

FORDVILLE-LANKIN
PUBLIC SCHOOL
STUDENT HANDBOOK

2017-2018

HOME OF
THE
“FLYERS”

GLOSSARY

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MISSION STATEMENT

THE FORDVILLE-LANKIN
PUBLIC SCHOOL DISTRICT
#005 IS COMMITTED TO
EDUCATING THEIR YOUNG
PEOPLE TO MAKE
APPROPRIATE CHOICES,
BECOME LIFE LONG
LEARNERS, AND
PRODUCTIVE MEMBERS
OF A GLOBAL SOCIETY.

STUDENT HANDBOOK

This handbook is prepared to acquaint all students of our school to regulations and practices to be followed in our school life. It is the student's responsibility to read this handbook and know its contents. After you have read it, take it home for your parents to read it and then keep it for reference during the school year.

Fordville-Lankin School is here for your benefit, and we want to make it a school that you will be proud to attend. Your achievements, as they are observed by others, will help you and the school to grow in the respect of others. The memories that you compile during your high school years will be good ones if you conscientiously apply yourself. The work that you do here will be the foundation of your future.

GENERAL STUDENT RESPONSIBILITIES

1. Attend school regularly.
2. Be punctual.
3. Act and express myself in such a way that I will not be disrespectful to others.
4. Value and take care of my own property.
5. Respect other people's property and person. Keep your hands to yourself.
6. Do my own schoolwork to the best of my ability.
7. Pass from class and through the corridors in a quiet and orderly manner.
8. Cultivate habits of cleanliness which will keep my body and mind healthy.
9. Follow the policies of the school and the accepted customs of the Fordville and Lankin communities.
10. Remember to obey your instructor. Each instructor has certain rules they expect their students to follow. Remember, when you respect others, they respect you.
11. If you have a deadline to meet, it is your responsibility to meet that deadline. Example, if a scholarship is due May 1st of every year, the deadline will not be extended.
12. It is the responsibility of each student to fix their own music instruments. The school is responsible for the music equipment they own. A rental fee may be charged to offset costs.
13. Ear buds will not be allowed inside the classrooms.
14. If you know ahead of time you will be missing school, let the school know so they can get your assignments ahead of time.

ATTENDANCE

The school laws of North Dakota require that every educable child between the ages of seven and sixteen, inclusive, shall attend some private or public school. A student must attend classes to obtain the maximum value from a high school education. Any days missed place the student at a disadvantage, regardless of how competent or intelligent the student might be. Frequent absences are a serious handicap to a pupil's progress and may result in failure. While a student is enrolled in school, the number one job is attending school. North Dakota Century Code states that a student should not miss more than 10 days per semester, 20 days total per year. **If you do miss more than the 20 unexcused days you will make up the time missed.**

ABSENCES

There are five kinds of absences:

Excused absences are: illness; death in the family; medical or dental appointment; religious holiday, extended trip with family, school related activity, religious or education conventions; and special working circumstances.

All absences must be accompanied by a written note from parents or a telephone call stating why their student was absent from school. A student who does miss a class/classes will not be allowed back into the classroom without an admit slip from the main office.

An excuse of a hair cut or getting nails done is not a legitimate excused absence.

Once back to school the student will go to the main office to receive an admit slip. Again, the student will not be allowed back into the classroom without an admit slip. Each teacher will initial the admission slip and will assign make-up work. It is the responsibility of the student to complete such work.

No student will be permitted to take part in any extra-curricular activity if they have been absent more than ½ of the day the event is to take place. A medical or dental appointment, funeral or other such activity will be judged strictly on its merits.

All students are expected to attend all school lyceums. The Fordville-Lankin Public School from time to time brings in lyceums for grades Pre K – grade 12 and the lyceums are to be attended by all students. Example Pre K – 6 is for elem and 7-12 would be for High School.

TARDINESS

Students who are tardy must report to the principal immediately upon arrival and obtain an admittance slip. Teachers will not admit tardy pupils to classes or study hall without an admit slip. Consequences for being tardy are as follows...

(This is per Semester)

1st Time tardy a warning will be given

2nd time tardy Parent/Guardian will be contacted

3rd time tardy Student will spend ½ day in the office for In School Suspension

4th time tardy Student will spend the day in the office for In School Suspension

5th In School Suspension at administrator's discretion

Remember: Once you miss time in class, it is very challenging to regain what you missed. Do your best to be responsible to be on time.

ACADEMIC CLASS LOAD

In order to provide a sound education and better prepare our students for post-secondary education and adulthood, all students enrolled in Fordville-Lankin High School shall be required to enroll in six (6) academic units or 5 units in school and 1 credit from distance learning.

Twenty two academic and physical education credits are required for graduation. The 22 credits may include two credits of high school band or chorus.

North Dakota School Graduation Requirement:

2017 -2018 22 Units are required for graduation.

Graduation requirements are based on the units of credit earned in grades 9 through 12. A unit of credit is defined as the amount of credit given for the successful completion of a course meeting forty minutes each day for a minimum of 180 days during the year. Other specific courses may vary from these time requirements to such an extent as may be determined by state requirements. 15-41-06.

Starting school year 2009-2010, all 10th graders are allowed to take dual credit classes.

All students have five (5) days to switch (drop/add) classes at the start of each semester.

Credits Required

Course work must be completed through Fordville-Lankin High School, which is accredited by the Department of Public Instruction. Each student shall have earned a minimum of units of credit in these areas specified by law. 15-41-24.

The required credits shall include:

1. Four credits in English.
2. Three credits in Social Studies
3. **Three credits in Science**
4. **Three credits in Mathematics**
5. **One credit in Physical Education $\frac{1}{2}$ Phy. Ed. and $\frac{1}{2}$ Health**
6. **At least five elective credits**
7. Safety and Drivers Education
8. **Three credits in Foreign Language/Arts/Career and Tech Ed.**
9. North Dakota Studies- $\frac{1}{2}$ credit

Elective credits which can be applied toward graduation requirements shall include:

Foreign Language

Personal Finance

Vo Ag

ITV Courses offered

Business Education

Music – maximum of two credits allowed

Band – $\frac{1}{2}$ unit per year for two credits

Chorus – $\frac{1}{2}$ unit per year for two credits

Music is required in grades seven (7) and eight (8).

Independent Study

Credits in the various academic areas above the required minimums.

Credit may be earned in an approved aide program.

It is suggested that students complete the North Dakota University System. Admission requirements which include: 4 units of English; 3 units of mathematics, Algebra I and above; 3

units of laboratory science, including at least 1 unit each in 2 or more of the following: biology, chemistry, physics, or physical science; and 3 units social studies, excluding consumer education, cooperative marketing, orientation to social science, and marriage/family. The State Board of Higher Education strongly recommends that high school students intending to enroll in baccalaureate universities take Algebra II (advanced algebra) and 2 units of a single classical or modern language.

A letter will be sent to each student's parents or guardian who appears to be lacking in credits to graduate or who appears to be failing a course needed to graduate. A copy of this letter will be kept on file. This letter will be sent as early as possible in the school year but not later than March 1st, of the senior year. Notification that such a letter has been sent will be given the Board at the next regular meeting.

A senior who is lacking more than two credits by graduation will not be allowed to participate in the graduation exercises.

A senior who is lacking two credits or less may request permission from the Board to participate in graduation exercises provided s/he can show that s/he has made arrangements to complete those graduation requirements by correspondence or some other arrangement with the administration.

A senior not meeting the graduation requirements shall not receive a diploma.

PROMOTION AND RETENTION

All 7th and 8th graders are required to retake any core class (Math, English, Science, Social Studies) that they have failed. The scheduling of any repeat class/classes will take precedence when scheduling a student's next year's class schedule.

NATIONAL HONOR SOCIETY

Students are selected for membership on the basis of four criteria: scholarship, service, character, and leadership. An over-all "B" average is required for scholarship. Teaching staff rate students concerning service, character, and leadership. Students eligible for membership must be in their junior or senior year. National Honor Society members and candidates can lose affiliation with the National Honor Society for conduct unbecoming of National Honor Society membership guidelines. Privileges associated with membership would also be terminated.

HONOR ROLL AND GRADING

In order to promote better academic achievement, an honor roll will be published at the end of each reporting period listing all students in grades 7-12 who have achieved high academic standards.

All students must carry a minimum of six (6) academic units. No student receiving a letter grade of D or lower will be eligible for the honor roll the 9 week period it was recorded.

Honor Roll position shall be determined by the following point system:

A+	4.33	C	2.00
A	4.00	C-	1.67
A-	3.67	D+	1.33
B+	3.33	D	1.00
B	3.00	D-	0.67
B-	2.67	F	0.00
C+	2.33		

Students who average at or above 3.75 shall be included on the “A” honor roll.

Students who average at or above 3.00 shall be included on the “B” honor roll.

No student receiving a D grade or lower will be on the 9 week honor roll.

All classes must be completed as part of the regular academic program at Fordville-Lankin High School. This would also include approval correspondence courses.

The following grading system will be used:

A	95-100	C	79-85
A-	94	C-	78
B+	93	D+	77
B	88-92	D	71-76
B-	87	D-	70
C+	86	F	69 failing

At the end of the third nine week grading period, GPA’s will be compiled for the selection of the valedictorian and salutatorian for the senior class.

STUDENT CONDUCT

A smooth functioning school cannot exist unless students are willing to cooperate with the teachers. All students should know what proper behavior should be. **This means that keeping your hands to yourself is a must. Everyone deserves their own private space around them and everyone should respect that.**

No bullying or harassment of any type will be tolerated. All incidents of bullying and harassment must be reported to the administration.

Our school exists in order that children of the district may obtain the best possible educational opportunity; it is essential that the conduct of all students, at all times, is such that each pupil may receive the maximum possible benefit from the learning situation. Please do not interfere with the opportunity for other students to study and learn as much as possible. If a serious situation arises, parents will be notified and a conference will be arranged.

If a personal book is deemed inappropriate by the staff/administration, the student who brought the book to school may be asked to put the book away. The book can be read out of school.

AREAS THAT COULD CAUSE CONCERN

All of us, students, parents, and school personnel are concerned when there is involvement with tobacco, alcohol, other drugs, destruction of property, fighting (physical and verbal assault), arson, weapons, forms of extortion, and explosive devices. Students who become involved in these areas will be the subject of disciplinary actions. Depending upon the behavior of the students and circumstances, one or more of the following actions could be taken by school officials. They are various suspensions and even expulsion.

EDUCATION OF SUBSTANCES

The district does teach about substances (alcohol and other substances) which are harmful. This instruction is age appropriate and is a program of prevention to educate students.

There are policies that prohibit the use and possession of illegal and harmful substances on school property as well as all school activities. It is not worth it to do something illegal and also violate Board of Education policy. The consequences may be severe.

INTERVENTION

The school recognizes the responsibility to assist any student to recognize their potential abuse with chemical substances. The school, based on School Board Policy, may use available resources to assist a student in dealing with substance abuse.

USE OF MEDICATION

See Fordville-Lankin School website for new information. Any student whose parent or guardian requests that they be allowed to be given any prescription or non-prescription medicine shall follow the procedures of Board Policy. For a student to receive medication written permission must be received by a school official from a parent or guardian. Students can carry an Epi-Pen injector or an inhaler for asthma or allergic reactions, as per written doctor's orders. No needles are to be left in a student's locker. All medicine including over the counter must be turned into the main office. Students are not to have any medicine at all in their lockers which includes aspirins.

POLICY AND POLICY IMPLEMENTATION

A policy is a guide in how to act; it is a definite course or method of action given the conditions in which to guide and determine. The Fordville –Lankin School Board has established school policies for the “good” of the school system. The school administration has the responsibility to carry out the School Board's Policies for the “good and general welfare” of all students, parents and local citizens.

YOUR RIGHTS – DUE PROCESS

This booklet has explained some disciplinary problem areas and the actions that may result for those students who cannot abide by the rules. All students are entitled to due process. This

means there are certain procedures which school officials must follow prior to taking appropriate disciplinary action. There are also procedures which students must follow if they do not agree with the school's actions.

Hopefully, students will never be in a situation where they need the protection of due process. If, however, a student does become involved in a situation in which a suspension or expulsion might result, both the student and their parents will be given a more detailed description of the due process procedures.

RESPONSIBILITY

Every teacher is responsible for all students whether they are in that teacher's class or not. This responsibility extends to the cooks, janitors, secretaries, and the bus drivers as well. The students must realize there must be a basic framework of regulations if the school is to function properly. Any student who feels that they have a legitimate complaint about unjust rules or unfair treatment is invited to present this complaint to the principal.

TEACHERS

The role of a teacher is one of stimulating and supervising the learning experiences of the students. Teachers are especially trained to do this. The success of their efforts is dependent on your desire for improvement and your cooperation. The teacher is concerned with you as an individual and your total development as a student. They are always available to provide additional assistance to your efforts if you request it. Your teacher can be your best friend if you are sincere. If you have difficulty with a teacher, stop and ask yourself, if your attitudes and actions, deserve more consideration; then, discuss the situation with the teacher concerned. It does work!

Our counselor provides career/counseling services for the Fordville-Lankin School three days per week. Any student who desires to meet with the counselor may contact the secretary or principal for an appointment.

STUDENT APPEARANCE IN SCHOOL

Any form of dress or hair style that is considered contrary to safety, good hygiene, or which is distractive or disruptive in nature will not be permitted. Shirts advertising alcoholic beverages or tobacco products, having obscene or vulgar language, having sexual overtones, or depicting or referring to violence will not be permitted. If a student's appearance is deemed inappropriate they will be asked to change it immediately. If this cannot be done in school the student will be asked to make arrangements with parents/guardians to make the change. A student will be suspended from school on the second offense. Hats/headgear are to be taken off after entering the building and are not to be worn during the regular school day.

STUDENT COUNCIL

Fordville-Lankin High School has a student council composed of representatives that you have chosen in elections. Student council members are expected to be leaders of the student body they represent. The students are encouraged to bring to their representatives any issue that they feel needs examination and action.

The student council can serve many useful purposes, and should be the voice of the student body. It is not an administrative body in so far as setting school policy is concerned; this duty is reserved legally for the school board and its officers. However, the council may recommend change to current school policy.

LIBRARY

The school library is your library and is becoming more important to you with each passing year. Technological and social change are taking place at such a rapid rate that textbooks often cannot keep abreast of all new knowledge. The books and periodicals are at your service to help you in studying and to enrich your life. Feel free to enlist the help of the library staff or teachers to help you find a particular reference or book. Computers are also in the library for your use.

The library needs an atmosphere of quiet so others can read and study. Noise should be kept to a minimum.

Use of materials:

1. Books are checked out for two weeks and may be renewed if no one is waiting for the book.
2. Magazines are to be kept in the library for everyone's use.
3. File materials are usually checked out for one day.
4. The date when the material is due is stamped on the slip at the front or rear of the book.
5. Reference books may not be taken from the library unless under the direct supervision of a teacher. References taken from the library for use in a classroom are to be returned at the end of the period.
6. Watch for the date due. You will not be permitted to check out any material if you have an overdue book.
7. Lost or damaged books and materials will be the liability of the student responsible.

STUDY HALL PROCEDURES

The study hall is a place of study. In order that studying can be done effectively, it is important that all students cooperate in maintaining an atmosphere of quiet, order, and industry. The following rules are adopted for study halls:

1. All students are required to attend study hall when they are not in class.
2. Idle conversation will be kept to a minimum.

3. No student may leave the study hall without signing out and until after the teacher has taken roll. Only one student may leave study hall at a time for lavatory or locker privileges.
4. Students leaving the study hall must return prior to the end of the period.
5. Students are expected to have productive activities in the study hall (assigned work, library books, novels, letter writing, etc.)

ANNOUNCEMENTS

Daily school bulletins are read by the classroom teacher at the beginning of the second period. Leave your announcements with the school secretary. Keep the announcements as brief as possible. It is extremely important to our interschool communications that all students be up-to-date with the current announcements. **The announcements are also posted each morning in the hallway outside of the main office.**

ACCIDENTS

All accidents involving property or persons must be reported to the teacher or person in charge.

Fordville-Lankin School is a member of the North Dakota High School Activity Association and carries insurance through this organization. It should be understood that this accident benefit plan, in most cases, covers or partially covers legitimate injuries that have been cleared through the teacher, the high school office and the doctor.

All bills for medical treatment must be charged to the student, who may then be eligible for some reimbursement through insurance.

All injuries must be reported for coverage to take effect.

TELEPHONE

Students will not be called from class to answer the telephone except in cases of emergency or extreme urgency by parents. Acquaint your parents, employers, or friends, with your class schedule so that if necessary, calls may be completed at the end of a period or during a free period. Cell phones are not to be in the classrooms at all. If caught with a cell phone the consequences will be...

CELL PHONES

CELL PHONES HAVE BECOME AN ISSUE AS THEY HAVE BEEN USED DURING CLASS TIME.

STUDENTS ARE NOT TO USE THEIR CELL PHONES DURING CLASS TIME.

THE FIRST TIME A STUDENT IS FOUND USING A CELL PHONE DURING CLASS TIME THEY WILL RECEIVE A WARNING.

THE SECOND TIME A STUDENT IS FOUND USING A CELL PHONE DURING CLASS TIME THE PHONE WILL BE TAKEN TO THE OFFICE AND THE STUDENT CAN PICK IT UP AFTER SCHOOL.

THE THIRD TIME A STUDENT IS FOUND USING A CELL PHONE DURING CLASS TIME THE PHONE WILL BE TAKEN TO THE OFFICE AND THE PHONE WILL BE PICKED UP BY A PARENT/GUARDIAN.

ASSEMBLIES

All students will attend all assembly programs.

Students should realize that people visiting our school to present assembly programs are guests and should be treated with the appropriate courtesy.

Assembly performers should not be expected to compete with student commotion while performing. There should be absolutely no disturbance during an assembly program.

The image that you impress upon others from outside Fordville-Lankin is the image of our school that is carried to other schools in North Dakota.

STORM POLICY – RADIO AND TELEVISION ANNOUNCEMENTS

School will be open and running as usual on days in which buses can run. If the weather is so severe that school will be closed, announcements will be given over KXPO in Grafton, KNOX in Grand Forks, KNDK in Langdon, KDRL in Devils Lake, WDAZ-TV CH-8 Grand Forks, and KVLV-TV CH-11 Grand Forks. When school is in session and the weather gets bad, parents must exercise their own judgment in regards to getting their children early, or before regular dismissal. In all school closings, later opening and early dismissal, the safety of all students is the only decision for school cancellations or changes!

NOON HOUR – SCHOOL LUNCH AND BREAKFAST

Fordville-Lankin School has available nutritious lunches through the national School Hot Lunch Program and Breakfast Program. Students are encouraged to participate.

Automobiles are not to be used during the noon hour and students are not to be riding in their automobiles or the automobiles of others. During the noon hour Juniors and Seniors may walk uptown to purchase snacks. Parent permission is necessary.

Students who may find it necessary to leave the building during school hours must have the permission of the principal and parents. Parents may give written permission or a telephone call to have their student released from school during the school day. They must indicate where they are going and for what reason.

LOST AND FOUND

Students finding lost items are asked to return them into the office. Students who have lost items should inquire for them at the office and will be able to claim them if a correct description is given.

LOCKERS

Your locker is the property of the school and is provided for your use by the school. It should be used to house your textbooks and other school materials when they are not in use, and any coats, overshoes, or other outdoor garments.

Your locker is subject to periodic inspection for cleanliness, and may be entered by the school staff at any time it might be suspected of containing substances or items considered potentially harmful to students or to the school building, or unlawfully obtained. The student has the right to due process of the law when he or she feels their lockers are subject to unreasonable searches and seizures.

No posters or advertising of alcoholic beverages, drug items or obscene material will be permitted in or on student lockers.

SCHOOL TRIPS

School trips for educational or recreational reasons are field trips and are arranged by the staff member in charge for the benefit of the student. While a member of such a group, students are expected to conduct themselves in a proper manner so as to protect the reputation of the school at all times.

All students who are actual participants must ride on school provided transportation unless the person in charge has made other arrangements.

Students riding to an activity on a school provided transportation must return on the same transportation. The only exception to this rule is when the teacher in charge is personally contacted by the parent informing said teacher that the student will be returning with the parents. There shall be no deviation from this rule.

If trips are made by private cars, there shall be a teacher or adult in each car involved. An adult driver is a person who is acceptable as a driver by the office.

At the start of the year, the school secretary will collect all the student transportation forms from the students so they can attend field trips/activities. These forms will state that the parent/guardian gives the school permission to transport their child to school field trips/school activities.

SCHOOL PARTIES AND USE OF BUILDING FUNCTIONS

Proposed parties are to be approved by the principal and then checked with the schedule of events in the office.

1. All party arrangements and invitations are to be handled by an appointed student committee under the supervision of the advisor.
2. All school parties must be chaperoned by at least one faculty member and as many other parents as is deemed necessary.
3. The party must be over by 11:00 p.m. except for special occasions such as prom and homecoming.
4. Door will be locked one hour after the party is scheduled to start and no one may enter or reenter after that time.
5. Except for special invitation parties, school parties are for present Fordville-Lankin High School students only.
6. The sponsoring activity group will be responsible for all clean-up duties.
7. Activities are planned well in advance. There must be one week or more advance notice given before permission may be granted. This will be strictly enforced, especially in regards to the gymnasium and cafeteria.

ELIGIBILITY REQUIREMENTS

All activities in which competition with other schools is involved are subject to the rules of the North Dakota High School Activities Association. You are not eligible:

If you are not passing in all of your core classes you will not be eligible to participate. A weekly check will be made every Monday on the Power School program. If you are not passing you will be ineligible from 8:00 AM Tuesday until the next Monday at 11:59 PM. The grades will be checked for all students every Monday. As soon as you receive a passing grade you will be allowed to participate in extracurricular activities.

If you have not been in classes as many days as you have missed from the beginning of the semester.

If you have entered school later than the first six weeks.

If you have competed in a sport for four years as a high school student.

If you have competed on a team not connected with the school during the school year.

If you did not earn credits in four subjects the preceding semester.

If you are not currently passing all of your core subjects.

If you have graduated from a four-year high school.

If you are not an amateur.

If you have competed under an assumed name.

If you have transferred from another school without a corresponding change of residence by your parents or guardian.

If you are in your ninth semester of attendance.

If you are in your eighth semester of attendance and it is not consecutive with the seventh semester of attendance.

If you do not have a current doctor's certificate of physical fitness.

A student can be suspended from extracurricular activities for conduct unbecoming of students representing Fordville-Lankin Public School. This could include but is not limited to stealing, cheating, and insubordination.

In addition, the North Dakota Activities Association has a rule concerning eligibility and the use of harmful substances. It reads as follows: “Use or possession of tobacco, alcohol, other harmful substances, is prohibited. Any co-curricular participant who indulges in any of these harmful practices will be suspended from all game participation or public appearances from the date of infraction for a period of six consecutive school weeks for the first offense and for a period of eighteen consecutive school weeks for any subsequent offense. (Rules of Eligibility – Article XIII-NDHSAA)”.

Believing that the student’s health, safety, and educational processes require the above rule: Fordville-Lankin students, staff, and administration have attempted to adopt a local policy that is fair, equitable, and which fulfills the Association’s rule.

To insure consistent interpretation and application of eligibility standards, Fordville-Lankin Public School has adopted a policy that may be obtained and reviewed in the office of the principal.

SUPERVISION

All organizations of the school to which you might be a member have assigned advisors. A meeting may not take place without an advisor present; and, no school-sponsored organization may use school facilities after school hours without an advisor present.

USE OF EQUIPMENT AND FACILITIES

It is the intent of the school to furnish the best equipment and supplies possible to enhance your educational experiences. The school also intends to equip our teams and groups with clean, attractive uniforms and to equip athletes with the best protective equipment. If a student damages, abuses, or loses equipment, he/she **will** be held liable for the cost of replacement.

PURCHASES

No purchases will be made in the name of Fordville-Lankin School or any of its organizations unless it has been authorized by the activity advisor and the principal, or the superintendent. The responsibility for payment of an unauthorized purchase rests completely upon the purchaser.

DISCRIMINATION

Fordville-Lankin School will treat our students without discrimination on the basis of sex, race, religion, or national origin in regard to access to and participation in course offerings, athletics, counseling, employment assistance, and co-curricular activities as prescribed by law.

CHURCH AND SCHOOL

The school recognizes the work of the church and wishes to cooperate in every way possible. The school will attempt to minimize conflicts between the activities of the church and activities of the school. Student organizations must bear this in mind when scheduling events. Even though you may not be involved in a church related activity, others may be involved.

It is the policy of the school that no school activity will be held after 5:30 p.m. on Wednesday evenings.

NOTICE TO SCHOOL EMPLOYEES PARENTS AND TEACHERS NOTICE OF MANAGEMENT PLAN

In accordance with EPA regulations, this school has been inspected for friable (easily crumbled) materials which contain asbestos. Friable asbestos-containing material may cause health problems. Friable asbestos-containing material is present in Fordville-Lankin Public School

A record of the inspection, a diagram of the location(s) of friable asbestos-containing materials, and a copy of relevant EPA regulations are available in Fordville Public School Superintendent's Office

For further information interested persons should call 800-424-9065 (554-1404 in the Washington, DC area).

Updated following Compliance Inspection of Fall, 2010

LOCAL EDUCATION AGENCY (LEA) GENERAL RESPONSIBILITIES UNDER AHERA

Pursuant to Section 763.84 and Section 763.93 of the EPA Asbestos in Schools Regulation (40 CFR Part 763), each management plan must contain a true and correct statement, signed by the LEA designated person, that certifies that the general LEA responsibilities have been met. This form is provided to assist you in complying with this portion of AHERA.

LEA Name: Fordville-Lankin Public School District #005

LEA Address: P.O. Box 127, Fordville, ND 58231

Designated Person Name: Jon Northagen

Designated Person Address: Fordville-Lankin Public School, P.O. Box 127, Fordville, ND 58231

ASSURANCES

1. This AHERA management plan was developed and has been submitted pursuant to the Asbestos Hazard Emergency Response Act of 1986, Public Law 99-519; and the United States Environmental Protection Agency Rule: Asbestos Containing Materials in Schools, 40 CFR Part 763; and the undersigned does hereby certify that the LEA has and will ensure the following:
2. The activities of any persons who perform inspections, reinspections, and periodic surveillance, develop and implement response actions, including operations and maintenance, are carried out in accordance with Part 763.
3. All custodial and maintenance employees are properly trained as required in Part 763 and all other applicable Federal and/or State regulations (e.g., the Occupational Safety and Health Administration Asbestos Standard for Construction, the EPA Worker Protection Rule, or applicable State regulations).

4. All workers and building occupants, or their legal guardians, are informed at least once each school year about inspections, response actions, post-response action activities, including periodic reinspection and surveillance activities, that are planned or in progress.
5. All short-term workers (e.g., telephone repair workers, utility workers, or exterminators) who may come in contact with asbestos in a school are provided information regarding the locations of ACBM and suspected ACBM assumed to be ACM.
6. All warning labels are posted in accordance with Section 763.95.
7. All management plans are available for inspection and notification of such availability has been provided as specified in the management plan under Section 763.93(g).
8. The undersigned person designated by the LEA pursuant to Section 763.84(g)(1) has received adequate training as stipulated in Section 763.84(g)(2).
9. The LEA has and will consider whether any conflict of interest may arise from the interrelationship among accredited personnel and whether that should influence the selection of accredited personnel to perform activities under Part 763.

Signed Jon _ Northagen Date:6/30/2017
LEA Designated Person, pursuant to
40 CFR 763.93(i) and 763.84

NOTIFICATION

Date: July 12, 2010

1. All workers and building occupants – or their guardians – will be informed about inspections, reinspections, response actions, post response actions activities, and periodic reinspections and surveillance activities during the regularly scheduled informational meetings and training sessions held annually for all employees before the beginning of each school year. The local newspaper will be used as a vehicle for bringing this information to the general public as well. The LEA will be responsible for writing these notification releases. Copies of each will be dated and filed.
2. As response actions are developed and implemented, notification shall be carried out in the procedure listed above.
3. Parents, teachers, employees and employee organizations will be notified in writing as to the availability and location of the management plan for each building in the LEA. These notices will become a part of each student handbook and teacher's handbook. These notices will also be sent home with each child at the beginning of the school year. Employee organizations and individual employees will receive written notification of the management plan availability and location at the beginning of each school year.

TORNADO SHELTER PROCEDURES

A. SIGNAL

1. The signal to move to shelter areas will be an oral command.

B. GENERAL INSTRUCTIONS

1. Books and personal belongings are to be left in rooms. Readily accessible personal valuables (pens, purses, etc.) may be taken.
2. Under no circumstances are students to stop at their lockers.
3. All windows and doors are to be closed but not locked.
4. All electrical and gas equipment should be turned off.
5. Teachers are to take their roll books.

C. PROCEDURES

1. When the alarm is given, students are to be organized as to order of exit and line of march.
2. The teacher will verbally review the shelter area to be used.
3. Pupils are to walk quickly in lines and in a compact group.
4. The teacher and class are to proceed to the assigned shelter area. Teachers shall conduct a physical count of the students in his/her charge.
5. Absolute silence is to be observed throughout the evacuation.
6. While waiting for the signal to return to the classroom, teachers are to **ACTIVELY SUPERVISE** their students.
7. While returning to the classroom, pupils are to be supervised until they are seated in their classrooms.
8. **SPECIAL NOTE** – NO children, parents, visitors, teachers or other personnel are to remain in other than shelter areas during a tornado drill.

D. TEACHERS WITHOUT CLASSES

1. Personnel not specifically performing an evacuation duty are expected to proceed to the closest shelter area.

TORNADO SHELTER AREAS

ALARM

Emergency tornado procedures will occur upon verbal command.

SHELTER AREAS AND ASSIGNMENTS

- A. Elementary and Kindergarten use basement hallway.
- B. Title I & Special Education use west wall of Special Ed. room.
- C. Science, Mathematics, Business, Library, West and Computer Room will locate around the walls of the south locker room.

- D. Choir/Weight Room, Gym, Stage, English, Office and Kitchen will locate around the walls of the north locker room.

PROTECTIVE POSITION

Students and teachers should be side-by-side facing a wall and crouched on knees and elbows with hand over their heads.

FIRE DRILLS

EVACUATION ROUTES

- A. Elementary use old south door.
- B. Kindergarten use main south entrance.
- C. Science room use old south door.
- D. Business, Social Studies, Library, West, Computer and Math room use main entrance.
- E. Gym and Stage use north Gym door.
- F. Weight Room use shop door to the north.
- G. English, Office, Kitchen use west door.
- H. Social Studies, Title I & Special Education use south basement door.

TESTING

All students will be administered academic achievement tests in Reading, Language, and Mathematics. You will be tested in early fall/September and again in the spring/April/May. These would be considered pre-tests and post-tests. There will be measurement of your academic growth in these subjects from September to April/May.

The results of these tests are important to you to see how you are progressing through the year. This is in addition to your daily work in school. All results of these tests will be mailed to your parents for their information to know how well you are performing.

Your parents and teachers will know how well you are doing in school and will use the test results and your regular daily work to strengthen your academic direction and improve, substantially, your achievement.

All of your teachers will be involved with this testing program. All of the teaching staff have the knowledge and skills to administer any of these tests and not just the specific subject teacher. We will all work with you to achieve your very best.

All of these tests can be completed within a regular class period and we do not have to change any schedules or time frames. You will be able to know your results with an analysis of how well you did within three weeks.

Currently, by recent legislation, all 11th grade students in North Dakota are required to take the ACT or three WorkKeys assessments (IEP students may be exempt).

Also, because of recent legislation, a career interest inventory must be administered to students once during 7th or 8th grade and once during 9th and 10th grade.

The following are the tests and grade levels involved...

North Dakota State Assessment Grades 3 – 11

NAEP (National Assessment of Educational Progress) Grade 4

NWEA (North West Evaluation Association) Grades 2-10

Dibbles Grades K-2

ALCOHOL AND DRUG ABUSE POLICY—STUDENTS

Descriptor Code: JCDAB

Issue Date: 11/07

DRUG-TOBACCO USE/ABUSE

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

Education

This district will teach about drugs, tobacco, and alcohol in an age appropriate developmentally based education and prevention program in every grade K-12. This program will include information about drug, tobacco, and alcohol counseling and rehabilitation programs available to the students. The district will also conduct orientation and continued training, and parent and community education. This will be done in cooperation with a community chemical health committee. This education program will also include providing an information service for referral to counseling and/or treatment so that students may seek and get counseling on alcohol, tobacco, and drug matters at any time without fear of reprisal and with assurance of the confidentiality of the counseling. Referral for treatment when needed, should be constructive and not a punitive action. We recognize that chemical addiction is a treatable disease.

Prohibited Activities

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

1. To sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or what the student represents or believes to be any of the substances listed in this policy.
2. To possess, procure, purchase, or receive, or to attempt to possess, procure, purchase or receive, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy. A student will be determined to be “in possession” when the substance is on the student’s person or in the student’s locker, car or handbag, or when he/she owns it completely or partially.
3. To be under the influence of (legal intoxication not required), or to use or consume or attempt to use or consume, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.

This policy applies to any student who is on school property, who is in attendance at school or at a school-sponsored activity or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the school district or the safety or welfare of students or employees.

Prohibited Substances

1. Alcohol or any alcoholic beverage;
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-3 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-IV, of Title 21, United States Code, Section 801, et seq., including not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant;
3. Any usable glue or aerosol paint or any other chemical substance, for inhalation, including but not limited to lighter fluid, white out, and reproduction fluid;
4. Any prescription or non-prescription drug, medicine, vitamin, or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, “no-doze” pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the authorized use policy;
5. All tobacco products.

**COMPREHENSIVE TOBACCO-FREE
FORDVILLE-LANKIN TOBACCO SCHOOL POLICY
SCHOOL BOARD ADOPTED 2010**

RATIONALE FOR REGULATING POSSESSION AND USE

The health hazards of tobacco use have been well established. This policy is established to:

1. Reduce the high incidence of tobacco use in North Dakota.
2. Protect the health and safety of all students, employees, and the general public.
3. Set a non-tobacco-use example by adults.

Tobacco use is the leading cause of preventable death and disability in North Dakota. To support and model a healthy lifestyle for our students, the school board of the Fordville-Lankin School District establishes the following tobacco-free policy.

DEFINITIONS

For purposes of the policy, “tobacco” is defined to include any lit or unlit cigarette, cigar, pipe, blunt, bidi, clove cigarette and any other tobacco product, and spit tobacco, also known as smokeless tobacco, dip, chew and snuff, in any form. This includes electronic cigarettes, i.e. “e-cigarettes”.

For purposes of this policy, “tobacco use” includes smoking—which means carrying or having in one’s possession a lighted cigarette, cigar, pipe or other object giving off or containing any substance giving off smoke—and chewing spit tobacco—also known as smokeless tobacco, dip, chew and snuff, in any form. This includes electronic devices that emit nicotine vapor.

The term “use” means the chewing, lighting, smoking and any other usage of any tobacco product.

USE AND POSSESSION PROHIBITIONS

The Fordville-Lankin School District, including all of its buildings and property, shall be tobacco-free 24 hours a day, 365 days per year. This includes all days when school is not in session.

Possession and/or use of tobacco products by students on district property, in district vehicles and at school-sponsored events (whether on or off district property) is prohibited at all times. The use of tobacco products by all school employees and visitors on district property, in district vehicles and at school-sponsored events (whether on or off district property) is prohibited at all times.

This policy includes all events sponsored by the school and all events on school property that are not sponsored by, or associated with, the school.

Advertising of tobacco products is prohibited in school buildings, on school property, at school functions and in all school publications. This includes clothing that advertises tobacco products. Further, the acceptance of gifts (such as curriculum, book cover, speakers, etc.) or funds from the tobacco industry is prohibited.

COMMUNICATING TO STUDENTS, STAFF AND PUBLIC

This policy will be printed in the employee and the student handbooks. It will be posted in highly visible places in all schools of the district. Signs will be posted at all entrances of school buildings, school playgrounds, athletic fields and school-sponsored events (on and off campus). Parents will be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy communitywide.

ENFORCEMENT AND CESSATION

A. High School/Middle School Students

First offense:

Will result in **any or all of the following**: confiscation of tobacco products, notification of parents, notification of the police, meeting and assessment with substance abuse educator or designated staff, participation in tobacco education program, and offering student information about available cessation programs.

Second offense:

Will result in **any or all of the following**: confiscation of tobacco products, notification of parents, notification of police, meeting and assessment with substance abuse educator or designated staff, mandatory participation in tobacco education program (where available), and offering student information about available cessation programs.

Third offense:

Will result in **any or all of the following**: confiscation of tobacco products, notification of parents, notification of police, meeting and assessment with substance abuse educator or designated staff, possible suspension and/or community service, and offering student information about available cessation programs.

Elementary School Students

First offense:

May result in any or all of the following: confiscation of tobacco products, parental conference, and meeting with substance abuse educator or designated staff and police officer (school resource officer, where possible).

Second offense:

May result in any or all of the following: confiscation of tobacco products, parental conference, meeting with substance abuse educator or designated staff and police officer (school resource officer, where possible), and/or a minimum of one-hour detention, which may include a tobacco-prevention component.

Faculty/Staff

Faculty and staff include administrators, teachers, janitors, aides, secretaries, clerks, teacher assistants, cafeteria workers, bus driver, etc. These individuals may not display or use tobacco products on school district property, in school vehicles, in housing on property owned by the school district, or at any school-sponsored events, both indoor and outdoor and both off and on school property. Those staff members violating this policy will be subject to the following procedures:

First offense:

A verbal warning will be issued to the staff member, and referral to cessation services will be offered.

Second offense:

A written warning will be issued to the staff member with a copy placed in his or her district personnel file, and referral to cessation services will be offered.

Third offense:

Shall be considered insubordination and shall be dealt with accordingly based on established policies and procedures for suspension and/or dismissal of staff.

VISITORS

Visitors to the district facilities must comply with regulations set forth by the District School Board. Smoking and the use of tobacco products by visitors is prohibited. This includes during non-school hours and at all functions of the school, athletic or otherwise. This also includes functions when other organizations use school property.

Citizens who are observed smoking or using tobacco products on school district property or at school-sponsored events shall be asked to extinguish smoking materials after being informed of the school's tobacco-free policy. If the individual fails to comply with the request, his or her violation of policy may be referred to the building principal or other school district supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall make a decision or further action that may include a directive to leave school property. Repeated violations may result in a recommendation to the superintendent to prohibit the individual from entering school district property for a specified period of time. If he or she refuses to leave, the police may be called.

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 procedure of Policy JGCD—Administering Medicine to Students, which requires a prior permission signed by the parent for aspirin and or Tylenol and the signed request for the physician and parent for any other medication.

Violation

Violation of this policy may result in suspension. Repeated violations may result in expulsion. Prohibited substances will be confiscated and may be turned over to law enforcement authorities. The student may be referred to the school counselor.

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

Intervention

We also recognize the responsibility to assist students in recognizing their own addiction. It is realized that the public school has neither the authority nor the responsibility to make medical and health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. To this end the Fordville-Lankin School District encourages faculty members to be observant of student behavior and to participate in a program of intervention. If the faculty member decides that the behavior indicates a possible prohibited activity, the student should be (1) referred to the school counselor or (2) reported to the principal or superintendent.

If the counselor (SAP Core Team), principal or superintendent believes that the student indeed is in need of assistance, the counselor, (SAP Core Team), Principal, or Superintendent may call the student in for a conference. (The counselor, principal or superintendent may receive assistance in how to confront students from a certified addiction counselor.)

If after conferring with the student, the counselor (Core Team), Principal, or Superintendent believes that there is a probability that the student may be chemically dependent, the student and or the students' parent(s)/guardian will be told that it is necessary 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 will have the option of requiring that the student attend the suggested therapy at school district expense as a condition for continuing to attend school.)

The Fordville-Lankin School Board believes that if a student is involved in a chemical dependency program and is successfully addressing his/her harmful involvement with chemicals, he/she may continue in the regular school setting and continue to participate in any extra-curricular program unless participation is in conflict with rules and regulations set forth by the Fordville-Lankin School Board and the North Dakota High School Activities Association.

The school may, through the use of available resources, provide follow-up counseling and supportive assistance to those students who return after successfully completing a therapeutic regimen, realizing that the student may need assistance in dealing with other environmental factors beyond the school's control which may remain unchanged.

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

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

Policy Implementation

A copy of this policy will be given annually to each student.

The Superintendent or his designee will annually conduct in-service training sessions for all school district employees, which will include a review of this policy and procedures for implementation thereof. In the event an employee is unable to attend such in-service training sessions, the Superintendent or his designee will cause this policy to be individually reviewed with such employee.

The Superintendent will maintain a list of all employees with whom this policy has been reviewed, whether individually or through in-service training, along with the dates of such review or training.

Cross Ref:

Policy JCFP	Automobile Use
Policy	Reporting Child Abuse and Neglect
Policy EBC-DFA	Searches of Lockers
Policy JDD	Suspension and Expulsion

Legal Ref:

PL 101-226	Drug Free Schools and Communities Act of 1986
Section 22	1989 Amendments
34 CFR Part 86	Regulations
NDCC 14-10-17	Minors—Treatment for sexually transmitted disease

Drug/Tobacco Abuse-Alcoholism

NDCC 15-34.1-03(4) Compulsory Attendance—Exceptions

NDCC 15-38-05 Temperance Day—Duty of school officers and teachers

NDCC 15-38-07 Required subjects in all schools

NDCC 15-47-31 Membership in high school league—Cost of protection payments out of school funds—Manner of disbursements.

NDCC CH.19-03.1 Uniform Controlled Substance

Prohibited Acts—Paraphernalia/Possession

NDCC 31-01-06.1 School counselors shall be immune from disclosing information given by pupils

NDCC31-01-06.3 Addiction counselors shall be immune from disclosing information given by pupils

NDCC50-25.1-03 Persons required and permitted to report—To Whom Reported

Policy Adopted: 11/07

Policy Amended

Senior Privileges

1. Seniors are allowed to leave campus during schedule study halls and during noon hour. Students who elect to remain on campus must report to their study hall. If a senior leaves school they must 1st sign out in the main office and sign back in once returning to school.
2. Seniors must maintain a semester and nine-week grade of at least a C- (78%) in all classes to be eligible for privileges. Grades will be checked weekly in conjunction with eligibility. Privileges will be lost until the next eligibility period and grades are brought up to a C-(78%).
3. Seniors who fail a course during the 1st semester will not have privileges during the 3rd nine week grading period. Seniors who receive a “D” (+ or – grades included) for a first semester grade will not have privileges for the first 4 ½ weeks of the 3rd nine-week grading period. If at the time, the student is receiving a “C-“ (78%) or better in all classes, he/she may have privileges.
4. Seniors must not be absent for more than 15 days or 105 class periods for the year, of which no more than 5 days or 35 class periods occur in the 2nd semester or seniors must not be absent for more than 7 ½ days or 52 ½ class periods for the first semester, of which no more than 2 ½ days or 17 ½ periods occur in the 2nd quarter.
5. Any suspicious absences may result in the loss of privileges.
6. All tardies 2nd semester will be dealt with as follows:
 - a. 1st Offense = Warning
 - b. 2nd Offense = Loss of privileges for 1 week.
 - c. 3rd Offense = Loss of privileges for 2 weeks.
 - d. 4th Offense= Loss of privileges for the rest of the year
7. Any violation of Alcohol, Drugs, Tobacco, and Criminal Activity or Cheating will result in the loss of privileges. Senior privileges will not be reinstated.

8. Any senior suspended for disciplinary reasons at any time during the year will not be eligible for privileges.
9. Detentions 2nd semester will be dealt with as follows:
 - a. 1 teacher – assigned detention = Loss of privileged for 1 week.
 - b. 2 teacher – assigned detentions = Loss of privileges for 2 weeks.
 - c. 3 teacher-assigned detentions = Loss of privileges for 3 weeks, ect.
10. The administration/school board reserves the right to revoke privileges at any time.
11. Senior privileges will start at the beginning of the second semester.
12. Seniors are not allowed to drive during school hours unless approved from the office.
13. The senior’s parent/guardian must approve their students’ privileges with a signature before they take effect.
14. Each senior will be required to volunteer ten (10) hours of documented community service before they can begin senior privileges. Examples of community service/document paper, on next pages.
15. One must remember that Senior Privileges are not inherited – but earned.

Senior Privileges Community Service

Seniors at Fordville-Lankin High School can be exempt from Study Hall and to check out early if they are in good standing and have worked at least ten (10) hours of community service. Students are encouraged to put in at least five (5) hours of community service by the end of their junior school year. The other five (5) hours need to be finished by the end of the 1st Semester their senior year. However, a student may put in all ten (10) hours of work done in the summer prior to their senior year or in the fall of their senior year.

Listed are some examples of community service. Keep in mind this is not an exclusive list...

Helping with church events
 Volunteer hours at Senior Center; serve meals, play piano
 Helping with Community events
 Providing day-care without profit
 Volunteer Coaches for Youth Teams
 Help out at Pre-School
 Volunteer help to elderly; yard work, painting, wash windows.

DOCUMENT SERVICE ON A PAPER WITH THE SUPERVISORS SIGNATURE.

Weapons Policy

The Fordville-Lankin Public School #5 determines that possession/use of a weapon by a student while in school is detrimental to the safety and welfare of students and district personnel.

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 not limited to), any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun, (including a 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 require detainment of the student involved, investigation of the incident, and proceedings for the suspension/expulsion of the student involved to be initiated immediately. The sheriff's office will be informed of the weapons incident. Further referrals may be initiated for investigation by school, juvenile officers, or the Sheriff's Department.

Weapons to be brought into the school for an exhibit must have prior approval from the Administration and must be brought to the office prior to use in the exhibit, display, or demonstration.

Computer Acceptable Use

EduTech provides information technology resources to K-12 schools in North Dakota. These resources deliver electronic communications internally within school districts and externally to systems across the world. We provide these services solely to promote and enhance the quality of education in North Dakota's K-12 system. This acceptable use policy ensures that use of the EduTech resources by all users is done in an appropriate manner. Use of EduTech services is a privilege and not a right. All users are obligated to respect and protect the rights of every other user and act in a responsible, ethical and legal manner.

Acceptable Use

1. EduTech accounts and affiliated services may be used for K-12 education related purposes only.
2. Logins and passwords are provided for the individual's use while they are affiliated with an EduTech member school or organization.
3. Under no conditions shall any user provide another person with access to or use of their account. Similarly, users shall not examine, change, or use any account but their own. No user may represent themselves as another individual or entity in electronic communication.
4. Users shall not deliberately attempt to degrade system performance or capability. Knowledge of system or special passwords does not convey permission or privilege to use such passwords. No account shall be used to damage a system or file or remove information without authorization.
5. EduTech's services may be used only for lawful purposes. Transmission, distribution or storage of any material in violation of any applicable law or regulation is prohibited. This includes, without limitation, material protected by copyright, trademark, trade secret or other intellectual property right used without proper authorization, and material that is obscene, defamatory, constitutes an illegal threat, or violates export control laws.
6. Under no circumstances may EduTech's services be used to send material that is intended to threaten, harass, annoy or alarm another person without legitimate purpose-this includes chain mail.
7. Use of computer system and databases shall be limited to the purpose(s) for which access was granted. Use of services for [political \(lobbying\) purposes](#), for gaining business contacts or for personal or private profit is prohibited. Organizations may not use any EduTech service for increasing their membership or gaining additional contacts.
8. Users should expect only limited privacy in the contents of their personal files and communications. Files may be searched if there is reasonable cause that a user has violated EduTech policies or the law. Investigations will be reasonable and related to the suspected violation. EduTech will cooperate with external networks and authorities in the resolution of an investigation within the restrictions of federal and state law and the Family Educational Right to Privacy Act (FERPA).

9. Any user of EduTech's services who violates this policy may be denied access to the system. Users may also be denied access based on their local school district's acceptable use policy.

Failure to abide by this policy may result in the loss of privileges as well as further disciplinary and/or legal action. All accounts are the sole property of EduTech and are provided to the user's organization or school district as a service, as such final determination of account status is up to EduTech staff and may not be appealed.

If account access is denied for disciplinary reasons, users forfeit all information in the account.

DISCRIMINATION NOTICE

Fordville-Lankin Public School #005, will not discriminate against employees, students, and their guardians because of their sex, their disability, race, national origin, religion, color, creed, or age. If anyone feels they have been discriminated against, they should contact the Superintendent, who has been designated to handle discrimination complaints.

REQUIRED Descriptor Code: AAC REFERENCE 1 POLICY ADOPTED: 01/10 POLICY AMENDED:

NONDISCRIMINATION & ANTI-HARASSMENT POLICY

General Prohibitions

The **Fordville-Lankin Public School** is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student and/or employee's race, color, religion, gender, national origin, ancestry, disability, age, or other class protected by law.

It shall be a violation of this policy for any district student or employee to harass or discriminate against another district student or employee sexually or based on any other class protected by law. The District will not tolerate harassment or discrimination of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any person affiliated with a person protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

The District shall promptly investigate any harassment or discrimination complaint and act on findings as appropriate, which may include disciplinary measures such as, but not limited to, termination of employment or expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process.

Definitions

Disability is defined in accordance with NDCC 14-02.4-02 (5).

Discrimination is defined in accordance with NDCC 14-02.4-02 (6).

Employee is defined in accordance with NDCC 14-02.4-02 (7).

Harassment is any physical or verbal conduct related to an individual's race, color, religion, gender, national origin, age, disability, or other class protected by law that creates an intimidating, hostile, or offensive working or educational environment or is otherwise sufficiently serious to substantially or unreasonably limit an individual's employment or educational opportunities.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature when:

1. It is *quid pro quo*, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment; of obtaining an education, advancement, or grade; or is used as a factor in decisions affecting an individual's employment or education.

REQUIRED Descriptor Code: AAC REFERENCE 2 POLICY ADOPTED: 01/10 POLICY AMENDED:

2. It creates a *hostile environment* meaning such conduct or communication that has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment examples may include, but are not limited to:

1. Sexual or "dirty" jokes
2. Sexual advances
3. Pressure for sexual favors
4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body
5. Displaying or distributing of sexually explicit drawings, pictures, and written materials
6. Graffiti of a sexual nature
7. Sexual gestures
8. Touching oneself sexually or talking about one's sexual activity in front of others
9. Spreading rumors about or rating other's sexual activity or performance
10. Remarks about a person's sexual orientation

Complaint Filing Procedure

The Board shall create an informal and formal harassment and discrimination complaint filing procedure in board regulations. Nothing in this policy or in the harassment/discrimination grievance procedure shall prevent an individual from pursuing redress through state and/or federal law.

Confidentiality

An individual wishing to file an anonymous harassment and/or discrimination complaint shall be advised that confidentiality will limit the district's ability to fully respond to the complaint. The District will attempt to protect the identity of the complainant, witnesses, and alleged harasser to the extent possible under law; however, a harassment or discrimination investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions.

Policy Training and Dissemination

The Board authorizes the Superintendent to develop harassment and discrimination awareness training for students and employees. In addition, the Superintendent shall display this policy and complementary grievance procedure in a prominent place in each district building and publish it in student and employee handbooks.

Nondiscrimination Coordinator

The Board designates **Mr. Michael J. O'Brien** as the Title IX and Nondiscrimination Coordinator. **He** can be contacted at: **Fordville-Lankin Public School, 1 701-229-3297**
REQUIRED Descriptor Code: AAC REFERENCE 3 POLICY ADOPTED: 01/10 POLICY AMENDED:

DISCRIMINATION & HARASSMENT GRIEVANCE PROCEDURE

The following procedure is designed to resolve harassment and discrimination complaints as defined in board policy in a prompt and equitable manner. Board policy requires all students and staff to fully cooperate when asked to participate in a harassment investigation.

The procedure contained in these regulations supersedes the district's Complaints about Personnel and Student Grievance Policy.

Retaliation Prohibited

The District prohibits retaliation for an individual's participation in and/or initiation of a harassment/discrimination complaint investigation, including instances when a complaint is not substantiated. The consequences for violating this prohibition are delineated in policy.

Complaint Filing Format and Deadlines

Complaints can be filed verbally or in writing and should be filed as soon as a victim or witness of alleged harassment and/or discrimination becomes aware that alleged harassment or discrimination occurred. Complaints must be filed within statutory deadlines contained in law.

Informal Complaint Procedure

An informal harassment or discrimination complaint shall be filed using the following procedure:

1. The complainant files the complaint with **Mr. Michael J. O'Brien, Superintendent, Fordville-Lankin Public School, 1 701-229-3297.**
2. The individual receiving the complaint shall document receipt and forward the complaint to the Superintendent who shall designate an investigator. If the Superintendent is the subject of the complaint, the recipient shall forward it to the Board President who shall designate an investigator.
3. The designated investigator shall meet with each party individually and collect information needed to arrive at an equitable solution. At no time shall the complainant be required to work out the problem directly with the accused.
4. Within 30 calendar days of the complaint being filed or as soon as practical, the investigator shall issue a written notice of recommendations to both parties. Prior to issuing this notice, the investigator shall meet with the Superintendent or Board President (if the Superintendent is the subject of the complaint) to receive his/her concurrence on the

recommendations and receive his/her approval on any disciplinary recommendations. Disciplinary recommendations shall be carried out in accordance with policy, law, and, when applicable, the negotiated agreement.

REQUIRED Descriptor Code: AAC-BR REFERENCE 2 BOARD REGULATION 02/08
APPROVED:

5. The investigator or designee shall monitor the implementation and effectiveness of recommendations and shall notify the Superintendent or Board President (if the Superintendent is the subject of the complaint) if harassment/discrimination persists.

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

Formal Grievance Procedure

1. Filing a Complaint:

a. A victim or witness of alleged harassment or discrimination may file a formal complaint either orally or in writing to the **Superintendent, Mr. Michael J. O'Brien, 1 701-229-3297**. If any of these individuals is the subject of the complaint, it should be filed with an alternative source. Harassment/discrimination complaints about the Superintendent shall be filed with the Board President.

b. Upon receipt of the complaint, the recipient shall document the date, time, and nature of the complaint and shall request the complainant's signature on this document.

c. The recipient of the complaint shall notify the district's insurance carrier that a harassment or discrimination complaint has been filed.

d. Within five school days of receiving the complaint or as soon as practical, the recipient of the complaint shall issue a notice to the complainant and the accused that a complaint has been filed.

2. Investigation Process:

a. The recipient of the complaint shall confer with the Superintendent or Board President (if the Superintendent is the subject of the complaint) about who will be best suited to investigate the complaint. The investigation may be conducted by school personnel or a third party designated by the District.

b. Before the investigation commences, the investigator in coordination with the Superintendent or Board President (if the Superintendent is the subject of the complaint) shall determine if interim measures must be taken to prevent harassment/ discrimination during the course of the investigation and whether law enforcement or other applicable officials should be notified.

c. The investigation shall consist of interviews with the complainant, the accused, and any others who may have witnessed or otherwise have knowledge of the circumstances giving rise to the alleged complaint and may involve gathering and review of information relevant to the complaint. Witnesses shall be instructed not to discuss this matter with others. At no

REQUIRED Descriptor Code: AAC-BR REFERENCE 3 BOARD REGULATION 02/08
APPROVED:

time during the investigation shall the complainant be required to meet with the accused to discuss the complaint.

d. The investigator shall complete his/her investigation within 15 calendar days or as soon as practical.

e. Any deviation from the investigation procedure should be documented with an explanation. Reasons for delays in the investigation also should be documented.

3. Investigation Report:

a. After the investigator has completed the investigation, s/he shall complete a written report containing a determination of whether allegations were substantiated, whether the discrimination/ harassment policy was violated, and recommendations for corrective action, if any. These determinations shall be made on a case-by-case basis and based on, but not limited to, the following criteria:

i. Whether evidence suggests a pattern of conduct supporting or disproving the allegations or harassment or discrimination

ii. Whether behavior meets the definition of harassment, sexual harassment, and/or discrimination as defined in board policy

iii. Ages of the parties involved

iv. Relationship between the parties involved

v. Severity of the conduct

vi. How often the conduct occurred, if applicable

vii. How the District resolved similar complaints, if any, in the past

b. The investigator shall submit his/her report to the Superintendent or Board President (if the Superintendent is the subject of the complaint). This individual shall review the report, determine if the recommendations are appropriate, implement the portions of the report s/he approves, and develop a monitoring plan to evaluate the effectiveness of the recommendations and help prevent recurrence. Any disciplinary action shall be carried out in accordance with board policy, law, and, when applicable, the negotiated agreement.

c. Prior to implementing the recommendations, the Superintendent or Board President (if the Superintendent is the subject of the complaint) shall issue his/her decisions in writing to the complainant and accused. These decisions shall be binding; however, nothing shall prevent the parties from seeking redress through state and/or federal law.

d. The entire complaint filing, investigation, and reporting process should be completed within 30 calendar days or as soon as practical not to exceed 60 calendar days.

Head Lice/Pink Eye and Flues.....

We will follow North Dakota Department of Health Policy

If a Fordville-Lankin student is sick in school and vomits, he/she will be asked to stay home until well.

Freedom of Speech

HB 1471 which passed the 64th legislative assembly 2015, will ensure that student journalists in North Dakota's public institutions of higher education, as well as those enrolled in the state's public K–12 schools, will not be subjected to unwarranted censorship. The new law states:

[A] Student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, regardless of whether the media is supported financially by the institution or by use of facilities of the institution or produced in conjunction with a class in which the student is enrolled. Subject to subsection 3, a student journalist is responsible for determining the news, opinion, feature, and advertising content of school-sponsored media. This subsection may not be construed to prevent a student media adviser from teaching professional standards of English and Journalism to student journalists.

The new law sensibly allows for limited restrictions on speech by a student journalist only when the expression:

- a. Is libelous or slanderous;
- b. Constitutes an unwarranted invasion of privacy;
- c. Violates federal or state law; or
- d. So incites students as to create a clear and present danger of the commission of an unlawful act, the violation of institution or state board of higher education policies, or the material and substantial disruption of the orderly operation of the institution.

ACCEPTANCE FORM

Every effort is made to include the needed rules and regulations in the student handbook. Please take the time to read through this handbook and discuss it with your student(s). Contact the school if you have any questions. *We ask that every family return this signed form by Friday, September 1, 2017*

**I have read and understand the
2017-2018 Fordville-Lankin Public School Student
Handbook.**

Parent/Guardian Signature

Date
Student Signature(s)

