

Student Handbook



Wilton Public School

2023-2024

MISSION STATEMENT

**“Building Relationships, Engaging Learners,
Growing Leaders”**

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*All prices listed in handbook are subject to change based on board approval

ELASTIC CLAUSE

A handbook is a guide. If a student commits an act not covered in this guide that threatens the safety or health of other students and teachers, administration reserves the right to act accordingly. The student will be given the right of due process guaranteed by law to all citizens.

SCHOOL POLICY: RULES AND REGULATIONS

THE SCHOOL DAY:

The school day runs from 8:30 A.M. to 3:30 P.M. Students may not be in the school building before 8:00 A.M or after 3:45 P.M. unless under the supervision of a teacher or approved adult. No students are to be in the weight room, lunchroom, or gym unless under the direct supervision of a teacher or approved adult.

BELL SCHEDULE:

Bells will ring to signal the beginning and end of class periods. Students are to remain in the classroom until dismissed by the instructor or supervisor in that classroom.

ACADEMIC INTEGRITY

The Wilton Public School District regards academic integrity as a cornerstone of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course or class requirements represent the original efforts of the individual students. Administration, faculty, students, and their families are all important contributors to upholding this academic integrity in our school community. Consequences will be imposed for all violations. To this end, it is important that all involved understand their integral role in helping to promote this climate of academic integrity and responsible citizenship.

The following list provides examples of unacceptable practices:

- Plagiarizing written, creative, or oral work (Plagiarism is using the ideas of another as one's own without acknowledgment of the source.)
- Submitting work that is not original
- A paper that is written by AI is not considered your own work. It doesn't matter which AI program/software you use. Using any of these to write your papers is considered a form of plagiarism.
- Giving or receiving unauthorized assistance on exams. This action will result in a grade of 0 for the test for all involved
- Altering grades or other academic records, giving false information
- Submitting identical work in more than one course without the prior approval of the instructor and,
- Providing notes, signatures, or other documents that are forgeries to school officials or teachers.

ACTIVITY PASSES

The MINER PASS will be honored at all school athletic events. This includes the sports of girls basketball, boys' basketball, football and volleyball and softball. This does not include music concerts, drama productions, and tournaments. The gate prices for all athletic events will be:

Single game night	Double header night	
Adult	\$6.00	\$7.00
Veterans/Senior Citizens (age 65 and over)	\$5.00	\$6.00
Students (preK-12)	\$4.00	\$5.00

Passes for the entire year are family \$140, adults \$50, students PK-12 \$40, and Veterans/Senior Citizens \$30.

ADMISSION TO WILTON SCHOOL

Age Requirement:

A child may enroll in the first grade if they are six years old prior to midnight of July 31 of the upcoming school year except as provided by law. Children who do not arrive at the age of five years by midnight of July 31 shall not start Kindergarten until the beginning of the following school year, except as provided by law. Children entering Pre-Kindergarten shall be 4 years of age by midnight of July 31 except as provided by law.

Educational Records:

Before a student may participate in courses, all educational records from previously attended schools must be received and reviewed by the administration.

Immunization/Birth Certificate:

Immunization information is required to be completed and returned to the school in accordance with NDCC. Birth Certificates will be required to be provided for all students. These records will be reviewed and copied by the administration and must be present in the student's cumulative file within the first 30 days of enrollment.

STUDENT FEES (7-12 Students Only)

Student fees (grades 7-12) for participation in any extracurricular activity are \$25.00 per sport, per student; with a maximum of \$150 per family. There is no fee for K-6 activities unless the student plays up at the 7-12 level.

ATTENDANCE

Student attendance is the responsibility of the parent(s)/guardian(s) and students. Enrolled students must attend school regularly. Attendance records will be maintained for each student. Each teacher is responsible for accurate reporting of daily attendance. Excessive absences are a form of misconduct and grade-appropriate academic and disciplinary consequences will be enforced. Students will be afforded appropriate due process rights based on the severity of the penalty that the District is considering imposing.

Definitions

- An **excused absence** is an absence supported by either a verbal or written excuse supplied by the student's parent, teacher, or school administrator. Excused absences from school include illness, doctor appointments, bereavement, court, planned vacation, and some special circumstances, as determined between the parent and administration.
- An **unexcused absence** is an absence not supported by the verbal or written excuse required for an excused absence and any absence beyond ten days in a semester unless accompanied by applicable documentation.
- **Tardiness** is defined as coming to the school or classroom after the bell. With a third tardy, a student will automatically receive an office referral and 30 minutes of detention to make up for missed class time and work. Four or more tardies total, excused or unexcused, will result in students in grades 10-12 taking all final exams.

Reporting Absences:

When your child is absent, please contact the office by 8:00 a.m. each day to inform the school of the absence. This can be done by calling the office at 701-734-6331. Parents will receive a phone call, text, and/or email if the school has not received notification by 8:30 AM that a student will be absent.

Make Up Work:

Students are responsible for making up the work missed due to an absence. Students have two days for the first day missed and one day for each additional day. Students absent for school-related activities are required to get assignments done when they are due. Unexcused absences will result in no credit for work missed.

Absences and Extracurricular Activities:

Academic learning is the primary reason for attending school. Although extracurricular activities are important, activities play a secondary role in education. Therefore, any student participating in extracurricular events, practices, or rehearsals should be in school for the entire day to be involved in extracurricular activities that day. If a student is often missing classes before or after events, the administration may treat this as a discipline problem and take action, which could include suspending or removing the student from the activity. Should a student miss all or part of a school day for health reasons requiring medical attention (other than routine dental or vision appointments), that student must provide a signed written release stating the student may participate in activities on that day. Failure to produce such a release will result in the student being ineligible to participate in any extracurricular activities held that day.

Leaving School Grounds:

Students will not be able to leave the school grounds without prior arrangements made with the administration (Senior Privileges are the exception). Students will not be released from school grounds during school hours without written permission or a phone call from the parent and approval from administration. During lunch hour, students will eat lunch at school, bring their own lunch, or a parent may pick them up and sign them out for lunch.

Work Excuses:

Work excuses of a vocational nature may be considered as excused if granted in advance. (Example: farm work during the harvesting and planting seasons; assisting in a family business.) Work excuses will be granted only if parents call or appear personally to make arrangements in advance.

Excessive Absences:

A student is limited to a total of ten absences per class per semester. Any absence beyond ten will be marked as unexcused unless accompanied by applicable documentation.

To inform parents of excessive attendance:

1. A letter will be sent on the sixth absence of the semester.
2. A second letter will be sent on the ninth absence of the semester.
3. A final letter requesting a meeting with administration and the school resource officer will be sent on the tenth absence of the semester to review attendance, develop an intervention plan to avoid further absences, and determine if there was a truancy violation under NDCC 15.1-20.02.1(3).

The only exceptions to the above absence limit are school-sponsored activities, in-school suspension, and absences with applicable documentation stating the specific time that the student was not able to be in school. Unusual situations or exceptions will be considered by the administration.

High School students will be placed on a credit recovery program after ten absences in any class in one semester. Failure to complete credit recovery will result in loss of credit.

If a student becomes habitually absent or there is concern for the child's educational well-being, administration may file a Report of Suspected Child Abuse or Neglect (Form 960) with Social Services for appropriate action.

Truancy is any unexcused absence by a student under the age of 16 to include: Three (3) consecutive unexcused days within a semester; or Six (6) one-half unexcused days within a semester (elementary school); or Twenty-one (21) unexcused class hours, as defined by each local education authority (LEA).

Unexcused/Skipping Class:

Students who are absent from class without parent and/or teacher approval will receive no credit for the homework or test done that day. Students will not be allowed to participate in extracurricular activities that day.

BEFORE/AFTER SCHOOL PROGRAM (Elementary Only)

The Central Region Education Association (CREA) will be operating the before school program. It's available for students in grades PK-6 from 7:00-8:00 a.m. and 3:30-5:30 p.m. Monday through Friday. Parents must register and pay tuition for their children with the CREA. The CREA handbook with registration can be found in the office.

BEHAVIOR

Students are responsible for their own behavior. Conduct that impedes teaching or learning and conduct that threatens the security, comfort or welfare of others will not be tolerated. This policy applies to any school related-activity, class, noon hour, extra-curricular activities, bus riding, classes at the Career and Technical Academy and any other instructional or activities sponsored by or associated with the Wilton Public School.

Wilton Public School Behavior Management Process:

Behaviors are divided into minor and major incidents. If a student has a major incident, administrative action in the form of a conduct referral and consequence may be given immediately, depending on the situation. Other administrative actions may include a restorative response to the situation.

Behaviors classified as major may include but not limited to:

- Insubordination or defiance to school staff
- Use of alcohol, tobacco or other illegal drugs
- Causing or threatening physical harm to others
- Repeated disruptive behavior in classes or during the school day
- Chronic tardiness or truancy
- Destruction or theft of school property or the property of persons within the school
- Unauthorized entry into the school
- Any other willful misconduct which disrupts the rights or access of others to an education.

Minor behaviors will be handled using a tiered system:

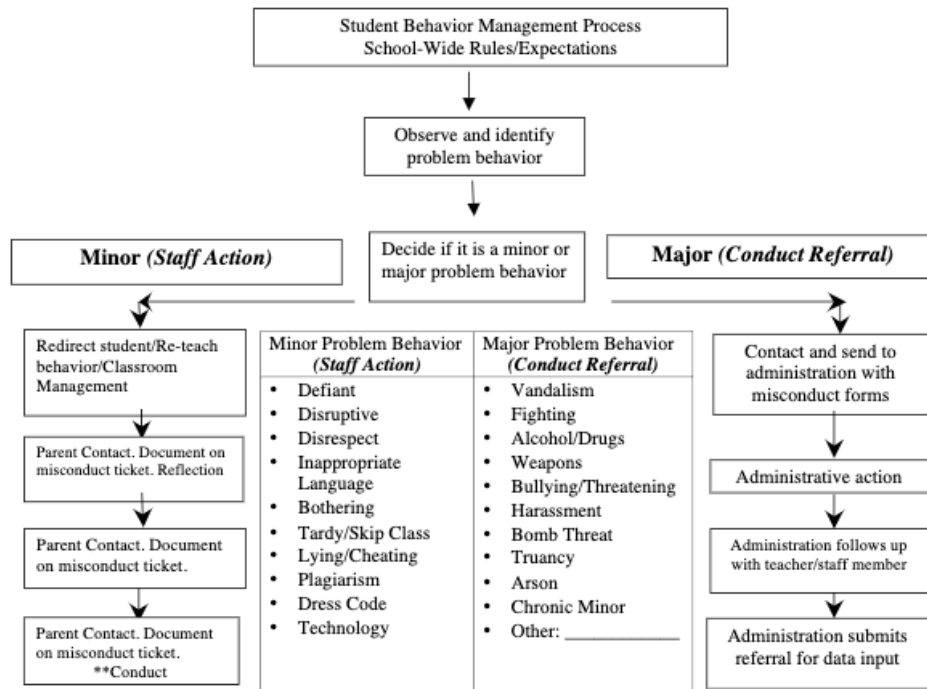
Step 1: When a student has a minor incident for the first time, they may be given redirection and the behavior will be retaught.

Step 2: The student will receive a misconduct ticket and parent contact will be made.

Step 3: If the student has another incident, the student will receive a 2nd misconduct ticket and parents will be contacted.

Step 4: If the student receives 3 misconduct tickets, there will be administrative action in the form of a conduct referral. This conduct referral form will result in consequences as determined by School Board Policy and/or the administration. K-5 will follow the rule of 3 misconduct tickets in 30 days. 6-12 will follow the rule of 3 misconduct tickets all year.

Wilton Public School Flow Chart



Listed are examples of measures that will be utilized, if determined appropriate by the administration and/or school board:

Removal from class:

Should it be necessary to remove a student from class for behavioral reasons, the instructor will complete a misconduct ticket and contact a principal.

Detention:

Detention is being in school for an assigned period of time before or after the regular school day, including Saturday. Detention may be used as a disciplinary action by teachers or administration. Students will be notified before detention is to be served. Transportation to/from detention will be the responsibility of the student and his/her parent/guardian. If detention falls during the time of an extracurricular event or practice, the student will not participate in that activity during detention time. Students must bring schoolwork to detention. Students failing to report for assigned detention will receive double detention time. If detention is missed a second time, the student will be subject to additional disciplinary action. Detention will be held once a week.

Restorative Practices:

Restorative practices are used as a way of repairing harm while maintaining positive relationships. After conflict or harm, these practices offer alternatives to traditional discipline practices. Accountability agreements, circles, and restitution are all examples of possible restorative responses to discipline.

Suspension:

Suspension is removal from class for a specified period of time, not to exceed ten school days.

In-school suspension:

In-school suspension is served in school during the school day.

- Students on in-school suspension must do schoolwork during detention and will be responsible for completing any work missed or assigned during the detention.
- Credit will be received for work done.
- Students will not be counted as absent.
- Students will not be allowed to participate in extracurricular practices, activities, and events.
- Students will be required to take all final exams if applicable to grade level.

Out-of-school suspension:

Out of school suspension is served outside of school.

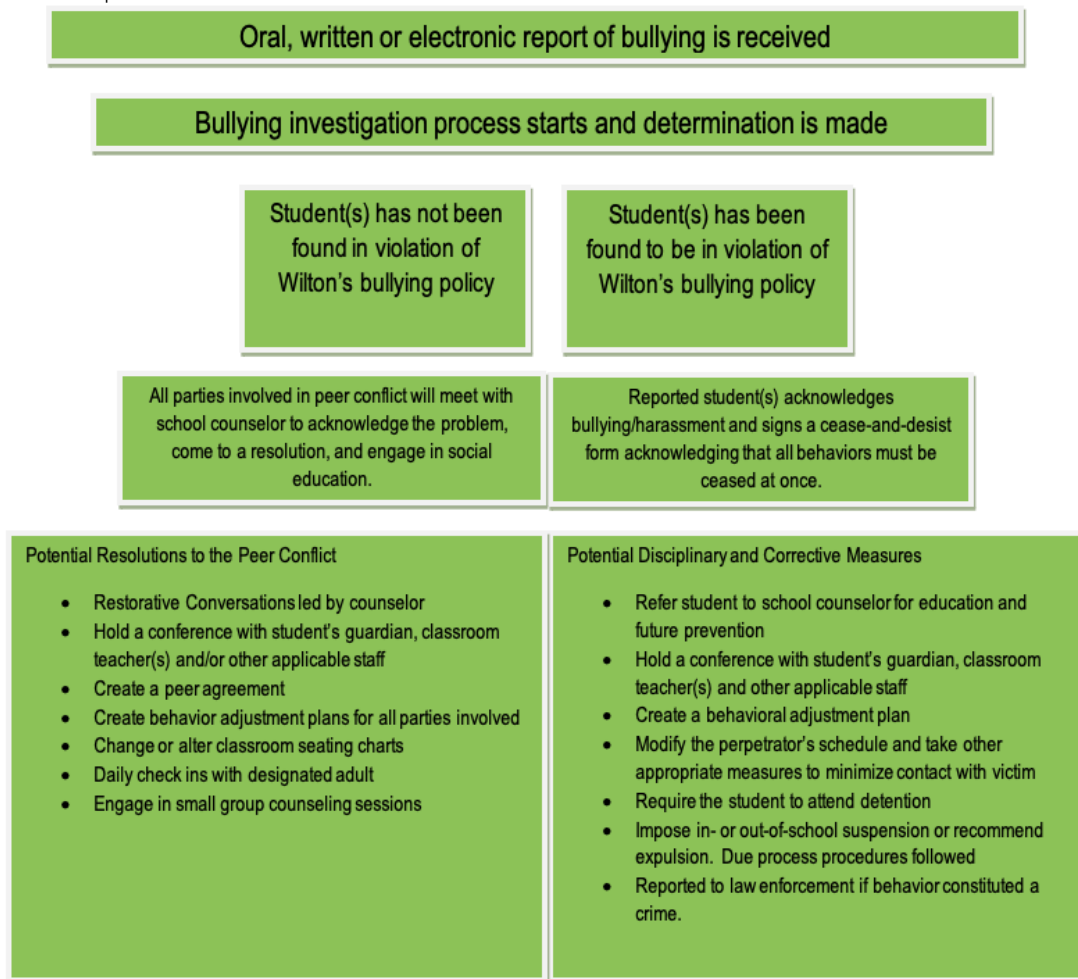
- Students will be counted absent for time on suspension.
- Students will be expected to make up their work.
- Students will receive credit for work made up.
- Students will not participate in extracurricular practices or events or be allowed on school grounds while on suspension.

Expulsion:

Expulsion is removal of a student from attendance for the remainder of the school term (term is defined as the semester).

- Expulsion may be done only by the Wilton School Board, after the recommendation by the school administration.
- Expulsion proceedings will follow all due process requirements legally established within the State of North Dakota.
- Students expelled are not students of the school while under expulsion and may not participate in any of the school's curricular or extracurricular programs or activities.

Response to Bullying/Harassment Reports:



BICYCLES

Bicycles are to be placed in the racks next to the school building not on the sidewalk. Bikes are not to be ridden during the school day except when coming and going from school. Students are urged to follow the rules of bicycle and driving safety. Extreme caution should be used during heavy traffic in the morning and when school is dismissed.

BOOKS

Books of all types, either classroom or library, should be treated with respect at all times. The student is responsible for the books issued to him/her. Books must be returned in good condition except for normal wear. There should be no writing in books. The students will be responsible for replacement costs of the book if a book is damaged or lost and not returned by the end of the school year.

Library Books:

The school librarian will outline the procedures to use in checking out library books. When a library book is checked out, the student is responsible to see that the book is brought back, and that the book is properly checked in by the procedure that has been set. To view the Library Expectations, visit the Wilton Library website.

BUS TRAVEL

Students are to wait until the homeroom teacher releases them before they depart. Students must walk to the bus in an orderly manner. During winter months, students riding a bus must have in their possession: a coat, hat, gloves, and boots.

Students are to remain seated while the bus is in motion. Students are under the supervision of the bus driver when on the bus and are expected to comply with his/her instructions at all times. The bus drivers will notify the principal of any cases where students are causing a problem or causing confusion on the buses.

If you are not going to ride home on the bus in the evening, you are to go out and inform the bus driver, so he/she does not wait for you. If non-bus students are going home with a bus student, the parents of both students must contact the school.

Wilton School District provides transportation for the convenience and safety of our students. To avoid disciplinary measures, students must behave in a responsible manner while as a passenger in a school vehicle. Students may not move about or do anything that could endanger other riders, distract the driver or cause problems of any sort. Students must respect the driver's authority and the rights of other riders.

Bus Discipline:

First Offense: Warning, Parent Contact

Second Offense: School Disciplinary Action, Parent Contact

Third Offense: Suspension from the bus for an amount of time determined by administration.

The district reserves the right to deny bus service to any students for disciplinary or safety reasons on a temporary or permanent basis.

Busing to activities:

Students participating in out-of-town, school-sponsored events OR riding to an event on transportation provided by the Wilton Public School District shall ride to and from the event on transportation provided by the school.

Students on school sponsored trips must return with the group unless the student's parent/guardian picks up the student and signs a release or provides written permission to the group's supervisor, designating another adult with whom the student may ride.

Any written permission for a student to ride with an adult other than the student's parent/guardian must be given to the group's supervisor prior to departing from the event or activity.

The school personnel supervising the event have the discretion to deny the request and require the student to ride home on transportation provided by the school.

It is the expectation of the Wilton coaching staff, and the Athletic Director that all students ride to and from events with the team. The unity and cohesiveness that is achieved through riding to and from events cannot be overlooked.

CARE OF PROPERTY

Desks, books, and all other school equipment that are loaned to students are school property. Any damage done to such articles will be assessed against the borrower. Every student should do his/her best to help keep the building clean. Do not mark or deface the buildings, walls, or school furniture. Pupils are not to cut across any lawn or garden, public or private to avoid injury to young trees, shrubs and flowerbeds.

CELEBRATIONS

The principal must approve special in-school class parties. Birthday celebrations will be held on the second Tuesday of each month for both students and staff. The start time for holiday parties will be no earlier than 2:00.

CHAIN OF COMMAND

Communication is a key to any organization's success. Communication requires openly discussing concerns, complaints, or other issues through the proper channels. Parents, students and employees must follow a clear chain of command to facilitate communication and ensure amicable relationships within this school. The chain of command for requests, complaints, etc. is: 1. The other person involved, 2. The principal, 3. The superintendent, 4. The School Board Chair.

CLASS SCHEDULE CHANGES (7-12)

Students will have (2) school days at the beginning of the school year to change class schedules. Students beginning a class at the start of the second semester will have (2) school days to change their class schedule only for classes beginning the second semester. All schedule changes must be made through the principal.

Online and ITV classes are under the direction of Great Western Network and/or CRACTC and cannot be changed after spring registration. Registration for both Fall and Spring semester are due the spring prior to the upcoming school year.

5th and 6th grade band students are allowed to drop band class only at semester time. They will have (2) school days to change their schedule.

COMPUTER USAGE (All Students)

See Appendix H - Technology Acceptable Use Policy

Violations:

Policy will at a minimum result in the following disciplinary consequences for students:

First offense (Level I)

- Loss of device and Internet privileges for up to but not to exceed one week.
- Parents contacted.

Second offense (Level II)

- Loss of device and Internet privileges for up to but not to exceed one month.
- Parents contacted.

Third offense (Level III)

- Loss of device and Internet privileges for up to but not to exceed one school year.
- Parents contacted.

A student may be subject to Level II or Level III disciplinary action on his/her first or second offense if administration deems this necessary based on the severity of the offense.

Students are required to have school technology with them and charged for every class.

1st offense – warning given by teacher and documented.

2nd offense –the device is kept at the school for 1 week.

3rd offense –the device is kept at the school for 1 month.

Consequences for offenses beyond three will be decided by the administration.

CONDUCT OF STUDENTS ON THE SCHOOL PREMISES

Student conduct should be courteous and helpful to all and should reflect positively on the students, their class, and their school.

Conduct in school that shows disrespect for supervisors or causes disturbances in classes that affect the work of the individual student, teacher, or other students is not permitted and will lead to disciplinary action.

Inside the Building:

- Students will conduct themselves in a quiet, orderly manner so as not to disturb other classes in session.
- Students are not to loiter around in the halls or to chase back and forth from one room to the next.
- Students are not to loiter around in the bathrooms and should use these facilities only for the purpose designed.
- Students are not to go to other rooms during class times without making prior arrangements with the instructor(s).

Lunch Room:

Students are expected to conduct themselves in an orderly manner at all times. The procedures outlined by the supervisor are to be followed.

Playground:

- There is to be no tackle football, fighting, or activity so rough that there is extreme danger of someone being hurt.
- Recess equipment must be checked out with the recess supervisor or classroom teacher. The student or students who take an item outside are responsible to see that it is returned.
- There is to be no rock, tire chip, or snowball throwing on the school grounds at any time.
- When the bell rings at the end of a recess period, students are to line up quickly. Students will come into the building quietly so as not to disturb other classes in session.
- Students are encouraged and expected to go outside for the fresh air and exercise during times when the weather permits. Please dress accordingly.
- Students are directed to use playground equipment in the way intended by design. All use that puts a student at risk of injury is prohibited.
- There is to be no writing on the sidewalks or school buildings.
- There should be no one on the playground from 8:00-3:30, without appropriate supervision.
- Students are not to climb fences.
- Students are to stay on the sidewalk and walk to the playground. The teacher or supervisor will lead them.
- All equipment is to be used as designed:
- No standing or walking up the slides
- No students on top of the monkey bars/spinners
- No students upside down on the monkey bars
- No upper grade students on the preschool equipment
- Football Requirements:
 - 2-hand touch only
 - Must stay on the grass
 - No tackling

Winter Dress:

Snow boots will be required by all students when the playground becomes muddy or during the snowfall season. Students without proper boots will not be allowed to fully participate in recess. They will be limited to a dry play area. In addition, it is recommended that students have proper snow pants, coat, stocking hat, and gloves. If a recess supervisor deems a student's winter dress choice as unsafe for the weather conditions, the supervisor may require certain winter wear. Elementary students will go outside for recess, weather permitting. If the temperature drops below -10F (either wind chill or actual temperature), students will be kept indoors for recess.

School Events:

Students are encouraged to take part in all school activities and must display respect for the rights of others and property. Any students causing a disturbance or bothering other people with their behavior will be asked to leave. Incidents which may lead to a dismissal:

- Unnecessary running on bleachers
- Loitering in hallways
- Fighting or wrestling.
- Loitering under bleachers
- Throwing items, caps, scarves, mittens, etc.
- End zone football games are not allowed during the game. Please stand by the sidelines or sit on the bleachers and watch the game.
- Running in and out of the gym or in the hallways while the basketball or volleyball game is in progress is not allowed
- Inappropriate language such as profanity, negative chants, trash talk, name calling, or personal attacks

Any discriminatory slur will result in immediate removal from the facility.

Repeated occurrences will require disciplinary action, which may include a suspension from attending school events or activities.

All spectators will comply with NDHSAA minimal behavior expectations.

DANCES

Dances must be approved in advance by the administration.

- Dances must be held in the school building.
- Dances will end at 12:00 midnight, unless the administration has authorized extended time.
- Dances must be chaperoned by adults who have been approved by the administration.
- School doors will be locked 30 minutes after the dance begins.
- Students not present by that time will not be allowed entry unless the administration has given prior approval.
- Students who leave the building after the doors have been locked will not be allowed re-entry to the dance.
- Students may bring guests. The age of the guest is not to exceed 19 years of age without prior approval from the administration.
- Guests must be registered with the administration prior to the night of the dance.
- Guests must be accompanied by a Wilton student to attend the dance.
- Students suspected of consuming alcohol or other controlled substances will be denied entry to the dance and may be referred to legal authorities.
- Prom guests must be enrolled in 9th grade or above.

DISMISSAL TIME

When school is dismissed, students are encouraged to go home immediately per arrangements made with parents. Students are not to be around the school building fifteen minutes after dismissal, unless they are at school for a specific purpose, and are supervised by a staff member.

DRESS CODE

Parents and students should use good judgement in determining appropriate dress in accordance with the age of the student. However, the School District through the administration reserves the right to establish minimal standards of appearance.

Attire not to be worn to school:

- Pants, Dresses, Skirts, or Shorts that expose undergarments or private parts.
- See-through apparel that exposes undergarments or private parts.
- Shirts that do not come to the top of the pants when standing with arms at side.
- Shirts that do not contain either a strap or sleeves.
- Clothing that contains advertising logos related to alcohol, drugs, tobacco, or sex.
- Clothing containing obscene, discriminatory, or profane language or pictures.
- Clothing or bandanas associated with gangs.
- Clothing that distracts from the educational program of the school (such as costumes).

Wilton recognizes the value of allowing individual student expression, protecting student health and safety, and maintaining an atmosphere conducive to education. Items approved to be worn or displayed must adhere to health and safety codes and comply with applicable law. When items on display can be reasonably forecast to either materially disrupt the educational environment or infringe upon the rights of other students to access and participate in a safe and welcoming educational environment, they will be prohibited.

Students wearing any attire that doesn't meet the minimal standards of appearance will be asked to have a parent bring them appropriate clothing or will be asked to change into clothing supplied by the office for the remainder of the day. If a student refuses to change, the administration will contact a parent and administer consequences as deemed appropriate.

DUAL CREDIT COURSES:

Students may take college level courses for high school credit according to state and district guidelines. Students taking such courses will be responsible for their own tuition, fees, books, and other costs related to the course. (Note: Dual credit courses taken via the Great Western Network will be covered by the reimbursement policy of the Great Western Network.)

- Such courses must be taken from a fully accredited institution.
- Permission to take dual credit courses must be obtained in advance from the principal.
- Students leaving Wilton School to take such courses are responsible for their own transportation.
- Students and their parent/guardian assume all liability for the students' welfare while away from Wilton High School.
- Students will follow all Wilton Public School rules while away from Wilton High School.
- The decision whether or not to grant credit for any dual credit courses taken rests solely with the Wilton Public School Board of Education, acting upon the recommendation of the administration.

EARLY DISMISSAL / INCLEMENT WEATHER

If the school should have to dismiss early due to weather or mechanical problems, notice will be announced on KFVR TV and KFVR Radio. You will also receive an Instant Alert notification. Announcements will also be made on Facebook, the school website, and the WPS app. To ensure you receive these notifications, please notify the office immediately if changes to your contact information occur throughout the school year. Please direct all questions and concerns regarding school notifications to the school office.

Please discuss with your child the procedures they should follow, where they should go, and who will be responsible for them should we need to dismiss early. Storm home information will be required for all rural students.

EARLY GRADUATION (11-12 students)

A student wishing to graduate early must apply for early graduation with the approval of his/her parents to the school administration at least 2 full semesters before the proposed graduation date. A suitable reason for early graduation must be given.

To qualify for early graduation students must:

1. Hold at least a 3.0 GPA.
2. Be able to satisfy all high school credit requirements prior to the proposed graduation date.
3. Complete at least 6 semesters of high school attendance prior to the proposed graduation date.

Procedure for application:

If the student meets the above requirements, the student will submit a written request for early graduation to the principal. The request must include the signatures of the parents or legal guardian, clearly expressing the reasons for the request, and layout the coursework to be done.

After a complete evaluation of the request, the principal will forward recommendations to the Superintendent for approval or denial.

Students must complete the minimum number of credits required for graduation set forth in the student handbook. All credits must be completed by the early graduation date.

Upon Approval:

If the student meets all of the above early graduation requirements at the end of his/her Junior year, he/she may graduate and receive a diploma with that year's graduating class.

If a student meets the graduation requirements at the end of the first semester of his/her Senior year, that student will have to wait until the date of commencement exercises to receive his/her diploma.

Students will be included in class rank for scholarship purposes and are eligible to be an honor student but are not able to obtain Valedictorian or Salutatorian status for the graduation commencement ceremony.

Students are not eligible for senior privileges if graduating their 3rd year (junior) of high school.

Students graduating before their 4th year of high school will be invited to participate in graduation events of their graduating year.

Students who graduate their 3rd year of high school will not be eligible to attend senior events after receiving a diploma.

ELECTRONIC DEVICES

Personal use of devices will be prohibited at school during instructional time unless such use is for a clearly defined educational purpose with the permission of the classroom teacher.

Elementary students are prohibited from using personal electronics. If brought to school, they are to be silenced and kept in their school bag.

Violations will be dealt with as follows:

1st Offence:

- The teacher will confiscate the device. The student may pick it up at the end of the day.

2nd Offence:

- The teacher will confiscate the device. Parent Contact will be made before the device is returned. Students may be required to turn in the device to the office daily for an extended period of time.

3rd Offense:

- The device will be confiscated, and the student is subject to further disciplinary action that may include suspension.

ELIGIBILITY

In addition to meeting all rules and regulations as set by the North Dakota High School Activities Association, students must also comply with local requirements. Any student in grade 6-12 who receives two or more failing grades in any course work will be academically ineligible for interscholastic competition for a period of one week.

Eligibility will be reviewed on Wednesday each week and will be enforced after the first three weeks of a new semester. Eligibility is cumulative to the end of each nine-week grading period. Enrollment in school for three periods is required for a student to participate in an interscholastic contest of that day. Situations may make it possible to participate if arrangements are made in advance with the principal/assistant principal and athletic director.

Participation Rules:

An ineligible student may not participate with an organization and may not miss any class time for travel.

EMERGENCY DRILLS

Fire and tornado drills will be held as weather permits. Students and teachers shall proceed to the designated exits as posted in each room for fire drills. The building should be evacuated quickly, but do not run or panic. The first people to the exit doors shall hold the doors open for all others and then join the others away from the building. The fire alarm system will be used for fire drills.

For tornado drills, students and teachers shall proceed to the designated areas hunch down and cover their head until the all-clear signal is given. The intercom system will be used to announce tornado drills.

All other emergency drill procedures have been outlined for staff members in the district emergency guide handbook. Practice drills will be conducted with students and staff members.

ENGLISH LEARNER

The Wilton School District shall provide English Learner (EL) instruction to students who are identified as needing such services. Parents or guardians of an EL student(s) shall be notified upon identification of the student's needs. If you would like more information about the EL program for Wilton Public School, a separate English Learner Program Handbook is available in the Wilton School District office.

EXTRA CURRICULAR ACTIVITIES

To provide a well-rounded educational environment for our students we provide various activities for students. Students participating in athletic activities in grades 4-6 will be obligated to meet the North Dakota High School Activities Association participation guidelines as set for Jr. High students.

Other Activity Regulations – Students must be in school on the day of an event such as a practice, ball game, concert, etc. to participate in that event. A student who is too ill to be in school will be considered too ill to take part in the event unless a written medical excuse from a physician is provided.

FOOD SERVICE PROGRAM

The school secretary is the director of the school food service program. All meals are to be purchased from the secretary in the office.

Meals are to be paid in advance.

Parents are encouraged to apply for free or reduced meals. The application form is available in the school office. The form must be completed and returned to the school office. The income guidelines are on the form. Patrons are encouraged to utilize this program. The school district qualifies for reimbursement from the federal government for these meals. This is also part of the criteria used by the State Department of Education in determining federal grant funds for the Wilton School. The greater the need, the more federal funds the district may receive for our school.

FOREIGN EXCHANGE STUDENTS

Wilton High School will accept a maximum of two foreign exchange students per school year. Foreign exchange students will be of junior class level and will not be eligible to receive a diploma from Wilton Public School. All foreign exchange students accepted by Wilton Public School must be sponsored by an exchange program which is approved by the North Dakota High School Activities Association.

GRADE STATUS & CREDITS

Grade status for high school students will be determined by academic credits earned rather than number of years of attendance. At the beginning of the school year, a sophomore must have earned a minimum of four credits, junior a minimum of eight credits, and a senior a minimum of 14 credits. 6th-11th grade students can enroll in up to 1 academic lab time if it is offered in that year's class schedule. 12th grade students who are on track for on-time graduation are able to have up to 1 free block a day which would include any academic lab time. Seniors who have senior privileges and have no current NDHSAA violations can leave the campus for their free block/academic lab. All online/ITV classes must be taken on campus during a designated period.

GRADING

Standards-Based Grade Scale

- 4- Exceeding standard expectations
- 3- Meets standard expectations
- 2- Still learning standard expectations
- 1- Requires help with standard expectations

GRADING SCALE

Wilton Middle and High School uses a letter grading system. The grading scale and honor points earned for a full credit are:

Grade Range:

- A 92-100 (4 Points)
- B 83-91 (3 Points)
- C 74-82 (2 Points)
- D 65-73 (1 Point)
- F 64 & Below (0 Points)

In addition, the following marks may appear on mid-term reports, report cards, and transcripts.

- **I:** incomplete, may be given at the end of a grading period by an instructor when a student has make up work outstanding as the result of an absence. In the absence of extenuating circumstances, an incomplete will convert to a FAILING GRADE two weeks after the end of the grading period if the make-up work is not completed.
- **WF:** withdrew failing, given when a student drops a class with a failing grade after the third week of the semester.
- **WP:** withdrew passing, given when a student drops a class with a passing grade after the third week of the semester.
- **NC:** no credit, given when a student fails to earn credit due to exceeding absence limits.

No classes will be weighted for extra honor points. Band, choir, PE, mentoring, driver's education, or pass/fail classes will not be used in calculating GPA. GPA will be calculated to four decimal places.

Valedictorian and Salutatorian:

At the conclusion of the 1st semester of a student's senior year, the senior with the highest cumulative GPA will be valedictorian while the senior with the second highest cumulative GPA will be salutatorian. In the event that two or more students have the same GPA rounded to the hundredth, the tie will not be broken. In order to be eligible to be valedictorian or salutatorian, a transfer student must be enrolled at Wilton High School for four consecutive semesters.

Honor Students:

Any graduating student with a 3.30 cumulative GPA at the end of their 1st semester of senior year will be designated as an honor student.

While school grades are important in the promotion of pupils, they are only one of many factors to be regarded in special classes. Other factors may be mental age, health and soundness of body, physical maturity, social maturity, opportunity to improve, and effort.

Retention:

It is the recommendation of the administration and School Board that the time for students to repeat a grade-if such is necessary-is generally in grades PK, K, 1, 2, or 3. Students shall not be retained more than two times during their first eight years.

A middle school student who fails more than two classes in a semester will be considered for retention or recovery classes in order to promote success in high school. A determination meeting among the administration, teachers, and parents will take place.

If it is determined that a student is not meeting proficiency levels in a course or grade, the parent/guardian will be contacted. If a student does not meet grade level or course requirements, the letter grade will reflect this concern. If a student is at risk of not meeting course or grade level requirements, the parents or guardians and the principal will be notified.

GRADUATION REQUIREMENTS (HS Students)

22 credits are required for graduation, and include the following:

- 4 credits English Language Arts to include:
 - 1 credit of Literature, Composition, and Speech in the curriculum resources
 - 1 credit of English 9
 - 1 credit of English 10
 - 1 credit of English 11
- 3 credits Math
- 3 credits Science (1 in Physical Science and 1 in Biology, 1 credit or 2 half credits of other sciences)
- 3 credits Social Studies (1 in US History, half credit in U.S. Government and half credit in Economics OR 1 credit in Problems of Democracy, AND 1 credit or 2 half credits of any other Social Studies)
- 1 credit in Physical Education OR ½ credit in High School Health, ½ credit P.E. (students enrolled in Wilton School as a freshman will take half credit High School Health and half credit P.E.)
- 3 credits cumulative from:
 - Foreign Language
 - Fine arts (music and ITV art classes)
 - FCS, Industrial Arts, Vo Ag classes
- 5 additional credits

HALL PASSES

Students may not leave a class or study hall without permission from the teacher or supervisor in charge. Prior to leaving the building during the school day, students must sign out in the office and have parent approval.

ILLNESS

Please notify the school by 8:00 a.m. if your child will not be attending school. For student safety, the parent/guardian will receive a phone call, text, and/or email if the school does not receive prior notification of a student absence from a parent/guardian.

Students Becoming ill in School:

If a student becomes ill in school, he/she should notify the teacher at once. A student should not leave and go home without permission from the teacher, the principal/assistant principal, or the office.

A student should be sent home, or stay home, in the onset of the following symptoms:

- Fever: 100 degrees or higher. The child should be fever free without the aid of fever reducing medication for at least 24 hours.
- Diarrhea: runny, watery stools, or 2 or more loose stools within 4 hours
- Vomiting: 2 or more times in a 24-hour period. Please do not bring your child if they have vomited during the night.
- Pink eye: The child needs to have a doctor's note recommending they can rejoin class.

If a student has shown any of these symptoms, they should remain at home until they have been symptom free for 24 hours.

A student with COVID-related illness or symptoms will refer to the current year's COVID related procedures.

Parents are allowed to request limited activity for their child, for up to two days, due to illness. Thereafter, the students must have a written doctor's excuse to continue only participating in limited activities.

Limited Activity

Recess:

Either outside with no participation or no recess at all.

Physical Education:

Participation is limited to only those activities that are not physically demanding as determined by the teacher and/or principal/assistant principal.

INDEPENDENT STUDY CLASSES (9-12 students)

Students at Wilton High School are allowed to take independent study offered by the North Dakota Department of Independent Study. Credits earned in such a manner will be added to the student's Wilton High School transcript. These classes will be used to meet graduation and yearly class requirements for electives under the following guidelines:

- Classes offered by Wilton High School, ITV, or Great Western Network, may not be taken by independent study.
- Each student must attend a minimum of one course offered by Wilton High School and meet the required number of credits per semester as outlined in the student handbook. Students must be registered for a total of 7 classes unless approved by the principal and superintendent.

- A student must complete and send the independent study enrollment forms at least two weeks prior to the beginning of each semester to ensure the student has the necessary materials at the start of the semester.
- A student must complete the independent study course within the timeline set by the principal.
- Students wishing to take independent study classes as outlined in this policy must receive approval by the principal.
- Any exception to the above policy will be considered by the administration.

Note: Dual credit courses will be considered on an individual basis by school district administration. Pass/fail classes are not calculated in the students Grade Point Average.

Students must complete each class in the semester of registration and be supervised during the period on campus.

INITIATION

It is the policy of the School Board that no students are to be initiated, formally or informally. Proper action will be taken against students who violate this policy.

INJURIES

Students who are injured in school should report the injury to the teacher in charge or to the school office. Inquiries regarding insurance coverage should be made to the school business manager.

INVITATIONS (Elementary Only)

The Wilton Elementary School asks that students not distribute invitations at school; unless they are inviting all members of their classroom to the event. This is done to limit feelings of exclusion among students who do not receive invitations.

LATE WORK POLICY (6-12)

Classwork and homework are essential aspects of learning. It is expected that all students will complete the work that is assigned.

Late work that is turned into the teacher after the due date will be assessed a penalty determined by the teacher and outlined in the class syllabus.

LIBRARY

Students must recognize the library as a place serving the needs of many and should conduct themselves properly while using the library.

- The school librarian oversees the management of the library. Students will be permitted to sign out from study hall or classroom to the library for research work, library reading, or computer use (if the library is supervised, and authorized by a teacher).
- A complete copy of the Library/Media Center expectations can be found on the school website.

Library privileges may be denied if a student does not comply with library rules and regulations.

LOCKERS (6-12 students)

A locker will be assigned to each student at the beginning of the school year. The student is responsible for the locker's care and cleanliness. The student will be responsible for the costs of any damage that occurs to the locker while it is assigned to that student. Students may furnish their own lock if desired.

All 6-12th grade students are to use their locker to house their backpacks, jackets and any other items that aren't essential to their immediate class(es).

Lockers are the property of Wilton Public School. Lockers may be searched by school administration any time that circumstances justify such a search with or without students' knowledge or permission.

MEDICINE – DISPENSING TO STUDENTS

The Wilton Public School may assist in dispensing non-prescription medicines during regular school hours (8:30 AM -3:30 PM), upon written approval of the parent or guardian.

Non-prescription medication must be brought to school in a sealed container.

If your child uses an inhaler or has asthma, please notify the office so that an Asthma Action Card (AAC) can be completed and kept on file. Completion of the AAC may allow the child to carry the inhaler throughout the day.

The Wilton Public School may assist in the dispensing of prescription medicines during regular school hours (8:30 AM – 3:30 PM), upon written approval of the parent or guardian and family physician. Written approval must be given using a District Adopted Prescription Medication Permission Form. This form can be obtained at the office. Medications must be in their original container and will not be dispensed beyond the effective date of the prescription. Parents must provide consent for each medication provided.

The written approval must be on file with the school before the staff member may dispense any medicine. Staff members are limited to providing assistance or supervision in administering prescribed or non-prescribed medications and in no case should a staff member recommend or prescribe medicine to a student or require medication for a student.

The Wilton Public School will not dispense prescription or non-prescription medicines after school hours during practices or events. All medications must be hand delivered by a parent or guardian to the school office. The office will ensure that the appropriate forms are complete, that the medication has not expired, that the medication is appropriately labeled, and that all provisions of school policy are in compliance before accepting medication from the parent or guardian.

MOTOR VEHICLES

Students may not ride or operate motor vehicles during the school day, with the exception of senior privileges, as allowed.

If a student must drive, that student's parent/guardian must notify the office with a note or telephone call to the principal stating the reason for driving and giving permission for the student to drive. A driving waiver must also be on file for that student. Students are only allowed to ride with another student if indicated on their current year driving waiver.

PARKING:

Students must park in the designated student parking areas.

NATIONAL HONOR SOCIETY (6-9 and 10-12 Students)

To be eligible for membership in the National Honor Society a student shall have spent at least one full semester at Wilton High School and shall be a member of the Sophomore, Junior, or Senior Class. To be eligible for membership in the National Junior Honor Society a student shall have spent at least one full semester at Wilton School and shall be in the sixth, seventh, eighth, or ninth grade class. Candidates eligible for selection shall have a cumulative grade point average of 3.5 on a 4.0 scale. All students who can rise in scholarship to or above this standard shall be candidates for selection of membership. Their eligibility shall then be considered on the basis of their service to the school, their leadership ability, and their desirable character as determined by a committee.

NEWS AND ANNOUNCEMENTS

School news and announcements can be found on the school website: www.wilton.k12.nd.us, on the Wilton School Facebook page, and in the monthly newsletter, which is available on the website.

PHYSICAL EXAMINATIONS

The NDHSAA requires students to pass an annual physical examination prior to student participation in both interscholastic athletic competitions and practices.

PRESCHOOL

Play clothes are best for preschool. Comfortable, sturdy, washable clothing permits children the necessary freedom to participate in all activities without undue concern for spills or rips. Please ensure they have gym shoes to be left at school. Velcro is highly suggested.

Preschool Fees

Income Level	Monthly Fee
Free Status – Below \$58,000	\$25
Reduced Status – Below \$82,000	\$100
Income Below \$150,000	\$250
Income Above \$150,000	\$300

A \$100 deposit must be made at the time of registration. That \$100 will be applied to the first month's payment.

Potty Training:

We do require that your child be potty trained prior to coming to preschool unless there is a medical reason, or the child is on an Individualized Education Plan. We require a doctor's letter explaining the medical condition.

Please refer to the 'Preschool Information Packet' you received upon registering your child or at 'Back to School Night' for additional information.

SCHEDULE

The Wilton School operates on the following schedule:

8:00-8:25: Breakfast
8:30: School Starts
8:30-9:57: First Block for Middle and High School
10:00-11:27: Second Block for Middle and High School
11:30-12:00: Flex Block for Middle and High School
12:03-2:03: Third Block for Middle and High School
12:03-12:33: Middle School Lunch
12:45-1:15: High School Lunch
2:03-3:30: Fourth Block for Middle and High School
3:30: School Dismissal

SCHOOL SONG

Hey W-I-L-T-O-N
We Will Win This Game!
Rah-Rah-Rah
M-I-N-E-R And S
Fight, Fight
To Win This Game!

On To Wilton, On To Wilton
Fight On For Our Fame
Rah-Rah-Rah
Though We Labor, Though We Falter
We Will Win This Game
Rah-Rah-Rah
On To Wilton, On To Wilton
Fight On For Your Fame
Fight Miners, Fight, Fight, Fight
To Win This Game!

SECURITY

For the safety of our students the Wilton School locks all doors of the building from 8:30 AM until 3:30 PM. All visitors must enter through the front doors and sign in at the office.

SEMESTER EXAMS

Required for any student who has been suspended in or out of school.

Required for any student who has acquired unexcused absences for skipping school or a class.

Required for any student removed from class.

May be taken by any student for the purpose of grade improvement. If an exempt student takes a semester test, the semester test grade will only be counted if the test score improves the student's semester grade.

Students not exempt from semester tests will receive a zero for the test score if not present to take the semester test.

Teachers reserve the right to require all students, even those sophomores, juniors and seniors who meet the test exemption requirements, to take semester tests. Students will be notified of the course requirements to take the semester final during the first week of the fall and spring semesters.

SEMESTER TEST EXEMPTIONS

The purpose of this policy is to promote good attendance and punctuality in school. Sophomores, Juniors, and Seniors who meet all the standards listed below will be excused from taking semester examinations, unless the students were notified the first week of the semester that they will be required to take the semester final.

The exemption policy will be calculated on a semester basis and will include exemption from all semester tests for those that qualify.

To qualify for semester exemptions a student must be in compliance with all of the following:

- The student must maintain at least an 83% average during the semester for the subject in which he/she is seeking exemption.
- A student can miss no more than four class periods for any reason other than school-sponsored activities. Example: If a student missed English class five times during a semester, the student would be required to take the English exam. Hospitalization, funerals, extended illness, etc. *may be considered as an exception to this policy and will be decided by the administration.*
- A student must not have more than 3 tardy marks for school or class during the semester. More than 3 tardy marks will require the student to take all semester exams.
- The student has not received a suspension or has been removed from class.

SENIOR PRIVILEGES

Seniors with privileges will go to lunch first and may use the hallway between elementary and high school buildings to eat lunch and before classes begin in the afternoon. Seniors with privileges are allowed to leave the building during their study hall provided they sign in and out of the office.

Online classes must be attended in the school building.

Administration will determine the beginning of senior privileges during each school year. Eligibility for senior privileges will be checked weekly. A senior will lose senior privileges for a week at a time if he/she is failing one or more classes or is reported by a teacher having unacceptable behavior in a class. The administration will also revoke senior privileges for at least four weeks if a senior: is given in-school or out of school suspension, has an unexcused absence, or has exceeded being tardy a total of 10 times.

STUDENT ACCIDENT POLICY NOTICE

The Wilton Public School carries limited accident insurance for students injured in extra-curricular activities, or during the school day.

STUDENT ACCIDENT POLICY

If a student is injured or ill during school hours, or extracurricular activities, the parent or guardian will be notified and determine the appropriate course of action to be taken. If a student is seriously hurt or ill and the school staff believes medical attention is needed immediately, the student will be taken to the nearest health care facility. The parent or guardian will be contacted immediately and asked to meet at the health care facility.

Local or in-school injuries:

Should a student, in the judgment of the staff member in authority, need immediate medical attention, and should the nature of the injury make it reasonably possible to transport the student, then, in the absence of a parent or guardian, that staff member should arrange transportation of said student to a health care facility. If the nature of the injury is such that there is question on moving said student, the ambulance should be called. In either case, the parent or guardian will be notified immediately.

Out-of-town injuries:

Local or In-School policy applies if the local health care facility is within a reasonable distance, as determined by the injury. Otherwise, the nearest medical facility will be substituted. If treated at an out-of-town facility and the student is not referred further and is medically released, the staff member should transport the student home in the absence of the parent or guardian.

STUDENT COUNCIL (7-12 Students)

The Student Council will consist of students in grades 7-12 elected by a class vote.

- 7th grade – 1 member
- 8th grade – 1 member
- 9th grade – 2 members
- 10th grade – 2 members
- 11th grade – 3 members
- 12th grade – 4 members

Qualifications:

- Student must maintain a C or above in all classes to be an active member
- Student must model classroom expectations for all students
- Student must apply to be on student council
- Student must actively participate in student council activities
- Student may not be a class officer (president, vice-president, secretary/treasurer)

Purpose:

- The council will present suggestions to the administration on ways to improve the school.
- The council shall meet with the administration on any suggested proposals.

STUDENT PICK UP AND DROP OFF

Parents dropping their students off in the morning or picking them up after school are asked to do so in the designated area. Parking is prohibited in areas where school busses will be arriving and departing, in the handicapped and delivery areas, and in areas designated for school employees.

STUDENT VISITATION POLICY

Students not enrolled in Wilton Elementary School may visit the elementary classrooms for an amount of time agreed upon by the staff involved and the administration, up to a maximum of one day. The school office and teaching staff shall be contacted at least one day prior to visitation.

Students enrolled in 6-12th grade must get prior approval from administration.

All visitors must report to the office and follow the rules and regulations of the Wilton School.

SUPERVISION BY TEACHERS AND AIDES

Emphasis is made to all students, regardless of grade level, that they are under the supervision of all teachers, instructional aides, administrators, and any other employees of the school district.

Playground and cafeteria supervision is provided for students, starting at 8:00 AM each school day. At that time, doors to the school will be opened, allowing entrance into the lunchroom. Parents are strongly cautioned that entrance into the building and supervision will not be provided before this time, and arrangements should be made for your child's care until 8:00 AM. Students entering at 8:00 AM are expected to be in the cafeteria eating breakfast, or on the playground/gym. A bell rings at 8:25 AM designating the time students should go to the classrooms; any students on the playground at that time are expected to report to their classroom.

When any adult employed by the school gives instructions or makes a request, those instructions are to be followed. This is in effect anywhere in the school building, on the school grounds, or at any school function sponsored by the school district – including the activities at the high school. Failure to immediately comply will result in disciplinary action.

SUPPLIES

Each student is to provide their own personal items for use in school, such as paper, pencils, color crayons, etc. Each teacher will indicate the items that will be needed for their class. The list is located on the Wilton Public School website.

TITLES

Teachers and other school personnel are to be referred to by students with a proper title such as, Mr., Mrs., Miss, or Ms. First names, last names, or other names should not be used by themselves. Some exceptions may be made at the discretion of the staff member.

TOBACCO, ALCOHOL, and DRUGS

(See Appendix A for the complete Wilton School Board Policy ABBA.)

Tobacco:

A student shall not use or possess tobacco, or e-cigarettes, during the school year or during the season of training and non-school months. Students who violate this rule shall be suspended from participation in all North Dakota High School Activities Association (NDHSAA) and all activities sponsored by Wilton Public School for the time specified below.

Alcohol:

A student shall not consume or possess a beverage, regardless of quantity, containing alcohol during the school year or during the season of training and non-school months. Students who violate this rule shall be suspended from participation in all North Dakota High School Activities Association (NDHSAA) and all activities sponsored by Wilton Public School for the time specified below.

Other Drugs:

A student shall not use, possess, buy, sell or give away any illegal drugs, regardless of quantity, during the school year or during the season of training and non-school months.

- “Drugs” as used in this rule includes any controlled substances as defined by North Dakota’s law.
- Use and possession of prescription drugs currently prescribed by the
 - student’s physician for the student’s own use shall be permitted.
- Students who violate this rule shall be suspended from participation in all activities sponsored by the North Dakota High School Activities Association (NDHSAA) and all activities sponsored by Wilton Public School for the time suspended below.

Suspension Terms:

1st Offense:

- Six-week suspension.

2nd Offense:

- Eighteen-week suspension.

Subsequent offenses in same year

- eighteen-week suspension.

If a student has a combination of three offenses from the violation of this policy during one school year, he/she must be evaluated by a drug/alcohol counselor before resuming participation in NDHSAA and school district sponsored activities. The cost of the evaluation must be borne by the student and /or his/her parents/guardians.

Offenses are cumulative for a twelve-month period beginning with the first offense. After a twelve-month period, recording of offenses for calculating suspension times will begin again.

In the event the suspension is administered during a season when the student is not actively participating (including the summer months), the student’s suspension shall be extended to include a minimum two- week or two- contest suspension (whichever is more severe) from the student’s next activity.

“POSSESSION” is defined as a student knowingly and willingly possessing a beverage containing alcohol or having illegal drugs or tobacco on the student’s person.

Presence at a gathering where alcohol, tobacco, or a controlled substance is being used illegally will be regarded as possession. The administration will take into consideration whether the student was at a gathering where the student had knowledge that alcohol, tobacco or controlled substance were being illegally used, and whether or not the student had a reasonable opportunity to remove himself or herself from said location. Any activity award or letters will be withheld if the violation happens during the activity season.

Due Process for Alcohol and Drug Policy:

Step 1: The student will meet with the principal to discuss charges. If charges are founded, suspension will result according to this policy.

Step 2: The student may request a formal hearing with the principal. The student may have counsel, parents/guardians, and witnesses present at that hearing. The decision will be based upon information presented at the hearing.

Step 3: The students may appeal the decision from Step 2 and request a hearing with the superintendent. The student may have counsel, parents/guardians, and witnesses present at that hearing. The decision will be based upon information presented at the hearing.

Step 4: The student may appeal the decision from Step 3 and request a formal hearing before the Board of Education. The student may have counsel, parents/guardians, and witnesses present at that hearing. The decision will be based upon information presented at the hearing.

VALEDICTORIAN

See Grading Section.

VALUABLE ITEMS

Students are advised against bringing excess money or valuable items to school and/or storing them in your desk or locker. If you have money for meals, fees, etc., please take it to the office upon your arrival to school. The school is not responsible for lost or stolen items but will make every attempt to recover missing property. The assistance and/or involvement of legal authorities may result in the case of stolen items.

Virtual Learning

Please refer to the Wilton School Board Policy ABAC located in Appendix M of this handbook.

VISITORS

It is the policy of the Wilton School District that all parents and visitors to the school sign in and out in the office.

WASHING OF ATHLETIC UNIFORMS

It is important that parents and students do not wash their uniforms with fabric softener. The fabric softener weakens the adhesive for the letters and numbers and will significantly shorten the lifespan of the uniforms.

WEAPONS

The Wilton Public School Board determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district.

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Such weapons include, but are not limited to knife, razor, ice pick, explosive, smoke bomb, incendiary device, laser pointer, gun (includes pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument.

Violation of this rule will require that proceedings for the suspension and/or expulsion of the student involved be initiated immediately by the principal. When a student is found to have an object that can reasonably be considered a weapon or dangerous instrument, the item will be confiscated.

WEIGHT ROOM

Students only have access to the weight room under the following conditions:

- During the school day (8:00 AM-4:00 PM) **with an approved adult supervisor.**
- Before and after school hours, a parent/guardian and/or a coach must be present.
- The weight room will be locked until you request to have it opened, and a supervisor is present.
- Proper lifting techniques must be used at all times.

PUBLIC NOTIFICATION

NON-DISCRIMINATION POLICY

THE WILTON PUBLIC SCHOOL DISTRICT NO. 1 DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, RELIGION OR HANDICAP IN ITS EDUCATIONAL PROGRAMS, ACTIVITIES, EMPLOYMENT POLICIES OR PRACTICES. INQUIRIES CONCERNING TITLE VI OF THE CIVIL RIGHT OF 1963, TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972, AND SECTION 504 OF THE REHABILITATION ACT OF 1973, MAY BE REFERRED TO THE SUPERINTENDENT, PO BOX 249, WILTON, ND.

Contents:

APPENDIX A: Drugs, Tobacco, and Other Drugs Policy

APPENDIX B: Title Dispute Resolution Procedure

APPENDIX C: Searches of Lockers

APPENDIX D: Searches of Students and Students' Personal Property

APPENDIX E: Non-Discrimination and Sexual Harassment Policy

APPENDIX F: Educational Library/Media Center Selection Policy

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APPENDIX I: Bullying Policy

APPENDIX J: Concussion Management

APPENDIX K: IPAD Policy

APPENDIX L: Wellness Policy

APPENDIX M: Virtual Learning Policy

APPENDIX A: ALCOHOL & DRUG USE/ABUSE POLICY –Students

Note: Compliance with the standards of conduct is mandatory.

PHILOSOPHY:

The school has a clear responsibility to maintain an atmosphere which will promote a quality-learning environment. Because the use of drugs, alcohol, and other chemicals among young people has become a major problem in our country, is wrong and harmful, and because the use and availability of these substances on school campuses interfere with the education process, this policy is being adopted and implemented by the Wilton Public School Board of Education. The policy is designed to help eradicate the influence of drugs, alcohol, and other chemicals within the school environment. As such it is designed to promote chemical health awareness to protect students in the school environment of imposing consequences for violations of the standards of conduct, and by educating students to deter and prevent the use or abuse of chemicals. It is also designed to serve as a guide for faculty and staff in implementing intervention procedures for students.

NORTH DAKOTA'S COMPREHENSIVE MODEL SCHOOL POLICY FOR TOBACCO USE

Definitions

For purposes of this policy:

- Electronic smoking device means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. Electronic smoking devices include, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, e-hookahs, mods, tank systems, Juul, Suorin, or under any other product name or descriptor. Electronic smoking devices also include any component part of a product, whether or not marketed or sold separately, including, but not limited to, e-liquids, e-juice, cartridges, or pods.
- Imitation tobacco product means any edible non-tobacco product designed to resemble a tobacco product, or any non-edible non-tobacco product designed to resemble a tobacco product and intended to be used by children as a toy. Imitation tobacco product includes, but is not limited to, candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snus, and shredded beef jerky in containers resembling snuff tins.
- Lighter means a mechanical or electrical device typically used for lighting tobacco products.
- Possession of tobacco products means:
 - Actual physical possession of the tobacco product while on school property;
 - Use or consumption of the tobacco product while on school property;
 - Tobacco product located in the student's locker, car, handbag, backpack, or other belongings while on school property; or
 - 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.
- Tobacco product means any product containing, made, or derived from tobacco, or that contains nicotine, whether synthetic or natural, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to: a cigarette; electronic smoking device; cigar; little cigar; cheroot; stogie; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; snuff; snuff flour; snus; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco products also include any electronic smoking device.
- Tobacco use means smoking and the heating, inhaling, chewing, absorbing, dissolving or ingesting of any tobacco product.
- Visitor means any person subject to this policy that is not a district student or staff member. This includes school volunteers, independent contractors, individuals performing services on behalf of the District, and individuals attending school-sponsored events or activities.

Rationale for Regulating Possession and 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 and ensure a safe learning and working environment, the Wilton Public School Board establishes the following tobacco free policy.

Prohibitions

Students are prohibited from possessing, using, consuming, displaying, promoting, or selling tobacco products, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any school-sponsored event or activity. In addition, students who participate in extracurricular activities are prohibited from possessing or using tobacco products at any time, on and off school property, as directed by district policy (FFE) and the North Dakota High School Activities Association bylaws.

District staff and visitors are prohibited from using, consuming, displaying, activating, promoting, or selling tobacco products, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any school-sponsored event or activity. This policy includes all events on school property that are not sponsored by, or associated with, the school.

The District shall not promote or allow promotion of tobacco products, electronic smoking devices, imitation tobacco products, or lighters on school property, at any school sponsored event or activity, or in any school publications. This includes promotion of these products via gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers or any other materials.

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

Exceptions

It shall not be a violation of this policy for an individual to possess or provide tobacco, electronic smoking devices, imitation tobacco products, or lighters to any other individual as part of a genuine indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice off of school property. It shall not be a violation of this policy to use a tobacco product as part of an educational experience related to indigenous tobacco practices when such use and education experience has been approved by administration. It shall not be a violation of this policy for tobacco products, electronic smoking devices, imitation tobacco products, or lighters to be included in an instructional or work-related activity on school property if the activity is conducted by a staff member or an approved visitor, the activity does not include smoking, chewing, or otherwise ingesting the tobacco product, and has been approved by administration. It shall not be a violation of this policy for non-students 21 years and older to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

Communicating to Students, Staff, and Public

The District shall comply with all smoking prohibition posting requirements in law. Appropriate signage shall be posted throughout the District at building entrances and other highly visible locations on school property, such as, but not limited to, school buildings, district vehicles, vehicular entrances to school grounds, school playgrounds, and all indoor and outdoor athletic facilities. The signage shall indicate that the Wilton Public School is tobacco free. This policy will be printed in employee and student handbooks. Parents and/or guardians shall be notified of this policy, and the local media may be asked to communicate this tobacco-free policy communitywide.

Responsibility for Violations

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

Prevention Education

The District may consult with the county health department and other applicable health organizations to provide students with age-appropriate tobacco prevention information that follows the guidance from the Centers for Disease Control and Prevention.

Tobacco Cessation Services

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

Evaluation

The Board shall review this policy at regular intervals, at least once a year, to determine whether policies and practices are properly implemented and effective.

Complementary Documents

- ABBA-BR, Tobacco-Free Policy Violations
- DE, Staff Code of Conduct
- DEAA, Drug and Alcohol-Free Workplace
- FF, Student Conduct and Discipline
- FFE, Extracurricular Participation Requirements
- FGDE, Student Distribution and Posting of Non-curricular Material
- HDD, Gifts and Bequests
- KAAA, Visitors in Schools
- KAAA-AR, Visitors in Schools Regulations
- KAAD, Distribution of Non-curricular Material in Schools

End of Wilton School District #1 Policy ABBA Adopted:11/28/22

TOBACCO-FREE POLICY VIOLATIONS

Students, staff, or visitors who violate the district's tobacco-free policy shall be informed that their actions are in violation of district policy and asked to comply. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities. The building principal or designee shall promptly investigate any violations and act on findings as appropriate. The District shall enforce the requirements placed on extracurricular participants by North Dakota law and the North Dakota High School Activities Association (NDHSAA).

Disciplinary consequences imposed by the building principal or designee may include, but are not limited to, the following:

1. Students

- The first violation shall result in confiscation of tobacco products, electronic smoking devices, imitation tobacco products, or lighters; notification of parents and/or guardians; and at least one of the following:
 - A student meeting and individual student assessment with a chemical health educator or designated staff to discuss tobacco use and the district policy.
 - Provision of information to student about available cessation programs and resources.
 - Student participation in a tobacco education program.
- The second violation shall result in confiscation of tobacco products, electronic smoking devices, imitation tobacco products, or lighters; notification of parents and/or guardians; the provision of information to the student about available cessation programs; and at least one of the following:
 - A student meeting and individual student assessment with a chemical health educator or designated staff with parents and/or guardians to discuss commercial tobacco use and school policy.
 - Student participation in a tobacco education program. c.
- The third and any subsequent violation shall result in confiscation of tobacco products, electronic smoking devices, imitation tobacco products, or lighters; notification of parents and/or guardians; the provision of information to the student about available cessation programs; student participation in a tobacco education program; and at least one of the following:
 - A student meeting and individual student assessment with a chemical health educator or designated staff with parents and/or guardians to discuss commercial tobacco use and school policy.
 - Educational community service.
 - Suspension, expulsion and/or alternative placement.

The District shall avoid the overuse of exclusionary discipline for violations of tobacco use/possession policies and shall strive to reserve the use of out of-school suspensions, expulsions, and/or alternative placements for the more egregious disciplinary infractions that threaten school safety, such as bringing a firearm to school, and when mandated by federal or state law. The District is encouraged to practice holistic enforcement options for student violations such as education, counseling, and rehabilitation.

2. Staff

A staff member who violates this policy may be subject to disciplinary action, up to and including suspension and/or termination. The District may notify law enforcement agencies regarding a staff member's violation of this policy.

3. Visitors

- Visitors observed violating this policy shall be asked to comply with the district's tobacco-free policy.

- If a visitor fails to comply with the request, this policy violation may be referred to the building principal or designee. The building principal or designee shall decide on further action that may include a directive that the visitor leave school property and forfeit any fee charged for admission to a school-sponsored event.
- Repeated violations may result in the building principal recommending to the Superintendent that the individual be prohibited from entering school property. If enacted, such prohibitions shall not violate the law and may be limited to a specific period of time as determined by the Superintendent. The Superintendent may grant exceptions to such prohibitions for reasons such as, but not limited to, granting a parent violator the ability to pick up and drop off their child from school or for a visitor to attend an open public meeting or vote at a designated polling place.

End of Wilton School District #1 Board Reg. ABBA-BR Adopted: 03/15/23

STUDENT ALCOHOL & OTHER DRUG USE/ABUSE

Philosophy

The Wilton School District 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.

Prohibited Activities

It shall be against school policy for any student to:

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

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

Prohibited Substances

1. Alcohol or any alcoholic beverage;
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.

The District has a separate policy dealing with tobacco use.

Reporting Violations

A student or staff member that has reason to believe that a student has violated this policy should 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,¹ a teacher is required to report known or suspected violations of this policy to the school principal or Superintendent.

Violation

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

Such searches 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. Additional penalties under the Extracurricular Participation policy may apply.

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 which 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 Board believes that if a student is involved in a chemical dependency program and is successfully addressing his/her harmful involvement with chemicals, s/he may continue in the regular school setting and continue to participate in any extracurricular program unless 1 When a teacher/principal participates in a juvenile court program and receives confidential information about a student. participation is in conflict with rules and regulations set forth by the Board and the North Dakota High School Activities Association.

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 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.

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 Wilton School District 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.

Complementary Documents

- ABBA, Tobacco Free School & Workplace
- FCAB, Administering Medication to Students
- FCAB-BR, Procedure for Administering Medication
- FFA-AR, Alcohol & Other Drug Intervention Procedure
- FFE, Extracurricular Participation Requirements
- FFK, Suspension & Expulsion
- FFK-BR, Suspension & Expulsion Regulations
- FGAA, Student Counseling & Guidance Records & Confidentiality
- FGDB, Student Handbooks

APPENDIX B: TITLE DISPUTE RESOLUTION PROCEDURE

Process

Any individual who believes that the Wilton School District has violated the regulations or law governing the Title Program should submit a complaint to the principal at P.O. 249, Wilton, ND 58579 or (701-734-6331). The principal shall investigate the complaint and provide the individual with a written response within 30 days.

The complaint must include:

1. The date;
2. A detailed description of the complaint, including specific facts;
3. The signature of the person making the complaint.

If the complainant is dissatisfied with the response, the complainant may submit an appeal request to the Title Program representative. The Title representative shall issue a written response to the complainant as soon as practicable not to exceed 30 days.

Reconsideration

If the complaint is not resolved to the satisfaction of the complainant at the district level, the complainant may forward the complaint to the Title Program Director, Department of Public Instruction, 600 East Boulevard, Bismarck, ND 58505. DPI has established a reconsideration procedure in the event that a complainant is dissatisfied with the State Title Program Director's decision.

Once the state-level complaint review process has been exhausted, a complainant may forward the complaint to the Secretary of Education, U.S. Department of Education, 555 New Jersey Avenue NW, Washington, DC 20208.

End of Wilton School District # 1 Policy GABDB.....Amended: 04/20/16

APPENDIX C: SEARCHES OF LOCKERS

The District retains ownership and control of all lockers. Access to all lockers is a legal right of school officials whose responsibility is to protect the health, safety, and welfare of all students enrolled. Students shall have no reasonable expectation of privacy when using lockers. Students shall be given advanced notice of this policy through student handbooks or other form of notification.

Lockers may be subject to suspicion-less searches: inspections for purposes such as routine maintenance, or searches where there is suspicion that a locker(s) contains objects/substances that are illegal, violate school policy, or may be detrimental to the health, safety, or welfare of district students.

Search Procedure

When a locker is subject to search, the principal/Superintendent should be accompanied by at least one other school staff member.

Students' personal items stored in lockers such as, but not limited to, book bags, purses, and coats shall not be searched unless there exists reasonable suspicion that they contain an object(s) or substance(s) in violation of school rules/policy, the law, or which may be detrimental to the health, safety, or welfare of enrolled students. Administrators shall make a reasonable attempt to have students present during searches of personal items contained in lockers except when an immediate search is necessary in the event of an emergency.

The Superintendent should be notified whenever a search has been conducted if the Superintendent was not involved in the search.

Use of Trained Dogs & Involvement of Law Enforcement

Trained dogs may be used to smell the outside of students' lockers. If the dog detects the possibility of objects/substances that are illegal or violate school policy, the principal/Superintendent shall search the locker in accordance with the search procedure above.

In the event a police officer or other law enforcement officer is to conduct a search of a student's locker, probable cause is necessary unless the search is school-initiated and would pose a safety threat if conducted by school staff.

Illegal substances found in lockers may be turned over to the proper authorities.

End of Wilton School District #1 Policy FGCA.....Adopted: 08/18/2010

APPENDIX D: SEARCHES OF STUDENTS & STUDENTS' PERSONAL PROPERTY

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

When the principal/Superintendent has reasonable suspicion that one or more students are carrying a prohibited object, article, or substance on school property or at a school-sponsored event, all personal property belonging to the suspected student(s) may be subject to inspection. When determining the scope of a search, the principal/Superintendent shall ensure that any measures adopted are reasonably related to the object of the search and not excessively intrusive in light of the age and sex of the student.

Search Procedure

For purposes of this policy, personal property includes, but is not limited to, a student's vehicle, backpack, book bag, and or purse. Students may also be asked to empty their pockets; however, strip searches shall not be conducted.

Searches of persons should be conducted in private by a school employee if the same sex as the student with another employee present as a witness.

Searches of Vehicles

The principal or designee, with a witness present, shall conduct searches of student vehicles if the vehicle is parked on school property and if reasonable suspicion exists. The principal shall make a reasonable attempt to contact the student who owns the vehicle and ensure she/he is present during the inspection unless an emergency situation is deemed to exist. If a vehicle is locked and its owner cannot be contacted or refuses to open it, the principal shall contact law enforcement.

Involvement of Law Enforcement

The principal/Superintendent may request the assistance of law enforcement to conduct any portion of a school-initiated search of a student/student's personal property that would pose a safety threat if conducted by school staff. In all other cases, law enforcement must have probable cause in order to search a student/student's personal property.

Illegal substances found during searches of student/student's personal property may be turned over to proper authorities.

Reporting Requirements

The administrator who authorized the search shall notify the Superintendent whenever a search has been conducted and shall complete a search and seizure report form to be retained in the suspected student's educational record.

End of Wilton School District #1 Policy FGCB.....Amended: 02/08/12

APPENDIX E: NON-DISCRIMINATION & ANTI-HARASSMENT POLICY

NONDISCRIMINATION AND ANTI-HARASSMENT POLICY

General Prohibitions

The Wilton 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. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal 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 or as required by law. Outcomes may include disciplinary measures such as termination of employment or student 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 regulations AAC-BR1 and AAC-BR2.
- 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:
 - For employees: When enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe, persistent, and/or pervasive enough to create a work environment that a reasonable individual would consider intimidating, hostile, or abusive
 - For students: When the conduct is sufficiently severe, persistent, and/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. •
- North Dakota Human Rights Act (NDCC Ch. 14-02.4) provides protection from discrimination in the workplace on the basis of race, color, religion, sex, national origin, age, the presence of any mental or physical disability, status with regarding to marriage or public assistance, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.
- 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. It is defined under Title IX as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature, that:
 - Constitutes quid pro quo harassment, 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).
 - Is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or
 - Constitutes sexual assault, dating violence, domestic violence, or stalking as those offenses are defined in the Clery Act, 20.U.S.C § 1092(f) and the Violence Against Women Act, 34 U.S.C. § 12291(a).
- Sexual harassment examples include, but are not limited to, the following:
 - Sexual or "dirty" jokes;
 - Sexual advances;
 - Pressure for sexual favors;
 - Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
 - Displaying or distributing of sexually explicit drawings, pictures, and written materials;

- Graffiti of a sexual nature;
- Sexual gestures;
- Touching oneself sexually or talking about one's sexual activity in front of others;
- Spreading rumors about or rating other's sexual activity or performance;
- Remarks about an individual's sexual orientation; and
- 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 VI is a federal law that provides protection from discrimination based on race, color, or national origin in employment and employment practices in programs or activities receiving federal financial assistance.
- Title VII is a federal law that provides protection from discrimination on the basis of race, color, religion, sex or national origin. Title VII applies to all public-school districts with 15 or more employees.
- Title IX is a federal law that protects people from discrimination, based on sex, in education programs or activities that receive federal financial assistance.
- Other or different definitions may be set forth in board regulations AAC-BR1 or AAC-BR2.

Complaint Filing Procedure

The Board shall create an informal and formal discrimination and harassment complaint filing procedure in board regulations coded AAC-BR1. For Title IX sexual harassment complaint, grievance procedures shall be followed in accordance with federal regulations and board regulation AAC-BR2

The procedure provides for an impartial investigation free of conflicts of interest and bias. 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.

Grievance Coordinators

Districts must designate at least one employee to be their Title IX Coordinator and authorize such individual(s) to coordinate the district's efforts to comply with its responsibilities under the applicable regulations.

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 the Superintendent as the Title IX Coordinator. They may be contacted at: 504 Dakota Ave., Wilton, ND 58579, (701) 734-6331, or at andrew.jordan@k12.nd.us. Districts must notify students, parents or legal guardians, employees and unions of the name and specified contract information for the designated Title IX Coordinator(s). The notification must also state that inquiries about the application of Title IX and its regulations may be directed to the district's Title IX Coordinator or the Assistant Secretary of Education, or both. District must prominently display the Title IX Coordinator(s) contact information on their website, if any, and in each handbook, it makes available to students, parents or legal guardians, employees and unions.

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 the Counselor as the 504/Title II Coordinator yearly. They may be contacted at 504 Dakota Ave, Wilton, ND 58579, (701) 734-6331, or at amy.l.johnson@k12.nd.us.

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 under applicable federal laws, but instead the other protected statuses or sex or disability-based discrimination under state law. The Board designates the Superintendent, as the Nondiscrimination Coordinator. They may be contacted at 504 Dakota Ave, Wilton, ND 58579, (701) 734-6331, or at andrew.jordan@k12.nd.us.

Policy Dissemination

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.

Training

The Board authorizes the Superintendent to develop discrimination and harassment awareness training for students and employees. Employee training requirements are delineated in board exhibit AAC-E3, Discrimination and/or Harassment Training Requirements for Employees.

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-BR1); and
3. The applicability of confidentiality requirements.

In addition, the Title IX Coordinator(s), investigators, decision-makers, and those facilitating an informal resolution process, if applicable, under Title IX shall receive training in a number of areas specified in board regulation AAC-BR2.

Complementary Documents

- AAC-BR1, Discrimination and Harassment Grievance Procedure
- AAC-BR2, Title IX Sexual Harassment Grievance Procedure
- AAC-E1, Filing a State or Federal Discrimination and/or Harassment Complaint
- AAC-E2, Discrimination and/or Harassment Complaint Confidentiality Assessment
- AAC-E3, Discrimination and/or Harassment Training Requirements for Students and Employees
- AAC-E4, Reasonable Accommodation Request Physician Form
- AAC-E5, Notice of Title IX Sexual Harassment Complaint
- DE, Staff Code of Conduct
- FGDB, Student Handbooks

End of Wilton School District #1 Policy AAC Amended: 01/20/21

DISCRIMINATION AND 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. For Title IX sexual harassment complaints, the procedure set forth in board regulation AAC-BR2, Title IX Sexual Harassment Grievance Procedure, will control and supersede this procedure.

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 board policy AAC, Nondiscrimination and Anti-Harassment Policy.

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 antiharassment 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;
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 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.

Records Retention

Investigation materials must be retained by the appropriate grievance coordinator (504/Title II, or Nondiscrimination) for at least six years. All Title IX sexual harassment records and training materials shall be maintained in accordance with federal regulations and board regulation AAC-BR2.

End of Wilton School District #1 Board Reg. AAC-BR1..... Adopted: 03/15/23

APPENDIX F: EDUCATIONAL LIBRARY/MEDIA CENTER SELECTION PROCESS

PHILOSOPHY:

The philosophy of the library/media center is to maintain that it is the center of all learning in the school system. Students are the number one reason why the school system exists. It is our belief that students have the opportunity to excel from the resources that are provided by the library media. The center should have the resources and the knowledge to maintain the excellence of education.

It is the philosophy that the library/media center should be more than a place where students can come to check out a book. It should be the place to find any information that the student needs. If the media center does not have the information on hand, it is the media staff who is equipped to accumulate the information needed from other sources.

OBJECTIVES:

Selection is designed so that students can:

- Derive the fullest benefit from their classroom instruction.
- Stimulate the full potential of youth as creative and responsible individuals.
- Extend the boundaries of their knowledge and experience.
- Explore and satisfy their many curiosities and interests.
- Learn library/media skills necessary for their lifelong pursuit of knowledge
- Establish desirable intellectual habits that last for life.

Selection is designed so that teachers and counselors can:

- Achieve their instructional objectives to the fullest degree.
- Enrich course content.
- Motivate students to use the materials for curricular and non-curricular purposes.
- Have the material needed in counseling students in many aspects of guidance work.
- Use material directly with students in the classroom.
- Teach students how to use materials and libraries.
- Use material to broaden their knowledge and to derive personal enrichment.

RESPONSIBILITY:

This selection policy was approved and adopted by the Wilton Public School Board, which assumes full responsibility for all legal action that may result from the implementation of any policies stated herein.

The school board gives qualified media personnel the responsibility of selecting resources for purchase. Provision will be made for input and communication by administration, curriculum specialist, teachers, parents, and students. The final decision on purchase should rest with the professional in accordance with the adopted policy.

SELECTION PROCEDURE:

All library material, print and non-print, are selected and recommended for purchase by the qualified media personnel. The scope of the existing collection is to be evaluated to determine the needs for purchase. Decisions for acquisitions are determined by consulting reputable, professionally prepared selection aids. The materials meet the selection criteria established within. The book order is compiled with a signed purchase order and is sent to the administration for approval.

Selection criteria of printed material:

- Literary quality
- Accuracy and scope
- The author's reputation and authority
- The importance of the subject matter to the collection
- Timeliness
- Value is commensurate with the cost or need
- Organization and representation of content
- Popularity and demand of subject area
- Favorable reviews found in standard selection sources
- Durability

Selection criteria for non-print materials:

- Where applicable, the same as noted for printed material
- Technical quality for audiovisual
 - synchronization of sound and image
 - clear sound reproduction
 - satisfactory visual image
- Technical quality for computer software
 - documentation (user's manual)
 - compatibility to present available hardware
 - defined menu capability for user friendly materials

Special Items:

- **Gifts:** The same criteria used in the selection of new materials will be given to the acceptance of gifts. There can be no restrictions set forth which would prevent integration with the collection. The library specialist will label the books to show who donated the material.
- **Vertical file:** Any materials that may be of interest to the students and/or educational staff, which could not be integrated into the collection, may be held in a vertical file. This material should meet the objectives and criteria of this policy and only be inclusive until which time it no longer meets the provisions.
- **Copyright:** Provisions, as set forth in Public Law 94-553 of the copyright Revision Act of 1976 will be posted in an abbreviated form near each copy machine.

MAINTENANCE OF THE COLLECTION:

The collection will be inventoried once a year. This will take place in the last two weeks of school. The library will be closed to all students. At this time action should and will be taken upon any materials in need of repair or reclassification within the collection.

Weeding or deselection will be conducted at least once a year during inventory of the collection. The criteria for selection of new materials will be reapplied to that part of the collection that no longer serves the purpose set forth in the policy. Any material that has not been checked out in the last ten years may be weeded from the collection.

Any material withdrawn from the collection due to weeding can be sold to students or other community members at a book fair. Proceeds will go back into the library. Material that is not sold may be discarded.

PROCEDURE FOR HANDLING CHALLENGED MATERIAL:

No selected material whose appropriateness is challenged shall be removed from the school except upon the recommendation of a review committee (as provided for below) with the concurrence of the superintendent, upon the superintendent's recommendation, the concurrence of the Board of Education, or upon the formal action of the Board of Education when a recommendation of the review committee is appealed to it,

Procedures to be observed:

- A. All complaints to staff members shall be reported to the building principal involved, whether received by telephone, letter, or personal conversation.
- B. The principal shall contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the school district and/or the library media center.
- C. If the complaint is not resolved informally, the complainant shall be supplied with a packet of materials consisting of the District's instructional goals and objectives, a materials selection policy statement, and the procedure for handling objections. This packet will also include a standard printed form that shall be completed and returned before consideration will be given to the complainant.
- D. If the formal request for reconsideration has not been received by the principal within one week, it shall be considered closed. If the request is returned, the reasons for selection of the specific work shall be re-established by the appropriate staff.
- E. In accordance with the statement of philosophy, no questioned materials shall be removed from the school pending a final decision. Pending the outcome of the request for reconsideration, however, access to questioned materials can be denied the (child or children) of the parent(s)/guardian(s) making the complaint if they so desire.
- F. Upon receipt of a completed objection form, the principal in the building involved will call together a committee of four to consider the complaint. This committee shall consist of the curriculum director, principal, the library/media center director, and a teacher.
- G. The committee shall meet to discuss the material following the guideline set forth in the instructions to the Evaluation Committee and shall prepare a report on the material containing their recommendation on disposition of the matter.
- H. The principal shall notify the complainant of the decision and send a formal report and recommendation to the superintendent. In answering the complainant, the principal shall explain the book selection system, give the guidelines used for selection, and cite authorities used in reaching decisions. If the committee decides to keep the work that caused the complaint, the complainant shall be given an explanation. If the complaint is valid, the principal will acknowledge it and make recommended changes.
- I. If the complainant is still not satisfied, he/she may ask the superintendent to present an appeal to the Board of Education, which shall make a final determination of the issue. The Board of Education may seek assistance from outside organizations for supervision and curriculum development, etc. in making its determination.

APPENDIX G: ACCEPTABLE USE POLICY

Technology has been put into the district's public schools as a means of educational enhancement. Its sole purpose is to aid in educational endeavors.

Content Restriction Controls

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

Monitoring Use

Internet and computer access is a privilege, not a right. Network storage areas shall be subject to the same scrutiny as school lockers for students. Staff shall have no reasonable expectation of privacy when using district computers and/or networks and shall use this technology solely for work-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. Using obscene language.
2. Accessing or creating pornographic files or sites and/or other inappropriate material.
3. Harassing, insulting, or attacking others.
4. Damaging computers, computer systems, or computer networks.
5. Violating copyright laws.
6. Using or participating in chat lines, chat rooms, online games, and/or social networking sites for personal and/or non-curricular purposes.
7. Using another's password.
8. Trespassing into another's folders, work, or files.
9. Intentionally wasting network resources, including, but not limited to, emailing chain letters and/or broadcasting inappropriate messages.
10. Employing the network for financial gain and/or commercial purposes.
11. Revealing anyone's personal information, such as, but not limited to, an address or phone number without appropriate consent. Students are prohibited from revealing personal information about themselves and/or others without obtaining written consent in accordance with the Federal Education Rights and Privacy Act and receiving administrative approval.
12. Unauthorized installation of games or software.
13. Purchasing of any items online by a student; unauthorized online purchase by a staff member.
14. Other activities or actions deemed inappropriate and not in the best interest of the District, its employees, and students.

Violations

Violation of this policy will at a minimum result in the following disciplinary consequences for students:

1. First offense (Level I)
 - a. Loss of device and internet privileges for up to but not to exceed one week;
 - b. Parents contacted.
2. Second offense (Level II)
 - a. Loss of device and internet privileges for up to but not to exceed one month;
 - b. Parents contacted.
3. Third offense (Level III)
 - a. Loss of device and internet privileges for up to but not to exceed one school year;
 - b. Parents contacted.
4. A student may be subject to Level II or III disciplinary action on his/her first or second offense if administration deems this necessary based on the severity of the offense.

Violations of this acceptable use policy or any applicable federal or state law, rule, or regulation may also result in disciplinary action up to and including expulsion for students or termination of employment for staff.

Consent

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

End of Wilton School District #1 Policy ACDA Amended: 07/19/17

APPENDIX H: CARRYING WEAPONS:

Definitions

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

Prohibitions

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous objects, or look-a-likes, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Bringing a weapon other than a firearm to school will require that proceedings for the suspension for up to 10 days and/or expulsion for up to 12 months be initiated immediately in accordance with the district's suspension and expulsion policy.

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

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

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

Special Education Students

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

Non-Applicable Provisions

This policy does not apply to students enrolled and participating in a school-sponsored shooting sport if 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 weapon. In addition, this policy does not apply to Hunter

Safety Education classes held on school property if school administration has approved the course, a certified hunter's safety instructor will conduct the course, and participants are notified and agree that no loaded weapons will be brought onto school property.

Complementary Documents

- FFK, Suspension & Expulsion
- FFK-BR, Suspension & Expulsion Regulations
- FFK-E1, Suggested Procedure for Conducting an Expulsion Hearing
- FFK-E2, Suspension & Expulsion for Special Education Students

End of Wilton School District #1 Policy FFD.....Amended: 05/18/16

APPENDIX I: BULLYING POLICY

The Wilton School District is committed to providing all students with a safe and civil school environment in which all members are treated with dignity and respect. Bullying of or by a student or school staff member is against federal, state, and local policy and is not tolerated by the Board. Bullying behavior can seriously disrupt the ability of the District to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the District that students and school staff members shall not engage in bullying behavior while on school property.

Definitions

For the purposes of this policy:

- Bullying is defined in NDCC 15.1-19-17 as:
 - Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - Places the student in actual and reasonable fear of harm;
 - Places the student in actual and reasonable fear of damage to property of the student; or
 - Substantially disrupts the orderly operation of the public school; or
 - Conduct received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - Places the student in actual and reasonable fear of harm;
 - Places the student in actual and reasonable fear of damage to property of the student; or
 - Substantially disrupts the orderly operation of the public school. c.
 - Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property and which:
 - Places the student in actual and reasonable fear of:
 - Harm; or
 - Damage to property of the student; and
 - Is so severe, pervasive, or objectively offensive that the conduct substantially interferes with the student's educational opportunities or substantially disrupts the orderly operation of the public school.

Conduct includes the use of technology or other electronic media (e.g., cyberbullying).

- Electronic communication is defined in NDCC 12.1-17-07(5) as a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.
- 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 is defined in NDCC 115.1-19-10(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.
- School-sanctioned activity is defined as an activity that:
 - Is not part of the district's curricular or extracurricular program; and
 - Is established by a sponsor to serve in the absence of a district program; and
 - Receives district support in multiple ways (i.e., not school facility use alone); and
 - Sponsors of the activity have agreed to comply with this policy; and
 - 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 Wilton School District, 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 on school property a student or staff member 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.

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 them 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 report it to 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 (ACEA-E4). A complainant will have the option of including their 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 their name on the form or submitting it anonymously.
- c. File an oral report with any school staff member.

Bullying may be a repeated or, in rare cases, one-time exposure to deliberate, negative behavior by one or more individuals that is unprovoked. Single incidents and conflicts between two or more individuals do not automatically constitute bullying behavior. Districts should investigate each situation to determine if the alleged behavior meets this policy's definition of bullying. If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

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

Documentation and Retention

The District shall develop a form to report alleged violations of this policy (ACEA-E3). 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 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.

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 years old or graduates from high school, whichever is later.

Investigation Procedures

School administrators (i.e., a principal, an assistant superintendent, or the Superintendent) or Board President, if the Superintendent is implicated, 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 discrimination/harassment 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 their relationship to the victim/alleged perpetrator; the ages of the parties

involved; the detail, content, and context of the report; and 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.

Reporting to Law Enforcement and Others Forms of Redress

Law enforcement must be notified by a school administrator or the Board President if there is reasonable suspicion that a bullying incident constituted a crime on or off school district property. Nothing in this policy shall prevent a victim/their family from seeking redress under applicable state and federal law.

Disciplinary and 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. Alternative placement of special education students will be handled in accordance with applicable policy.
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 or social media platform 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.

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 applicable law and/or policy.

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.

Dissemination and Education

The District shall review and revise this policy as it determines necessary. A copy of this district bullying policy and any amendments must be filed with the Department of Public Instruction. The District shall place this policy, in its entirety, in student and staff handbooks and ensure that it is explained and discussed with its students each school year. The District shall also develop and implement bullying prevention programs for all students and staff professional development activities. School administration may develop guidelines to assist students and staff with identifying bullying conduct.

Complementary Documents

- AAC-BR, Discrimination and Harassment Grievance Procedure
- AAC-E, Filing a State or Federal Discrimination and Harassment Complaint
- ACEA-E1, Bullying Policy Adoption and Dissemination Checklist

- ACEA-E2, Bullying Reporting Guidelines
- ACEA-E3, Staff Reporting Form
- ACEA-E4, Student Reporting Form
- ACEA-E5, Bullying/Harassment Investigation Protocol
- FF, Student Conduct

End of Wilton School District #1 Policy ACEA..... Amended: 02/19/20

APPENDIX J: CONCUSSION MANAGEMENT

The District shall comply with the concussion management program requirements contained in law (NDCC 15.1-18.2). **For the purpose of implementing the concussion management program law**, the Board has established the following definitions and requirements.

- *Coach*: This term shall include those assigned coaching duties, assistant coaching duties, and the athletic director except in the following circumstances. District students and minors serving in a coaching or assistant coaching capacity shall not have authority to determine if a student should be removed from play due to a possible concussion but are required to report any known sign, symptom, or report of a student's concussion as soon as possible to an adult official, coach, or athletic trainer so that a removal decision can be made. District students and minors serving in coaching or assistant coaching capacity are furthermore not authorized to receive documentation from a health care provider authorizing a player to return to play. Such authorization must be provided to an adult coach or athletic trainer.
- *Health care provider*: In order to qualify as a health care provider who can examine a concussion and authorize an athlete's return to play, an individual must be authorized to diagnosis and treat concussions. This definition excludes healthcare workers such as, but not limited to, EMTs, nursing assistants/aides, licensed practical nurses, and registered nurses.
- *Official*: The District shall comply with the definition of an official under law but shall exclude from this definition the following. District students and minors under eighteen serving in an officiating capacity shall not have authority to determine if a student should be removed from play due to a possible concussion but are required to report any known sign, symptom, or report of a student's concussion as soon as possible to an adult official, coach, or athletic trainer so that a removal decision can be made.
- *Parent* is defined to include biological parent or legal guardians.
- *School-sanctioned athletic activity* is a sport that:
 - Is not part of the district's curricular or extracurricular program;
 - Is established by a sponsor to serve in the absence of a district program;
 - Receives district support in multiple ways (i.e., not school facility use alone);
 - Requires participating students to regularly practice or train and compete.
 - The District has officially recognized through board action as a school-sanctioned activity.

The Board shall make all sanctioning decisions on a case-by-case basis based on the criteria in this paragraph. As a condition of receiving school sanctioning, sponsors of the athletic activity shall agree to comply with this policy and the concussion management law. This includes agreeing to provide appropriate training to each coach, official, and athletic trainer as required by law and providing appropriate information to parents and students as required by law. The sponsor shall provide the District documentation certifying that this training has occurred, and students/parents have viewed required informational material on concussions prior to beginning the activity.

- *School-sponsored athletic activity* is a sport that the District has approved through policy or other board action for inclusion in the district's extracurricular program, is controlled and funded primarily by the District, and requires participating students to regularly practice or train and compete.

The concussion management program shall contain all components required by law. It shall be placed in an administrative regulation and should be published in student and staff handbooks.

Complementary Documents

- FCAF-AR, Concussion Management Program

End of Wilton School District #1 Policy FCAFAdopted: 02/21/18

APPENDIX K: IPAD, PROCEDURES, AND INFORMATION

1. RECEIVING YOUR IPAD & IPAD CHECK-IN

a. Receiving your IPAD

iPads will be distributed at the beginning of each school year during "iPad Orientation".

b. iPad Check-In

iPads will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of Wilton High School (WHS) during the school year, the iPad will be returned at the time of checkout.

c. Check-in Fines

- Individual school iPads and accessories must be returned at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at WHS for any other reason must return their individual school iPad prior to the date of termination or start of the disciplinary sentence.
- If a student fails to return the iPad at the end of the school year or upon termination of enrollment at WHS, that student may be subject to criminal prosecution, civil liability, or referral to small claims court. The student will also pay the replacement cost of the iPad. Failure to return the iPad may result in a theft report being filed with the McLean and/or Burleigh County Sheriff Departments.

2. TAKING CARE OF YOUR IPAD

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the office for an evaluation of the equipment.

a. General Precautions

- The iPad is school property, and all users will follow this policy and the WHS acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of Wilton Public School.
- iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their iPad battery charged for school each day. Students will have the same iPad for the life of the iPad.

b. Carrying iPads

A protective case cover for the iPad is required to help protect the iPad and provide a suitable means for carrying the device throughout the day.

c. Screen Care

- i. The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- ii. Do not put unnecessary pressure on top of the iPad.
- iii. Do not place anything near the iPad that could put pressure on the screen.
- iv. Do not place anything in the carrying case that will press against the cover.
- v. Clean the screen with a soft dry cloth or anti-static cloth.
- vi. Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it may crack or break the screen.

3.USING YOUR iPad AT SCHOOL

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students should bring their iPads to all classes, unless specifically instructed not to do so by their teacher.

a. iPads Left at Home

If students leave their iPads at home, they are responsible for getting the course work completed as if their iPad were present. It is not the teacher's responsibility to make modifications to the lesson due to a student's lack of responsibility. If a student repeatedly leaves their iPad at home, they will be subject to appropriate disciplinary action.

b. iPad Undergoing Repair

Loaner iPads may be issued to students whose machine is being repaired.

c. Charging Your iPad's Battery

iPads should be charged to full capacity each day before they are brought to school. Repeat violations will result in appropriate disciplinary action being taken.

d. Screensavers/Background Photos

Students will have the ability to customize their iPad (screen background). Appropriate media will be used. Screen lock passcodes are not to be used.

e. Sound, Music, Games or Programs

- i. Sound must be muted at all times unless permission is obtained from the teacher.
- ii. Appropriate music is allowed on the iPad. Ear buds/headphones may be used in the classroom based upon individual teacher approval. During passing periods, students may not use ear buds/headphones.

g. Home Internet Access/Printing

Students are allowed to set up additional wireless networks on their iPads. This will be necessary to use web-based services outside of the school setting. Printing at home will require a wireless printer, proper settings on the iPad, an e-print compatible printer and possibly an additional app or software on your home computer/printer.

h. Personal Apps

Students may install appropriate personal apps on their iPad via their personal iTunes account. Wilton Public School will, within reason, provide configuration settings that will not allow

inappropriate content/apps/music to be installed on the iPad. This does not, however, limit what can be downloaded to the students' individual iTunes account or other personal device. In the event storage space becomes an issue on the individual iPads, student music, photos, and apps will need to be deleted.

i. iPads and Extracurricular Activities

Coaches/sponsors for individual activities may limit whether or not iPads are allowed to be on buses or at particular events.

4. MANAGING YOUR FILES & SAVING YOUR WORK

a. Saving to the iPad/Home Directory

Students should save work to the digital storage provided by the school. It is recommended students regularly back up data. Limited storage space will be available on the iPad. Data will not be backed up in the event an iPad has to be re-imaged or restored to factory settings. It is the responsibility to ensure that work is not lost due to mechanical failure or an acceptable excuse for not submitting work.

5. SOFTWARE ON iPads

a. Originally Installed Software

i. The apps and operating system originally installed by Wilton Public School must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades.

ii. Periodic check of iPads will be made to ensure that students have not removed required apps or installed inappropriate material.

b. Inspection

Students will be selected at random to provide their iPad for inspection. iPad use and contents will be monitored remotely.

a. Procedure for Re-loading Software

If technical difficulties occur, the iPad will be restored from a backup (if last synced to a home personal computer) or will be reset to factory settings in the event a home computer is not available. The school does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a re-format and/or re-image.

d. Software Upgrades

Upgraded versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

6. ACCEPTABLE USE

The use of the Wilton School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by Wilton Public School is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled at the Wilton Public School. This policy is proved to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

a. Parent/Guardian Responsibilities

- i. Talk to your children about values and the standards that your children should follow on the use of the internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Parents should establish ground rules for iPad use outside of the school day.
- ii. Technology devices using the school's network will be filtered; however, devices logged on to different network's capabilities.
- iii. Wilton Public School will also be able to restrict the content of the legally purchased content purchased through iTunes that can be put on the device.

b. School Responsibilities are to:

- i. Provide internet and email access to its students.
- ii. Provide internet filtering at school.
- iii. Provide network data storage. (These will be treated similar to school lockers. Wilton Public School reserves the right to review, monitor, and restrict information stored on or transmitted via Wilton Public School owned equipment and to investigate inappropriate use of resources).
- iv. Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- v. Provide user accounts for free information storage in cloud-based applications.
- vi. Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

c. Students Responsible for:

- i. Using iPads in a responsible and ethical manner.
- ii. Obeying general school rules concerning behavior and communication that applies to iPad/computer use.
- iii. Using all technology resources in an appropriate manner so as to not damage school equipment.
- iv. Helping Wilton Public School protect our computer system/device by contacting an administrator about any security problems they may encounter.
- v. Monitoring all activity on their account.
- vi. Securing their iPad after they are done working to protect their work and information.
- vii. Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.

d. Student Activities Strictly Prohibited

- i. Illegal installation or transmission of copyrighted materials.
- ii. Any action that violates existing board policy or public law.
- iii. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- iv. Inappropriately utilizing photos, video, and /or audio recordings of any person.
- v. Changing iPad settings in an effort to circumvent the filtering system.
- vi. Downloading inappropriate apps. Unacceptable apps include, but are not limited to: Facebook, Twitter, LinkedIn, Pandora, Spotify, and YouTube.
- vii. Spamming or sending inappropriate emails.
- vii. Gaining access to other student accounts, files, and/or data.
- ix. Vandalism to your iPad or another student's iPad.

- x. Using the iPad to engage in cheating or plagiarism.

e. iPad Care:

- i. Students will be responsible for maintaining their individual iPads and keeping them in good working order.
- ii. iPad batteries must be fully charged and ready for school each day.
- iii. iPads that malfunction or are damaged must be reported to the administration.
- iv. iPads that are stolen must be reported immediately to the office and the appropriate law enforcement agency must be contacted.

f. Legal Propriety:

- i. Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unaware, ask a teacher or parent.
- ii. Plagiarism is a violation of the WHS handbook. Give credit to all sources used, whether quoted or summarized.
- iii. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the district.

g. Student Discipline:

If a student violates any part of the above policy, board policy, or WHS handbook policy, he/she may be subject to the following disciplinary steps:

- i. Student will check-in/check-out their iPad from the office daily.
- ii. Required to attend an iPad refresher class.
- iii. Loss of individual iPad and be issued a generic loaner iPad.
- iv. Loss of iPad while being required to complete coursework.
- v. Disciplinary/legal action as deemed appropriate.

7.PROTECTING AND STORING YOUR IPAD

a. iPad Identification:

Student iPads will be labeled in the manner specified by the school. iPads can be identified based on serial number and Wilton Public School identification number.

b. Storing Your iPad:

When students are not using their iPads, they should be stored in their locked locker. Nothing should be placed on top of the iPad. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage in the technology room and will be locked up nightly by the technology coordinator.

c. iPads Left in Unsupervised Areas:

Under no circumstances should iPads be left in unsupervised areas. If an iPad is found in an unsupervised area, it will be taken to the office, disciplinary consequences may apply.

8. REPAIRING OR REPLACING YOUR IPAD/COST OF REPAIRS

Wilton Public School recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the district and the student/parent. Therefore, we have set the following guidelines in place:

a. Accidental Damage

Students will be responsible for caring for their devices and will be expected to return them at the end of the year in good working condition. In the event the iPad is accidentally damaged and needs to be repaired, the school will collect up to 10% of the replacement value of the iPad for repairs or replacements of the unit. This will be in effect for the first two occurrences. After two repairs for accidental damage, the parent and student will meet with administration to work out an agreement for further use of the iPad.

b. Personal Home or Homeowners Coverage

Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about coverage of the iPad computer.

c. Warranty Repairs

Warranty repairs will be completed at no cost to the student for reasonable wear.

9.SCHOOL RIGHTS

a. Wilton Public School's network, facilities, and/or mobile devices are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of Wilton Public School. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.

b. The administration and/or their designee(s) have the right to inspect a mobile device, application, or peripheral device associated with any or all Wilton Public School technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all Wilton Public School technology.

c. Wilton Public School reserves the right to define inappropriate use of technology which can be found in the Wilton Public School Technology Acceptable Use Policy ACDA.

Complementary Documents

- ACDA, Acceptable Use Policy

End of Wilton School District #1 Policy FFIA.....Adopted: 06/26/17

APPENDIX L: WELLNESS POLICY

Nutrition Education & Promotion

The District should strive to promote the following nutrition goals (consistent with the Dietary Guidelines for Americans) in grades K-12 through the curriculum and through other promotional methods:

1. Provide a health education curriculum that is aligned with state standards and requirements; is taught by well-prepared and well-supported staff; that is age appropriate; and that is aimed at influencing students' knowledge, attitudes, and eating habits.
2. Provide an overall school environment that encourages students to make healthy food choices, specifically encouraging:
 - a. Balancing calories with physical activity to manage weight.
 - b. Consumption of healthier foods and nutrients such as fruits, vegetables, whole grains, fat-free and low-fat dairy products, and seafood.
 - c. Consumption of fewer foods with sodium (salt), saturated fats, trans fats, cholesterol, added sugars, and refined grains.

3. Identify and implement methods to educate family members about district nutrition standards and goals and involve them in program development and implementation.
4. Nutrition promotion will be implemented through use of evidence-based healthy food promotion techniques (e.g., Smarter Lunchroom techniques) and promoting foods and beverages that meet the USDA Smart Snacks in School nutrition standards. The wellness policy committee may develop a list of activities that will help the District achieve the above goals and provide this list to administrators to assist with implementation of this policy.

Physical Education

In addition to state standards and mandates related to physical education, the District should strive, to the extent practical, to offer opportunities for students to be physically active through activities that may include, but not be limited to, recess and extracurricular offerings. The goals of physical activity programs shall 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.

Administration will ensure that policies and practices are in place that enable students with disabilities and other special health care needs to participate as fully as possible and safely in physical education and other school physical activity programs. Teachers and other school personnel will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education class) as punishment.

Goals for Other School-Based Activities

The District will 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 be to reinforce the nutrition promotion, nutrition education, and/or physical activity goals stipulated above. Activities implemented under this policy provision may be offered to students, parents, and/or district staff. The wellness policy committee may develop a list of activities that will help the District achieve the above goals and provide this list to administrators to assist with implementation of this policy.

Nutrition Standards

For all meals provided with funds from the National School Breakfast and Lunch program, the District shall comply with applicable federal nutrition standards established in federal regulations. The District shall comply with any applicable federal standards for competitive food sales in the district during the school day as defined by federal law (See USDA Smart Snacks in School nutrition standards). School administrators shall, to the extent practical, promote the goals of this policy when selecting food items available for sale in schools. All other foods provided by the District (e.g., as a part of a classroom celebration) or under the district's jurisdiction (e.g., a school fundraiser) should be selected judiciously, taking into consideration the nutritional value of the food being served, the goals of this policy, and the frequency of use.

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus. The District will make drinking water available where school meals are served during mealtimes. In addition, students will be allowed to bring and carry (approved) water bottles filled with only water throughout the day.

Exception to Competitive Food Sales

Each school year, each school building is authorized to hold up to three on-campus fundraisers during school hours that do not comply with competitive food sales nutrition standards. The Superintendent or designee shall develop rules for requesting and receiving approval to hold fundraisers under this exception, which shall, at a minimum, prohibit such fundraisers from occurring during school mealtimes.

Competitive food sale requirements do not apply to off-campus food sales and do not apply to foods sold on campus at least 30-minutes after the school day.

Advertising

It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the district's wellness policy. Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards. This language is not retroactive; it will not apply to permanent food and beverage advertising that was in place prior to board adoption of this policy.

Policy Development, Implementation, Review, & Dissemination

The District encourages parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the School Board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the local school wellness policy. The District shall determine the best methods for the above groups to participate in these processes and shall relay information about the participation processes to the above groups using the method deemed most appropriate, effective, and cost efficient by the Superintendent. The Board or designee shall appoint a wellness policy committee in accordance with applicable district policy on committee appointments to develop the wellness policy and perform additional duties prescribed herein.

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan will delineate roles, responsibilities, actions, and timelines specific to each school. The plan will include information about who will be responsible for making what changes, how, and when.

The Superintendent shall designate one individual per school building to monitor and enforce building-level compliance with the wellness policy. The names of these designees shall be listed in administrative regulations. Each designee shall be responsible for reporting on building-level compliance with this policy and supplying the wellness policy committee with any material requested to help the committee assess implementation of and compliance with this policy.

At least annually, the wellness policy committee shall meet to determine the extent to which each district school is in compliance with the local school wellness policy, the extent to which the local school wellness policy compares to model local school wellness policies (e.g., policies created by the state or federal government, if available or by a state or federal organization that provides support services to schools), and the progress made in attaining the goals of the local school wellness policy. The wellness policy committee shall complete a report that contains the above components, which it shall provide to the Wilton School Board and disseminate publicly on the district's website. Any

recommended amendments to the wellness policy must be adopted by the Board in compliance with board policy on policy adoption.

The District shall disseminate the wellness policy and any wellness policy amendments to students, parents, and the public through the following methods: publication in student handbooks and posting on the district website. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will inform the community about the availability of the annual and triennial wellness policy reports through notice in the district’s newsletter and on its website.

Complementary Documents

- ABCC-AR, Building-Level Wellness Policy Coordinators
- ABCC-AR2, Physical Activity and Recess Regulations
- BBBB, School Board Committees
- BDA, Procedure for Adopting Board Policy
- IB, Food Service Program

End of Wilton School District #1Policy ABCC.....Amended: 05/18/16

APPENDIX M: VIRTUAL LEARNING POLICY

VIRTUAL LEARNING BECAUSE OF WEATHER OR OTHER CONDITIONS

Definitions

- Virtual instruction means teaching and learning that takes place remotely and can be synchronous or asynchronous.
- Weather or other conditions means inclement weather, other unforeseen circumstances that render the school building unusable or inaccessible, or other conditions that temporarily warrant remote instruction for one or more students.
- Cancel hours of instruction means that a school district has decided not to provide in-person instruction for one or more students for all or part of a previously scheduled school day.

Virtual Learning Requirements

The District may temporarily offer virtual instruction when weather or other conditions require the Superintendent or designee to cancel hours of instruction. The District must ensure that affected students make up all lost hours of instructional time if the absence will result in the school failing to meet the minimum number of hours required by state law.

Prior to the District offering virtual instruction, the Board in collaboration with the Superintendent shall:

1. Identify the mode of virtual instruction to be provided to students, method of content delivery, and process for monitoring learning when the decision is made to cancel hours of instruction because of weather or other conditions;
2. Establish procedures for transitioning students into and out of the virtual instruction period;
3. Establish procedures for ongoing communication with students, parents or legal guardians during the virtual instruction period;
4. Establish processes for how districts will track participation and attendance of all students during virtual instruction; and
5. Communicate roles and responsibilities for staff working remotely and providing student services during virtual instruction.

Reporting

At the conclusion of each school year, the District shall report to the Department of Public Instruction the days in which virtual instruction was provided in accordance with this policy.

End of Wilton School District #1 Policy ABAC Adopted: 10/20/21

WILTON PUBLIC SCHOOL PHOTO RELEASE OPT-OUT FORM
2023-2024

I, _____, REQUEST Wilton Public School to NOT allow my child to be photographed and the photo used in the School Newsletter, Leader News or on the Wilton School Social Media Sites.

Student's Name (Please Print): _____

Parent's Name: (Please Print): _____

Parent of Guardian Signature if under 18

Signature: _____

Date: _____

WILTON PUBLIC SCHOOL MILITARY AND COLLEGE OPT OUT FORM
2023-2024

Parent/Guardian: _____

Please sign if you request that your high school aged student **not** have their name given to any colleges or military recruiters.

Students Name: _____

WILTON PUBLIC SCHOOL STUDENT INFORMATION SHEET
2023-2024

I have filled out the 2023-2024 Student Information Sheet for my child/children. I understand that a new form needs to be completed each school year.

Parent/Guardian Signature

Date

WILTON PUBLIC SCHOOL STUDENT HANDBOOK
2023-2024

After reading and discussing the 2023-2024 Student Handbook with your child, please sign this form and return it to your child's classroom teacher or the main office.

I have read and understand the 2023-2024 Wilton Student Handbook:

Parent Signature

Date

Student Signature

Date