

SCRANTON PUBLIC SCHOOL MISSION

A Empowering individuals to succeed in a changing world@

INTRODUCTION

This booklet is designed as an informational guide for students, parents and teachers. We hope that you will find it to be a valuable source of information for knowing and understanding the functions and operation of our school. This Handbook is a general outline, not a complete list of all rules, regulations, and policies necessary for the efficient operation of Scranton Junior/Senior High School.

The Faculty of our school would like to assist you in making your years at Scranton Junior/Senior High School enriching, challenging and memorable. To accomplish this goal, the faculty is committed to provide all students with an education of the highest quality and a firm dedication to the personal growth of their students. Students can assure their success by accepting the academic challenges in a responsible way and cooperating with the staff and administration as we guide them through their young adult years. Accept your responsibilities to your school and community as evidence that you are making a successful transition from childhood to adulthood.

Please read this booklet carefully. Each student will be held responsible for all regulations outlined in the Student Handbook and Student Activities Handbook.

In cooperation with our partner schools (Bowman, Dickinson, Hettinger, Mott/Regent, and Dickinson State University), the SPICE interactive television network has developed its own student handbook for students who participate in ITV classes. Be sure to refer to this handbook for policies and procedures concerning interactive classes.

ADMINISTRATIVE RIGHTS

This handbook attempts to cover the administrative regulations of the Scranton Public School dealing with student conduct and behavior. Such a handbook helps parents and staff to know exactly what is expected and avoids the uncertainty and misunderstandings that can cause troublesome incidents.

All types of infractions may not be included and so modifications will be made, if necessary, at the discretion of the administration. In all instances, interpretation is left to the administration to modify penalties suggested whenever extenuating circumstances seem to be present, in order that justice be tempered with mercy and understanding.

NONDISCRIMINATION POLICY

The Scranton Public School District #33 does not discriminate on the basis of race, creed, sex, marital status, age and admissions, color, handicap or access to educational programs and activities which it operates and offers to students. This extends to employment policies and practices of its personnel which it employs. Inquires concerning Titles VI of the Civil Rights Act

of 1963, Titles IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, may be referred to the superintendent of the Scranton Public School, Box 126, Scranton, ND 58653.

IT=S THE LAW - COMPULSITORY ATTENDANCE

Students of North Dakota schools are required by state law to remain in school until they reach the age of sixteen. All students are urged to give serious thought and effort toward completion of high school.

Any teacher or any school staff member has employed by the Scranton School District #33, has authority over any student at any time in the building or on the school grounds.

PHILOSOPHY AND OBJECTIVES

The Scranton Public School District hopes that its students will carry with them a desire to learn and grow. The objectives designed to meet the values delineated in the philosophy are:

1. Maintain expectations that encourage self-discipline
2. Develop educational programs consistent with individual needs.
3. Develop effective communication skills, which include reading, writing, and speaking.
4. Design and foster programs for development of lifetime skills.
5. Enhance the vocational and occupational skills of the students.
6. Provide experience and sponsor activities which develop interest and skill in leisure time activities.
7. Provide experiences and programs which promote physical well-being, sportsmanship, teamwork and fair play.
8. Provide programs, materials and experiences to promote mastery of the academic curriculum.
9. Develop the aspects of creativity, self-expression, critical thinking, and problem solving within the range of each students ability.
10. Sponsor, encourage, and direct activities that foster social development.
11. Develop useful citizens with a desire to contribute to society with an understanding of our cultural and political heritage.
12. Promote practical and realistic guidance and counseling.
13. Encourage and foster community education.
14. Develop effective study habits.
15. Promote programs which foster an awareness of the arts.

GRADUATION REQUIREMENTS

Each student successfully completing the prescribed high school program shall, upon recommendation of the administration and approval of the board of education, be presented with a diploma certifying that he/she has graduated from high school. To receive a diploma and participate in graduation exercises, a student shall meet the following requirements:

1. All students must be enrolled in five academic classes per semester while in attendance.
Academic classes do not include PE, band or chorus

2. A student shall be in attendance full time during the last semester. Any exceptions must be reviewed by the administration.
3. Any students not completing the graduation requirements of the ND Department of Public Instruction and the Scranton School prior to the graduation date shall not participate in graduation exercises. This will include suspension time.
4. Two credits of approved correspondence work will be allowed toward graduation requirements. Only course work from the Division of Independent Study will be recognized. Correspondence work taken during the school year will not substitute for the five required classes per semester.
5. Students may take advance placement classes with the approval of the principal.
6. Courses must be taken for the length of the course or credit will be denied.
7. High School Graduation Requirements: Students must have 22 credits to graduate.
 - a. Language Arts (English).....4 units
 - b. Social Studies.....3 units
(POD, US History, elective unit)
 - c. Mathematics..... 3 units
 - d. Science.....3 units
(including one unit Physical Science, one unit of biology, and one unit of another science)
 - e. Physical Education.....1 unit
(2 unit PE and 2 unit Health)
 - f. Electives in these areas.....3 units
(Foreign languages, Native American languages, fine arts or career and technical ed)
 - a. Electives..... 5 units

Optional High School Curriculum: If after completing at least two years of high school a student has failed to pass at least one-half unit from three subsections (of above High School requirements) or has a grade point average at or below the 25th percentile of other students enrolled in the district in the same grade, may pursue this optional diploma with parental consent and meeting of request with the principal and guidance counselor.

- a. English language arts.....4 units
(Literature, composition and speech)
- b. Mathematics.....2 units
- c. Science.....2 units
- d. Social Studies.....3 units
- e. Physical Education.....1 unit
(2 unit of PE and 2 unit of health)
- f. Electives.....2 units
(Foreign languages, Native American languages, fine arts, or Career and technical ed.)
- g. Any additional courses.....7 units

- *Students are able to substitute Advanced Composition (2 credit) and Creative Writing (2 credit) for one credit of Senior English.
- *Students will be allowed to take only one PE class each year.
- *Students will have a maximum of eight study halls per week.
- *Band and chorus students are required to participate in concerts, play for activities and other out-of-class activities as a part of the course work.
- *ITV classes are all electives and the class number is limited to eight students.

SPECIAL NOTE:

The above requirements are minimum standards required of all students. Administrators and counselors should advise students who plan to attend post-secondary school to keep in mind the general entrance requirements and to select a strong program which will prepare them to meet more than the minimum standards. There are specific entrance requirements and qualifications in most fields that require special high school preparation in certain subject areas.

Admission Requirements for 4-year University System

4 units of English	3 units of social studies
3 units of math (Algebra I and higher)	3 units of laboratory science

(A foreign language is NOT required, but 2 years are recommended for students entering a 4-year post-secondary institution as a freshman.)

GRADING AND REPORT FORMS

The Scranton Public School=s school year will be divided into four grade periods. Nine week report cards will be issued to the parents at Parent/Teacher Conferences following the first and third nine weeks. The students will receive their report cards at the end of each semester. An incomplete grade

must be made up within a three week period from the end of the grading period. If the work is not made up, failing grades will be given and averaged in for the nine week period. The grading scale is as follows:

A+ 99 - 100 4.00	C 79 - 85 2.00
A 95 - 98 4.00	C- 78 1.70
A- 94 3.70	D+ 77 1.30
B+ 93 3.30	D 71 - 76 1.00
B 88 - 92 3.00	D- 7070
B- 87 2.70	F 69/less 0.00
C+ 86 2.30	

The honor roll and grade point average (GPA) will be based on all academic courses plus band (1 credit per year) and chorus (2 credit per year). The AA@ honor roll will include GPA=s of 3.50 and up, while the AB@ honor roll will include GPS=s of 3.00 to 3.49.

REGISTRATION AND FEES

Each year we try to have registration for the next year completed before school is dismissed for the

summer. Final registration will be made in the fall of the new year and will not be complete until fees are paid. Please make every effort to pay this fee as soon as possible. Fees are payable in the office and all accounts are due the first week of school unless arrangements have been made through the office. The student fees are as follows:

Activity Ticket.....	\$15.00.....	Grades 1-12
Vo Ag Classes.....	\$10.00 (yr.).....	Grades 9-12
	\$5.00 (semester)	
Ag Mechanics.....	\$10.00 (yr.).....	Grades 9-12
	\$5.00 (semester)	
Book Security Dep.....	\$30.00.....	Grades 9-12
	(One time charge)	
Music Parents Fee.....	\$5.00.....	Grades 7-12 (Per family)

BUS REGULATIONS

Students who refuse to obey the directions of the bus driver or who refuse to obey regulations will forfeit their right to ride on the bus.

1. WAITING TO GET ON THE BUS:

- a. Be on time.
- b. Stay off the road and wait until the bus comes to a complete stop before getting on.

2. WHILE ON THE BUS:

- a. Go directly to your seat and remain seated during the trip.
- b. No scuffling, leaning out of windows or other dangerous conduct will tolerated.
- c. Do not litter the bus; help keep it clean.
- d. Do not tamper with the bus or any equipment on it.
- e. The driver will assign seats if necessary.
- f. No canned pop or sunflower seeds allowed on the bus.
- g. Misbehavior on school buses may result in suspension, detention or being dropped from the school bus roster. Students' safety on buses is of utmost concern.

3. LEAVING THE BUS:

- a. Exit in an orderly manner.
- b. Rear door on the bus is to be used for emergency purposes only.
- c. Do not leave your seat until the bus has come to a complete stop.
- d. Help look after the safety of smaller children.
- e. Parents, superintendent and principal will be notified about all misconduct cases.
- f. When necessary to cross the road, do so well in front of the bus at a distance of at least ten feet and look both directions before crossing the road.

4. EXTRA-CURRICULAR TRIPS:

- a. The above applies to any trip under school sponsorship.
- b. Students will follow the directions of appointed chaperones.

5. BUS RESPONSIBILITIES:

- a. Pupils shall have written permission from their parents or proper school authorities to leave the bus at any point other than the regular stops. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
- b. Kindergarten students must notify their teacher of change in evening bus riding

- arrangements with a note or phone call from their parents.
- c. During winter months, ALL students are required to dress appropriately and have hats, boots & gloves with them or on them.

SCHOOL BUS TRAVEL

When the weather is stormy, and in the opinion of the superintendent, travel is dangerous, he/she may suspend bus operations or when necessary he/she may send transported students home early. Parents are advised to call their bus driver between 6:30 AM and 7:00 AM on mornings they feel the weather is too bad for travel in their area. Bus drivers will then call the superintendent with weather and travel recommendations. If the superintendent decides not to provide bus service that day, announcements will be made on the local radio stations- KPOK - Bowman and KNDC - Hettinger.

SCHOOL CLOSURES

Notice of school closings due to inclement weather, plant malfunction or other adverse conditions will be broadcast over local radio stations as soon as the decision is made. If school is already in progress, the local radio stations, KPOK-Bowman and KNDC-Hettinger, will be called and the announcement of early dismissal will be made at least ten minutes before buses arrive.

FOOD SERVICE PROGRAM

Scranton Public School has a cafeteria for serving the noon meal to the students. All students are eligible to participate in the school food service program. Lunch Tickets may be purchased by the day, month or year. Please contact the office for current pricing on meals.

Free or reduced meals are available. Applications will be mailed to you upon request and they must be returned to the office. All students who are not applying for free or reduced meals must pay for meals in advance.

Each student is responsible for disposing of their dishes and waste food in an orderly manner. Refuse baskets and tables are provided for this purpose. No food can be taken out of the lunchroom. Those bringing lunches must eat in the lunchroom. There is to be no pop in the cafeteria during lunch.

Students going home for lunch will be excused during lunch period and have to be in attendance for band or home room. Those not going home for lunch must remain on the school grounds during their lunch break.

CONDUCT

Scranton Junior/Senior High School is your school. Make it a school that not only you but your parents, teachers, and community will be justly proud of. To achieve this, you have to conduct

yourselves accordingly in school and during school activities. Conduct yourselves in a manner that your classmates, parents, teachers, and members of the community are proud of you and your accomplishments.

This handbook cannot possibly include every possible phase of student behavior. In many cases, common sense will dictate the proper procedure. (See School Policy on “Student Conduct and Discipline”)

Teachers, whether in classrooms, halls, library, gym, cafeteria or any place within the school as well as on the school grounds, have authority to administer discipline. Students are not to question a teacher=s authority and should accept the discipline in a gracious manner. Later request a conference with the teacher and then the principal to clear the matter up.

The following are some general rules and regulations regarding behavior in school:

1. Be on time for all classes and activities so that you will not disrupt the class. This is a simple courtesy shown to others.
2. When in the hallways during the class period, remember that other people are having class and your quietness will be appreciated.
3. Drugs, tobacco, and alcohol products will not be permitted on school property or on school trips. When the situation warrants, civil authorities will be notified.
4. Taking property that does not belong to you is against school policy and will be treated as a disciplinary offense. When the situation warrants, civil authorities will be notified.
5. Sunflower seeds are not permitted in school or school vehicles.

CONSEQUENCES FOR MISCONDUCT

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

Disciplinary policies, procedures, and guidelines need not be identical in content among grade levels

Disciplinary Standards for Special Education Students

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

VIOLENT AND AGGRESSIVE BEHAVIOR

It is the intention of the Scranton School Board that the learning environment shall be safe, drug free, and conducive to learning. The School Board recognizes that there are certain behaviors

that, if tolerated, would quickly destroy the type of learning environment to which the students and staff are entitled within this school system. These behaviors, categorized as violent and aggressive, will not be tolerated and shall result in immediate action by the school administration.

Physical violence, including assault, will not be tolerated on school premises or at school activities, nor will disruptive behavior that is characterized by verbal or physical violence, even though not directed toward another person. Neither will the district tolerate threats of harm to self or others or other threatening behaviors, including threats to damage school property. Pupils shall inform a teacher, guidance counselor, or principal when they are in possession of knowledge of such threats. Staff shall immediately notify the principal of any threat or threatening behavior that they have knowledge of, have witnessed, or received. All such threats shall be promptly reported to the appropriate law enforcement agency.

All acts of violence and aggression, including, but not limited to, possession of a weapon or dangerous instrument, physical assault, verbal abuse, intimidation, extortion, bullying, gang activity, stalking, defiance, sexual harassment, terroristic acts and/or threats, shall result in specific consequences, determined by the seriousness of the act, including suspension from school and consideration of expulsion from school for students, disciplinary actions up to and including discharge for employees, and exclusion from school premises and possible legal action against other individuals.

BULLYING POLICY

Definitions

For the purposes of this policy:

“Bullying” means:

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

- (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
- (2) Places the student in actual and reasonable fear of harm;
- (3) Places the student in actual and reasonable fear of damage to property of the student; or
- (4) Substantially disrupts the orderly operation of the public school; or

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

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

2. Places the student in actual and reasonable fear of harm;
3. Places the student in actual and reasonable fear of damage to property of the student; or
Substantially disrupts the orderly operation of the public school.

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

- *Protected classes* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- *School property* or the term *on-campus* refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.
- *School-sanctioned activity* is defined as an activity that:
 - a. Is not part of the district's curricular or extracurricular program; and
 - b. Is established by a sponsor to serve in the absence of a district program; and
 - c. Receives district support in multiple ways (i.e., not school facility use alone); and
 - d. Sponsors of the activity have agreed to comply with this policy; and
 - e. The District has officially recognized through board action as a school-sanctioned activity.
- School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
- *School staff* include all employees of the Scranton School, school volunteers, and sponsors of school-sanctioned activities.
- *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

Prohibitions

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

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

3. Knowingly file a false bullying report with the District; Off-campus bullying that is received on school property is also prohibited. The District has limited disciplinary authority to respond to such forms of bullying.

Reporting Procedures for Alleged Policy Violations

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

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

- Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
 1. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
 2. Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting it anonymously.
 3. File an oral report with any school staff member.

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

Reporting to Law Enforcement & Others Forms of Redress

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

Documentation & Retention

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

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

2. Receive an oral report of an alleged violation of this policy.

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

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

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

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

Investigation Procedures

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

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

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

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

other applicable policies.

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

Disciplinary & Corrective Measures

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

1. Require the student to attend detention;
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed;
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
4. Create a behavioral adjustment plan;
5. Refer the student to a school counselor;
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
8. If applicable, contact the administrator of the website on which the bullying occurred to report it.

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

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

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

PASSES

There are times when students need to leave classes and it is important that the teachers and the

office personnel know where to locate you. When you are out of the classroom there should be no loitering or visiting with other students. To leave class and/or the building, the proper pass should be used. The following passes should be used:

1. School Agendas - serve as hall passes throughout the building. Students shall carry them with a note written in them from the excusing teacher.
2. Blue Passes - Are needed to leave the school grounds and this pass has to be signed by the principal or office personnel.

*Students who drive to school should not be driving around during school time without the authorization of the administration.

HOMEWORK

Homework shall be related to the school=s goals and philosophy. Students are required to complete all homework assignments in the allotted time as determined by the teacher.

DRESS STANDARDS

It is expected that students be clean and neat, dressed in good taste and not wearing clothing that is distracting and/or revealing such as shorts or tank tops. We feel that parents and students are responsible enough to determine hair lengths and cleanliness. Support of these principles will be appreciated. Athletics and some specialty classes such as health, home economics, and Vo Ag classes may come under special standards to be determined by the coaches and advisors.

Students will not be allowed to wear shirts of any kind that are inscribed with references to drugs, tobacco or alcohol. Any lewd or indecent references will not be allowed on any shirts or other materials. Students violating this rule will be disciplined accordingly.

Physical education classes and athletic practices are regulated by these standards and the dress will consist of a shirt, shorts, sweat-socks, and gym shoes.

CLASS & ORGANIZATION MEETINGS

The advisor shall attend all class meetings which have to be scheduled through the office.

STUDENT PHONES

The telephone in the hallway is designated as the student phone. For students to use other phones on the school they have to have special permission. These calls should be of business nature and their length kept to a minimum. We ask this because the phones are used to conduct school business and must not be tied up. Students shall use appropriate language and manners or be restricted from use. Long distance calls must be cleared in the office.

STUDENT USE OF ELECTRONIC DEVICES

The Scranton Public School prohibits the carrying and use of personal communication devices, including but not limited to cellular phones, pagers and beepers, by students during the instructional day and when otherwise prohibited by the Principal or Superintendent.

This District also prohibits the carrying and use of camera and text messaging features on cellular phones during the instructional day as defined by the administration. Other electronic devices, including but not limited to audio devices, image-recording devices, devices that allow for an unfiltered connection to the Internet, portable games, and other devices that transmit a signal are prohibited on district property and while students are attending school-sponsored activities and events. This prohibition does not apply to authorized use of district owned electronic devices.

Students in violation of any portion of this policy will be subject to disciplinary procedures and confiscation of the electronic device. If a student's cell phone or other electronic device is confiscated, the building Principal or Superintendent may search the confiscated device in accordance with policy regarding searches of students. Disciplinary action up to and including suspension and/or expulsion may also be taken against any student using an electronic device in a manner that causes substantial disruption to the educational environment.

(See complete version of this policy in the Scranton Public School Policy Manual).

LIBRARY

The library is a place for work, study and reading as well as the location of the study halls. Fines on over-due books will be set by the librarian. Lost or damaged books should be reported immediately and the students must pay a minimum of \$5.00 for damaging or destroying any books or magazines in the library. Magazines and newspapers are not to be removed from the library. Students who do not follow these library rules will lose their library privileges.

INTERNET ACCESS

Internet access is a modern technological avenue and a great wealth of networked information resources. Students are responsible for good behavior on school computer networks just as they are in any classroom. Communications on the Internet are often public in nature and general school rules for behavior and communications apply. The school network administrator may review files and communications to maintain system integrity and insure that users are using the system responsibly without the consent of the user. Users should not expect that files stored on the school servers will always be private.

To gain Internet access, students and parents are responsible to read the Scranton School Acceptable Use Policy. This policy will be sent to each family in the school packet each fall. It can also be found in the Scranton School District Policy Manual. If adult students or parents do not want the school to publish documents or photos on the Internet, they must submit this request

in writing to the Principal.

If the Internet rules as stated in policy are not followed, the student/s will lose their Internet privilege for a minimum of three weeks for the first offense. If more infractions occur they will be subject to disciplinary action which may include suspension or loss of Internet privileges depending on the nature of the infraction.

DROP-ADD COURSE PROCEDURE

If a student wishes to enroll in more than five academic class credits they are encouraged to do so. You may drop and/or add a class at anytime during the first week of each semester. You have to have the approval of the instructor, principal and parents. After this time, the students may be subject to a failing grade.

COLLECTION OF FINES OR MONIES

Any student who has broken, destroyed or damaged school property will be held financially responsible. This includes defacing and damaging textbooks and library books. Students will be fined for any textbook that shows more than normal wear. These fines will be assessed as follows:

Book new this year	-	80% of original cost
Book two years old	-	60% of original cost
Book three years old	-	40% of original cost
Book four or more	-	20% of original cost

Teachers are responsible for reporting the damage to the principal and the student will be billed accordingly. The damage should be reported at least ten days before the final checkout and at least by final checkout. Transcripts will be withheld until all fines and bills are paid.

SCHOOL WITHDRAWAL PROCEDURE

A student who is withdrawing from school should report to the principal and/or the secretary. To be in compliance with the AFamily Education Rights and Privacy Act of 1974", Public Law 93-380, a parent must sign a release form before school records can be released to another agency. When a student has reached the age of eighteen he/she may sign for the release of his/her records.

ATTENDANCE POLICY

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

Section I: Definitions

- A. For purposes of compulsory attendance reporting under NDCC 15.1-20-02.1 (1-2):
- *Excused absence* is an absence that the District will not use in determining if a compulsory attendance violation occurred. Any absence may be excused if it is

supported by either a verbal or written excuse supplied by the student's parent, teacher, or school administrator.

- *Unexcused absence* is any absence not supported by the verbal or written excuse required for an excused absence.

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

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

Section II: Documentation Requirements

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

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

When a student is absent for 12 or more school days that do not include school activities or are not substantiated by documentation listed under this section, items 1-6 of school policy, the student will receive academic sanctions.

Section III: Accumulated Unapproved Absence

The Board believes there is an intangible benefit associated with being present in the classroom. Attendance shall be a factor used in computing students' grades.

Students who are absent for unapproved reasons shall be subject to academic sanctions (which may include, but not be limited to, zero points for the day/s gone, or grade reduction) and/or intervention counseling in accordance with administrative regulations. The Superintendent or

designee shall determine grade-appropriate academic sanctions and other intervention strategies for unapproved absences.

Any remedy to make up the loss of points by the student will be done in collaboration with the student or parent, teacher and Principal. These assignments will be developed by the teacher, be proportionate to the points lost, and will be in the form of written summaries (when age appropriate). There is no obligation however for teachers or administrators to make such allowances. If allowances are made for the benefit of the student, no late work will be accepted.

Compulsory Attendance Violations

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

TARDIES

Tardy situations for students will be handled primarily on the merits of each case. The parents of students who are excessively tardy will be informed by means of report or phone call from the Principal. Tardies are absences from class. In excessive cases, the Principal may apply consequences for being tardy in the same manner the School Policy addresses absenteeism.

If a student enters school late any time during the day, he/she is to report to the Principal's office for a tardy slip. If a student is sent to the Principal for being tardy between classes he/she will also request a tardy slip. Following the third tardy of the year, the student will make up one hour in detention. Students who accumulate more than five tardies on the year will be expected to make up an hour of detention for each additional tardy on designated times which may include Saturday morning. If a student misses a scheduled detention, the amount of time will be doubled. Failing to make up detention time will result in incompletes on the grading reports.

SUSPENSIONS

Being suspended from school is a serious offense. Students may be suspended from school for misconduct, disobedience and insubordination. No student who has been suspended from school may re-enter school without a conference with his/her parents or guardian and the administration. A student who has been suspended from school may not take part in any school activities until they have re-entered school. The second offense may lead to permanent suspension from class.

Absences due to suspensions will be un-excused and failing grades will be given for work that is missed during the suspension. The work should be made up in order to keep up with the class.

DUE PROCESS PROCEDURE

The school will pursue every effort to comply with the 14th Amendment of the Constitution which provides that a student has the right to a hearing and the due process of law@ either prior to a expulsion or within a reasonable time thereafter. If a student=s conduct is a danger to persons or property or is disruptive to the school program, he/she will immediately be suspended and a hearing will occur as soon as time permits.

DUE PROCESS PROCEEDINGS

The basic elements of due process to be allowed a student before an expulsion are:

- a. The student will be notified by oral or written means of the accusations against him/her.
- b. The school officials will provide an explanation of the evidence to support the charge.
- c. The student will be allowed ample opportunity to tell their side of the story@.
- d. Parents will be notified and may elect to be present.
- e. The student is entitled to a hearing in front of the Superintendent with council if so desired, within three school days after such notification of suspension.
- f. If the student is not satisfied with the ruling of the Superintendent, he/she has the right to have the ruling reviewed by the local board of education.

DRUG AND ALCOHOL REGULATIONS

The following regulations are pertaining to all students of Scranton High School in grades 7-12. These regulations will be in conjunction with the NDHSAA, Article XIII, Section 12 which states: The use or possession of tobacco, alcohol or any controlled substance as defined by the North Dakota Century Code is prohibited. Any extracurricular participant who is in violation of the foregoing shall be suspended from participation in interscholastic contests or activities for a minimum period of six consecutive school weeks for the first offense and a period of eighteen consecutive school weeks for any subsequent offense. The period of suspension shall begin from the date and time notification is given to the student by the school administration. *In the event that a suspension carries into summer break or the violation takes place over the summer vacation, the student will remain ineligible until the suspension ends based on consecutive school weeks. Possession of a controlled substance or committing a criminal act at a school activity will also include suspension as outlined in the student handbook*

This includes any activity that is sponsored by NDHSAA and/or Scranton High School. This will include athletics, speech, music, drama, class plays, concerts, music programs, FBLA activities, FFA activities, Honor Society activities, and other organization activities and awards program.

If an infraction occurs in school or during a school sponsored activity, a school suspension will also be included in the penalty. School organizations may include additional participation rules and regulations.

CRIMINAL ACTS POLICY

Involvement in an act, which if done by an adult would be designated a crime under the laws of the

state of ND, another state, or the U.S. of America, will result in the student being suspended from participation in all extra-curricular activities for a period of six consecutive school weeks for the first offense and eighteen consecutive school weeks for the second offense. A violation of the laws governing the operation of a motor vehicle (traffic citations), does not fall in this category.

A student who is involved in a criminal act, as described in the preceding paragraph, at any school or at any school function will be subjected to five days in-school or out-of-school suspension and from all extra-curricular activities for eighteen consecutive school weeks. This suspension may be extended when considering the seriousness of the infraction. (If Applicable, Christmas vacation may be counted as part of the suspension period.)

A student would also lose lettering privileges for that sport/s he/she is involved with at the time of the infraction.

If upon the questioning a student by the administration of an act described in the alcohol, tobacco, controlled substance, or criminal acts policies, the student denies activity that is later confirmed through evidence, the administration may impose an additional three weeks of suspension from extra-curricular activities as deemed necessary.

SCHOOL PARTIES

1. Scheduling proposed parties must be approved by the advisor and with the administration two weeks in advance.
2. All parties must be chaperoned by at least one teacher and two parents. Names of the chaperones are to be turned in to the administration one week before the party.
3. No party shall last after midnight. The doors will be closed one hour after the party has begun and no one will be admitted after this time.
4. Parties may be held on Friday and Saturday night or any other day not followed by a school day.
5. Students may invite one guest to the party and these guests are governed by the same rules that govern our students.
6. It is suggested by the School Board that parents or older members of the immediate family pick up seventh and eighth grade students after parties.
7. All students will be expected to conduct themselves in a proper manner and to abide by the established rules for governing all school affairs and the rules of the advisors in charge.
8. The Junior/Senior Prom is a formal event and the students are to dress and conduct themselves accordingly. Any additional rules and regulations concerning the prom will be issued prior to the prom.

ACADEMIC ELIGIBILITY

Eligibility in grades 9-12 shall be based on students carrying a required course load. Any student who is failing two subjects will be considered ineligible. This also pertains to students in grades seven and eight. Students in the lower grades must be passing in all subjects and have all work completed to be eligible.

Eligibility will be checked every week following the initial mid-term grace period. Eligibility will run from Wednesday –Wednesday. A student found to be ineligible shall not participate until deemed eligible. Eligibility is cumulative from the first week of the semester. The academic eligibility rules cover all NDHSAA sponsored events, school tours, conventions, rallies as well as any school sponsored activities that are in direct competition with other schools. Students may participate in activities that are extensions of the classroom and not in competition with other schools.

SCHOOL SPIRIT AND SPORTSMANSHIP

Not all students are able to participate in music, athletics, or other activities, but every student can help and support their friends with school spirit. Do your part by encouraging each athlete or participant to do their best and be there to support them for simply participating.

Students, cheerleaders and advisors are encouraged to keep positive attitudes with clean spirit in their cheers, posters, and other publicity. A good pep club can do a lot for a team and other activities.

*A school can best be remembered in other towns and schools by their sportsmanship that is displayed.

ACTIVITY TRIPS

Students must use the school=s provided transportation when traveling to a school sponsored activity. Parents or guardians may request that their children accompany them to and/or from an activity by calling or submitting a written request to the coach or principal. Students may not drive to or from an activity or ride with anyone other than their parents. If there is a special need for this to occur, the parents have to check with the principal.

The advisors or chaperones have full responsibility for all students starting at the time of departure and ending when the students return to the school or are dropped off.

Behavior on the bus during the trip is the responsibility of the coaches, advisors and chaperones. In general, the atmosphere on the bus should be calm and reflect good discipline. Students participating in the activity should be well-disciplined and good ambassadors of our school and a quiet modest attitude should be maintained at the host school.

ATHLETIC MEDICAL EXAMINATIONS

A physical examination is required every two years unless the Health History Screening indicates a need for more frequent examinations. The Health History Screening is required in years alternating the mandated physical examination and the parents or guardians are accountable to provide this information. This is necessary for all students participating, which includes practice in athletics at the junior high or high school levels. Any physical examination of Health History Screening after May 1 will be good for the entire following school year. (See Activities Handbook

for more information)

REPORTING OF ACCIDENTS OR INJURIES

The Scranton School District does not have accident insurance to cover the students participating in school activities. Nevertheless all injuries should be reported to the coaches, teachers or administration as soon as possible. All students who receive medical attention from a doctor must have written release from the doctor before they may again participate.

LOCKERS

Each year students will be assigned a locker. In most cases this locker will be the same locker each year with new lockers being assigned the senior year. Physical education lockers will be assigned by the Phy. Ed. Teachers and coaches. You are advised not to keep money or things of extreme value in your lockers and your personal belongings should be marked. Lockers must not be changed without the permission of the principal, Phy. Ed. Teacher or coach. Students are responsible for any damage to their lockers and they are not to remove parts or take the lockers apart.

LOCKER AND PROPERTY SEARCHES

Student lockers are owned by the school district and are furnished to students for their convenience and use. Students have not rented these lockers.

Locker searches or property searches may be made by school officials providing they have reasonable cause to suspect that a locker, bag, vehicle, etc. contains illegal or dangerous articles or contraband in conflict with school rules. Police dogs may be used to search any school property or any vehicle on school property. If reasonable suspicion exists that contraband may be located on a student, the student may be searched according to school policy.

SCHOOL HEALTH POLICIES

We believe that the school environment is second only to the home environment in its effect upon the health and development of the child and youth. Even though it is necessary for students to be in attendance, we encourage students who are ill to stay home and recover. The primary responsibility for the health of the child rests with their parents.

Emergency Care

In case of an accident or sudden illness, emergency care will be provided or obtained. At the time of the emergency, the school has the responsibility for:

1. Notifying the child's parents or guardian. If they cannot be reached, the school will follow the directions given on the child's emergency card. These cards will be updated annually.

2. In extreme cases, getting the child under professional care with or without the family's permission.
3. In the absence of family transportation, qualified school personnel, as designated by the administration, may transport the sick or injured child to his/her home, physician's office or hospital. If the child is going home, the school will first ascertain that a responsible person is at home to receive the student.

The school administration is responsible for exclusion of children with communicable diseases, acting on recommendation and guidance from the public health nurse and/or medical advisor.

No medication will be administered except on written instruction from a physician. The medication should be in the pharmacy label bottle including the child's name, name of medication, dosage, doctor's name, and date. Over the counter medication may be administered to the child with permission from the parents or guardian.

The North Dakota immunization law requires that an immunization record be established and maintained for every child enrolled in school; it requires that all students from pre-school through grade twelve show proof of immunization by the date of entrance and it requires the expulsion or suspension of students who do not comply.

COUNSELING PROGRAM AND STAFF

The Scranton Public School counseling program consists of a licensed school counselor who works with students, school staff, and parents to support the academic, career, and personal/social development of all students. Through classroom lessons, small group and individual counseling services, the school counseling program provides both a preventative and responsive approach to student issues at developmentally appropriate levels. All students have access to the counselor when needing help involving academic, career, social or personal concerns.

STUDENT VISITATION

Children from other schools who wish to visit the Scranton School will have to have permission from the administration and teachers in advance and the visitation will be limited to one day.

OFFICE REGULATIONS

Students are not to be behind the counter in the office without the permission of the office staff. Students are to ask for materials needed from the office and copies that are to be made.

STUDY HALL RULES

The study halls are held in the library and the purpose of the study halls is to work on assignments, study and read. Each study hall teacher has the right to add or modify the study hall rules that follow:

- 1 No talking without the teachers permission and then keep it to a whisper and as short as

- possible.
2. Only one person may check out to the lockers or lavatory at a time.
 3. The library computers are for your convenience and they should be used for school research and assignments.

FERPA POLICY/PROCEDURE

The Scranton School District will provide, on an annual basis to students and parents, notice of the rights of access to student records. (Family Education Rights and Protection Act 99.7)

Procedure:

The notice will be included in a student handbook and newsletter at the beginning of each year. Students transferring into the district during the school year will be given a handbook/planner on the day of enrollment.

Annual Notification Regarding Parents= Rights of Access to Student Records:

Each year parents and students will be informed of the students records policy of the Scranton School District. (Refer to the complete version of the student handbook for procedural rights)

YOUR SCHOOL

Any school is the product of the people in its district. The school is always desirous of discussing with its patrons the progress of their children or any portion of its educational program. Such conferences are scheduled in advance to be sure that the faculty, the superintendent and individual teachers are prepared for such a conference.

SCRANTON SCHOOL FIRE DRILL PROCEDURE

The following points must be followed:

1. Do not panic or run
2. Students must file out of the building in a single column and orderly fashion.
3. The first two students in any column must see that the doors are latched open or hold them open until all have left the school.
4. Each room supervisor must see that the room is cleared as quickly and safely as possible. All windows and doors must be closed and the lights turned off.
5. All closets, storage rooms and lavatories must be double checked.
6. Students in grades K-6 must leave the building and meet in class groups east of the school building.
From North to South: Kindergarten, grade 1, grade 2, grade 3, grade 4, grade 5, grade 6
7. Students in grades 7-12 must leave the building with their supervising teacher and assemble at the east of the school building.

Staff Assignments: Teachers are responsible for the students assigned to them at the time of the alarm. If the alarm occurs while students are passing between classes, teachers are responsible for their last class of students. Once removed from the building, teachers will take roll and report to their respective principal.

Para-Educator: Will be responsible for checking the elementary lavatories and Basic Skills room

HS Principal: Will be responsible for checking the high school lavatories, library, lounge

Secretary: Will be responsible for checking the girl=s locker room and storage area.

Custodians: Will be responsible for checking the custodial area.

Head Cook: Will be responsible for checking the kitchen area.

Superintendent: Will be responsible for checking the office, gym, boy=s locker room stage and coaches room.

All Teachers: Will assist in checking isolated areas within their respective areas of the school.

***In the event that the emergency has prohibited a staff member from checking his/her assigned area, this will be immediately reported to the Principal or firefighters at the scene.**

EVACUATION

Gym: File out the two north doors. ALTERNATE: through the MP room and out the north hallway door.

MP Room: File out the two west, the north hallway door, the two east doors and the north gym doors.

Library: File out the right front door. ALTERNATE: north hallway door.

Room 6: File out the right front door. ALTERNATE: southwest door.

ITV Room: File out the southwest door. ALTERNATE: northwest door.

Room 8: File out the southwest door. ALTERNATE: northwest door.

H.E. Room: File out the north hallway door. ALTERNATE: front door

Shop: File out the west door. ALTERNATE: north hallway door.

Band Room: File out the northwest exit door and the northwest door. ALTERNATE: southwest door

Room 9A: File out the southwest door. ALTERNATE: northwest door.

Room 9B: Same as room 9A.

Room 10: File out the northwest door. ALTERNATE: southwest door.

Room 11: Same as room 10

Vo Ag. Rm: File out the north classroom door. ALTERNATE: southwest door.

Resource Rm: Front door, ALTERNATE: east hallway door.

Guidance Off.: File out the north Vo. Ag. Classroom door. ALTERNATE: southwest door.

Staff Room: Same as Guidance office.

Kindergarten: File out the front door. ALTERNATE: east hallway door.

1st Grade - 6th Grade:

File out the east hallway door. ALTERNATE: front door.

SCRANTON SCHOOL TORNADO DRILL PROCEDURE

The following points must be followed:

1. Do not panic or run
2. Leave the windows open if possible
3. Students should take large textbooks to cover their heads.
4. Teachers are responsible for the students assigned to them at the time of the alarm. If the alarm occurs while students are passing between classes, teachers are responsible for their last class of students. Take students to the following areas.

STAFF

ASSIGN. AREA

History Teacher	boy=s locker room.
English Teacher	Music Room
Math Teacher	music pract. room.
Music Teacher	music storage rm & lavatories
Vo-Ag Teacher	Boy=s hall lavatory
Business Teacher	Girl=s hall lavatory
Librarian	Girl=s locker/MP Room
Science Teacher	West hallway near classroom
ITV Teacher	West hallway near classroom
Study Hall	Girl=s locker/MP Room
5 th & 6 th Teacher/s	Along South hall
Kindergarten Teacher	Along South hall
Resource Teacher/s	Along South hall
1-4th Grade Teachers	Along North hall
Title I Teacher	Boy=s locker/MP Room

*All other teachers are to help supervise