

Lidgerwood Public School



Cardinals GRADES 7 - 12

Student Handbook 2012 – 2013

1st. Reading: _8-13-12___
2nd. Reading: _9-10-12___
Adopted By Board Action _9-10-12__

Welcome:

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school, and to become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen of democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those activities within our school which will prepare you to live a better life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

School Philosophy:

It is the general belief of the Lidgerwood School Board, school staff, parents and students that the school plant and its facilities should be utilized to the fullest, in a collective effort, to continually offer quality education to the residents of the Lidgerwood community, and to constantly work toward the upgrading of its educational offerings in accordance with the accepted educational practices of the times. In addition to the general school philosophy, a number of educational objectives have been formulated, and great efforts will be made to fulfill them.

Educational Objectives:

All Pupils Should:

1. Achieve command of the basic learning skills, comprised mainly of Reading, Language Arts, Math, Science, and Social Studies.
2. Become aware of and understand a scientific approach to solving the problems of life.
3. Realize the need to conserve natural and human resources, and recognize the vast efforts made by man to improve the work of man, of which they are a part.
4. Develop and maintain strong physical bodies, healthy bodies, and minds.
5. Gain an understanding of the United States form of government, studying the history and geography of our country, and appreciating the heritage of our forefathers in an effort to become effective and responsible citizens.
6. Develop any interests that enable them to make valuable use of leisure time.
7. Be provided with a qualified staff, dedicated to the welfare of the student.
8. Be provided every opportunity to explore as many vocations as possible through vocational education programs such as Industrial Arts, Home Economics, Diversified Occupations and Business Education.
9. Given an opportunity to use computer technology as well as interactive television to enhance their learning experience.

School Rules:

The School Board with the assistance of the staff, may legally make rules governing the conduct of students in the school. The rule-making power, however, is not unlimited: It must operate within statutory and constitutional restraints. A board of education has only those powers which are enumerated in laws of the state, or which may be implied or necessary for the orderly operation of the school.

School rules are assumed to be acceptable until they are rescinded or waived. The first priority of the student should therefore be to obey the rules or go through proper channels to help change those rules of which he/she does not approve.

School Day:

The school instructional day will begin at 8:35 a.m. and extend until 3:26 p.m.

Early Arrivals:

NO STUDENTS ARE TO BE IN THE BUILDING BEFORE 8:05 A.M. UNLESS THEY ARE PARTICIPATING IN THE BREAKFAST PROGRAM OR HAVE APPROVAL FROM THE TEACHER.

Students in Grades 7-12 who have approval from the teacher they will be working with, may enter the building before 8:05 a.m. The student must be admitted by the teacher and MUST report directly to that particular teacher. Teachers are to be available for students from 8:05 a.m. to 4:00 p.m.

Students participating in the breakfast program will be served between 8:00 and 8:30 a.m. Students who are done eating breakfast should report to their locker area and wait until 8:25 a.m. before reporting to their assigned classes.

Parent Teacher Conferences:

Parent-Teacher conferences are held in the fall and spring each year. This contact gives parents and teachers an opportunity to discuss each child's growth and to plan cooperatively to meet the individual child's needs. Conferences usually result in a better understanding and an improved relationship between the home and school. Our goal is 100 percent parent attendance.

We encourage all parents to contact the school whenever a question arises concerning the education concerns of their child. The more open the lines of communication between the school and home, the greater the information we in school have to provide a better educational setting for the children in attendance. Parents also become better informed and are more understanding of the school's objective.

Conferences, other than the scheduled ones, can be arranged either before or after school hours by contacting the individual teacher(s) or principal(s).

Attendance:

North Dakota law makes it mandatory that schools be in session for a period of 182 days. Students must have 175 full "Student Contact Days" within a school year in order to receive full state reimbursement. Early dismissal(s) must be documented and the time(s) must be made up according to State policy.

The student with a good attendance record has achieved something almost as important as a good scholastic record. Both become part of each student's permanent record. Recommendations for college and job opportunities are made from these records. These records speak for themselves and a poor attendance record certainly is not a good recommendation to a prospective employer. The same applies to tardiness which is a part of the employment questionnaire of many firms.

Types Of Absences Excused:

Normally, illness is the only excused absence. Students who have parental and administrative permission may obtain excused absences. An excused absence can be obtained if the parent/guardian calls the principal's office between (8:00 a.m. and 9:15 a.m.) or makes prior arrangements with the principal(s).

The school telephone number is 538-7341. If no telephone call is received during the times given above, the office will attempt to call the home by 10:00 a.m. It is much easier for the parent to make one phone call than for the school personnel to make many - thus, the responsibility for making the absence an excused one, rests with the parents and students.

If a student is ill three (3) or more days in succession, it will be necessary to bring a written document signed by a physician before the student may return to school. If you wish to keep your child out of school for any reason other than illness, such as appointments, vacations, etc., you need to make every effort to make arrangements with the school principal(s) in advance.

Special Absences:

The school recognizes only illness, death in the family, and work of absolute necessity as valid excuses for receiving special absences. The special absence, of course, will be subject to the principal's approval.

Provisions Applied To The Attendance Policy's:

1. The principal must be notified in advance of the intended absence by telephone at which time he/she will accept or reject the request for absence.
2. The absence, if granted, must be under parental supervision. Possible exceptions could be made to include other responsible adults as permitted by the administration.
3. All work missed because of the absence must be made up to the teacher's satisfaction in a timely manner. Students will be given two (2) full days make up for the first full day of absence and a day-for-day being granted for each additional excused absence. **Students who know they are going to be absent, must notify their teachers and have their work made up prior to the absence. (Due dates are posted on the admit slips by the office)**
4. Students missing more than ten (10) school days per semester (semester classes), or twenty (20) school days in a given school year, will have an "**Attendance Review**" with the student(s), guardian(s), and school administration. This procedure may be waived by the administration because of extenuating circumstances. The student(s), guardian(s) will be notified of the attendance review conference. All absences and tardies will be checked and discussed. Appropriate action will be taken, and can include the following:
 - a. Removal from class by drop/fail.
 - b. Request for a medical opinion.
 - c. Extension of the time limit due to extenuating factors. (Acts of God)
 - d. Referral to school and/or outside counselors.
 - e. Assignment of correspondence courses at the student/guardian's expense.
 - f. Referral to appropriate outside agencies. (Change of Placement)
 - g. Make up 1/2 the Time Absent. (3 hours for each day absent)

The State recognizes the following as “ Excused Absences “: Medical (Doctor, Dental, Eye Appointments), Work needed to “ Support The Family “, Jury Duty, Family Medical Emergencies / Funerals. This also does not include absences for school sponsored activities. Students need to submit documentation regarding the “ Excused Absences Listed Above “.

5. Students must be in attendance for 1/2 of the school day (afternoon) in order to be eligible to participate in non-graded school activities. e.g. (basketball game the day of the absence)

When returning to school after an absence for personal illness, illness or death in the family, severe weather, or emergencies, The excuse needs to have the reason stated for the absence and it must be signed by the parent or guardian when it is presented to the principal. The students need to obtain an “Admit Slip” from the principal and present it to the classroom teacher prior to being admitted into class following an absence.

For all other absences, your parents must notify the principal of the reason for absence before the day of the absence. All make up work must be completed before the day of absence unless other arrangements are made with the teachers. **Students who are absent due to school activities, need to communicate with their teachers and have their work made up prior to leaving for the school activity. This is the student(s) responsibility...**

Absence Requested Due to Work at Home:

Work of an essential nature at home will be excused if the absence is arranged for in advance. Forms for this purpose are available in the office. The student can bring one home prior to the day of the intended absence. In cases of emergency, a student may be excused if the parent makes a telephone call to the school office.

Tardiness:

Ample time is allowed for students passing between classes, although little time is available for visiting during each passage. When the “Tardy Bell” rings, each student is expected to be at his/her assigned class/station ready to begin work.

1. All tardiness is unexcused unless the student can give evidence to the contrary. If a teacher detains a student, he/she should get a note from that teacher. If the student is ill, he/she should tell their teacher. No necessary tardiness need be unexcused if the student is responsible. One tardy is forgiven in a nine (9) week period.
2. Unexcused tardiness carries a penalty of one-half hour detention served the day of the tardiness or the day after. It is the students responsibility to get to detention.
3. Excessive tardiness (more than three per nine weeks) will result in “ In-School Suspension“ as assigned by the Principal until the time is made up.

Detention Policy:

In order to insure proper behavior and regular prompt attendance, students who violate school policy rules and regulations will be placed on detention for an appropriate length of time.

Detention will take priority over any other activity, including work, sports and school activities.

Students who **fail to make up detention assigned by the Principal upon referral, will be given one day of “In-School Suspension”** for each thirty (30) minutes of detention period missed. Detention will begin before or after classes. Students will be given one (1) day grace period to make arrangements before their detention starts.

Teachers are only to make a referral for Detention if students refuse to make up their time. A specific room will be designated as the “Detention Room” and **students will report there and shall bring enough school work to keep busy for the period.** If school work is not brought along, the student(s) will be assigned in-school work to keep them busy during this time.

Suspension And Expulsion Policy:

Suspension and expulsion are to be handled through the principal’s office. The Principal will notify the parent(s) of the student(s) involved. The School Board president will be notified of any suspension of longer than one (1) day. Improper student conduct, disrespect or disregard for school rules and insubordination are areas which can lead to suspension or expulsion.

In - School Suspension:

The student will remain in school during the normal school day. However, the student will not be allowed to attend those regular classes from which the student has been suspended, but will be assigned a work area for those periods. The student will remain in the assigned work area with supervision determined by the administration.. Students who receive “In-School-Suspension will not be allowed to attend school activities (practices, games, concerts etc.) during the time of the suspension.

Students will be expected to keep up with all work during the suspension and shall be considered present for all attendance purposes. All make-up work must be completed and the student will receive credit.

The third dismissal from the same class resulting in an “ In-School Suspension” each time , may result in the student being permanently dismissed from that class and a failing grade shall be recorded on the student’s report card and permanent school record.

A student shall have the right to request a hearing regarding in-school suspension and dismissal from class. The initial hearing must be requested within three (3) school days of notification and shall involve the student, parent(s), teacher, and school administration.

The student shall have the right to appeal the results of the hearing to the Board of Education. The appeal must be submitted in writing to the administration within three (3) days of the hearing.

All IDEA and 504 IEP’s will be adhered to where disciplinary action and placement guidelines are concerned.

Out - Of - School Suspension:

The student will **not attend school or school activities** (games, practices, concerts etc.) during the out-of-school suspension. An out-of-school suspension can be assigned for a period of time from one (1) to five (5) days which will be determined by the severity of the violation as determined by the administration or school board.

The student shall be **considered absent** for all attendance purposes during the out-of- school suspension. All make-up work must be completed upon returning to school and the student will receive credit.

A student shall have the right to request a hearing regarding the out-of-school suspension. The initial hearing must be **requested within three (3) days** and shall involve the student, parent(s), teacher, and administration.

The student shall have the right to appeal the results of the hearing to the Board of Education. The appeal must be submitted to the administration within three (3) days of the hearing.

Should a student receive three **(3) out-of-school suspensions**, the student must appear before the Board of Education where a hearing will be held regarding expulsion of the student.

All IDEA and 504 IEP's will be adhered to where disciplinary action and placement guidelines are concerned.

Expulsion:

The student will **not attend school or school activities (games, practices, concerts etc.)** during the period of expulsion. Expulsion shall be for a **period exceeding five (5) school days**. Expulsion must be recommended by the Principal, and the School Board must approve the expulsion which shall not exceed a period of time longer than the remainder of the current school year.

All IDEA and 504 IEP's will be adhered to where disciplinary action and placement guidelines are concerned.

Permanent Removal From Class:

Parents will be notified of any permanent student removal from class and the student shall have the right to request a hearing regarding the dismissal from class. The hearing must be requested within three (3) days and shall involve the student, parent(s), teacher and school administration.

Citizenship:

Citizenship grades shall be assigned after considering the following items, but shall not be limited to these items:

- A. Cooperative attitude, having good conduct.
- B. Courtesy, dependability, ethics , not swearing or using foul language .
- C. Students concern for the welfare of others.
- D. Respect for rules and authority.
- E. Maintaining the dress code. (At school and school activities)

A student shall be rated on the basis of the teacher's observation(s) in the classroom, school building, and school sponsored activities. An average of the student(s) conduct grade received from all the teachers will be reported on the nine week report on PowerSchool.

Sporting Events:

High School students are encouraged to attend and expected to be good fans at the High School events. The following **rules are to be adhered to:** See School Sportsmanship Manual.

1. Students are to be respectful during the National Anthem.
2. Stay off the gym floor.
3. No loitering or horseplay in the Halls, Bathrooms or Multi-Purpose Room.
4. All students are expected to be in the gym during the game.
5. Parents are responsible for the behavior and supervision of their child(ren).
6. Attendance at school sponsored activities is a privilege, not a right.

Accidents:

Students involved in any injury of any kind in the gym, classroom, corridors, buses, athletic competitions, playground etc. must report the accident to the teacher, bus driver, coach, advisor in charge immediately. An accident report form must be completed by the supervisor and turned into the office.

Physical Education:

Physical Education are a required classes, and everyone is expected to participate (except for those students having a SIGNED EXCUSE by a physician or those who have returned to school after an illness with an excuse signed by their parent(s). Students are expected to dress appropriately for Physical Education Class and shower after class is over as instructed by the teacher.

Books:

The Lidgerwood School owns all textbooks and they are loaned to the students in Grades 7-12. Necessary workbooks, practice sets, and other papers are provided by the school in some cases. Students are expected to take proper care of all text books and must not deface them. Students who lose their book(s), damage or deface school textbooks beyond normal wear etc., will pay for the textbooks at the end of the school year.

Class Meetings:

At times it is necessary to hold class meetings. If your class desires to have a class meeting, contact your advisor first. Your advisor will then clear it through the principal's office and follow it through the proper channels. Please arrange class meetings one week in advance. Meetings will be limited in time, so **USE THE TIME WISELY.**

Incomplete Work:

Any student who has not completed their class work at the end of a nine weeks period, will receive an incomplete on their report card. All incomplete work must be made up in a two week time or the incomplete will be recorded as an "F". Remember, it is the student's responsibility to make arrangements for the make up work, not the teacher's. All IDEA and 504 IEP's will be adhered to in reference to incomplete work and grades.

Make Up Work:

It is the student's responsibility to make up all work missed during an absence. If a student knows about an absence in advance, the student is to come to the office for a make-up-slip. All work is to be completed prior to the absence.

If a student has been absent (other than school activity absences), **the student must obtain an admit slip with the make up work to be assigned prior to being admitted to classes.**

Students who are absent due to school activities are expected to have their work done prior to leaving for the school activity.

A written excuse or phone call from the parent to the Principal must be presented before an excused absence is granted. Students will be granted two (2) full days to make up work on the first day of absence and one day for each consecutive day thereafter missed for excused absences.

The make up work is to be completed and the admit slip returned to the Principal upon the due date documented on each admit slip by the principal. Consistent failure on the students part to be responsible for returning their admit slips, will result in assigned detention.

Leaving the School Building:

All students leaving the school building while school is in session, must stop at the school office and obtain an excuse permit from the administration prior to departure. This rule applies to students who become ill during the day and to emergencies requiring the student to go home.

All work permits must be approved prior to the absence and admit slips for make-up-work must be secured for all absences (other than school activities) known about in advance.

Students who do not follow this procedure for checking out of school will be issued an unexcused absence for **skipping school** which will result in the student **making up twice the time missed.**

Students needing to run errands for classroom teachers need the approval of the teacher and the administration prior to leaving the building. **Students need to make sure they are organized and efficient when scheduling trips for errands** (compiling a list of needed supplies etc. for a group of students in advance, resulting in one trip downtown instead of several trips downtown...This kind of organization is needed when using materials for Industrial Arts Classes.)

Tobacco Products:

Smoking or the possession of tobacco products in any form is not permitted on the school grounds or at school sponsored activities. Students are not allowed to carry any tobacco products on their person or have them in storage in lockers, desks etc. See LPS District Policy.

A student will receive an automatic three days of in-school suspension for violation of the above rule. The student's parent(s) will be consulted and a conference will be held prior to the student's re-admission to school.

Use of Profanity:

The use of profane language is not allowed at school sponsored activities, in the classroom, on the buses, or anywhere on the school playground and school building. Students in violation of this policy will be disciplined accordingly as determined by the administration.

Athletic Season Tickets:

Students are not required to purchase season admission tickets. If students wish to purchase season tickets, they may do so when they register for school. Students who do not have admission season tickets must purchase a student admission ticket each time they attend an event where admission is charged.

Team participants who are performing, band members playing, drill team(s), and cheerleaders who are performing and students working concessions will be the only students allowed admission without an activity ticket or payment.

Church Night:

Wednesday night is set aside for religious affairs and nothing should be scheduled at that time. All school activities need to be concluded by 5:45 p.m. In rare cases, exceptions can be made by obtaining approval from the Principal and the Clergy involved. Junior High Activities on Wednesday evenings, when religious activities are scheduled should be avoided.

Withdrawing and Adding Classes:

After the school term (semester) begins, students will be given one week to withdraw or add classes to their schedule. This does not include ITV Classes. All changes must be approved by the Principal.

Student Class Load:

All students shall be limited to one five day week study hall in addition to the study hall on the off Physical Education days and during Band Period. However, Students going over to Wahpeton for CTE classes cannot take a five day week study hall, unless approved by the administration.

Students must carry Six (6) subjects per semester with five (5) being academic subjects. The only exceptions are as follows:

- a. Classes needed for Graduation Requirements are not available on the schedule.
- b. Course(s) available were taken in prior years.
- c. Student has an IEP plan or a 504 plan approved for other placement.
- d. Independent Study Courses needed and approved for High School graduation.

All courses must have the approval of the High School Principal. Upon approval, a student may take seven subjects if he/she has the ability. Academic subjects are those that require objective grading materials such as chapter worksheets, quizzes, exams, etc., in scope and sequence.

A JET time assignment does not count as an approved subject for class registration or graduation. JET placement must be approved by the administration for students who are scheduled in study halls or have meet the above criterion.

Graduation Requirements:

Language Arts	4.0
Social Studies (US History, PDP)	3.0
Mathematics (Algebra)	3.0
Science (Biology, Physical Science)	3.0
Physical Education	1.0
Health	.5
<u>Electives</u>	<u>7.5</u>
Total	22

Waiver Procedure:

The third science or third math mathematics credit may be waived for graduation requirements pending application and approval by the administration and counselor based on criterion outlined by the ND Department of Public Instruction. (21) units of credit would be required to graduate from High School.

Correspondence Courses:

The only correspondence and on-line courses acceptable toward graduation shall be elective courses. No required courses may be taken by correspondence and count toward graduation unless a severe conflict in class scheduling arises. All classes must have administrative approval.

Classification of Students 10, 11 and 12:

In order for a student to be classified as a **Sophomore, four (4) units** of credit (excluding Physical Education and Music) must have been earned by the student at the completion of the Freshman year.

In order for a student to be classified as a **Junior, nine (9) units** of credit (excluding Physical Education and Music) must have been earned by the student at the completion of the Freshman and Sophomore years.

In order for a student to be classified as a **Senior, (14) units** of credit (excluding Physical Education and Music) must have been earned by the student at the completion of the Freshman, Sophomore and Junior years.

Mid Nine Week Reports:

During or about the middle of the nine week period, teachers will submit a Mid-Nine Week Grade Report on PowerSchool. Hard copy reports can be obtained from the office upon request.

Grading System:

The school year is divided into two (2) semesters. Each semester is divided into two (2) nine week periods. All grades are recorded in letter grades. The present evaluation system in the Lidgerwood system used by teachers appears to be an effective means of scoring. Uniformity in grading is a necessary factor in reducing grading problems to a minimum. The grading system is as follows: A = 12, A- = 11, B+ = 10, B = 9, B- = 8, C+ = 7, C = 6, C- = 5, D+ = 4, D = 3, D- = 2, F = 1.

Class Parties And Dances:

All school parties, dances, etc. are to be chaperoned by parent(s) and faculty members. After a student has once entered the building, he/she is to remain until he/she decides to leave permanently. He/She will not be given re-admittance. The class or organization is responsible for all clean-up immediately after the function. Any class or organization wishing to sponsor a party must notify the office three (3) days in advance and have approval of the administration. All students are expected to conduct themselves as ladies and gentlemen during these activities and are, of course, subject to all regulations and punishment. All school parties and dances must be concluded by 12:00 a.m.

A Lidgerwood School student attending a Lidgerwood School sponsored party or dance, including Prom and Homecoming, may be accompanied by one guest subject to the following rules and regulations.

1. The guest must be reported in writing to the school office at least two (2) days in advance of the school activity.
2. All guests are subject to administrative approval and school rules.
3. Any guest attending over age twenty one must be approved by the school administration at least seven (7) days in advance of the activity.
4. All guests are subject to the same rules and regulations that govern Lidgerwood School.
5. The Lidgerwood Homecoming Dance shall be open to Lidgerwood Alumni, who must sign up to attend at least two (2) days in advance of the activity. Alumni are subject to the same rules and regulations that govern Lidgerwood School students.

Class Parties

Class parties of any kind, such as Christmas, Birthday, etc., are discouraged during school hours in the Secondary School. Administrative approval is needed prior to having any parties.

Leaving the Building

Students are not allowed to leave the building at any time during school hours unless they are excused from the office with a slip signed by the administration. (Blue Slip)

Student Lockers:

Lockers are assigned at the beginning of the school year. They are primarily for the storage of coats, books, and other school materials. Lockers not working properly should be reported to the office immediately. Lockers may be searched periodically by the administration.

(Student Lockers Continued)

Students are to maintain the cleanliness of the lockers. Students are not allowed to post materials inside or outside of the locker that are not appropriate in a school. Pictures displaying nudity, tobacco/alcohol/drug advertisements, profanity, racism, etc.. Students will be held responsible for any damage they inflict on the lockers.

Any student caught opening another student's locker will be placed on detention for the first offense, double detention for the second offense, and suspension on the third offense. The school is not responsible for theft or lost items within a student's locker. Students can place a lock on their personal locker if they wish, however, a key or combination must be given to the High School Principal.

Theft:

Any student who has been caught stealing may be suspended upon investigation and due process.

Cheerleaders:

The Warbird Cheerleaders are selected by committee as determined by the athletic directors in the Sports Coop. Cheerleading judges from outside the school may be used to select cheerleaders trying out. Cheerleading tryouts are scheduled as needed. This includes Football, Boy's Basketball, and Girl's Basketball.

The Cheerleader's responsibilities are to promote school spirit, good sportsmanship, organize pep-feasts, help maintain crowd control. Cheerleaders are representing their school and community, therefore, they must be professional and exemplify good conduct and citizenship. Cheer coaches are required to attend the summer training camp for certification if stunts are used in performance.

Student Council:

The Student Council will consist of four (4) Seniors, three (3) Juniors, two (2) Sophomores, and two (2) Freshman. The Student Council will elect one (1) Senior member to serve as President.

National Honor Society:

The National Honor Society is perhaps the most selective organization in our high school today. The selection of members is made by the Lidgerwood High School Faculty, and is based on scholarship service to the school, character, and leadership.

Membership is limited to students in Grades 11 and 12. It is wise for under-classmates to strive for scholarship in the Seventh, Eighth, Ninth, and Tenth Grades if they hope to gain membership in this society.

Scholarships:

There are scholarships awarded to graduating seniors each year that are under the complete control of the Lidgerwood Public School. There are other scholarships available; if you are interested in any scholarships, please check with the school counselor to get information and to have your questions answered. All scholarships that require school staff recommendations need to be cleared through the administration and school counselor.

Telephone:

Students may NOT use the school telephone without permission. Students are not to use the phone for casual calls such as making arrangements to go home after school with friends. If a student becomes ill while in school, the school secretary, a teacher, or an administrator will call the parent(s). The school requests that parent(s) who wish to talk to their child do so between 8:15 and 8:25 a.m., during their noon hour, or between 3:00 and 3:26 p.m.

Cell Phones / Electronic Devices:

Personal Cell Phones are not to be used during regular school hours (8:00 a.m. – 4:00 p.m.)

Students are not permitted to use Cellular Phones during regular school hours. The use of Pagers, Two - Way Radio Devices, Or Any Electronic Gaming Devices are not permitted during regular school hours. The administration may confiscate cell phones and electronic devices upon failure of student to follow this policy. Exceptions will be made for Authorized Emergency Response Personnel. Fire Dept., Ambulance, Law Enforcement.

Photographic Devices/ MP3's

Students are not permitted to use Photographic Devices/MP3's during regular school hours or in the bathrooms, locker rooms or dressing rooms. The use of these devices must have the approval of a teacher, advisor, coach, Athletic Director, and /or an administrator in charge of a specific event. Seniors who have privileges are allowed to use MP3's in the multi-purpose room area during study halls.

Lunch:

Lunch tickets may be purchased at the office. All meals must be paid for in advance (no charging). We feel that we have an excellent lunch program. Each child receives a very nutritional meal for an affordable cost. Application forms for reduced and free meal prices are available in the Superintendent's office throughout the year. Lunch prices are set annually and are posted in the annual parent letter sent out in August of each year. Failure to make payment on lunch bills after (30) days may result in being turned over for collections.

Breakfast:

Breakfast tickets may be purchased at the office. All breakfast meals must be paid for in advance, no charging. The breakfast program was implemented in August of 1998 due to the support of parent(s) indicated on household surveys that were sent out and compiled. Research indicates that students who have a breakfast come to school better prepared to learn.

The breakfast program comes under the same reduced and free meal guidelines as the lunch program. If your household qualifies for the reduced and free noon meals, you will also qualify for the reduced and free breakfast meals. The breakfast program will be reviewed annually and the breakfast prices will be set annually. Breakfast prices will be posted in the annual parent letter sent out in August of each year.

Breakfast will be served from 8:00 to 8:30 a.m. Upon arrival at the school, students participating in the breakfast program should leave their books, coats, etc. in their lockers (High School) or classroom (Elementary), wash your hands, and report to the cafeteria area.

Upon completion of the breakfast meal, the high school students can report to their locker area. At 8:25 a.m. students can report to their regular assigned classes.

Student who disrupts the breakfast program operation, due to misconduct, will lose their breakfast privilege as determined by the administration.

Noon Meal Reimbursements:

Parent(s) will need to indicate at the beginning of the school year, or when they register, whether their child will participate in the Noon Meal Program or whether they will provide sack lunches for their child for the school term.

Reimbursement for Noon Meals will only be made for meals not eaten by the student on the days He / She is absent from school. Reimbursements will be paid out at the end of the school term.

Manners:

Good manners cannot be practiced unless we think of courtesy at all times. It is difficult to show good manners only on rare occasions; it is much easier to show them at all times. Listed below are examples of how to show good manners:

In The Halls:

- Removal of hats or caps upon entering the building. (Required of all students)
- Keep to the right.
- Avoid group conversations in the middle of the hall.
- Refrain from whistling, shouting or loud talking. (Required of all students)
- Close locker doors quietly.
- Be pleasant and friendly to everyone.
- Never throw paper or objects on the floor - use the wastebaskets.

In The Classroom:

- Be on time. (Required of all students)
- Take your seat as soon as you enter.
- Listen attentively to your teacher's instructions and other remarks. (Required)
- At dismissal, wait for the teacher to excuse you.
- No hats, caps, earphones or sunglasses are to be worn in the classroom.

In The Study Hall:

- Be on time. (Required)
- Take your seat as soon as you enter.
- Listen attentively to your teacher's instructions and other remarks. (Required)
- At dismissal, wait for the teacher to excuse you.
- Come prepared with school work to do. (Required)
- Students must have the teacher permission to sign out of Study Hall. (Required)

In The Lunch Room:

- When in line, move along quietly, without loud talking, hitting or pushing. (Required)
- Throw all paper and particles of food into the disposal units. (Required)
- Keep your eating area neat and clean.
- Return all trays to the disposal area of the cafeteria. (Required)
- No hats, caps, sunglasses, earphones allowed. (Required)

Dress Code:

You never get a second chance to make a first impression.” Students should strive to be neat and clean, and take pride in their dressing standards. Proper dress and a neat appearance are imperative to a good learning environment, and are related to the attitudes and behavior of students. All students are asked to use good judgment in determining the appropriate dress, neatness, and personal appearance in school and at school sponsored activities. **Shorts may be worn the first six (6) weeks of school and the last (6) weeks of school.** Short shorts, halter tops, tube tops, short shirts, clothing with holes which purposely display the navel, breasts, or buttocks areas of the body will not be permitted in school. Stocking feet or bare feet are not permitted. Clothing that has language, symbols, pictures that are in poor taste, or that violate Drug / Alcohol / Tobacco Policies, will not be permitted to be worn at school. The administration will make the determination regarding these issues.

Conduct Off School Grounds:

The authority of the school officials’ to control student conduct off school grounds and outside school hours is defined in the law. Where the students are engaged in a school sponsored activity, the authority of the school officials is the same as if the activity took place on school property.

Even in non-school sponsored activities, students may be disciplined where their actions tend to undermine the management of the school. The North Dakota High School Activities Association has guidelines pertaining to eligibility rules in reference to tobacco, alcohol and drug possession off and on school grounds.

Students going off of school grounds to get to a class activity are under the same authority of the school officials as if the class were in the school building. This includes conduct on school buses and vehicles.

Pop Machines/Beverages/Food:

The pop machines will be turned off during instructional times (8:35 a.m. to 3:26 p.m.) unless otherwise determined by the administration. Pop/Juice containers are not to be allowed in the cafeteria area during the breakfast meal time and the noon meal time.

Beverages are confined to the Multi-Purpose Room during the school day. Students are to stay in the Multi-Purpose Room. BEVERAGES AND FOOD ARE NOT TO BE CARRIED INTO THE CLASSROOMS OR HALLWAYS UNLESS APPROVED BY THE PRINCIPALS’. THIS INCLUDES THE VOCATIONAL AND CONSUMER SCIENCE LAB AREAS. (Water with teacher and administrative approval is the only exception as it will not stain the carpets or floors.)

Student Passes:

Students needing to leave the classroom or study hall need to have permission from the teacher to leave. Upon permission by the teacher, students must sign out of the classroom or study hall and obtain a written pass from the teacher. The written pass needs to be returned to the classroom teacher or study hall teacher prior to the end of the period.

Students are to present their pass to the classroom teacher they are visiting, and then return the pass to the classroom teacher they are returning to, prior to the end of the period. Students found outside of their classroom without a supervisor or pass can be disciplined by the administration.

Parking:

Students upon arrival at the school, are to leave their vehicle parked until they are dismissed. Students can park in the lot behind the gymnasium (Southwest end). Students are asked not to park behind the shop area/ alley behind the school, and the bus loading zone on the east side of the school. Students are asked to obey speed limit signs and traffic rules. Please keep safety in mind..

After Hour Activities:

Students are to be supervised at all times if they are in the school building after hours by a coach, teacher, advisor, or administrator. Students need to be out of the school building by 4:00 p.m. if they do not have an appointment with a teacher, coach, advisor, or administrator.

All school sponsored after-hour-activities, fund raisers, etc. need to be under the supervision of a teacher, advisor, or adult(s) approved through the administration.

Computer Usage:

Students will have the opportunity to use computer equipment to enhance their learning experience. Students will be expected to follow the rules and policy posted by the teachers and computer coordinator.

All students using the E-Mail and the Internet Systems at the school will need to have an acceptable-use-policy form signed by a parent prior to using the systems. This is a one time process as the signed forms will be kept on file by the High School Principal. Students breaking the computer rules will be disciplined according to policy and they may lose their computer privileges. Each student will need a Sendit E-mail account approved through the central office. (See District Acceptable Use Policy)

Field Trips:

Students are at times given the opportunity to obtain valuable learning experiences outside of the classroom. All field trips must be approved through the office prior to the event taking place. Students assigned field trips that are considered class activities are expected to be present on the field trip. Any exceptions to this rule must have prior administrative approval. **Students not attending a classroom planned field trip will be expected to be in school.** Parents will be notified of their child's field trip plans prior to the field trip taking place. **All field trips must have adult supervision approved through the administration.**

Fund Raisers:

At times it becomes necessary for students to participate in fund raisers. Student participation in fund raisers is encouraged as a learning experience and it is a way of raising dollars for student activities. All "Fund Raisers" must be approved by the administration prior to implementation.

Students are expected to be supervised during their fund raising activities such as car washes, concession stands, class activities, etc.. The supervision must be approved through the administration and should include an advisor, teacher or approved adult.

Students need to turn in their receipts for any items purchased for the school and a voucher must be submitted to the office prior to payment being approved. All purchases must be approved by the advisor and receive administrative approval prior to ordering. **Purchases made without the above stated approval, will become the responsibility of the student or the person(s) who placed the order.**

Exemption from Semester/Final Exams:

Seniors are the only students who will be given the privilege of semester/final exam exemption. Seniors must be maintaining a "B" average in the class, meet citizenship eligibility for the last week of school, and not miss more than (10) days in the Semester or (20) days for the year. The High School Principal will review this process each semester.

Non - Discrimination Policy

The Lidgerwood Public School District provides equal opportunities for all students, free from limitations based upon race, color, sex, handicapping conditions, nationality, or religion affiliation.

This concept of equal education opportunity will serve as a guide for the School Board, Administration, and Staff in making decisions relating to employment of personnel, school facilities, and regulations affecting students and employees.

I. TITLE IX POLICY

You are hereby notified Lidgerwood Public School District does not discriminate on the basis of sex in the educational programs or activities which it operates, and that it is required by Title IX and Part 86 of the Department of Health and Human Services regulations not to discriminate in such manner. This requirement not to discriminate extends to educational programs and activities, as well as to employment therein.

You are further notified that inquiries concerning the application of Title IX and this Part may be referred to the designated person responsible for coordinating the efforts of Lidgerwood Public School District to comply with and carry out its responsibilities under Title IX and this Part, including any investigation of complaints alleging non-compliance.

The Lidgerwood Public School system does not discriminate on the basis of race, color, national origin, sex, or handicap in its educational programs / activities and employment policies / practices.

II. SECTION 504 OF THE VOCATIONAL REHABILITATION ACT OF 1973, as amended - POLICY STATEMENT

The School Board of Lidgerwood Public School District No. 28 in the County of Richland and State of North Dakota supports the provisions of Section 504 of the Vocational Rehabilitation Act of 1973, as amended, which commit all North Dakota schools to the elimination of discrimination on the basis of handicapping condition in those programs and activities which receive Federal funds, as well as in all other programs and activities offered to its students. It is the expressed intent of Lidgerwood Public School District No. 28 to provide equal opportunities for all students, free from limitations based upon handicapping condition.

The concept of equal educational opportunity will serve as a guide for the School Board, Administration, and Staff in making decisions relating to employment of personnel, school facilities, intramural and interscholastic athletics, curriculum, activities and regulations affecting students and employees.

The Lidgerwood Public School system does not discriminate on the basis of race, color, national origin, sex or handicap of its educational programs / activities and employment policies / practices.

III. AFFIRMATIVE ACTIONS

A. Grievance Procedure: Title VI , Section 504

Any person who believes him/herself or any specific class of individuals to be subjected to discrimination on the basis of race, color, national origin, sex or handicap may by her/himself or by representative, file a complaint as outlined below. A complaint must be filed not more than 180 days from the date of the alleged discrimination unless the time for filing is extended by the responsible official or his/her designee.

1. Complaint procedure

Any student or employee of Lidgerwood Public School District No. 28 may file a complaint alleging discrimination on the basis of race, color, national origin, sex, or handicap in any of the programs or activities of the school district as follows:

- a) An oral complaint may be informally filed with the Superintendent or immediate superior of a complaining student or employee, OR...
- b) A formal written complaint may be filed with the Principal, or Superintendent of Lidgerwood Public School District No. 28, OR...
- c) A formal written complaint may be filed with Tony L. Grub, who has been designated as the person responsible for coordinating the effort of Lidgerwood Public School District No. 28 to comply with Title VI, Title IX, and Section 504, including the investigation of complaints alleging non - compliance. The Lidgerwood Public School office address and telephone number of the school coordinator are as follows:

P.O. Box 468 - 28 3rd Ave. S. E.
Lidgerwood, ND 58053 - 0468
Telephone: (701) 538 – 7341

Any person lodging an informal or oral complaint **reserves the right** to file a **formal written complaint within sixty (60) days of filing the oral complaint**. Further, a formal written complaint must be filed as outlined in the **complaint procedure above**, prior to the **filing of an appeal**.

Library

The secondary school has a centralized library that is cataloged and a qualified librarian will be in charge for part of the school day. The librarian is fully authorized to dismiss or restrict any student from the library as a necessary disciplinary action. Any such action should be reported to the Principal at the end of the day, or immediately if necessary.

The aim of the school library is to provide materials that are needed by the teacher and student, and to furnish an environment which will encourage students to be profitable with their use of leisure time and self culture.

Library Rules:

1. No student may go to the library before roll call is completed in the study hall or other classes.
2. Everyone will be required to leave the library five (5) minutes before the class bells ring. Students are asked to please place chairs under the table before they leave the library.
3. Write your full name (first and last) on the sign-out-sheet at the study hall desk. Check your name off when you return.
4. No more that two (2) periods a day may be spent in the library (except students doing research work). Research passes must be obtained from the teacher assigning the work, not from the study hall supervisor or the principal.
5. Anyone wasting time or causing a disturbance will be asked to leave the library.
6. Library use may be limited to half a period if students loiter too long. Thus, two shifts of students can be accommodated during one period.
7. Current magazines and newspapers used must remain in the library. Return them to their proper places when you are finished.
8. Please refrain from talking. The library is not a place for visiting. Students who abuse library privileges will be denied the use of the library facilities.
9. Students are reminded that they are individually responsible for any books which they check out of the library. Fines are levied for books overdue, damaged, pages that are dog--eared, or books that are lost.
10. **Circulation's:** The length of a loan is two weeks except for special reference books. A fine of five cents per day will be charged for books overdue more than one (1) week.
11. **Reserve Books:** Books In Reserve may be checked out for only one (1) period during the regular school day. Reserve books may be checked out at 3:26 p.m. upon completion of the regular school day. Reserve books checked out overnight must be returned by 8:25 a.m. the next morning. A fine will be charged if the reserve books are not returned on time.

Study Hall Regulations

A uniform policy of conduct in “ Study Halls “ will make the teacher’s job easier and will be effective in letting the students know what is expected of them..

The following policy and rules will be observed and enforced by all staff members in charge of Study Halls.

1. No sign outs will be permitted in the study hall until the study hall is absolutely quiet and roll call has been taken. The study hall needs to be orderly and quiet by the time the second bell rings.
2. The study hall supervisor is to monitor all students signing in and out of the study hall. The study hall supervisor must give permission for a student to sign out. This can be handled very effectively if you permit only one person at the sign out desk at a time.

3. Students are not permitted any locker sign outs. The students should be instructed to bring enough study or reading materials to occupy their time for the period. Allowing students to go back and forth simply teaches the students to plan poorly.
4. Only one person will be permitted to speak at a time, and only with the study hall supervisors permission. Limit the conversation to five (5) minutes.
5. Only one (1) person will be permitted to sign out to the office at a time with the supervisors permission.
6. Only one male and female student are allowed to go to the lavatory at a time.
7. All students must have a yellow pass that has been filled out, or be accompanied by a supervisor when leaving the study hall. Blank passes are not to be issued, The student(s) leaving study hall need to have their name(s) on the yellow pass with the supervisor's signature when leaving study hall.

The decision whether or not to honor the yellow passes rests finally with the study hall supervisor. If the student is undeserving of this privilege, it can be withheld.

Study Suggestions

1. Always have the materials necessary for the preparation of the assignment with you. These include pencil, paper, ruler, and books.
2. Be sure you understand the assignment before you leave the classroom.
3. Begin work promptly and do not allow anything to disturb you. Practice keeping your mind on your work. If at home, the radio, television, piano, or people talking are disturbing influences.
4. **DO YOUR OWN WORK**; Use your own judgment and ask for help only when you can go no further without it.
5. Decide what your purpose or aim is in studying your lesson.
6. Learn how to use books without wasting time. Use such aids in studying as the table of contents, index, appendix, footnotes, illustrations, and topic headings.
7. First get a general idea or bird's eye view of the lesson by skimming over it quickly.
8. Take brief notes. Summarize sentences and paragraphs into a few words whenever possible.
9. Use the dictionary to look up words you cannot pronounce or do not understand.
10. Draw conclusions on the basis of the facts you have secured.
11. Make an outline of the important points and their sub-points as you finish parts or sections.
12. Summarize the lesson by closing your book and reciting the main points to yourself. Review this summary again before beginning the recitation.
13. Give the most time to the parts that are the most difficult for you.

14. Reread the parts you do not recall.
15. Make up your mind that you can and will learn. Don't be a quitter. Don't halfway prepare the assignment.
16. If you don't have enough time to prepare all assignments in the study hall. Prepare those that require reference materials.
17. If you don't have newspapers and magazines at home and wish to read those in the study hall, then prepare your assignments at home in advance.
18. Increase your interest and confidence by keeping your work up to date and doing more than is required.

Extra Curricular Bus Rules

1. School Buses will leave school at scheduled times...."BE ON TIME OR BE LEFT"
2. All students will have appropriate clothing along for severe weather conditions - if you're not dressed appropriately, you don't ride. The bus driver makes this determination...
3. Bus drivers "May or May Not" Allow the eating of candy and pop on extra curricular activity trips. If this creates a discipline problem or if students do not put their trash in the containers provided, the bus driver will no longer allow such privileges.
4. While the bus is en route to, or from an activity, the bus driver will have complete charge and control on the bus.
5. Each student will be given an assigned seat on each bus by the advisor or bus driver. Each student WILL remain seated while the bus is in motion.
6. All students will remain at the activity site. Only the school official in charge may give permission for a student to leave the site.
7. All students will ride from, and return to their home school on the bus provided. A parent or legal guardian must notify the school official in charge (advisor, coach, bus driver) IN WRITING , if a student is to ride home with the parent or another responsible adult. NO EXCEPTIONS WITHOUT PRIOR ADMINISTRATIVE APPROVAL.
8. Fighting, or the use or possession of tobacco, alcohol, or drugs while on the bus or during any activity will cause immediate loss of bus privileges for a period to be determined by the school administration.
9. The first time a bus driver submits a students name to the athletic director and secondary principal for discipline reasons, such students will not ride or take part in their next scheduled activity, practice, or game.

The second notice regarding this same student will result in loss of these privileges for one week. The third notice will result in immediate termination of all such privileges for the remainder of the school year.
11. Bus drivers and school officials may and additional rules that they feel are reasonable and necessary.

School Bus Rules and Regulations

Our school bus drivers are well qualified to operate our school buses safely by completing bus driver tests, attending annual drivers workshops, and passing a bus driver physical examination every two (2) years.

Bus drivers and the school administration shall inform students each school term about current school bus rules and regulations, what is unacceptable behavior, and the appropriate corrective action that will be taken if these rules and regulations are not adhered to.

The foremost problem affecting SAFE bus transportation is a lack of student discipline. Any behavior that distracts a bus driver while operating the bus could cause an accident. It is therefore imperative that parents and students understand the rules and regulations, and the consequences of violating these rules and regulations.

The following rules and regulations apply to all students riding a bus at all times:

1. Follow the driver's directions the first time they are given.
2. The driver may assign seating at any time
3. Keep hands, feet, and objects to yourself.
4. Stay in your seat with your feet on the floor while the school bus is moving.
5. There shall be no foul language, swearing, or loud talking or making loud noises on the bus.
6. The driver has the same authority as a teacher.
7. Do not litter or damage the bus.
8. Leave all windows closed unless permission is obtained from the driver to open a window.
9. Do not stick your head, hands, or feet out of the bus window at any time.
10. Obtain permission from the driver before eating or drinking beverages on the bus.
11. Only students assigned to a particular bus route should ride that bus route. If a student needs to ride on a route they are not assigned to, they should have either a written note from their parents for the driver, or the parents may call the driver if that is more practical. If the parent is unable to reach the driver by phone, then they should notify the school office.
12. A student will not be allowed to get off the bus at another stop or walk home from other than their assigned stop without a written note from their parents for the driver, or the parents may call the driver if that is more practical. If a parent is unable to reach the driver by phone, then they should notify the school office.
13. The driver will not wait any longer than three (3) minutes for a student before proceeding to the next scheduled stop.
14. Students are expected to walk a reasonable distance to meet the school bus at an authorized stop.
15. A student shall inform the driver when they do not plan to ride the bus in the morning or evening.

16. When a bus approaches a railroad crossing, ALL CONVERSATION MUST STOP until the bus has crossed the track.
17. Students must be dressed appropriately for the weather or they will not be allowed to board the bus. Remember, weather conditions can change very rapidly, so please be prepared.
18. No pets, insects, or other live animals will be transported on a school bus at any time.
19. Students shall be courteous to the bus driver, fellow riders, and to other vehicles following or being passed by the bus. NO HAND SIGNAL / LANGUAGE IS To Given.
20. The emergency exit door shall not be used except in case of emergency or while conducting a safety drill.
21. Parents cannot expect the bus to operate on roads that are not properly maintained or on roads or driveways where adequate space in not available to turn the bus around if necessary.
22. The school administration and bus driver may impose additional reasonable rules and regulations as they become necessary.

IF THE ABOVE RULES AND REGULATIONS ARE VIOLATED, THE FOLLOWING COURSE OF ACTION WILL RESULT:

- A. The bus driver will reprimand the student and report the violation to the student's parents as a result of the first violation.
- B. Should the same student commit the same violation a second time, the driver will report the violation to the principal who will discuss the problem with the student and the student's parents.
- C. The third violation will result in forfeiture of bus riding privileges for a period of time to be determined by the school administration.
- D. A fourth violation will result in complete suspension for the remainder of the school term.

THE FOLLOWING RULES AND REGULATIONS, IF BROKEN, WILL RESULT IN IMMEDIATE DISCIPLINARY ACTION BY THE SCHOOL ADMINISTRATION:

- A. Absolutely no fighting on the bus.
- B. Use or possession of tobacco, alcohol, or drugs on the bus is strictly prohibited.

Notice of School Closings

Notice of school closings due to inclement weather, plant malfunction, or other adverse conditions will be broadcast over radio stations WDAY-AM (970), KFGO-AM (790), and KBMW - AM (1450) from 6:45 a.m. to 8:30 a.m. If school is in progress, early dismissal will also be aired over these same radio stations.

When school has been dismissed early due to the weather, parents should meet the bus at the main road, or at least walk out and wave the bus driver on, so the driver knows that the parents are home.

Children will not be dropped off if parent(s) are not home during severe weather conditions. **In cases of severe weather, rural students will need to report to the “STORM HOMES” assigned to them at the beginning of the school year.**

If school is late starting due to bad weather or school malfunctions, breakfast will not be provided.

The school asks that parents study and review these rules and regulations with their children in order to insure an understanding of these rules and regulations by all.

Semester/Final Exams:

All semester exams shall be administered within the regular class schedule, or within the testing schedule for Final Exams approved by the administration.

Honor Roll:

The honor roll is based upon academic subjects. To achieve honor roll status, a student must have earned grades of **“B” average in all academic subjects** for the nine (9) week period. (3.00 - 3.66) Students achieving an **“A” average in all academic subjects** for the nine (9) week period will be placed on the “A” honor roll list. (3.67 - 4.00)

Class Rank:

A Students Academic GPA will be used to determine Class Rank as provided on PowerSchool. Students in grades 9 - 12 will be Ranked according to their Academic Performance (GPA).

Honor Graduates:

Graduates who maintain a “B” average or better in grades nine through twelve while taking five (5) or more academic courses each year, shall be termed “ Honor Graduates”. The top two (2) graduates with the Highest Rank in the Senior Class shall be designated Valedictorian and Salutatorian.

School Visitors:

All visitors not having a scheduled appointment with school personnel must report to the school office upon arrival. Students are asked to notify the administration on any visitors they are planning to bring to school with them in High School. Space and seating are limited at the school and arrangements must be made in advance if visitors are to have seating and supervision.

Parent(s) are welcome to visit our classroom upon appointment with a teacher. It would be wise to choose a time to come when you can see a representative sample of your child’s work. Visitors are not to disrupt the educational process in the school building. A “ Parent Request Form For Classroom Observation ” must be submitted to the Principal prior to any observation by a parent (s) of a classroom teacher.

Medication:

Prescription medication will be given only on the order of a physician. The giving of Aspirins, **Tylenol, and non-prescription cough syrup is not approved without the prior consent of a parent. The giving of any other drug internally at school is not approved.**

Pupils who must depend on medication in order to stay in school need to have a written order from a physician giving specific directions for taking the medication. Only upon written order of a physician and with written consent of the parent, may a member of the school staff assist in or supervise the administration of medication. Physician documentation and parental consent documentation will be kept on file at the school office.

Parents and students are asked to keep the office informed regarding any medications that are being used by student(s) at school in order to stay in school.

Fire Drills/Tornado Drills:

State regulations require that a number of fire drills and some tornado drills be conducted throughout the school year. All teachers are given a set of guidelines regarding evacuation in case of a fire as well as being informed concerning the necessary precautions which are directly related to fire prevention and fire safety. Fire drills/tornado drills are held periodically to insure that our students can leave the building quickly and correctly in the event of a fire.

Alcohol, Tobacco, Drugs:

The possession of, use of, and distribution of any alcoholic beverage, non-prescription (illegal) drugs, or the abuse of these items as defined in Federal and State laws are prohibited. The North Dakota High School Activities Association guidelines pertaining to these substances also applies to our high school students. (See LPS District Policy on Tobacco Products)

Students in violation **off of school grounds and not attending a school sponsored activity** will be subject to Federal and State laws, the North Dakota High School Activities Association policy and the Local School District policy. **These students cannot participate in any school sponsored activities for a period of six (6) weeks on the first offense and a period of eighteen (18) weeks on the second offense within a school year.** The only exceptions are the: High School Graduation Exercises, Junior-Senior Banquet and the Honor Student Banquet.

Students in violation **on school grounds or at school sponsored activities** will be subject to the same rules above, **in addition to being automatically placed in, in - school - suspension for three (3) days.**

The student has a **right to due process** regarding a **hearing** and **appeal** as defined earlier in this handbook. **Patrons wishing to report a violation** regarding alcohol, tobacco or drugs **must be willing to submit the report in writing** to the administration and be **willing to testify at a hearing.** The administration, by law, cannot discipline any student(s) without proper due process being followed.

Student and Patron Chain Of Command:

Community Patrons, Staff, Students, Administrators, Board Directors, and Parents **need to follow the “Chain Of Command”** when wishing to follow through on a concern regarding the Lidgerwood School. **The “Chain Of Command” steps are as follows:**

1. Communicate **directly** with the **party(s)** you have a **concern with.... First.**
2. Communicate with the **party(s), teacher(s) and Principal(s)...** **Second**
3. Communicate with the **party(s), teacher(s), Principal(s) and Superintendent...****Third**

4. Submit a **written grievance to the School Board within three (3) days** upon completion of step number three...**Fourth**
5. The **School Board has the final decision** regarding the concern...**Fifth**

These steps of communication will enable the school district to operate professionally and efficiently as well as preserve the integrity of the people representing your school district.

WE ASK ALL TO COMPLY IN THIS PROCEDURE.

Community Use of School Buildings And Property By

Service and Non - Profit Organizations

The primary utilization of school facilities and property shall be for the conduct of the district's educational program. The next order of utilization shall be for activities or programs beneficial to school age youth, followed by community sponsored activities of an educational or cultural nature. Lastly, utilization of school district organizations shall be considered under service and non - profit organizations.

All groups and organizations shall request usage of school facilities and property through the school administration office and must not interfere with the school program. Arrangements for proper supervision must be made through the school administration office, if not properly supervised, usage will be denied. Service and non - profit organizations will be responsible for payment of janitorial and/or cook services required.

The facilities are to be left in the same condition as found, this applies to all areas utilized including restrooms, locker rooms, etc,. If the facilities are left in poor condition and require cleaning services, the group will be responsible for the reasonable cost of such cleaning services.

A “ **HOLD HARMLESS CLAUSE**” form will need to be filled out by the organization using any of the school facilities and returned to the superintendent's office. This form can be obtained from the central office.

Non - Service Organizations and Private Individuals

All non - service organizations, such as political parties, business establishments, independent basketball teams or tournaments, anniversary groups, birthday groups, and private individuals, etc. will be charged a minimal rental fee in addition to those fees discussed above under service and non - profit organizations.

A. USE OF THE GYMNASIUM: You are responsible for...

1. Any damage to the gym, locker rooms, equipment or student equipment stored in the locker rooms.
2. You are to clean up any mess made in the gym and locker rooms.
3. You are to turn off all lights when leaving the building.
4. You are to make sure all doors are locked when leaving the building.
5. No use of alcoholic beverages of any kind will be permitted in the gym or locker rooms.
6. No tobacco products of any kind are allowed in the gym or locker rooms...**NO SMOKING...**
7. You are to use only the equipment provided in the storage area.
8. Do not use student towels, shoes, etc. that are stored in the student lockers.
9. You must have approved supervision for use of the weight room.
10. The school is not responsible for theft or injury as outline in the “Hold Harmless Clause “.

B. USE OF MULTI - PURPOSE ROOM, KITCHEN, AND OTHER AREAS: You are responsible for...

1. The renting party shall make arrangements with the head custodian concerning clean - up, supervision, and other particulars.
2. The renting party is responsible for all clean - up.
- 3.. The renting party may does their own clean - up.
4. School custodians do not have to be hired for clean - up.
5. The renting party shall pay for the services of the school custodians if they are used for clean-up.
6. The renting party shall make all arrangements with the school custodians concerning their charges before the event. The school does not set the fee school custodians charge for clean-up.
7. The renting party shall accept liability for any damage to the plant or to any other school equipment.
8. The multi-purpose room, kitchen, and other classroom areas shall be cleaned up immediately following the event to prevent damage to the floor and other equipment. (e.g. ice melting etc...)
9. The renting party shall make all arrangements with food service personnel concerning their charges before the event, if their services are needed.
10. The school does not set the fee for food service personnel. Food service personnel must be present if food service equipment is used, or the users *must be trained in how to correctly use the equipment.*
11. Commodities are not to be used or sold for any other purpose other than the hot-lunch and breakfast programs or for NET Programs approved by the Dept. of Public Instruction.

The Following Rules And Regulations Shall Also Apply To All Users:

1. A group or organization must be at least four (4) persons.
2. All groups or organizations will be given equal access, there will be no discrimination based on sex, color, religion, creed, national origin, or political view.
3. Loans of school property for non - school use must be approved by the school administration.
4. The person requesting use of school facilities or property shall be deemed to be the supervisor and as such, shall be held responsible for the group. The supervisor shall pick up and return any keys as approved through the office.
5. The supervisor shall be the first person in the building and the last person to leave the building.
6. The supervisor shall be responsible to see that all utilities (water, electricity) are turned off and all doors and windows are locked and secured.
7. The supervisor is to admit only persons within their own group.
8. All groups and organizations will be held responsible for any physical damage to the facility or property utilized and for losses of school property.
9. The Lidgerwood Public School Board of Education and/or their employees will not assume liability for injury to members of the group or any person present on the premises.
10. School sponsored student groups must have adult supervision. Because of liability, the School Board has specifically designated the following persons as being qualified:
 - A. School Administration hired by the district.
 - B. Teachers hired by the district
 - C. Coaches or advisors hired by the district.
11. Any group or organization that utilizes any school facility for an activity in which the general public will be invited, which shall be open to the general public, shall provide for any law enforcement, etc. that is required by federal, state, county or city governments. Please take time to check these requirements out for your own protection.
12. All groups or organizations must request usage of school facilities at least two (2) days in advance and the supervisor shall sign a “ Hold Harmless Clause” form stating that they are aware of the above rules and regulations and agree to such rules and regulations.

13. All groups using the school must have the “Hold Harmless Clause” form filed out, signed and returned to the superintendents office at least two (2) days prior to the event taking place. All parties need to have the form completed and approval through the superintendents office prior to making arrangements to pick up keys from the office. **Teachers are not to give their keys out to students or other adults not hired by the school district.**

Sexual Harassment Policy

Sexual harassment is recognized as a form of sex discrimination and thus, a violation of the laws which prohibit sex discrimination. Under the Equal Employment Opportunity Commission (EEOC) guidelines which the school district follows, an employer is held accountable if a person is harassed by supervisory employees, whether or not the employer is aware of the harassment or acts promptly to remedy the situation. If a person is harassed by fellow workers or by non-employees the employer is held accountable if the employer knows or should have known of the harassment and fails to take immediate and appropriate corrective action.

A learning and working environment that is free from sexual harassment will be maintained in the Lidgerwood Public School District. It will be a violation of policy for any member of the district staff to harass another staff member or student, or for students to harass other students through conduct or communication of a sexual nature as defined by this policy.

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

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when (1) submission to such conduct or communication is made a term or condition, either explicitly or implicitly of obtaining or retaining employment, or of obtaining an education advancement, or grade. (2) Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual’s employment or education, or (3) such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education or creating intimidating, hostile, or offensive employment or education environment.

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

1. Sex oriented verbal “kidding”, abuse, or harassment;
2. Pressure (subtle or otherwise) for sexual activity;
3. Repeated remarks to a person, with sexual or demeaning implications;
4. Unwelcome touching, such as patting, pinching, or constant brushing against another’s body.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s grades, employment status, or similar personal concerns.

Any person who believes he or she has been the victim of sexual harassment by any employee or student of the Lidgerwood Public School District or any third person with knowledge or belief of conduct which may constitute sexual harassment, should report the alleged acts immediately to the appropriate school district official as designated by policy. If the official designated is the person alleged to have sexually harassed another, the complaint may be made to any other administrator or directly to the board president. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments, or grades.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when this conduct has occurred.

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

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

Notice of this policy will be circulated to all district schools and departments and incorporated in teacher, student and employee handbooks.

(See Lidgerwood Public School District Sexual Harassment Policy)

Carrying Weapons

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

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

Violation of this policy will result in disciplinary action. All weapons will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration.

Bringing a firearm, as defined in 18 U.S.C. 921, to school will require that proceedings for the expulsion of the student involved for minimum of one year be initiated immediately by the principal. The Superintendent may recommend a modification of the expulsion on a case to case basis. This modification shall be based on the circumstances revealed in the investigation into the incident conducted by the Superintendent or other person designated by the Superintendent to conduct the investigation. **(Alternate education may be provided for students who are expelled under this section.)** The (Principal) (Superintendent) will notify law enforcement. A student who is defined as having a disability under the Individuals with Disabilities Education Act may be placed in an alternative educational setting for up to 45 calendar days, during which time a determination will be made as to whether bringing the firearm to school was a manifestation of the student's disability. Discipline and placement of the student will be in accordance with the Individuals with Disabilities Education Act.

Other violations of this policy will require that proceedings for the suspension and/or expulsion until the end of the current school term be initiated immediately by the Principal.

Proper due process proceedings as defined in Policy FHDA (Suspension and Expulsion) will be observed in all suspensions and expulsions under this policy.

Cross Ref:	Policy FHBC	Searches of Lockers
	Policy FHBD	Searches of Students
	Policy FHDA	Suspension and Expulsion

REFERENCE - 1st Reading (9-11-95). 2nd Reading (10 - 9 - 95)
POLICY ADOPTED : (10 - 9 - 95)
POLICY AMENDED:

Alcohol and Drug Use / Abuse Policy Student

**Note: Compliance With the Standards
of Conduct is Mandatory.**

Philosophy:

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

Student Assistance Program (SAP) - Core Team Model

The Lidgerwood Public School uses a Student Assistance Program (SAP) - Core Team Model - approach to helping students and staff address problems. Student Assistance Programming is a strategy geared toward helping students deal with the problems of youth in order to assist schools in achieving their primary mission - education.

The Richland County Drug Free School Consortium SAP Core Team is a group made up jointly of school/community professionals from Wyndmere School District, Richland 44 School District, Fairmount School District, Hankinson School District, Lidgerwood School District, Richland County Social Services, Richland County Juvenile Justice Office, and Richland County Health Nursing. Members have undergone intensive team training which covers alcohol/drug related concepts, fundamentals of numerous other student developmental issues and problems, and skill building information to help with the implementation, overseeing, and maintenance of a Student Assistance Program. The SAP Core Team is a major vehicle for responding effectively to prevention, intervention, and follow-up for both alcohol/drug and a variety of other student problems. **SAP Core Team goals and objectives are accomplished through the processes of:**

1. Weaving the Student Assistance Program into the local educational system.
2. Arranging in-service for faculty, staff, and administration.
3. Monitoring and follow-up of cases and activities
4. Referral to both in-school and community resources.
5. Assisting with intervention activities.
6. Evaluating and revising SAP activities and projects to keep the program relevant and functional.
7. Serving as a community resource.
8. Assisting with the co-facilitation of student support groups.
9. Educating about the philosophy of Student Assistance Programming.

A list of current SAP Core Team Members is available through the Principal's office at each participating school.

Education:

The Lidgerwood Public School District will teach about drugs and alcohol in an age appropriate developmentally based education and prevention program in every grade K - 12. This program will include information about drug and alcohol counseling and rehabilitation programs available to the students. The District will also conduct staff orientation and continued training, and provide parent and community education. (This will be a cooperative effort with the Richland County Drug Free Schools Consortium Coordinator.) This education program will also include providing an information service for referral to counseling and/or treatment so that students may seek and get counseling on alcohol and drug matters at any time without fear of reprisal and with assurance of the confidentiality of the counseling. Referral for treatment when needed should be a constructive and not a punitive action. We recognize that chemical addiction is a treatable disease.

Standards of Conduct and Disciplinary Sanctions

Prohibited Activities:

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful, it is the responsibility of the school to establish rules that will eliminate such use from the school setting. Therefore, it shall be against school policy for any student:

1. To sell, deliver, give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or what the student represents or believes to be any of the substances listed in this policy.
2. To possess, procure, purchase, or receive, or attempt to possess, procure, purchase, or receive, the substances listed in this policy, or what the student believes to be 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, or handbag, or when he/she owns it completely or partially.
3. To be under the influence of (legal intoxication not required), or to use or 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 to be any of the substances in this policy.

This policy applies to any student enrolled at Lidgerwood Public Schools who is on school district property or who is in attendance at school or at a school sponsored activity. This policy also applies if the student’s conduct at any time or at any place interferes with or obstructs the missions or operations of the Lidgerwood School District or the 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 any depressant.

(Prohibited Substances...Continued)

3. Any usable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to, lighter fluid, "White Out" or other correction fluids, and duplicating fluid;
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 and sleeping pills not taken in accordance with the authorized use policy, as stated in the next section.
5. Any and all tobacco products including but not limited to cigarettes, cigars, snuff, and chewing tobacco.

Authorized Use Policy:

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall follow proper procedures. This requires prior permission signed by the parent or guardian for aspirin and/or other over the counter drugs and the signed request of the physician and parent for any other medication.

Violation:

Any student that violates these standards of conduct is subject to disciplinary sanctions up to and including expulsion and referral for prosecution. Illegal substances will be confiscated and will be turned over to law enforcement authorities. The student will be referred to the Student Assistance Program.

Any student who is observed to be under the influence of a prohibited substance will be taken immediately to an administrator'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 administrator or designate may have the student removed from the school by school, medical, or law enforcement personnel.

A more detailed list of violations and procedures is included in Appendix A.

Intervention:

We also recognize the responsibility to assist students in recognizing their own addiction. It is realized 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 suggest to the student and the student's parent(s) or legal guardian that a formal referral to an appropriate professional be made. To this end, the Lidgerwood School District encourages faculty members to be observant of student behavior and to participate in a program of intervention. Faculty members may use the attached record of observable behavior checklist (Appendix B) to determine whether observed behavior should be reported. If the faculty member decides that the behavior indicates a possible prohibited activity, the student should be (1) referred to the Student Assistance Team or (2) reported to a school administrator.

(Intervention....Continued)

If the SAP Core Team or the school administrator believes that the student indeed is in need of assistance, the Core Team or the school administrator may call the student in for a conference. The Core Team or school administrator may receive assistance from a certified addiction counselor or other outside helping professional, in confronting the student.

If, after conferring with the student, the Core Team or school administrator sees behavioral or academic evidence that the student may be experiencing a alcohol or drug problem, the student/or the student's parent(s) or legal guardian will be told the student should receive a formal evaluation from an appropriate professional.

The school will make a reasonable effort to cooperate with a therapy program if one is recommended for the student. The school will have the option of requiring that the student receive a formal evaluation and attend the suggested evaluation or therapy at the student's/parent's expense as a condition for continuing to attend school.

The Board of Education of Lidgerwood School District believes that if a student is involved in a chemical dependency program and is successfully addressing his/her harmful involvement with chemicals, he/she may continue in the regular school setting and continue to participate in any extra-curricular or co-curricular program unless participation is in conflict with rules and regulations set forth by the Lidgerwood Board of Education 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.

The school may, through the use of available resources, provide information about drug and alcohol counseling and rehabilitation and re-entry programs that are available to students.

A student can expect that any personal problem he/she discusses with an administrator, faculty member, social worker, SAP Team Member, or counselor will be strictly confidential. **There are exceptions:**

1. If a staff member learns of a student's condition which may adversely affect that student or another person, the staff member must act on the information.
2. If a student is experiencing health and/or emotional problems because of controlled substances use or abuse and is unable or unwilling to seek assistance, then referral should be made. Confidentiality will be maintained subject to the welfare of the student.
3. If a staff member has reasonable cause to suspect child abuse, the staff member must report to the Children and Family Services Division of the Department of Human Services.
4. If a staff member is called to testify in a judicial proceeding.

Implementation:

A copy of the standards of conduct and disciplinary sanctions will be given to each student and parent. A copy of this entire policy will be given to each student and parent upon the initial enrollment of the student. A copy of this entire policy will again be distributed to each student and parent at the beginning of the 7th Grade.

Date of Initial Proposal (First Reading): April 12th, 1993

Date of Board Adoption (Final Reading): May 10th, 1993

Lidgerwood School District - Student Participation - Eligibility Policy

Any student found to be in violation of Article XIII, Section XII (N.D.H.S.A.A.) policy and other Criminal Acts shall be suspended from all school sponsored activities including class or other organization sponsored activities for the period of suspension - **six or eighteen weeks.**

Second Violation will result in (18) weeks of ineligibility. (Honor Students Banquet, Junior - Senior Banquet, and Graduation exercises are the only exceptions.)

Grades: Academic eligibility will affect interscholastic competition events sponsored by the N.D.H.S.A.A. All grades computed from the beginning of the school year.

1. A student must have **passed five (5) academic classes**, of 1/2 credit value per semester, the previous semester or that student will be ineligible for the first four (4) weeks of the next semester.
2. All students will be **monitored for academic eligibility** during the **third week each semester.** If a student is found to be academically ineligible, that student will be ruled ineligible to compete in activities for the following week (Monday – Sunday).
3. In-School notification: **(6) Weeks of ineligibility** from the day of notification, will carry over from spring to the fall in the event the full 6 weeks are not served before Graduation.
4. Summer Rules: For notifications that take place during the summer, students will be ruled ineligible six weeks from date of notification.
5. Students in Grades 7 - 8 must be passing in “ All Subjects “ in order to compete in interscholastic competition.
6. Students cited for other criminal acts as defined by State and Federal Laws will have the same suspension rules applied above. This does not include citations for operation of a motor vehicle.
7. Head Coaches will be allowed to set team rules that exceed these standards with School Board Approval from both school districts in the Lidgerwood / Wyndmere Coop. Coaches are also obligated to notify parents of these higher standards at the pre-season parent meeting.

Statement on Citizenship: All students are expected to set examples of dependability, good sportsmanship and acceptable conduct. A principal or coach may determine a need for imposing ineligibility in or attending school sponsored activities.

Date of initial proposal (First Reading) 8-10-09

Date of Board adoption (Final Reading) 9-08-09

I HAVE READ THE ABOVE RULES AND UNDERSTAND THEM. I ALSO AGREE TO ABIDE BY THESE RULES WHILE I PARTICIPATE IN THE LIDGERWOOD PUBLIC SCHOOL CO-CURRICULAR PROGRAMS FOR THE YEAR _____, THIS FORM MUST BE RETURNED TO THE SECONDARY PRINCIPAL BEFORE PARTICIPATING IN ANY SCHOOL SPONSORED ACTIVITY.

SIGNATURE OF STUDENT

DATE

SIGNATURE OF PARENT/GUARDIAN

DATE

Senior Privileges Form

To: Parent(s) or Guardian of a Senior
FROM: Lidgerwood High School Principal

1. If you are tardy for a class beyond the one allowed per nine weeks, the student will make up detention time and loose privileges for two weeks.
2. Senior students may sign out of a Study Hall to the Multi-Purpose Room. Seniors will not be permitted to leave the school building. Seniors need to be seated on the benches provided on the lunch tables, and not be lying on the floor. Any complaints of litter or loud noise will jeopardize this privilege for two weeks.
3. If a Senior's work in a class is (D +) or lower, no privileges will be allowed until the standards are met.
4. Any Senior who abuses the rules will be disciplined individually.
5. No Senior shall possess or consume alcoholic beverages, or other non-prescription drugs or tobacco products during school hours. If you are reported and substantiated, your privileges are terminated immediately. A three (3) day suspension will take place, plus the High School Activities rules would also apply.
6. Senior privileges will not be extended or continued for any individual whose attitude or cooperation becomes a problem.
7. Unexcused absence or skipping school is not allowed. Privileges will be take away and double time will be given for the time period missed.
8. Students with a " B " average or above who have not missed more than (10) days of school for the semester or (20) days for the year do not have to take " Final or Semester Tests".
9. Students who lose Senior Privileges the last week in a semester, **will not be exempt from semester or final exams.**
10. Students are **not to bring their own personal lap-top computers to school** to use during classes or study hall time without prior administrative approval. Personal student computers are not networked to the schools security system that monitors inappropriate materials that could be displayed at school.

*** Senior Privileges Will Not Start Until The Completion Of The First Nine Week Mid - Term (4 1/2 Weeks From The First Day Of School .)**

I, _____ a member of the Lidgerwood Senior Class, understand the above conditions regulating my " Senior Privileges" and agree to abide by them. Any failure on my part to follow them will result in my losing my " Senior Privileges" privileges.

I, _____, have read the above, and do grant my permission for my daughter/son _____ to receive " Senior Privileges".

Summer Drivers Education:

A Summer Drivers Education Program will be provided if there are enough participants to make the program financially feasible, and a certified drivers education instructor approved through the school board is available. Participants need to sign up in the office by May 1st., and be paid up in the office by June 1st. The loss of a driver's license, causing a student to retake his/her driver's education program, or any other retakes shall not be the responsibility of the school district.

Parent Recognition Night:

The Lidgerwood Public School has a " Parent Recognition Night " for the Junior Varsity and Varsity participants in basketball and volleyball programs. This activity is to recognize the parent(s) for their continued support of our programs. Student(s) who have been suspended are still given the opportunity to recognize their parent(s) on the day(s) scheduled.

Reporting of Grades:

Students will be given an opportunity to get their current (yearly / semester/ nine week) grades reported to them on-line with a PowerSchool Password. The reporting period will be in conjunction with the weekly reporting of grades as defined in the eligibility policy (page 37). The reporting of grades to students will start after the first week of school.

An (F) " Letter Grade " submitted to the Principal is used to determine a student's academic eligibility, as determined by the " Student Participation Eligibility Policy " . The " F " submitted can be a semester ; or, a nine - week grade.

The grades provided to the principal for report cards must be the current yearly/semester grade, and the nine week grade. Student conduct grades are not to be used to determine the academic grades.

Shop Projects:

The Lidgerwood Public School will not be responsible for the costs, theft, or damages to any personal shop projects. Students are asked to purchase their shop materials and supplies before school, after school, or on days school is not in session. Students are not to be excused from shop class to purchase these items without the instructor's permission. Students must also report to the office and get administrative approval prior to leaving the building.

Students are asked to get an approximate list of the items and the costs to complete a personal shop project from the instructor. Parent(s) can then take this list to a local vendor and purchase the necessary items. Students are responsible for their own projects.

Students found guilty of damaging or stealing shop projects will be held responsible for restitution.

Art Projects:

Art projects displayed will come under the same discretion as the " Dress Code Policy ". The administration will make the decision regarding any art project(s) that are in question of being posted.

Closed Campus:

The Lidgerwood Public School is a closed campus. Students will not be permitted to leave the building unless they have been cleared through the office prior to leaving the building.

Enrollment of Suspended Students:

Descriptor Code: FHDA

Any student who has been suspended from another school district will not be permitted to enroll in this District until eligible to reenroll in his or her former district, or until the Board or the Superintendent has reviewed the prior suspension and determines that the suspension was illegal or improperly given.

Suspension or Expulsion of Students With Disabilities:

Suspension or expulsion of students with disabilities must comply with the provisions of the Individuals with Disabilities Education Act.

The District is not required to refer for special education assessment and evaluation of a regular education student who has been suspended for violation of school rules and district policy to determine if such a student might have a disability. A suspended regular education student is not entitled to reinstatement to classroom and campus privileges pending any assessment and evaluation which is to be made the term of the student’s suspension.

Copies of these rules shall be posted in a prominent place in each school, and may be distributed to each student. (Handbooks)

Legal Ref: 20 U.S.C. 1400 *et seq* Individual With Disabilities Education Act
NDCC 15.1-09-33 (17) General powers and duties of school board
NDCC 15.1-19-09 Students - Suspension and Expulsion - Rules
NDCC 15.1 - 19 - 10 Possession of a Weapon - Policy - Expulsion
from school

Lidgerwood Public School District # 28

Policy Adopted: 12 / 11 / 2000

Policy 2nd Reading: 01 / 08 / 2001

Harassment / Bullying: The Lidgerwood Public School District recognizes that harassment and bullying are forms of negative intimidation. Students who are intimidated in this manner cannot focus on their academic studies. Every student has the right to an education in a safe environment free of harassment / bullying. Harassment / Bullying are prohibited and will result in disciplinary action being taken on the student(s) in question upon an investigation by the administration. Depending on the severity of the actions taken, and the inability of the student(s) in question to change their behavior, suspension or expulsion may be given by the administration.

Definition: Physical intimidation or assault, extortion, verbal or written threats, threatening gestures or actions, cruel rumors or false accusations, name-calling or put-downs, written electronically transmitted / generated harassment and gender putdowns. In general, a lack of respect for others. (See Lidgerwood School District Bullying Policy – Page 40)

Lidgerwood Public School Definition of Bullying
15.1-19-17. Bullying - Definition.

BULLYING POLICY

Definitions

For the purposes of this policy:

- *Bullying* is defined as conduct prescribed in NDCC 15.1-19-17.
-
- **15.1-19-17. Bullying - Definition.**
- As used in sections 15.1-19-17 through 15.1-19-22:
 -
 - 1. "Bullying" means:
 - a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 -
 - (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 -
 - (2) Places the student in actual and reasonable fear of harm;
 -
 - (3) Places the student in actual and reasonable fear of damage to property of the student; or
 -
 - (4) Substantially disrupts the orderly operation of the public school; or
 - b. Conduct that is received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 -
 - (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 -
 - (2) Places the student in actual and reasonable fear of harm;
 -
 - (3) Places the student in actual and reasonable fear of damage to property of the student; or
 -
 - (4) Substantially disrupts the orderly operation of the public school.
 - 2. "Conduct" includes the use of technology or other electronic media.

(See the entire Bulling Policy on the School's Web page – Green Crayon)

Sportsmanship:

Students are expected to display good sportsmanship for all school activities. Students are expected to follow the directives of the administration, coach, and advisor. Students not following the directives of school staff will be asked to leave the school activity. (See LHS School Sportsmanship Manual)

Student fans are expected to wear shoes, shirts and jeans as defined in the school dress code at all school games, contests, and tournaments. At no time are students / fans allowed on the field of play during games, contests, or tournaments other than the cheerleaders and participants.

Transfer Students:

Transfer students will need to submit all prior school records to the school secretary at the time of registration. A current immunization record and copy of a birth certificate are required. The ND Department of Public Instruction requires a student to have a minimum of (4) units of credit per semester in order for the school to receive Foundation Aide Payments from the State.

Transfer Students will have a review of their High School Credits upon registration with the High School Principal. Only classes from an Accredited High School shall be used for transfer. If the units of credit are different at the previous school, these units of credit will be adjusted to meet North Dakota graduation requirements.

High School Units of Credit Obtained From Electronic Media Classes, On - Line Classes, Independent Study Classes, and Correspondence Classes Need To Meet North Dakota Department Of Public Instruction Requirements For Graduation.

All high school students must have attended (8) semesters in an Accredited High School and obtain the necessary units of credit in order to graduate from the Lidgerwood High School, or meet all North Dakota Department of Public Instruction requirements to graduate with a High School Diploma.

ITV / CTE / Video Conferencing Classes:

Students enrolled in ITV classes, CTE classes and Video Conferencing classes through the Southeast Region Career and Technical Center Consortium are also subject to the rules and regulations outlined in their " Student Handbook ". This includes transportation rules and regulations for students riding on other school district buses.

Concussion Management Program:

In accordance with North Dakota Century Code 15.1-18.2-04 and the recommendations of the North Dakota High School Activities Association, the Lidgerwood Public School shall adopt, Implement, and maintain a concussion management program for all athletic activities Sponsored and directed by the school or the Coop schools. (See Concussion Management Program Policy – District Policy)

OPEN DOOR – Handbook Policy

Purpose

To protect the students and district employees from false allegations.

Applicability

This policy applies to teachers and other district personnel anytime they are working in their official capacity for the Lidgerwood Public School District.

Prohibitions

The door(s) of a room with only one student and only one teacher or only one student and only one school district employee **will** remain open at all times.

Teachers and other district employees in a room with more than one student are also encouraged to keep doors open. Administration may, at its sole discretion, require a teacher or other district employee in a room with more than one student to keep the door(s) open.

Exceptions

This policy does not apply in areas where students have a reasonable expectation of privacy, such as, but not limited to, locker rooms and restrooms. Teachers and other school district employees should avoid one-on-one ratios with students in such areas. Administration may make an exception to the student/staff one-on-one ratio rule for school district employees who are responsible for the personnel, physical care of a student(s) as part of an IEP or 504 accommodations. **Prior administration approval is needed for reasonable exemptions.**

Policy Violations

Any staff member that violates this policy may be subject to disciplinary consequences, including, but not limited to termination of employment or recommendation for discharge in accordance with any applicable policy and law.

End of Lidgerwood Public School District PolicyAdopted:

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**Lidgerwood Public School
Grades 7 - 12 Student Handbook
Signature Sign - Off Page**

I _____ have been orientated on the contents of
(Student's Name)

the Grade 7 - 12 Student Handbook and I do understand the contents as
defined to me by the Lidgerwood Public School Administration.

Date of Handbook Orientation: _____

Administration Responsible For Student Orientation Of This Handbook:

_____ (Principal's Name)

(Student Sign Off Insert – Page 43)