

STANLEY COMMUNITY PUBLIC SCHOOL DISTRICT

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STANLEY COMMUNITY PUBLIC SCHOOL DISTRICT

Mission Statement

The mission statement of the Stanley Community Public School District is:

“Empowering learners. Inspiring success.”

The Legal Responsibilities of School Authorities

1. School administrators will provide the student body with the best educational opportunities possible and protect the health and safety of each student.
2. School administrators will guarantee that student rights and responsibilities meet with local, state and federal laws.
3. School administrators will see that student rights and responsibilities are appropriate to the ages and maturity of the students.
4. School administrators will act in the interests of the individuals as well as for the entire student body.

ACADEMICS/GRADES/HONORS

Distance Courses

When Stanley Public High School finds it impossible or impractical to offer a course or courses desired by a student, the school principal may permit the student to take such a course or courses from the ND Center for Distance Education or from some other institution which has an accredited correspondence division. Students who withdraw from school for reasons of emergency may petition the building principal for permission to take correspondence work toward graduation credits.

Correspondence courses may also be taken as a part of the gifted and talented program of the school or if a student is unable, because of scheduling difficulties, to take a course offered by the Stanley Public High School and required for graduation. Failure in a subject is not justification for enrollment in a correspondence course. If the student can take the course regularly offered at school, permission to take a correspondence course may be denied.

Once enrolled in a class through the Center for Distance Education, the class will be listed on the student's cumulative record form. The grade will be recorded and will be used in determining the GPA of the student. Independent Study classes will not be used in determining Honor Roll recognition.

Credit will be granted only if the course would normally be found in a high school curriculum. To be accepted as a part of the requirements for graduation, the record of credit must be received and recorded one week prior to graduation.

The principal will personally supervise the student's work or will assign a teacher to do so.

Responsibility for success or failure in correspondence work rests entirely with the student.

Cost of correspondence courses shall be borne by the student. The District will reimburse the student upon completion of the course if the course is required for graduation.

Drop Outs

Every effort should be made and every agency utilized in improving the holding power of the district's schools. Every student should be counseled as soon as s/he is detected to be a potential dropout. When teachers are aware of a student showing dropout tendencies, they should notify the guidance counselor and principal.

Alternatives to regular attendance should be used in so far as they are effective and in accordance with state law in an effort to maintain and further the education of students who find it impossible to attend the regular school session.

Grading

The grading system shall be fair and applied consistently in each district school. Grades shall not be assigned in an unreasonable, discriminatory, arbitrary, or capricious manner and shall not be influenced by parental or community pressure. Grades shall reflect students' ability to master educational goals and objectives as established by administration and the teaching staff.

Grading shall be solely based on academic performance. Grades shall be assessed based on student performance on quizzes, tests, oral and written assignments, and daily work.

Each principal shall monitor grading practices in his/her building to ensure compliance with this policy.

Grading Grievances

If a student or parent believes that the student has received a grade that has been assigned in an unreasonable, discriminatory, arbitrary, or capricious manner or that is the result of a clerical mistake may contest the grade using the following procedure:

1. Appeals must be initiated within 30 days of receiving the grade. Failure to timely present the grievance in accordance with this procedure shall be deemed to be a waiver of the grievance process.
2. Appeals may be filed orally or in writing, must be filed with the student's building principal, and must cite one of the reasons listed above as a basis for the grievance.
3. The principal shall initiate an investigation upon receipt of a grievance filed in accordance with the procedure listed above. The principal shall review grading criteria, attendance records, grade books, lesson plans, and student's graded assignments and tests. The principal shall consult with the classroom teacher during this process and the student. Based on the findings, the principal shall render a decision within a reasonable time. The principal's decision to affirm or alter a grade shall be final and binding.

Stanley High School Grading

The grading system for the Stanley school is as follows:

A 96% -- 100%	B- 87% - 89%	D 70% - 76%
A- 94% - 95%	C+ 84% - 86%	F 69% or below
B+ 92% - 93%	C 77% - 83%	
B 90% - 91%		

A -- Excellent	D -- Below Average
B -- Above Average	F -- Failure
C -- Average	I-- Incomplete

An incomplete on a report card must be made up during the next three weeks following or the grade automatically becomes "F" or failure. Teachers do have the discretion to establish a separate grade scale for their own classes. This is done for them in our Power School.

Graduation Requirements

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

The requirements for graduation shall be established in keeping with the ND law and the accreditation policies of Cognia.

It is understood that some students will be involved in special and adaptive programs, successful completion of which will result in graduation.

All students, regardless of program, must earn at least 22 credits for graduation, including the following:

Language Arts	4 credits	English I, English II, English III
Social Studies (required)	3 credits	World History, US History, Government, Economics
Science	3 credits	Physical Science, Biology
Mathematics	3 credits	
Vocational	1 credit	Vo Ag, FACS, Business, or Fine Arts
Physical Education & Health	2 credits	
Electives	7 credits	

A credit is earned by successfully completing a class which meets five (5) periods per week for the entire school term. Students will be required to complete the entire semester before credit is granted.

All students who fail a required course must repeat that course the following year or semester if the schedule allows. In order to go through graduation ceremonies, a student must have been in high school for eight (8) semesters, unless prior approval is given by administration.

Honor Roll

The honor roll is posted at the end of each nine-week period and is published. It includes the name of all students who have earned an average of 3.0 or better, does not have an incomplete, or a D or below in an individual class. Only academic classes count.

The honor roll will be determined immediately following the end of the nine week marking period. The selection of students for the honor roll shall be guided by the following:

Highest Honors	4.0
High Honors	3.50 – 3.99
Honors	3.00 – 3.49

Scholastic grades will receive the following point value:

A	4.0	B	3	C	2.0
A-	3.66	B-	2.66	D	1.0
B+	3.33	C+	2.33	F	0

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

Student Progress Reports to Parents

Written reports on student progress will be issued to parents at least twice a year in all grades, K-12, and parents will receive written notice of the availability of report cards at least annually. The reporting dates will be determined annually and placed on the school calendar.

The Stanley School District shall hold parent/teacher conferences. The principal is responsible for setting up the conferences. Conferences shall be under the direction and supervision of the principals and conference dates shall be placed on the school calendar.

Teachers may arrange additional conferences with parents in instances when children are having learning or behavioral problems, and parents are encouraged to initiate conferences at any time. Parents have direct access to their child's grades via Powerschool at any time. A teacher is not required to notify parents more than once during any quarter of a student's possible failure. After being notified, it becomes the parent's duty to check periodically with the school.

Academic Intervention

Those students who are NOT on the ineligibility list, have not received an office referral, detention or ISS, and are in good standing with the school tardy and attendance policy are dismissed at 3:11. Students who are not in good standing with the previously stated areas will be required to stay at school until the regular dismissal time, 3:41. During intervention, students will work in small groups with a certified teacher to address the issues causing them to be ineligible. Any detention will be served after the academic intervention time.

Placement, Promotion, Retention, and Acceleration

Placement, promotion, retention and acceleration shall be made in the best interests of the student after a careful evaluation of all the factors relating to the advantages and disadvantages of alternatives. The educational program shall provide for the continuous progress of children from grade to grade. A student's achievement of the skills for the grade to which he/she is assigned and his/her readiness for work at the next grade level shall be required before he/she is assigned to the higher grade.

In evaluating student achievement, each teacher shall make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized-test results, and teacher observation of student performance. Whenever retention is being considered, the teacher shall confer with the principal and other staff members involved with the child. The parents shall be invited to a meeting with the teacher, principal and other staff members as early as possible. Discussion shall consist of an explanation to the parents of their child's current academic standing and individual ability. The final decision whether or not to retain a student shall be made by the principal after consultation with the parents.

Similarly, acceleration or double promotion will be used only after consultation with all staff members involved with the child and with the parents. The principal shall make the final decision.

Every effort shall be made to identify special needs and talents of children early in their school careers so appropriate placements can be made.

Cheating and Plagiarism

Cheating and plagiarism are not condoned activities. Use of artificial intelligence to complete work and pass it as one's own will be considered plagiarism. Any person(s) caught in act of cheating or plagiarism or knowingly condoning cheating or plagiarism (acceptance of) will receive a grade of zero for that assignment or test, there may be additional punishment as well, up to the discretion of teacher and/or principal.

Class Schedule Changes

During registration students will have ample time to decide on class schedules, ample, opportunity to consult with instructors and advisors, and considerable choice as to classes. After that time, withdrawal from a class will result in a failing grade in that class. Changes within the first three days may be made only with the consent of the principal.

Student Expectations

Students are expected to come to class prepared and with all materials needed. Students are not to be in the hallways during classes/instructional time.

Students are subject to the authority of all staff members anywhere in the building at any time.

Transcripts

All request for transcripts are handled through the principal's office and will be released only after a formal request is made from the enrolling school, parent/guardian, or student requesting a transcript.

Post-secondary Dual Credit

It is the belief of the Stanley School District that any student who is capable of and wishes to do, college-level work while in high school should be permitted to do so and given assistance in enrolling in advanced courses.

Any 10th, 11th or 12th grade student whose admission to a college-level course is recommended by a counselor or principal may enroll in a course at any of the eligible institutions for postsecondary credit. Although a course may count toward both high school graduation and postsecondary degree, no postsecondary course maybe substituted for a required high school course.

ATTENDANCE/ENROLLEMENT

Attendance and Absences

The Stanley School District believes that regular school attendance is the joint responsibility of the student and their parent(s) or guardian(s), and it is essential for student success in school. The District shall abide with compulsory attendance requirements in state law for students ages seven through sixteen. In order to comply with and enforce these requirements, the Board establishes the following attendance policy.

Definitions

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/guardian, teacher, or school administrator. Examples of an excused absence may include 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 justifiable by the building principal or Superintendent.

- Unexcused absence is any absence not supported by the verbal or written excuse required for an excused absence, and shall count in determining when a compulsory attendance violation occurred. If a student is absent for an unexcused reason, the parent/guardian is responsible for promptly calling the principal's office to explain the absence, and the student shall be subject to the consequences contained in the Absences section of this policy. Examples of an unexcused absence may include, but are not limited to, truancy, oversleeping, routine

errands, car trouble, haircuts, beauty shop appointments, car maintenance and repair, senior picture appointments, and any undeclared absences.

Documentation Requirements

School administration may require documentation to verify an excused 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; or
6. A request for an absence due to a curricular or extracurricular event submitted by the student's teacher, coach, or extracurricular advisor.

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.

Absences

The Board recognizes that prompt, regular attendance is extremely important. Absenteeism not only adversely affects the learning process of a student but also may impede their normal progression through the grades. The Board expects each student to attend all scheduled classes and daily activities except when a school administrator has excused a student.

The Superintendent or designee shall establish criteria for requesting and granting approved absences, make-up work requirements, and parental notification processes for students with accumulated absences. Students shall be subject to academic sanctions due to unexcused absences.

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, a point, percentage, or grade reduction) and/or intervention counseling in accordance with administrative regulations. The Superintendent or designee shall develop regulations on grade-appropriate academic sanctions and other intervention strategies for unapproved absences. These regulations shall contain provisions that allow students to remedy {some or} all of the adverse academic consequences associated with unapproved absences.

Family Trips

Family trips should be scheduled, when possible, during the summer or other non-school days. Absence for such a trip, unless deemed a family emergency, shall be unapproved. Students taking family trips will be subject to the make-up work procedures below.

Consequences of Accumulated Absences

Chronic absenteeism puts students at a higher risk for poor academic performance, failing classes and dropping out of school.

1. After 6 (six) unexcused absences for a class, a letter will be sent home to the parents, informing them that their child is nearing the limit of absences allowed before parent meetings must occur.
2. At the 8th unexcused absence for a class, the parents and student must meet with the principal and create an attendance contract.
3. Consequences of breaching an attendance contract include:
 - a. Making up academic time with the principal after school
 - b. Comprehensive demonstration of learning of the content that was missed while absent
 - c. Meeting with student's teachers, principal, and parents
 - d. Meeting with student's principal, coaches/advisors and parents (if student is in a sport/activity)
 - e. Referral to social services
 - f. Meeting with law enforcement to review truancy laws
 - g. Referral for alternate education/counseling services

Make-Up Work

Schoolwork missed by the student during an absence shall be made up regardless of the reason for the absence.

Make-up work must be completed by the student within the following time period: For the first day missed, a student will be allowed two days to make up missed assignments. For each additional day missed, a student will be allowed one extra day. Students with extensive absences due to unavoidable issues will set an agreed upon date with the teacher for late work. **If assignments are not made up within the allotted time period, the missed assignments will not receive any credit, upon teacher's discretion.**

The student is responsible for completing as much assigned work as possible in advance for any absence that is known of ahead of time. Additional effort to make up work may be necessary upon the student's return.

Perfect Attendance/Attendance Award

Attendance is recorded period by period. Students missing fewer than 8 periods with no more than 2 in any one class period will be awarded a Perfect Attendance Award. Any student missing 16 or fewer periods with no more than 4 in any one period will receive an Attendance Award.

Early Entrance Requirements

A parent/guardian may apply for early admission of his/her child to the Stanley Public Schools if the child meets early entrance age requirements established by law. The Superintendent shall develop a procedure for testing and evaluating early entrance applicants in accordance with law. The procedure shall, at a minimum:

1. Require that applicants be evaluated using developmental and readiness tools approved by the Department of Public Instruction.
2. Contain a prohibition disallowing an applicant from applying for early admission more than once during a twelve-month period.
3. Require a mandatory nine-week probationary period for all approved applicants at the end of which reassessment shall be made.
4. Contain a notice that application denial decisions are binding for a twelve-month period.

Fees

The Board will assess the costs of early admission evaluations for students residing in the District. Out-of-district applicants will also be charged a fee as determined by the Board and such monies will revert to the District.

Transfer Students

The District will honor early admission evaluation decisions made by other districts but will still require a nine-week probationary period for any student who transfers into the District and is younger than the state minimum age of attendance for kindergarten or first grade.

Enrollment of Suspended or Expelled Students

Any student who has been suspended or expelled from another district will not be permitted to enroll in the District until eligible to re-enroll in his or her former district or until the Board or the Superintendent has reviewed the prior suspension or expulsion and determines that the suspension or expulsion was illegal or improperly imposed.

School Assignment and Choice

School Choice

Parents of students attending a Title I school identified under law as in need of improvement, under corrective action, under restructuring, persistently dangerous, and/or parents of students who become a victim of documented violence while at school shall:

1. Receive notification in accordance with law.

2. Be given the option of transferring their child to another district school.
3. Be given the option of transferring their child to a school outside the District if the District does not have more than one school offering the student's grade level and/or the District does not have another school defined under applicable law as safe and meeting adequately yearly progress.

Extracurricular Eligibility

The District shall comply with all North Dakota High School Activities Association (NDHSAA) regulations regarding transfer student's eligibility for NDHSAA sponsored programs and events.

Placement of Transfer Students

Students can be given standardized tests in the basic skills areas within three weeks of enrollment to facilitate proper placement.

Evaluation resources used to determine placement will be the current achievement test and competency test for each required subject for the particular grade being transferred into.

Withdrawals and Transfers

Students who are withdrawing from school or transferring to another school are to complete the necessary forms in the office.

SENIORS

Senior Privileges

Seniors will have open campus during their scheduled lunch period throughout the school year.

To received senior privileges:

1. Students must be passing all classes.
2. May not have accumulated more unexcused absences than allowed.
3. If the student has any alcohol, drug or tobacco violation the principal shall determine the length of time during which the student will lose senior privileges.
4. Senior privileges may be revoked as part of any disciplinary action and the time will be subtracted for infractions as dictated by the principal.
5. Seniors must be in adherence to the senior privilege contract.

Seniors may be exempt from taking final exams if meeting all administrative requirements. If exempt, students will have the choice to take final exams.

College Campus Visitations

Seniors are allowed to make one College/Vo. Tech. visit during your senior year and not have it count against your attendance record for privileges or final tests. You must complete all paperwork and go on this visit prior to May 1st of the current year. Any noncompliance will result in this day counting against your attendance record.

Final Test Privileges

Students will be obligated to take final exams if the teacher requires them to do so, if not the following exemption policy may be followed:

<u>Average for year</u>	<u>Absences from class</u>
A	4
B	3
C	2

Anyone with a D or lower average or more than 4 absences of any kind for that class will be required to take the final test. Students will have the choice to take the final if they are exempt, upon approval of the teacher. Teachers have the prerogative to make their individual policy more stringent, but not more lenient.

For determining the number of absences for a class, three tardies equal one absence per semester per class.

Semester courses taken by a senior will follow the above final test privilege schedule due to the fact that the courses are ending.

CONDUCT

Acceptable Use

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

Education

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

Monitoring Use

Internet access is a privilege, not a right. Network storage areas shall be subject to the same scrutiny as school lockers for students. 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 administration may take disciplinary measures when any of the following actions occur:

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

Violations

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

First offense (Level I)

- a. Loss of email and Internet privileges for four weeks;
- b. Parents contacted

Second offense (Level II)

- a. Loss email and Internet privileges for at least the remainder of the year and depending on the infraction, possibly into the following year;
- b. Parents contacted

A student may be subject to Level II disciplinary action on his/her first 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.

Bullying

Definitions

For the purposes of this policy:

- *Bullying* is defined as conduct prescribed in NDCC 15.1-19-17. The Superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.
- *Protected 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:
 - 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* includes all employees of the Stanley 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 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 and/or his/her family from seeking redress under state and federal law.

Documentation & Retention

The District shall develop a form to report alleged violations of this policy.

The form should be completed by school staff when they:

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

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

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

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

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

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

Investigation Procedures

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

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected 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:

1. The identity of the reporter and his/her relationship to the victim/alleged perpetrator;
2. The ages of the parties involved;
3. The detail, content, and context of the report;
4. Whether this report is the first of its type filed against the alleged perpetrator.

Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

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

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

Disciplinary & Corrective Measures

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

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

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

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

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

Victim Protection Strategies

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

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.

3. Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to counseling services for the victim and perpetrator.
5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

Prevention Programs & Professional Development Activities

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

Bus Conduct

The responsibility for supervision of a student begins upon a student boarding a district vehicle at the beginning of the school day and ends when the student exits the vehicle. The District has disciplinary authority over students while being transported in district owned, leased, and/or contracted vehicles to and from school and during school-sponsored curricular and extracurricular events. The Superintendent shall determine the level of disciplinary authority that shall be given to school vehicle driver and develop regulations for handling student misconduct on school vehicles.

Conduct Requirements

Students shall be required to abide by all applicable district conduct and safety policies while in district vehicles. The Superintendent or designee may develop additional, specific regulations related to conduct in school vehicles.

Violations

Students who violate any of these policies or rules may be subject to the consequences contained in applicable student discipline policies.

When the conduct of a special education student transported in a school vehicle poses a transportation safety risk or when the conduct otherwise violates policy to the extent that it compels the District to reconsider the student's transportation arrangements, prior to making a removal decision, the District shall determine the following:

1. If transportation is part of the student's Individual Education Program;
2. If removal would constitute a removal from the education program as determined by the following factors:
 - a. There is a significant distance between the student's home and school;
 - b. There are no alternative means of public or private transportation; and
 - c. The school has not made appropriate arrangements to provide for the student's education.

If criteria one or two above is applicable, the IEP Team will develop an alternative means of providing transportation to the special education student in accordance with the Individuals with Disabilities Act (IDEA) regulations or will treat such student's removal from school transportation as suspension from the

educational program and will follow the procedure for suspension contained in the district's suspension/expulsion policy and in IDEA regulations.

Carrying Weapons

Definitions

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

Prohibitions

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

Disciplinary Consequences

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

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

1. The totality of the circumstances, including the severity of the incident and the degree of endangerment of other students and staff.
2. The age and grade level of the student.
3. The prior disciplinary history of the student being expelled.
4. Relevant factors which contributed to the student's decision to possess a firearm in violation of this policy.
5. The 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 him/herself or others at risk by returning to the school prior to the expiration of the expulsion period.

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

Special Education Students

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

Non-Applicable Provisions

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

Hazing

Definitions

- *Hazing* means committing an act against a student or coercing a student into committing an act that creates a risk of harm to a person in order for the student to be initiated into or affiliated with a student organization or for any other purpose. Hazing includes, but is not limited to:
 - a. Any type of physical brutality such as whipping, beating, striking, branding, electric shocking, or placing a harmful substance on the body.
 - b. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
 - c. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - d. Any activity that intimidates or threatens the student with ostracism; subjects a student to stress, embarrassment, shame or humiliation; adversely affects the mental health or dignity of the student; or discourages the student from remaining in school.
 - e. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- *Retaliation* includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Prohibitions

The Board believes that hazing is seriously disruptive to the educational environment and therefore strictly prohibited on and off school property and at school-sponsored events. No student, district employee, volunteer, or contractor shall plan, direct, encourage, aid, or engage in hazing. No district employee, volunteer, or contractor shall permit, condone, or tolerate hazing.

Individuals found to be in violation of this policy shall be subject to disciplinary consequences in accordance with district policy and law. In addition, the District may refer individuals in violation of this policy to law enforcement.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

Reporting Requirements

Any person who believes s/he has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to a teacher, building principal, or the Superintendent. Teachers who receive a hazing complaint shall immediately report it to the building principal.

Submission of a good faith complaint or report of hazing will not affect the complainant's future employment, grades, or work assignments. Any district student, employee, volunteer, or contractor shall be subject to disciplinary action in accordance with district policy and law if any such individual retaliates against an individual who makes a good faith report of alleged hazing or any person who testifies, assists, or participates in a proceeding or hearing relating to hazing.

Every report of hazing shall be investigated by the principal to whom it is reported except when the principal is the subject of the complaint. In such cases, the administrator's immediate supervisor shall conduct the investigation. The Board President shall conduct the investigation when the Superintendent is the subject of the complaint. The investigator may request assistance or designate a third party to conduct the investigation. The District may take immediate steps, at its discretion, to protect the complainant, students, or others pending completion of an investigation of hazing.

Upon completion of the investigation, the District will take appropriate action. Such action may include, but is not limited to, warning, in-school or out-of-school suspension, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with applicable statutory authority, including school district policies and regulations. A complainant may appeal the findings of a hazing investigation to the Superintendent except when the Superintendent is the subject of the complaint or when the Superintendent conducts the initial complaint investigation. The superintendent's decision shall be binding.

Field Trips and Other School Sponsored Trips

Each student should realize he/she is affecting the general reputation of the school by his/her actions on school trips. A student who does not demonstrate a concern for our school's reputation will not be allowed to make school trips. Students will not be allowed to ride with relative and friends to or from events. Parents/Guardians are the only persons that can take a student off a bus. Activity/trip bus drivers or advisors will have on the bus a sign off sheet to be signed by the parent/guardian that takes the student off the bus. No call in or written notes will be accepted; only a parent's/guardian's signature at the activity will be accepted. Field trips must have parent/guardian permission forms.

Student Alcohol and Other Student Drug Use/Abuse

Philosophy

The Stanley 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 he/she owns it completely or partially.
3. Be under the influence of (legal intoxication not required), use, consume or attempt to use or consume the substances listed in this policy or what 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.

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 in accordance with the medication administration policy.
5. Smoking, use, or possession of tobacco products by students is prohibited on district property, including district grounds, and at all school functions. The school principal is responsible for administering appropriate discipline in accordance with policy and law, which may include suspension and/or recommendation for expulsion from school.

Violation

Disciplinary sanctions will be imposed on any student violating 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.

Any student who is observed to be under the influence of a prohibited substance will be taken immediately to the principal's office. The student's parents will be notified and asked to pick up the student. If there appears to be imminent danger to other students, school personnel, and/or the student involved, the principal may have the student removed from the school by school, medical, or law enforcement personnel.

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 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

This 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.

Authorized Use

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug or vitamin shall follow the procedures of administering medicine to students.

Tobacco Use

The District shall comply with all applicable tobacco prohibitions contained in state and federal law. Smoking in district buildings, district-owned and leased vehicles, and at sporting events, whether indoor or outdoor, is prohibited.

Students Use

Smoking, use, or possession of tobacco products by students is prohibited on district property, including district grounds, and at all school functions. The school principal is responsible for administering appropriate discipline in accordance with policy and law, which may include suspension and/or recommendation for expulsion from school.

Student Conduct & Discipline

The Stanley School District believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school property or on property within the jurisdiction of the school; while on school owned, operated, and/or chartered vehicles; while attending or engaged in school activities; and while away from the school grounds if misconduct will directly affect the good order, efficient management and welfare of the school.

Students in our schools are expected to act in such fashion that their behavior will reflect favorably on the individual student and on the school, will show consideration for fellow students, and will create a harmonious school atmosphere.

Attention is specifically called to behavior on school buses, at lockers, in the lavatories, in the gymnasium, in the corridors, in the cafeteria, in the area outside the school, in the library, in school offices, and of course, in the classrooms.

Students are subject to the authority of all staff members. The authority of schools extends beyond the building to the school grounds and to all places where school-sponsored activities are held, including athletic contests and such other activities as have a direct and immediate effect either on school discipline or on the general safety and welfare of students and staff.

Conduct Standards

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

Disciplinary Standards

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

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

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

Disciplinary Standards for Special Education Students

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

Prohibited Disciplinary Actions

The Board recognizes that reasonable physical force may occasionally be necessary to guard the safety and well-being of students or employees or to deliver a student to an administrator's office; however, the use of corporal punishment, defined as the willful infliction of physical pain on a student, is not allowed in the Stanley School District. Corporal punishment does not include action taken by an employee for self-defense, protection of persons or property, obtaining possession of a weapon or other dangerous object, to quell a verbal disturbance, for the preservation of order, or pain or discomfort caused by athletic competition or recreational activities voluntarily engaged in by a student.

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

Disciplinary Authority

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

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

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

Student Dress Code

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

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

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

The administration will make provisions for notifying students of these rules. Each building principal shall develop a procedure for handling and disciplining students in violation of these rules.

While the school administration may require students participating in physical education classes to wear certain forms of athletic clothing, they may not prescribe a specific brand that students must buy.

If a student's dress and appearance is judged to be questionable it will be taken care of individually by the administration and the family. This goes for while school is in session or any school sponsored function home or away.

Junior/Senior High School students must follow these criteria:

1. All shorts/skirts must be a minimum of mid-thigh length or longer (fingertip rule).
2. Cutoffs, halter tops, tank tops and low cut tops will not be permitted. Bare midriffs will not be allowed and shirt-fronts will be reasonably buttoned. No underwear should be showing.
3. Clothing, patches or jewelry monogrammed with figures, pictures or sayings that are obscene, offensive or have sexual implications will not be permitted in the school at any time. Determination will be at the discretion of the staff and administration.
4. Clothing or any article that displays anything dealing with alcohol, tobacco or sexual implications is strictly forbidden.
5. Clothing/accessories that identify a student as a member of a gang will not be permitted.
6. **Students will remove headgear upon entering the school building** during a regularly scheduled school day, and headgear (including hoods) will not be worn in the school at any time during a regularly scheduled school day.

Student Use of Personal Technology

The Stanley School District 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 as defined by each building principal, in district buildings, on district property and when otherwise prohibited by the building principal.

The District also prohibits the use of camera and text messaging features on cellular phones during the instructional day as defined by each building principal, in district buildings, on district property, and when otherwise prohibited by the building principal.

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.

Possession and/or use of any image-recording device in an area where there is a reasonable expectation of privacy is strictly prohibited and will result in confiscation of the device.

Disciplinary Consequences

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 the district's searches of students policy. If school official suspects that a student possesses or is disseminating an image that potentially violates NDCC 12.1-27.1-03.3 or finds such an image during a search of an electronic device performed in accordance with policy, s/he may report this matter to law enforcement for investigation. 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.

Exceptions

The Superintendent and/or designee is authorized to make exceptions to the prohibitions set forth in this policy for health, safety, or emergency reasons, for students in attendance as active members of a volunteer firefighting organization or volunteer emergency medical service organization, and when use of electronic devices is provided for in a student's Individualized Education Program (IEP).

Use of Cell Phones/Pagers/Electronic Devices

Students shall not possess or use a remotely activated paging device or cellular mobile telephone while on school premises.

Pagers, cell phones or other electronic devices not part of the instructional program will not be allowed to be used in school unless permission is granted by the administration.

Disciplinary action may be taken against any student for using a cellular telephone or other electronic device that is otherwise not banned by this policy, in any manner that disrupts the educational environment, including using the device to cheat, signal others, or otherwise violate student conduct rules. Unless otherwise banned by this policy, all electronic devices must be kept off and left in student's locker during the regular school day unless:

1. The supervising teacher grants permission

2. Use of the device is provided for in a student's IEP, or it is used in an emergency that threatens the safety of students, staff and other individuals.

The use of cell phones during the academic day disrupts and interferes with the educational process and will not be tolerated. Students will be subject to disciplinary procedures and confiscation of the device if it is either visible and/or used during regular school hours. Parents/Guardians, upon meeting with school administration, will be given the confiscated devices.

1. First Violation - Cell phone will be confiscated. Parents must pick it up.
2. Second Violation - Cell phone will be confiscated. Parent must pick up the phone. 30 minutes of detention.
3. Third Violation - Cell phone will be confiscated. Parent/guardian will need to pick up the phone. One hour of detention. Student will make arrangements to leave phone at home entirely or will turn it in to the office daily.

Wireless earbuds/headphones will not be allowed.

The school principal may grant written permission for possession and use of a paging device by a student if the student or his/her parent or guardian establishes to the satisfaction of the principal that a reasonable basis exists for the possession and use of the device.

A "paging device" is defined as a telecommunication device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. A "portable telephone" is defined as a cellular or comparable communication device that is not connected to a standard telephone outlet or permanent connector.

The section pertaining to paging devices does not apply in the following cases, provided that the building principal approves in advance of the presence of a telephone pager:

1. A disabled student using portable pages for medical reasons
2. Visitors on school property for an authorized program, meeting or function
3. A student who is a member of a volunteer fire department, ambulance or rescue squad
4. A student who has the need due to the medical condition of an immediate family member

A person who discovers a student in possession of any of these items shall report it to the building administrator. These confiscated items will be turned over to a parent/guardian. Repeated violation of this policy shall result in confiscation of the device and its forfeiture to the district.

Suspension and Expulsion

Students are expected to conduct themselves in a manner suitable to their age and grade. Students disobedient or disruptive of the educational process are subject to corrective discipline. Possession of a weapon or a firearm by a student on school property and at school functions is prohibited.

School property includes all land within the perimeter of the school site and all school buildings, structures, facilities and school vehicles, whether owned or leased by the School District, and the site of any school-sponsored activity.

The Board hereby delegates to the Superintendent and each principal the authority to deal with disciplinary problems in his/her school, including suspension. A principal or the Superintendent may suspend a student for up to ten consecutive days or recommend expulsion of a student. Parents of the student shall be notified promptly if a suspension has been given. The Superintendent shall also be notified when a suspension has been imposed. Suspension includes in-school suspension from classes as well as exclusion from school classes, buildings, grounds and activities. During an out-of-school suspension the student may not participate in or attend any school-sponsored activities, whether held on or off the school premises.

The Board or the Superintendent, when acting as the Board's hearing officer, may expel a student for conduct which violates this policy after providing notice and a hearing.

When the conduct does not involve possession of a weapon, the expulsion may be for the remainder of the current school year.

When the conduct violates the district policy on possession of a weapon and the weapon is a firearm as defined by that policy, the expulsion must be for at least one year, subject to modification by the Superintendent on a case-by-case basis in accordance with criteria established by the Board herein.

When the conduct violates the District's policy on possession of a weapon that is not a firearm, the expulsion may be for a period not to exceed twelve months.

When the expulsion is given by a hearing officer, the student may seek a review of the decision by the Board, based on the record of the hearing.

Conduct, including but not limited to the following, exhibited while on school grounds, during a school-sponsored activity, or during a school-related activity is subject to suspension or expulsion:

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

Vandalism

Vandalism includes, but is not limited to, wantonly defacing or damaging school property.

Remedies & Repercussions

The Board may offer a reward as authorized by North Dakota law to any person furnishing information leading to the apprehension and conviction of any person(s) who vandalized property belonging to the District. The Board may also accept private donations to establish a reward fund to encourage the furnishing of such information.

It is the policy of the Board to seek all legal redresses against persons found to have committed vandalism. Full restitution for the damage caused will be sought from the responsible persons, or in the case of minors, from the minors and their parents, under state law. In addition, disciplinary action will be taken in accordance with board policy and law when district students and/or employees have been found to have committed vandalism of school property.

Discrimination, Harassment and Retaliation

A person who violates the Stanley School District's Nondiscrimination and Anti-Harassment policy is subject to discipline, which may include suspension and/or expulsion.

Violent and Threatening Behavior

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 Stanley School District tolerate threats of harm to self nor others or other threatening behaviors, including threats to damage school property.

Threatening Behavior

A true threat is a statement made orally, in writing, or using another medium that would be perceived by a reasonable person to be a serious expression of intent to harm, commit assault, or damage school property.

Reporting

Any student or employee who has knowledge of a threat shall report it to the building principal or Superintendent. Failure to report a known threat may result in disciplinary consequences up to and including suspension for students and termination of employment for staff in accordance with policy, law, and, when applicable, the negotiated agreement.

Threat Assessment

Upon receipt of a threat report, the building principal shall contact the Superintendent. The Superintendent shall contact the threat assessment team. The team shall determine if the report constitutes a true threat as defined above and whether, given the nature of the threat, it should be handled internally or turned over to law enforcement. The team shall make these determinations based on, but not limited to, the following criteria:

1. The detail, specificity, context, and content of the threat.
2. The amount of disruption the threat has caused or may cause to the educational environment.
3. Whether the team can identify the source of the threat; anonymous threats may be turned over to law enforcement.
4. When the source of the threat can be identified, the team shall consider, to the extent possible, the individual's:
 - a. State of mind;
 - b. Relationship with peers;
 - c. Age;
 - d. Domestic life;
 - e. Ability to carry out the threat (e.g., access to weapons);
 - f. Past behavior.
5. If any laws have been violated.
6. The identity and potential motives of the individual reporting the threat.

The threat assessment may involve interviews with district staff, students, and parents. The team may, in accordance with the Family Educational Rights and Privacy Act and other applicable records laws, release threat assessment findings to law enforcement when deemed necessary.

When law enforcement and/or the threat assessment team, having considered the totality of the facts obtained through the threat assessment, verifies that a threat is true, the District shall take necessary and timely measures to safeguard students, staff, and district property.

Disciplinary Consequences for Threatening Behavior

1. *Regular Education Students:* A student who is found to have made a true threat will be subject to disciplinary measures, including, but not limited to suspension and expulsion. When deemed to be a necessary safety precaution, the District may require alternative placement or appoint supervision during the periods of suspension and/or expulsion for threatening behavior.
2. *Special Education Students:* Special education students found to have made a true threat will be disciplined in accordance with applicable policies and laws pertaining to the discipline of special education students.
3. *Staff:* Employees found to have made a true threat shall be subject to disciplinary consequences up to and including termination of employment in accordance with policy, law, and, when applicable, the negotiated agreement.

Students and employees may also be subject to the filing of criminal charges and/or referred to counseling services for treatment.

Violent Behavior

The District prohibits all acts of violence and aggression, including, but not limited to, possession of a weapon or dangerous instrument, physical assault, vandalism of district property, stalking, gang affiliation and/or activity, or terroristic acts. Violators of this policy shall be subject to disciplinary

consequences, determined by the seriousness of the act, including, but not limited to, expulsion for students, discharge for employees, and exclusion from school premises in accordance with applicable policy and law. In addition, the District may take legal action against the perpetrator.

Students and employees may also be subject to the filing of criminal charges and/or referred to counseling services for treatment.

Student Discipline

Good discipline in the school is extremely important to the school program. Without good discipline the school cannot discharge its primary responsibility in the development of citizenship. Without good discipline, the school cannot maintain a learning environment that is safe, drug free and conducive to learning. Without good discipline, students cannot realize their greatest opportunities for growth.

Good discipline in the classroom consists of businesslike behavior that encourages active, cooperative participation by each student. In situations involving undesirable behavior, it is necessary for the school to impose discipline. Disciplinary measures should be reasonable and appropriate to the nature of the misbehavior of the offending pupil and in accordance with law. Law enforcement will be contacted if the behavior warrants.

Principals and the administrative staff are charged with maintaining adequate discipline in each school. All employees of the school system should aid in the discipline of the schools.

Teachers are expected to assume responsibility for the discipline of students in individual classrooms as well as contributing to the monitoring of discipline throughout the building. The teacher is responsible for the care, discipline, and instruction of pupils in his/her charge and as assigned by the principal. The teacher shall enforce all rules governing the conduct of pupils.

Detention

Detention will be implemented as the need arises. When a student is assigned detention, they will serve it at the next available time. (Work, practice, having to ride the bus, etc. are not excuses. There are no good excuses for missing detention.) Anyone missing assigned detention time will have their time doubled. If it is missed again, In-School Suspension will result. If this becomes a habit, it will become Out of School Suspension. If you are assigned detention it is up to **you** to take care of **your** responsibilities.

EXTRACURRICULAR ACTIVITIES

Extracurricular Participation Requirements

Philosophy

The Board believes that participation in extracurricular activities constitutes a privilege and not a right. Students who participate in extracurricular activities represent the student body, School District, and community on the state and national level. As such, behavior of these students is a reflection of the entire community and students will be held to a higher level of standards.

The extracurricular programs in the Stanley School District exist for the development of skills, attitudes, and self-esteem of students, and are intended to enhance the physical, social, emotional, artistic and intellectual growth of our young people. Parents are encouraged to be positive and supportive in their relationships with advisors and coaches. It is the prerogative of the advisor/coach to manage the activity in such a manner that sound human relationships are encouraged and the regulations of the North Dakota High School Activities Association are met. A team effort by parents, school officials, and the participants is needed. Our extracurricular programs are voluntary and are a privilege to participate in rather than a right.

The District will enforce the requirements placed on extracurricular participants by the North Dakota High School Activities Association (NDHSAA), which govern both on and off campus behavior. In addition, the Board has established the following extracurricular participation requirements.

Activities Affected by this Policy

Activities affected by this policy shall include extracurricular activities as listed in the student handbooks, including those not sponsored by NDHSAA. Students that are ineligible as a result of academics or possession or association of alcohol, tobacco, or illegal substances will also be unable to participate as candidates in Homecoming, Sno-ball or Student Council Elections or any other elections. Students that are deemed as ineligible will not be allowed to perform in any public school setting or allowed to perform in any public setting (for example: prom, school sponsored dances, banquet, regional science fair, state fair, school play, concerts, FFA, FCCLA, band, homecoming, sno-ball candidates, etc., but does not include graduation), unless it is required for a grade in a class. Also, See Extracurricular Activity Policy Book.

Eligibility

1. *Scholastic:* The NDHSAA requires that local districts establish a definition of what constitutes a failing grade. For the purposes of this policy, a failing grade is defined as receiving a "F" in any curricular course as computed from the beginning of the semester for regular education students or, in the case of special education students, not meeting the goals of Individual Education Programs as assessed from the beginning of the semester. Students (grades 7-12) shall be doing passing work as outlined in the Student Handbook. For eligibility purposes, grades will be computed weekly. Students not meeting said standard, as outlined in the Student Handbook, will be considered ineligible.
2. *Attendance:* Participants must be in attendance for all academic and required activities designated by the school in order to be eligible to participate in extracurricular activities on any given day. In order to participate in events when a student has been absent the absence must be excused as defined under excused absences or administratively approved.
3. *Suspension or Expulsion:* Any participant who receives an out-of-school suspension or expulsion shall be ineligible for participation, including practices, during the period of suspension or expulsion. Participants shall be eligible to participate when they are readmitted to school.

4. *Tobacco, Alcohol or Controlled Substance Violation:* The use or possession of tobacco, alcohol, or any controlled substance as defined by the North Dakota Century code is prohibited.

Any student who is in violation of the foregoing shall be declared ineligible from participation in interscholastic contests or activities for a minimum period of 6 consecutive weeks for the 1st offense and a period of 18 consecutive school weeks for any subsequent offense. The period of ineligibility shall begin from the date and time notification is given to the student by the school administration (NDHSAA Constitution and By Laws).

“Guilt By Association”—Being in attendance at a function, in a vehicle or at a party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so is a violation. When a student recognizes this situation, he/she must leave immediately or is in violation of the Stanley School District tobacco, alcohol, or any controlled substance rule.

1. *In-season Penalty:* Penalty shall be 6 weeks for 1st offense and 18 weeks for 2nd offense (NDHSAA Section XII). Period of ineligibility will start at the time the student is notified of the violation by the administration.
2. *Out of Season Penalty (Includes Summer):* Penalty shall be 6 weeks for 1st offense and 18 weeks for 2nd offense (NDHSAA Section XII). Period of ineligibility will start at the time the student is notified of the violation by the administration. In addition, there will be a two-week period of ineligibility from the first authorized date of competition/performance for the activity in which they will be participating. Participants in activities that do not have a contest/performance in the two-week period may be ineligible for their first two-week contest/performance. It should be noted that the two-week period of ineligibility may run concurrent with the 6 week or 18 week period of ineligibility starting from the first authorized date of competition/performance for the activity they are participating in.

Practice and Travel

Students who are under suspension are encouraged to practice and travel with their respective teams. However, suspended students will not be allowed to miss school time to travel with the team.

Intervention, Education, and Evaluation

It is acknowledged that the school has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependency; however, when behavior indicates that a problem exists which may affect the student’s ability to learn, the school has a right and a responsibility to refer the student for chemical dependency diagnosis. 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 Board believes that if a student is involved in a chemical dependency program and is successfully addressing his/her harmful involvement with the chemicals, he/she may continue in the regular school setting and continue to participate in any extracurricular program unless participation is in conflict with rules and regulations set forth by the Board and the NDHSAA.

The program must be pre-approved by the building administration. It is the responsibility of the student to provide certification of completion to the school before being reinstated for activities.

Period of Enforcement

This policy shall be in effect 12 months per year, including those days and months when school and extracurricular activities are not in session. It shall be in effect for all extracurricular activities including those of junior high students.

Accumulation of Violations

Accumulation of consequences for ineligibility will be in effect for one year based on the time and date of notification for the first offense. (Ex. First violation is on September 15, 2009, consequences for subsequent violations would be in effect until September 15, 2010.)

Specific Standards/Other Misconduct

A participant in any Stanley School District extracurricular activity will be declared ineligible for engaging in any act that would be grounds for arrest or citation in the court system (excluding minor offenses such as traffic or hunting/fishing violations). Ineligibility appeals must be directed to the Superintendent.

Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others is grounds for ineligibility from extracurricular activities. Such conduct could include group conduct. This is not an all-inclusive list of prohibited behaviors. The school reserves the right to discipline a student for violation of the good conduct rule which includes, but is not limited to, the above referenced behaviors.

When the committee deems suspension from extracurricular participation necessary, he/she shall follow the procedure for suspension from extracurricular participation required by NDHSAA Constitution and By Laws.

Weekly Academic Eligibility

NDHSAA rules apply to extracurricular activities. Basic eligibility requirements for the NDHSAA are:

1. Passing a least 4 academic units of the spring semester.
2. Be a regularly enrolled student of the school that they represent.

The Stanley Public School goes beyond the criteria set in number 1 above.

The following criteria will be used:

1. The principal will check eligibility weekly.
2. A student who was found to be failing no more than one subject will be placed on a warning status for that week. If during the subsequent week the student who was placed on warning status is still failing any subject, the student will be considered ineligible and will not be allowed to compete but may practice with his/her group.
3. Any junior high student who is failing any class will not be eligible to participate in any extracurricular activities the following week.

4. If a student is failing more than one subject during a weekly check, that student will be considered ineligible and will not be allowed to compete or practice with his/her group.
5. The eligibility week will begin on Wednesday and will end the following Tuesday.

Eligibility for starting each of the Nine Week Periods is as follows:

1. 1st Nine Weeks – Students are eligible as long as they have met the criteria set forth by the NDHSAA, plus passing all classes starting the 3rd week of school.
2. Grades will be computed from the beginning of each semester. Only semester grades will be used for eligibility as stated by NDHSAA by-law.
3. Students not receiving passing grades for any subject at the end of the semester will be ineligible for a 14 day period at the start of the following semester. (Does not compete in activity, no week or warning will be given.) This is to include the first 14 days of the new school year after summer break. In case of NDHSAA sponsored activities and interscholastic activities such as FFA, FCCLA, FBLA, Speech, Drama and Music where the activities are not continuous, the eligibility of the students will be checked one week in advance of the activity and again the week of the activity, following the rules previously stated.

Participation

All students are required to attend a full day of school in order to participate in an activity that evening. Principal's discretion in emergency situations.

In order to participate in evening practices when a student has been absent the absences must be excused as defined under excused absences. This includes all appointments.

Field and Other School-Sponsored Trips

To the extent financially feasible, the Board sanctions field trips and trips for school-sponsored activities that are of educational value and that are consistent with the district's mission. The building principal shall approve all in-state travel. The Superintendent shall approve all overnight and out-of-state travel.

Fees

Students may be required to pay admissions fees associated with a field and/or school-sponsored trips. These fees may be waived in cases of hardship or when the trip is part of the curriculum, students may be given an alternative assignment. Requests to waive fees shall be made in accordance with the student fees policy. The Superintendent may develop additional regulations related to costs and payment for field and school-sponsored trips.

Participation Requirements

Written parental approval shall be obtained prior to each field and school-sponsored trip. Permission slips shall be retained in the student's educational record for at least one calendar year.

Students shall be subject to all applicable district policies and regulations while on field and/or school-sponsored trips. The Superintendent shall develop criteria for participation in field/school-sponsored trips and develop school trip safety and disciplinary procedures. These procedures shall specifically

address trips taken outside the District. Parents and students shall be made aware of these procedures prior to each trip.

Graduation Exercises

The Board wishes to recognize the achievement of high school graduation by annually holding a graduation ceremony.

Participation Criteria

Only students who have completed all district graduation requirements shall participate in the ceremony. The Superintendent is authorized to make exceptions to this policy under the following circumstances:

1. A student who is within one semester credit of meeting graduation requirements at the end of the school year will be permitted to participate in the graduation ceremonies with his/her class if s/he has made arrangements to complete the credit. His/her diploma will be awarded when the requirement has been met.
2. A foreign exchange student, upon successful completion of the school year.
3. A special education student who is unable to meet graduation requirements but will receive a certificate of attendance.

Additional exceptions may be approved by the Board, upon recommendation of the Superintendent. Students allowed to participate in graduation as a result of one of these exceptions shall not be issued a diploma unless the student has met district graduation standards, is a resident of the District, and is attending district schools or has met district graduation standards and is attending district schools.

Participation in the graduation ceremony is a privilege not a right. Students who violate student conduct policies/regulations may be denied the privilege of participation in the ceremony at the principal's or superintendent's discretion. Students are required to wear the school-designated cap and gown. Personal embellishments/decorations must be preapproved by building principal.

Graduation Speakers

Student graduation speakers shall be selected based on neutral criteria. Student speakers shall have primary control over their speech and the district's policy on student speech at student assemblies shall apply to graduation ceremonies.

Sportsmanship

A primary goal of the sports program is to teach sportsmanship. Student athletes, student spectators, district personnel, and public spectators are expected to support this goal.

Rules of Conduct

The sportsmanship committee shall develop rules of conduct for athletic events. These rules shall be published in student and employee handbooks and disseminated to district patrons using the method deemed most appropriate, effective, and cost efficient by the Superintendent.

The Activities Director, administration, and law enforcement may evict violators of these rules from the athletic event and prohibit and/or restrict attendance at future events. In addition, district students and employees violating these rules may be subject to disciplinary consequences in accordance with district policy and law.

Student Government

In order to provide the opportunity for students to participate in the orderly workings of the democratic process, the schools of the District may maintain and operate student councils.

Student government shall be "of the students, by the students, for the students," representing all students in the school in communications with the administration and in the organization of student activities.

Members of the student council shall be elected democratically. The rights and responsibilities of the council shall be clearly set forth in bylaws. The principal shall designate a member of the faculty to serve as adviser for the student council.

HEALTH AND SAFETY

Accommodating Students with Allergies and Special Dietary Needs

Each building principal shall implement procedures for identifying students with life-threatening allergies and shall develop general exposure avoidance measures.

The Board recognizes that students with medically documented life-threatening allergies are considered disabled and are covered by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. A clearly defined 504 Accommodation Plan will be developed and implemented for all such identified students. Appropriate staff, the parent/guardian of the student, and the student's physician shall sign these plans.

Relevant staff shall be made aware of 504 plans, the measures needed to implement them, methods to reduce risk of exposure, and emergency response procedures in the event of exposure.

Automated External Defibrillators

The Superintendent shall develop regulations to maintain, test, and implement the use of AEDs in the District in accordance with NDCC 32-03.1-02.3. The regulations shall include a requirement that in the event of a cardiac arrest emergency, a district responder shall contact an emergency medical service provider as soon as possible. A copy of these regulations shall be kept with the district's emergency response plan.

The authorization of AED's in district schools shall not be deemed to create a guarantee or obligation to use the AED in the case of an emergency nor any expectation that an AED or trained employee will be present, able to use an AED in an emergency, or any expectation that the AED will operate properly.

Training

The Superintendent will determine the number of AED certified responders needed for each school and develop procedures for selecting and training staff on AED use and cardiopulmonary resuscitation. The frequency of recurrent training will be required in accordance with criteria established by issuing organization of each employee's certification. Unless unavailable in the event of cardiac arrest, only personnel trained and qualified in accordance with law shall operate the AED unit.

Fire Drills

Fire Drills at regular intervals are required by state law and are an important safety precaution. During these drills students are to pass directly to their assigned exit and not visit with fellow students until they are fifty feet from the building. Quiet and order are essential so that directions from teachers may be heard and quickly followed.

Rules to follow:

1. Discontinue all electrical use in your area
2. Close all windows
3. All persons leave area in an orderly manner
4. Teacher – close the door after making sure all persons are out of the area.
5. Clear building by 50 feet
6. Teacher – take roll to make sure all students have cleared the building
7. Maintain order and clearance from the building until the principal or superintendent clear you to return to your area.

Emergency Closings

In the event school has to be cancelled or must close early (inclement weather or other emergency) the school will primarily utilize the Instant Alert system to communicate with families.

In case of severe weather the official announcement for school closings will come over Facebook, school website, text message and push notification through the school app.

There will be no formal or informal practice on days when school has been called off because of weather.

Significant Contagious Disease

Definitions

For the purposes of this policy, the terms affected person, decisionmaker, independent contractor, institution, reasonable accommodations, significant contagious disease, special provisions, and universal precautions will be defined in accordance with N.D. Admin. Code § 33-06-05.1-02.

Universal Precautions

The District will use universal precautions as standard procedure in the care and maintenance of school property and in administering first aid or otherwise handling emergencies.

Nondiscrimination & Anti-Harassment

No person shall be denied admission as a student, a contract as an independent contractor, or employment solely because they have or they are perceived to have a significant contagious disease. The District prohibits harassment and/or discrimination against an individual diagnosed as having a significant contagious disease on district property, including, but not limited to, district buildings, vehicles, school events, and computer networks. Complaints alleging harassment/discrimination based on a significant contagious disease shall be handled in accordance with the district's Harassment and Discrimination Grievance Procedure.

Confidentiality

All information concerning an affected person's condition that is given to an employee or official of the District shall remain confidential. The Superintendent shall develop procedures to protect against confidentiality breaches.

No employee or official of the District may inform anyone of an affected individual's infection. No employee or official may release any information to the public either confirming or denying the presence within the institutional setting of a person who has contracted a significant contagious disease. An employee violating these prohibitions shall be subject to disciplinary consequences in accordance with policy, law, and, when applicable, the negotiated agreement.

Spokesperson

The Board designates the Superintendent and/or principal as the person to receive information concerning the status of students, employees, and independent contractors from their physicians. The Superintendent shall be the official spokesperson for the institution when information concerning an affected individual becomes public and may not delegate this duty. The Superintendent may request assistance from the Department of Public Instruction or State Department of Health in developing a plan for conflict resolution.

Reasonable Accommodations & Public Health Threats

Except as provided below, the personal physician of the affected individual shall be solely responsible for deciding whether the individual constitutes a public health threat and/or whether the individual has the ability to continue in school or perform his/her duties.

1. *Students:* When a student's personal physician or the multidisciplinary team (in the case of a student who is defined as having a disability under state or federal law) determines that the student is unable to participate in regular classroom instruction, the District will provide either reasonable accommodations, special provisions, or an individualized education program. The Superintendent and principal shall establish procedures for the development of special provisions.
2. *Employees & Contractors:* When an employee's, prospective employee's, or independent contractor's personal physician determines that the employee, prospective employee, or independent contractor is able to perform job duties and does not constitute a public

health threat, the District will consider and implement reasonable accommodations to allow the affected individual to become/continue as an employee or become/continue as an independent contractor.

Education

1. *Students:* The District will implement an instructional program on significant contagious disease appropriate to each participating grade level, providing information about the diseases, methods of transmission, the means of protecting against contracting the diseases in an institutional setting, the use of universal precautions and prevention. Instruction may begin in Grade K and continue through Grade 12. The curriculum may be integrated into the health curriculum.

The Superintendent is charged with recommending revisions in the program to the Board to update and modify the curriculum as new information about significant contagious diseases is made available. The Department of Public Instruction and/or the State Department of Health will review and approve any curriculum and materials developed for use in this program according to the guidelines established by the Center for Disease Control.

Prior to the start of the significant contagious disease instructional program, and at any time thereafter, parents and guardians of students who will be involved in this program will have an opportunity to preview/review the curriculum and materials.

2. *Employees:* All district employees will receive appropriate training that addresses significant contagious disease prevention. The training will be presented by a health professional or someone specifically qualified in prevention of significant contagious diseases education. Training will include the proper use of universal precautions.

Those employees designated to teach significant contagious disease prevention to students will receive additional inservice from qualified health education professionals.

Independent Contractors: All independent contractors performing services for the District will receive a brochure concerning significant contagious diseases upon entering into a contract with the District. The brochure shall contain information regarding the transmission of significant contagious diseases in an institutional setting, the means of protecting against contracting the diseases in an institutional setting, and the use of universal precautions.

Student Illness and Accidents

If a student becomes ill or hurt, he/she must notify the principal's office before he/she leaves the building. Under no condition should the student who is ill leave until his/her parents/guardians are notified and transportation arranged. The sign out sheet should be signed before the student leaves the building. All accidents involving property or persons should be reported to the teacher in charge of the student at that time.

Stanley School District does not have accident insurance benefit coverage for any student injury. Public Health may assist in health service. Students may not leave the school for illness without first reporting to the office to give notification of leaving campus. All injuries must be reported to the administration office by teaching staff.

REPORTING CONCERNS AND COMPLAINTS

Complaints about Instructional and Resource Material

In order to consider the opinions of those persons in schools and the community who are not directly involved with the instructional and resource material selection process and to avoid the possibility of a biased or prejudicial attitude influencing selection, a board-appointed district review committee shall deal with formal complaints about and/or requests for reconsideration of library and instructional materials.

This committee shall be responsible for reviewing all selection standards and procedures and shall work with all departments in clarifying selection criteria.

All citizen requests for reconsideration of and complaints about instructional and resource material will be processed through the District Review Committee.

A procedure for processing and responding to criticism of approved material shall be established and followed. This procedure shall include the use of a formal signed "Request for Reconsideration of Instructional Resources" form.

This District subscribes to the philosophy stated in the School Library Bill of Rights.

Discrimination & Harassment Grievance Procedure

The following procedure is designed to resolve harassment, discrimination and retaliation complaints as defined 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 harassment, discrimination or retaliation investigation. The procedure contained in these regulations supersedes the district's complaints about personnel and bullying policies.

Retaliation Prohibited

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

Complaint Filing Format and Deadlines

Complaints can be filed verbally or in writing and should be filed as soon as a victim or witness of alleged harassment and/or discrimination becomes aware that alleged harassment or discrimination occurred. Complaints must be filed within 180 calendar days after the alleged discrimination, harassment or retaliation occurred. Delays in filing complaints, even if within the aforementioned deadline, may cause difficulties in investigating.

To Whom Complaints May Be Filed

Complaints may be filed with any District employee. District employees are required to report any discrimination/harassment to the appropriate grievance coordinator (Title IX, 504 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/harassment complaint or gaining knowledge of potentially discriminatory/harassing conduct, the appropriate grievance coordinator shall contact the complainant/victim, determine if an informal or formal investigation is appropriate, and determine if the complainant/victim requests confidentiality. Requests for confidentiality shall 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 any school official listed in this regulation as responsible for conducting or overseeing 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

School officials responsible for conducting/overseeing discrimination/harassment investigations are authorized to receive assistance from the district's legal counsel throughout the process.

Investigation Timeframes

The informal resolution procedure shall 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 with the complainant and accused. The formal resolution procedure shall 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.

Interim Measures

Pending the final outcome of an informal or formal investigation, the District shall institute interim measures to protect the alleged victim and inform him/her of support services available. Interim measure examples may include, but are not limited to, a district-enforced no contact order, schedule changes, academic modifications for an alleged student victim, and/or school counseling for an alleged student victim. These interim measures should have minimum impact on the alleged victim. If the

accused is a student, interim measures should also take into consideration the accused student's educational rights.

Informal Resolution Procedure

This procedure shall not be used when the alleged discrimination or harassment may have constituted sexual violence or any other crime. This procedure shall only be used when mutually agreed to by complainant and/or alleged victim, the accused, and the appropriate grievance coordinator. During this process, the investigator shall only gather enough information to understand and resolve the complaint. Based on this fact-gathering process, the investigator shall propose an informal solution, which may include, but not be limited to, requiring the accused to undergo training on harassment/discrimination, requiring all students and staff to undergo such training, instituting protection mechanisms for the alleged victim, and/or holding a formal meeting with the accused to review the harassment/discrimination 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 solutions and initiate the formal resolution procedure below if harassment/discrimination persists.

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

Formal Resolution Procedure

This procedure shall be used whenever the informal 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 shall be carried out or overseen by the appropriate grievance coordinator and shall 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 shall be instructed not to discuss this matter with others.

The fact-gathering portion of the investigation shall be completed within 15-20 calendar days or as soon as practical.

Investigation Report:

After the fact-gathering process is complete, the appropriate grievance coordinator shall complete a written report containing a determination of whether allegations were substantiated, whether the discrimination/harassment policy was violated, and recommendations for corrective action, if any. These determinations shall be made on a case-by-case basis. The appropriate grievance coordinator shall assess if discrimination/harassment more than likely occurred based on, but not limited to, the following criteria:

1. Whether evidence suggests a pattern of conduct supporting or disproving the allegations or harassment or discrimination
2. Whether behavior meets the definition of harassment, sexual harassment, and/or discrimination 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
7. How the District resolved similar complaints, if any, in the past.

The investigation report shall indicate if any measures shall be instituted to protect the complainant and/or alleged victim. Such measures may include, but not be limited to, extending any interim protection measures taken during the investigation. The report shall also inform the complainant and/or alleged victim of support services available, which at a minimum shall include offering school counseling services if the complainant and/or alleged victim is a student.

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

Any disciplinary action shall be carried out in accordance with board policy, law, and, when applicable, the negotiated agreement. The appropriate grievance coordinator shall determine if a recommendation for expulsion for an accused student or discharge for an accused employee should be made. If this recommendation is made and a hearing is required, the hearing shall be held in accordance with district policy and law. Both the alleged victim 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 alleged victim may choose to appoint a representative to participate in the hearing in his/her stead.

Notice of Outcome:

Both the complainant (and/or alleged victim) and the accused shall be provided written notice of the outcome of the complaint. The outcome shall be final and binding; however, nothing shall prevent the parties from seeking judicial redress through a court of competent jurisdiction or through any applicable state or federal complaint procedures. Investigation materials will be maintained by the appropriate grievance coordinator (Title IX, 504, or Nondiscrimination) and retained for at least six years.

Nondiscrimination & Anti-Harassment Policy

General Prohibitions

The Stanley Public 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 and/or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law.

It shall be a violation of this policy for any district student, employee or third party to harass or discriminate 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 had a continuing effect in

the educational setting on campus or in an off-campus program or activity. The District will not tolerate harassment or discrimination 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 person affiliated with a person 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 harassment, discrimination or retaliation complaint and act on findings as appropriate, which may include disciplinary measures such as, but not limited to, termination of employment or expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process. The District will take steps to try and prevent recurrence of harassment, discrimination or retaliation and remedy discriminatory effects on the complainant and others, if appropriate.

Definitions

- *Complainant* is the individual filing the complaint. When the complainant is not the victim of the alleged harassment/discrimination, the victim will be afforded the same rights as the complainant under this policy and regulation AAC-BR.
- *Disability* is defined in accordance with NDCC 14-02.4-02 (5).
- *Discrimination* means failure to treat a person equally due to a protected status. Protected status is defined in applicable state (NDCC 14-02.4-02 (6)) and federal laws.
- *Employee* is defined in accordance with NDCC 14-02.4-02 (7).
- *Harassment* is a specific type of discrimination based on a protected status. It occurs under the following conditions:
 - a. For employees when enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.
 - b. For students when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.
- *Section 504 (Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794)* is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.
- *Sexual harassment* is a form of harassment based on sex or gender identity. It is defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature when:
 - a. It is quid pro quo, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade); or
 - b. It creates a hostile environment meaning unwelcome sexual conduct or communication that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the school's program(s). For employees a hostile environment is created when submission to unwelcome sexual conduct is made either explicitly or implicitly a term or condition of an individual's employment.

- *Sexual harassment examples* may include, but are not limited to:
 - a. Sexual or "dirty" jokes
 - b. Sexual advances
 - c. Pressure for sexual favors
 - d. Unwelcome touching, such as patting, pinching, or constant brushing against another's body
 - e. Displaying or distributing of sexually explicit drawings, pictures, and written materials
 - f. Graffiti of a sexual nature
 - g. Sexual gestures
 - h. Touching oneself sexually or talking about one's sexual activity in front of others
 - i. Spreading rumors about or rating other's sexual activity or performance
 - j. Remarks about a person's sexual orientation
 - k. Sexual violence including, but not limited to, rape, sexual battery, sexual abuse, and sexual coercion
- *Title IX (Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.)* is a federal law that protects people from discrimination based on sex in education programs or activities that receive federal financial assistance.

Complaint Filing Procedure

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

Confidentiality

An individual wishing to file an anonymous harassment and/or discrimination complaint shall 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 (nondiscrimination, Title IX, or 504) 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, and the complainant shall be notified in writing of the confidentiality analysis outcome. A harassment or discrimination 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

All District employees are responsible for receiving complaints of discrimination or harassment and shall forward the complaints to the appropriate grievance coordinator. All District employees shall receive appropriate training on their reporting duties.

Policy Training and Dissemination

The Board authorizes the Superintendent to develop harassment and discrimination awareness training for students and employees. In addition, the Superintendent shall display this policy and

complementary grievance procedure in a prominent place in each district building and publish it in student and employee handbooks.

Grievance Coordinators

The Title IX Coordinator's core 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 all reports and complaints 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. S/he can be contacted at: 109 8th Ave SW, P.O. Box 10, Stanley, ND 58784, 701-628-3811.

The 504 Coordinator's core responsibilities include overseeing the District's response to disability discrimination reports and complaints. The 504 Coordinator must have knowledge of the requirements of Section 504, of the District's policies and procedures on disability discrimination, and of all complaints raising Section 504 issues throughout the District. To accomplish this, the 504 Coordinator must be informed of all reports and complaints raising Section 504 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 Karen Colbenson as the 504 Coordinator. She can be contacted at: 109 8th Ave SW, P.O. Box 10, Stanley, ND 58784, 701-628-3811.

The Nondiscrimination Coordinator's core responsibilities include overseeing the District's response to discrimination and harassment reports and complaints that do not include sex or disability, but instead the other protected statuses. The Board designates the Superintendent as the Nondiscrimination Coordinator. S/he can be contacted at: 109 8th Ave SW, P.O. Box 10, Stanley, ND 58784, 701-628-3811.

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

Title Programs Dispute Resolution

Any individual who believes that the Stanley Public School District has violated the regulations or law governing the Title I program should submit a complaint to the Superintendent. The Superintendent 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 person making the complaining.

If the complainant is dissatisfied with the response, the complainant may submit an appeal request to the Title I Director. The Title I Director 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 I 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 I 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.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights and Responsibilities

The Board affirms those legal rights of students that are guaranteed under the federal and state constitutions and statutes. The Board reminds students that rights also are accompanied by responsibilities.

These rights and responsibilities include:

1. Civil rights, including the rights to equal educational opportunity and freedom from illegal discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school as required by law and to observe school rules and regulations essential for permitting others to learn at school.
3. The right to due process of the law with respect to expulsion, searches and seizures, or administrative decisions that the student believes have injured his/her rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights. Students may exercise their right to freedom of expression through speech, assembly, petition, and other lawful means. The exercise of this right may not interfere with the rights of others. Freedom of expression may not be utilized to present material that is vulgar, slanderous, defames character, advocates violation of law advocates violation of law or is in violation of district policy.
5. The responsibility to respond to community needs, to obey community rules and to use community property properly.

Patriotic Exercise

The principal of each school and/or any teacher is allowed to provide a daily program for the voluntary recitation of pledge of allegiance. Students shall also receive instruction concerning the words and music of the national anthem so they are able to recite or sing the words and recognize the music.

The Board recognizes that the beliefs of some students and teachers prohibit their participation in these patriotic exercises. No person shall be required to participate in these exercises. All persons, however, are expected to show respect to the flag and to the participation of others in the exercise.

Schools may hold ceremonies and/or integrate information into the curriculum related to historically significant and/or patriotic holidays such as Martin Luther King Day, President's Day, Flay Day, and Columbus Day.

Released Time for Outside Instruction

Released time for off-campus religious instruction shall be granted to students of all religious groups in a nondiscriminatory manner in accordance with North Dakota law so long as released time does not exceed one hour per week and the parent or guardian of the student has submitted a written request to the building principal. Such absences shall be deemed approved. Students will be responsible for completing all make-up work in accordance with administrative regulations.

A parent may request release time for other forms of outside instruction for a child. The Superintendent or designee shall review and either deny or approve all such requests. Requests that are reasonable and do not seriously interfere or impair a student's academic performance shall be granted. Release time for outside instruction shall be limited to one hour per week, and students will be responsible for completing all make-up work in accordance with administrative regulations. Such absences shall be deemed excused.

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 it is to protect the health, safety, and welfare of all students enrolled. Students shall have no reasonable expectation of privacy when using lockers. Student shall be given advanced notice of this policy through student handbooks or another 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 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 a 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.

Student Assemblies

All students are to attend programs or assemblies. Proper audience behavior is expected.

Generally, school administrators will determine or substantially control the content of what is expressed at student assemblies. In such cases religious expression will not be permitted as the religious expression may be attributed to the school or seen as an endorsement of a particular religious belief or expression. However, in the instances where students are selected to speak at assemblies based upon neutral selection criteria and where the student speaker has primary control over the content of the oral presentation, the school will not restrict the student speech because of its religious or anti-religious content. In such cases, school authorities will publicly clarify that the content of the student's speech is the speaker's opinion and not the school's.

For the purposes of this policy, primary control is defined as authority by a student to include any content in a speech so long as it is not profane, sexually explicit, defamatory, disruptive, and/or does not infringe on the rights of others. Administration shall review student speeches prior to delivery. In the event that a speech contains potential prohibited content, administrators shall contact legal counsel to seek guidance before asking a student to remove such content.

Student Interviews, Interrogations, and Custody by School Resource Officers and Outside Authorities

General Provisions

For all action permitted by this policy and/or law, it is the responsibility of law enforcement officials, not district employees, to assure compliance with procedural and constitutional safeguards.

Police Interviews

Police do not have a right to interview a student on school property or remove students from school property for purposes of an interview. Administrators shall encourage law enforcement to schedule interviews with students at times when students are not under the district's jurisdiction. When such scheduling is not feasible as determined by the building principal or Superintendent, the building

principal or Superintendent shall allow an on campus interview of a student so long as the following criteria is met:

1. The officer is properly identified.
2. Parents are notified and provide consent. When an attempt to notify a parent is made and s/he cannot be reached, the law enforcement official shall be required to make alternative arrangements with the student/parent to conduct the interview off campus. If the student's parent is the suspect of a crime and the subject of the law enforcement interview, this requirement may be waived. In such cases, administration shall inform the student of his/her right to decline an interview by law enforcement. If an investigation of an offense focuses upon the child as the person who committed the offense, any statement of the child must be made in the presence of that child's parent, guardian, or custodian, or in their absence, in the presence of an attorney.
3. Students shall not be subject to coercion or illegal restraint.
4. Students shall not be removed from school property without proper legal documentation as delineated below.

Police Officer's Rights

In all of the situations listed below, efforts should be made to minimize embarrassment or loss of class time for the student. The office of the Superintendent/principal should be notified immediately when any of the actions listed below has occurred.

1. *Right to Take into Custody:* Police officers, counselors of the juvenile court, or other authorized law enforcement officials have the right to enter the school to take a student into custody or to make a lawful arrest of a student, provided the officer displays either an order signed by a judge of the juvenile court authorizing the taking of the student into custody, or to display a warrant for the student's arrest. If the student is arrested and/or taken into custody at a school, the school officials should make every effort to notify the parents immediately.
2. *Right to Serve Subpoena in School:* While police officers have the legal right to serve a subpoena at school, the serving officials should be strongly urged to serve these subpoenas at the home of the student whenever possible.

Interviews of Students by Officials of Other Agencies

When the Department of Human Services or an officer acting on the agency's behalf requests to interview a student as part of a child/abuse neglect investigation, the building principal shall:

1. Verify that the purpose of the interview is to investigate child abuse/neglect.
2. Require that the interviewer identify him/herself.
3. Allow a student to be interviewed if the student is the subject of, sibling of, or living with a child the subject of abuse/neglect.

4. School staff shall not share information related to a child abuse investigation with the public or the child's parents.

Student Publications and Freedom of Expression

The student newspaper and yearbook shall be a limited public forum. As such, these publications shall be supervised by a faculty member but shall not be reviewed by an administrator unless the publication is believed to contain restricted content, as listed below.

The following material is prohibited from being published in the student newspaper and yearbook:

1. Material that is obscene, vulgar, or pornographic.
2. Material that is defamatory, slanderous, or libelous in nature.
3. Material that infringes or may infringe on the rights of others.
4. Material that promotes violence, terrorism, or other illegal activities, including, but not limited to, tobacco and/or drug and alcohol use by minors.
5. Material that is reasonably forecast to materially or substantially disrupt the educational environment.
6. Material that poses a direct safety threat to the District, its students, and/or staff.

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

Student Vehicle on School Property

Use of school roads and parking lots is a privilege extended to students by the Board. Each building principal shall establish rules related to the forms of student transportation permitted on school property, the perimeters of their use, consequences for misuse, and traffic safety. At a minimum, students shall be expected to observe all driving, safety, and noise control ordinances and/or laws. The District will coordinate with the local police department in order to help ensure traffic safety coverage on and around school property.

Searches of Vehicles

When student vehicles are parked on school property, the school retains the authority to inspect the interior of a vehicle when a school official has reasonable suspicion that the vehicle contains illegal or unauthorized materials. Such inspections shall be conducted in accordance with the district's policy on searches of students' personnel property.

Use of Animals in Schools (Service Animals)

The Stanley School Board believes there are medical and physical dangers associated with allowing interaction with and/or use of animals in the educational program and in district schools. The Board, however, also recognizes that animals may be an effective teaching aid and/or their presence may be required to reasonably accommodate students and staff with disabilities.

Use of Animals for Educational Purposes

Teachers seeking to request the use of animals as part of the educational program or seeking permission for students to participate in an activity involving animals (e.g., a field trip) shall submit a request to the building principal in accordance with administrative regulations. The principal shall consider such requests on a case-by-case basis based upon criteria established by the Superintendent.

Use of Service Animals by the Disabled

Disabled students and staff, as defined by Section 504 of the Rehabilitation Act, may be granted use of a service animal for the purpose of reasonable accommodation. The Superintendent shall make such determinations on a case-by-case basis based on the following criteria. Whether the presence of the service animal would:

1. Impose an undue financial or administrative burden on the District.
2. Require a fundamental alteration to the educational program.
3. Injure the legitimate and legally protectable rights of others. In such cases, a disabled student's parent may be given the option of changing the student's educational placement if alternative placement will remedy the infringement of other's rights.

Revocation of Animal Use

The decision to allow any type of animal in school may be revoked if:

1. The animal poses a direct health and/or safety threat to others.
2. The animal is out of control.
3. The animal's presence has fundamentally altered the educational program.

Animal Related Injuries

The principal and parent/guardian (if a student is involved) shall be notified as soon as possible if an animal bites an individual on school property or during a school-sponsored activity or an animal-related incident occurs on school property or during a school-sponsored activity that could have an adverse effect on an individual's physical or emotional health. An accident report shall be filed in accordance with district policy and regulations.

MISCELLANEOUS

Entering and Leaving the Building

The building is open in the morning by 8:00 am and closed by 5:00 pm. Students should not be in the building after 3:45 pm unless they are involved in an extracurricular activity that afternoon. Any student or group of students, remaining in the high school after 3:45 pm must be supervised by an adult. Maintenance personnel do not assume this responsibility.

Students may not enter the school building prior to their first scheduled activity. As a general rule, students should leave the building promptly upon dismissal. Exceptions to this rule would include students with the following obligations:

1. Make-up or special work at the teacher's request.
2. Athletic practices or games.
3. Drama or music practices or performances.
4. Other recognized occasions or events.

Students are not allowed to leave or enter the building through the boiler room or any other school area that is considered potentially hazardous.

A student checking out of school for any reason other than a school-sponsored activity must have parental permission releasing him/her from school responsibility and must sign the official sign out book. Students who leave the building without permission will be considered unexcused.

Guests Visiting with Students

Students may not bring friends or relatives to spend the day with a current student unless parents get approval at least one day prior to attendance.

Gym Floor

The gym is not to be used as a hall. Students are to use the hallways around the gym instead of the gym floor. Teams and students entering the gym are asked to use the hallways to get to the locker rooms. No one will play ball on the floor after games or events. Shoes must be clean of mud, little rocks, etc. It is our responsibility to keep the wood floor in the best possible condition.

Library

The sole purpose of the library and its facilities is research, study, or pleasure reading.

Students, who miss classes when visual or auditory presentations are given, may make these up by using the listening and viewing room. This may also be used for completing class assignments. Materials and permission must be obtained from the librarian.

Individuals who misuse or disrupt a proper library setting will lose the privilege of using the library.

Any student having an overdue book or fine will not be able to check out another book or equipment.

Any students found destroying anything in the library will lose their library privileges.

Student Lockers

Locker assignments will be made by the principal. Students will keep their assigned lockers; changes will be by the principal only.

Lockers are property of the school and are provided to the students free of charge. They will be routinely opened by the administrators or maintenance personnel and inspected for cleanliness. It is recommended that students leave nothing of value in their lockers.

Students may put locks on their lockers. However, you must provide a copy of the combination or an extra key to the office if you choose to do this.

Lockers may be subject to searches where there is suspicion that the locker(s) contains objects/substances that are illegal, violate school property, or may be detrimental to the health, safety, or welfare of district students. Search procedure will be followed as delineated in school policy.

Lost and Found

The lost and found items should be reported and large items brought to the school office and will be held until the end of the quarter at that time the remaining items will be given to charity or disposed of. If you are missing items, books, etc., please check with the office secretary. Students should leave any valuables in the school office.

Noon Lunch Period

All students:

1. May bring a sack lunch (may purchase milk)
2. May buy the hot lunch
3. Milk or water are the only beverages allowed in the lunch room

Lunches can be purchased from the secretary in the main office.

No family will be allowed to charge over 5 meals.

School Parties and Dances

It is the intention that the school parties shall be for the express entertainment of the members of the Stanley School student body. All parties must be scheduled in advance and must have approval of the administration and the advisors. All school sponsored parties/dances will end at 12:00 midnight with the exception of the prom which will end at 12:30 a.m.

Winter Wear – Bus Riding

The rule has always been that on all bus trips students are to be prepared. Students must have hat/cap, gloves, warm coat, and proper foot wear. Wind chill and stalled buses are dangerous and we must be prepared at all times.

School Guidance Program

High School Hours: (Everyday times will vary)

The guidance department exists for the benefit of every student in SHS. The guidance services, including personal, educational and vocational counseling, are available to all students at all times. Parents/Guardians are also welcome to confer with the high school counselor at their convenience.

The purpose of the Guidance Department is to:

1. Help each student to get the most from his/her actual class work.
2. Help each student to find his/her place in extra-curriculars.
3. Help each student work out his/her personal problems.
4. Help each student plan for his/her life's work.
5. Give students information on available financial aid.
6. Administer intelligence, aptitude, interest and achievement tests to help students realize their capabilities.

Referral

Students can be referred by parents, teachers and self. All students attending Stanley Community Schools are open to receive counseling at anytime unless the school receives parental notification to decline/dismiss.

Closed Campus

Stanley Jr/Sr High School has a closed campus policy during the noon hour for grades 7 through 11. Students in those grades will only be allowed to leave the campus under the following circumstances.

1. Parent/Guardian picks up their student and transport for lunch.
2. Students may go home or to a grandparent's house for lunch with parent permission. However, students will not be allowed to drive or ride with another student.

If a student wishes to walk home every day for lunch, we will require a note from parents stating that fact at the beginning of the year. If a student wishes to go home for lunch on a once in a while basis, we will require a note or phone call from a parent/guardian on those occasions.

Students in grades 7 thru 11 will not be allowed to ride with students in grade 12 when leaving for lunch, unless that 12th grader is a brother or sister and you are going straight home for lunch. Seniors not abiding by this will lose their off campus privileges as well.

Students will not be allowed in the parking lot during the school day, especially over the noon hour. Only if a student has properly checked out of school or is a senior on lunch hour should they be out in the parking lot without needing permission.

Announcements

Announcements will be put on the school's web site (<http://www.stanley.k12.nd.us>).

Wheeled Devices Prohibited

The Stanley School District strictly prohibits the use of rollerblades, skateboards, or other similar objects anywhere on school property, whether indoors or outside.

BELL SCHEDULE**Mon, Tues, Thurs, Fri**

1 ST HOUR	8:30---9:20
2 ND HOUR	9:23—10:13
3 RD HOUR	10:16—11:06
4 TH HOUR	11:09—11:59
4 TH HOUR	11:39—12:29
1 ST LUNCH – 11:06 – 11:36 (30 min)	
2 ND LUNCH – 11:59 – 12:29 (30 min)	
5 TH HOUR	12:32 –1:22
6 TH HOUR	1:25—2:15
7 TH HOUR	2:18—3:08
8 TH HOUR	3:11—3:41

50 minutes 1st thru 7th periods
3 minute transitions

Wednesdays

1 ST HOUR	8:30---9:20
2 ND HOUR	9:23—10:13
3 RD HOUR	10:16—11:06
4 TH HOUR	11:09—11:59
4 TH HOUR	11:39—12:29
1 ST LUNCH – 11:06 – 11:36 (30 min)	
2 ND LUNCH – 11:59 – 12:29 (30 min)	
5 TH HOUR	12:32—1:16
6 TH HOUR	1:19—2:03
7 TH HOUR	2:06—2:50
8 TH HOUR	Dismissal

3 minute transitions