

WATFORD CITY MIDDLE SCHOOL

"Home of the Wolves"



Parent & Student Handbook Middle School 2024-2025

Board Approved:

June 10, 2024

Table of Contents

McKENZIE COUNTY PUBLIC SCHOOL DISTRICT #1 OFFICE STAFF	6
<u>2024-2025 MCKENZIE COUNTY PUBLIC SCHOOL DISTRICT CALENDAR</u>	<u>7</u>
DAILY BELL SCHEDULE	8
10:00 AM Start Schedule	9
School-Wide Expectations	10
<u>2024-2025 WATFORD CITY MIDDLE SCHOOL FACULTY</u>	<u>10</u>
<u>GENERAL INFORMATION</u>	<u>12</u>
ADDITIONS OR CORRECTIONS	12
SCHOOL HOURS	12
ATTENDANCE	12
ATTENDANCE PATHWAY	13
ATTENDANCE CODES	14
TARDINESS	14
TRUANCY	15
LEAVING SCHOOL	15
CLOSED CAMPUS	15
MAKE-UP WORK	15
BACKPACKS	16
FOOD AND BEVERAGES	16
BREAKFAST AND LUNCH PROGRAM	16
TOYS AND FIDGETS	16
CARE OF SCHOOL PROPERTY	17
SCHOOL ISSUED DEVICES (CHROMEBOOKS)	17
STUDENT EXPECTATIONS	17
TAKE HOME RULES	18
TECHNICAL DIFFICULTIES, DAMAGE, AND REPAIR	18
RETURNING YOUR DEVICE	19
TEXTBOOKS	19
COUNSELING SERVICES	19
HALLWAYS	19
SIGNS	19
LOCKERS	19
LOCKER ROOMS	20
LOST AND FOUND	20
NEW STUDENTS	21
WITHDRAWAL AND TRANSFER	21
VISITATION POLICY	21
MEDICATIONS	21

ALLERGIES	22
Perfume and Cologne	22
IMMUNIZATION LAW	22
CONTAGIOUS DISEASES (I.E. LICE)	22
INSURANCE	22
SCHOOL DENTAL COVERAGE	22
Non-Discrimination Statement	23
COMPLAINT PROCEDURES	23
ACADEMICS AND EXTRACURRICULARS	23
PowerSchool	23
CONTACTING THE TEACHER	23
GRADE SCALE	24
GRADE CATEGORIES	24
RETAKE AND RELEARN POLICY	24
HOMEWORK AND CLASSWORK POLICY	25
LATE WORK POLICY	26
HOMEWORK DETENTION	26
FAILING GRADES	26
Plagiarism	26
REPORT CARDS	26
HONOR ROLL	27
PUPIL LOAD	27
Lunch and Recess	27
Physical Education Participation	27
SCHEDULING CHANGES	27
Online Courses and Course Recovery	27
RETENTION OR REPEATING CLASSES	27
SCHEDULING EVENTS	28
SCHOOL RECORDS	28
NDHSAA AND EXTRACURRICULAR ACTIVITIES	29
CLUBS	29
ATHLETICS	29
STUDENT COUNCIL	29
ARTS	29
EXTRACURRICULAR ATTENDANCE	29
AFTER SCHOOL EVENTS	30
EXTRACURRICULAR ELIGIBILITY	30
GRADES	30
INELIGIBILITY	30

IN-SCHOOL, OUT-OF-SCHOOL SUSPENSION	30
NDHSAA ELIGIBILITY	31
VISITATION TO COUNSELOR	31
SPRING SUSPENSIONS	31
SUMMER INFRACTIONS	31
SCHOOL ACTIVITIES	32
DANCES	32
HOMESCHOOL AND Non-Full-Time Students	32
OUT OF TOWN TRIPS	32
TECHNOLOGY POLICIES	32
ACCEPTABLE USE POLICY	32
CELL PHONES AND ELECTRONIC DEVICES	33
TELEPHONE CALLS	33
DISCIPLINE POLICIES	34
NORTH DAKOTA CENTURY CODE 15.1-06-16 – DISTURBANCE OF A PUBLIC SCHOOL - PENALTY	34
DETENTION	34
SENT OUT OF CLASS	34
SUSPENSIONS	34
OUT-OF-SCHOOL SUSPENSION	34
IN-SCHOOL SUSPENSION	35
Excessive Suspensions	35
EXPULSION	35
DRESS CODE	35
HEAD	35
SHIRTS AND TOPS	36
COATS	36
PANTS, SHORTS, SKIRTS, AND DRESSES	36
SHOES	36
OTHER	36
PUBLIC DISPLAYS OF AFFECTION	36
HARASSMENT OF STUDENTS AND STAFF	36
HARASSMENT DEFINED	36
COMPLAINTS	37
PENALTIES FOR HARASSMENT	37
SEXUAL HARASSMENT	37
ALCOHOL, TOBACCO, AND OTHER DRUG USE	38
PROHIBITED SUBSTANCES	38
AUTHORIZED USE	39
VIOLATION	39

BULLYING POLICY	39
DEFINITIONS	39
PROHIBITIONS	40
REPORTING PROCEDURES FOR ALLEGED POLICY VIOLATIONS	41
REPORTING TO LAW ENFORCEMENT (SRO) & OTHERS FORMS OF REDRESS	41
DOCUMENTATION & RETENTION	41
INVESTIGATION PROCEDURES	42
DISCIPLINARY & CORRECTIVE MEASURES	42
VICTIM PROTECTION STRATEGIES	43
PREVENTION PROGRAMS & PROFESSIONAL DEVELOPMENT ACTIVITIES	44
VANDALISM AND THEFT	44
FIREARMS	44
WEAPONS	44
SEARCH AND SEIZURE POLICY	44
MIDDLE SCHOOL BEHAVIOR CHART	45
StopIt Bullying Reporting Website	49
Is It Bullying?	50

McKenzie County Public School District #1 Office Staff

<u>Administration</u>		<u>Student Support Services</u>	
Dr. Steve Holen	Superintendent	Jenna Bauer	Counselor
Calina Krogen	Director of Teaching & Learning	Kelly Jones	Counselor
Jim Green	Principal, High School	Monique Wisness	Social Worker
Dr. Noelle Green	Principal, Middle School	Officer Andrew Swanson	SRO
Cole Zarak	Principal, Fox Hills Elementary	Ashley Abbe	School Nurse
Kerrie Stansfield	Principal, Badlands Elementary	<u>Office Staff</u>	
Dr. Bridget Ryberg	Asst. Principal, High School	Beth Lewis	Secretary
Samantha Kaloustian	Asst. Principal, Middle School	Kendra Krone	Secretary
Dorea Tomlinson	Asst. Principal, Fox Hills Elementary		
Landon Nichols	Asst. Principal, Badlands Elementary		
Brant Hebert	Business Manager		
Brad Foss	Activities Director		

2024-2025

McKenzie County Public School District No. 1 Calendar

Board Approved on 2/12/2024

AUGUST						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NO SCHOOL - Staff and Students
NO SCHOOL - STORM Make-Up
Professional Development Days \ NO SCHOOL
Make-Up PD Day \ NO SCHOOL
Conferences All Buildings
11/12 Elm. ONLY
11/13 ALL Schools
11/14 MS/HS ONLY
HS Conferences Only
MS/ES Conferences Only

IMPORTANT DATES:

Aug. 19th: First Day of School (1st-12th Grade)
 Aug. 21st: First Day of Kindergarten
 Sept. 2nd: NO SCHOOL
 Oct. 16th: End of 1st Quarter
 Oct. 17th: NO SCHOOL
 Oct. 18th: NO SCHOOL
 Nov. 11th: NO SCHOOL
 Nov. 12th: Parent-Teacher Con. (Elem. Only)
 Nov. 13th: Parent-Teacher Con. (All Schools)
 Nov. 14th: Parent-Teacher Con. (MS/HS Only)
 Nov. 27th: NO SCHOOL
 Nov. 28th: NO SCHOOL
 Nov. 29th: NO SCHOOL
 Dec. 20th: End of 2nd Quarter
 Dec. 23rd: Winter Break Begins
 Jan 6th: School Resumes
 Feb 17th: NO SCHOOL / Storm Make-up
 March 3rd: Parent-Teacher Con. (Middle & Elm.)
 March 4th: Parent-Teacher Con. (Middle & Elm.)
 March 7th: End of 3rd Quarter
 March 10th: Spring Break Begins
 March 17th: School Resumes
 March 24th: Parent-Teacher Con. (HS Only)
 March 25th: Parent-Teacher Con. (HS Only)
 April 18th: NO SCHOOL
 April 21: NO SCHOOL / Storm Make-Up
 May 22nd: Last Day of School \ End of 4th Qtr.

SUMMARY - CALENDAR DAYS

1st & Last Day of School (1st-12th Grade): 8/19
1st Day of Kindergarten : 8/21
End of 1st Quarter: 10/16 (42 Days)
End of 2nd Quarter: 12/20 (41 Days)
End of 3rd Quarter: 3/7 (44 Days)
Last Day of School: 5/22 (47 Days)
Total Days of Classroom Instruction: 174 Days

JANUARY						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Daily Bell Schedule

	Period	Start Time	End Time	Duration
	1st	8:25	9:13	48
	2nd	9:17	10:05	48
	3rd	10:09	10:57	48
6th Grade	CT	11:01	11:37	36
	Exploratory	11:41	12:17	36
	Lunch	12:21	12:57	36
7th Grade	Exploratory	11:01	11:37	36
	Lunch	11:41	12:17	36
	CT	12:21	12:57	36
8th Grade	Lunch	11:01	11:37	36
	CT	11:41	12:17	36
	Exploratory	12:21	12:57	36
	4th	1:01	1:49	48
	5th	1:53	2:41	48
	6th	2:45	3:33	48

10:00 AM Start Schedule

***Doors Open at 9:20 AM**

	Period	Start Time	End Time	Duration
	1st	10:00	10:35	35
	2nd	10:39	11:14	35
6th Grade	CT	11:18	11:48	30
	Exploratory	11:52	12:22	30
	Lunch	12:26	12:56	30
7th Grade	Exploratory	11:18	11:48	30
	Lunch	11:52	12:22	30
	CT	12:26	12:56	30
8th Grade	Lunch	11:18	11:48	30
	CT	11:52	12:22	30
	Exploratory	12:26	12:56	30
	3rd	1:00	1:35	35
	4th	1:39	2:14	35
	5th	2:18	2:53	35
	6th	2:57	3:33	36

School-Wide Expectations

	Pride in Self	Pride in Others	Pride in School
Commendable Behavior (Above the Line) 4	<ul style="list-style-type: none"> Demonstrates leadership & initiative Goes beyond expectations Takes ownership in academics 	<ul style="list-style-type: none"> Is helpful to other students and staff Shares knowledge Shows leadership skills Builds others up 	<ul style="list-style-type: none"> Picks up after self & others Leader in and out of the classroom Exceptional team and school pride
Expected Behavior 3	<ul style="list-style-type: none"> Shows responsibility for learning Ready to learn Meets expectations Prompt (not tardy) Actively participates in academics 	<ul style="list-style-type: none"> Respects all opinions & beliefs Respects privacy & personal space of others Collaborates well with others Uses positive, caring & kind language 	<ul style="list-style-type: none"> Speaks proudly of teams & WCMS Shows school and team pride at events Picks up after self Participates in school activities
Needs Improvement (Below the Line) 2	<ul style="list-style-type: none"> Negative attitude Demonstrates limited effort Is often unprepared Occasionally off task Uses inappropriate language Tardy 	<ul style="list-style-type: none"> Disruptive Distracting Unkind to others Refuses group work Disrespectful of opinions & beliefs Disrespectful of belongings of others 	<ul style="list-style-type: none"> Leaves messes behind Disrupts school events Misuses school property
Unacceptable Behavior (Bottom Line) 1	<ul style="list-style-type: none"> Intentionally unproductive Shows complete lack of effort Vulgar language Cheating Excessively Tardy 	<ul style="list-style-type: none"> Provokes others Verbally aggressive, threatening, or hate speech Prevents learning of others Bullies, harasses or physically aggressive Theft or destroying property 	<ul style="list-style-type: none"> Vandalizes school property Violates Attendance Policy/Tuant Violates Tobacco/Alcohol/Drug policy Violates Technology Policy

2024-2025 Watford City Middle School Faculty

Tundra		Desert	
Ms. Erica Burgman	Math	Ms. Nicole Degenstein	Math
Ms. Kelsie Burgman	Social Studies	Ms. Mikayla Whiteley	Social Studies
Ms. Sara Smith	ELA	Ms. Kendra Patten	ELA
Mrs. Kristine Cruz	Science	Mrs. Brandy Flegel	Science
Rainforest		Taiga	
Ms. Lisa Yearton	Math	Mr. Jesse Kerlin	Math
Mr. Mark El-Dweek	Social Studies	Mr. Joseph Dube	Social Studies
Ms. Leslie Mans	ELA	Mrs. Kelly Jones & Mrs. Hailee Ford	ELA
Ms. Bailey Brannan	Science	Ms. Sandra Crusch	Science
Savanna		Coral Reef	
Mr. Arlo Manfull	Math	Mrs. Mamie Johnston	Math
Mr. Marshall Krebs	Social Studies	Ms. Hannah Kocher	Social Studies
Ms. Daysha Zimmerman	ELA	Mrs. Carrie DeLeon	ELA
Mr. Scott Erickson	Science	Mr. Peter Sykora	Science
Electives		Resource Staff	
Ms. Sue Smith	FACS	Mr. Joshua Draper	SPED
Mr. Greg McNary	Skills for Success	Mrs. Avery Milam	SPED
Mrs. Kelly Sandstrom	Art	Mrs. Kayla Keeler	SPED
Ms. Kia Ward	Ag	Mrs. Brittany Tran	SPED
Mrs. Amanda Housel	Choir & Band	Mrs. Jennifer Paavola	SPED
Physical Education		Mrs. Pam Moen & Mrs. Anca Chivaran	EL
Mrs. Else-Marie Westman	Phy. Ed/Health	Mrs. Jenna Bauer	Counselor
Mr. Eduardo Fiorotto	Phy. Ed/Health	Mrs. Kelly Jones	Counselor
Mr. Logan Krivoruchka	Phy. Ed/Health	Mrs. Monique Wisness	Social Worker
		Mrs. Pam Moen	Literacy Coach

General Information

Additions or Corrections

Additions or corrections to the Student Handbook by the School Board or Administration may occur at any time during the year. Changes will be communicated to the student body through the daily announcements.

School Hours

The first class starts at 8:25 am. The school doors are open at 7:45AM. Students that arrive before 8:25 am are expected to enter the building and report to the cafeteria for breakfast or walk the loop. Students are not allowed to gather outside these designated areas. Students will be dismissed from the cafeteria at 8:20 am. At that time, they will go to their lockers, get materials necessary for class and report to their first class. At the end of the school day, students must promptly leave the building and school premises, unless in a school activity or classroom directly supervised by a staff member.

Attendance

The State of North Dakota requires all students to attend school when school is in session until they are 16 years of age. If you wish to keep your child out of school for any reason other than illness, such as appointments, vacations, etc., you should make arrangements with the school office in advance. Make up work must be requested before the absence occurs. We ask families to take the school calendar into consideration when scheduling extended vacations around days we do not have school or when the school has extended days off.

Additionally, students that are receiving any type of virtual instruction or service must be engaged with this service and make progress to be considered in attendance (NDCC 15.1-20).

When your child is absent from school because of illness or in an emergency, we require that you call the school office to inform us of the reason for the absence. Please call between the hours of 7:45 - 9:00 am. If the parent does not call the office, we will attempt to call the parents after 9:00 am. Requests for books and homework must be made at this time. If no call is received, the student will be marked unexcused.

If a student misses 3 or more consecutive days due to illness, a Doctor's note is required. When a student is absent for an appointment, such as a doctor, optometrist, orthodontist, dentist, or other medical professional, a note from the provider is required upon return to the school.

Parents must call the school the day that their child misses and inform us of the reason. Please call the Middle School office before 9:00 AM. If this does not occur, the student will be marked unexcused. The student/parent will have 2 weeks to change an unexcused absence (U) to the appropriate attendance code. After that time the U will stay on the student's attendance record. Attendance allows us to know where students are. When they are gone, for a student's safety, we need to be informed.

Attendance Pathway

Please see the graph below to understand possible upcoming responses to your child's absences and tardies.

Absence Count	What to Expect	What You Can Do
5 Total Days Absent/Tardy	A letter from your child's school will be sent with the amount of absences/tardies they have had.	Always send your child to school when possible. Turn in doctors' notes and other documents to explain absences.
10 Total Days Absent/Tardy	A letter and call from your School Social Worker to provide support in helping you get your child to school.	Work with your School Social Worker to identify supports in getting your child to school.
15 Total Days Absent/Tardy	A letter will be sent and added to the student cumulative file. Call your child's school to schedule a meeting with your child's attendance team.	Meet with the school to create a plan. Be honest so the school can best support you and your child.
20+ Total Days Absent/Tardy	The school may refer the family to the School Resource Officer or McKenzie County Social Services.	Use community supports in getting your child to school. Know that the school's first focus is your child's success.

Attendance Codes

Counted Towards Attendance Count	Not Counted Towards Attendance Count
Guardian (G): Parent requested absences: Family vacations, trips, etc.	Medical appointments (M): In addition to receiving prior approval, a student must bring a note from the doctor, eye doctor, orthodontist, dentist, or other medical professional upon return to school and present it to the office.
Ill (I): The student is too sick to come to school. 3 or more consecutive days will require a doctor's note.	Funeral (F): Students will have a maximum of 5 days to attend funerals. Exceptions to the limit may be made at the discretion of the Principal.
Unexcused (U): No parent contact has been made or student skips class. Students may be given a U if they are more than 10 minutes late, leave class without permission or are absent from class for more than 10 minutes.	Special Circumstances (S): Weather related absences (determined by Supt.), Special situations approved by the Principal.
Late (L): Student arrives to school after 8:25 (example: Sleeping in, missed the bus)	In and Out of School Suspension (ISS & OSS): These absences are mandated by the administration as disciplinary action.
	Extracurricular (X): These absences are generally put in by the coach/advisor.
	Other (O): Students are in the building with a staff member, but are not present in class (ex: speaking with principal, make-up testing).

*The responsibility for making up missed lessons rests with the student, not the teacher.

Tardiness

It is the student's responsibility to be in school and in his or her assigned classroom before the bell signals the beginning of class. If a student is tardy, they will have a lunch detention. Teachers will handle individual cases of tardiness. Excessive tardiness will be handled through the assistant principal's office as discipline violations.

Truancy

A student who is absent from one or more classes without the consent of parents/guardians and school officials is considered truant. It is the responsibility of both the parent and the student to see that he/she gets to school. If truancy occurs, the parents will be contacted for a conference with a school administrator. If a student is habitually truant, the student will be referred to the juvenile authorities and cited for truancy.

Leaving School

During the school day, parents/guardians must sign their student out in the Middle School office before leaving the building.

Once students are dropped off, whether by personal vehicle or by bus, they are considered to be on campus.

See the behavior matrix for consequences of leaving campus.

Closed Campus

Watford City Middle School operates under a closed campus. See the behavior matrix for consequences of leaving campus.

Make-up Work

Being gone from school will result in missed work whether it is for school sponsored activities, for illness or for a personal reason. In all cases the work missed must be made up for the absence.

Extracurricular Absences: When a student misses class for a school related activity (athletics, music, etc.) it is the responsibility of the students to inform teachers of and to get assignments ahead of time for any class that will be missed due to extracurricular activities. Homework and assessments due the date of the event must be turned in prior to leaving for the event. Any new assignments missed due to extracurricular activities will be due upon return.

Failure to get assignments before leaving for an activity, or not handing the assignment in on time, may result in the student not being allowed to miss class for future activities.

Other Absences: When a student is absent, upon return, they will have three days total to complete all assignments missed during the absence.

The student is responsible for making arrangements with the teachers to fulfill his/her makeup obligations. Make-up work must take precedence over activity involvement, athletic practice, meetings, work, etc. Failure to complete make-up work may result in the student getting a failing grade for work not completed.

If a student is suspended from school all work missed or assigned during the suspension must be completed. The student will have the three days to make up missed work in order to receive credit.

Backpacks

Backpacks will **not** be allowed in classrooms and should be stored in lockers during the school day. Backpacks are subject to be searched.

Food and Beverages

We encourage students to bring *healthy* snacks and beverages. Food and beverages will not be allowed in classrooms without the teacher's approval. Food purchased from the school cafeteria must be unopened if it is to be taken out of cafeteria. Opened food will not be allowed to be taken out of the cafeteria. Beverages other than water must be consumed in the cafeteria. Energy drinks and canned beverages will not be allowed to be consumed while on campus during the school day.

Students will be prohibited from selling any food or drinks on school campus, unless it is a school-sponsored fundraiser.

Breakfast and Lunch Program

Each family will have one account that covers all students attending the McKenzie County School District. Parents will be asked to make a deposit into the family account to start the school year. Contact the district office for current prices for lunch, breakfast, and milk. Family accounts that run into a negative balance will not be able to charge meals. Students will be informed and they can put money on their account, pay day-by-day, or can bring their own meal. **No negative balances will be carried by the school district.** In the lunch line, the student will input a private ID# into a key pad and an automatic deduction will be made from the balance of the family account for the purchase of a school lunch, extra lunch, extra milk, etc. The lunch line will be monitored and each number verified to a name in order to eliminate students "borrowing" lunch money. No "borrowing" or "charging" is allowed. Families participating under the free and reduced program will also be handled in the same manner as the regular priced meals.

Seconds will only be offered on the salad bar.

Toys and Fidgets

Toy-like apparatuses not needed for class will not be allowed in school. Fidgets will only be allowed in the classroom for students who have a written plan stating a purpose for using them as a tool in the classroom. Fidgets that are used inappropriately or that take away from the learning of other students will be taken to the office to be picked up at the end of the day. Excessive infractions will result in fidgets being taken for the remainder of the year.

Care of School Property

Students are responsible for the proper care of all books, supplies, Chromebooks, and furniture supplied by the school. Students who disfigure property, books, windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item. This includes removing keys or modifying the Chromebook in any way.

School Issued Devices (Chromebooks)

The device being issued to students is for educational purposes. Students must fill out and sign the Technology Policy for School Issued Device contract prior to receiving their Chromebook.

Student Expectations

1. Students will be responsible for the security and care of the device from the time of issuance until returned to the school.
2. Students will be expected to bring their device to class on a daily basis unless otherwise directed by the teacher.
3. Students will be responsible for ensuring the device is charged and ready for learning at all times during the school day.
4. Students will be responsible for managing the available storage in the device and for ensuring that file storage is managed in such a way that it does not impede access to required applications. It is recommended that students save documents to school provided cloud based storage for retrieval as needed.
5. Students will utilize the device as directed by their teachers and in a manner that is educationally appropriate.
6. Students will abide by all school rules as outlined in the Student Handbook and Acceptable Use Policies.
7. Students acknowledge that MCPSD#1 may access school issued devices at any time to verify contents.
8. Students will not use the device to take or view inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass, harass or bully anyone in any way.
9. Use of the Chromebook camera and microphone are strictly prohibited in the classroom and hallways unless directed by a teacher and for a specific educational purpose. Use of the camera or microphone in private areas such as restrooms and locker rooms is strictly prohibited.
10. Students leaving/withdrawing Watford City Middle School will return the device to the school immediately. Those in violation of this expectation will be lawfully prosecuted.
11. Devices that are stolen must be reported immediately to the Office and the Police Department.
12. Misuse or willful destruction of the device may result in school discipline. Inappropriate use includes but is not limited to the following:

- Intentionally damaging the device
- Visiting inappropriate websites
- Sending, forwarding, or sharing inappropriate content
- Possessing, taking or sending inappropriate pictures and/or media files
- Cheating
- Installing unapproved apps
- Attempting to hack/break intended security
- Defacing the device with stickers, carvings, drawings, etc

Take Home Rules

1. Only the student to whom it is issued will use the device.
2. Students are allowed to connect to other wireless networks.
3. Parents/guardians assume responsibility for monitoring student use of the Internet while using the Chromebook on their home network.
4. Students and parents may decline take-home privileges by contacting the office.
5. Students/Parents/Guardians who declined take-home privileges will be required to check out their Chromebook at the beginning of the day and check in at the conclusion of the day. **Declining take-home privileges does not excuse the student from due dates for any task that may require the use of the device.**
6. Failure of the student to meet expectations for care or responsible use of their device may result in take-home privileges being temporarily or permanently suspended.

Technical Difficulties, Damage, and Repair

1. If technical difficulties occur the device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted.
2. The software originally installed must remain on the device in usable condition and be accessible at all times. The school may add applications for use in a particular course.
3. A loaner device may be issued to students when students leave their device for repair in the technology department.
4. Pricing of repair / replacement:
 - Chromebook: \$250.00
 - Charger: \$49.00
 - Screen: \$99.00
 - Keyboard: \$75.00

Returning Your Device

1. Devices will be returned during the final week of school. If a student transfers out of MCPSD#1 during the school year, the device will be returned upon withdrawal.
2. Individual school devices and accessories must be returned to the school. Students who graduate early, withdraw, are expelled, or terminate enrollment at MCPSD#1 for any other reason must return their school device on the date of termination.
3. If a student fails to return the device at the end of the school year or upon termination of enrollment at MCPSD#1, the student will be subject to pay the replacement cost of the device. Failure to return the device or pay for the device will result in a theft report being filed with the Watford City Police Department.
4. The student will be responsible for any damage to the device and must return the computer and accessories to the MCPSD#1 technology department in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the device.

Textbooks

Textbooks that are provided by the school must be properly cared for by students. If a student's designated textbook is damaged or lost, the student shall be financially liable for the repair or replacement of the book.

Counseling Services

Watford City Middle School has counseling services and career interest inventory surveys that are completed with each student before completing the 8th grade. Please contact the school counselor for questions or interest in small groups and individual counseling services.

Hallways

To allow for ease of movement throughout the building students should not congregate so as to block the hallways, but leave sufficient room for traffic. Students must have a pass to be in the hallways during class times.

Signs

The principal must approve all signs in Watford City Middle School before signs can be posted.

Lockers

Rules regarding lockers:

1. Student must use the locker he/she has been assigned to.

2. Lockers must be kept locked at all times. Lockers may not be jammed in an unlocked position.
3. The school is not responsible for items taken from any lockers. Valuables should be checked into the office for safekeeping.
4. Physical Education and student-athletes may bring their own lock for their locker.
5. Students who do not lock their lockers may lose the privilege of having a locker and run the risk of having items stolen.

Locker Rooms

Students are not allowed in the locker rooms for any reason at any part of the day except to drop off athletic equipment before the start of the school day, during Physical Education and only during the period that you are registered for Physical Education, or to pick up athletic equipment at the end of the school day. Students are only permitted in the locker room when dressing for class and/or returning from class. The bathroom facilities in the locker room are for the exclusive use of students enrolled in Physical Education

No food or drink in the locker room.

No glass containers are permitted in the locker room.

Students should not store money or valuables in the Physical Education locker rooms.

It is recommended that students take their Physical Education belongings home at the end of each week.

Cell phones and camera use is not allowed in the locker room for any reason.

Lost and Found

The school does not accept responsibility for lost/stolen items, including texts, instruments, personal property, etc. Found articles should be turned in at the school office. Items that have been turned in may be claimed by identifying them.

Clothing items left in the lost and found will be kept for one month. At the end of each month any items not claimed will be given to local charities.

Students are advised not to bring anything of personal value or large amounts of money to school to avoid having them lost or stolen. If it is necessary to do so, please check your valuables with the school office for safekeeping and pick them up after school.

New Students

New students to Watford City Middle School must provide all enrollment materials to the office prior to starting school. Students will take a reading and math benchmark test to be placed into the appropriately scheduled classes.

New students will be credited with the grades received from prior school. These students will be placed in grade-appropriate classes and monitored closely to make certain that their transition to the Middle School is smooth.

Withdrawal and Transfer

Whenever students withdraw from school, they must report to the office and pick up a withdrawal form. This form must be taken around to each teacher who will sign it when all school property has been returned.

Visitation Policy

All visitors to Watford City Middle School must use Door 1 located on the west side of the building and must check in at the office with identification (i.e. driver's license) prior to visiting the school. Visitors are welcome to visit WCMS, but are not allowed to attend classes. Students from other schools may only visit the buildings during conferences, conventions, and other extracurricular activities involving their school and WCMS.

Elementary students or pre-school children may not wait in the middle school building for parents or siblings before or after school and must make arrangements to be picked up from the elementary school or some other location.

Medications

Medication should be administered to children by parents at home. In exceptional circumstances medication may be administered by school personnel under appropriate procedures designated by school administration: Students are required by school policy to keep *all* medications in the office.

1. Parents or legal guardians will request in writing that school personnel may administer medicine to the pupil. This includes prescription and over the counter medication. (Forms are available in the school office and a form can be found at the back of this section.)
2. Medicines authorized by parents will be kept in the office at the school. The label on the container will include the name of the drug, the prescribing physician, the pharmacy and phone number, pupil's name, dosage, and when the medication is to be taken. All medication must be in the prescription bottle or original package.
3. Student's will be responsible for going to the office to get their medication.

Allergies

Please notify the school of any allergies a student has. Depending on the severity of an individual student's allergy, the health care and education team, along with the parent/guardian, will determine the appropriate approaches to be used for the student's safety.

An allergen-free cafeteria table will be available for students known to have a life-threatening allergy.

Perfume and Cologne

No perfume, cologne, or heavily scented lotions will be allowed in school due to allergies.

Immunization Law

Under North Dakota Immunization Law, no child will be admitted to a public or nonpublic kindergarten, elementary school, middle school, junior high school or senior high school unless she/he has a Certificate of Immunization on file. The law requires that the certificate be signed by a physician or local health department representative and be presented to the school officials by the parents or guardian of the child. The Certificate of Immunization states that the child has been vaccinated against diphtheria, pertussis, tetanus, measles, mumps, rubella, polio, hepatitis B, meningitis and chickenpox.

Contagious Diseases (i.e. Lice)

No student may be denied admission solely because they have, or they are perceived to have, a significant contagious disease. It shall be a violation of school policy for any student, employee, or official to harass or discriminate against any affected individual within the institutional setting on the basis of having been diagnosed as having a significant contagious disease(s). No harassment or discrimination will be tolerated in any school building, at any school function, or on any school property.

Insurance

The McKenzie County School District #1 does not carry medical or hospital insurance to cover accidents to students while at school or on school activities, however, the NDHSAA provides Catastrophic Insurance coverage for those students participating in NDHSAA sponsored activities.

School Dental Coverage

Blue Cross Blue Shield of North Dakota has a dental plan available. Students are given the applications at the beginning of each school year, or you may contact the district office for an application and information. The school encourages your participation in this plan.

Non-Discrimination Statement

The McKenzie County Public School District No.1, in the County of McKenzie and the State of North Dakota, supports the provisions of Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1963 and Section 504 of the Rehabilitation Act of 1973 which commit all schools to the elimination of discrimination on the basis of race, color, national origin, sex, and handicap, in employment and in those programs and activities offered to its students. It is the expressed intent of the McKenzie County Public School District # 1 to provide equal opportunity for all students, free from limitations of race, color, national origin, sex or handicap.

Any person who believes him or herself or any specific class of individuals to be subjected to discrimination in employment or in any of the programs or activities of the McKenzie County Public School District No. 1 may file a complaint as follows:

Complaint Procedures

1. An oral complaint may be informally filed with the building principal.
2. A formal written complaint may be filed with the principal or the building in which the alleged discrimination occurred; or
3. A formal written complaint may be filed with the district superintendent who has been designated as the person responsible for coordinating the efforts of McKenzie County Public School No. 1 to comply with the Equal Opportunity Policy, including the investigation of complaints alleging noncompliance. (Per District Policy #AACR).

Academics and Extracurriculars

PowerSchool

Watford City Middle School uses PowerSchool, which is a student database system. This system provides parental and student access for up-to-date information regarding a student's school information including grades, assignments, and attendance. PowerSchool increases communication from school to home with online parent and student access. With PowerSchool, parents and students can:

1. Easily access student grades and assignments anytime, anywhere.
2. Communicate with teachers.
3. Track attendance and tardies.

Please contact the office to receive login information.

Contacting the Teacher

Watford City Middle School highly encourages communication between parents/guardians and teachers. Should you wish to talk with one of your child's teachers, call the school office; if the teacher is in class or not available, you will be able to leave a message and your number. The

teacher will return your call at his/her earliest convenience. You may also email the teacher by viewing the staff directory on the district website.

Grade Scale

100-93—A

92-90—A-

89-87—B+

86-83—B

82-80—B-

79-77—C+

76-73—C

72-70—C-

69-67—D+

66-63—D

62-60—D-

59-0—F

Grade Categories

McKenzie County Public School District #1 believes that grades should reflect a student's knowledge and proficiency of content standards.

All assignments, assessments, and grades will fall into one of two categories: Formative or Summative. Categories for each grade level are:

6th Grade: 30% Formative, 70% Summative

7th Grade: 20% Formative, 80% Summative

8th Grade: 10% Formative, 90% Summative

Formative: formative assessments are meant to be used to guide instruction and should take place as the students are learning the material. Examples may include, but are not limited to, homework, classwork, labs, projects, quizzes, bell ringers, or exit tickets.

*Note: not all formative assessments need to be entered into the gradebook. The goal is to assess where the students are at in the learning process.

Summative: summative assessments are the final assessment of the topic or unit of study and are used to measure how well the student has learned the required content throughout the unit. Examples of summative assessments may include, but are not limited to, projects, labs, papers, tests, or quizzes.

Retake and Relearn Policy

The main objective of our school is to ensure students are learning the state standards. We recognize that all students do not learn on the same timeline. Failing something now does not mean that students are unable to demonstrate proficiency at a later time. Therefore, teachers must allow additional opportunities for summative assessments so that students can demonstrate their

knowledge of the content. Below are some requirements for students to receive the additional summative assessment opportunities:

- All teachers must provide retake opportunities for all summative assessments, provided the requirements for retakes, as determined by the teacher, have been met by the student.
- All retakes from a unit must be complete prior to the completion of the subsequent unit.
- Requirements for retakes are up to teacher discretion, which may include, but is not limited to, relearning opportunities, test corrections, one-on-one sessions with the teacher, and additional assignments or learning opportunities.
 - Teachers must communicate their retake requirements in the class syllabus and/or posted in Google Classroom.
- Retake opportunities may be in a different format than the original assessment but be reasonably similar in terms of length of assessment, content covered, and difficulty.
- The highest grade attained on any summative assessment, whether it is the original or a retake, will be entered into the gradebook with no additional penalties.
- Teachers may not restrict retake opportunities based on the score of the original assessment.

*Retake opportunities may not be available on summative assessments during the last five days of the term.

Homework and Classwork Policy

Purpose: Homework and classwork contributes toward building responsibility, self-discipline, organizational skills, and lifelong learning habits. It is the intention of the Watford City Middle School staff to assign relevant, challenging, and meaningful homework assignments that extend and reinforce classroom-learning objectives. Homework and classwork should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, prepare for tests, and develop independence.

Absenteeism: Students who miss homework or classwork because of absences will have the opportunity to make up missed work. Students are given 3 school days total upon return to make up their work. It is the student's responsibility to get work missed due to illness or absence and to turn in the completed work. It is the responsibility of the students to inform teachers of and to get assignments ahead of time for any class that will be missed.

Extracurricular Absences: It is the responsibility of the students to inform teachers of and to get assignments ahead of time for any class that will be missed due to extracurricular activities.

Homework and assessments due the date of the event must be turned in prior to leaving for the event.

Responsibilities of Students: Ask questions when necessary to clarify the assignment. Make sure assignments are completed on time. Ensure homework and classwork is done to the best of their ability.

Late Work Policy

Students are to turn work in on time. If the teacher deems necessary, the student may be required to stay after school in order to complete late or missing work. This will include students participating in extracurricular activities.

If a student does not meet the due date, they will have until the next assessment to turn in late work. Late work will not be accepted after the next assessment is taken. Exceptions to this policy may be worked out between the principal, teacher, parent, and student.

Homework Detention

Students with late or missing work may be assigned homework detention by their classroom teacher. Homework detention will not be punitive or be used as a disciplinary action. It is used to support students. Homework detention will be served with the assigning teacher with the intent to assist the student academically.

Failing Grades

A weekly notification will be sent to parents/guardians when their student is failing one or more classes.

Plagiarism

If a student has plagiarized or used AI to complete any assessment or assignment, students will have the opportunity to redo or retake the assessment or assignment with the following penalties:

- Redo must be completed and turned in within 3 days of teacher notifying the student of plagiarism.
- Students can only earn up to a 59% on the assignment (grade will be prorated)
- The assessment or assignment may have additional or different requirements at the teacher's discretion.

Report Cards

Report cards will be issued for all students following the completion of each term.

Honor Roll

All classes count toward computing GPA and toward determining honor roll status. Honor rolls are calculated at the end of each nine-week grading period. Students must receive a minimum of a “B” in all classes to earn honor roll status.

Pupil Load

All students must be enrolled in class all periods of the school day.

Lunch and Recess

Students are required to attend lunch and recess. It is up to the teacher’s discretion if students will be required to go outside for recess if it meets weather requirements. If students are allowed to stay inside for recess, they must stay in the cafeteria. Any student not in the assigned lunch and/or recess areas will be considered skipping class.

Physical Education Participation

Students will be required to participate in all physical education classes. A doctor’s note is required if a student cannot participate in physical education classes due to injury or illness.

Scheduling Changes

Schedules will be set at the beginning of the school year. Requests for elective class changes can only be made during the first 3 days of the term. Any other schedule changes will only occur after discussion with administration, teachers, parents, and students.

Online Courses and Course Recovery

Students may take online courses through NDCDE and the school will pay for the tuition. Guardians must fill out the NDCDE Course Enrollment form for students wishing to take an NDCDE Course. Students enrolling in these courses must adhere to the attendance policies of WCMS. Students will report to the library classroom during the period they have their online courses scheduled. Students wishing to take online courses and not wanting to attend regular school should apply to the Watford City Virtual Academy. All grades will be recorded from NDCDE courses. Once students have enrolled in a NDCDE Course, they must complete that course and will not be allowed to change schedules to face-to-face instruction until the semester break.

Students enrolling in NDCDE courses will have their end date follow the semester end of the school calendar unless determined otherwise by administration.

Retention or Repeating Classes

Students that fail a class or receive an incomplete grade may be required to attend summer school or repeat the class in which they fail. Decisions on retention or repeated classes will be a result of discussion amongst the teachers, administration, parents, and students.

Course recovery classes may be taken online through Edgenuity or NDCDE at the discretion of administration. Course recovery classes will take place in the library classroom and will replace the student's elective class. Once the course recovery class is completed and passed, students will be allowed to return to their elective class.

Scheduling Events

Any organization that wishes to schedule an event must first clear the date with the advisor who will in turn get approval from the Activities Director or Principal.

School Records

A file that contains a student's grades, attendance, standardized test scores, discipline record and any other pertinent student information is kept for each student. If a student has attended several different schools, the records that followed the student to this school are also in the file.

A student, parent, or guardian may see the contents of these records by making an appointment to do so with the principal or counselor. Copies may be made of anything in the school record at a cost of 10 cents per sheet. The original records cannot be taken out of the office. A student, parent, or guardian may place any statement or items in the record that they wish, if it pertains to the student's schoolwork.

A student, parent, or guardian may also request that items be removed from the student file. In the event that such a request is made, the person in charge of the record may or may not grant the request. In the event the request is denied, an appeal may be made to the next highest official, and ultimately to the School Board.

Student records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of a parent or guardian, with the exception of another public school in the state in which a student has already enrolled after transferring from this school. This means that the school will not and cannot by law, without first receiving written consent from the student (if they are 18 or older) a parent or guardian:

1. Send a transcript of a student's school record to a college, vocational school, or university.
2. Give information from a student's record to a prospective employer.

Written consent can be given by using a form available in the Office of the Principal or Counselor, (also available on the school's website) or by writing a letter to the office requesting the transfer of such records.

Students who are eighteen years of age or older need not seek consent of their parents or guardian to exercise their rights of access or control of transfer of their records.

All students' records will be treated in accordance with the provisions of Public Law. Procedures described also apply to the records of all graduates of this school. The school will inform parents when personally identifiable information that has been collected, maintained or used, is no

longer needed to provide educational services to a student. The information may be destroyed, retained by parents, or retained by the school at the request of the parents. However, a permanent record of a student's name, address, phone number, grades, attendance record, grade level completed, and year completed may be maintained without limitation.

Information that can personally identify a student may be released without prior consent when the information is considered “directory information”. Directory information that will be released from WCMS may include the following: Student’s name, address, phone number, student photo, birth date, class schedule, height, weight, honors or recognition, clubs and teams to which the student belongs or participates in, and pictures of the student participating in school events and activities. Parents and eligible students may request to the Principal’s Office in writing that some or all of the information considered directory information by Watford City Middle School not be released. Also it is important to note that when Congress passed the No Child Left Behind Act (NCLB) in 2001, they included a provision that requires high schools to release students’ private information to military recruiters or risk losing federal funding. If you do not wish to have information released you must “opt out” in writing. Forms are available in the high school office and must be signed annually by September 1 if you do NOT wish to have your name, address, and telephone number released to the Armed Forces, Military Recruiters, or Military Schools.

NDHSAA and Extracurricular Activities

Clubs

Art, Writing, FFA, FCLA, Soccer, Book Club, Math Club, Science Olympiad

Athletics

Basketball, Cross Country, Volleyball, Football, Wrestling, Golf, Baseball, Track & Field, Fast pitch Softball, Cheerleading

Student Council

Arts

Concert Band, Pep Band, and Concert Choir, Drama, Speech

Extracurricular Attendance

Students are required to attend school the morning following a festival, tournament, game, drama production, out of town game, etc. which has been held the evening before at the school or elsewhere. If this requirement is not followed, the student will not be eligible to attend or participate in the next regularly scheduled event in that activity.

A student must be in attendance at least a half-day, the day of a performance or a contest to be eligible to participate. This is not required if the student has a pre-excused absence for such things as doctor or dental appointments.

After School Events

Students attending after school events (practice, games, activities, dances, etc.) can re-enter the school building 30 minutes prior to the start of the event. Students may not loiter after school.

Extracurricular Eligibility

Grades

In order to be eligible to participate in school sponsored extracurricular activities, students at WCMS may only be failing one course at the time the report is run. Students that are failing more than one course will be ineligible for one week. The grades of the students identified on the initial grade check will be checked again the following Wednesday at noon. Should a student still be failing more than one course, they will be ineligible for another week. Grades of ineligible students will continue to be checked weekly until the next school-wide grade check occurs. A student failing more than one course at the end of a Quarter a student will be ineligible for one week.

Work should be turned in to teachers by 4:00 PM the day prior to grade checks to give teachers time to grade assignments and enter grades into the gradebook. Any assignments turned in after this time may not be graded before grade checks take place.

Grades will be checked for all students on the following dates at 12:00 PM:

- September 18th
- October 23rd
- January 3rd
- March 19th
- April 23rd
- May 26th

Parents can access their child's grades via PowerSchool, which can be found on the school website. If you need assistance please contact the school office.

Ineligibility

If a student is declared ineligible for extra-curricular participation either because of a NDHSAA and/or WCMS rules violation, the period of suspension shall begin from the date and time the school administrator gives notification to the student. While suspended, a student may still practice, but cannot represent the school at functions. Extracurricular activities include all sports, music, and drama activities, all clubs and organizations, and any other activities that are not part of the normal classroom (for example: dances, banquets, regional science fair, school plays, FFA, etc.).

In-School, Out-of-School Suspension

Students are not allowed to practice or participate in activities during the day(s) that they are in in-school or out-of-school suspension.

NDHSAA Eligibility

Since WCMS is a member of the North Dakota High School Activities Association (NDHSAA), all students must meet the NDHSAA eligibility rules to participate in NDHSAA sponsored activities. Your coaches and advisors will provide you with a pamphlet listing the NDHSAA eligibility rules.

In addition to meeting the eligibility rules of the NDHSAA, students must also meet the eligibility rules of WCMS.

(See also: Alcohol, Tobacco, and Other Drug Use/Abuse)

Visitation to Counselor

Any student found in violation of the extracurricular participation policies may be recommended to meet with the school counselor.

Spring Suspensions

Any student who receives a six-week suspension in the spring of the year shall serve the entire suspension.

- A. If a student is involved in a spring sport his/her suspension will continue until the state meet is concluded for the sport or the last day of the school year, whichever is later. Any days left in the suspension shall be served the following fall term.
- B. If a student is not involved in a spring sport, his/her suspension will continue until the last day of the school term. Any days left in the suspension shall be served the following fall term.
- C. Students involved in fall sports shall begin their suspension, which was carried over from the spring, at the beginning of their fall sport's season first practice date.
- D. Students not involved in fall sports begin their suspension, which was carried over from the spring, at the beginning of the fall term.
- E. If any student is in the process of serving an eighteen-week suspension when school ends in the spring he/she will be required to serve a minimum suspension of six weeks. If the six-week minimum was not met in the spring of the year, the days necessary to serve a minimum six-week suspension shall be carried over to the fall term. The administration of this suspension shall follow the guidelines of A-D above.
- F. Suspensions carried over from the spring shall not factor into a student's violations when determining multiple infractions during a school year.

Summer Infractions

Any student determined by law enforcement personnel to be in possession of alcohol, drugs, or tobacco during the summer, including multiple infractions, shall be declared ineligible for the first 2 occurring varsity events, if not on varsity the student will be ineligible for 2 events at his/her level of play for each season the student-athlete participates in throughout the school

year. However, summer infractions shall not factor into a student's violation when determining multiple infractions during a school year.

Students active in Co-Curricular Activities such as FFA, JH STUCO, Music, Speech, Drama and School sponsored events will become eligible the 2nd Monday in September.

School Activities

Dances

Dances must receive prior approval from the principal. All middle school dances will end no later than 9:00 PM. Once students leave the dance, they may not return. The doors will be locked 15 minutes after the start of the dance. No student will be admitted after 15 minutes into the start of the dance except by pre-arrangement on a case-by-case basis. Any students behaving or dancing inappropriately, by discretion of staff members and chaperones, will be asked to leave dance and lose the privilege of coming to dances the remainder of the school year.

Homeschool and Non-Full-Time Students

Students that are homeschooled or students that are not full-time, will not be allowed to participate in Non-North Dakota High School Association activities. (Co-Curricular, Dances, etc.) Only students that attend WCMS full time will be allowed to participate in these activities. EX: Student Clubs, FFA, etc

Out of Town Trips

Students who are members of athletic teams, musical organizations, speech teams, or other school-sponsored activities are transported by bus or by school vehicles. Students who represent WCMS are required to dress in good taste and to conduct themselves properly at all times. At the discretion of the supervisor(s), parents will be contacted to come and pick up their child when it has been determined that the child has acted inappropriately.

Coaches and teachers who are in charge have complete authority over the groups under their supervision. They are required to exercise good judgment regarding weather and road conditions and are instructed to use care and not take any chances if weather and road conditions are dangerous.

Students are required to travel to and from the event with the group unless the student's parents make other arrangements with the supervisor for the return trip.

Technology Policies

Acceptable Use Policy

Internet access is a privilege, not a right. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. General school rules for

behavior and communications apply. The network and Internet access is provided for students to conduct research and communicate with others. Access to network services and the Internet will be provided to students who agree to act in a considerate and responsible manner. (Per District Policy #JFCE)

Before using the network or Internet, students and their parents will be required to sign a copy of the complete Acceptable Use Policy.

Students violating this policy will have their access taken away for an amount of time to be determined by the building administrator. Additional disciplinary action may be taken in line with existing practice regarding inappropriate language or behavior. When applicable, law enforcement agencies may be involved.

Cell Phones and Electronic Devices

Cell phones and electronic devices are not allowed in the middle school classrooms or hallways during the school day.

Electronic devices include, but are not limited to: headphones, earbuds, radios, recorders, CD, MP3, iPads, iPods, electronic readers, tape players, pagers, cell phones, laser devices, and electronic games, etc. All electronic devices besides school issued Chromebook are strictly prohibited during the regular school day (7:45 - 3:30).

All students will be issued a Yondr pouch and cell phones must be placed and locked inside each day upon entering the building. Any phone not in the Yondr pouch or turned into the office will be immediately confiscated. The behavior chart will be followed for consequences of breaking the cell phone policy.

Any student that loses their pouch may leave their phone at home or in the office. Additionally, they may purchase a replacement for \$20.

If parents need to contact their child, they must call the school secretary who will then relay the message to the child. Do not try to contact them by cell phone during class time as doing so will only help to get them in trouble. Parents are encouraged to send their students emails on their school issued Chromebook.

Under no circumstances will the use of cameras and camera phones be used in areas, such as: locker rooms, washrooms, dressing areas, and offices at any time. Such use may also be in violation of the criminal code. At no time may a student capture the image by any means of any person in the school (including all staff and students) without the advance written consent of the person, or in the case of a minor, the parent. Exceptions to this policy granted by the building principal and/or teacher.

Laser devices of any kind are strictly forbidden from school property.

Telephone Calls

A phone is available in the school office for student use *before school, during lunch break, or after school*. The other office phones are not to be used by students. Students will not be called to the office to take incoming calls except in the event of an emergency. However, the secretary

will take messages from parents or guardians and relay the message to the student between classes.

The school phone is answered from 7:30 - 4:30 during school days.

Discipline Policies

North Dakota Century Code 15.1-06-16 – Disturbance of a Public School - Penalty

is a class B misdemeanor for any person who:

1. Willfully disturbs a public school that is in session;
2. Willfully interferes with or interrupts the proper order or management of a public school by an act of violence, boisterous conduct, or threatening language; or
3. Rebukes, insults, or threatens a teacher in the presence of a student.

Detention

Students may be put in detention for an infraction of the school rules. The student will report to the respective teacher's room or principal's office from 3:30 until 4:00 PM. Students must bring schoolwork or school material to read while on detention. Electronic devices will not be used while serving detention.

The student, teacher, or principal will contact parents to schedule detention. Detention must be served within 48 hours. Failure to serve detention will result in a half day of in-school suspension.

Detention must be completed prior to attending or participating in any school sponsored event/activity, including practice.

Sent Out of Class

If a teacher finds it necessary to send a student out of class because of disruptive behavior or a violation of the dress code, the principal will remove the student from class to be taken to the office. The student must have a conference with the principal and schedule a detention session before the student will be allowed to return to the class. Continued repetition of this sort will result in the student's parents being involved in a conference. If, after the student's parents have been involved, the situation has not been corrected, it is possible that the student may be removed from the classroom and receive instruction in an alternate setting.

Suspensions

Out-of-School Suspension

Continuous and willful refusal to accomplish school tasks even though able to do so, insubordination, disorderly, vicious, illegal or immoral conduct, and persistent violation of school regulations are causes for suspension out of school. This includes use of tobacco, narcotics or alcoholic beverages, hazardous or unauthorized use of motor vehicles, and bringing

and/or using fireworks on school property. This list is not a complete listing of all causes for suspension. Common sense should be used in making all decisions. The length of suspension will be determined by school authorities and will reflect the offenses committed.

Parents/guardians will be notified of the action taken. A suspended student may not loiter or appear on school property at any school activity. A student will be readmitted to school after the student, the parents and the administration agree upon a satisfactory solution to their conduct. Out of school suspension will not count for a student's total absences included in the 10-day attendance policy. The opportunity to complete missing work when suspended out of school will be allowed. The exception would be in an expulsion from school.

In-School Suspension

When a student is suspended in-school, the student is required to report to the office immediately upon arrival at school. The student will take all of their books and materials with them to the student workroom where they will remain until the end of the day. The student should either bring their lunch or eat lunch at school in the workroom. The student cannot go home at lunch. Students are given credit for their work while in in-school suspension. Students who are assigned to in-school suspension will not be allowed to practice, participate in, or attend any school functions that particular day.

Excessive Suspensions

Students receiving 10 or more days of suspension may be referred for expulsion or transferred to the Watford City Virtual Academy.

Expulsion

The Board of Education has the authority to expel a student from school for the remainder of the school term. This is done only after due process.

Dress Code

Clothing that advertise inappropriate behavior (alcohol, drugs, tobacco), sexual innuendos, and inappropriate language are not to be worn. Undergarments may not be visible. Clothing that reveals undergarments are not permitted. Clothing must not be see-through.

Final decisions on proper attire will be made by the building principal or counselor. Parents will be called if their student is dressed inappropriately. Students chronically not following dress code will be sent out of school for a period of time set by administration.

Head

Hats, hoods, and other head coverings will not be allowed. Earbuds and headphones are only allowed in the classroom per teacher approval. Head coverings for religious purposes will be allowed.

Shirts and Tops

Shirts and tops must cover most areas. This includes but is not limited to chests and stomachs. Shirts that advertise inappropriate behavior (alcohol, drugs, tobacco, sexual innuendos, and inappropriate language) are not to be worn.

Coats

Bulky coats and jackets must be removed and stored in lockers immediately after entering the building. Blankets, pillows, and other sleeping materials are not allowed in classrooms.

Pants, Shorts, Skirts, and Dresses

Pants, shorts, and skirts need to be worn around the waist and secured with a belt if necessary. Pants may not drag on the floor as this creates a safety hazard. No skin or undergarments should be seen above mid-thigh. The buttock must also be covered.

Shorts must be fingertip length or longer. Skirts and dresses must be fingertip length or longer in length.

Shoes

Shoes must be worn within the school at all times. All footwear must be secured on the foot, have a sole and in some areas must be closed toe (Labs, Shop, PE)

Other

Written or pictorial messages on clothing or accessories (i.e. masks, jewelry, notebooks, backpacks, cell phone cases, etc.) are not permitted if they are vulgar or belittle any race, religion, nationality, sexual orientation, or gender. They also may not be gang related or promote tobacco, alcohol, or other drugs.

Sunglasses or tinted glasses that obscure your eyes are prohibited unless prescribed by a physician.

Public Displays of Affection

Displays of affection between students are inappropriate for the school setting and will not be allowed. Consequences for public displays of affection will be determined according to the behavior chart.

Harassment of Students and Staff

Students and staff have a right to learn and work in an environment free from any type of harassment, intimidation, or victimization. Harassment of students in the school district is prohibited.

Harassment Defined

Harassment occurs when a series of intentionally cruel incidents that are deliberately hostile and aggressive are directed towards a person. Harassment also occurs when actions on one or more persons create an intimidating, hostile, or offensive learning environment for an individual or

small group of individuals. Harassment encompasses a wide range of hurtful behaviors including physical harm, verbal humiliation, intimidation, or bullying.

Complaints

Any student or staff member who believes he or she has been the victim of prohibited harassment should make a prompt, oral complaint to the teacher, supervisor, building principal or school counselor. Appropriate personnel shall promptly and thoroughly investigate complaints of harassment. Corrective action for prohibited harassment will be taken as warranted after a complete review of all relevant facts.

Penalties for Harassment

Consequences may include any or all of the following:

- Approved disciplinary practices and procedures at the building level
- Notifying parents, guardians, or legal custodian
- Notifying law enforcement officials
- Suspension from school
- Recommendation for expulsion

Sexual Harassment

A learning and working environment that is free from sexual harassment will be maintained in the McKenzie County School District No. 1. 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 member, through conduct or communication of a sexual nature. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature. Sexual harassment may include, but is not limited to:

1. Sex oriented verbal "kidding," abuse, or harassment;
2. Repeated remarks to a person, with sexual or demeaning implications;
3. Unwelcome touching, such as patting, pinching, or grabbing.

Any person who believes he or she has been the victim of sexual harassment by any employee or student of the school district or any third person with knowledge or belief of conduct, which may constitute sexual harassment, should report the alleged acts immediately to the appropriate school district employee with whom they feel comfortable. The employee to whom the report is made shall immediately advise the School Principal or School District Superintendent as appropriate. A substantiated charge against a student will subject that student to disciplinary action, which may include suspension or expulsion.

Alcohol, Tobacco, and Other Drug Use

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

1. To possess a tobacco product. "Tobacco product" means any product that is made from or derived from tobacco or contains nicotine or a similar substance, and is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or an e-cigarette. "Tobacco product" does not include any product specifically approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, with medical documentation, and is being marketed and sold solely for the approved purpose.
2. 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.
3. 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. Packaging of the substances listed in this policy is considered "in possession."
4. 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. In all instances if a student is found with illegal possession of alcohol, tobacco, or other drugs the police will be notified.

Prohibited Substances

1. Alcohol or any alcoholic beverage;
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, any depressant, any form of tobacco, and all other illicit drugs;
3. Any product used for inhalation including, but not limited to, lighter fluid, glue, aerosol paint, vapes, Juuls, white out markers, 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 provide the medicine, drug, or vitamin and shall present a signed written request for the school to administer.

Violation

Disciplinary sanctions will be imposed on any student violating this policy. These sanctions may include suspension or expulsion, and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities. The student may be referred to the school counselor. (Per District Policy #FHCF).

Students violating this policy will be suspended from representing WCMS in any extracurricular activities for 6 weeks for the first offense and an 18 weeks suspension for any subsequent offense. The period of suspension shall begin from the date and time; the school administrator gives notification to the student. The student may still practice, but cannot represent the school at functions. Extracurricular activities include all sports, music, and drama activities, all clubs and organizations, and any other activities that are not part of the normal classroom (for example: dances, banquets, regional science fair, state fair, school plays, concerts, FCCLA, pep band, etc.).

In addition to the extracurricular suspension, students violating this policy while on school property, while in attendance at school or at a school-sponsored activity will also be placed in in-school or receive an out-of-school suspension, depending upon the violation and/or the number of violations. (Also see: Suspensions.) Continued offenses will result in a recommendation for expulsion.

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

Alcohol Detectors

WCMS has available Passive Alcohol Sensor equipment to check for the presence of alcohol. The sensors may be used at any time with or without notice.

Bullying Policy

*See attached student and staff forms at the end of the handbook

Definitions

For the purposes of this policy:

- *Bullying* is defined as conduct prescribed in NDCC 15.1-19-17. The Superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.
- *Protected classes* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- *School property* or the term *on-campus* refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.
- *School-sanctioned activity* is defined as an activity that:
 - a. Is not part of the district's curricular or extracurricular program; and
 - a. Is established by a sponsor to serve in the absence of a district program; and
 - b. Receives district support in multiple ways (i.e., not school facility use alone); and
 - c. Sponsors of the activity have agreed to comply with this policy; and
 - d. 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 McKenzie County Public School District #1, school volunteers, and sponsors of school-sanctioned activities.
- *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

Prohibitions

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

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

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

Reporting Procedures for Alleged Policy Violations

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

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

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

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

Reporting to Law Enforcement (SRO) & Others Forms of Redress

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

Documentation & Retention

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

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

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

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

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

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

Investigation Procedures

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

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

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

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

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

Disciplinary & Corrective Measures

Students that the District has found to be in violation of this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate

response to violations of this policy, administration shall consider the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

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

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

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

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

Victim Protection Strategies

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

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

Prevention Programs & Professional Development Activities

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

Vandalism and Theft

The willful defacing or destruction of any property will result in the students making restitution for the damages, detention, and/or suspension. The police may be notified depending on the severity of the incident.

In all cases of theft of property, restitution will be made, the police will be notified, and detention, suspension, or expulsion will be imposed.

Firearms

A student bringing a firearm, as defined in 18 U.S.C. 921, into a school building or onto school property will require that proceedings for the expulsion for a minimum of one year of the student involved be initiated immediately by the principal. (Per District Policy #FHCG).

Weapons

No student will 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. Any object which could be used to injure another person and which has no school-related purpose for being in school, on school grounds, or at any school-sponsored activity may be considered a weapon for purposes of this policy. Also, any object which has a school-related purpose will be considered a weapon if the object is used in a threatening manner and has the potential of inflicting bodily harm.

Billfold chains are not allowed on the school property as they can be used as a weapon.

A student violating the weapons policy may be subject to suspension and/or expulsion.

See also: Carrying Firearms (Per District Policy FHCG).

Search and Seizure Policy

According to school policy, all school property including student lockers, desks, and storage areas are subject to being searched by school officials. Furthermore, the use of drug sniffing dogs may be employed when deemed appropriate by the administration. School officials will not conduct searches and seize items indiscriminately. "Reasonable suspicion" and "probable cause" will be factors in any search and/or seizure. (Per District Policy #JFCF). On out of town school sponsored trips students are and will be subject to bag searches without reasonable suspicion or probable cause.

Middle School Behavior Chart

The chart below shows the disciplinary actions taken for each infraction. A range of consequences is listed, as actions may vary from first occurrences to repeated occurrences (defined as a subsequent infraction). All consequences are at the discretion of the administrator depending on the nature of the incident and the circumstances involved. Since these problems may also violate state law, the principal may notify the appropriate police authorities. Final consequences will rest with the administration and are not open to negotiation.

A risk-assessment may be initiated by the building principal if there is any concern of student and school safety. Students may be suspended indefinitely while the risk-assessment is being completed.

*Students receiving 10 or more days of suspension may be referred for expulsion or transferred to the Watford City Virtual Academy.

Behavior	Description/ Definition	Consequence for 1st Occurrence	Consequence for Subsequent Occurrences
Referrals	The following behaviors will result in a referral: <ul style="list-style-type: none"> • Disrespect • Disruption • Defiance • Physical Aggression • Inappropriate Language • Property Misuse • Technology Violation (Chromebook) • Dress Code Violation • PDA 	<ol style="list-style-type: none"> 1. Contact Parents 2. Detention 	<ol style="list-style-type: none"> 1. Contact Parents 2. Cumulative referrals will result in detention or suspension <ul style="list-style-type: none"> • May result in a referral to CHAT B Program
Cell Phone Violation	Cell phones not in the Yondr pouch at any time.	<ol style="list-style-type: none"> 1. Device to office 2. Parents contacted 3. Detention 	<ol style="list-style-type: none"> 1. Student sent home the remainder of the day (OSS). <p>*Each subsequent offense will have an additional day of OSS.</p>
Alcohol, Tobacco, or Drugs (Use or Possession)	Use, possession, sale, or being under the influence of alcohol, tobacco, or nonprescription drugs on school property or at school events; possession of associated paraphernalia	<ol style="list-style-type: none"> 1. Contact parents 2. Summon Police 3. Minimum three-day suspension. 4. May require addiction assessment completed before return to school. 	<ol style="list-style-type: none"> 1. Contact parents 2. Summon Police 3. Minimum four-day suspension. 4. May recommend student for expulsion.

Destruction of Property Vandalism	Defacing or damaging school property or the personal property of others.	<ol style="list-style-type: none"> 1. Initial disciplinary action will depend on severity. 2. Minimum 1 day suspension 3. Repair or restitution if applicable 	<ol style="list-style-type: none"> 1. OSS Remainder of the day + 2 days 2. Repair or restitution if applicable 3. May summon police
Disorderly Conduct/ Disruptive	Behavior disruptive to the school climate or the educational process. Horseplay or play fighting	<ol style="list-style-type: none"> 1. Detention 2. Administration will handle repeat offenses. 	<ol style="list-style-type: none"> 1. Cumulative referrals will result in detention or suspension
Fighting	<p>Mutual physical contact between two or more individuals.</p> <p>*Students initiating or videotaping fights will be considered participants in the fight and receive the same consequence.</p>	<ol style="list-style-type: none"> 1. Min. remainder of day + 2-day suspension. 2. May summon Police 	<ol style="list-style-type: none"> 1. Min. remainder of day + 3-day suspension. 2. May summon Police.
Physical Assault	Physical attack by one person or group of persons on another who does not demonstrate a willingness to engage in the conflict.	<ol style="list-style-type: none"> 1. Minimum three-day suspension. 2. May summon police and charge with disorderly conduct. 	<ol style="list-style-type: none"> 1. Minimum five-day suspension. 2. May summon police and charge with disorderly conduct. 3. Possible referral to Anger Management Group and/or recommendation of expulsion.
Unsafe Behavior	Behavior that results in a student(s) being hurt or potentially being hurt.	<ol style="list-style-type: none"> 1. Detention 	<ol style="list-style-type: none"> 1. 1 Day ISS
Profanity, Disrespect, Obscenity, Swearing, or Vulgarity	Vulgar, profane, obscene, or disrespectful behavior or language, possession or display of similar material.	<ol style="list-style-type: none"> 1. Parent Contact and Detention 2. Material will be confiscated and forwarded to parents. 	<ol style="list-style-type: none"> 1. Minimum one-day of suspension. 2. Material will be confiscated and destroyed.
Harassment, Verbal Abuse, and Bullying	Statements or actions which are intended to intimidate or threaten another person(s). Includes "initiation" and "hazing".	<ol style="list-style-type: none"> 1. Investigate allegation. 2. Initial disciplinary action will depend on situation. 	<ol style="list-style-type: none"> 1. Investigate 2. File report with law enforcement. 3. Suspension.
Hate Speech, Discriminatory, Racial, and Sexual Language	Any form of expression which is intended to vilify, humiliate, or incite hatred against a group or a class of persons on the	<ol style="list-style-type: none"> 1. Contact Parents 2. Detention 	<ol style="list-style-type: none"> 1. Contact Parents 2. 1 day ISS

	basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability, or national origin. Examples include racial slurs and offensive or derogatory remarks		
Sexual Harassment	behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances in any school setting, function or transportation.	1. Investigate allegations 2. 3 days OSS	1. Investigate allegations 2. 3 days OSS
Lewd or Sexual Behavior	Unlawful behaviors that are sexual in nature, performed with the intention of sexually arousing either the perpetrator or the person to whom the conduct is directed. Any physical contact to another person that is sexual in nature.	1. OSS remainder of day + 5 days	1. Immediate suspension, possible recommendation of expulsion
Defiance and Disrespect	Defiance of authority; refusal to follow school or class rules or reasonable requests	1. Teacher will handle. 2. Possible detention.	1. Will consider detention or suspension.
Menacing	Knowingly placing or attempting to place another human being in fear by menacing him/her with imminent serious bodily injury.	1. Suspension for the remainder of the day plus one additional day. 2. Possible risk assessment to be completed.	1. Suspension for the remainder of the day plus one additional day. 2. Possible risk assessment to be completed.
Terrorizing	Intent to place another human being in fear for one's safety, cause an evacuation of a building, or cause serious disruption with reckless disregard of the risk of causing terror, disruption, or inconvenience. Threatens to commit any crime of violence or act dangerous to human life.	1. Immediate suspension. 2. Length of suspension determined by severity. 3. Possible referral for expulsion	1. Immediate suspension. 2. Length of suspension determined by severity. 3. Possible referral for expulsion
Theft	Taking, giving away, or receiving property not belonging to you.	1. Parents contacted. 2. May summon Police. 3. Restitution.	1. Parents contacted. 2. May summon police and press charges 3. Restitution.

		4. Will consider detention or suspension.	4. Minimum five-day suspension.
Weapons or Explosive Devices (Use or Possession)	The use or threat to use a weapon or explosive device; A weapon is any item designed to or used with the intent to inflict bodily harm upon an individual. Any object that does not have an educational purpose or objects similar in appearance to a weapon may be considered a weapon.	1. Refer to District Weapons Policy FHCG. 2. Confiscate weapon. 3. Referral to police. 4. Possible recommendation of Expulsion.	1. Refer to District Weapons Policy FHCG. 2. Confiscate weapon. 3. Referral to police. 4. Possible recommendation of Expulsion.
Excessive Tardies	Arriving to class after the tardy bell has rung without a pass from office or other staff member.	1. Working lunch	1. Detention 2. Referral to CHAT B
Skippping Class	Attending school but intentionally not going to class. "Cutting Class"	1. Parent Contact 2. Detention	1. Parent Contact 2. 1 day ISS 3. Report to SRO/CHINS for Truancy
Off-Campus when not allowed	Students are out of the school building or off school property when not allowed	1. Parent Contact 2. Detention	1. Parent Contact 2. 1 day ISS
Electronic Device Infraction	<ul style="list-style-type: none"> • Installing unapproved apps • Inappropriate backgrounds • Inappropriate profile pictures • Inappropriate use of headphones 	1. Detention	1. Detention 2. Penalty Box
Inappropriate use of electronics (in or out of school)	Inappropriate content posted on social media sites or sent to others electronically.	Consequence will be based on severity.	Consequence will be based on severity.
Plagiarism & Cheating	Any type of cheating that occurs in relation to a formal academic exercise, including plagiarism. *Includes the use of AI generators.	1. Zero on Assignment 2. See handbook regarding penalties for retaking plagiarized assessments and assignments.	1. Zero on Assignment 2. Parent Meeting 3. See handbook regarding penalties for retaking plagiarized assessments and assignments.



Empowering you with safety technologies for healthier learning environment.

STOPit provides you with: An anonymous, comfortable way for you to share information so that you can provide or get help as quickly and efficiently as possible.

Use the STOPit mobile app to anonymously report incidents to your school. Reporting is completely anonymous. You can include text, images or video. It only takes a few minutes

What can you report?

- Bullying
- Cyberbullying
- Harassment
- Violence, threats, or weapons possession
- Alcohol or drug related issues
- Discrimination

How STOPit Works?

- 1 Submit a tip via mobile app, website or 24/7 phone hotline
- 2 Incident Response Center monitors and reviews your submission
- 3 School Administrators receive and act on tip submission



[View Student Training Video](#)



Download STOPit today!



Is It Bullying?

Bullying is a complex problem. But there are resources and tools available to help parents, students and educators. There are 4 characteristics that must be present for it to qualify as bullying.

1. **Hurtful** : Bullying is a negative behavior that may include physical, verbal, social and or emotional harm or verbal harm.
2. **Intentional**: Children can hurt others by accident. Bullying is always intentional and meant to cause harm.
3. **Repetitive**: In most cases bullying happens repeatedly. Bullies often target children they know or think won't do anything about the behavior.
4. **Power Imbalance**: If two children hold an equal amount of power, one cannot bully another. The imbalance of power can come from age, strength, social status, or two or more against one.

There are other behaviors that can have similar characteristics as bullying. This table compares these behaviors:

Teasing <ul style="list-style-type: none">• Everyone is having fun.• No one is getting hurt.• Everyone is participating equally.• Teasing can start out positively but change if one side misperceives the other side and is hurt.	Mean Moment <ul style="list-style-type: none">• An isolated event, it doesn't happen regularly.• Someone is being hurt on purpose.• Reaction to a strong feeling but could be a misperception
Conflict <ul style="list-style-type: none">• No one is having fun.• Both sides have equal power.• Bullying behaviors may be present but are occurring on both sides.	Bullying <ul style="list-style-type: none">• Hurtful behavior• Intentional on one side.• Repetitively occurring over time.• Power imbalance.

Reporting suspected bullying is encouraged. If the behaviors are any of the other three types, students will be asked to go through the problem solving process. Often children think they are tattling or "snitching" if they tell an adult. We teach children that if someone is being hurt, they are now a reporter, not a tattler.

Problem Solving Steps

1. **Identify the problem**: Can I ignore this or walk away to help?
2. **Think about solutions**: Should I talk to the person involved? Should I get an adult to help?
3. **Explore all consequences**: Would it help if I ____?
4. **Pick a solution**: Can everyone agree on it? Is the solution reasonable?
5. **Leave with a plan**.

What Parents Can Do

If you suspect your child is being bullied, gather some information by sitting down with them and calmly discussing what happened. Try not to assume anything. Determine if all four factors are present. Encourage students to report bullying issues to a school adult.