



Starkweather Public School

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2022-2023 Student and Family Handbook

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## 2022-2023 Contact Information

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## **Welcome**

The administration and faculty welcome you to Starkweather School! We hope that your school experiences will be interesting, challenging and enjoyable. It is the students' decision as to the values placed upon what he or she wishes to achieve in school. It is not the purpose or intent of this handbook to restrict or infringe upon anyone's rights or privileges, however, for a fluid and smooth operation of a school facility, it is necessary that guidelines, requirements and regulations be set for the benefit of the student, faculty and administration. It is impossible to be comprehensive enough to cover every aspect of the school operation. Therefore, it is possible that situations will come about during the school year that will require additional guidelines.

## **Vision, Mission, and Belief Statements**

At Starkweather School, our vision is to empower students to reach their full potential. Our mission is to motivate students to become successful citizens and lifelong learners in an ever-changing world. We believe our students will achieve their full potential when we:

- Maintain an environment with clear and high expectations
- Facilitate a challenging, diverse and relevant curriculum
- Integrate technology into our learning environment
- Foster a collaborative relationship among students, parents, and community members
- Ensure all students and staff feel safe and respected
- Encourage students to be advocates for themselves and others
- Connect with people, programs and experiences within and beyond the classroom
- Cultivate a growth and learning mindset
- Provide opportunities to work both collaboratively and independently
- Celebrate individual and school accomplishments

## **Non-Discrimination**

The Starkweather School District supports the provisions of the 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 Starkweather School District to provide equal opportunity for all students, free from limitations of race, color, national origin, sex or handicap.

## **Equal Employment and Educational Opportunities**

The Starkweather School District is committed to a policy of equal opportunity for all employees and students. Discrimination on the basis of sex, race, creed, marital status, age, handicap, national origin or color is prohibited.

## **School Hours and Fees**

Buses start to arrive at school at 8:05 am. Students arriving to school before 8:05 must have prior approval. Classes begin at 8:27 am and end at 3:30 pm. Students are allowed 3 minutes for passing between classes, and are to leave the school within 30 minutes after the dismissal bell, unless they are receiving help from an instructor, or are involved in an activity that requires attendance after school.

On the first day of each school year, or at the time of enrollment, students will be assessed fees according to the following schedule:

### **Driver's Education Fee**

\$100.00 per student

### **Participation Fees**

Participation fees for athletics are to be paid directly to Northstar Public School.

Baseball: \$40.00

Basketball:

Elementary and Junior High: \$25.00

Junior Varsity and Varsity: \$50.00

Football:

Junior High and Junior Varsity: \$25.00

Varsity: \$50.00

### **Breakfast and Lunch**

Breakfast

Daily: \$1.65

Weekly: \$8.25

Monthly: \$33.00

Yearly: \$288.75 (175 days)

Lunch

Daily: \$2.50

Weekly: \$12.50

Monthly: \$50.00

Yearly: \$437.50 (175 days)

Students are welcome to bring their own lunch to school as well. If you have paid for the entire year but do not eat every day, the money will be refunded at the end of the school year.

### **North Dakota High School Activities Association (NDHSAA) and Eligibility**

Starkweather School is a member of the NDHSAA. The purpose of this organization is to plan, direct and sponsor competitive activities among member schools. Minimum rules and regulations for these activities are made by the Association to which students, as well as school personnel and fans must adhere.

Eligibility of students will be determined at the end of every week. Grade checks will begin at the 4 ½ week point of the first semester. Students who are ineligible will be prohibited from participating in interscholastic competition until their grade is passing again. In grades 7-12, a student must maintain a passing grade of at least 75% in every academic subject in order to be eligible (five subjects). In grades 9-12, a student who is failing a class at the end of a semester will be ineligible for a period of 4 weeks the following semester.

All rules and regulations set forth by the NDHSAA will be followed. Each coach should have a list of the rules and regulations that he/she wants enforced posted in the locker room. If a student breaks any rule set up by the person in charge of the event, he/she will be ineligible for a length of time to be determined.

### **Academics**

Students in grades 7-12 are required to be enrolled in eight class periods per day, with a minimum of five core academic subjects and a maximum of one study hall period. Classes are listed below, according to grade level. Students in grades 9-12 who desire to change or drop subjects must do so during the first week of the semester. Students must check with the principal and the classroom teacher before dropping and/or adding a class.

A seventh or eighth grade student must be passing in three-fourths of his/her academic subjects at the end of the school year. Any student who does not meet this requirement must repeat the grade.

The number of credits a student has earned determines her/her academic classification. Students with less than five credits are classified as Freshmen, between 5.5 and 9.5 credits as Sophomores, between 10 and 16.5 as Juniors, and between 17 and 22 as Seniors. This should be observed when attending class meetings. Please note that not all elective courses are offered every year.

### **7<sup>th</sup> and 8<sup>th</sup> Grade**

English

Science

U.S. History

ND Studies

Geography (7<sup>th</sup>)

Personal Finance (Odd Years)

Health

Keyboarding (Odd Years)

Business Ownership & Careers (Even Years)

General Music

Band/Chorus (Elective)

Physical Education

Math

**Freshman**

<u>Required Classes</u>	<u>Credit</u>
English I	1
Math	1 (Algebra I or General/Consumer Math)
World History	1
Physical Science	1
Biology	1
Word Processing	½
Health	½
Physical Education	¼

<u>Elective Classes</u>	<u>Credit</u>
Business Fundamentals	1 or ½
Financial Literacy	½
Accounting I	½
Accounting II	½
Desktop Publishing	½
Multimedia	½
North Dakota Studies	½
World Geography	½
Women's History	½
Economics	½
Sociology	½
Band	1
Chorus	1

**Sophomores**

<u>Required Classes</u>	<u>Credit</u>
English II	1
Physical Science	1
Biology	1
Spreadsheets	¼
Database	¼
Physical Education	¼

<u>Elective Classes</u>	<u>Credit</u>
Algebra I	1
Geometry	1
Consumer Math	1
General Math	1
Forensic Science	½ *Department Approval Required*
Women's History	½
World Geography	½
North Dakota Studies	½
Business Fundamentals	1 or ½
Desktop Publishing	½
Multimedia	½
Financial Literacy	½
Accounting I	½
Accounting II	½
Accounting III	½

Accounting IV	½
Band	1
Chorus	1

### **Juniors**

<u>Required Classes</u>	<u>Credit</u>
English III (Odd Years)	1
English IV (Even Years)	1
U.S. History	1
Problems of Democracy	1
Physical Education	¼

<u>Elective Classes</u>	<u>Credit</u>
Algebra I	1
Algebra II	1
Geometry	1
Consumer Math	1
General Math	1
World Geography	½
North Dakota Studies	½
Women's History	½
Psychology	½
Sociology	½
Chemistry	1
Anatomy and Physiology	1
Astronomy	½
Ecology	1 or ½
Environmental Science	½
Geology	½
Forensic Science	½
Physics	1
Business Fundamentals	1 or ½
Desktop Publishing	½
Multimedia	½
Financial Literacy	½
Accounting I	½
Accounting II	½
Accounting III	½
Accounting IV	½
Band	1
Chorus	1

### **Seniors**

<u>Required Classes</u>	<u>Credit</u>
English III (Odd Years)	1
English IV (Even Years)	1
U.S. History	1
Problems of Democracy	1
Physical Education	¼

<u>Elective Classes</u>	<u>Credit</u>
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Advanced Math (Senior Math)	1
Algebra I	1
Algebra II	1
Geometry	1
Consumer Math	1
General Math	1
World Geography	½
North Dakota Studies	½
Women's History	½
Psychology	½
Sociology	½
Chemistry	1
Anatomy and Physiology	1
Astronomy	½
Ecology	1 or ½
Geology	½
Forensic Science	½
Physics	1
Environmental Science	½
Business Fundamentals	1 or ½
Desktop Publishing	½
Multimedia	½
Financial Literacy	½
Accounting I	½
Accounting II	½
Accounting III	½
Accounting IV	½
Band	1
Chorus	1

### **Graduation Requirements**

The total number of credits needed to graduate will remain at 22. Listed are the requirements as set by the North Dakota Legislature. Although World History is not set as a state requirement, Starkweather School **does** require it. A school cannot lower the requirements, but they may add additional requirements to the predetermined ones. Please note that graduates who wish to enroll in a four year North Dakota University must have three units in Mathematics (Algebra I and above), and three units in lab science.

Students graduating in the 2016-2017 and subsequent years are required to pass a civics test which is based on U.S. Citizenship test in order to receive their high school diploma. Students graduating in the 2016-2017 school year must achieve a score of 60% in order to pass. Subsequent graduating classes must achieve a score of 70% in order to pass. Students may begin taking the civics test once they reach 7th grade and will have unlimited opportunities to take the test. For test scheduling, please consult Mr. Volk.

<b>SUBJECT</b>	<b>REQUIREMENTS</b>
<hr/>	
<b>English/Language Arts</b>	<b>4 credits</b>
<b>Social Studies</b>	<b>3 credits</b>
- U.S. History	1 credit
- American Government &	½ credit
- Economics, or	½ credit
- P.O.D.	1 credit



- Any other Social Studies	1 credit
<b>Foreign/Native American Language, Fine Arts, or Career and Technical Education</b>	<b>3 credits</b>
<b>Science</b>	<b>3 credits</b>
- Biology	1 credits
- Physical Science	1 credit
- Any other science	1 credit
<b>Mathematics</b>	<b>3 credits</b>
<b>Physical Education</b>	<b>1 credit</b>
<b>Electives</b>	<b>5 credits</b>
<b>Total</b>	<b>22 credits</b>

### **Independent Study**

From time to time, a student will take a course by independent study, ITV or online because the school district does not offer the class. Classes taken by these means will be paid for by the school district. However, if a student is taking an independent study class because he/she has previously failed a course offered by the district (e.g., English or Math), the student or the student's parents/guardians are responsible for all costs. All independent study classes are ½ credit, one-semester courses. NDCDE courses are designed to be completed in one semester (20 weeks). If a student needs to extend the time for completion to 40 weeks, he/she will have to pay an extension fee of \$100.00. Failure to complete a course within these guidelines will result in a final course grade based on the work completed at the end of either 20 or 40 weeks.

To enroll in an independent study course, you must first obtain administrative approval. Course enrollment is granted based on your current academic progress.

### **Dual Credit Policy**

Any North Dakota student enrolled in grade eleven or twelve in a high school and satisfies the college entrance requirements, is eligible to receive high school and postsecondary credit for the successful completion of a course offered by any postsecondary institution accredited by a regional accreditation organization recognized by the U.S. Department of Education. However, before enrolling in a course, a student must obtain written permission from the student's school district administration.

Dual credit will be approved if course work is completed in accordance with North Dakota statute, higher education institution policy, local policy, and administrative approval. The local school board will be the grievance board if any disagreement should occur with any administrative decisions.

The student and the student's parent/guardian are responsible for all cost required by a postsecondary institution in order to obtain dual credit.

### **College Entrance Testing and Scholarships**

Any student planning to enter college should take the American College Test (ACT). The ACT is given five times a year and should be taken late in the junior year or early in the senior year if the student is applying for scholarships. Applications and additional information are available in the counselor's office.

## **Grading Scale and Reports**

Starkweather School uses the following scale when assigning grades:

<b>Percentage</b>	<b>Letter Grade</b>	<b>4.00 Scale</b>
96-100	A	4.00
94-95	A-	3.70
92-93	B+	3.33
89-91	B	3.00
87-88	B-	2.70
85-86	C+	2.33
82-84	C	2.00
80-81	C-	1.70
78-79	D+	1.33
76-77	D	1.00
75	D-	.70
Below 75	F	.00
Incomplete	I	

An incomplete is given only in those cases where, due to illness, emergency, or by prearrangement, the student has not been able to complete his or her assignments. An incomplete on the report card becomes an "F" four weeks from the date it is issued.

For students who participate in distance courses through the North Dakota Center for Distance Education and/or Lake Region State College, adjustments will be made to ensure that transcripts reflect the grading scale that was used in conjunction with each specific course.

Our school year is divided into four quarters. At the end of each nine-week quarter, a report will either be given to the student or mailed to the parent. Report cards are given out within one week after the close of the nine-week period. Deficiency reports will be made out by teachers at the mid-term of each quarter for each failing student or a student not working up to his/her ability. This report will be mailed to the parent. The purpose of this report is to provide the parents with information about the deficiency and what steps may be taken to alleviate the problem. Proficiency reports will be given to students showing academic excellence or improvement in a certain subject area. Proficiencies will be issued by teachers at the same time deficiencies are.

Parent/teacher conferences are usually after the end of the first quarter and after the end of the third quarter. Elementary families will be sent a letter with a designated time for each student. High school families are welcome to come at any time throughout the night. All parents and students are encouraged to participate in these conferences. When possible, child care services will be provided.

## **Summer School**

Starkweather offers students in all grades the opportunity to attend summer school. For most, this is an optional program designed to help students avoid the "summer slide" and maintain the progress they've made throughout the school year. For others, summer school attendance is a mandatory. Students who meet two or more of the following criteria are required to attend summer school in order to be promoted in grade/class rank:

- (1) More than twenty unexcused absences during the school year
- (2) Tests below grade level
- (3) Is failing two or more core subjects

Students and families will be notified of summer school dates and times toward the end of the school year. Failure to attend mandatory summer school will result in grade/class rank retention.

## **PowerSchool**

Starkweather School uses the web-based program called "PowerSchool" for grading and attendance. Not only does this platform enable us to provide more consistent and streamlined reports, but it also enables parents and students to be more informed and aware of what's going on in class(es). Each parent and student will be issued a free

account, which can be used to monitor attendance, grades, missing work, upcoming projects, and to read comments that teachers may have written on individual assignments.

### **Honors**

Starkweather School has adopted an honor roll system where all students with an average of 92% or better are placed according to their average on the honor roll. Students that received any incomplete on their report cards are not eligible for the honor roll.

Honor students are determined by averaging the student's grades earned during high school (grades 9-12). If a student maintains an average of 92% or better throughout their high school years, he/she will be determined an "honor student" in their class. The senior student who has the highest average will be listed as the valedictorian of his/her class. The senior student who has the second highest average will be listed as the salutatorian. Valedictorians and salutatorians must have achieved honor roll status throughout grades 9-12 in order to qualify for this achievement.

### **Silver Cord Service Program**

Starkweather Public School, as part of its mission to provide students with opportunities to develop their fullest potential and become valuable members of society, has implemented the Silver Cord Service Program. Students will not only benefit the community, but will develop their own leadership and citizenship skills. To encourage and reward volunteerism and community service, the Silver Cord Service Program will recognize students who have made contributions to their community through various types of service. Seniors who have completed 120 hours of volunteer service during their high school career will be awarded the Silver Cord and recognized at graduation. Students are encouraged to accumulate the total 120 hours throughout their four years of high school. Students may begin accumulating hours following graduation of the 8th grade. All activities must be completed outside of school hours and services must be performed for someone other than family members. Forms are available from Mr. Volk and may be turned in at any time throughout the school year. Seniors must have all forms in by May 1st for consideration of graduation with the Silver Cord honor. Students working toward their silver cord should refer to the list of approved volunteer activities. If you are not sure if your activity meets the requirements, please consult with Mr. Volk. Verification forms must be complete for each activity for which a student volunteers and submitted to the principal.

### **Attendance**

Regular attendance is the responsibility of both parents and students. Irregular attendance jeopardizes the student's chance for successful academic achievement, and diminishes the overall quality of the student's educational experience. Students who are tardy to school are to report to the office to obtain a tardy slip. The parents of students who are excessively tardy will be informed by means of a report or phone call from the office. For each third consecutive tardy, students will be responsible for detention that is assigned by an administrator.

If it is necessary for a student to leave school during the day, he/she must check with the principal or superintendent, have written or verbal permission from the parent, and sign out in the office. If the student returns the same day, they must sign back in again. Any other permit to leave the building must come from a teacher as well as the principal or superintendent. This includes leaving the school grounds over the noon lunch hour. Students leaving after 2:00 for medical appointments, family emergencies, etc., may still get credit for a full school day, at the discretion of school administration.

When a student reports to school after having been absent, he/she must report to the office with a note from home that is signed by a parent or legal guardian. The note should give the date(s) you were absent, as well as the reason for the absence. If said note is not provided, the absence will be counted as "unexcused". Students are required to make up work that is missed during both excused and unexcused absences. It is the student's responsibility to see their instructor(s) following an absence to secure make-up work. The make-up period will always be one day longer than the number of days absent (i.e., absent for two days = three days to make up work).

If a student has been absent from any one quarter credit class more than five class periods, any one-semester class more than ten class periods, and any full year class more than twenty class periods, the school may withhold credit. A student who is truant for twenty days during the school year may be dropped from the Starkweather School roll and not receive credit for any class. The student may also be at risk for retention.

On the day of an extra-curricular event, a student must be in school no later than 10:00 am in order to be allowed to participate in the event. A written excuse may be considered at the discretion of the administration.

### **Senior Privileges**

Seniors who are in good academic standing (receiving at least a 75% in all classes) have one of the following options if their schedule allows. If additional duties do arise from any teacher or administrator, senior privileges will be forfeited for an undisclosed amount of time.

Option 1 – Students may arrive at school at 9:15am if they have a scheduled study hall first hour.

Option 2 – Students may leave at 2:40pm if they have a scheduled study hall eighth hour.

### **School Bus Rules**

#### **Waiting to get on the bus...**

- Be on time at the designated school bus stop. After school, do not make your bus driver wait for you.
- Stay off the road and wait until the bus comes to a complete stop before getting on.
- When the bus approaches, stand at least 6 feet away from the edge of the road, and line up away from the street.
- When crossing in front of the bus, you should be about 10 feet ahead of the bus before you cross. Be sure the bus driver can see you, and that you can see the driver.

#### **While on the bus...**

- Go directly to your seat and remain seated during the trip.
- Scuffling, leaning out of windows or other dangerous conduct are not permitted.
- Keep the bus clean.
- The driver will assign seats if necessary.
- Riders should converse in normal tones; loud or vulgar language is prohibited.

#### **Leaving the bus...**

- Exit in an orderly manner.
- The driver will not drop off riders at other places than the regular bus stop at home or school unless they have received proper authorization from a parent or school official.
- Never walk behind the bus.
- If you drop something near or under the bus, tell the bus driver. Never try to pick it up - the bus driver may not see you and begin to drive away.
- When exiting the bus, be careful that clothing with drawstrings and backpacks with straps do not get caught in the handrail or door.

Riding the school bus is a privilege, not a right. Starkweather School is not required to transport any student who does not follow the rules. Misbehavior on school buses are subject to consequences as outlined in Starkweather School's Discipline Policy.

### **Discipline**

All students are expected to conduct themselves in a mature and appropriate manner at Starkweather School. There will be consequences for students who choose not to follow our school rules.

#### **Level 1**

**Behavior Examples:** Breaking classroom, playground, and/or school bus rules, uncooperative behavior, disruptive behavior, vehicle parking violations, inappropriate show of affection, disrespect of property, bullying, dress code violations.

**Minimum Intervention:** For minor and first offenses there will be a meeting with the teacher and the student and/or detention with the instructor. A misbehavior report will be filled out by the instructor.

**Maximum Intervention:** One to three in-school suspension.

## Level 2

**Behavior Examples:** Repeated, excessive behaviors from Level 1. The following are immediate Level 2 violations: Unacceptable language or gestures, sexual, racial or cultural harassment, directed obscenities, insubordinate behavior, failure to cooperate with staff, cheating, gambling, violation of school rules while attending school-sponsored activities, bullying.

**Minimum Intervention:** If a student continues his/her disruptive behavior, there will be a meeting with the instructor and administration to try to change the student's behavior and a one to three day in-school suspension. A behavior report will be filled out by the instructor and the student's parent or legal guardian will be notified.

**Maximum Intervention:** One to five days suspension.

## Level 3

**Behavior Examples:** Continued, chronic or intensified behaviors from previous levels. The following are immediate Level 3 violations: Use or possession of drugs or alcohol, use or possession of tobacco products, e-cigarettes or other electronic smoking devices, fighting, verbal assault on staff, vandalism, theft or destruction of property, bullying.

**Minimum Intervention:** If, after meeting with the administration, the student's behavior is still disruptive, he/she will serve a suspension for a period of one to five days, at the discretion of school administration. A behavior report will be filled out and the student's parent or legal guardian will be notified.

**Maximum Intervention:** Expulsion.

## Level 4

**Behavior Examples:** Weapons, assault of staff, jeopardizing school safety, arson, or repeated/excessive behavior of other levels.

**Minimum Intervention:** There are disciplinary cases that are of such serious nature that they will require immediate consideration and expulsion.

**Maximum Intervention:** Expulsion.

Short term in-school suspension means that a student will be required to remain in school away from other students for a period of one to three days. The student will remain in school during the school hours and will not be able to participate in any extra-curricular school functions during the suspension. Students will be expected to make up work missed. If an activity has been scheduled and it is part of a class assignment, the students will be allowed to participate in that activity.

Out of school suspension means that a student will not be allowed to attend school for a period of one to five days. Students will be expected to make up work missed. The work must be completed upon return to school. During this suspension, students will not be able to participate in any extra-curricular activities, and must not be on school property or attend any school activity.

Expulsion may be short term or permanent dismissal from Starkweather School. Permanent expulsion may result from a conference with the school administration, school board, student, and parent or legal guardian.

The suspension or expulsion of a student is a serious penalty. This form of discipline will be used only when the welfare of school personnel or other students is in jeopardy. A teacher may request the suspension of a student, but the principal and/or superintendent must make the final approval. Minimal due process will be given to each student in all cases of out of school suspension and expulsion.

## Criminal Acts

It is the policy of this school district that any student who has committed a crime and has been tried and convicted as an adult will not be eligible to participate in any or all extracurricular and inter-scholastic activities or practices for one year, starting from the time of notification or during the probationary period, whichever is longer. In the event that a student is found guilty and placed on probation, the administration, probation officer, student, parents, and other school officials deemed necessary shall meet to determine appropriate educational plans. These plans may include but are not limited to, a regular school meeting, correspondence work, alternative high school setting or home bound instruction.

### **School Website, Facebook, and Technology Use**

In addition to many other forms of communication, our school has a website ([www.starkweather.k12.nd.us](http://www.starkweather.k12.nd.us)) and a Facebook group where students and families can find the school calendar, lunch menu, upcoming events and reminders, school board meeting minutes, and much more. Parents/guardians and students (over the age of 12) may request to be added to the Facebook group by the school's technology coordinator. Inappropriate language or conduct within the group will not be tolerated.

Starkweather School also requires each student fill out a Web Agreement and Acceptable Use Policy, which outline our school's policy regarding posting pictures and videos on the internet, as well as what is expected of students when they use computers, iPads, the Internet, and our server. Students in grades 7-12 are issued a school laptop and are required to fill out a One-to-One Device Policy. In keeping with the Family Education Rights and Privacy Act of 1974 (FERPA) prohibiting the dissemination of personal student information, it is the policy of Starkweather Public School not to disclose personal information about students under the age of 18 on social media platforms and other public media releases.

### **School Closings and Instant Alert**

Our school uses a system called Instant Alert to notify parents and families (using a recorded message via phone call) of any school closures, early dismissals, changes to sporting events, and other important school information. It is very important that families are able to receive these notifications, so please make sure that the office is kept up to date regarding any changes in contact information. Information regarding school closures (especially those due to weather) can also be found by listening to local radio stations KDLR-AM/1240, KDVL-FM/102.5, Q97-FM/96.7, KZZY-FM/103.5 in Devils Lake, KNDK-AM/1080 in Langdon, and WDAZ News.

### **Fire, Tornado, and Lockdown Drills**

We are required to periodically hold fire, tornado, and lockdown drills. These drills may be called at any time and are intended to acquaint the teachers and students with the needed routine in case of a real emergency. For detailed descriptions, "Starkweather School's Crisis Management Guide for Timely Response to School Emergencies" can be viewed and/or downloaded from our school's website.

### **Library**

Materials in the Starkweather Public School media center are available to all staff members and students of the district. No materials should be taken out of the library unless they have been properly checked out. Students in grades 7-12 may check out materials as desired or needed. There is no restriction on the number of materials that may be checked out. Materials may be checked out for a two-week period and renewed as needed. If a student fails to return overdue materials, library use will be restricted until materials have been returned or until the library has received adequate compensation for lost or missing materials. The library's catalog is available for online searching. The link for the catalog can be found on the External Links tab of the school website. Type in "Starkweather" for the library name. No password is required.

### **Vandalism and Theft**

Starkweather School furnishes many items for student use, including computers, iPads, books, instruments and other supplies. Any student willfully destroying or mutilating school property will be required to restore the property to its original state or purchase a suitable replacement. Consequences for the destruction of school property or theft against the school, teachers or students are outlined in Starkweather School's Discipline Policy.

### **Lockers**

Students are responsible for the care and condition of their locker.

- Do not share your locker combination with other students.
- Do not leave items of considerable value in lockers. Starkweather School is not responsible for valuables left in the lockers or locker room.
- Students are not permitted to change lockers with others.
- Inappropriate pictures, symbols or language on the inside or outside of lockers is prohibited.

- Lockers are the property of Starkweather School and are subject to inspection by authorized school personnel.

### **Dress Code**

Students are expected to wear appropriate clothing and footwear at all times. Disruptive and/or provocative clothing that substantially distracts from the educational process will not be allowed. Any clothing endorsing alcohol, drugs, tobacco, or displaying inappropriate words or pictures is prohibited. Students may be asked to change or go home at the discretion of the administration.

### **Telephone and Vending Machine Usage**

Students will not be dismissed from class to take a telephone call unless it is an emergency. Students must ask for permission to call from school phones.

The beverage and candy machines are located at the front entrance, and are available before and after school only. No food or drinks are allowed in the classroom, and students and staff are expected to dispose of waste properly. Violation of these rules may result in vending machines being turned off.

### **Medication**

The administration of Tylenol, aspirin and/or ibuprofen at school is not allowed without consent of a parent or guardian. Only upon the written order of a physician, and the consent of a parent/guardian may any other medication be administered by authorized school personnel.

### **Social Events**

All school-related social events, such as school dances and parties, are required to be chaperoned by at least three adults. Out of respect for our local churches, Starkweather School discourages the scheduling of school-related activities on Wednesday nights after 6:00 pm.

- School parties and dances held on a night followed by a school day should end no later than 11:00 pm.
- School parties and dances held on a night not followed by a school day should end no later than 12:30 am.
- The school prom will end no later than 1:00 am.
- The doors to the school will be locked one half-hour after the dance or party begins. Anyone leaving after the doors have been locked will not be readmitted to the building. All social events must have the proper administrative approval.

### **Electronics Policy**

Starkweather School prohibits the use of electronic devices during the instructional day. These include, but are not limited to, cell phones, iPods, iPads, and personal gaming devices. Students in violation of this policy will be subject to disciplinary procedures as outlined below:

**First Violation:** Verbal warning

**Second Violation:** Device will be confiscated and sent to the office to be picked up by the student at the end of the day. Parent/guardian will be notified.

**Third Violation:** Device will be confiscated and sent to the office to be picked up by the student's parent/guardian at the end of the day.

**Fourth Violation:** Device will be confiscated and sent to the office to be picked up by the student's parent/guardian at the end of the day. The student will also receive 60 minutes of detention, to be served at the discretion of the administration.

These prohibitions do not apply to authorized use of district-owned electronic devices, or when use of electronic devices is provided for in a student's IEP.

### **Carrying Weapons**

The Starkweather Board of Education has determined that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district.

No student shall knowingly possess, handle, carry or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school sponsored activity. Violations of this policy fall under the guidelines of the Starkweather School Discipline Policy. All weapons will be confiscated and may be turned over to the student's parent/guardians or to law enforcement officials at the discretion of the administration.

Bringing a firearm to school will require that proceedings for the expulsion of the students involved for a minimum of one year be initiated immediately by the administration. The superintendent may recommend a modification of the expulsion on a case by case basis. This modification shall be based on the circumstances revealed in the investigation into the incident conducted by the superintendent or other person designated by the superintendent. Alternate education may be provided for students who are expelled under this section. The superintendent/principal will notify law enforcement.

A student who is defined as having a disability under the Individuals with Disabilities Education Act (IDEA) may be placed in an alternative educational setting for up to 45 calendar days, during which time a determination will be made as to whether bringing the firearm to school was a manifestation of the student's disability. Discipline and placement of the student will be in accordance with the IDEA.

Proper due process proceedings will be observed in all suspensions and expulsions under this policy.

### **Sexual Harassment Policy**

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights of 1964 as amended, and the North Dakota Human Rights Act.

It is the policy of Starkweather School to maintain a learning and working environment that is free from sexual harassment. This policy applies to conduct during and relating to school, school sponsored activities, and school district business. Starkweather School prohibits any form of sexual harassment. All formal, informal, verbal or written complaints will be investigated, and any student or employee found to have sexually harassed another student or employee will be disciplined.

Sexual harassment may include, but is not limited to:

1. Verbal harassment or abuse
2. Subtle pressure for sexual activity
3. Inappropriate patting or pinching
4. Intentional brushing against another's body
5. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status
6. Any unwelcome sexually motivated touching

Any person who believes he or she has been the victim of sexual harassment by a student or employee of the district should report the alleged acts immediately to a school counselor, teacher, Title IX Compliance Officer, principal or superintendent using the form available in the school office.

The school board designates the superintendent as the Title IX coordinator to receive reports of sexual harassment. If the complaint involves the Title IX coordinator, the complaint may be filed directly with the school board president. Submission of a report of sexual harassment will not affect the individual's future employment, grades or work assignments. Every complaint will be investigated and documented. The school district will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the district's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred. A substantiated charge against a staff member will subject such member to disciplinary action, which may include dismissal. A substantiated charge against a student in the district will subject that student to disciplinary action, which may include suspension or expulsion. Any student or staff member found to have knowingly filed a false sexual harassment report will also be subjected to disciplinary action.

### **Student Drug Use**

Starkweather School takes the responsibility to maintain an atmosphere which will promote a quality learning environment very seriously. The district will teach about drugs and alcohol in an age appropriate, developmentally based education and prevention program in every grade. This program will include information about drug and alcohol



counseling and rehabilitation programs available to the students, as well as staff orientation and continued training, and parent and community education.

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

1. Sell, deliver or give, or attempt to sell, deliver or give to any person any of the substances listed in this policy.
2. Possess, procure, purchase or receive, or attempt to possess, procure, purchase or receive, the substances listed in this policy. A student will be determined to be "in possession" when the substance is on the student's person, in the student's locker, car, handbag or backpack, or when he or she owns it completely or partially.
3. Smoke, use, or possess tobacco in any form, including E-cigarettes and/or any other electronic smoking device, while on school property or at any school-sanctioned function.
4. Be under the influence of (legal intoxication is not required), or to use or consume, or attempt to use or consume, the substances listed 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 and operations of the school district or the safety and welfare of students or employees. Students in violation of this policy shall be subject to disciplinary action under Level 3 interventions, as outlined in this handbook.

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 State Code, Section 801, et seg., including but not limited to, marijuana, narcotic drugs, hallucinogens, stimulants and depressants.
3. Any abusable glue or aerosol paint, or any other chemical substance used for inhalation, including but not limited to, lighter fluid, white out and reproduction fluid.
4. Any prescription or non-prescription drug, medicine, vitamin or other chemical not taken in accordance with the authorized use policy, including but not limited to, aspirin or other pain relievers, diet pills, cough medicines, laxatives, and sleeping pills.

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

Violation of this drug policy may result in suspension or expulsion, as outlined in Starkweather School's Discipline Policy. Prohibited substances will be confiscated and may be turned over to law enforcement authorities.

The district recognizes the responsibility to assist students in recognizing their own addiction. A public school has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicated that a problem exists which may affect the student's ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. The district encourages faculty members to be observant of student behavior and to participate in a program of intervention.

If a faculty member decides that the behavior indicates a possible prohibited activity, the student should be reported to the principal or superintendent. If the principal or superintendent believes that there is a probability that the student may be chemically dependent, the student may be called in for a conference. The principal or superintendent may receive assistance in how to confront students from a certified addiction counselor. If, after conferring with the student, the probability exists that the student may be chemically dependent, the student and/or the student's parents will be told that it is necessary for the student to receive a formal chemical dependency evaluation and/or diagnosis. The school will make a reasonable effort to cooperate with a therapy program if one is recommended.

If a student is involved in a chemical dependency program and is successfully addressing his or her addictions, he or she may continue in the regular school setting and continue to participate in any extracurricular program unless participation is in conflict with the rules and regulations set forth by the North Dakota High School Activities Association. The school may also, through the use of available resources, provide follow-up counseling and supportive assistance to

those students who return after successfully completing a treatment program. A student can expect that any personal problem discussed with an administrator, faculty member, social worker or counselor will be strictly confidential, with four exceptions:

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

### **Bullying**

1. "Bullying" is defined under North Dakota Century Code 15.1-19-17 as:

(1) Conduct that occurs in a public school, or conduct that is received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

- a. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
- b. Places the student in actual and reasonable fear of harm;
- c. Places the student in actual and reasonable fear of damage to property of the student; or
- d. Substantially disrupts the orderly operation of the public school.

(2) Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off district premises, and off school district owned or leased property and which:

- a. Places the student in actual and reasonable fear of:
- b. Harm; or
- c. Damage to property of the student; and
- d. Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student's educational opportunities or substantially disrupts the orderly operation of the public school.

2. "Conduct" includes the use of technology or other electronic media.

3. "Protected classes" are those protected from discrimination and include the following: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.

4. "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.

(1) "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.

(2) "School-sanctioned activity" is defined as an activity that:

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

5. "School staff" include all employees of the Starkweather School District, school volunteers, and sponsors of school-sanctioned activities.

6. "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.

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

- (1) Engage in bullying;
- (2) Engage in reprisal or retaliation against;

- a. A victim of bullying;
- b. An individual who witnesses an alleged act of bullying;
- c. An individual who reports an alleged act of bullying; or
- d. An individual who provides information/participates in an investigation about an alleged act of bullying.

(3) Knowingly file a false bullying report with the district.

**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 student, community member, or anonymous source shall contact the school principal as soon as possible. If the alleged violation implicates the principal, the staff member shall report it to the school superintendent. If the alleged violation implicates the superintendent, the staff member shall report it to the school board president. Staff members and administration must complete a "Bullying, Harassment or Intimidation Reporting Form", located in the school office as well as on the school website.

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 by filing an oral report with any school staff member, or by completing a "Bullying, Harassment or Intimidation Reporting Form".

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

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.

School administrators are required to investigate violations of this policy once a report has been received. 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 and discrimination policies. 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, but not limited to: the identity of the report 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 evidence;
- (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. Students that the district has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures and outlined in the Starkweather School Discipline Policy.

If the perpetrator is a 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 are not 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 staff to more frequently monitor areas in the school where bullying has occurred.
- (4) Referral to counseling services for the victim and the 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.

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

**Student and Family Handbook Agreement**

Please sign below to indicate that you have read the policies outlined in the Student and Family Handbook and are responsible for the material contained within the handbook. Only one signature sheet is required for each family. Additional student signatures can be included below as well.

\_\_\_\_\_  
Minor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature (over 18)

\_\_\_\_\_  
Date