administration in accordance with applicable district policy.

### **Accommodations for Pregnant Students**

The District shall provide reasonable accommodations to pregnant students and students recovering from pregnancy upon request by the student, her parent/guardian, or her medical provider.

### **Alternative Curricular Participation**

The District shall encourage pregnant and parenting students to remain enrolled in the regular school program; however, the District will provide educational options to those students who are unable or who elect not to remain in their regular schools. Those options may include homebound tutoring, an alternative day school program, and/or attendance at adult evening classes. Pregnant and parenting students electing one of these options shall be permitted reenter the regular education program upon request. If a request to re-enroll is made near the end a semester, the District may elect to re-enroll the student in the regular education program at the beginning of the subsequent semester.

### **Medical Documentation Requests and Participation in Physical Activities**

Pregnant students involved in programs involving physical activity will be required to provide medical documentation certifying fitness for participation **only** on the same basis as the District requires such documentation from other students. Any medical documentation required for a pregnant student to participate in physical activities shall be no more stringent than when medical documentation is required to be provided by any other student as a condition of participation in physical activities.

### **Disclosure**

If a student discloses her pregnancy status to a district employee, the employee will refer the student to a school counselor. The school counselor shall encourage the student to inform her parent(s)/guardian of the pregnancy if such advice is in the best safety interest of the student.

## **RULES**

### **CLASS ROOM RULES**

1. Be on time and prepared for class.
2. Pay attention and follow directions.
3. Talk with permission at appropriate times.
4. Use appropriate language at all times.
5. Be respectful of people and property.
6. Stay in assigned area.

### **Consequences**

1. Warning
2. Sent to administration
3. 30 minutes detention and call home

## **LIBRARY RULES**

- The library should be used for doing research work and for working with reference material, or for leisure time reading.
- The library is not to be used as a visitation room. Students creating disturbances in the library will no longer be allowed to use it.
- No laptops, electronic devices, magazines, books or materials are to be taken out of the library unless they have been properly checked out.
- Encyclopedias, dictionaries and certain reference books cannot be taken out of the library under any circumstances.
- Library books can be checked out for a period of two weeks.
- Students with overdue library books and articles may be fined.
- Any library books lost, destroyed, or not returned, will be paid for by the student or their family by the end of the school year.

## **LOCKER RULES**

1. Students are responsible for the care and condition of the locker. The cost of repairing locker doors due to student misuse will be billed to the student.
2. The administration reserves the right to inspect student lockers if they feel that it is necessary to maintain the integrity of the school environment and protect other students.
3. Items of bad taste as determined by the building administrator will be removed from the lockers.
4. **Lockers are the property of McClusky Public School and are subject to periodical searches.**

## **NOON HOUR RULES**

### **Elementary**

The elementary staff will supervise the students on the playground until lunch time. All children will be expected to go outside during their recesses. The elementary staff will be responsible for monitoring and taking into consideration the daily weather when sending the children outside. Three days is the maximum time allowed by a note from a parent to excuse their child from recess unless accompanied by a doctor's order. Students K-6 are not allowed to leave the school grounds. Students are restricted to the playground area which does not include the south trees and west bushes. No student shall be in the building over recess unless directly supervised by a teacher.

### **High School**

Upon returning from lunch, the high school students are to remain in the high school commons/locker area. If students bring their lunch from an establishment back to school, they are required to stay in the commons/locker area to eat and must clean up after themselves. Those students who choose to remain in the high school during noon hour/lunch are to stay in the commons/locker area. A high school staff member will be assigned by the principal to monitor the commons/locker area during the lunch period.

## **PLAYGROUND RULES**

1. Play only on the South side of the school away from the building.

2. Stay out of all of the trees. No branches/sticks are allowed on the playground.
3. Go down the slide feet first. No walking up the slide. Don't throw any sand or snow down the slide.
4. Tackle football is not allowed. Only two-hand touch is permitted.
5. No pushing or shoving is allowed.
6. No throwing balls at the school building.
7. Boots and snow pants are needed when there is snow on the ground.
8. No throwing snowballs.
9. Boots or an old (spare) pair of shoes are needed when it is wet and muddy outside.
10. Jackets need to be worn outside unless noon supervisor lets you take them off.
11. Once you're outside, stay outside unless given permission by noon supervisor to come in.

### **Consequences for Breaking Playground Rules**

1. Student will stand next to the school building.
2. Student will be sent in to their classroom and put their head down on their desk.
3. Student will be sent to the Principal.

### **Student Sent Inside from Playground**

1. Student will put their head down on their desk.
2. Student must get permission from Teacher to leave their classroom.

### **Noon Recess Inside Due to Inclement Weather**

1. Students must stay in assigned classroom where they will be allowed to play games.
2. Student may read or do school work
3. Student must get permission from Noon Supervisor to leave assigned classroom.

## **SCHOOL BUS RULES**

The purpose of student transportation is to transport those pupils who live too far away to walk to school. This does not mean the school district is compelled to transport any student who does not conform to the necessary rules and regulations. The following cooperation is expected from all students riding school buses:

1. Students are expected to conform promptly to the directives of the bus driver.
2. Be on time at the designated bus stops. **Buses will only wait a maximum of two (2) minutes at scheduled stops. BUSES CANNOT WAIT!**
3. Stay off the roadway at all times while waiting for the bus.
4. Cross in front of the bus when crossing highway, not in back of the bus.
5. Wait until the bus has come to a complete stop before attempting to enter or leave the bus.
6. Keep hands and head inside of the bus at all times.
7. Never open rear safety door except in case of an emergency.
8. Unloading through the rear door is illegal except for emergencies.
9. Occupy any seat assigned by the bus driver.
10. No smoking or use of any illegal drugs is permitted on buses at any time.
11. No standing while bus is in motion.
12. Consumption of food or drink will be at the discretion of the driver.

13. Other reasonable rules as established by the administration and/or individual bus driver.

Failure to follow these rules will result in the following consequences:

**1<sup>st</sup> Offense**-Assigned seat by bus driver and parents notified.

**2<sup>nd</sup> Offense**- Assigned seat by bus driver, detention, parents notified, and/or possible loss of riding privileges for up to one week.

**3<sup>rd</sup> Offense**- Assigned seat by bus driver, detention, parents notified, and/or loss of riding privileges for remainder of school year.

The administration of the school may withdraw the privilege of riding the bus on any route if the behavior of the student interferes with the safety of other students or causes damage to the school bus.

### **STUDY HALL RULES**

1. Students enrolled in more than 6 classes are allowed a maximum of two study halls per school year.
2. Study hall is designed to provide a place and atmosphere for student achievement.
3. Students are to remain in the study hall during the entire period.
4. No pop or candy will be allowed in the study hall.
5. Students who are ineligible for academic or rule violations will not be allowed to leave study hall unless they have a pass from a teacher.

### **TEACHERS' WORKROOM**

1. No students allowed in teachers' workroom without staff permission.
2. Students are not allowed to use copier without staff permission.

## **STUDENT CODE OF CONDUCT**

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education.

### **Conduct Standards**

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

### **Disciplinary Standards**

Consequences for misconduct will be fair and developmentally appropriate in light of the circumstances. The Superintendent shall develop age-appropriate disciplinary standards in consultation with principals and other applicable district personnel. In addition, the Superintendent shall develop administrative regulations to assist administrators/their designees with investigating potential conduct violations.

Disciplinary policies, procedures, and guidelines need not be identical in content district wide but must:

1. Be identical in content for all district elementary schools;
2. Be identical in content for all district high schools.

### **Disciplinary Standards for Special Education Students**

District employees are required to comply with the Individuals with Disabilities Education Act when responding to violations of student conduct standards by special education students.

### **Prohibited Disciplinary Actions**

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 McClusky Public School District. 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 alleging that a district employee inflicted corporal punishment will be dealt with in accordance with school board policy on personnel complaints.

### **Disciplinary Authority**

Regulations on disciplinary standards and investigation procedures shall delineate the degree of disciplinary authority that the District shall grant to teachers and principals.

Other school personnel shall be granted disciplinary authority by the Administration on a case-by-case basis based on the nature and scope of the employee's duties. Personnel granted such authority shall be required to comply with this policy and any disciplinary authority limits established by regulations. Employees unauthorized to administer student discipline shall report student misconduct to the appropriate school authority.

Any district employee who acts outside the scope of his/her assigned level of disciplinary authority may be subject to disciplinary action, including but not limited to, discharge from/termination of employment in accordance with law and/or the negotiated agreement.

## **SCHEDULING**

The School Board wishes to have the facilities used for worthwhile community activities. Arrangement for use must be made through the Business Manager's office to avoid conflicts with educational programs.

## **SCHOOL DANCES**

A dance is allowable if it meets the following criteria:

- 1) Held on Friday or Saturday night.
- 2) Lasts no later than midnight.
- 3) Once a student leaves the building, he/she will not be allowed to return.
- 4) Teacher/advisor and one parent(s) chaperone, as approved by the administration.

## **VALUABLES/MONEY**

Students are asked not to bring valuables and/or money to school unless necessary. If necessary, leave valuables and/or money in the office or in the school vault. The school is not responsible for valuables and/or money left in the lockers.

## **VEHICLE USE**

1. Vehicles may be driven to school and may be driven home with parental consent.
2. Vehicles including motorcycles and snowmobiles will not be moved during the school day without permission of the administration.
3. Vehicles will not be used as a rest area during noon hour.
4. Persons violating the automobile-motorcycle guidelines will turn their keys in at the office in the morning and pick them up at the end of the day.

## **STUDENT AND CIVIL RIGHTS**

All students have rights as citizens of the United States. All students have a right not to be discriminated against. Knowing your rights under the Federal Civil Rights Laws is an important thing; however, it is just as important to realize you have responsibilities under those Civil Rights. Your first responsibility is yourself to become aware of your rights under the law. You are also responsible for protecting these rights for yourself, your friends, and classmates. You are responsible for being fair, honest, and reasonable in exercising your rights under the federal laws.

Keep in mind most school officials and teachers do not want to take away the rights of students. However, they have many state and federal laws to follow. Each law has its own set of rules and regulations that can be very confusing. Violations or lack of following proper procedures may be due to a lack of information rather than a refusal to obey the law. School officials and teachers will probably be learning right along with you the proper way to handle a situation involving discrimination.

Remember that it is okay for people to disagree. However, it is not okay for people to break the law. People are often not aware that what they may be saying or doing is against the law. It is your responsibility to assist your school officials into bringing your school into compliance with the federal laws, which protect our rights and, the rights of others.

## **STUDENT PUBLICATIONS & FREEDOM OF EXPRESSION**

School-sponsored media, as defined by NDCC 15.1-19-25, shall be supervised by a student media advisor but shall not be reviewed by an administrator unless the publication is believed to contain restricted content as listed below.

The following material is prohibited from being published in school-sponsored media:

1. Material that is profane or pornographic
2. Material that is slanderous or libelous in nature
3. Material that infringes or may infringe on the privacy rights of others
4. Material that violates federal or state law, promotes violence, terrorism, or other illegal activities including, but not limited to, material that promotes tobacco and/or drug and alcohol use by minors
5. Material that is reasonably forecasted to materially and substantially disrupt the educational environment
6. Material that violates or incites the violation of policy including, but not limited to, the district's policies on bullying and harassment
7. Material that poses a direct safety threat to the District, its students, and/or staff

A decision to prohibit publication and distribution of a student publication with restricted content shall be made by the building principal and may be appealed to the Superintendent. The Superintendent shall investigate and issue a decision in a timely manner. The Superintendent's decision is binding.

## **NORTH DAKOTA'S COMPREHENSIVE MODEL SCHOOL POLICY FOR TOBACCO USE**

### **Definitions**

For purposes of this policy:

- *Electronic smoking device* means any device that can be used to deliver aerosolized or vaporized nicotine to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen or e-hookah.
- *Possession of Tobacco Products means:*
  - a. Actual physical possession of the tobacco product while on school property;
  - b. Use or consumption of the tobacco product while on school property;
  - c. Tobacco product located in the student's locker, car, handbag, backpack, or other belongings while on school property; or
  - d. Appearance by a student on school property after having consumed or ingested the tobacco product that is noticeable by breath odor.
- *Smoking* means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco, nicotine, or plant product intended for inhalation, including hookah and marijuana, whether natural or synthetic. "Smoking" also includes the use of an electronic smoking device. This excludes any FDA-approved nicotine replacement therapy.

- School property is defined in NDCC 15.1-19-10 (6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *Smokeless tobacco* means any snuff or chewing tobacco.
- *Tobacco product* means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also includes any electronic smoking device.
- *Tobacco use* means smoking and the heating, inhaling, chewing, absorbing, dissolving or ingesting any tobacco product.

### **Rationale for Regulating Possession & Use**

The health hazards of tobacco use have been well established. This policy is established to:

1. Reduce the high incidence of tobacco use in North Dakota.
2. Protect the health and safety of all students, employees, and the general public.
3. Set a non-tobacco-use example by adults.
4. Assist in complying with smoking restrictions in state and federal law (NDCC 23-12-10 and 20 U.S.C. 7973).

Tobacco use is the leading cause of preventable death and disability in North Dakota. To support and model a healthy lifestyle for our students, the McClusky School Board establishes the following tobacco-free policy.

### **Use & Possession Prohibitions**

1. **Students:** Possession and/or use of tobacco products by students on school property is prohibited at all times.
2. **Staff/Visitors:** The use of tobacco products by all school employees and visitors on school property is prohibited.

This policy includes all events on school property that are not sponsored by, or associated with, the school at all times.

3. **Additional:** The District will not allow advertising of tobacco products on school property or in any school publications. This includes clothing that advertises tobacco products.

The District will not accept any gifts (such as curriculum, book covers, speakers, etc.) or funds from the tobacco industry.

### **Communicating to Students, Staff, & Public**

This policy will be printed in employee and student handbooks. The District shall comply with all smoking prohibition posting requirements in NDCC 23-12-10.4 and post such notices in other

highly visible places in all district schools and property, such as, but not limited to: school playgrounds, athletic fields and school-sponsored events (on district property). Parents will be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy communitywide.

### **Responsibility for Violations**

All individuals on the district's premises share in the responsibility for adhering to and enforcing this policy. The Superintendent shall develop regulations for the enforcement and implementation of this policy.

### **Tobacco Cessation Services**

Individuals requesting assistance with tobacco cessation services will be referred to NDQuits, the North Dakota Department of Health multi-media tobacco cessation program. This is a free cessation service provided to citizens of North Dakota.

## **STUDENT ALCOHOL & OTHER DRUG USE/ABUSE**

This policy pertains to alcohol and other drug use/abuse. Tobacco use is defined in a separate policy (see ABBA.)

### **Philosophy**

The McClusky Public School shall strive to provide a learning environment that is safe, drug free, and conducive to learning. This policy is designed to help eradicate the influence of drugs and alcohol within the school environment, promote awareness and health, and protect students in the school environment by imposing consequences for drug and alcohol related violations.

### **Definitions**

This policy defines the following:

- *Alcohol* – See Prohibited Substances.
- *Drug* – See Prohibited Substances.
- *Possession shall mean:*
  - a. Actual physical possession of the alcohol or drug while on school property;
  - b. Use or consumption of the alcohol or drug while on school property;
  - c. In the student's locker, car, handbag, backpack, or other belongings while on school property; or
  - d. Appearance by a student on school property after having consumed or ingested alcohol or a drug that is noticeable by breath odor, speech alterations, unsteadiness of gait or posture, or like symptoms of chemical intoxication.
- *Use* shall mean that a student is reasonably known to have ingested, injected, inhaled or otherwise taken into the body a prohibited substance, or is reasonably found to be under the influence of such a substance.

- *School property* is defined in NDCC 15.1-19-10 (6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

### **Prohibited Substances**

Prohibited substances include, but are not limited to:

1. Alcohol, powdered alcohol, or any alcoholic beverage as defined in NDCC 5-01-01;
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant or depressant, and all other illicit drugs;
3. Any glue, aerosol paint, or any other chemical substance used for inhalation;
4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, "no-doze" pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants, sports or muscle-building supplements, and sleeping pills not administered and/or taken with appropriate consent and authorization from parents, school administration, and, if applicable, a health care provider.

### **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 listed in this policy.
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 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 listed in this policy.
4. Knowingly or intentionally aiding or abetting in any of the above activities.

This policy applies to any student who is on school property, or whose off-campus conduct is reasonably predicted to substantially disrupt the operations of the District, district safety, or welfare of students or employees.

### **Reporting Violations**

A student or staff member that has reason to believe that a student has violated this policy shall notify a school official (i.e., a teacher or administrator if the reporter is a student; a school administrator if the reporter is a district staff member). Except in limited circumstances under law,<sup>8</sup> a teacher is required to report known or suspected violations of this policy to the Superintendent or designee.

### **Violation**

When a principal/Superintendent has reasonable suspicion that a student has violated this policy, they may search the student in accordance with the district's policy on searches of students' person or personal property.

Such searches shall not include referral for mandatory alcohol/drug testing.

Disciplinary sanctions will be imposed on, and additional actions may be taken (as listed below) in response to, any violation of this policy. These sanctions may include suspension or expulsion, intervention (as described below), and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities.

### **Intervention**

It is acknowledged that the public school has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependency; however, when observed behavior indicates that a problem exists that may affect the student's ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. The Superintendent shall develop a procedure for chemical dependency identification and referral for treatment.

Referral for treatment shall be a constructive not punitive action; however, use of the treatment program shall not override or prohibit the District from taking disciplinary action for violations of this policy.

The school will make a reasonable effort to cooperate with a therapy program if one is recommended for the student. The school will have the option of requiring that the student attend the suggested therapy as a condition for continuing to attend school. The Board believes that if a student is involved in a chemical dependency program and is successfully addressing their harmful involvement with chemicals, they may be allowed to continue in the regular school setting and continue to participate in any extracurricular program unless participation is in conflict with rules and regulations set forth by the Board, the [North Dakota High School Activities Association](#), and/or the student has been suspended or expelled as a result of a district policy violation.

The school may, through the use of available resources, provide follow-up counseling and supportive assistance to those students who return after successfully completing a therapeutic

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<sup>8</sup>When a teacher/principal participates in a juvenile court program and receives confidential information about a student.

regimen, realizing that the student may need assistance in dealing with other environmental factors beyond the school's control which may remain unchanged.

### **Confidentiality**

The District shall maintain the confidentiality of students referred for counseling and chemical dependency treatment in accordance with the district's policy on counseling records and other applicable law.

### **Education**

The District will teach about drugs and alcohol in an age appropriate developmentally based education and prevention program in every grade in accordance with law. This program will include information about drug and alcohol counseling and rehabilitation programs available to the students.

In addition, the District will conduct staff orientation and training on drug and alcohol prevention, including a periodic overview of this policy and its procedures for implementation. The District will also provide parent and community education on the topic of drug and alcohol prevention.

### **Policy Implementation**

Student handbooks shall contain a statement of sanctions required concerning the possession, use, or distribution of drugs and/or alcohol.

The McClusky Public School will review this policy and its implementation periodically to ensure that disciplinary sanctions are consistently applied and to determine the effectiveness of the program for the prevention of alcohol and other drug use/abuse.

Administration will annually conduct inservice training sessions for school district employees, which will include a review of this policy and procedures for implementation thereof. In the event an employee is unable to attend such inservice sessions, the administrator will cause this policy to be individually reviewed with such employee.

Administration will maintain a list of all employees with whom this policy has been reviewed, whether individually or through inservice training, along with the dates of such review or training.

In addition, student handbooks will be used to inform students that the use of alcohol and other drugs is wrong and harmful and is not permissible. Students, employees and parents will be given a copy of the standards of conduct and the statement of sanctions required concerning the possession, use or distribution of illicit drugs and alcohol. Compliance with these standards of conduct is mandatory. The handbook will include a form for parents to sign and return indicating that the information in the handbook has been received and read by the student and the parents. Administration will maintain a file of returned forms.

## **VIOLATION POLICY**

The penalty for the use or possession of tobacco, alcohol, or any other controlled substance as defined by the North Dakota Century Code (NDCC), is as follows:

1. **First Offense**-Penalty will be 6 weeks suspension from all extra-curricular activities.
2. **Second Offense**-Penalty will be 18 weeks suspension from all extra-curricular activities.
3. Students will forfeit **ALL** school awards from the extra-curricular activities they are involved in during the time of the suspension. The exception is awards accumulated over more than one school year.
4. Suspended students may practice but not participate in any school-sponsored activities except graduation while under a suspension.
5. Alcohol, drug, and tobacco violations will follow the North Dakota High School Activities Association (NDHSAA).
6. Curfew will be 10:00 p.m. the night before a game, 11:00 p.m. on school nights, and 1:00 a.m. on the weekend. Coaches will determine the penalty if there is a curfew violation.
7. Any student who is convicted of a felony in adult court may not participate in extra-curricular activities, including practice, for one year; starting from the time of notification or during the period of probation, whichever is longer.
8. In the event that a student is found guilty of a felony and placed on probation, the administration, probation officer, student, parent and other school officials deemed necessary shall meet to determine appropriate educational plans. These plans may include, but not limited to, a regular school setting, correspondence work, alternative high school setting, or home bound instruction.

#### **NDHSAA Board Policy:**

The designated school administrator shall immediately investigate any alleged violation of the alcohol, tobacco, and controlled substance rule that is made known to the administrator. If the administrator finds probable cause to believe that this rule has been violated, he/she shall give the student notice as provided below.

**The period of suspension shall begin immediately from the date and time the notification is given to the student by the administration.**

#### **North Dakota State Law**

##### **(Century Code 15.1-19-13.)**

[Alcohol or controlled substance - Use or possession by student-Notification of principal.]

If a teacher knows or has reason to believe that a student is using, is in possession of, or is delivering alcohol or a controlled substance while the student is on school property, involved in a school-related activity, or in attendance at a school sponsored event, the teacher shall notify the student's principal. This section does not prevent a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school property, at a school-related activity, or at a school-sponsored event. (Effective July 1, 2001).

##### **(Century Code 15.1-24-05.)**

[Law enforcement agencies - Duty to inform team.]

A law enforcement agency shall notify a school principal in writing if the agency has probable cause to believe that a student enrolled in the school has violated section 5-01-08,

chapter 19-03.1, chapter 19-03.2, chapter 19-03.4, section 39-08-03.1, or section 39-08-18. The law enforcement shall provide the notice within two weeks of an incident.

**REMEMBER THE DECISIONS YOU MAKE NOT ONLY AFFECT YOU, BUT ALSO AFFECT YOUR TEAMMATES AS WELL. MAKE THE RIGHT DECISIONS.**

## **WEAPONS POLICY**

### **Definitions**

This policy defines the following:

- *Dangerous weapon* as defined by NDCC 62.1-01-01(1)
- *Firearm* as defined in accordance with 18 U.S.C. 921 and NDCC 62.1-01-01(3)
- *School property* is defined in NDCC 15.1-19-10 (6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by the District, and the site of any school-sponsored event or activity.

### **Prohibitions**

Students are prohibited from knowingly possessing or transmitting on school property a firearm, dangerous weapon, or any object that is used, attempted to be used, or threatened to be used to intimidate or cause bodily harm.

### **Disciplinary Consequences**

Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Bringing a dangerous weapon, other than a firearm, to school will require that proceedings for up to 10 days suspension 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 to less than one calendar year 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 that contributed to the student's decision to possess a firearm in violation of this policy.
5. The recency and severity of prior acts resulting in suspension or expulsion.
6. Whether or not 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 or not 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 dangerous weapons will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration. 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 firearm or dangerous 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.

### **Nonapplicable 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 dangerous weapons or look-a-likes for educational purposes. Such a display will be exempt from this policy.

A student who finds a firearm or dangerous weapon on the way to school, on or in school property, or discovers that they accidentally have a firearm or dangerous weapon in their possession shall not be considered to possess it if they turn it over to an administrator, teacher or head coach or immediately notifies an administrator, teacher, or head coach of its location.

## **TECHNOLOGY AND ACCEPTABLE USE AGREEMENT**

The McClusky School District believes network access plays an important role in the education of students; however, the network also contains content that is not appropriate for students and staff. The District has taken precautions, in accordance with federal law, to restrict students and staff access to obscene, pornographic, and/or harmful information through the use of software designed to block sites containing inappropriate material. While the District has taken preventive measures, it recognizes that it is not possible to fully guarantee that students and/or staff will never access objectionable materials.

### **Education**

The District shall provide education to students and staff about appropriate online behavior, including interacting with other individuals on social networking websites, as well as, cyberbullying awareness and response.

### **Monitoring Use**

Network access is a privilege, not a right. Network storage areas shall be subject to the same scrutiny as school lockers for students. Students and staff shall have no expectations of privacy when using district computers and/or networks and shall use this technology solely for classroom/district-related purposes. Network administrators may view files and communications to maintain the integrity of the system and to ensure proper and responsible use of the system. Teachers and administrators will exercise supervision of student use.

**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 any of the following actions occur:

1. Accessing, downloading, or publishing inappropriate Internet material;
2. Sending or posting threatening, harassing, insulting, annoying or alarming content;
3. Sending, posting, or using obscene language;
4. Violating the privacy rights of students and employees of the District;
5. Vandalizing and/or tampering with district computers, and/or networks;
6. Hacking or any other form of unauthorized access to accounts, computer systems, or files;
7. Attempting to breach network security or transmit viruses;
8. Violating copyright, trademark, trade secret, or other intellectual property laws;
9. Using the network for political purposes as defined by state law, financial gain, and/or commercial purposes;
10. Accessing social networking or other Internet sites for noncurricular purposes;
11. Other actions deemed inappropriate or is not in the best interest of the District, its employees, and students.

**Violations**

Violations of this policy, or any federal/state law, rule or regulation, may result in loss of network privileges, as well as further disciplinary action up to and including suspension or expulsion for students or termination of employment for staff, as determined by the Superintendent or designee.

**Consent**

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



# McClusky School District

## HANDBOOK

I have read and understand the student handbook and discipline policy for the 2018-2019 school year.

## BUS TRANSPORT FOR SCHOOL ACTIVITIES

My child has permission to be transported by bus to the McClusky School District for any necessary school activities.

## TRANSPORTATION

Misbehavior on the bus may result in penalty at discretion of principal. Depending on circumstances it may include removal for 1 to 10 days or permanent removal from bus by a formal hearing. Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

Student Name(s) \_\_\_\_\_

School \_\_\_\_\_

Grade \_\_\_\_\_

Parent or Guardian Printed Name \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_