

Langdon Area

Middle/High School Handbook

Welcome to Langdon Area High School. Education is a joint venture between parents, teachers, and administrators. The key to a successful educational experience is the cooperation and communication between all stakeholders. The purpose of this handbook is to communicate important school procedures and expectations. We have tried to anticipate what students and parents will need to know to make this school year successful. We urge you to read this handbook and keep in mind that it is not an all-inclusive list of rules, but rather an outline of expectations and procedures, which contribute to the operation of our school. For more detailed policies and procedures stop by the school office or visit the School Board Website. If you have any questions, please see your child's classroom teacher and the building principal. It is important that everyone involved thoroughly understand the organization, regulations, and activities of the Langdon Area High School. **Failure to know the contents will not excuse a student from following the adopted student policies.**

STUDENT RESPONSIBILITY

1. Respect the rights of other students to learn and achieve their goals.
2. Respect and abide by the rules and regulations of the school.
3. Perform in the classroom in an appropriate manner.
4. Display good student citizenship at on campus and off campus extra-curricular activities.

We hope that you are entering school to become better equipped to earn your future livelihood and to enjoy life. We wish that your school year be beneficial and productive.



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STUDENT/PARENT HANDBOOK--GRADES 7-12

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GENERAL INFORMATION

ACCREDITATION

Langdon Area High School is fully accredited by the AdvancEd and the State Department of Public Instruction. The purpose of these organizations is to develop and maintain high standards in educational programs of their members.

NORTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION

All high schools in the state are members of the NDHSAA. This organization develops the rules and regulations of all inter-scholastic activities.

BUILDING HOURS

The doors to the building will be open to students at 7:30 a.m. and closed at 5:00 p.m. Students participating in supervised activities will be permitted to use the building according to the discretion of the supervising instructor. Students are to leave the building if they do not have a scheduled activity.

BELL SCHEDULE

First Bell	8:35 am
Second Bell	8:40 am
Period 1	8:40-9:32 am
Period 2	9:35-10:25 am
Period 3	10:28-11:18 am
Period 4	11:21-12:11 pm
LUNCH	12:11 - 12:45 pm
Period 5	12:50-1:42 pm
Period 6	1:45-2:35 pm
Period 7	2:38- 3:28 pm

All HS class periods are 50-52 minutes with 3 minutes for pass time. Noon Bells: 12:45—1st Bell
12:50—2nd Bell to Start Period 5

18-YEAR OLD STUDENTS

All students will be expected to follow school regulations even if they are 18 years of age or older. This policy will provide consistent and fair treatment of all students.

DAILY ANNOUNCEMENTS

Announcements of general information will be made at the beginning of first period. Faculty members and students wishing to have announcements made must provide the information to the office.

CHURCH NIGHT AND SUNDAY PRACTICE

Wednesday evening of each week has been designated as "Church Night" and school activities will not be scheduled on these evenings without administrative approval. Practices will conclude so students will be out of the building by 6:00 pm. The faculty and administration encourage the students to attend church activities and get involved in its activities. Practice for school activities will not be scheduled on Sunday.

PERSONAL LOCKER

Each student will be provided with a locker for their personal belongings. A lock may be obtained from the office for a 5.00-dollar fee, the fee will be refunded when the lock is returned to the office. The school is not responsible for valuables missing from a locker. The student is advised to consider these carefully:

1. Always Keep your locker locked.
2. Do not tell your locker combination to other students.
3. Do not leave valuable items in lockers. You may turn them into the office for safe keeping.
4. Students are responsible for the care and condition of the locker
5. Students are not permitted to change lockers without the permission of the office.
6. Students will not be allowed to share lockers.
7. The administration reserves the right to inspect the student lockers if they feel that it is necessary to maintain the integrity of the school environment and to protect other students.

BUS REGULATIONS

Students riding the bus will give their utmost cooperation to the bus driver. Any misbehavior which distracts the driver is a serious hazard to the safety of the passengers. Students will observe the following rules while riding the bus:

1. Remain seated while the bus is in motion.
2. No shouting or excessive noise, especially when stopping for railroad crossings.
3. Abide by the driver's instruction.
4. Do not fight with or disturb other riders.
5. Do not throw things about or out of the bus.
6. Keep the bus clean and neat.
7. Do not put arms, hands, or head out of the window.
8. Profanity, smoking or vandalism will not be tolerated.
9. Students will be required to wear appropriate clothing in relationship to the weather.

Any infraction of the above regulations will involve some form of disciplinary action determined by the building principal.

IMMUNIZATION LAW

The North Dakota school immunization law states that: No student will be admitted into school unless they have a Certificate of Immunization on file. The Certificate of Immunization will be available at the school and the County Health Nurse Office.

LOST AND FOUND

All articles lost or found should be reported to the office and then placed in the lost and found box in the faculty coat area.

TELEPHONE

Students will not be called out of class to make a call or to receive a call except in an emergency. After requesting permission students may use the office phone to contact their parents.

EMERGENCY SCHOOL CLOSING

If it is necessary to close school because of inclement weather or for emergency repairs, an announcement will be made on KNDK 1080 AM and 95.7 FM, Langdon, WDAZ TV Channel 8, and through the Alert Now App.

Policy for Storm Home Use

This policy is to be used for times that weather prevents buses from running at the end of the school day. It is designed for the students' safety and wellbeing.

- All students will report to their advisors as directed by the office.
- High School students that live in town will be dismissed by their advisors.
- Country students and their advisor will need to contact parents for instructions.
- All Junior High students with their advisor must call parents for instructions.

Students are required to follow this procedure.

Any infraction of the above regulations will involve some form of disciplinary action determined by the building principal.

VISITORS

All parents, sales people and visitors must report to the main office on entering the building. Students bringing guests to school are required to report to the office and receive administrative permission prior to having guests attend classes with them.

FIRE AND TORNADO DRILLS

Fire and tornado drills are so important that laws have been passed requiring all schools to hold them at regular intervals. Each teacher will give students proper instruction for leaving the building or taking shelter. Exit instructions are posted near the door in each room.

ADMINISTERING MEDICINES TO STUDENTS

Over the counter (non-prescription) medication will not be allowed in any and all of the School District buildings.

Prescription medication may be brought to the school office only by a parent or legal custodian. All prescription medication is required to be in the original prescription bottle or package.

All policy check-in forms will need to be completed by the parent or legal custodian at the time the medication is brought to the office.

It is recommended whenever possible, medication be given to the student outside of school hours.

NAME/ADDRESS & PICTURE PUBLICATION

Students who do not want their names and/or pictures published in the local paper, school paper, yearbook, educational institutions, awards or honor roll must write a letter stating their preference for not being included. This written request must be dated and signed by the student and/or parent and filed in the principal's office.

STUDENT RECORDS

The school record system and policy is in complete compliance with the Family Educational Rights and Privacy Act of 1974, and subsequent amendments. School will strive to develop and maintain a strong educational partnership with the parents of all students. With good communication being an important factor in that partnership the following information will be shared with parents/guardians throughout the year. The information includes but not limited to: Grade Reports, Attendance Records, Disciplinary Reports, Letters of Recognition, Lunch Account Balances, PowerSchool Passwords, etc. Students that reach the age of 18 may suspend parent communication by contacting the office. Upon request, an appointment will be made for student information and records to be made available to the student and their parents.

TITLE IX - SEX DISCRIMINATION

The School Board of the School District #23, Langdon, being duly vested, by law, with the overall governance of the activities of the school does affirm that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits or be subjected to discrimination under any educational program or activity under the sponsorship of the school. The same affirmation shall pertain to age, race and national origins.

The school shall pursue a course of action to assure that the curricular and extra-curricular programs are open to both sexes, and that employment practices of the school provide an equal opportunity for both sexes to secure employment when school vacancies arise, which includes the right to apply for a position and the right for due consideration based on the professional and personal qualities of the individual rather than on sex.

To further the assurance that the school will practice nondiscrimination, the School Board does hereby appoint ***Daren Christianson, Superintendent of Schools, Langdon Area School District #23, Langdon, ND as their compliance officer.***

The compliance officer will be responsible for co-ordination and monitoring compliance including the handling of student and employee complaints of sex discrimination and the implementation of the institutional self-evaluation of educational programs and employment practices to remedy any instances of non-compliance to the provisions to Title IX.

Direct inquiries concerning the application of Title IX should be directed to the compliance officer, telephone number, 256-5291, or to the Regional Director Office of Civil Rights, Chicago, Illinois.

The School Board, through their compliance officer, would hope that most inquiries or complaints concerning Title IX could be handled at the local level, and the following grievance procedure is instituted to this end.

1. The initial inquiry or complaint concerning an alleged discriminatory practice within the student's curricular or extra-curricular activities of in the area of employment should be communicated either in writing or by telephone to the compliance officer at the telephone number listed in the policy statement. A written report must be submitted to both parties.
2. After the initial inquiry or complaint has been communicated to the compliance officer, a hearing will be set up to assure that both sides to the situation can express their views. A written report of the hearing will be submitted to both parties.
3. After the hearing, an investigation will be conducted into the allegations concerning discrimination. Any violations will be corrected to follow the School Board's policy of ***non***-discrimination. A written report of the corrections made will be submitted to both parties.

4. Following items 1, 2, and 3, a complete write up of the inquiry or complaint disposition will be completed by the compliance officer. This item recognizes that the party bringing the inquiry or complaint has the right of appeal to the School Board, as well as a direct appeal to the Regional Director, Office of Civil Rights, Denver, Colorado.

BUILDING & GROUNDS REGULATIONS

CARE OF SCHOOL PROPERTY

It is the obligation of each of us as citizens to display the proper concern for private and public property. How the students respect and take care of the school grounds and building will determine the condition of the overall school. Needless and indiscriminate destruction or defacement of school property cannot be and will not be tolerated. Disciplinary action will vary depending on the seriousness and intent of the act. The student may be required to pay for the destruction or defacement, be suspended, be expelled, or a combination of the three.

TEXTBOOKS, PAPERBACKS & PAMPHLETS

Textbooks and paperbacks are the property of the school district. Students will have the privilege of using textbooks and paperbacks for the duration of the course, free of charge. Damage or destruction of school property will not be tolerated. Reimbursement for damages will be expected. The damage must be paid prior to leaving school. If textbooks have sustained more than reasonable wear, a charge will be made to the student. Textbook fees for books 0-3 years old will be the cost of new textbook plus shipping. If the textbook is older than 3 years, the fee will be cost of a used book (if available) plus shipping. If a used book is not available, then the fee will be the cost of a new book plus shipping.

WORKBOOKS AND NEWSPAPERS

Consumable items such as workbooks and newspapers will be provided by the school district without charge to the student. If a workbook is lost or destroyed the student will be required to pay for any replacements.

HOUSEKEEPING AND CARE OF FURNITURE

Students are responsible for the area (floor) around their desk. Instructors have been asked to require students to pick up refuse prior to the end of the period. Students are responsible for the condition of desks and tables. Individuals who mark on desks will be required to report after (or before) school to clean desks. Students damaging desks will be required to pay for the repair or replacement of the desk.

PARKING

Students may park cars in the parking lot south of the school. All other areas are prohibited. During hunting seasons, we are asked by sheriff's office to remind students that they are NOT to park in the parking lot/on school property if they have guns in their vehicles.

DRIVING

Students are expected to use sound judgment while handling a vehicle especially in the parking lot and streets around the schools and park. If driving problems arise as a result of improper operation of a vehicle, necessary measures will be taken to eliminate the problems. Vehicles parked improperly in parking lots or on the street will be ticketed by the local police. Please abide by the 15 MPH speed limit.

INSTRUCTORS AUTHORITY

All instructors are requested by the office to see that students behave in a responsible manner. The students, therefore, should realize the instructor has authority over any and all students on the school premises.

STUDENT DRESS AND APPEARANCE CODE

Langdon Area Schools along with parents and the community are responsible for encouraging students to develop habits of proper dress and grooming in the school setting. These standards are based on respect for one another and the need to establish a safe, orderly, caring, and business-like learning environment. It shall be a violation of the School District policy for any student to wear attire that interferes with the educational process, is disruptive to the school environment, is proactive, or could endanger the health or safety of that student or others during school hours or school activities.

Guidelines

- a. Hats, sunglasses, hoods, or any headwear will not be worn while in the school building during the school day.
- b. Coats are not permitted during the school day.
- c. Backpacks are not permitted in the classrooms
- d. Clothes must be properly fitted and may not expose any undergarments or inappropriate body parts.
- e. No spaghetti straps or halter top shirts without an over shirt is permitted. Shoulder straps have to be a minimum of one inch wide. No shirts or blouses that expose cleavage will be permitted.
- f. No bare midriff shirts or blouses will be permitted, "tops must touch bottoms."
- g. No see-through or mesh garments may be worn which exposes undergarments or inappropriate body parts.
- h. Articles of clothing which display suggestive, obscene, or disrespectful material will be prohibited along with those advertising alcohol, tobacco, or other harmful or illegal substances.

Procedure for Infractions

In order to assure each student of due process, the following procedure will be used when there is an apparent infraction of the dress and appearance guidelines:

- a. Conference with administrator
- b. Parent/Student/School conference
- c. Subject to Discipline Policy

INTERNET USE

Students are responsible for good behavior on the internet just as they are in a school building. General school rules for behavior and communication apply. The privilege of internet access will be given upon completion of our "Acceptable Use Policy". Students who abuse their access privileges will be denied internet access. Student use of internet chat rooms is prohibited. Inappropriate use of social media may result in suspension from school and/or removal of extra-curricular privileges, this is inclusive of all inappropriate behavior issues.

FOOD AND DRINK

Food and drinks are not allowed in the classrooms except for water, unless the instructor has received prior approval from the principal.

CELL PHONES/ELECTRONIC DEVICES

Students may possess electronic communication devices including, but not limited to cell phones, smart watches, MP3 players, paging devices, etc., during the school day under the following conditions:

1. Students in grades 7-8 must have their devices in their locker from 8:00 – 3:30. Students will be allowed to check them during lunch
2. Students in grades 9-12 must put devices in the pouches or other teacher designated location upon to entering the classroom. They can be used during passing periods and lunch.
3. Students may also use electronic devices, if given permission by an instructor and are under the direct supervision of the instructor, as a learning tool for activities that are directly related to the class subject area.
4. Students in violation of this policy are subject to the following disciplinary action.

1st offense - Item confiscated and returned to the parent only.

2nd offense - Item confiscated and returned to the parent after two days and the student is subject to discipline policy

3rd and subsequent offenses - Item confiscated and returned to the parent after one week and the student is subject to discipline policy

A Violation of cell phone policy in a bathroom or locker room will include an automatic suspension

DRUG AND ALCOHOL POLICY

Adopted 1-8-90

Amended 12-7-92

The school has a responsibility to create and maintain a quality learning environment for all students. Because the school recognizes that the use of drugs, alcohol, and other chemicals have a definite negative effect upon the abilities of the young people to perform satisfactorily in the educational and activity programs, this policy is being adopted and put in use throughout the school setting. The policy is designed to help eradicate the influence of drugs, alcohol, and other chemicals within the school environment through educational programs geared toward prevention of substance use and/or abuse.

EDUCATION

It shall be the policy of school to provide ongoing programs of education which will relate to the prevention of chemical dependency problems, a system of referral before a problem gets completely out of hand, and an intervention process when treatment for dependency is determined. As a part of the educational program, a constructive support system will be in place at the school to aid the student in treatment and after treatment.

PROHIBITED ACTIVITIES

It shall be against school policy for any student:

1. To sell, deliver, give, or attempt to sell, deliver, or give to any person 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, receive, or to attempt to possess, procure, purchase, or receive, the substances listed 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 or she owns it completely or partially.
3. To be under the influence of, 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 students believes is any of the substances in this policy.

This policy applies to all students who are on school property, in attendance at school or at school- sponsored activities. Conduct at any time or in any place that interferes with or obstructs the missions or operations of the School District or the safety or welfare of students or employees is prohibited.

PROHIBITED SUBSTANCES

1. Alcohol or any alcoholic beverage.
2. Any controlled substance or dangerous drug as defined in the Federal and State Laws including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
3. Any glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, white out and reproduction liquid.
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.
5. Any and all tobacco products including but not limited to cigarettes, cigars, snuff, chewing tobacco etc.

AUTHORIZED USE

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall follow the procedures as outline under a separate policy entitled "Administering Medicine to Students."

NO STUDENT SHOULD BE CARRYING ANY MEDICATION INCLUDING ASPIRIN ET. AL. WHILE UNDER THE JURISDICTION OF THE SCHOOL

The school recognizes its responsibility to assist students in recognizing their own addiction. When observed behavior indicates that a problem exists which may adversely affect the student's ability to learn or the educational climate of the school, the school has a responsibility to refer the student for a formal chemical dependency diagnosis.

To this end, the Langdon School District encourages all school personnel to be observant of student behavior and to participate in a program of intervention. Whenever an observed behavior indicates a possible prohibited activity, the student should be referred to a school counselor or school principal.

If the appropriate school official, through conferring with the student in question, determines that the student is in need of assistance, the student and the parents and/or guardians will be told that it is recommended that the student receive a formal chemical dependency diagnosis.

The school will make a reasonable effort to cooperate with a therapy program if one is recommended for the student. The School Board of Langdon School District #23 believes that if a student is involved in chemical dependency programs, and is successfully addressing his or her harmful involvement with chemicals, he or she may continue in the regular school setting and in school activities unless otherwise in conflict with the rules and regulations set forth by the North Dakota High School Activities Association.

Through available resources the school will provide counseling and supportive assistance to those students who return to the school after completing a therapeutic regimen, recognizing that the student may need assistance in dealing with other environmental factors beyond the school's control which may remain unchanged. Any student can expect discussions related to personal problem areas to be treated with confidentiality.

There are four possible expectations to the latter statement.

1. Whenever a staff member learns of a condition which may adversely affect another student, he or she will have to act on the information.
2. If a student is experiencing health and/or emotional problems because of substance use or abuse, and is unable or unwilling to seek assistance, referral should be made.
3. Suspected child abuse must be reported.
4. If a staff member is called to testify in a judicial proceeding.

ALCOHOL, TOBACCO, AND CONTROLLED SUBSTANCES

School officials cannot condone or justify the use of alcohol, tobacco, or drugs by students within the framework of the educational process. These items are detrimental to a person's health and wellbeing and can also be disruptive to the general welfare of the student body. The use of illicit drugs and the unlawful use of alcohol is wrong and harmful. Students who violate these standards of conduct will have disciplinary sanctions imposed upon them, which may include the completion of an appropriate rehabilitation program.

SCHOOL BOARD POLICY

1. The school administration shall notify parents of any student suspected of being under the influence of drugs or alcohol while attending school or suspected of having possession of some for sale or use in school.
2. A student under the influence of alcohol, or a controlled substance, indicated either by unusual mannerisms, or detected on the breath, will be suspended for the remainder of the day. If such an incident should occur late in the day, the student will be removed from the school and a suspension will be applied for the following day.
3. Students using or having possession of tobacco, including e-cigarettes and hookah sticks, alcohol or drugs on the school campus (inclusive of school transportation) or at school functions (at home or away) will receive an automatic three-day suspension. Any future infraction will result in a five-day suspension.
4. Parents of offending students will be informed immediately of the infraction and may be requested to take the youngster home.
5. Students deemed to be using alcohol, tobacco, drugs, or other controlled substances illegally will be reported to the police and referred to the juvenile authorities.

6. Any student in violation of the foregoing will be suspended from all extracurricular activities, including but not limited to dances, public performances, banquets, awards programs and other school functions for a period of nine consecutive school weeks. If the violation is the student's first offense throughout grades 7-12 and the student completes a drug and alcohol education class, the nine weeks can be reduced to six weeks.
7. A second offense during the same school year will result in an 18-week suspension. A summer violation will count as the first violation for the ensuing school year.

Violation

Violation of this policy will result in suspension; repeated violations may result in expulsion. Prohibited substances will be confiscated and will be turned over to law enforcement authorities. The student will be referred to the school counselor and MTSS. Any student who is observed to be under the influence of a prohibited substance will be taken to the school office. If it is determined that they are under the influence, the student will be reported to the local police and parents will be contacted.

NOTE: Compliance with the Standard of Conduct is mandatory.

POLICY ADOPTED: 8/6/90 POLICY AMENDED: 12/7/92

CARRYING WEAPONS

The 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), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument. Violation of this 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 a school will require that proceedings for the expulsion for a minimum of one year of the student involved be initiated immediately by the principal. The Superintendent may recommend a modification of the expulsion on a case by 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. A student who is defined as disabled 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 bring the firearm to school was a manifestation of the student's disability.

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 for Suspension and Expulsion will be observed in all suspensions and expulsions under this policy.

ACADEMIC INFORMATION

CLASSIFICATION OF STUDENTS

The number of credits a student has earned will help to determine their classification for class standing.

Sophomore	5.50 credits earned
Junior	10.50 credits earned
Senior	15.50 credits earned
Graduation	22.00 credits earned

If a student does not meet the credit classification and can show that a reasonable schedule can be completed by the year they graduate, they can remain classified with their original class. This must be administratively approved via the counselor's office. All students will plan their class schedule so that a full four years of high school attendance is needed to complete the graduation requirements.

In order to graduate from Langdon High School, students will have to complete the following units:

	Credits
Language Arts	4.0
Social Studies	3.0
Science	3.0
Mathematics	3.0
Business Education	0.5
Physical Education	1.0
Electives	<u>9.5</u>
Total	22.0

SUBJECT REQUIREMENTS -- GRADE LEVEL:

Language Arts

9th Grade	English 9	1 Credit
10th Grade	English 10	1 Credit
11th Grade	English 11	1 Credit
12th Grade	English 12/ AP Language	1 Credit

Social Studies

10th Grade	World History/Geography	1 Credit
11th Grade	U.S. History	1 Credit
12th Grade	Problems of Democracy	1 Credit

Science

9th Grade	Physical Science	1 Credit
10th Grade	Biology	1 Credit
One additional credit		
11th Grade	Chemistry	1 Credit
11th & 12th	Applied Chemistry	1 Credit
11th & 12th	Anatomy	1 Credit
12th Grade	Physics	1 Credit

Mathematics

9th Grade	Algebra I or Pre-Algebra	1 Credit
10th Grade	Geometry or Algebra I	1 Credit
11th and 12 th Grade	Algebra II, <i>Adv. Math</i> , <i>Pre. Calc.</i> , or <i>Trigonometry</i>	1 Credit

Business Education

9th Grade	Spreadsheets & Word Proc.	1/2 Credit
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Physical Education

9 th Grade	Physical Education	1/2 Credit
10th Grade	Physical Education	1/2 Credit

ENROLLMENT

Students in grades 9-12 must be enrolled in 6 course credits per school day.

GRADING SYSTEM AND REPORT FORMS

In our everyday life we are asked to accomplish a variety of tasks. In one way or another we are evaluated or graded as to what level of efficiency we have completed these tasks. The grades earned in school are in many respects similar in life to the pay check or salary received from an employer.

The grading system is as follows:

A = 94-100 B = 87-93 C = 80-86 D = 73-79 F = 72 or less

CARDINAL SKILLS

It is the belief of the Langdon Area Middle School that a student's letter grade should represent the content that a student has mastered and should not include behaviors such as turning in work late or being prepared for class. Therefore, middle school students will receive two grades for each course they are enrolled in: an academic grade that represents the content, and a Cardinal Skills grade that represents behavior. The Cardinal Skills are:

1. Come to class on time and prepared (agenda, writing utensil, textbook, gym clothes, etc....)
2. Complete and turn in all assignments on time
3. Demonstrate appropriate communication skills (no speaking out of turn, discussions stay on topic, etc....)
4. Participate positively and actively in small and large group activities

GRADUATION REQUIREMENTS

Each year the Administration Office is faced with students who are experiencing difficulties in satisfying the graduation requirements. The following policy has been approved by the Board of Education:

All graduation requirements shall be completed no later than 4:00 p.m. the Friday preceding the actual commencement exercises. Any student completing the requirements beyond the dates specified can receive a diploma from the office when the requirements have been documented prior to the start of the following school year.

GRADE REPORTS

Report cards will be issued at the end of each grading period via email and the PowerSchool Parent Portal. Paper copies are available from the office upon request.

HONOR ROLL

Students who achieve academically are placed on the honor rolls. The following items have an influence upon the honor roll selection. Students must obtain a "B" average or better, and carry a minimum of 4 academic subjects. A "D" grade in any subject automatically disqualifies a student. The grade average will determine whether the student will be placed on the "A" or "B" honor roll. The following grade averages are used to determine the A and B honor roll:

A honor roll--94-100%

B honor roll--87-93%

SELECTION OF HONOR STUDENTS

The Honor Students are determined by averaging the student's grade earned during the first seven semesters of high school. Grades received in physical education, cooperative work experience and the non-academic music activities are not used in obtaining the average. All honor students must have a cumulative average of 94% or above.

VOCATIONAL EDUCATION CERTIFICATES

Certificates in office education (clerical, accounting, data processing), and health career education are offered. Please see a teacher in that department if interested.

SEMESTER TEST EXEMPTION POLICY

Each high school student must take at least three final tests each semester. Two of those must be from a core class while the other may be an elective class. Students may be exempt from any or all of their remaining tests if they meet the following criteria.

An 83% average and missing no more than two-class periods will exempt a student from taking the semester test in that class

1. Field trips, funerals, extra-curricular, weather related and medical (with documentation) absences will not count towards the absence.
2. Any unexcused absence will require taking a semester test in the class missed.
3. Four tardies in a class will require the student to take the semester test in that class.
4. Suspension will require a student to take semester test in those classes missed.

Test scores on all required semester tests will be included in the final grade. Students may elect to write a semester test from which they are exempt for the purpose of improving their grade. During test days, those students who are exempt from test periods, will have open campus privileges for those test periods and their study hall period. A final test schedule will be provided by the office.

FAILURES AND INCOMPLETES

Failure

All state required subjects (English I, II, U.S. Government, etc.) that are failed must be repeated. Subjects failed in an elective area need not be repeated but another subject of equal credit must be taken in its place.

Incompletes

Subjects that are not completed due to student illness, illness or death in the family or other reasons in this category will receive consideration for a reasonable completion date. This date will be determined by the instructor/counselor and the principal. Unforeseen circumstances may result in an extension of the completion date.

WITHDRAWALS

Students that are transferring to another school must report to the general office for a student withdrawal form. This form must be fully completed before any transfer procedure will be undertaken by the school. The office personnel will explain the withdrawal procedures to the transferring student.

VOLUNTEER WORK

Students accumulating 40 hours or more of documented, volunteer work during high school will receive a notation on their transcripts indicating the number of hours they have committed to help others.

DUAL CREDIT

Juniors and seniors have the opportunity to acquire college and high school credit simultaneously. Interested students should contact the counselor for policy guidelines and available courses.

ONLINE CLASSES

The State Department of Public Instruction and the School Board prescribe specific units of instruction required for meeting graduation requirements. This policy is established to assist those young people **who fail required classes**, and fall behind in the unit requirements for graduation with their class.

Students will be permitted to present two (2) credits of correspondence work as make up for required subject/courses failed in the instructional areas of English, Mathematics, Social Studies or Science when the failed subjects/courses cannot be retaken within the normal class schedule. Permission to use units of correspondence work toward graduation requirements shall be secured from the Administrative Offices. The School Board and Administration wish to point out that they do not intend this policy to discourage students from seeking correspondence course work as an avenue of enrichment.

Online classes for credit recovery or enrichment are available for students in grades 10-12. Students with an overall GPA of less than 3.00 will not be eligible for online courses unless the courses are for credit recovery purposes. All courses that are taken for enrichment must receive the approval of the principal. Students may not take an online course that is offered by Langdon Area High School unless it is for credit recovery and the student's schedule does not permit them into the classroom. Students that are dismissed from a class for discipline reasons may take a corresponding online course at their own expense. If a student fails an online class, that student is responsible for the registration fees of that class. Any class that is taken through correspondence may count as one of the 7 credit minimum required. All online courses must be completed by the last day of the semester. Any online course not completed will be recorded as an "F" on their transcript.

DROPPING AND ADDING COURSES

Students will be allowed to drop and/or add courses through the first day of each semester class or full year class. Permission must be received from the *principal's* office and the instructor to drop or add courses. A drop-add form must be completed by the student and instructor involved. A parent's signature will be necessary for the final approval of class changes. A full year course cannot be dropped at semester time, unless administratively approved.

CHEATING

1. Any student found cheating will receive an "F" on any tests or projects and a "zero" on any daily work. The "F" will be computed by taking one-half of the student's current average at the time or the lowest grade given on that test or project, whichever is lower.
2. If the student is participating in any extra-curricular activities, he/she will be ineligible to participate in the next scheduled activity if it falls within a 4-week period.
3. The parents will be notified by phone immediately.
4. Any high school student caught cheating will lose their semester test exemption privileges that semester and be required to take semester tests in all classes.
5. Any instance of cheating is subject to discipline policy.

EARLY GRADUATION

It is the belief of Langdon Public School that it is not in the best interest of students to graduate early. If early graduation is requested, the student must provide rationale to justify cause and hardship that resulted in the early graduation request. Application deadline for requesting early graduation is October 1, of the junior year in high school. A student must have a minimum of a 3.90 GPA and must exhibit that they have an exemplary high school attendance record. The application process will be as follows:

1. Student and parent/guardian will make a request to graduate early to the high school principal.
2. Parent/Guardian will visit with the principal and counselor.
3. The principal and counselor will review the request, inform the parents/guardians of the recommendation and make the recommendation to the Superintendent.
4. The superintendent will inform the parents/guardians of their decision.
5. The parents/guardians will have 10 (ten) days from the day of the superintendent's decision to appeal to the school board.

STUDY HALL PROCEDURES & REGULATIONS

All students in grades 9, 10, 11, 12 will be scheduled in the study hall during periods in which they do not have classes.

It is very difficult for an instructor to supervise a large number of students in a study hall setting without the necessary procedures and regulations. Therefore, it is imperative that the following information is being provided.

1. Students will take their assigned seats immediately upon entering the study hall and will remain in their seat until roll is taken and permission is given to sign out.
2. Students with failures and loss of privileges will not be permitted to sign out of the study hall without written permission from an instructor, such students will be permitted to utilize the rest rooms.
3. **Procedures for signing out of the study hall: All students are required to remain in study hall for a minimum of 20 minutes before they are allowed to sign out.**

Library

A sign out sheet is provided on which students will indicate the time they left and the time they returned to the study hall. A maximum NUMBER of students will be permitted in the library, AS DETERMINED BY THE LIBRARIAN.

Lavatory

Similarly, the procedure used for the library will be used here except that only one boy and/or girl will be released to use the facilities for a maximum of five minutes.

Corridor Pass

For sign out to the office, an instructor, shops, labs, band, chorus, guidance, etc., the student will have their agenda book signed by the teacher in the date indicating the time. Students must carry the agenda book as their hall pass. The study hall instructor will indicate the time and initial the agenda. When leaving the visited area the instructor will indicate the time leaving and initial the agenda book. Upon returning to the study hall the student will show their agenda to the study hall teacher. Student will also sign-out on the study hall record sheet.

Speaking Privileges

- a. The student will obtain permission to speak by asking the supervisor.
- b. These privileges may be removed by any instructor.

Make Up/Admit Slips

- c. Must be given to the teacher by the student who has been absent the previous day.

Behavior

- d. Students are expected to bring study and work materials to the study area so that they are involved in appropriate activities. The study hall is not a place for socializing and horse play.

Open Campus or Common Privileges

All seniors will have Commons Privileges for the first three weeks of the school term. The privilege is lost for any senior on the ineligibility or deficiency list after the first three weeks of school. Ineligibility/ deficiencies apply to all classes, both letter graded and on percentages. To remain eligible for privileges all students must maintain at least a letter grade of "C" or a percentage grade for all classes. This is computed cumulatively from the beginning of a semester. At the beginning of the second semester, computations will begin over, not including first semester. However, students may be declared ineligible for the first three weeks of the second semester dependent on the first semester final grade. Privileges will be removed for violation of any school policies as determined by the building principal. After the first "free" tardy has been used any subsequent tardiness will result in the loss of senior privileges for one week for each additional tardy.

A school suspension for any reason will mean a three-week suspension of commons privileges. A second school suspension will result in the loss of commons privileges for the remainder of the school year.

GRADE PROMOTION & RETENTION

The Langdon Area School District is committed to fostering the continuous educational and personal growth of its students. Student progress shall be continually evaluated based on state and local achievement standards, course content standards, and educational goals and objectives as established by administration and the teaching staff. The Board recognizes that at every grade level there are differences among students in their intellectual and personal development and that individual students may be more proficient in some content areas than others. Therefore, assignment of a student to a grade level shall be based on the best educational interest of the student, which shall be determined by using the criteria established below.

Criteria for Determining Promotion & Retention

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

1. Whether the student has completed course requirements at the presently assigned grade;
2. Whether the student demonstrates proficiency in enough course content areas to warrant promotion;
3. Whether the student has sufficiently met achievement standards and other educational goals/objectives established for the student's current grade level.
4. Whether the student demonstrates the degree of social, emotional, and physical maturation necessary for successful learning experiences in the next grade level.
5. The decision to promote or retain a special education student shall be made by the Individual Education Program team in accordance with applicable law.

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

Procedure for Determining Promotion and Retention

According to the School Board Policy, if the MTSS team believes retention is a possibility, the principal shall contact the student's parent(s) as early as possible. The principal shall inform the parents of remediation options. Advancement to the next grade may be made conditional upon successful remediation or demonstrated proficiency within a timeframe established by the principal.

The MTSS Team, in consultation with parents, are responsible for making promotion and retention recommendations based on promotion and retention criteria contained in policy. Recommendations shall be submitted to the building principal for approval. A parent who is dissatisfied with the principal's decision may appeal to the superintendent. The superintendent's decision shall be final. Appeals must be initiated within 30 days of receiving notice of the principal's promotion or retention decision. Failure to timely present the appeal shall be deemed to be a waiver of the appeal process.

Promotion & Retention of Special Education Students

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

STUDENT SERVICES

GUIDANCE SERVICES

The guidance department is designed to aid and assist all students who desire these services. Students are encouraged to use this service for their benefit. The Guidance Office is located in room 5A.

HOT LUNCH PROGRAM

Hot lunch is served in the commons area from 12:02 to 12:40. Salad Bar is served daily. Money may be deposited into a student's lunch account in the office. All 7th & 8th grade students will have a "Closed" lunch period. This means that they will not be allowed to leave the building but instead will be involved in gym activities. Students are encouraged on a daily basis to either eat school lunch or bring a sack lunch.

LIBRARY

The Langdon Area High School Library is available during all school hours for the use of students in grades 7 through 12. Students are expected to conduct themselves like young adults and to observe all school regulations.

Rules of the library

1. No gum, candy, or liquids in the library.
2. No pens, pencils, or homework, unless doing research.
3. Two people at a table at a time.
4. Quiet voices.
5. No improper use of computer.

Students may at any time have two books checked out for three weeks each. Books may be renewed before the actual due date. Magazine may also be checked out. Lost materials must be paid for.

Recordings may be checked out overnight; if needed for a longer period, the student shall explain to the librarian in charge. Conference rooms may be used only with the librarian's permission. Each student is responsible for all materials checked out; the student's written signature is necessary on all checkouts.

ADVISOR-ADVISEE PROGRAM

Students are placed in groups of 10-20 and are assigned a teacher-advisor. The main objective of the program is to assist students in planning their high school educational program. Junior High students meet daily at 8:25 with their advisor to prepare for each day. (i.e. homework checks, review study skills, etc.) There will be two parent-teacher conferences per school year, following the first and third quarters of the school year.

MULTI-TIERED SYSTEM OF SUPPORT

Students are reminded that we have an MTSS team functioning in the school to assist anyone who may have a problem or problems with any area of their education. Please contact the counselor or principal offices for assistance.

ATTENDANCE

The basic premise in this policy is that an absence from class is time away from work regardless of the reason. Consistent school attendance by each student remains the prime responsibility of the parents. The school has the responsibility to provide appropriate school facilities, equipment, and a complement of professional teachers to provide a curriculum which is stimulating and attractive to the needs of young people.

Accurate attendance records will be maintained, as will the various reasons for absences stated by the parents and/or guardians. The school offices will not accept absentee forms without explanations as to why the student was absent. *Simply stating that a student was in a certain location, on a certain date, will not stand the excused-absence test at the school.*

Parents or Guardians are to contact the appropriate school office, by telephone, both in the morning and at noon, when a student is absent for illness or a family emergency. Communications between the home and school are vitally important in the matter of attendance. There will be fewer confrontations between the home and school if we remember to keep the lines of communication open.

The maximum allowable absences for a class is as follows:

Semester Course (18 weeks) - Ten (10) periods

Those students who exceed the allowable number of absences for each class shall lose a credit for the course unless the School Board rules otherwise through an appeal process at a formal board meeting. The school offices shall follow the monitoring procedure as listed below in order to keep parents informed about the attendance practices of their child:

1. The school office will continue to check with the parents to confirm absences are completely documented.
2. Letters will be sent when students reach the halfway point in maximum allowable absences per class per semester or year. (5 for semester classes) Excused absences are permitted for agricultural work on a parent's farm. Reminder: These absences are excused but **do count toward the non-credit policy**.
3. Letters will be sent when students have reached or passed the allowable maximum number of absences notifying the parents that loss of credit is imminent. The student may be eligible for attendance buy back based on the policy below.
4. Documentation from a medical provider may be required if a student misses 3 or more consecutive days due to illness.

It should be noted that all records regarding each case of loss of credit will be maintained by the district office and made available for any further appeals.

Examples of excused absences include but are not limited to include:

1. Illness
2. Family emergency.
3. Medical appointments: The parents or guardians shall notify the office and inform us of the appointment and the time the student needs to leave the building for the appointment. These appointments should be made during the study halls whenever possible.
4. Extended vacations with parents. (requests must be submitted in writing to the High School Principal two weeks in advance)
5. Other student absences due to special circumstances may be approved by the administration.

All students assigned Saturday detention will be allowed a choice of two Saturdays to put in the required time. Failure to appear at the assigned time will result in an in-school suspension. Make-up periods will begin at 8:00 a.m. on each assigned Saturday.

Removal from class for disciplinary reasons are considered unexcused absences.

Students are required to accompany parent(s) to Parent-Teacher conferences. If the does not attend, it counts as a full day of absence from school and falls under the unexcused miss policy.

An unexcused absence will require the student to make up the time for the classes missed. They will also be required to take semester tests of the classes that were missed due to an unexcused miss. Each unexcused miss form study hall will require students to take an additional semester test beyond the semester test policy.

ATTENDANCE BUY BACK

A student who enrolls in school is expected to devote his/her time and energy toward school. The absent student loses the benefits of lectures, labs, discussions and participation with other students. Irregular attendance becomes habit forming and may cause difficulties with decision making after high school.

By law, compulsory school attendance in North Dakota ends when a student reaches his/her sixteenth birthday. Attendance at school after that becomes the sole responsibility of the student and parents or guardians. The Langdon Area Schools considers regular attendance essential for success in school; therefore, any student missing more than ten days in a half credit class will be required to make up the time (minute for minute) beginning with the 11th (eleventh) absence. Time can be made up before and after school. Deadline for making up time for excessive absences is the end of each semester. If time is not made up, the grade will be recorded as a failed class and no credit will be received. Seniors will not be allowed to participate in commencement exercises if time is not made up and all class requirements are not met prior to graduation.

Given extenuating conditions the principal may extend the ten-day limit after a meeting is held with student, parent(s)/guardian(s), and the principal.

PROCEDURE TO FOLLOW WHEN ABSENT

1. When a student is absent, to ensure that an absence is excused the parent/guardian must call/email the office on the day of the absence. When the student has known in advance of a planned absence, the parent/guardian must provide a note to the office prior to the absence. **If the office does not receive a note, the absence will be considered unexcused.** All work assigned during an unexcused absence will initially receive no credit.
2. Students are responsible for making up the work missed due to absences. When students are absent from school, they have two school days to turn in makeup work for the first day missed. If more than one day is missed, the student will have one additional day more than the number of days missed to complete the work. *For example, a student missed four days of school, he or she will have five school days to make up complete the makeup work.* The first day of attendance counts as the first day of the make-up period. **If a student returns partially throughout the school day, the student will be responsible to collect the missed work, and have it completed on time.**
3. For planned absences work should be obtained prior to the student's absence.
4. The student is responsible for material/assignments missed because of school-sponsored activities. These assignments are due upon the return of the student to class.
5. When a student is absent from school as a result of a suspension, all work missed is to be made up on or before the day the student returns to school.

SCHOOL ACTIVITIES

Students gone for a school related activity or athletic event, must get their assignments prior to departure by obtaining the "Activity Absence" form from the office. Students will not be allowed to leave with the team/group without having this form completed.

If a student has been absent for the full day or for the afternoon due to illness, the student shall not participate in any school activities for that day or night. Absences the day of an activity, other than illness, must be approved by the administration to be eligible to participate.

MASS SKIP DAY(S)

If such occurs, time will be made up equivalent to the time the group has missed. In the case of seniors, diplomas will be held in the office until the time has been made up.

EARLY DISMISSAL SLIPS

On occasion it is necessary for a student to be dismissed during the school day. An early dismissal slip will be issued from the general office if the student brings a written excuse from home. Some of the reasons for an early dismissal slip may be dental or doctor appointments, drivers' tests, etc. All students shall stop at the office and pick up a blue slip before leaving the school building.

TARDIES

Tardies disrupt the class and often have an effect on a student's grade since important information is shared at the beginning of the class period. In addition, most employers look upon promptness as a virtue and it is an obligation to students to develop dependability in this area.

Students are expected to be in their assigned room/areas before the beginning of the class bell. After this, they are considered tardy. Students who are fifteen minutes late or more are considered absent. This will count as an unexcused absence.

Unexcused tardies will be dealt with as follows:

1st tardy:	report to office, recorded, no penalty
2nd and 3rd tardy:	fifteen minutes after school detention
4th and 5th tardy:	thirty minutes after school detention
6th & over:	one-hour detention

Students who don't report to the assigned detention will be subject to the discipline policy.

Bus students will be given one day to make alternate transportation arrangements.

All tardies are unexcused unless a student obtains an excused tardy slip from the office or school personnel involved in the late arrival of the student.

Weather conditions may delay the buses. Students finding themselves in this situation must obtain a late bus slip from the office which will allow them into class.

The parents of the students who are excessively tardy will be informed by means of a report from the principal's office. If a student enters school late at any time during the day, they are to report to the general office for a tardy slip.

COLLEGE VISITATION

One day per year will be allowed for juniors and two days for seniors to observe a college or a career. This absence will be exempt from the semester test taking policy if the following guidelines are met:

1. The experience must be set up in advance by the guidance or career counselor and approved by the principal/superintendent.
2. A form showing proof of attendance, which includes the signature of the person that has been observed or the college representative that was visited, must be picked up in advance from the principal.

ILLNESS AND INJURY OF STUDENT AT SCHOOL

1. The student will be cared for temporarily by staff and parent will be notified. Students will be sent home if they have a fever of 100° or over.
2. Staff will render simple first aid only.
3. If emergency medical attention is necessary, your family will be called or your child will be taken to the clinic or the emergency room at the hospital. The school will call you.
4. No medications will be dispensed without parental consent.

5. At the beginning of each school term, a request form for authorization of emergency attention indicating doctor and clinic preferred will be completed by each patron.
6. Each family will be responsible for the total amount of medical expense incurred as a result of accidents or injuries at school or during curricular activities.

GUIDELINES FOR SENDING STUDENTS TO SCHOOL

Parents are often concerned about their children missing school and may send a child back to school prematurely after an illness. This exposes other children and staff members to disease and the possibility for their own child to relapse or contract another illness that may "be going around" due to their already stressed immune system. Please refer to the following guidelines when considering whether to keep a child at home and when to return a child to school.

Keep a child home if he/she:

- has a fever of 100 degrees or higher*
 - is nauseous and/or vomiting and/or has diarrhea
 - has vomited during the night
 - has been exposed to a contagious disease and is exhibiting signs/symptoms of the disease
- *Refers to a temperature of 100 degrees or more without the use of Tylenol or Advil or other fever reducing medications.

COMMUNICABLE CONTAGIOUS/INFECTIOUS DISEASES

When any symptom of a communicable disease appears, please keep your child at home and contact the school. Any students having any symptoms of infectious disease shall be sent home from school and may not be readmitted until doctor's written approval. This is to prevent the possibility of exposing other students and staff members unnecessarily. These diseases may include but are not limited to the following: Impetigo, Pink Eye (Conjunctivitis), Ring Worm, Scabies, and Strep Throat.*

A child with **strep throat** must be on an antibiotic for 24 hours and feeling well before returning to school.

A child with **conjunctivitis (pink eye)** must be on treatment for 24 hours before they return to school

A child with **chicken pox** may only return to school when all lesions have crusted over.

A child with **impetigo** may only return to school with a doctor's note and 24 hours after treatment has been started.

A child with **ringworm** may return to class when the treatment has been started.

A child with **scabies** may return the day after the treatment has been started.

A child with **head lice** will stay in school. Parents will be notified and are required to provide appropriate treatment.

A child with **mononucleosis** may return to school with a doctor's note. A recommended time is 7 days at home and then 7 days of ½ day attendance at school.

A child with influenza may return to school as per doctor's orders

STUDENT DISCIPLINE

RESPECT AND PROTECT RIGHTS OF STUDENTS AND STAFF

Students have a right to be in a school environment in which they feel safe, respected and protected. Staff members have a right to work in a school environment that is safe, conducive to learning, and in which they feel respected and protected.

Goals

1. To ensure the safety and wellbeing of both students and educators.
2. To reduce the severity and frequency of and eventually to eliminate all incidents of violence from the school setting.
3. To eliminate the two pervasive attitudes that directly spawns and supports violence in schools: entitlement and tolerance.
4. To create a safe, supportive, nurturing, non-punitive atmosphere highly conducive to learning.

Premise of School Policy and Rules

The school has the responsibility to provide an educational environment that is safe for students and staff.

- No one (including staff or students) is entitled to use violence of any form in school, at school activities, or on school property.
- No form of violence will be tolerated in school, at school activities, or on school property.

Definition

Violence/Disrespect is any mean word, look, sign, or act that hurt a person's body, feelings or things.

DISCIPLINE POLICY

The step-ladder program (as illustrated on the following page) for discipline is a program of ascending consequences. It is the discipline program used at Langdon Area High School. It is published so that parents, students and other interested parties may become familiar with the system.

The "Step" system approach to school discipline is based on the belief that students must be responsible for ALL OF THEIR ACTIONS while in attendance at school. When students are referred to the administration for a violation of school rules, the administration bases the resulting consequences on HOW MANY TIMES AND FOR WHAT REASONS the student has been sent to the office during the current school year. For example, a student that consistently disrupts the learning environment needs to receive a more severe consequence than the "first time" offender. **The step system provides every student with an opportunity to redeem themselves and move backwards on the disciplinary ladder. A student not referred to the office for thirty (30) days will move one step down the ladder. This allows each student to "wipe their disciplinary slate clean" should they so choose.**

LEVEL I		LEVEL II		LEVEL III		LEVEL IV		LEVEL V	
OFFENSE	CONSEQUENCE	OFFENSE	CONSEQUENCE	OFFENSE	CONSEQUENCE	OFFENSE	CONSEQUENCE	OFFENSE	CONSEQUENCE
Unsafe Physical Behavior	1st Offense- ½ hour detention	3rd offense of Level I	1st Offense – 1-hour det	3rd offense of Level II	1-10 days in-school or out-of school suspension & Notify Parents & Authorities (if appropriate)	3rd offense of Level III	2-10 day suspension	3rd offense of Level IV	4-10 day out-of-school suspension or expulsion & Notify Authorities
Non-Compliance	2nd Offense Parental Contact & 1 hour detention	Minor Vandalism of school property	2nd Offense- Parental Contact & 2 hours det.	Bullying/ Harassment	& Notify Parents & Authorities (if appropriate)	Being under the Influence of alcohol or other Mind Altering drugs	Also Notify parents and authorities (if applicable).	Possession or using weapons	Notify Authorities
Inappropriate Language		Disrespect		Stealing		Major Vandalism			
		Skipping Detention*		Possession of Tobacco/ alcohol (See policy on tobacco/alcohol)	<i>Any physical attack will result in out-of-school suspension for the remainder of the day on the date of the incident</i>	Deliberate action that can endanger the life, health, or safety of another	<i>Any physical attack will result in out-of-school suspension for the remainder of the day on the date of the incident</i>		<i>Any physical attack will result in out-of-school suspension for the remainder of the day on the date of the incident</i>
				In-subordination					
				Credible Threat**					

*If a student moves up the ladder through skipping detentions, and ends up serving an In-School Suspension, this DOES NOT erase (forgive) the original detentions earned. Detentions must still be served.

** If a student feels their safety is threatened by another student’s words or actions, the perpetrator will be isolated from the victim until a reasonable effort to maintain a safe environment has been created by school personnel. This seclusion may include in- or out-of –school suspension or an alternative learning environment. All actions by the administration will consider maintaining the best educational environment for ALL students.

DETENTION

Students will be assigned detention because of class tardiness or behavioral problems. All detentions shall be served within a week of the infraction. Students will bring schoolwork to detention. Any student with detention must have the time made up within the assigned time and the student will be ineligible for **all** school activities if detentions are not served within the designated time. Students serving detention will sit quietly while completing their own work. If student does not sit quietly, they will be dismissed but will receive no credit for the time served. All detention time must be made up within one week following the close of the semester.

DISMISSAL FROM CLASS

Students who do not conduct themselves appropriately in class are subject to dismissal from that class at the request of the instructor. The dismissing teacher will notify the student's parents and record the incident in PowerSchool. ALL CLASS DISMISSALS ARE SUBJECT TO **DETENTION AND OR SUSPENSION**.

SUSPENSION AND DETENTION OF STUDENTS

The school will suspend a student from school up to ten days or implement detention for insubordination, habitual disobedience, usage of profanity, or disorderly conduct. In each case of suspension, the school shall give immediate notice of the suspension and the reason to the student, parent/guardian of the student, and the superintendent.

Suspension

The Langdon Area Public School operates under two types of suspension:

1. An In-School Suspension will require the student to be in the school during the school day, doing schoolwork in the designated area, but not attending regular classes. The following guidelines will be used:
 - b. The student will be given one 3-minute break before lunch and one 3-minute break after lunch, but cannot be taken while the other students are changing classes.
 - c. The student will be required to make provisions for lunch (either sack lunch or the school lunch), which will be eaten in the designated area. Students will not be allowed to leave the building during ISS. A 3-minute break will be given at lunchtime, but cannot be taken while the other students are in the hallways.
 - d. The student must complete the schoolwork assigned during the time allotted or the student will receive another day of in-school suspension. **All schoolwork that is missed during the suspension time will be required to be made up and is due back to the teacher the morning immediately after serving the ISS.**
 - e. Students in ISS will not be allowed to use any electronic devices (including but not limited to computers, ipod, Mp3 player, cell phone...) unless it is deemed necessary to complete assignments. Students will then be allowed to use electronics under direct supervision.
 - f. At no time will the student be allowed to leave the building while serving in-school suspension. Also, the student must remain in the designated area for the entire time allotted, and must ask permission to take his/her breaks. Getting books out of their lockers is considered their break.
 - g. If a student does not adhere to the above stated rules, **or is not behaving properly during the ISS time will be warned once and then will be sent home and reassigned another day until the ISS is successfully completed. The student is not allowed to attend any school functions during the suspension time.**

2. An Out-of-School Suspension will be given according to the Suspension and Detention Policy approved by the School Board, which is outlined in this Student/Parent Handbook. The following guidelines will be used:
 - a. When a student is on out-of-school suspension, the student is not allowed on school property during the time of the suspension.
 - b. The student will not be allowed to participate in extra-curricular functions or practices during the time of the suspension.
 - c. **All schoolwork that is missed during the suspension time will be required to be made up and is due back to the teacher the morning immediately after serving the OSS.**

Expulsion:

This is the most drastic action the school can enforce and will only be used for the most serious student misbehavior. This type of disciplinary action taken by the school will result in a student being suspended for a period of more than ten days or being expelled from school for the remainder of the year. The expulsion usually means that the student will need to repeat the subjects missed during the expulsion. All long-term expulsions must be administered by the Board of Education with recommendations from the school administration.

DUE PROCESS FOR SUSPENSIONS AND EXPULSIONS

Each student will have the opportunity to execute his constitutional rights in the Due Process Procedure.

Short-term Suspensions

Several basic elements of due process are allowed a student before a short-term suspension is decreed:

- a. The student will be notified by oral or written means of the accusation(s) against him.
- b. The school official(s) will provide evidence to support the charge.
- c. The student will be provided with ample opportunity to tell his side of the story.

Expulsion

The following forms, information, and letter are legal steps to be used during expulsion proceedings:

1. **Letter of Waiver** (Parents elect not to go through the proceedings) FOR LONG-TERM SUSPENSION OR EXPULSION.
2. **Authorization to release records and notice of hearing on long-term suspension or expulsion**
 - a. The parent or guardian will receive and complete this form if they wish to proceed with the hearing: AUTHORIZATION TO RELEASE RECORDS-for hearing regarding long-term suspension or expulsion from school.
3. **Hearing Procedures:**
 - a. All hearings concerning long-term suspension or expulsion of students from school shall be conducted by the School Board at its regular meeting place, unless a different site is established in the hearing notice.
 - b. The student and parents will be informed of the process and legalities of the hearing procedures.
 - c. Copies of the complete details of the Due Process proceedings are available from the office upon request.

PENALTY FOR WILLFUL DISTURBANCE OF SCHOOL

North Dakota Century Code 15.1-06-16. Disturbance of a public school – Penalty. It is a Class B Misdemeanor for any person to:

1. Willfully disturb a public school that is in session;
2. Willfully interfere with or interrupt the proper order or management of a public school by an act of violence, boisterous conduct, or threatening language; or rebuke, insult, or threaten a teacher in the presence of a student.

HARASSMENT

Harassment at Langdon Area Public School is defined as one of two types: Sexual Harassment and Peer-to-Peer Harassment. Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

A learning and working environment that is free from sexual harassment will be maintained in the Langdon Area 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 or staff members through conduct or communications of a sexual nature. Administrators and supervisors will make it clear to the students that sexual harassment is prohibited by board policy and is grounds for disciplinary action.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical conduct, or communication of a sexual nature. It may also include remarks with sexual or demeaning implications.

Any person who alleges sexual harassment by any staff member or student in the school district may report directly to his or her immediate advisor, counselor, principal or superintendent. If a student tells a teacher, the teacher will immediately refer the alleged complaint to the principal for investigation. 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 misconduct and to take corrective action when this conduct has occurred. The victim of harassment will be required to file a voluntary statement with the principal before investigation will begin.

Peer to peer harassment may be defined, but not limited to, the conduct that has the purpose or effect of unreasonably interfering with the individual's work performance or other conduct that creates an intimidating, hostile, demeaning, and/or offensive student environment. Included are disrespect, insults, derogatory names, dishonor, verbal abuse, physical abuse, and abuse in written form.

A substantiated charge against a student in grades 7-12 in the school district will subject that student to action according to the Discipline Guidelines. A substantial charge against an elementary student will be subject to detention at the discretion of the elementary principal.

In all of the above cases, parents of the parties involved will be notified of the offense and a copy of the documentation is added to the student's permanent record. The students and parents have the right to notify the authorities to file charges against the perpetrator.

Students will be informed of their rights and remedies under the law at the beginning of the school term's student assembly and will be incorporated in the parent-student handbook distributed each school term.

Repeated attempts at harassment will be considered bullying and dealt with as such.

SCHOOL ACTIVITIES & ORGANIZATIONS

In accordance with the statement indicated in scheduling events and activities, the following activities and organizations are provided for the student in hopes that they will avail themselves of this opportunity for social involvement.

NATIONAL HONOR SOCIETY

The local chapter of the National Honor Society is known as the Aurora Borealis chapter. Students in grades 10-12 are admitted to membership based on the following criteria:

1. Academics;
2. Character;
3. Service;
4. Leadership

All students in order to be considered must have an over-all average of ninety or better. They are then considered on the bases of the other three items.

FAMILY CONSUMER CAREER LEADERS OF AMERICA

FCCLA is a national organization for junior high and senior high school students who have taken Family and Consumer Science (FCS) courses. It is a school organization developed for the purpose of providing experiences that broaden the home economics education program. The overall goal is to help individuals improve personal, family and community living.

HIGH SCHOOL BAND AND CHORUS

The chorus and band performs at many concerts during the year and at Regional and State Festivals.

ART CLUB

Art club meets Tuesdays after school and is for students grade 9-12. It is an opportunity for students who love Art to create and work on projects of their choosing.

ATHLETICS

The school offers the following athletic activities to the students:

- FALL: Girls' Volleyball - Boys' Football-Girls & Boys Cross Country
- WINTER: Girls' Basketball - Boys Basketball
- SPRING: Girls' Track and Golf - Boys' Track and Golf-Boys Baseball

CHEERLEADERS

Any student, grades 7-12, wishing to try out for varsity cheerleaders may do so. The tryouts will be held in spring for the following year. The main purpose of the cheerleaders is to lead the student body in supporting athletics at Langdon High School. The club will help with the selection and purchasing of new uniforms when needed.

FUTURE BUSINESS LEADERS OF AMERICA (FBLA)

The Future Business Leaders of America is comprised of students who have taken or are currently enrolled in a business or office education course. The North Dakota FBLA holds an annual meeting at which time local chapters are allowed to enter students in various contests related to office skills: accounting, computer keyboarding, and spelling. Each year the local chapter will develop activities of a social nature, some of which may involve the Langdon business community.

STUDENT COUNCIL

This organization is a student governing body elected by the students. The officers are chosen by the students through a general election. Each class and organization elects their representative which constitutes the council membership.

The duties of the student council representatives are to voice the opinions of the group they represent and to report the business of the meetings to the group.

Some of the major items that the Student Council becomes involved in are scheduling and planning of school projects and activities, acting as a sounding board for the administration, gaining student opinion, and the opportunity of participation in some phases of school administration.

YEARBOOK

The Langdon Cardinal Yearbook is published annually by members of the student body. The Cardinal covers the activities of the students of Langdon Area Schools throughout the entire year by use of pictures and copy. The yearbook is often referred to as a "Memory" book and is very popular with the students of all grades.

SPEECH

The goal of this organization is to provide an opportunity for students to gain proficiency in the skills of oral communication. The group participates in 9-12 invitational tournaments plus the regional and state tournaments.

Pins are awarded for attaining a determined number of points.

DRAMA

A One-Act play is produced for competition in the fall followed by a multi-act play in the spring.

SCIENCE CLUB

Students have the opportunity to participate in Science Olympiad.

HOSA

HOSA is a national organization comprised of students who have taken or are currently enrolled in Health Careers. The purpose is to promote career opportunities in health careers and to prepare students to successfully pursue a health career. Activities may include business meetings and leadership skills, guest speakers and tours, competitive events, involvement in community health related activities, and social events.

STUDENT ELIGIBILITY FOR NON-ACADEMIC ACTIVITIES

It is recognized that non-academic areas are an important and integral part of the educative process. All students are encouraged to participate in these activities.

The school soundly feels that to participate these activities is a privilege and not necessarily a right of the student, especially if the student is publicly representing the school and the community.

Participation in extra-curricular activities is a privilege not a right.

Activities Governed by Eligibility Rules

1. All forms of athletics
2. Cheerleaders
3. Members of band and chorus (Interscholastic competition and public appearance, unless a grade is taken)
4. Speech (Interscholastic competition)
5. FCCLA and FBLA (Interscholastic competition)
6. Drama (Interscholastic competition and public performance)
7. To participate in the school day decorating for Prom, Juniors must be eligible. In addition any class that they are currently failing will mandate that they attend that individual class. (If a test has been scheduled in any class, they must take the test before they are excused to decorate).
8. Other activities that the administration and faculty may place in this category. (i.e. State Student Council, Science Olympiad, other competitions)
9. Students may be declared ineligible to participate non-academic activities as a result of behavior issues that include but not limited to: Bullying/Harassment policy, code of ethics, suspension policy, etc.

credits Requirements

All students must pass a minimum of 2.5 credits per semester and high school students must make satisfactory progress towards graduation or will be ineligible for the first three weeks of the next semester.

Satisfactory Progress at LAHS includes earning the following number of credits:

- Semester 1-----2.50
- Semester 2-----5.50
- Semester 3-----8.00
- Semester 4-----10.50
- Semester 5-----13.00
- Semester 6-----16.00
- Semester 7-----18.50
- Semester 8-----22.00

Eligibility will be checked weekly beginning with the 3rd Wednesday in the semester and each following Wednesday for the remainder of the semester. Any student who is failing a course, will be ineligible until the next grade check.

Training Rules and Violations

Any student in violation of the drug and alcohol policy will be suspended from all extracurricular activities, including but not limited to dances, public performances, banquets, awards programs and other school functions for a period of nine consecutive school weeks. If the violation is the student's first offense throughout grades 7-12 and the student completes a drug and alcohol education class, the nine weeks can be reduced to six weeks. A second offense during the same school year will result in an 18-week suspension. A summer violation will count as the first violation for the ensuing school year.

Specific Rules for Interscholastic Competition:

Space does not permit the writing of numerous specific rules, therefore the advisors and coaches will provide the participating students with a copy of the specific rules that the student will be asked to adhere to.

CONDUCT AT EXTRACURRICULAR EVENTS

High School believes that good sportsmanship is essential at all extracurricular activities. Students who choose to be disruptive at extracurricular event will be penalized as follows:

- 1st Violation:** Student will be removed from the event and parents will be notified*
- 2nd Violation:** Student will again be removed from the event, parents will be notified and a three event suspension from attending home events will be enforced.*
- 3rd Violation:** Student will be removed and parents will be notified that they will be suspended from attending home events for a period of eighteen weeks.*

*Depending on the circumstances, Disorderly Conduct charges may be pressed.

SCHEDULING EVENTS & ACTIVITIES

ANY ORGANIZATION, CLASS GROUP, etc. that wishes to schedule an event must first clear it with the advisor. The advisor or the student in charge of the event will contact the principal in order that the activity can be scheduled without conflict. All events and activities must be placed on the calendar in the office by the principal.

Procedure and Regulations

1. Permission must be granted by the principal.
2. The advisor or acceptable school personnel will always chaperon the party and be present.
3. There will be no improper dancing or behavior on the part of the students.
4. Homecoming and Jr./Sr. Prom may last until 1:00 a.m.
5. Only high school students (9-12) may attend a dance or party with exception of homecoming and prom where students can invite out of town guests. Guests must be in at least the 9th grade but less than 21 years old. Guests are to follow all regulations expected of students. (Invitation only by a current High School student in good standing is required.) Notification to the principal must be made prior to the event.
6. A student in grades 9 or 10 may only attend prom if invited by a junior or senior.
7. Only Middle School students (7-8) may attend a middle school dance or party.
8. Students may not re-enter an activity after once leaving the building. Doors will close at 10 p.m. and no further admittance will be granted unless prior approval was given by the advisor/administrator.
9. Smoking or drinking alcoholic beverages is prohibited.
10. Students under suspensions are not allowed to attend school functions.

STUDENT ACTIVITY TRIPS

While on trips in connection with school activities, the student is under the supervision of the school and must abide by those regulations laid down by the school regarding behavior. Spectators going out of town in private automobiles are not the responsibility of the school while traveling to the event, but are subject to the same rules and regulations of all students attending the event. Students not following the policies of traveling to and from activities will be restricted from participation in the next scheduled activity.

All team members must ride on the bus/van to and from their activity unless prior approval is granted from the school administration. Students may ride home from an event with another parent or the parent's designee completing the alternative transportation form. These arrangements must be made before the bus/van departs. Also, student who go to the event on the bus/van may be released to their parents or the parent designee at the site of the event by the parents informing the coach in charge that their child will be going with them. On all activity trips during inclement weather, caps, gloves, and the appropriate footwear must accompany students. These regulations also cover home games played at the other school's site. Only team members are allowed to travel with the team.

If buses are not used, other means of transportation may be used, (car, suburban, van) and must include an adult driver approved by the administration. Teenage drivers will not be approved to assume this responsibility.

A student must be in attendance for the last 3 out of 7 periods to participate in practice, contest or student activity that day. Exception to this policy may be waived for the scheduling of appointments or other family emergencies, or special requests if prior arrangements have been made with the athletic director, principal or superintendent.

OVERNIGHT TRIPS

For the safety of our students, all participants of any activity which requires an overnight stay may be subject to a search of all gear including but not limited to bags, coats, make-up cases, etc. The search will be conducted before the group departs from the Langdon Area Schools and will be conducted with the student present. After the search, the bags will be kept in a secured location. Subsequent searches of room and gear may be held randomly throughout the trip by the advisor or his/her designee.

Any student who possesses items which are not allowable for them to have will be turned over to law enforcement officials for citation. Some of these items may include but are not limited to alcohol, tobacco, drugs, weapons, etc. The same student will not be allowed to travel on overnight trips for a period of one calendar year (Example - the violation is on December 15th, the student will not be allowed to travel on an overnight trip until December 15th the following year.) Any student who refuses to allow a gear search will not be allowed to travel with the group and also will not be allowed to travel on overnight trips for a period of one calendar year.

AWARDS AND SCHOLARSHIPS

Honors and Awards

1. **OUTSTANDING SENIOR BOY AND GIRL:** The most prestigious and coveted award that a student may receive at LHS. It is given to the boy and girl who has exhibited traits of sound character, high scholarship, participated extensively in school and community activities and displayed leadership qualities. It is a high honor to receive this award.
2. **SENIOR HONOR STUDENTS:** An academic excellence award given to those senior students who have a cumulative average of 94% GPA or higher.
3. **JUNIOR HONORARY USHERS:** An academic excellence award given to the junior students who have grade point average of 94% or higher. The students usher the graduates through the graduation ceremonies.

Scholarships and Grants

See the Counselor for a list of scholarships along with scholarship information.

Athletic Awards

1. **ATHLETIC LETTERS:** Letters are given to the athletes earning the required number of points as determined by the coaches. The system is described in the coach's handbook.
2. **HAUGEN-KNUTSON MEMORIAL AWARD:** Award given to the outstanding male athlete. No class restrictions.
3. **OUTSTANDING GIRL ATHLETE:** Awarded to the most highly regarded girl athlete. No class restrictions.

4. MARTY NUELLE MEMORIAL AWARD: Awarded to the outstanding sophomore male athlete.
5. CHEERLEADER LETTERS: Letters are given to varsity cheerleaders who have participated at a sufficient number of games and have abided by the clubs constitution.

Future Business Leaders of America

WHO'S WHO IN FBLA: This award is given to the student who has contributed the most activities of the local chapter of the Future Business Leaders of America. Consideration shall be given to leadership within the local and state chapters, scholarship in business education, character and honors and recognition the individual has earned for the chapter. The winner is nominated for the North Dakota State Chapter Who's Who Award, the top award given by the state chapter.

Drama

Awards are given to the outstanding senior, the outstanding actor and the outstanding actress. Letters are given to students who meet the criteria.

Speech

1. An award is given to the outstanding first year member.
2. A spirit award will be given annually.
3. Letters are given to students who meet the criteria.

Choir

1. NATIONAL CHORAL AWARD: Given to the outstanding choral student.
2. OUTSTANDING POP SINGER: Given to the pop choir member that shows outstanding performance and leadership.
3. OUTSTANDING YOUNG VOCALIST: Award given to the outstanding underclass vocalist.

Band

1. JOHN PHILLIP SOUSA AWARD: Given to the outstanding senior instrumental student.
2. LOUIS ARMSTRONG JAZZ AWARD: Given to the outstanding jazz ensemble member.
3. OUTSTANDING YOUNG INSTRUMENTALIST: Given to the outstanding underclass instrumental student.

BULLYING POLICY

Descriptor Code: ACEA

Definitions

For the purpose of this policy:

Bullying is defined as: Conduct that occurs in a public school, on school district premises, in a district owned or leased 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

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;
4. Substantially disrupts the orderly operation of the public school

Conduct includes the use of technology or other electronic media

Protected classes are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental) and status with regard to marriage or public assistance.

School property or the term on-campus refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.

School-sanctioned activity is defined as an activity that:

- a. Is not part of the district's curricular or extracurricular program
- b. Is established by a sponsor to serve in the absence of a district program
- c. Receives district support in multiple ways (i.e., not school facility use alone)
- d. Sponsors of the activity have agreed to comply with this policy; and
- e. The District has officially recognized through board action as a school-sanctioned activity.

School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.

School staff include all employees of the School District, school volunteers, bus drivers and sponsors of school-sanctioned activities.

True threat is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

Prohibitions

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

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

Off-campus bullying that is received on school property is also prohibited. The District has limited disciplinary authority to respond to such forms of bullying.

Reporting Procedures for Alleged Policy Violations

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

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

Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods.

1. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form near or in the office in both school buildings. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
2. Print, complete and return a form found on the school's website. The complainant will have the option of including his/her name on the form or submitting it anonymously.
3. File an oral report with any school staff member.

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

Reporting to Law Enforcement & Others Forms of Redress

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

Documentation & Retention

The District has developed a form to report alleged violations of this policy.

The form should be completed by school staff when they:

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

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

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

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

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

Investigation Procedures

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

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

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

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

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

Disciplinary & Corrective Measures

Students that the District has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Penalties may range from a warning to expulsion. Students violating this policy may be referred to the juvenile authorities. If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

For bullying initiated off campus and received on campus (e.g. cyber bullying), the District only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat.

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

Victim Protection Strategies

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

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
3. Assignment of district staff to monitor more recent areas in the school where bullying has occurred.
4. Referral to counseling services for the victim and perpetrator.
5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

Prevention Programs & Professional Development Activities

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