

Williston Middle School



STUDENT / PARENT HANDBOOK

2020 – 2021



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This is your copy of the Williston Middle School Student/Parent Handbook. The Student/Parent Handbook is designed to provide students and parents of Williston Middle School with information regarding the operation of the school. In addition, the Student/Parent Handbook provides teachers and parents with an opportunity to review the student's progress and effort throughout the school year. The purpose of the Student/Parent Handbook is to help students become better organized in each class.

The policies and procedures contained in this handbook are the result of effort by the school board, administrators and faculty. This information is intended to help students and their families know and understand the general procedures followed on a day-to-day basis at Williston Middle School.

Many of the policies in this handbook are a condensed version of the school policy, which can be obtained from the school upon request. Policies are also available at www.willistonschools.org. The

administration reserves the flexibility to deviate from outlined procedures to meet extenuating circumstances.

WELCOME TO WILLISTON MIDDLE SCHOOL

School Colors: Orange and Black School Mascot: Coyote

Welcome to Williston Middle School – Pride of Williston and home of the Williston Coyotes! It is our hope that the policies, guidelines and procedures contained within, will contribute to the mission of Williston Middle School.

Always remember...Williston Middle School is your school; a clean and bright school, a school with excellence. We challenge you to do your best to support the school and to take pride in keeping it looking great! We also challenge you to do your best to always make yourself look great, by making good grades, getting involved in activities, displaying good sportsmanship, and being courteous and considerate of your teachers and classmates. ALL people in our school have the right to be treated with dignity and respect. Our teachers and staff are committed to helping you become a responsible and caring person.



BE THE BEST YOU CAN BE!



Williston Public School District #1 Vision

The vision of Williston Public School District #1 is to welcome and celebrate the individuality of students, staff, parents and community.

We educate with passion in a safe and respectful environment.

We strive to educate with the highest level of technology.

We pledge to prepare children to graduate and achieve personal success.

Williston Public School District #1 Mission

The mission of Williston Public School District #1 is to prepare students to be successful at the next level of education, work and life.



ATTENDANCE



ATTENDANCE & ABSENCES: North Dakota law has established age requirements for compulsory attendance. In order to comply with and enforce these requirements, the Board establishes the following attendance policy

DEFINITIONS:

For the purposes of this policy:

- *Excused absence* is defined as absence caused by illness, injury, family emergency, religious observance, suspension, participation in a school-related activity, court appearances when subpoenaed, or other reasons deemed excusable by the building principal or Superintendent. The Superintendent or designee shall develop criteria for requesting and granting an excused absence and shall establish make-up work requirements.
- *Unexcused absence* is defined as an absence that is not excused and/or has not been approved by the [building] principal or Superintendent. Unexcused absences include but, are not limited to, being absent from class or a scheduled activity during the school day without a parent's/guardian's consent and appropriate school approval. If a student is absent for an unexcused reason, the parent/guardian shall still be responsible for calling the principal's office to explain the absence.

ACCUMULATED ABSENCE: The Board believes there is an intangible benefit associated with being present in the classroom. Attendance may be a factor used in computing students' grades. Students who are absent may be subject to academic sanctions (which may include, but not be limited to, a point, percentage, loss of credit or grade reduction) and/or intervention counseling in accordance with administrative regulations. The Superintendent or designee shall develop regulations on grade-appropriate academic sanctions and other intervention strategies for absences. These regulations shall contain provisions that allow students to remedy some or all of the adverse academic consequences associated with absences.

Students will be afforded appropriate due process rights based on the severity of disciplinary penalty that the District is considering imposing. The Superintendent shall develop standards that define what constitutes a violation of the compulsory attendance law. Suspected violations of the compulsory attendance law shall be investigated in accordance with law. When a compulsory attendance violation is substantiated, the District shall comply with reporting requirements under law.

The Williston Public School District 1 recognizes regular attendance is necessary to achieve a consistent educational process. **North Dakota State Law requires all children between the ages of 7 and 16 to be in attendance every day school is in session, with the exception for illness and certain other incapacities.** It is the responsibility of the school administration to monitor student attendance and communicate with students and their parents/guardians to ensure that their children are in school unless a valid reason for absence exists. **The parent/guardian must notify the school when their child is absent.**

It is the responsibility of every student at Williston Middle School to attend school every day that you are physically able to do so. Our "mission" is to provide the best education possible for Williston Middle School students. Expectations for student attendance remain high. We believe that students will not experience success if they miss important classroom instruction. Thus, it is important that you also place a **high priority on school attendance.**

Schoolwork missed during an absence shall be made up regardless of the reason for the absence. The effort to make up school work is the responsibility of the student upon returning to school. Family vacations should not be scheduled during the school year. In the event a student needs to be absent due to a family matter, arrangements must be made in advance with the principal and teachers. The student shall make up the missed work in advance when possible.

As per our District Policy, “if absences/tardies become habitual and there is not satisfactory evidence that the absences/tardies are excusable, a Report of suspected Child Abuse or Neglect will be filed with the local law enforcement agency, Williams County Social Services and/or the State’s Attorney for appropriate action. **Habitual absences are defined as 8 or more absences per each 9-week period.”**

As per Chapter 15.1-20 of the North Dakota Century Code, "any person who fails to ensure that a student is in attendance as required by this chapter is guilty of an infraction for a first offense and is guilty of a class B misdemeanor for a second or subsequent offense." Also part of this chapter states that "a student may not be absent from school without excuse for more than three (3) consecutive school days."

TRUANCY: Truancy is defined as being absent from school without the consent of parent/guardian or school officials. When truancy occurs, parents will be notified and the principal may contact police authorities, as the child’s safety is most important. In addition, the principal may contact parents/guardians and appropriate disciplinary action will be taken.

Note: Student days in the Choice’s Room and/or Out-of-School Suspension will not be counted as days of absence under this policy. In addition, school sponsored activities, e.g. athletic events, are not counted as days of absence but class work must be made up.

In addition, your student is expected to arrive at school and class on time and to attend all classes as scheduled. **If a student is late for school, you must report to the Main Office and sign-in.** 1st Period TARDIES: a student that is tardy will be marked “T” and a time will be noted when they arrive to school. Marking a student Tardy in Power School at the start of the school day will be the responsibility of the Main Office. The Principal shall deal with excessive tardiness 2nd – 8th Period.

TARDIES: A tardy is when a student is not in their classroom ready to learn during their regularly scheduled class periods when the bell rings. Example: 1st period begins at 8:00 AM. Students are expected to be in their classroom, ready to learn, before the 8:00 bell.

- Tardy Sweeps – Staff will assist students to their class.
- Once a student has been tardy three times, it will result in after school detention. Every subsequent tardy will result in after school detention. Tardies reset at the beginning of each quarter.

TO REPORT AN ABSENCE: Call 701-572-5618 or use the School Messenger App. If a parent does not have a phone, it is the parent's responsibility to properly notify the school that a phone call cannot be made. Special arrangements can be made on a case-by-case basis. Without such notification, the student's absence will be unexcused and the student may be marked as “Truant.” Williston Middle School keeps track of and records attendance by each school period. Students need to be present in class for half of a period to receive credit for its attendance. **Parents will receive notification letters from the administration when their child/children has/have been absent/tardy for 8 and 16 days during each quarter, regardless of the whether absences are excused or unexcused.** A student who misses more than 16 days for a quarter and has poor grades may find that promotion to the next grade may be in jeopardy.

Parents are encouraged to make personal or medical appointments for their children before or after school hours. Students may be counted absent or tardy for any personal or medical appointments made during school hours.

REMEMBER! Contact the school **on the day of absence**. Do not put your child's grade in jeopardy by forgetting to call. District policy requires that all parents are notified as days absent reach certain limits. In the event that parents do not call the school and/or absences continue, the principal is required to file a report with Williams County Social Services and/or Juvenile Services. It will be the decision of those providers to proceed with a hearing, disciplinary action, etc.

THE MESSAGE IS CLEAR – Good attendance results in more responsible behavior, and the fewer problems that could adversely affect one's education.

CELL PHONES / ELECTRONIC DEVICES / TELEPHONES: A public phone is located in the office for student use before and after school (DIAL 9 and then the phone number). Cell Phones – Students are allowed to use cell phones between classes and at lunch as long as they are not disrupting the educational process. WMS reserves the right to search an electronic device if there is reason to suspect that the device contains evidence that the student violated the law or school rules (i.e. using the phone to cheat, threatening or bullying another student, inappropriate photos and/or videos). If a student is caught violating this policy, they will face the following consequences:

Cell phones or other electronic devices shall **not disrupt** the Educational Process!

CELL PHONE / ELECTRONIC DEVICES VIOLATIONS:

Cell Phones/Electronic devices are suggested to remain in the student's locker. Students are allowed to use cell phones and/or electronic devices in the locker bays between classes and in the lunchroom during lunch. Cell phones may be used in the classroom at teacher's discretion.

1st, 2nd and 3rd offense – Cell phones or other electronic device is taken and held by student services, returned to student at end of day.

4th offense – Cell phone or other electronic device is taken and held by student services, returned to student at end of day. Parent will be contacted and made aware that if their child receives a 5th Violation s/he may not possess any personal electronic device during the school day.

5th offense – Student will be denied the possession or use of any personal electronic device for the remainder of the school year. Students that need to carry an electronic device will “drop-it off” in the office when they first arrive at school and “pick-it up” when the student is leaving for the school day. Violation of this directive will result in disciplinary action in the Choice's Room.

In the event that any items are brought to school and they are lost or stolen the school cannot be responsible to recover the missing items. It is our recommendation that **ALL** valuables remain at home.

***Possession and/or use of any image-recording device in an area where there is a reasonable expectation of privacy is strictly prohibited and will result in confiscation of the device.**

Students in violation of any portion of this policy will be subject to disciplinary procedures and confiscation of the electronic device. If a student's cell phone or other electronic device is confiscated, the building

principal or Superintendent may search the confiscated device in accordance with the district's searches of student's policy. If school official(s) suspect that a student possesses or is disseminating an image that potentially violates NDCC 12.1-27.1-03.3 or finds such an image during a search of an electronic device performed in accordance with policy, s/he may report this matter to law enforcement for investigation. Disciplinary action up to and including suspension and/or expulsion may also be taken against any student using an electronic device in a manner that violates another district policy and/or causes substantial disruption to the educational environment.

The Superintendent and/or his/her designee is authorized to make exceptions to the prohibitions set forth in this policy for health, safety or emergency reasons, for students in attendance as active members of a volunteer firefighting organization or volunteer emergency medical service organization, and when use of electronic devices is provided for in a student's Individualized Education Program (IEP).

COYOTE ACADEMY

Coyote Academy students must meet and maintain the following requirements:

- Must be proficient or above on the MAP assessments for Math, ELA and Science
- Must maintain a 3.0 GPA
- Must maintain exemplary attendance and be a shining example of WMS PRIDE

If students are accepted into the Coyote Academy and do not adhere to these requirements, they may be removed from the program.

Students must complete and turn in all parts of the Coyote Academy application in order to be considered for membership. Once an application is received, it will be reviewed by the Coyote Academy district committee. Although applications can be submitted at any time, the committee only meets in September, December, and March. Once an application has been approved, the student will bring home an acceptance letter with more information.

DRESS CODE: The Board encourages students to use sound judgment in dress and grooming. While attention seeking devices in dress and grooming are discouraged, students shall not be prevented from attending school or a school-sponsored activity because of appearance if style, fashion, or taste is the sole criterion for such action.

Prohibitions:

The District prohibits the following articles of clothing or decoration at school-sponsored functions and/or on school property. Clothing/decoration that:

1. Is reasonably likely to substantially disrupt the educational environment.
2. Poses a health or safety risk.
3. Is destructive to school property and/or causes excessive maintenance problems.
4. Is intended to identify the student as a member of a gang.
5. Promotes illegal activities and/or the use of tobacco or alcohol.

The administration will make reasonable efforts to notify students of these rules. Each building principal shall develop a procedure for handling and disciplining students in violation of these rules.

While the school administration may require students participating in physical education classes to wear certain apparel which meets reasonable health and safety standards as established by the Board, they may not prescribe a specific brand that students must buy.

In addition, there may be required dress for certain activities such as school dances or award programs. These activities are voluntary with students choosing to participate. However, to participate in such

activities, certain dress codes may be required. Students and parents will receive ample notification of requirements.

The following are general guidelines:

- If a student is wearing any questionable attire he/she will be called down to the office – if deemed inappropriate, the student will be required to make any necessary changes before they are allowed to go back to class. Administration will have the final say.
- No caps, hats or head gear of any kind are to be worn in the school building unless it is a special occasion.
- Clothing, insignias and jewelry that are specifically intended to identify one as a member of a “gang” is prohibited.
- We promote a healthy lifestyle for our students thus; T-shirts or other attire or pins that advertise or promote alcoholic beverages, smoking, drugs, or profanity are unacceptable at our school. Shirts with disregard for human life are inappropriate.
- Articles of clothing that are destructive to school property and/or cause excessive maintenance problems such as cleats on boots, shoes that scratch floors, trousers with metal inserts that scratch furniture, etc. are not allowed.
- Baggy or low cut pants or shorts which expose undergarments or skin are unacceptable.
- Jackets, coats, gloves or other forms of outerwear are not to be worn in the classroom if the outerwear is deemed a distraction in the classroom. No blankets are allowed.
- Sunglasses (unless authorized by a doctor) may not be worn in school.
- In the interest of safety and good health, shoes must be worn at all times.
- Clothing that drags on the floor or chains are considered safety hazards and cannot be worn.
- As a general rule **skirts and shorts must be mid-thigh length or longer, “finger-tip” check.** No beach wear or pajamas and/or slippers are permitted. No exposed under garments are allowed.
- No strapless garments – tank top straps should be at least 2 fingertips width. Shirts with cut-outs should not show any undergarments (bra straps).

CHOICE’S PROGRAM: If a student’s behavior does not align with WMS policy and/or student engages in behavior that disrupts the educational process, the student may be assigned to the Choice’s Program.

1st Incident Log – Student will visit with the teacher, behavior will be discussed and logged into Power School – Student will also be aware of the consequences for any future misbehaviors. Parent/guardian will be notified via phone call/email/text message/alert solutions.

2nd Incident Log – Teacher will have a conversation with the student. Behavior will be discussed and logged into Power School – Student/parent/guardian will also be aware of the consequences for any future misbehaviors. Parent/guardian will be notified via phone call/email/text message/alert solutions.

3rd Incident Log – Team meeting with the student, behavior will be discussed and logged into Power School – Student will also be aware of the consequences for any future misbehaviors. Parent/guardian will be notified via phone call/email/text message/alert solutions.

4th Incident Log – Team meeting with the student and parent/guardian, behavior will be discussed and logged into Power School – Student will also be aware of the consequences for any future misbehaviors.

5th Incident Log – Choice’s Program begins.

6th Incident Log – Student will serve a 2-Day ISS in the Choice’s Room.

7th Incident Log – Student will serve a 3-Day ISS in the Choice’s Room.

- 8th Incident Log** – 1-Day OSS.
- 9th Incident Log** – 2-Day OSS.
- 10th Incident Log** – 2-Day OSS.
- 11th Incident Log** – Mandatory Parent/Guardian Meeting.

Rules and Procedures in Choice’s Room

- Student will know why they are in the Choice’s Room.
- Student will be given an assigned seat and cell phones will be taken until the end of the school day.
- Choices teacher will go over the rules of the room which includes no talking or socializing with other students in the choices room, no food and no drinks.
- Time in Choices is “work” time.
- Choices teacher will go over day’s schedule (i.e. when lunch and breaks will occur).
- Student will fill out an “Intake Form.”

Earnback Credit

Upon receiving 5 or more incident logs, students have the option to earn back incidents by completing a team approval plan.

FIDGETS – Fidgets or any similar “gadgets” are not allowed at WMS unless special permission is given by the administration.

POP / SEEDS / GUM: Students are only allowed to drink water during the school day. All food and beverages must be consumed in the commons area during designated lunch periods. Seeds are not to be eaten in the school building at all. Some teachers allow snacks for special occasions. Gum chewing is not allowed in certain areas of the school building including the Library Media Center (no suckers/liquids are allowed in the library), Band and Choir, and the Physical Education classrooms. Do not put gum on to lunch trays or under lunch tables and chairs. Teachers have the right to allow or disallow gum chewing in their classroom at any time. We expect students to be responsible in their decisions regarding gum.

CONCERTS AND PERFORMANCES:

Concerts and performances are a required part of music class and may count as a project or test grade.

- 1) If a student is deemed ineligible due to grades they will still be expected to attend any graded performance occurring outside of the school day.
- 2) Ineligible students will not be allowed to perform at extra performances that do not count towards a class grade (i.e. Festivals, all-state, audition-based performances, etc.), but may be required to attend as an audience member depending on the event.
- 3) Students on the ineligible list will not be eligible to perform at any event occurring during the school day if that student would be missing any additional classes. In the event that this is a graded performance, an alternate assignment must be completed as determined by the teacher.
- 4) In the event of an out of school suspension, students will be ineligible to perform at any event occurring the day of the suspension as well as the weekend following (in the case of a Friday suspension). An alternate assignment must be completed in order to make up missed points due to suspension.

** An unexcused absence would result in a “0” with no chance of making up the performance. Excused absences would have a make-up assignment – an excused or unexcused absence will ultimately be determined by the administration.

HALLWAY PASSES:

Students will need to use their lockers, restroom and/or drinking fountain before or after class – Students will not be allowed to leave the classroom once the bell has rung – exceptions will be made for emergencies.

GRADING SCALE:

Williston Public Schools using the following grading scale.

A:	92-100
B:	83-91
C:	74-82
D:	65-73
F:	64 and below

SUMMER SCHOOL - ENSURING SUCCESS AT WILLISTON MIDDLE SCHOOL:

At Williston Middle School, we are intensely committed to our goal of preparing our students to be successful at the next educational level, high school. The majority of our students are ready and capable of continued learning at the high school level upon completion of middle school. In order to ensure success among the few students who have not shown evidence of that preparedness, we have developed the following guidelines.

1. Evaluation – Students must pass 5 courses during their eighth grade year, including 4 core classes and 1 elective.
2. Early Interventions – Many interventions are already in place to assist our struggling students. a) We offer Tutor Classes for students who fall below the standards outlined in our Pathway. b) Parents and students have access to their grades through PowerSchool at any time. c) After the first 3 weeks of a quarter, grade checks are posted weekly. d) After school homework help is offered during the school year. e) Teachers are available and willing to help students outside of regular classroom hours.
3. Focused Intervention – At the end of quarter 2, students who are in danger of not reaching the minimum passing requirements will be placed in a Resource Class. This time will be dedicated to helping the student in his/her particular area of need.
4. Remediation – Students who do not achieve the expectation of passing 5 classes (4 core classes and 1 elective) at the end of the regular school year **will not participate in Eighth Grade Recognition at the end of that school year**. Students will attend a 3-week Summer School during which they will achieve their unmet goals.
5. Celebration – Students will be recognized at the end of Summer School to celebrate their achievement when summer school work is successfully completed.



GENERAL...FACTS YOU NEED TO KNOW



(Listed alphabetically)

ACADEMIC FREEDOM: Teachers shall abide by the curriculum standards adopted by the Board. They shall only select issues for study that contribute to the attainment of course objectives, are

consistent with state standards and the district's mission, and are appropriate for classroom presentation. Teachers shall determine the appropriateness of a topic based on the following criteria:

1. There are adequate and age-appropriate materials available that will allow students to learn about all sides of an issue.
2. The topic is age-appropriate, considering the emotional, intellectual and social capacities of the class as a whole.
3. Teachers are equipped personally and academically to present the topic objectively, allowing students to formulate their own opinions.

CONTROVERSIAL TOPICS: Controversial topics are issues that are often a matter of opinion and are subjects of public dispute, debate or contention. When a topic is of a controversial nature, teachers shall receive administrative approval prior to presenting it in the classroom.

Teachers may offer an opinion on issues discussed in the classroom provided that the teacher clarifies that the opinion should not be construed as an authoritative answer, that the teacher is speaking on his/her own – not the district's – behalf, and encourages students to form their own opinions, stressing that students are free to express their own views without fear of academic reprisal.

Teachers that violate this policy or whose speech compromises the district's ability to provide a safe and non-disruptive educational environment may be subject to disciplinary action up to and including discharge.

ACCEPTABLE USE: The Williston School District believes Internet access plays an important role in the education of students; however, the network also contains content that is not appropriate for students and staff to access. In accordance with federal law, the District has taken reasonable precautions to restrict access to materials obscene, pornographic and/or harmful to minors through the use of software designed to block sites containing inappropriate material. While the District has taken such preventive measures, it recognizes that it is not possible to fully guarantee that students and/or staff will never access objectionable materials.

Education

The District shall provide education to students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as cyberbullying awareness and response.

Monitoring Use

Network access is a privilege, not a right. Network storage areas shall be subject to the same scrutiny as school lockers for students. Students and staff shall have no expectations of privacy when using district computers and/or networks and shall use this technology solely for classroom/district-related purposes. Network administrators may view files and communications to maintain the integrity of the system and to ensure proper and responsible use of the system. Teachers and administrators will exercise supervision of student use.

Prohibitions

The District subscribes to the acceptable use policies of EduTech. All district computer users shall abide by this policy. The Superintendent or designee may take disciplinary measures when any of the following actions occur:

1. Accessing, downloading, or publishing inappropriate Internet material.
2. Sending or posting threatening, harassing, insulting, annoying, or alarming content.

3. Sending, posting, or using obscene language.
4. Violating the privacy rights of students and employees of the District.
5. Vandalizing and/or tampering with district computers and/or networks.
6. Hacking or any other form of unauthorized access to accounts, computer systems, or files.
7. Attempting to breach network security or transmit viruses.
8. Violating copyright, trademark, trade secret, or other intellectual property laws.
9. Using the network for political purposes as defined by state law, financial gain, and/or commercial purposes.
10. Accessing social networking or other Internet sites for noncurricular purposes.
11. Using another's password or representing oneself as another.
12. Intentionally wasting network resources including, but not limited to, emailing chain letters and/or broadcasting inappropriate messages.
13. Other actions deemed inappropriate or is not in the best interest of the District, its employees, and students.

Violations

Violations of this policy, or any federal/state law, rule or regulation, may result in loss of network privileges, as well as further disciplinary action up to and including suspension and/or expulsion for students or termination of employment for staff, as determined by the Superintendent or designee. Violation of this policy will, at a minimum, result in the following disciplinary consequences for students:

Consent

All students and staff must consent to this policy in writing prior to accessing district networks, computers and/or other technologies. All students complete this Device User Agreement before receiving their device.

ACCIDENTS AND INJURIES:

1. In the event a child is injured in school, first aid will be administered by school personnel.
2. If the accident is of a serious nature, the parents will be called. The person responsible for supervision at the time of the accident will complete an accident report form. If the school is unable to contact the parents, the ambulance may be called to transport the student to a medical facility. We do not have a school nurse on staff.

ACCOMMODATION PLANS – SECTION 504: Williston Public School District #1 has a duty to locate, evaluate and identify any child attending the public schools who may require Section 504 accommodation or services. Children eligible for Section 504 accommodation or service include those children who have a physical or mental impairment that substantially limits a major life activity. Disability defined under Section 504 of the Rehabilitation Act of 1973 protects students from discrimination based upon their disability status. A student qualifies as disabled under the definition of Section 504 if he or she:

- Has a mental or physical impairment, a record of impairment, or is regarded as having such an impairment; and
- Is substantially limited in his or her major life activities that include abilities such as, but not limited to, self-care, breathing, walking, seeing, performing schoolwork, speaking and learning.

The student must also demonstrate a need for special services in school. This is typically determined through formal assessment, review of educational records, formal observations, medical data, adaptive behavior measures and parent and teacher reports.

If you suspect your child has a disability and may need 504 accommodations, or if you would like additional information, please contact your building principal, or call the District Office 504 coordinator at 701-572-1580.

AGENDAS: To organize student work, students may purchase a student agenda in the Main Office. This tool may enhance grades and classroom performance. Agendas can be purchased in the Main Office for \$5.00.

AFTER SCHOOL PROGRAMS: Many activities are available after school for students to get involved in. Perhaps athletics is your interest or taking advantage of tutoring to get your homework done for the day! But maybe you just need “something to do.” Each month our school has special activities for kids after school. Examples may include clubs, dances, working with computers or learning a new hobby. Get involved!

ALLERGIES: Parents are asked to notify the school of the child’s allergies prior to the beginning of the school year or as soon as the child is diagnosed. Parents are required to provide written medical documentation of the allergies each school year. A meeting will be held with the school team to write a long term health care plan which will outline the procedures the school will take to keep children as safe as possible in the school setting.

No peanuts or foods containing peanuts or fish will be served in K-8 buildings. Students will be allowed to bring peanut products into the school building. The school website will have school menus posted to assist parents in selecting safe food for their child to eat.

ASBESTOS: Records of all environmental and EPA regulated projects (radon, lead in the water, asbestos) are kept on file in the District Office at 1201 9th Ave. W. If you would like additional information, please contact the Superintendent’s office at 701-572-1580.

ASSEMBLIES: Generally, school administrators will determine or substantially control the content of what is expressed at student assemblies. In such cases, religious expression will not be permitted as the religious expression may be attributed to the school or seen as an endorsement of a particular religious’ belief or expression. However, in the instances where students are selected to speak at assemblies based upon neutral selection criteria and where the student speaker has primary control over the content of the oral presentation, the school will not restrict the student speech because of its religious or anti-religious content. In such cases, school authorities will publicly clarify that the content of the student’s speech is the speaker’s opinion and not the school’s.

For the purposes of this policy, primary control is defined as authority by a student to include any content in a speech so long as it is not profane, sexually explicit, defamatory, disruptive, and/or does not infringe on the rights of others. Students may speak on individual religious views and experiences but prayer and proselytizing shall be prohibited because such speech may infringe on the rights of the audience. Administration shall review student speeches prior to delivery. In the event that a speech contains potential prohibited content, administrators shall contact legal counsel to seek guidance before asking a student to remove such content.

ATHLETICS PHYSICALS: No student may start practice for any athletic team until he or she has been examined and approved by a medical doctor and until a current medical release from the doctor and written consent from the parent(s) are on file in the District. Physicals and payments are turned in to the Williston High School (WHS) Athletic Department.

AWARDS: Numerous awards are available for students who do their best in their classes. COYOTE BUCKS can be obtained for a variety of achievements and display of our school mission.

BACKPACKS / BOOKBAGS / CHROMEBOOK BAGS: Backpacks can be used to carry books and materials to and from school. However, due to the increased student numbers, all backpacks can be a safety and space issue for WMS. Thus, once in the building students **MUST leave all bags of any kind in their lockers, unless special permission is given by the principal.** Backpacks and bags shall not be brought to the classroom UNLESS a special pass has been obtained from the main office. Chromebook bags are allowed to be carried from class to class.

BICYCLES: Students who ride bicycles to school are encouraged to lock them in the bicycle racks provided in front of the school. Failure to lock your bike may result in theft or vandalism. If this should occur, the police will be notified to handle the situation.

BOOKS (TEXTBOOKS): As a student you are borrowing your school books for the school year. It is your responsibility to take good care of them. This includes writing your name in the cover as directed by your teacher. If your book(s) should be left behind in a classroom, your name will help get it back to you. Cover your book with cloth, paper or a book cover for extra protection. You will be responsible for damages and or lost books at the end of the year.

BREAKFAST: Our kitchen will be serving nutritious breakfast items in the commons & the Door 1 Lobby area from 7:30 AM to 7:55 AM each morning – Lunchroom Doors will be closed at 7:55 AM. If your child wants breakfast, s/he must be in the lunchroom no later than 7:55 AM. Students who want to eat breakfast will enter the building through the SW Doors (Number 3). Students interested in a Grab & Go breakfast will use Door #1. Students are NOT to enter the area if they are not participating in the breakfast program due to limited seating.

Supervisors will expect the same behavior from students as exhibited during lunch periods. Students must remain seated at all times as they eat. No food can leave the commons area, e.g. taken outside or to class. Once finished eating, students will remain seated in the commons area and go to classes when dismissed by the supervisors.

BULLETINS AND POSTERS: You will need to have the administrative approval to post notices, posters or any kind of publicity on school property.

BULLYING / CYBERBULLYING POLICY:

DEFINITIONS

For the purposes of this policy:

- *Bullying* is defined in NDCC 15.1-19-17 as:
 - a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - ii. Places the student in actual and reasonable fear of harm;
 - iii. Places the student in actual and reasonable fear of damage to property of the student; or
 - iv. Substantially disrupts the orderly operation of the public school; or
 - b. Conduct 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:

- i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - ii. Places the student in actual and reasonable fear of harm;
 - iii. Places the student in actual and reasonable fear of damage to property of the student; or
 - iv. Substantially disrupts the orderly operation of the public school.
- c. Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property and which:
 - i. Places the student in actual and reasonable fear of:
 - a. Harm; or
 - b. Damage to property of the student; and
 - ii. 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.

Conduct includes the use of technology or other electronic media (e.g. cyberbullying).

- *Electronic communication* is defined in NDCC 12.1-17-07(5) as a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.
- *Protected classes* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following statuses are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *School-sanctioned activity* is defined as an activity that:
 - Is not part of the district's curricular or extracurricular program; and
 - Is established by a sponsor to serve in the absence of a district program; and
 - Receives district support in multiple ways (i.e., not school facility uses alone); and
 - Sponsors of the activity have agreed to comply with this policy; and
 - 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* includes all employees of the Williston School District, 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, staff member or school volunteer 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 filing 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

1. 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.

2. 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:
 - a. 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.
 - b. 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.
 - c. File an oral report with any school staff member.
 - d. Report through Project Stand Up.

Bullying may be a repeated or, in rare cases, one-time exposure to deliberate, negative behavior by one or more individuals that is unprovoked. Single incidents and conflicts between two or more individuals do not automatically constitute bullying behavior. Districts should investigate each situation to determine if the alleged behavior meets this policy's definition of bullying. If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

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

REPORTING TO LAW ENFORCEMENT & OTHERS FORMS OF REDRESS

Law enforcement must be notified by a school administrator or Board President if there is reasonable suspicion that a bullying incident constituted a crime on or off school district property. 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 (ACEA-E3). 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 they:

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 status—whether actual or perceived. Reports involving a protected status 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 have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. 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. Alternative placement of special education students will be handled in accordance with applicable policy.
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 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 and/or policy.

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.

DISSEMINATION AND EDUCATION

The District shall review and revise this policy as it determines necessary. A copy of this district bullying policy and any amendments must be filed with the Department of Public Instruction. The District shall place this policy, in its entirety, in student and staff handbooks and ensure that it is explained and discussed with its students each school year. The District shall also develop and implement bullying prevention programs for all students and staff professional development activities. School administration may develop guidelines to assist students and staff with identifying bullying conduct.

BUS CONDUCT: The District has disciplinary authority over students while being transported in district owned, leased, and/or contracted vehicles to and from school and during school-sponsored curricular and extracurricular events. The transportation supervisor shall determine the level of disciplinary authority that shall be given to school vehicle driver and develop regulations for handling student misconduct on school vehicles.

Conduct Requirements

Students shall be required to abide by all applicable district conduct and safety policies while in district vehicles. The Superintendent or designee may develop additional, specific regulations related to conduct in school vehicles.

Violations

Students who violate any of these policies or rules may be subject to the consequences contained in applicable student discipline policies.

When the conduct of a disabled and/or special education student transported in a school vehicle poses a transportation safety risk or when the conduct otherwise violates policy to the extent that it compels the District to reconsider the student's transportation arrangements, prior to making a removal decision, the District shall determine the following:

1. If transportation is part of the student's 504 Plan and/or Individual Education Program (IEP).
2. If removal would constitute a removal from the education program as determined by the following factors:
 - a. There is a significant distance between the student's home and school.
 - b. There are no alternative means of public or private transportation.
 - c. The school has not made appropriate arrangements to provide for the student's education.

If criteria one or two above is applicable, the 504 / IEP Team will develop an alternative means of providing transportation to the disabled and/or special education student in accordance with the federal law and regulations or will treat such student's removal from school transportation as suspension from the educational program and will follow the procedure for suspension contained in the district's suspension/expulsion policy and in federal regulations.

CAFETERIA / LUNCH: Williston Middle has a closed campus for lunch. The kitchen serves a variety of excellent well-balanced lunches. The hot lunch changes daily according to the Williston School Cafeteria menu. Students may bring a sack lunch or buy a hot lunch, both of which must be eaten in the commons. Our food service staff uses a computerized program for recording and keeping track of hot lunch meals. You may put any amount in your account, which is paid to food service personnel in the commons area or can be paid on-line (*myschoolbucks.com*). Free and reduced meals are available if income guidelines are met. Free and reduced application must be turned in yearly. Please be advised that extra entrees and/or beverages are not included in free and reduced service.

No student(s) may walk to a restaurant – rides must be provided by a parent/guardian. All students leaving the campus must sign out upon leaving and sign in upon returning in the Main Office. If a student

is going to be leaving with another student, their parent must email the Front Office to provide permission. Remember it is always the student's responsibility to be back to school on time!

Students are expected to behave as ladies and gentlemen at all times during the lunch hour. Students are to sit in the area designated. Please remain seated while eating. Cafeteria tables should be kept free of crumbs, papers, or spilled liquids. Kitchen workers should be called whenever things are broken or spilled, so that cleanliness can be maintained. Trays are to be taken to the designated area after all paper has been removed and placed in the proper receptacles. You are then to return to your seats. You are not permitted to run or wander around the commons and/or halls at any time.

For safety of all at WMS, we need to maintain noise level during lunch that will allow all people in the commons to hear safety announcements via our intercom system. All drill and Code Emergencies are announced via intercom. Thus, we ask students to monitor their own noise level. If utilized, the "stop light" is set at a safe level so student can enjoy lunch conversations and yet maintain the noise at a level that announcements can be heard. It allows students to know when to quiet down a bit without having to be told by a lunchroom supervisor. If students ignore the "Yellow Light" warning system and fail to quiet down, the "Red Light" will activate. If this occurs, students will have their "cell phones/electronic devices" privileges revoked during lunch hour the next school day. If lunchroom behavior still does not improve, additional sanctions may apply. This promotes the freedom and independence that young adolescents would like and yet provides the safety for all at WMS.

CAMPUS (Leon B. Olson Campus):

The Middle School shares a common campus with Bakken Elementary. There is to be NO mixing of students between schools on the shared campus unless under the **direct supervision** at all times with an adult. Exceptions may be granted ONLY by the principals of either campus.

CARE OF SCHOOL PROPERTY: We have pride in the facilities made available for your education. You should strive to see that lockers, walls, floors, restrooms, etc. are not defaced. We respect our staff and desire to make their jobs easier by taking pride in what they do for our school. If a student commits vandalism, disciplinary action will be taken, and you may be required to pay for damages. The administration and possibly the Board of Education will consider extreme cases, and any student involved is liable for suspension or expulsion.

CHECK OUT POLICIES:

- Books may be checked out for three weeks. Students earn the privilege of two books at one time once they are able to show responsibility with the library materials.
- Overnight materials are due before first hour starts the following day.
- Reference materials do not circulate.
- Lost materials are charged at the cost of replacing the item. If a lost material is found within one week of paying for the material, the money will be refunded. If more than one week has passed, the money will not be refunded. The student may keep the lost material or donate it back to the library after one week has passed.
- A copy of a magazine article may be made by asking the librarian. No magazines are allowed for check-out.

CHILD ABUSE / NEGLECT REPORTING LAW: In order to comply with the Child Abuse/Neglect Law (Section 50-25.1 NDCC), it is the policy of WPSD#1 that any school employee who knows or reasonably suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse, neglect (including educational neglect) and/or sexual molestation, shall report or cause reports to be made in accordance with the District's adopted procedures. If a school employee has subsequent reason to suspect further abuse or neglect, additional reports will be made.

CHROMEBOOK POLICY (See the end of the handbook for the Device User Agreement):

Part 1: Policy Goal

Students will use Chromebooks for school work to enhance learning in a responsible manner and according to teachers' directions.

Part 2: Student Expectations and Responsibilities

1. Students will follow non-negotiable expectations for Chromebooks.
2. Students will have Chromebooks here and charged every school day. Students are responsible for charging Chromebooks at home each night.
3. Students will bring Chromebooks to every class each day.
4. Students will use only his/her assigned Chromebook.
5. Students will transport all electronic equipment in provided Chromebook cases (Chromebook, charger, headphones, etc.).
6. Students will use Chromebooks according to each teacher's direction when in the classroom.
7. Students will obtain a Digital Driver's License and follow the district DigCit procedures.
8. Students will only access approved free time sites, according to each teacher's direction.
9. Students will not play non-academic games during school hours.
10. Students will maintain the quality of his/her assigned Chromebook. Damage to Chromebooks is considered vandalism of school property and will be disciplined according to WPSD vandalism policy, including financial responsibility.
11. Students will report any Chromebook problems to teachers and technology department immediately.

Part 3: Teacher Expectations and Responsibilities

1. Staff will require students to have Chromebooks in class each day.
2. Staff will establish classroom policies and expectations for Chromebook use, including use of headphones and free time.
3. Staff will monitor students' use of Chromebooks, using Go Guardian to supervise and set perimeters for student use during class time.
4. Staff will demonstrate appropriate use of Chromebooks.
5. Staff will provide opportunities for Chromebook use in lessons.
6. Staff will provide students with approved list of sites for enriched independent practice.
7. Staff will provide alternative non technology-based assignments for students as needed.
8. Staff will follow list of fix-it steps for Chromebooks to solve daily Chromebook issues.
9. Staff will direct students on Chromebook repair by following fix-it steps and contacting the technology department for additional support when appropriate.
10. Staff will contact the technology department to lock Chromebook use as needed.
11. Staff will e-mail the technology department when Chromebooks are brought to the office for repair.

Part 4: Encouragement Procedures

Staff will consistently encourage responsible Chromebook use through positive modeling and rewarding actions. Staff must provide necessary information concerning Chromebook policies and expectations to substitute teachers. Student encouragement suggestions include:

- * Coyote Bucks for appropriate and productive use of Chromebooks.
- * Positive comments via conversations, notecards, e-mail and phone calls.
- * Non-verbal approval through high fives, smiles, eye contact, fist bumps, etc.
- * Extra credit opportunities to demonstrate technology skills.

Part 5: Consequences for Misbehavior / Misuse

When a student behaves inappropriately, quietly implement the mildest, most logical consequence that is appropriate. Some suggestions include:

- * Verbal reminder: Say what students should do to use Chromebook correctly.
- * Instruct student to practice correct Chromebook behavior.
- * Discreetly move toward the student to establish proximity control.
- * Use Go Guardian to monitor, remind, or temporarily freeze student's Chromebook to stop misuse.
- * If student is not bringing Chromebook to class, contact the technology department to lock down the student's Chromebook on the second day of Chromebook absence. Log student for non-negotiable Chromebook behavior.
- * Damage to Chromebooks is considered vandalism of school property and will be disciplined according to WPSD vandalism policy, including financial responsibility.
- * Contact parents if student is repetitively misusing Chromebook.
- * When a student refuses to comply with your Chromebook instructions, inform the student that he/she can follow your instructions or be logged for a non-negotiable Chromebook behavior.
- * Log student in PowerSchool as a non-negotiable Chromebook behavior.

CHROMEBOOK NON-NEGOTIABLES

1. Have your Chromebook here and charged every day.
2. Transport all technology materials in a case that will be provided (Chromebook, charger, headphones, etc.).
3. Follow teachers' classroom policies and expectations on Chromebook use.
4. Report Chromebook problems to teachers and technology department immediately.

COPYRIGHTED MATERIAL & INTELLECTUAL PROPERTY: The District shall abide by the provisions of copyright law, including Fair Use Standards. The District prohibits illegal duplication in any form. Copyright materials, whether they are print or non-print; published online; or in the form of software, music, a digital medium or a performance shall not be duplicated or performed unless such use is permitted under law or unless appropriate written permission from the copyright holder has been received and, if applicable, royalties paid.

Violations:

Administration shall investigate all complaints of alleged copyright violations.

Students and employees who willfully disregard the district's copyright position are in violation of board policy and shall be subject to disciplinary consequences in accordance with applicable policies and law.

COMPLAINTS: Individual board members have no authority to resolve complaints and the Board, as a whole, believes that patron complaints should be resolved at the lowest level of authority possible. Therefore, whenever a complaint is made to an individual board member or the Board as a whole, it will be referred to school administration for processing at the lowest level of authority possible.

If the complaint is not satisfactorily remedied at the building level, either party may refer the matter to the Superintendent for investigation. The Superintendent shall complete the investigation within a reasonable deadline in accordance with any applicable deadline in law.

If all other remedies have been exhausted, a complainant may request that the matter be placed on the agenda of the next regular school board meeting; however, the Board will not hear, consider, or act upon complaints that have not been investigated at each appropriate level of authority, nor will the Board hear, consider, or act upon complaints for which specific complaint resolution procedures have been established that do not allow for board review of the complaint, including but not limited to complaints about personnel and complaints about instructional material.

ANONYMOUS COMPLAINTS: Anonymous complaints provide no avenue for response or redress of the complaint. An unsigned complaint will not be read or acted upon at any meeting of the Board and anonymous telephone complaints will not be brought to the Board by any individual board member, administrator or other employee. No disciplinary action will be initiated based solely on an anonymous complaint; however, the administration will investigate every anonymous complaint.

PARENTAL COMPLAINTS: While parents enjoy a unique relationship with the schools and are the recipients of special communications concerning school events and programs as well as communications concerning their own child's progress, parents shall use the same channels of processing complaints as by other citizens. Complaints for which specific resolution procedures are provided shall be directed through those channels. These include, but are not limited to, complaints about personnel and complaints about instructional materials.

COMPLAINTS ABOUT PERSONNEL: In order to provide an effective procedure for responding to complaints about school district personnel in a manner that is in the best interests of promoting better educational opportunities for children, the following policy is adopted:

Filing Procedure:

The following procedure is intended to minimize the risk of a possible action for libel or slander, to retain the impartiality of the Board and to maximize compliance with North Dakota law.

Complaints should be resolved at the lowest possible level of authority. If the complaint cannot be satisfactorily resolved at that level, the complaint shall be directed to the principal or other supervisor directly responsible for supervision of that employee. The supervisor shall:

1. Investigate the complaint.
2. Promptly notify the employee if the complaint is to be placed in the employee's personnel file. The decision to place information into any personnel file will be made by the administration based on the results of an inquiry or investigation.
3. Schedule a meeting of the employee, the complainant, and the supervisor if deemed appropriate.

4. Provide a response to the complainant within 60 days of receipt of the complaint. Upon conclusion of the investigation, the complainant will be informed as to the outcome of the investigation and the disposition of the complaint. If either party is not satisfied with the handling of the complaint, the matter can be appealed to the Superintendent for final resolution.

Complaints about the Superintendent and business manager shall be directed to the Board President, who shall follow the same procedure and shall have authority to take disciplinary action except when dismissal is contemplated. Dismissal recommendations for the Superintendent and Business Manager must be referred to the Board for a determination made in accordance with applicable law.

DEADLINES: To be considered for investigation, any such complaint must have been filed within 180 days of the alleged occurrence. (Exception to the 180 days would be an accusation of sexual abuse.) The District has a separate investigation procedure for complaints of harassment and/or discrimination.

Prohibition: Retaliation

The District will not tolerate any form of reprisal, retaliation, or discrimination against an employee, district contractor, district agent, student and/or community member because s/he, in good faith, files a complaint against the District (or a district employee, contractor, or agent) under this policy. Furthermore, the District will not tolerate any form of reprisal, retaliation, or discrimination against an employee, district contractor, district agent, student and/or community member because s/he participates in an investigation, hearing or inquiry related to this policy.

PROHIBITION OF FALSE CLAIMS: The District may take appropriate disciplinary action against a district employee, contractor, student, and/or other district agent and/or may take legal action against anyone who knowingly files a false complaint under this policy or a false claim of reprisal, retaliation, or discrimination under this policy.

CREDIT COURSES – HIGH SCHOOL: A student must not be absent from a class more than 8 times for a semester course or 16 times for a full year course. As a matter of procedure, the Attendance Office will notify parents by letter whenever a student has accumulated 5 or more non-school related absences in class. From then on, it is the student's responsibility to monitor his/her attendance to avoid credit loss. Upon a student's 9th absence in a semester course or 17th absence in a full year course, (excluding absences due to school activities, medical absences supported by a physician's written verification of specific illness, and in-school suspension), the assistant principal will send the parent/guardian written notice of credit loss.

COUNSELING: A counseling and guidance program is available to all students. It is designed to help you determine and understand your interests, abilities, limitations, and opportunities in order to make wise choices and identify your goals, talents and strengths. Private counseling is available by appointment with the counselor. However, an "open door" policy exists with the ability for students to stop in when the counselor's door is open.

DISPLAYS OF RELIGIOUS OBJECTS OR DOCUMENTS: Classroom and school displays may include religious symbols. The displays must be temporary, require no active participation in any religious activity, and should include diverse religious, cultural and ethnic symbols.

Requests to display a religious object, decoration or document within a school shall be filed with the building principal and approval must be obtained prior to displaying the object, decoration or document.

Any such display shall meet the following criteria:

1. It is not a permanent display.

2. The educational purpose of the display is clearly articulated in the request, and the request outlines the manner in which this purpose will be relayed to students.
3. The cultural, legal, or historical significance of the religious document or object is clearly articulated in the request, and the request outlines the manner in which this significance will be relayed to students.
4. The influence that the religious document or object has had on the legal and governmental systems of the country or culture being studied is clearly articulated in the request, and the request outlines the manner in which the document/object's influence will be relayed to students.
5. The religious object or document is part of a larger display and is to be displayed in the same manner and appearance as other objects or documents in the display.
6. Nothing in the display shall call attention to the religious object or document apart from other objects or documents in the display.
7. The display is to be used as an illustration for purposes of the curriculum and is to be displayed in a classroom or library.

When a request to display a religious object/document/decoration is denied by administration, the requestor may file an appeal with a board-appointed review committee. The committee shall review the administrator's decision, take into account the above criteria, and issue recommendations to the Board as soon as practicable.

This policy does not govern nor will it infringe upon the rights of students and staff to wear religious symbols so long as doing so does not substantially disrupt the educational environment nor interfere with the rights of others. This policy does not apply to secular displays of seasonal objects.

TEACHING ABOUT RELIGION: Factual and objective teaching about religion, the impact of religion, and religious-based ideas and ideals may be included in classroom instruction if such information is presented as part of the curriculum and is in keeping with the district's educational goals and student learning objectives.

Religious musical selections, literature, documents of historical significance, artwork, and other learning aids may be included in the curriculum on the basis of their particular educational value and/or traditional secular usage and shall be presented with works that are nonreligious in nature, shall be selected and performed as works of art, not as acts of veneration, and shall be presented prudently and objectively, with background information explaining their purpose.

Any staff member, citizen, or student who believes that a particular school program may have violated this policy may submit a complaint in accordance with the procedures established by board policy for complaints about instructional material.

DISPUTE RESOLUTION: Any individual who believes that the Williston Public School District #1 has violated the regulations or law governing a Title program should submit a complaint to the building principal at PO Box 1407, Williston, ND 58802; 701-572-1580. The principal shall investigate the complaint and provide the individual with a written response within 30 days.

The complaint must include:

1. The date;
2. A detailed description of the complaint, including specific facts;
3. The signature of person making the complaint.

If the complainant is dissatisfied with the response, the complainant may submit an appeal request to the District Title Program Director. The District Title Program Director shall issue a written response to the complainant as soon as practicable not to exceed 30 days.

If the complaint is not resolved to the satisfaction of the complainant at the district level, the complainant may forward the complaint to the Title Program Director, Department of Public Instruction, 600 East Boulevard, Bismarck, ND 58505. DPI has established a reconsideration procedure in the event that a complainant is dissatisfied with the State Title Program Director's decision.

Once the state-level complaint review process has been exhausted, a complainant may forward the complaint to the Secretary of Education, U.S. Department of Education, 555 New Jersey Avenue, NW, Washington, DC 20208.

DISTRIBUTION & POSTING OF NON-CURRICULAR MATERIAL IN SCHOOL: The Board allows distribution and posting of non-curricular material and collection of signatures on petitions, which receive the prior approval of the Superintendent or Designee. Approval shall be based upon the time, place and manner restrictions delineated in regulations.

Groups or individuals that attempt to compel or coerce a student, employee or other individual on school property into accepting non-curricular materials shall lose all material distribution privileges. A school employee or student who interferes with the distribution of approved material shall be subject to disciplinary measures.

Non-applicable Provisions

This policy does not apply to the pre-approved sale of goods on school property. The Superintendent shall develop separate criteria governing this matter, which shall, at least, limit direct sales to those having a school-related purpose, which is consistent with the district's mission statement. This policy does not apply to district acceptance of paid advertising and third-party sponsorships. The Superintendent shall develop separate criteria governing this matter, which shall, at least, require advertisers and sponsors to have a purpose and/or mission consistent with the district's mission.

DRILLS – FIRE, TORNADO and EMERGENCY CODES: Schools are required to have regular drills for the safety of all our students and staff. At the beginning of each school year, students will be directed on the proper behavior during the drills. During safety drills the principal, office staff and/or the teachers will direct students. Signs are printed in each room with drill information. Safety is a #1 priority at our school, thus these drills are important simulations. For the safety of all students, WPSD#1 uses the Standard Response Protocol. These codes will be practiced periodically throughout the year. Please see the next page for a description of the Standard Response Protocol.



STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol - Extended (SRPx). The SRPx is based on these five actions. Lockout, Lockdown, Evacuate, Shelter and Hold. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Get Inside. Lock Outside Doors"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveguys.org>

LOCKOUT

GET INSIDE. LOCK OUTSIDE DOORS

Lockout is called when there is a threat or hazard outside of the school building.



STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

LOCKDOWN

LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.



STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students

EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.



STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students

SHELTER

FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.



SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students

HOLD IN YOUR CLASSROOM

Hold is called when the hallways need to be kept clear, even during class changes.



STUDENTS:

- Remain in your classroom
- Do business as usual.

TEACHERS:

- Recover students and staff from hallways
- Close and lock classroom door
- Take roll, account for students



DROP OFF / PICKUP: Vehicles are to enter ONLY at the west end of the drive to drop off students. Visitor parking is available in front of the WMS office. ***The Staff Parking area is NOT a drive-thru. Some employees need to leave to pick up their children from other schools.***

EDUCATIONAL SERVICES: Williston Public Schools are members of WillMac Special Education Unit. WillMac provides the following services for eligible students: speech therapy, learning disabilities instruction, occupational therapy, physical therapy and learning services for children with emotional/behavioral challenges, intellectual disabilities, and severely multiple handicaps.

Title I/Tutoring services are also available for students. The purpose of this program is to give identified students additional support above and beyond the primary instruction they receive in the classroom. Please contact your building principal for more information.

ENTRANCES AND EXITS: All students, unless eating breakfast, must enter the building through the doors on 14th Street West only (Entrance #1). You may enter at 7:50 AM, go to your locker and proceed to your first class.

Students who are eating breakfast please enter the school through the commons entrance (Entrance #3). Students may enter hallways when dismissed by supervisors at 7:50 AM from the commons area and proceed to their first class.

Students have approximately ten minutes to clear the halls after their last class for the day. This allows our custodial staff to begin their duties. Once out of the building, students should not need to reenter the school building for any reason unless accompanied by a parent or for a sponsored school activity. Our front doors are always locked. Our office closes at 3:45 PM each day. Students are not allowed in the building past 3:45 PM unless under the direct supervision of an adult.

FEES: The WPSD#1 Board will establish and reassess student fees in accordance with law on an as needed basis. The Superintendent shall establish school fine amounts as permitted by law. When a parent/guardian is unable to pay a fee in full, the Superintendent is authorized to waive or reduce this fee.

The Board has adopted the following specific policy with relation to student fees:

1. Driver's education and for courses that generate products that become the personal property of the student must be paid prior to the start of the course.

The District will vigorously pursue the collection of any outstanding bills, including use of a collections agency and/or filing a claim in small claims court. The Superintendent, in accordance with law, may impose further penalties on students for failure to pay fees/fines.

Textbooks are provided free for all students unless lost or damaged. Certain fees may be charged for the following: publications, lab materials, and elective / encore materials. Examples of courses with fees include FAQs, Band, Inventions & Innovations, etc. For a list of course descriptions, please see the end of the handbook.

WMS Student Fees are assessed each quarter once the majority of schedule changes have happened. All fees are due at the end of the class each semester – in December and in May. Chromebook fees will be assessed by the middle of June.

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA) NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Williston School District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected in accordance with board regulation FGA-BR.²
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the Williston School District to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. (See complete list on pp. 3-4 of this document). One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel, a person serving on the school board, school resource officers, and threat assessment team. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Williston School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

DISCLOSURE OF PII WITHOUT CONSENT: FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

1. To other school officials, as defined in #3 above, within the educational agency or institution whom the school has determined to have legitimate educational interests. This may include contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
5. To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
6. To organizations conducting studies for, or on behalf of, the school, in order to: develop, validate, or administer predictive tests; administer student aid programs; or improve instruction. (§99.31(a)(6))
7. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
8. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
9. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
10. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

11. Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

FIELD and OTHER SCHOOL-SPONSORED TRIPS: Classes may take educational field trips to enhance the curriculum. Parents may be asked to chaperone field trips. Only children in the classes going on the field trip are allowed to participate. No preschoolers are allowed on school system buses. Students may be excluded from going on a field trip due to inappropriate behavior.

Fees:

Students may be required to pay admissions fees associated with a field and/or school-sponsored trips. These fees may be waived in cases of hardship or, when the trip is part of the curriculums, students may be given an alternative assignment. Requests to waive fees shall be made in accordance with the student’s fees policy.

Participation Requirements:

Parental approval was completed when you filled out your Registration for the current school year for field and school-sponsored trips. Some field trips may require additional paperwork.

Students shall be subject to all applicable district policies and regulations while on field and/or school-sponsored trips. Parents and students shall be made aware of any applicable field trip rules prior to each trip.

HALLWAY PROCEDURES: Students will be aware of and follow the movement and voice guidelines in the hallways and stairwells to promote safe and orderly transitions.

Expectations for Student Behavior

1. Walk on the right side – *lunch dismissal will be different.*
2. Walk in single or double file (Speed 2: average walking speed).
3. Keep moving. Use time wisely: realize it may take longer to get to some classes compared to others.
4. Yield to crutches and wheelchairs.
5. Talk (level 2: conversational voice) only to the person beside you.
6. Stop and talk with staff member if that adult requests you to do so (to correct behavior).
7. Keep hands, feet, books, etc. to yourself.
8. Respect hallway décor (no touching).
9. No swearing, name calling, profanity and/or obscene language or gestures.
10. In the stairwells, use each step with your feet.
11. Be in correct seat in correct classroom when the bell rings.

HARRASSMENT: We want all individuals to know they can learn and work in an environment free from insulting, degrading or exploitive treatment. Administrators and supervisors will make it clear to staff and students that harassment is prohibited by board policy and is grounds for disciplinary action.

Employee/Student or Student/Student Discrimination/Harassment: All school employees are considered responsible employees for purposes of reporting employee-student and student-student discrimination/harassment and shall follow the necessary reporting steps.

HEAD LICE: Head lice are frustrating, a nuisance and very communicable. When every parent takes responsibility to check their child/children’s heads and screen the entire family, lice can be detected early and controlled. Children should not share coats, hats, scarves or brushes with other children. If head lice do occur, please contact the school immediately.

If head lice/nits are found, the student will be sent home. Upon being nit free, the student may return to school. Williston Public School district has selected to continue to **enforce a “no nit” policy**, which is above and beyond the North Dakota Department of Health.

HOMEWORK REQUEST POLICY: Class work for an absent student may be requested through the Main Office provided that the student will be absent at least 2 days. Teachers will be contacted and work sent to the office at the end of the school day. Parents should be advised that a majority of homework is located on their Chromebook, usually in Google Classroom.

HONOR ROLL: At the close of each grading period, the office compiles an A and A/B Honor Roll. All classes “count” toward honor roll computation. A student may have a grade of “C” but not “D” or “F” to be eligible.

ILLNESS DURING SCHOOL: If you become ill during the school day, you should request permission from the teacher to go to the Main Office. If you are ill and a guardian or emergency contact can come and get you, you will be excused from school to go home and will be excused for that day only. You should never leave the school in case of illness or accident without being excused by the Main Office or the principal. If a student has a fever over 100°F or higher, they should not attend school. Once they have been free from fever for 24 hours, without the use of fever reducing medications, they may return to school.

IMMUNIZATION: NDCC 23-07-17.1 The parents or guardians of each child admitted to the schools shall present a certification from a licensed physician or authorized representative of a State Department of Health that the child has received or is in the process of receiving those immunizations required by law except as exempted by law. Failure to provide immunization records within 30 days of enrollment in school **WILL** result in the child’s removal from school. Per ND State law, students who are not immunized by October 1 of the current school year will be asked to go home until immunizations are up-to-date or the parent has provided proof of an appointment. In order to be up-to-date on your 7th or 8th grade immunizations, you should have the Tdap and Meningococcal vaccines.

INFECTIOUS DISEASES: Students with infections such as pink eye, influenza, etc. are asked to stay home from school until they are no longer contagious. Parents are asked to report such illnesses to school personnel.

INTERDISCIPLINARY TEAM ORGANIZATION: Our school format provides interdisciplinary team organization. All students in a particular team share in common the same core (those classes required to be taken by all students) academic teachers. These teachers meet as a group for one period per week. Our teams are designated by colors: 7th grade teams are Blue, Green and Yellow and 8th grade teams are Red, Purple and Orange. Encore or elective classes are those classes not required but “elected” by students.

LEGAL CUSTODY: Parents/guardians who are divorced / separated and have children enrolled in this school district should submit to the building principal's office legal documentation indicating who has custody, visiting rights and who may receive information pertaining to the child/children’s progress in school. This is important in cases in which one parent is legally denied contact with the child. In such cases the school will make every effort to cooperate with court orders.

LEGAL NAME: Each child's legal name, the name found on their birth certificate or court ordered documents, will be used on all educational forms and records.

LIBRARY MEDIA CENTER: The library is open from 7:55 AM to 3:45 PM each school day. A student using the library is expected to respect the following guidelines:

- No outerwear, coats or jackets are allowed in the library. Gym bags and books should be left at the front table when brought in after school. Remember no gum or food in the WMS library.

- Current student I.D. number is needed to check out materials.
- A student with a library delinquency may not check out materials.
- A student needs a pass in the hallway to come to the library.
- A student does not need a pass to come to the library if s/he spends his/her entire lunch hour in the library.
- Magazines and newspapers are to be read in the library.
- Students do not need to ask to use the online catalog or to take AR tests.
- Students are not able to use the copy machine. Please see the librarian if a copy is needed.
- Students do need to ask to use the computers for word processing, the internet, to print and to check e-mail.

LOCKERS/PHY ED LOCKERS: This is your area to keep school materials and personal items. Lockers should be kept clean and neat. Do not stick things on your locker that cannot be removed easily or are in bad taste. Do not kick or force it to close. If you have trouble with your locker, see the office. Only you and your locker partner have your locker combination. If you give it to others, you lose this security. ***Money or other valuables, including expensive clothing and jackets, electronic devices should not be brought to school. The school cannot be responsible for lost articles of any kind.*** You will share lockers ONLY as assigned by the Main Office. Also, please make sure you do not leave your locker unlocked. According to North Dakota State Law, school lockers remain the property of the school and school authorities have a responsibility and a right to examine the contents of the locker for reasons of health, safety and security. Students that have 1st period physical education class must first take their book bag to their upstairs locker before going to Phy Ed class.

LOST AND DISCOVERED: Williston Middle School cannot accept responsibility for items owned personally by students. If you find an item, please turn it in to the office. Clothing not claimed by the end of each week from the Lost and Found will be donated to Charity.

MCKINNEY VENTO HOMELESS ACT: It could happen at any time, but currently due to the booming economy and lack of affordable housing in Williston, more area families are finding themselves living in temporary situations. According to the federal McKinney Vento Act, when a student “lacks a fixed, regular and adequate nighttime residence,” whether it’s living in a camper, at a campground, at a hotel or doubled up with friends or family due to economic hardship or similar reasons, they are considered homeless. These students in transition, from preschool through high school, including unaccompanied youth, may face unique barriers when it comes to education. The McKinney Vento Act was designed to address these issues and all school districts are required to designate a liaison to serve these students.

In compliance with this federal law and state requirements, WPSD #1 has a written “Students in Transition” policy and employs a Homeless Liaison to work directly with these students. The main goal is to ensure that even though their living situation is temporary, these students encounter no barriers to a free, public education. The three key provisions of the McKinney Vento Act, school access, school stability and support for academic success are the framework for providing services. Services are designed to eliminate or minimize any barriers a family may face in their efforts to keep their student enrolled, attending and fully participating in school at every level. It is also meant to connect these students and/or families with existing community resources to assist them in areas outside of education.

Your Rights if You Live in a Temporary Situation:

McKinney-Vento is a federal law designed to remove barriers to education created by homelessness and provide for the educational rights of students in transition. McKinney Vento services may be provided to children and youth who lack a permanent, regular, adequate, fixed night time residence and

instead live in any of the following situations due to economic hardship, loss of housing or similar reason:

- Living “doubled up” with relatives or friends due to economic hardship, loss of housing or a similar situation
- In an emergency or transitional shelter
- In a motel, hotel, RV park or campground due to lack of alternative housing
- In a car, park, abandoned building, camper, bus/train station, substandard housing
- Moving from one place to another (“couch surfing”)
- Awaiting foster care placement

If you believe your children may be eligible, contact the District Office at 701-572-1580.

MEAL PROGRAM: Students are discouraged from bringing pop and candy in cold lunches and parents are discouraged from bringing fast food to school for students to eat. A no food trading/sharing rule will be enforced.

Breakfast and lunch prices are as follows:

Student Breakfast

Reduce Price: \$.30
Full Pay Price: \$1.75
Extra Milk: \$.50

Student Lunch

Reduce Price: \$.40
Full Price: \$2.75
Extra Entrée: \$1.50
Extra Milk: \$.50

Those students who bring their own sack lunch to school may purchase a carton of milk for \$.50.

Free and reduced price meal applications are available at every school and will be accepted any time during the school year. Information pertaining to these forms is strictly confidential. If you have questions, or have trouble paying your lunch balance, please contact Lynelle Johnson, Food Service Director at 701-572-5618 ext. 1726 or 701-713-7485.

An automated notice will be sent to parents when their student’s account balance is \$8.00. The notifications go. Parents cannot choose which notifications to get. Students will also receive a verbal reminder at the cashier station.

Student lunch balances can be viewed in the parent’s account in PowerSchool or may also be viewed in myschoolbucks.com by setting up an account. Parents may deposit money in student accounts anytime online through www.myschoolbucks.com . Instructions are available on www.willistonschools.org

Each student will be allowed to charge 5 reimbursable meals (\$13.75) after which charging will not be allowed. Under no circumstances will a la Carte items be allowed to be charged if a student has a negative balance. This includes extra entrees, extra milk, juice or water. If a student brings money for a meal on a given day, the student will be allowed to eat that day with no regards to the negative balance.

A parent may call the Food Service Director to place a block on their child’s account to prohibit the purchase of a la carte items. The District will vigorously pursue the collection of outstanding bills and will refer past due accounts to collections.

In the event a student leaves the district and has funds remaining in their school lunch account, it is the responsibility of the parent/student to contact the food services director within 30 days to request a refund; otherwise, the remaining funds will be deposited into the nonprofit school food service account.

MEALS FOR STUDENTS PARTICIPATING IN EXTRACURRICULAR ACTIVITIES: The Williston School Board strongly supports a quality extracurricular program for students in the Williston Public Schools. However, the provision for meals when students are participating in extracurricular activities is the responsibility of parents except as delineated below.

The District shall pay the cost of meals for students only when they are participating at state tournaments sponsored by the North Dakota High School Activities Association or state final competitions sponsored by the North Dakota State Vocational Education Board which are held outside the Williston area. The allowance for authorized student meals shall not exceed the state rate for employees. Meal allowances and payment procedures shall be established by the Superintendent. Funds donated for this purpose will be allocated according to board policy

MEASURES OF ACADEMIC PROGRESS (MAP): WPSD# I Schools use a computerized program to measure student progress in mastering basic skills. We administer this on regular intervals to obtain information for individual or an entire grade level on satisfactory progress in mastering these skills. This provides information teachers use for instructional planning for individual students or an entire class. These assessments will take place for Reading and Math in winter and spring.

MEDICATION: At WMS, students are not allowed to carry medication on their person. Medications need to be administered by parents unless there is a short- or long-term healthcare plan on file or the necessary paperwork has been filled out by a parent and physician. Please see the front office for more information.

MESSAGES AT SCHOOL: Parents are asked to keep telephone calls for *emergency purposes only*. A student will NOT be called from class to answer the phone except in emergencies. Students may be called to receive messages at the Main Office during hallway passing, lunch and/or after school.

MID-TERM REPORTS: Mid-term grades are can be checked by parents on their Parent PowerSchool portal at the mid-point of each nine weeks. Parents are requested to assist in communication between school and home. Reporting dates for the current school year are listed on the district calendar and on our web site.

NJHS (NATIONAL JUNIOR HONOR SOCIETY): The National Junior Honor Society chapter of Williston Middle School is a duly chartered affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation – scholarship, leadership, service, and character. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each year.

Students in the 7th or 8th grades are eligible for membership. For the scholarship criteria, a student must have cumulative grade point average of 3.5 or better on a 4.0 scale. Those students who meet these criteria are invited to complete a Student Activity Information form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the Faculty Council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional comments on a candidate's service activities, character and leadership. These forms and the Student Activity Information form are carefully reviewed by the Faculty Council to determine membership. A

majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule. Following notification, a formal induction ceremony is held at the school to recognize all newly-selected members. Once inducted, new members are required to maintain the same level of performance (or better in all four criteria that led to their selection). This obligation includes regular attendance at chapter meetings held at least quarterly during the school year, and participation the chapter project(s). PLEASE NOTE: Membership in NJHS at our school does not automatically ensure membership at the high school level.

Students or parents who have questions regarding the selection process or membership obligations may contact the chapter advisor.

NON-DISCRIMINATION: Williston Public School District #1 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator
701-572-0967

NORTH DAKOTA'S COMPREHENSIVE MODEL SCHOOL POLICY FOR TOBACCO USE

DEFINITIONS

For purposes of this policy, *tobacco* is defined to include any product that contains tobacco, is manufactured from tobacco, contains nicotine, e-cigarettes, and other electronic smoking devices. This excludes any FDA-approved nicotine replacement therapy.

RATIONALE FOR REGULATING POSSESSION & USE

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

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

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

USE & POSSESSION PROHIBITIONS

1. **Students:** Possession and/or use of tobacco products by students on district property, in district vehicles, and at school-sponsored events (whether on or off district property) is prohibited at all times. If students are caught with tobacco products, the Williston Police Department is contacted and the student is issued a citation.
2. **Staff/Visitors:** The use of tobacco products by all school employees and visitors on district property, in district vehicles, and at school-sponsored events (whether on or off district property) is prohibited.

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

3. **Additional:** The District will not allow advertising of tobacco products in school buildings, on school property, at school functions, on district property, or in any school publications. This includes clothing that advertises tobacco products.

The District will not accept any gifts (such as curriculum, book covers, speakers, etc.) or funds from the tobacco industry.

COMMUNICATING TO STUDENTS, STAFF, & PUBLIC: This policy will be printed in employee and student handbooks. The District shall comply with all smoking prohibition posting requirements in NDCC 23-12-10.4 and post such notices in other highly visible places in all district schools and property, such as, but not limited to: school playgrounds, athletic fields and school-sponsored events (on district property). Parents will be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy communitywide.

RESPONSIBILITY FOR VIOLATIONS: All individuals on the district's premises share in the responsibility for adhering to and enforcing this policy. The Superintendent shall develop regulations for the enforcement and implementation of this policy.

TOBACCO CESSATION SERVICES: Individuals requesting assistance with tobacco cessation services will be referred to NDQuits, the North Dakota Department of Health multi-media tobacco cessation program. This is a free cessation services provided to citizens of North Dakota.

NORTH DAKOTA STATE ASSESSEMENT (NDSA): These annual assessments in Reading, Math and Science will take place during the school year.

PARENT ADVISORY COUNCIL (PAC): The PAC is an advisory body to the Superintendent. The PAC identifies, studies, and makes recommendations in the areas identified. The PAC addresses issues brought to its attention by staff members, the principals, teacher representatives and parent representatives. These are public meetings and everyone is welcome to attend. If you are interested in serving on the council, please contact the Superintendent at 701-572-1580.

For more information go to the Parent Advisory Council link on the school district website: <http://www.willistonschools.org>

PARENTAL CONCERNS: In order to provide an effective procedure for responding to complaints in a manner that is in the best interests of promoting better educational opportunities for children, the following policy is adopted:

Complaints should be resolved at the lowest possible level of authority. If the complaint cannot be satisfactorily resolved at that level, the complaint shall be directed to the principal or other supervisor directly responsible for supervision of that employee. The supervisor shall:

1. Investigate the complaint.
2. Promptly notify the employee if the complaint is to be placed in the employee's personnel file. The decision to place information into any personnel file will be made by the administration based on the results of an inquiry or investigation.
3. Schedule a meeting of the employee, the complainant and the supervisor if deemed appropriate.
4. Provide a response to the complainant within sixty (60) days of receipt of the complaint. Upon conclusion of the investigation, the complainant will be informed as to the outcome of the investigation and the disposition of the complaint. If either party is not satisfied with the handling of the complaint, the matter can be appealed to the Superintendent for final resolution.

To be considered for investigation, any such complaint must have been filed within 180 days of the alleged occurrence. (Exception to the 180 days would be an accusation of sexual abuse.) The District has a separate investigation procedure for complaints of harassment and/or discrimination.

Complaints about the Superintendent shall be directed to the Board President, who shall follow the same procedure.

This procedure is intended to minimize the risk of a possible action for libel or slander, to retain the impartiality of the Board, and to maximize compliance with North Dakota law.

PARENT – TEACHER CONFERENCES: Conferences will be conducted twice during the school year. Informal parent-teacher conferences can also be conducted on an as needed basis as requested by the parent or teacher.

PHYSICAL EDUCATION: Physical Education is a required course in North Dakota. Thus, only a medical excuse will excuse a student from participation. The medical excuse is the responsibility of the parent and student. Students who have a medical excuse: if partial exemption, you will participate in selected activities; if the excuse is total exemption you must complete written assignments. All students will dress for Physical Education.

POWERSCHOOL PARENT / STUDENT ACCESS: Access obtained by opening a web browser and going to <http://williston.ps.state.nd.us/public> and entering your password. After you log in, the options currently available include: grades and attendance, attendance history, grade history, assignments, email notifications, teacher comments and school bulletin. ALL information is password protected and since it is web based, allows parents/students access to their school and classroom information 24 hours a day 7 days a week! *Please keep in mind there are certain items not available on the app.*

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA): PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 - a. Political affiliations or beliefs of the student or student’s parent;
 - b. Mental or psychological problems of the student or student’s family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - g. Religious practices, affiliations, or beliefs of the student or parents; or
 - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
 - a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings or any physical exam or screening permitted or required under State law; and
 - c. Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use:
 - a. Protected information surveys of students;

- b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- c. Instructional material used as part of the educational curriculum.

These rights transfer from parents to a student who is 18 years old or an emancipated minor under State law.

Williston Public Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.

Williston Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Williston Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Williston Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

REGISTRATION REQUIREMENTS: Parents must present proof of residency, up-to-date immunization records, a copy of the student's Birth Certificate and custody/guardian papers, if appropriate, when enrolling their child in school. Failure to provide immunization records within 30 days of enrollment in school **WILL** result in the child's removal from school. Proof of residency documents must include three separate items: 1) ND issued Photo ID/License or Tribal Card; 2) Primary proof of residence; and 3) Secondary proof of residence. For any questions, please contact the District Office.

REPORT CARDS: Report cards will be available in the Parent PowerSchool account at the end of each nine-week period. Report cards will be distributed within one week after the grading period ends. Report card dates for the current school year are listed on the District Calendar. Progress notes for students with Individualized Educational Programs (IEPs), will be sent via mail at the end of each nine-week period.

REVIEW & COMPLAINTS OF INSTRUCTIONAL & RESOURCE MATERIAL: In order to consider the opinions of those persons in schools and the community who are not directly involved with the instructional and resource material selection process, and to avoid the possibility of a biased or

prejudicial attitude influencing selection, a board-appointed district review committee shall deal with formal complaints about and/or requests for reconsideration of library and instructional materials.

This committee shall be responsible for reviewing all selection standards and procedures and shall work with all departments in clarifying selection criteria. All citizen requests for reconsideration of and complaints about instructional and resource material will be processed through the District Review Committee.

A procedure for processing and responding to criticism of approved material shall be established and followed. This procedure shall include the use of a formal signed "Request for Reconsideration of Instructional Resources" form.

The District subscribes to the philosophy stated in the School Library Bill of Rights.

SAFETY/SECURITY: The safety of all Williston Middle School students and staff is our #1 priority. Students are required to cooperate with well-established security measures. In the event of an emergency, a directive will be issued from administration and/or the main office. These directives will be used for the protections and safety of all individuals in our school building. Since these are potentially serious situations, all drills to practice these alerts must be taken with a respectful attitude. Student behavior expectations are at the highest standards with no exceptions.

SCHEDULES: Once a student receives his/her schedule, it will only be changed in cases of extreme situations.

SCHOOL CLOSING – EMERGENCY AND WEATHER RELATED: The decision to close school will be made by Superintendent of Schools or designee. Notification of closing or if school and buses will be dismissed early or start late, will be made to the following radio stations: KEYZ, KYYZ and KDSR and the following television stations: KUMV and KXMD.

SCHOOL DAY: Our day begins at 8:00 AM and concludes at 3:00 PM. Students should be in their desks and ready to learn before the bell rings at 8:00 AM. ***This schedule may be subject to change.***

SCHOOL MESSENGER: School Messenger is Williston Public School District's rapid notification service. It provides all parents the opportunity to receive school news quickly and effectively via voice calls, email messages or text messages. Messages will be sent to notify parents of emergencies, school updates, school closings, important dates and/or parent meetings, etc.

SEXUAL OFFENDERS ON SCHOOL PROPERTY:

DEFINITIONS

For the purpose of this policy:

1. A *sexual offender* is defined in NDCC 12.1-20-25.
2. A *parent sexual offender* is an individual who meets this policy's definition of sexual offender and who has either parental or legal guardianship rights to a child attending a district school.
3. A *nonparent sexual offender* is an individual who meets this policy's definition sexual offender and who has no parental rights or legal guardianship rights to a child attending a district school.
4. *School property* includes all land within the perimeter of the school site and all school buildings, structures, facilities, computer networks and systems, and school vehicles, whether owned or leased by the District, and the site of any school-sponsored activity.

1. Nonparent Sexual Offenders: A nonparent sexual offender is prohibited from entering a district school except:

- a. When s/he is a qualified voter and is entering school property solely for the purpose of casting his/her vote.
- b. To attend an open meeting as defined in NDCC chapter 44-04.

A nonparent sex offender who attempts to communicate electronically with a student while the student is on school property will be considered on school property without permission and will be in violation of this policy.

2. Parent Sex Offenders: Parent sexual offenders are prohibited from entering school property except for purposes outlined in section one parts (a) and (b) of this policy and with the superintendent's prior written approval in the following instances:

- a. To transport his/her child to and/or from school. The parent sex offender will only be permitted to transport his/her own child.
- b. To attend a conference to discuss his/her student's progress, placement, or individual education program (IEP).
- c. Under other circumstances on a case-by-case basis, as determined by the Superintendent.

A parent sex offender who attempts to communicate electronically with a student other than his/her child while the student is on school property will be considered on school property without permission and will be in violation of this policy.

3. Student Sex Offenders: The Superintendent shall determine the appropriate educational placement for student sex offenders except those identified as having a disability. When determining educational placement, the Superintendent shall consider such factors as the safety and health of the student population. The Superintendent shall develop guidelines for managing each student sexual offender in district schools. If the Superintendent determines that, in the best interest of district schools, the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

An IEP team shall determine the educational placement of a student sexual offender with a disability. The student with a disability is entitled to all the due process procedures available to a student with a disability under the Individuals with Disabilities Education Act (IDEA). The IEP team shall develop procedures for managing each student sexual offender with a disability that attends a district school. If the IEP team determines that the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

Juvenile offender registry information is not protected by FERPA. If the District receives a public request to release juvenile offender registry information, the District shall consult with law enforcement prior to disclosure to determine if any of the requested information is confidential and prohibited from being released.

4. General Provisions: The Superintendent will inform the appropriate principal and other relevant district staff of the scope of the permission granted to each sexual offender.

Sexual offenders who receive permission to enter school property must immediately report to the individual or location designated in the superintendent's written permission statement. The building principal shall assign a chaperone to accompany the sexual offender while s/he is on district property. The only exceptions to these requirements are when the Superintendent grants permission to a parent sex offender to transport his/her child and when a student sex offender receives permission to attend a district school in which case the guidelines developed for this individual shall apply.

The Superintendent may establish a system for identifying sexual offenders and may inform known sexual offenders of this policy. It is not the intent of the District to expand or modify the district's potential liability exposure through the implementation of this notification system. The district's voluntary creation of this safety precaution shall not be construed to create or assume any potential liability under any local, state, or federal law or regulation. Lack of notification does not excuse sexual offenders from abiding by the requirements and prohibitions in this policy.

The Superintendent will contact law enforcement anytime a sexual offender violates this policy and will immediately revoke any privileges granted to the sexual offender under this policy.

SKATEBOARDS, IN-LINE SKATES, "HEELIES": These items are not allowed in the school building UNLESS they are used for transportation to/from school. Students using these items as transportation to school must be courteous on the sidewalks or a loss of privilege may result. Misuse of these items during school will result in loss of privileges.

STUDENT EDUCATION RECORDS ACCESS & AMENDMENT PROCEDURE:

Reviewing an Educational Record

The District will comply with a parent/guardian/eligible student's right to inspect educational records. This right will be granted using the following procedure:

1. A request to view an educational record shall be granted by the deadline in law (45 days).
2. A request may be made orally or in writing to the building principal.
3. The principal shall notify the parent/guardian/eligible student of the time and place when a record may be inspected.
4. The building principal shall require the requestor to submit/show a form of state or federally-issued identification to verify the identity of the requestor if the requestor is unknown to the principal.
5. The principal or designee shall be present when the parent/guardian/ eligible student reviews the record.
6. If circumstances prevent a parent/guardian/eligible student from reviewing the educational record at the school office, the District shall prepare and mail a copy of the record or make alternative arrangements for the parent/ guardian/eligible student to review the record. Any expense incurred from copying and/or mailing a record may be charged to the parent/guardian/ eligible student at state rates, except as prohibited by law.

Amending an Educational Record

A parent/guardian/eligible student has the right to request an amendment to any portion of the educational record s/he believes to be inaccurate, misleading, or in violation of the student's right to privacy. A parent/guardian/eligible student shall use the following procedure to dispute or request an amendment to an educational record. This procedure shall not be used to dispute a grade, disciplinary decision or opinions/reflections of a school official contained in an educational record.

1. Any request to amend an educational record shall be made in writing and submitted to the building principal.
2. The principal shall review the request within a reasonable time and approve or deny it. The principal's decision shall be submitted to the parent/guardian/eligible student. If the principal denies the amendment request, s/he shall inform the parent/guardian/eligible student of his/her right to request an appeals hearing.
3. Requests for an appeals hearing shall be submitted to the Superintendent. The hearing shall be held within a reasonable time after the appeal request has been made.
4. The Superintendent shall serve as the hearing officer. A representative of the parent/guardian/eligible student's choosing may accompany the parent/guardian/eligible student at the parent/guardian/eligible student's expense. The parent/guardian/eligible student shall have a full and fair opportunity to present evidence related to the amendment request.
5. The superintendent's decision is final and binding and shall be submitted to the parent/guardian/eligible student at a reasonable time after the hearing.
6. If the Superintendent denies the amendment request, s/he will notify the parent/guardian/eligible student within a reasonable time of his/her right to submit a written response commenting on the contested material and/or explaining the disagreement with the hearing officer's decision. This written response shall be retained and, when applicable, disseminated in accordance with law.

SPORTSMANSHIP: A primary goal of the sports program is to teach sportsmanship. Student athletes, student spectators, district personnel and public spectators are expected to support this goal.

RULES OF CONDUCT: The Athletic Director shall develop rules of conduct for athletic events. These rules shall be published in student and employee handbooks and disseminated to district patrons using the method deemed most appropriate, effective and cost efficient by the Superintendent.

The Superintendent, principal(s) and law enforcement may evict violators of these rules from the athletic event, and the Superintendent may prohibit and/or restrict attendance at future events. In addition, district students and employees violating these rules may be subject to disciplinary consequences in accordance with district policy and law.

SPRAYS/AEROSOLS: Using sprays (hairspray, body sprays, etc.) can be a safety issue for others thus; it is NOT acceptable behavior in the school. Please respect the "air-space" of others.

STAFF PROFESSIONAL QUALIFICATIONS: Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. If you are interested in learning this information, please contact your building principal. Upon this request, you will receive a detailed explanation of the licensing, education, and experience of each of our teachers. You will also receive information regarding the names and qualifications of the paraprofessionals at the school.

STUDENT DISTRIBUTION and POSTING OF NON-CURRICULAR MATERIAL IN SCHOOL:

Students shall be permitted to distribute non-curricula material that meets the following criteria and receives district approval as described below:

1. The material is submitted to the Superintendent at least 5 school days before the proposed distribution date. The request must indicate the time and place where the student wishes to distribute material and the ages of students that are the requestor's target audience.
2. The Superintendent shall approve or disapprove the material. If the Superintendent rejects a request to distribute material, the decisions may be appealed to the Board. The decision to approve material shall not be based on the viewpoint expressed; however, material containing the following shall not be approved for dissemination:
 - a. Attacks on ethnicity, race, religion, or other class protected by law;
 - b. Promotes violence, terrorism or other illegal activities, including, but not limited to, tobacco, drug and/or alcohol use by minors;
 - c. Is obscene or pornographic as defined by community standards;
 - d. Is reasonably forecasted to materially or substantially disrupt the education process or environment;
 - e. Poses a direct threat to the physical safety of the school populations;
 - f. Infringes on the rights of others, such as (but not limited to material that is libelous or invades an individual's privacy.

The Superintendent shall document reasons for denying a student's request to distribute non-curricular material. The Superintendent shall provide notice of his/her decision to approve or deny a non-curricular material distribution request to the requestor within a reasonable timeframe.

STUDENT PRAYER DURING NON-INSTRUCTIONAL TIME: The District shall comply with state law concerning student recitation of prayer/student-initiated religious speech in school, which allows such activity before, during, and after the school day to the same extent that District allows secular speech. Any time, place and manner restrictions that the District places on recitation of prayer/student religious speech shall not exceed those placed on student's secular speech. The decision to participate or not participate in religious expression is a matter of individual choice. No student will be permitted to harass or intimidate other students to participate or refrain from participating in religious expression. School staff shall refrain from encouraging or discouraging students from participating in such activity.

STUDENT RECORDS: Student records shall be made available to an outside person or agency only under the following conditions:

- A "Release of Information" request is received by school officials signed by a parent or guardian of the student or by a student of legal age (18 or older).
- A "Request for Information" is received by school officials in the form of a specific request from the court, a court order or a subpoena. Only information requested shall be provided and the parents/guardians and/or student shall be notified of all such orders in advance of compliance with the order.
- A student of legal age (18 or older) or the parent or guardian of a minor student shall have access to a student's records at any time during the school day upon reasonable notice to the principal. Without a court order to the contrary, divorced parents of a student shall have equal access to their child/children's educational records.
- The file shall contain a composite of all requests for information and all completed forms involving requests, authorizations or permission to view and receive educational records. Each

person viewing the file must sign and date the form provided for that purpose.

- A single copy of information contained within the record shall be provided at no cost, if requested by parent or guardian or by a student of legal age (18 or older).

TOBACCO-FREE SCHOOLS & WORKPLACES VIOLATIONS:

BY THE PUBLIC: Members of the public who violate the district's anti-tobacco policy and/or regulations shall be informed that their actions are in violation of district policy. Repeat violations may result in the building principal or designee requiring such individuals to leave school property. Repeat violations may also result in the building principal recommending to the Superintendent that the individual be prohibited from entering district property. If enacted, such prohibitions shall not violate law and may be limited to a specific period of time as determined by the Superintendent. The Superintendent may grant exceptions to such prohibitions for reasons such as, but not limited to, granting a parent violator the ability to pick up and drop off his/her child from school.

TECHNOLOGY / COMPUTER USE: We believe that computer use by students is an important privilege. Student misuse or unethical practice may result in disciplinary and/or legal action and the loss of computer use.

The Williston Public School District #1 (WPSD) Network allows users' access to a wide range of information sources locally through the Local Area Network (LAN) and worldwide through the Wide Area Network (WAN) also known as the Internet. Our goal in providing this service is to promote educational excellence in our schools by facilitating resource sharing, innovation, and communication.

The Internet allows access to computers all over the world. Some systems may contain inappropriate material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive and/or illegal. Internet filtering software has been installed by the Internet Service Provider to prevent access to inappropriate sites; however, no software can be effective 100% all of the time. WPSD does not have control over the content of information residing on the Internet and will not be held accountable for the content. Students who knowingly bring such materials into the school environment will be dealt with according to the disciplinary policies of the individual school building and WPSD. Access to the network will also be terminated.

Acceptable use policy is in place for all current Middle School students. Computer use privileges will be removed for unacceptable use.

VANDALISM:

DEFINITION: For the purposes of this policy, *vandalism* includes, but is not limited to, intentionally defacing or damaging school property, including items entrusted to students such as, but not limited to, textbooks and lockers.

REMEDIES & REPERCUSSIONS: The Board may offer a reward as authorized by North Dakota law to any person furnishing information leading to the apprehension and conviction of any person(s) who vandalized property belonging to the District. The Board may also accept private donations to establish a reward fund to encourage the furnishing of such information.

It is the policy of the Board to seek all legal redress against persons found to have committed vandalism. Full restitution for the damage caused will be sought from the responsible persons, or in the case of minors, from the minors and their parents, under state law. In addition, disciplinary action will be taken in

accordance with board policy and law when district students and/or employees have been found to have committed vandalism of school property.

VISITORS:

All visitors must report to the main office immediately upon entering the building and sign in. Visitors must wear a Visitor Pass at all times in clear view while they are in the building. Students are not to bring visitors such as friends from other schools or family members to school. This can be disruptive to the educational process and other students.

WEBSITE: Williston Public Schools District #1 has a website with valuable school information including the school year calendar at www.willistonschools.org.

WELLNESS POLICY:

Nutrition Education & Promotion

The District should strive to promote the following nutrition goals (consistent with the *Dietary Guidelines for Americans*) in grades K-12 through the curriculum and through other promotional methods:

1. Provide a health education curriculum that is aligned with state standards and requirements; is taught by well-prepared and well-supported staff; that is age appropriate; and that is aimed at influencing students' knowledge, attitudes and eating habits.
2. Provide an overall school environment that encourages students to make healthy food choices, specifically encouraging:
 - a. Balancing calories with physical activity to manage weight;
 - b. Consumption of healthier foods and nutrients such as fruits, vegetables, whole grains, fat-free and low-fat dairy products and seafood;
 - c. Consumption of fewer foods with sodium (salt), saturated fats, trans fats, cholesterol, added sugars and refined grains.
3. Identify and implement methods to educate family members about district nutrition standards and goals and involve them in program development and implementation.

The wellness policy committee may develop a list of activities that will help the District achieve the above goals and provide this list to administrators to assist with implementation of this policy.

Physical Education

In addition to state standards and mandates related to physical education, the District should strive, to the extent practical, to offer opportunities for students to be physically active through activities that may include, but not be limited to, recess and extracurricular offerings. The goals of physical activity programs shall be: to develop students' knowledge and skills necessary to perform a variety of physical activities; assess, maintain and improve personal fitness; regularly participate in physical activity; understand the short- and long-term benefits of physical activity; and value and enjoy physical activity as an ongoing part of a healthy lifestyle.

Administration will ensure that policies and practices are in place that enable students with disabilities and other special health care needs to participate as fully as possible and safely in physical education and other school physical activity programs. Teachers and other school personnel will not use physical activity (e.g., running laps, pushups) as punishment. Withholding opportunities for physical activity (recess) as punishment will be limited.

Goals for Other School-Based Activities

The District will seek to promote the physical activity and nutrition goals of this policy through other activities that are practical, implementable, and within district budgetary and statutory parameters. The goals of these other activities shall be to reinforce the nutrition promotion, nutrition education, and/or physical activity goals stipulated above. Activities implemented under this policy provision may be offered to students, parents, and/or district staff.

The wellness policy committee may develop a list of activities that will help the District achieve the above goals and provide this list to administrators to assist with implementation of this policy.

Nutrition Standards

For all meals provided with funds from the National School Breakfast and Lunch program, the District shall comply with applicable federal nutrition standards established in federal regulations. The District shall comply with applicable federal standards for competitive food sales on campus during the school day as defined by federal law. All foods provided or sold by the District should be selected judiciously, taking into consideration the nutritional value of the food being served, the goals of this policy and the frequency of use.

Exception to Competitive Food Sales

Each school year, each school building is authorized to hold up to three on-campus fundraisers during school hours that do not comply with competitive food sales nutrition standards. Each building principal shall develop rules for requesting and receiving approval to hold fundraisers under this exception, which shall, at a minimum, prohibit such fundraisers from occurring during school meal times.

Competitive food sale requirements do not apply to off-campus food sales and do not apply to foods sold on campus at least 30-minutes after the school day.

Qualifications & Training

The District shall comply with any applicable hiring requirements under federal regulations for new hires in the food service program and shall comply with annually training requirements under federal regulations for all food service personnel (see ABCC-E).

Policy Development, Implementation, Review, & Dissemination

The District encourages parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the School Board, school administrators and the general public to participate in the development, implementation and periodic review and update of the local school wellness policy. The District shall determine the best methods for the above groups to participate in these processes and shall relay information about the participation processes to the above groups using the method deemed most appropriate, effective, and cost efficient by the wellness policy committee. The Board or designee shall appoint a wellness policy committee in accordance with applicable district policy on committee appointments to develop the wellness policy and perform additional duties prescribed herein.

The Superintendent shall designate one individual per school building to monitor and enforce building-level compliance with the wellness policy. The names of these designees shall be listed in administrative regulations. Each designee shall be responsible for reporting on building-level compliance with this policy and supplying the wellness policy committee with any material requested to help the committee assess implementation of and compliance with this policy.

At least annually, the wellness policy committee shall meet to determine the extent to which each district school is in compliance with the local school wellness policy, the extent to which the local school wellness policy compares to model local school wellness policies (e.g., policies created by the state or federal

government, if available, or by a state or federal organization that provides support services to schools), and the progress made in attaining the goals of the local school wellness policy. The wellness policy committee shall complete a report that contains the above components, which it shall provide to the Williston School Board and disseminate publicly on the district's website. Any recommended amendments to the wellness policy must be adopted by the Board in compliance with board policy on policy adoption.

WHISTLEBLOWER PROTECTIONS POLICY: PROHIBITION AGAINST RETALIATION:

Protections: Employees

The Williston School District prohibits and will not tolerate any form of reprisal, retaliation, or discrimination (including, but not limited to: discharge, discipline, threats, or penalizing compensation, work conditions, location or privileges of employment) against any employee because s/he:

1. In good faith, made or intends to make a report that the school board, school employee, or an entity/person with whom the school district has a business relationship has violated federal, state, or local law/administrative rules or school district policy through practice, policy, act or omission;
2. Participates in a Williston School District-related investigation, hearing or inquiry; or
3. Refused to carry out a directive that the employee believes is a violation of state or federal law, rule, or regulation or poses a substantial or specific danger to public health and safety provided the employee has an objective basis for that belief and informs the employer that the directive is being refused for that reason.

Protections: False Claims Act (FCA)

The District shall comply with the FCA and prohibits any district employee, contractor, or other district agent from knowingly submitting or causing the submission of a false or fraudulent claim to the federal government in the district's name. The District will not tolerate any form of reprisal, retaliation or discrimination (including, but not limited to: discharge, discipline, threats or penalizing compensation, work conditions, location, or privileges of employment) against any employee, contractor, district agent, student, or community member because s/he filed a complaint in good faith under FCA against the District and/or any of its employees, contractors or agents.

Protections: Students & Community Members

The District will not tolerate any form of reprisal, retaliation or discrimination against a student and/or community member because s/he, in good faith, filed a complaint against the District (or a district employee, contractor or agent) under district policy or when authorized by law. Furthermore, the District will not tolerate any form of reprisal, retaliation or discrimination against a student and/or community member because s/he participates in a district-related investigation, hearing or inquiry.

Grievance Procedure:

Anyone covered by the above protections who reasonably believes that this policy has been violated by a district employee, contractor, or other authorized district agent may file a grievance in accordance with the district's applicable complaint or grievance policy. In the absence of policy, or if policy is not applicable given the nature of the grievance, the individual should report to the Superintendent who shall investigate. If a grievance under this policy concerns the Superintendent, Business Manager or a

school board member, the complainant should report to the Board President or Board Vice President (if the report concerns the Board President) who shall investigate.

Grievances not otherwise covered by deadlines in the applicable district policy must be reported within 180 calendar days unless state or federal law specifies otherwise.¹ Failure to timely present the grievance shall be deemed a waiver of the grievance. Investigations of grievances filed under this policy shall be completed within 60 days unless the investigator documents in writing reasonable cause for extending this investigation deadline. Upon completion of the investigation, the investigator shall issue his/her findings to the complainant in a written report.

Complainants may also report grievances under this policy to the state agency with jurisdiction over the subject of the grievance (e.g., ND Department of Labor or ND Department of Public Instruction), the appropriate federal agency, and/or, if applicable, law enforcement.

If necessary, the Superintendent or the Board President/Vice President may specify reasonable steps to protect the complainant from retaliation during and/or after the investigation. Reports of suspected employee impropriety under this policy shall be treated as confidential to the extent permitted by state law on administrative investigations of school personnel. All individuals involved in an investigation shall be advised to keep information about the investigation confidential and should be advised of the protections contained in this policy.

Policy Violation Consequences:

Any employee, district contractor, district agent or student who is found to have engaged in any of the prohibitions contained in this policy may be subject to disciplinary action including, but not limited to, dismissal or expulsion in accordance with applicable policy and law.

Prohibition of False Claims:

The District may take appropriate disciplinary action against a district employee, contractor and/or other district agent and/or may take legal action against anyone who knowingly files a false claim of reprisal, retaliation or discrimination under this policy.

Notice of Policy:

Each employee, contractor, volunteer, school board member, and student should receive a copy of this policy and should sign a statement verifying his/her receipt and understanding of this policy.

CONDUCT AND DISCIPLINE POLICIES

In any society, general rules and policies are necessary for orderly operation and for ensuring the safety of all members. Good discipline and order are positive aspects of school rather than negative. It is the duty of the school to help students adjust - rather than punish - and to turn the unacceptable behavior into acceptable. Good discipline is the absence of distractions, frictions or disturbances that interfere with the functioning of the individual, class or school. It is the presence of a friendly, yet business-like atmosphere where all work together for the common good. The following information **applies not only to the school day, but also includes all extracurricular activities involving the school, on the buses or on school corporation property. Williston Middle School has a specific “Code of Conduct” form that all students participating in any extra-curricular activity must sign.**

It is the intent of this school that any problems arising from the normal operation of Williston Middle during the school day or at extracurricular activities to be handled on the lowest level possible with the least force and embarrassment necessary to bring about the proper behavioral changes. If a problem arises at the classroom level, students and parents/guardians work first with the teacher(s) to correct the difficulty. If behavior does not improve, communication with the principal(s) would be the next step.

A student identified as a chronic disciplinary problem may be suspended or recommended for expulsion on the basis that despite prior intervention, such student has persistently violated the rules of the school even though each prior violation may not alone have warranted suspension or expulsion.

WE EXPECT STUDENTS TO:

- Always remember that each person is important and deserves our utmost respect.
- Do as they are asked the first time they are asked.
- Respect legitimate authority by following school rules as well as the laws of the community, state and nation.
- Respect the personal property of others and the school as well as consider the needs and rights of the school and all members of the school community.

WE EXPECT PARENTS TO:

- Assume primary responsibility for the child and his/her behavior.
- Acknowledge the child's responsibility to the school as well as the home.
- Recognize that school must primarily concern itself with education.
- Cooperate in conferences regarding health, behavior or academic progress of their child.

WE EXPECT STAFF MEMBERS TO:

- Set high standards for student academics AND behavior.
- Exhibit a respect for students that positively helps them develop good character traits.
- Plan a flexible program to meet the individual needs of students.
- Communicate with parents when a child's behavior and or academic progress indicates a need for improvement.

WMS NON-NEGOTIABLES:

- Cell Phones – Cell phones may not be seen or heard in the hallways and stairways.
- Profanity – Both direct and indirect profanity will not be tolerated.
- Disrespect – Students will demonstrate respect toward others, staff and the school environment at all times.
- Back and Forth – Students will accept the response of the teacher without negotiation.

STUDENT RULES OF CONDUCT

Violation of Student Rules of Conduct could result in one or more of the following actions being taken by school authorities.

CITATION FOR WILLFUL DISTURBANCE: The principal may cite students or adults for willful disturbance of schools under North Dakota Century Code 15-49-08. Any person, whether pupil or not, who willfully molests or disturbs a public school when in session, or who willfully interferes with or interrupts the proper order or management of a public school, by act of violence, boisterous conduct or threatening language, so as to prevent the teacher or any person from performing his duty, or who, in the

presence of the school children, upbraids, insults or threatens the teacher, shall be guilty of a class B misdemeanor.

DETENTIONS: A teacher may assign a student detention on designated days during the week. Failure to serve detentions may result in additional punishment. It is the student's responsibility to contact parents/guardian to communicate detention time to be served. Parents may request a change of time from the teacher. Since transportation is a parental responsibility, we suggest that students not inconvenience their families and avoid behavior that results in detentions.

DISCRIMINATION & HARASSMENT GRIEVANCE PROCEDURE

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

The procedure contained in these regulations supersedes the district's complaints about personnel and bullying policies.

RETALIATION PROHIBITED

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

COMPLAINT FILING FORMAT AND DEADLINES

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

INFORMAL COMPLAINT PROCEDURE

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

1. The complainant files the complaint with the Title IX Coordinator.
2. The individual receiving the complaint shall document receipt and forward the complaint to the Superintendent who shall designate an investigator. If the Superintendent is the subject of the complaint, the recipient shall forward it to the Board President who shall designate an investigator.
3. The designated investigator shall meet with each party individually and collect information needed to arrive at an equitable solution. At no time shall the complainant be required to work out the problem directly with the accused.
4. Within 30 calendar days of the complaint being filed or as soon as practical, the investigator shall issue a written notice of recommendations to both parties. Prior to issuing this notice, the investigator shall meet with the Superintendent or Board President (if the Superintendent is the subject of the complaint) to receive his/her concurrence on the recommendations and receive his/her approval on any disciplinary recommendations. Disciplinary recommendations shall be carried out in accordance with policy, law, and, when applicable, the negotiated agreement.
5. The investigator or designee shall monitor the implementation and effectiveness of recommendations and shall notify the Superintendent or Board President (if the Superintendent is the subject of the complaint) if harassment/discrimination persists.

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

FORMAL GRIEVANCE PROCEDURE

1. FILING A COMPLAINT:

- a. A victim or witness of alleged harassment or discrimination may file a formal complaint either orally or in writing to the Title IX Coordinator. If any of these individuals is the subject of the complaint, it should be filed with an alternative source. Harassment/discrimination complaints about the Superintendent shall be filed with the Board President.
- b. Upon receipt of the complaint, the recipient shall document the date, time and nature of the complaint and shall request the complainant's signature on this document.
- c. Within five school days of receiving the complaint or as soon as practical, the recipient of the complaint shall issue a notice to the complainant and the accused that a complaint has been filed.

2. INVESTIGATION PROCESS:

- a. The recipient of the complaint shall confer with the Superintendent or Board President (if the Superintendent is the subject of the complaint) about who will be best suited to investigate the complaint. The investigation may be conducted by school personnel or a third party designated by the District.
- b. Before the investigation commences, the investigator in coordination with the Superintendent or Board President (if the Superintendent is the subject of the complaint) shall determine if interim measures must be taken to prevent harassment/ discrimination during the course of the investigation and whether law enforcement or other applicable officials should be notified.
- c. The investigation shall consist of interviews with the complainant, the accused, and any others who may have witnessed or otherwise have knowledge of the circumstances giving rise to the alleged complaint and may involve gathering and review of information relevant to the complaint. Witnesses shall be instructed not to discuss this matter with others. At no time during the investigation shall the complainant be required to meet with the accused to discuss the complaint.
- d. The investigator shall complete his/her investigation within 15 calendar days or as soon as practical.
- e. Any deviation from the investigation procedure should be documented with an explanation. Reasons for delays in the investigation also should be documented.

3. INVESTIGATION REPORT:

- a. After the investigator has completed the investigation, s/he shall complete a written report containing a determination of whether allegations were substantiated, whether the discrimination/ harassment policy was violated, and recommendations for corrective action, if any. These determinations shall be made on a case-by-case basis based on, but not limited to, the following criteria:
 - i. Whether evidence suggests a pattern of conduct supporting or disproving the allegations or harassment or discrimination.
 - ii. Whether behavior meets the definition of harassment, sexual harassment and/or discrimination as defined in board policy.
 - iii. Ages of the parties involved.
 - iv. Relationship between the parties involved.
 - v. Severity of the conduct.
 - vi. How often the conduct occurred, if applicable.
 - vii. How the District resolved similar complaints, if any, in the past.

- b. The investigator shall submit his/her report to the Superintendent or Board President (if the Superintendent is the subject of the complaint). This individual shall review the report, determine if the recommendations are appropriate, implement the portions of the report s/he approves, and develop a monitoring plan to evaluate the effectiveness of the recommendations and help prevent recurrence. Any disciplinary action shall be carried out in accordance with board policy, law, and, when applicable, the negotiated agreement.
- c. Prior to implementing the recommendations, the Superintendent or Board President (if the Superintendent is the subject of the complaint) shall issue his/her decisions in writing to the complainant and accused. These decisions shall be final and binding; however, nothing shall prevent the parties from seeking judicial redress through a court of compensate jurisdiction.
- d. The entire complaint filing, investigation, and reporting process should be completed within 30 calendar days or as soon as practical not to exceed 60 calendar days.

EXPULSION FROM SCHOOL: A student may be expelled from attendance to Williston Middle School for one or more semesters. Expulsion is preceded by suspension from school and a due process hearing. Repeated or severe violations of any rule for student behavior could result in a request for expulsion.

GUIDELINES FOR STUDENT CONDUCT / ATTENDANCE:

NOTE: WMS students follow proper conduct in the building, out of building (Field Trips) and extracurricular activities. At all school associated activities, such as attending an athletic event or dance, students must comply with the same behavior expectations.

Each student discipline case is treated individually by the administration of the school following the due process for students and the listed guidelines below. The final discipline action is determined by the WMS Administration. Repeat offenses of Out-of-School Suspensions, can be for multiple days out of school and/or result in Expulsion proceedings.

NONDISCRIMINATION & ANTI-HARASSMENT POLICY:

GENERAL PROHIBITIONS

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

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

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

DEFINITIONS

- *Disability* is defined in accordance with NDCC 14-02.4-02 (5).
- *Discrimination* is defined in accordance with NDCC 14-02.4-02 (6).

- *Employee* is defined in accordance with NDCC 14-02.4-02 (7).
- *Harassment* is any physical or verbal conduct related to an individual's race, color, religion, gender, national origin, age, disability or other class protected by law that creates an intimidating, hostile or offensive working or educational environment or is otherwise sufficiently serious to substantially or unreasonably limit an individual's employment or educational opportunities.
- *Sexual harassment* is unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature when:
 - a. It is quid pro quo, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment; of obtaining an education, advancement or grade; or is used as a factor in decisions affecting an individual's employment or education.
 - b. It creates a hostile environment meaning such conduct or communication that has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile or offensive employment or education environment.
- *Sexual harassment examples* may include, but are not limited to:
 - a. Sexual or "dirty" jokes;
 - b. Sexual advances;
 - c. Pressure for sexual favors;
 - d. Unwelcome touching, such as patting, pinching or constant brushing against another's body;
 - e. Displaying or distributing of sexually explicit drawings, pictures, and written materials;
 - f. Graffiti of a sexual nature;
 - g. Sexual gestures;
 - h. Touching oneself sexually or talking about one's sexual activity in front of others;
 - i. Spreading rumors about or rating other's sexual activity or performance;
 - j. Remarks about a person's sexual orientation.

COMPLAINT FILING PROCEDURE

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

CONFIDENTIALITY

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

POLICY TRAINING AND DISSEMINATION

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

NONDISCRIMINATION COORDINATOR

The Board designates the athletic director as the Title IX and Nondiscrimination Coordinator. S/he can be contacted at: P.O. Box 1407, Williston, ND 58802-1407, 701-572-1580.

OUT OF SCHOOL SUSPENSION (OSS): A student may be suspended from attendance at Williston Middle School for a period of one to ten school days. Violations of BOTTOM LINES may carry an

automatic penalty of suspension from school. Repeated or severe violation of any rules for student behavior could result in suspension. Parents are responsible for at-home supervision of suspended students. Students are NOT allowed on school property during the out of school suspension penalty without permission of the principal. This includes after school activities.

PARENT CONFERENCES / PHONE CALLS: Parents are often asked to come to school for conferences when student behavior is unacceptable. Teachers and/or the principal can facilitate these conferences.

STUDY OF RULES / RESTITUTION: Teacher restitutes and/or clarifies the expected behavior. The principal may also retribute and work with behavior/attitude adjustments.

The following are a list of **UNACCEPTABLE BEHAVIORS** that we hope you never experience in our school. Our school beliefs are grounded in respect, good attitude and pride; therefore, the following behaviors are unacceptable to our students and staff of Williston Middle School.

BOTTOM LINES

These are behaviors which are NOT tolerated in our school and may result in in/out of school suspension.

THE FOLLOWING ARE BOTTOM LINE BEHAVIORS: (other inappropriate behaviors may apply)

RESPECT and VIOLENCE ISSUES:

DISRESPECT TO SCHOOL EMPLOYEES: All students are to show respect at all times. Threats or offensive language directed toward a staff member or striking and causing injury to a school employee will not be tolerated.

FALSE FIRE ALARM: Misuse of fire alarms or fire equipment is a violation of public codes. The fire alarms and equipment are to be used only in case of fire. Violators will be disciplined.

FIGHTING / HORSEPLAY: Williston Middle School does not allow ANY FIGHTING among students. A student who takes **any physical action toward another student** is considered a participant in a fight. Students are to keep their hands to themselves at all times. Pushing, shoving and other aggressive behavior will not be tolerated and will result in disciplinary action.

HARASSMENT / EXTORTION / BULLYING: Harassment by students at Williston Middle School is prohibited. Any student who is a victim of harassment or related activities is expected to report such actions to the principal. Physical or verbal threats against other individuals will not be tolerated. Students are to respect the individual rights of others at all times. When a student or group of students verbally and continually torments another student, the action will be considered harassment. This also includes bullying. Bullying is defined as "A person is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons." Bullying is unacceptable as it leads to disrespect and threats to other individuals.

HAZING:

Definitions

- *Hazing* means committing an act against a student or coercing a student into committing an act that creates a risk of harm to a person in order for the student to be initiated into or affiliated with a school-sponsored student organization or for any other school-related purpose. Hazing includes, but is not limited to:
 - a. Any type of physical brutality such as whipping, beating, striking, branding, electric shocking or placing a harmful substance on the body.
 - b. Any type of physical activity that adversely affects the mental or physical health or safety of the student such as, but not limited to: sleep deprivation, exposure to extreme weather, confinement in a restricted area, calisthenics or other activity that subjects the student to a risk of harm.
 - c. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - d. Any activity that intimidates or threatens the student with ostracism; subjects a student to stress, embarrassment, shame or humiliation; adversely affects the mental health or dignity of the student; or discourages the student from remaining in school.
 - e. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- *Retaliation* includes, but is not limited to, any form of intimidation, reprisal or harassment.

Prohibitions

The Board believes that hazing is seriously disruptive to the educational environment and is therefore strictly prohibited on and off school property and at school-sponsored events. No student, district employee, volunteer or contractor shall plan, direct, encourage, aid or engage in hazing. No district employee, volunteer or contractor shall permit, condone or tolerate hazing.

The District must receive actual notice of a hazing in order to respond in accordance with the investigation procedure contained in this policy. Individuals found to be in violation of this policy shall be subject to disciplinary consequences in accordance with district policy and law. In addition, the District may refer individuals in violation of this policy to law enforcement. Apparent permission or consent by a person being hazed does not lessen the prohibitions or consequences contained in this policy.

REPORTING REQUIREMENTS: Any person who believes s/he has been the victim of hazing or any person with knowledge or belief that conduct that may constitute hazing has occurred shall report the alleged acts immediately to a teacher, building principal or the Superintendent. Teachers who receive a hazing complaint shall immediately report it to the building principal.

Submission of a good faith complaint or report of hazing will not affect the complainant's future employment, grades or work assignments. Any district student, employee, volunteer or contractor shall be subject to disciplinary action in accordance with district policy and law if any such individual retaliates against an individual who makes a good faith report of alleged hazing or any person who testifies, assists or participates in a proceeding or hearing relating to hazing.

The District must receive actual notice of hazing in order to respond in accordance with the investigation procedure contained in this policy. Every report of hazing shall be investigated by the administrator to whom it is reported except when the administrator is the subject of the complaint. In such cases, the administrator's immediate supervisor shall conduct the investigation. The Board President shall conduct the investigation when the Superintendent is the subject of the complaint. The investigator may request assistance or designate a third party to conduct the investigation. The District may take immediate steps,

at its discretion, to protect the complainant, students or others pending completion of an investigation of hazing.

Upon completion of the investigation, the District will take appropriate action. Such action may include, but is not limited to: warning, in-school or out-of-school suspension, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with applicable statutory authority and school district policies and regulations. A complainant may appeal the findings of a hazing investigation to the Superintendent except when the Superintendent is the subject of the complaint or when the Superintendent conducts the initial complaint investigation. The superintendent's decision shall be final and binding.

VIOLENCE / THREATS: Williston Middle School has a zero tolerance policy for any student who threatens the health and safety of another individual. Physical violence, verbal or written threats, or any activity which could cause harm to others, will lead to disciplinary action.

ILLEGAL ACTIVITIES:

ALCOHOL & OTHER DRUG USE/ABUSE:

Philosophy

The Williston School District shall strive to provide a learning environment that is safe, drug free and conducive to learning. This policy is designed to help eradicate the influence of drugs and alcohol within the school environment, promote awareness and health and protect students in the school environment by imposing consequences for drug and alcohol related violations.

Prohibited Activities

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 or sell, deliver or give, or attempt to sell, deliver or give to any person substances the student represents or believes to be a substance(s) listed in this policy.
2. 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, handbag or when s/he owns it completely or partially.
3. Be under the influence of (legal intoxication not required), use, 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.
4. Knowingly or intentionally aiding or abetting in any of the above activities.

This policy applies to any student who is on school property, who is in attendance at school, at a school-sponsored activity or whose off-campus conduct is reasonably predicted to substantially disrupt the operations of the District, district safety or welfare of students or employees.

Prohibited Substances

1. Alcohol, powdered alcohol or any alcoholic beverage;

2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant or depressant, and all other illicit drugs;
3. Any glue, aerosol paint, or any other chemical substance used for inhalation;
4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, "no-doze" pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants, sports or muscle-building supplements, and sleeping pills not administered and/or taken with appropriate consent and authorization from parents, school administration, and, if applicable, a health care provider.

The District has a separate policy dealing with tobacco use.

Reporting Violations

A student or staff member that has reason to believe that a student has violated this policy should notify a school official (i.e., a teacher or administrator if the reporter is a student; a school administrator if the reporter is a district staff member). Except in limited circumstances under law, a teacher is required to report known or suspected violations of this policy to the school principal or Superintendent.

Violation

When a principal/Superintendent has reasonable suspicion that a student has violated this policy, s/he may search the student in accordance with the district's policy on searches of students' personal property. Such searches shall not include referral for mandatory alcohol/drug testing.

Disciplinary sanctions will be imposed on, and additional actions may be taken (as listed below) in response to, any violation of this policy. These sanctions may include suspension or expulsion, intervention (as described below), and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities.

Intervention

It is acknowledged that the public school has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependency; however, when observed behavior indicates that a problem exists that 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 Superintendent shall develop a procedure for chemical dependency identification and referral for treatment.

Referral for treatment shall be a constructive not punitive action; however, use of the treatment program shall not override or prohibit the District from taking disciplinary action for violations of this policy.

The school will make a reasonable effort to cooperate with a therapy program if one is recommended for the student. The Board believes that if a student is involved in a chemical dependency program and is successfully addressing his/her harmful involvement with chemicals, s/he may continue in the regular school setting and continue to participate in any extracurricular program unless participation is in conflict with rules and regulations set forth by the Board and the North Dakota High School Activities Association and/or the student has been suspended or expelled as a result of a district policy violation.

The school may, through the use of available resources, provide follow-up counseling and supportive assistance to those students who return after successfully completing a therapeutic regimen, realizing

that the student may need assistance in dealing with other environmental factors beyond the school's control which may remain unchanged.

Confidentiality

The District shall maintain the confidentiality of students referred for counseling and chemical dependency treatment in accordance with the district's policy on counseling records.

Education

The District will teach about drugs and alcohol in an age appropriate developmentally based education and prevention program in every grade in accordance with law. This program will include information about drug and alcohol counseling and rehabilitation programs available to the students.

In addition, the District will conduct staff orientation and training on drug and alcohol prevention, including a periodic overview of this policy and its procedures for implementation. The District will also provide parent and community education on the topic of drug and alcohol prevention.

OBSCENE / ILLEGAL ACTIVITIES: Students are prohibited from engaging in any activity(s) that is considered to be obscene or any activity that is prohibited by local, state or federal law.

CARRYING WEAPONS:

Definitions

- *Firearm* is defined in accordance with 18 U.S.C. 921.
- *School property* is defined in NDCC 15.1-19-10 (6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities and school vehicles, whether owned or leased by the District, and the site of any school-sponsored event or activity.
- *Weapon* includes, but is not limited to:
 - a. Any *dangerous weapon* as defined by NDCC 62.1-01-01;
 - b. Any device designed to stun through use of voltage whether through direct contact or through a projectile;
 - c. Any firearm look alike or dangerous weapon look alike brought on school property with the intent to threaten or intimidate;
 - d. Any other object that a student used, attempted to use, or intended to use to threaten or intimidate, cause destruction to property, or to cause injury to self or others;
 - e. Spray or aerosol containing ortho-chlorobenzamalonitrile or other irritating agent intended for use in the defense of an individual.

Prohibitions

No student will knowingly possess, handle, carry or transmit any firearm or weapon on school property.

Disciplinary Consequences

Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Bringing a weapon other than a firearm to school will require that proceedings for the suspension for up to 10 days and/or expulsion for up to 12 months be initiated immediately in accordance with the district's suspension and expulsion policy.

Bringing a firearm to school will require that the District immediately initiate proceedings for the expulsion of the student involved for a minimum of one calendar year in accordance with the district's suspension and expulsion policy. The Superintendent may modify the length of a firearms-related expulsion on a case-by-case basis based on the following criteria:

1. The totality of the circumstances, including the severity of the incident and the degree of endangerment of other students and staff.
2. The age and grade level of the student.
3. The prior disciplinary history of the student being expelled.
4. Relevant factors that contributed to the student's decision to possess a firearm in violation of this policy.
5. The recentness and severity of prior acts resulting in suspension or expulsion.
6. Whether the optional provision of educational services in an alternative setting is a viable alternative to modifying the duration of the expulsion.
7. Input, if any, provided by licensed professionals (psychologists, psychiatrists, counselors) as to whether the expelled student would place himself/herself or others at risk by returning to the school prior to the expiration of the expulsion period.

Parents will be notified and all weapons will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration. Firearms will be confiscated and turned over to law enforcement.

Special Education Students

A student who is defined as having a disability under the Individuals with Disabilities Education Act (IDEA) who has brought a weapon to school shall be handled in accordance with IDEA regulations. The District shall make manifestation determinations, disciplinary decisions and placement decisions of such students in accordance with IDEA regulations.

Nonapplicable Provisions

This policy does not apply to students enrolled and participating in a school-sponsored shooting sport, provided that the student informs the school principal of the student's participation and the student complies with all requirements set by the principal regarding the safe handling and storage of the firearm. The principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display will be exempt from this policy.

UNACCEPTABLE BEHAVIORS DISCIPLINARY ACTION

These behaviors are not "bottom lines" but may result in in/out of school suspension.
(Other unacceptable behaviors may apply)

CHEATING / PLAGIARISM: The copying of work written by someone other than yourself and handing it in as your own is called plagiarism, a serious moral and legal offense, **which may result in disciplinary action**. In addition, when using internet references, to merely copy and paste information is plagiarism and not tolerated. Any student involved with cheating/plagiarism will receive a "Zero" for that assignment plus be subject to any additional action/punishment assigned by the teacher and or principal.

DAMAGE TO PROPERTY / VANDALISM: Williston Middle School will not tolerate damage to school property or intentional damage to property and/or possessions of another individual. Any littering on school property is prohibited. Such damage will result in disciplinary action and compensation for damages. In addition, the student may face possible prosecution by civil authorities.

DISRUPTIVE ACTIVITIES: Students are not to be participating in any activity that could be considered disruptive to the educational process. The school will not tolerate any reference to violence or gang affiliation.

GAMBLING / SELLING: Any form of gambling is strictly prohibited. This includes card games, flipping coins or selling chances for personal gain. Students are also prohibited from unauthorized selling of any item at Williston Middle School.

HALLWAY MISCONDUCT: Orderly hallway conduct is required of all students at Williston Middle School. See HALLWAY PROCEDURES.

INSUBORDINATION: All students are to follow all instructions and directions, both written and verbal, given to them by teachers, the principal and staff members (secretaries, custodians, cafeteria personnel, bus drivers, etc.) at ALL times. Failure to follow the instructions or directions of any staff member causes the student to be considered as insubordinate. Students are expected to follow the classroom rules of conduct of their teachers at ALL times.

PHYSICAL DISPLAYS OF AFFECTION: Williston Middle School prohibits romantic gestures such as holding hands, kissing, hugging or other physical displays of affection.

PROFANITY: Profanity and/or obscene language (written or verbal) by any Williston Middle School student will not be tolerated.

SEARCHES OF LOCKERS: The District retains ownership and control of all lockers. Access to all lockers is a legal right of school officials whose responsibility it is to protect the health, safety and welfare of all students enrolled. Students shall have no reasonable expectation of privacy when using lockers. Student shall be given advanced notice of this policy through student handbooks or another form of notification.

Lockers may be subject to suspicion-less searches, inspections for purposes such as routine maintenance, or searches where there is suspicion that locker(s) contains objects/substances that are illegal, violate school policy, or may be detrimental to the health, safety or welfare of district students.

SEARCH PROCEDURE: When a locker is subject to a search, the principal/Superintendent should be accompanied by at least one other school staff member.

Students' personal items stored in lockers such as, but not limited to, book bags, purses and coats shall not be searched unless there exists reasonable suspicion that they contain an object(s) or substance(s) in violation of school rules/policy, the law or which may be detrimental to the health, safety or welfare of enrolled students. Administrators shall make a reasonable attempt to have students present during searches of personal items contained in lockers except when an immediate search is necessary in the event of an emergency.

The Superintendent should be notified whenever a search has been conducted if the Superintendent was not involved in the search.

USE OF TRAINED DOGS & INVOLVEMENT OF LAW ENFORCEMENT: Trained dogs may be used to smell the outside of students' lockers. If the dog detects the possibility of objects/substances that are illegal or violate school policy, the principal/Superintendent shall search the locker in accordance with the search procedure above.

In the event a police officer or other law enforcement officer is to conduct a search of a student's locker, probable cause is necessary unless the search is school-initiated and would pose a safety threat if conducted by school staff. Illegal substances found in lockers will be turned over to proper authorities.

SEARCHES OF STUDENTS & STUDENTS' PERSONAL PROPERTY: A search of a student's personal property or clothing shall only be undertaken when there is a reasonable and particularized suspicion that the student is concealing an object(s) or substance(s) in violation of school rules/policy, the law, or which may be detrimental to the health, safety or welfare of enrolled students. The building principal or the Superintendent must authorize all searches.

When the principal/Superintendent has reasonable suspicion that one or more students are carrying a prohibited object, article, or substance or are otherwise in possession of a prohibited object, article, or substance on school property or at a school-sponsored event, all personal property belonging to the suspected student(s) may be subject to inspection. When determining the scope of a search, the principal/Superintendent shall ensure that any measures adopted are reasonably related to the object of the search and not excessively intrusive in light of the age and sex of the student.

SEARCH PROCEDURE: For the purposes of this policy, personal property includes, but is not limited to, a student's vehicle, backpack, book bag and/or purse. Students may also be asked to empty their pockets; however, strip searches shall not be conducted.

Searches of persons should be conducted in private by a school employee of the same sex as the student with a school employee present as a witness.

SEARCHES OF VEHICLES: The principal or designee, with a witness present, shall conduct searches of student vehicles if the vehicle is parked on school property and if reasonable suspicion exists. The principal shall make a reasonable attempt to contact the student who owns the vehicle and ensure s/he is present during the inspection unless an emergency situation is deemed to exist. If a vehicle is locked and its owner cannot be contacted or refuses to open it, the principal shall contact law enforcement. Involvement of Law Enforcement.

The principal/Superintendent may request the assistance of law enforcement to conduct any portion of a school-initiated search of a student/student's personal property that would pose a safety threat if conducted by school staff. In all other cases, law enforcement must have probable cause in order to search a student/student's personal property.

Illegal substances found during searches of student's/students' personal property may be turned over to proper authorities.

REPORTING REQUIREMENTS: The administrator who authorized the search should notify the Superintendent whenever a search has been conducted.

STAFF-STUDENT RELATIONS (NON-FRATERNIZATION POLICY): The Board requires employees, volunteers and students to treat one another with respect and professionalism. All employees and volunteers are expected to exercise good judgment and maintain professional boundaries when interacting with students at all times, on and off school property.

PROHIBITED BEHAVIOR: Any behavior of a harassing or sexual nature towards students is strictly prohibited. Such behavior includes, but is not limited to, the following:

1. Insults, disparaging remarks/names, and/or sarcasm, used to force compliance with an employees or volunteer's requirements or expectations.

2. Any conduct that would amount to sexual harassment, discrimination or retaliation under Title IX of federal education amendments.
3. Any activity that may lead to a sexual relationship such as dating, sending intimate correspondence and/or engaging in sexualized dialogue.
4. Any sexual relationship between an employee or volunteer and a current student, regardless of his/her age, or a former student under the age of 18.
5. Any conduct by an employee or volunteer that would constitute a sexual offense as defined in state law.

Individuals aware of any of these prohibited behaviors are expected to report such action to a building administrator or the Superintendent. All reported prohibited behavior shall be investigated. If disciplinary action is deemed warranted at the completion of the investigation, the District shall take appropriate action up to and including termination of employment in accordance with law and/or reporting such activity to appropriate state licensing and law enforcement officials.

STUDENT INTERVIEWS, INTERROGATIONS, AND CUSTODY BY SCHOOL RESOURCE OFFICERS AND OUTSIDE AUTHORITIES:

General Provisions

For all action permitted by this policy and/or law, it is the responsibility of law enforcement officials, not district employees, to assure compliance with procedural and constitutional safeguards.

School Resource Officers (SROs)

When acting in the role of a school official to investigate school policy violations and/or maintain the safety of the school environment, SROs may interview students without parental consent and may search students in accordance with applicable school district policy on searches by school officials. When a student is suspected of a crime, the SRO shall comply with the procedure below pertaining to police interrogations.

Communications with School Resource Officer (SRO)

In all cases where any law enforcement officer, other than assigned SROs, needs to interview or take into custody a student, the law enforcement officer should make every attempt to contact the school's primary SRO and inform them of the need to contact a student unless there is an emergency. If the primary SRO cannot be contacted, then the law enforcement officer should continue their attempt in contacting any other district SRO. If available, the SRO will assist and coordinate the interview/taking into custody of the student with school officials.

Police Interviews and Interrogations

To minimize disruptions to the school environment and embarrassment to students involved, all police interviews and interrogations of students on school property shall be held in private unless the urgent nature of the situation prevents compliance with this requirement as determined by the building principal or designee in consultation with law enforcement. Students shall not be subject to coercion or illegal restraint during police interviews and interrogations.

1. When the student is the suspect of a crime (police interrogation)

The Superintendent or building principal shall only grant the interrogation request if the following conditions are met:

- a. The officer properly identifies him/herself to the building principal or designee if the officer is unknown to the school, confirms the identity of the student to be interrogated, and confirms the reason and purpose of the interrogation.

- b. The interrogation relates to a school matter or needs to be held at school because of justifiable law enforcement need that is explained to the building principal or designee.
- c. The student's parent, guardian or attorney is present for the interrogation. This requirement does not apply to students of legal age.
- d. The student is read *Miranda* rights.

These requirements do not apply to crimes in progress, which are covered under this policy's section on taking students into custody.

2. **When a student is a witness or victim of a crime**

The Superintendent, building principal or designee may grant requests for a police interview of a student who is a witness or victim of a crime if the following conditions are met:

- a. The officer properly identifies him/herself to the building principal or designee if the officer is unknown to the school, confirms the identity of the student to be interviewed, and confirms the reason and purpose of the interview.
- b. The interview relates to a school matter or needs to be held at school because of justifiable law enforcement need that is explained to the building principal or designee.
- c. At a minimum, a school official is available to be present at the police interview. The building principal or designee should attempt to contact the student's parent or guardian and allow them to attend the interview unless the urgent nature of the situation demands that the interview be conducted as soon as possible. The building principal or designee, in consultation with law enforcement, shall make the determination of whether or not to contact parents/guardians on a case-by-case basis.
- d. If, during the interview, the student becomes a suspect of a crime, the requirements in #1 shall be implemented as soon as this suspicion arises.

Interviews of Students by Officials of Other Agencies

When the Department of Human Services or an officer acting on the agency's behalf requests to interview a student as part of a child/abuse neglect investigation, the building principal shall:

- 1. Verify that the purpose of the interview is to investigate child abuse/neglect;
- 2. Require that the interviewer identify him/herself;
- 3. Allow a student to be interviewed if the student is the subject of, sibling of, or living with a child the subject of abuse/neglect;
- 4. School staff shall not share information related to a child abuse investigation with the public or the child's parents.

Students taken into Custody at School

In all of the situations listed below, efforts should be made to minimize embarrassment or loss of class time for the student. The office of the Superintendent and principal should be notified immediately when any of the actions listed below has occurred if not previously aware that these actions were to occur.

1. **Student Taken into Custody**

Police officers, counselors of the juvenile court, or other authorized law enforcement officials have the right to enter the school to take a student into custody or to make a lawful arrest of a student, provided the officer displays an order signed by a judge of the juvenile court authorizing the taking of the student into custody, displays a warrant for the student's arrest, or has probable cause to make an arrest. If the student is arrested and/or taken into custody at a school, the school officials should make every effort to notify the parents immediately.

2. Right to Serve Subpoena in School

While police officers have the legal right to serve a subpoena at school, the serving officials should be strongly urged to serve these subpoenas off campus whenever possible.

STUDENT PUBLICATIONS & FREEDOM OF EXPRESSION

School-sponsored media as defined by NDCC Ch. 15.1-06 shall be supervised by a student media advisor but shall not be reviewed by an administrator unless the publication is believed to contain restricted content as listed below.

The following material is prohibited from being published in school-sponsored media:

1. Material that is profane or pornographic.
2. Material that is slanderous or libelous in nature.
3. Material that infringes or may infringe on the privacy rights of others.
4. Material that violates federal or state law, promotes violence, terrorism or other illegal activities, including, but not limited to, material that promotes tobacco and/or drug and alcohol use by minors.
5. Material that is reasonably forecast to materially and substantially disrupt the educational environment.
6. Material that violates or incites the violation of policy including, but not limited to, the district's policies on bullying and harassment.
7. Material that poses a direct safety threat to the District, its students, and/or staff.

A decision to prohibit publication and distribution of a student publication with restricted content shall be made by the building principal and may be appealed to the Superintendent. The Superintendent shall investigate and issue a decision in a timely manner. The superintendent's decision is binding.

SUSPENSION AND EXPULSION

DEFINITIONS

For the purposes of this policy:

- *School property* is defined as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by the District, and the site of any school-sponsored activity.
- *Suspension* includes in-school suspension from classes as well as out-of-school exclusion from school classes, buildings, grounds and activities.

SUSPENSION/EXPULSION AUTHORITY: The Board hereby delegates to the Superintendent and each principal the authority to deal with disciplinary problems in his/her school, including suspension and recommendation for expulsion of a student. Suspension shall not be imposed beyond the maximum duration permitted by law.

The Board designates the Superintendent to serve as the hearing officer for expulsion hearings unless not qualified to serve as defined in board regulations. In such cases, the Board shall appoint an alternative hearing officer. The hearing officer may expel a student for conduct that violates this policy after providing notice and a hearing as set forth in board regulations. When the hearing officer is someone other than the Williston School Board, the student may seek a review of the hearing officer's expulsion decision by the Board based on the record of the hearing.

EXPULSION SHALL NOT BE IMPOSED BEYOND THE MAXIMUM DURATION PERMITTED BY LAW.

CONDUCT SUBJECT TO SUSPENSION/EXPULSION: Conduct, including but not limited to the following, exhibited while on school grounds, during a school-sponsored activity or during a school-related activity is subject to suspension or expulsion:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property;
3. Causing or attempting to cause physical injury to another person except in self-defense;
4. Possessing or transmitting any firearms, knives, explosives, or other dangerous objects or weapons;
5. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
6. Disobedience or defiance of proper authority;
7. Behavior that is detrimental to the welfare, safety, or morals of other students;
8. Truancy;
9. Offensive and vulgar language, whether or not it is obscene, defamatory, or insightful to violence, where it is disruptive of the educational process;
10. Threats of violence, bomb threats, or threats of injury to individuals or property;
11. Any student behavior that is detrimental or disruptive to the educational process, as determined by the principal.

Copies of these rules shall be posted in a prominent place in each school and shall be published in student's handbooks.

SUSPENSION OR EXPULSION OF STUDENTS WITH DISABILITIES: Suspension or expulsion of students with disabilities must comply with the provisions of the Individuals with Disabilities Education Act.

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

THEFT OF PROPERTY: Williston Middle School will not tolerate theft of school property or possessions of another individual. Such thefts will result in disciplinary action and compensation for losses. In addition, the student may face possible prosecution by civil authorities.

THREATENING & VIOLENT BEHAVIOR: A true threat is a statement made orally, in writing or using another medium that would be perceived by a reasonable person to be a serious expression of intent to harm, commit assault or damage school property.

TRESPASSING: Trespassing is unauthorized presence on school property without the direct supervision of school personnel. No student is to be on any Williston School District property during or after school hours, unless under the supervision of school personnel.

TRUANCY: It is the responsibility of all students at Williston Middle School to attend school every day that s/he is physically able to do so. All students are expected to be in their assigned area or assigned

activity from the time they arrive on school property until they leave school property. Williston Middle School has a closed-campus policy in effect for all students. After arriving at school, no student is permitted to leave the building at any time during the day, unless permission is granted by the principal. A student who is not in attendance when s/he is physically able or who is not in his or her assigned area or activity while in the school is considered truant. Credit may not be given for work missed due to truancy.

REPORTING: Any student or employee who has knowledge of a threat shall report it to the building principal or Superintendent. Failure to report a known threat may result in disciplinary consequences up to and including suspension for students and termination of employment for staff in accordance with policy, law, and, when applicable, the negotiated agreement.

THREAT ASSESSMENT: Upon receipt of a threat report, the building principal shall contact the Superintendent. The Superintendent shall contact the threat assessment team. The team shall determine if the report constitutes a true threat as defined above and whether, given the nature of the threat, it should be handled internally or turned over to law enforcement. The team shall make these determinations based on, but not limited to, the following criteria:

1. The detail, specificity, context, and content of the threat.
2. The amount of disruption the threat has caused or may cause to the educational environment.
3. Whether the team can identify the source of the threat; anonymous threats may be turned over to law enforcement.
4. When the source of the threat can be identified, the team shall consider, to the extent possible, the individual's:
 - a. State of mind;
 - b. Relationship with peers;
 - c. Age;
 - d. Domestic life;
 - e. Ability to carry out the threat (e.g., access to weapons);
 - f. Past behavior.
5. If any laws have been violated.
6. The identity and potential motives of the individual reporting the threat.

The threat assessment may involve interviews with district staff, students, and parents. The team may, in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable records laws, release threat assessment findings to law enforcement when deemed necessary.

When law enforcement and/or the threat assessment team, having considered the totality of the facts obtained through the threat assessment, verifies that a threat is true, the district shall take necessary and timely measures to safeguard students, staff, and district property.

DISCIPLINARY CONSEQUENCES FOR THREATENING BEHAVIOR

1. Regular Education Students: A student who is found to have made a true threat will be subject to disciplinary measures, including, but not limited to, suspension and/or expulsion. When deemed to be a necessary safety precaution, the District may require alternative placement or appoint supervision during the periods of suspension and/or expulsion for threatening behavior.
2. Special Education Students: Special education students found to have made a true threat will be disciplined in accordance with applicable policies and laws pertaining to the discipline of special education students.
3. Staff: Employees found to have made a true threat shall be subject to disciplinary consequences up to and including termination of employment in accordance with policy, law, and, when applicable, the negotiated agreement.

Students and employees may also be subject to the filing of criminal charges and/or referred to counseling services for treatment.

VIOLENT BEHAVIOR: The District prohibits all acts of violence and aggression, including, but not limited to, possession of a weapon or dangerous instrument, physical assault, vandalism of district property, stalking, gang affiliation and/or activity or terroristic acts. Violators of this policy shall be subject to disciplinary consequences, determined by the seriousness of the act, including, but not limited to, expulsion for students, discharge for employees and exclusion from school premises in accordance with applicable policy and law. In addition, the District may take legal action against the perpetrator. Students and employees may also be to subject to the filing of criminal charges and/or referred to counseling services for treatment.

BEHAVIORS

Below is a partial list of unacceptable behaviors – other unacceptable behaviors can/will apply:

- Bullying / Cyberbullying
- Disrespect towards other students
- Dress Code Violation
- Harassment - Sexual and/or Discriminatory
- Horseplay / Fighting
- Language, Inappropriate
- Lunchroom Behavior
- Misbehavior, School Function / Activity

Below is a partial list of inappropriate behaviors that may require OSS / police referral/possible expulsion/restitution – other Inappropriate behaviors can/will apply:

- Possession or Use of Alcohol / Drugs on School Property or at School Function
- Possession or Use of Tobacco on School Property or at a School Function
- Possession of a Weapon
- Theft on School Property
- Vandalism or Willful Destruction of School Property
- Disrupting Educational Process / Unruly Child

NOTE: Parents are contacted if their child is placed in Choices Program. If a student is suspended out of school, the parents are contacted immediately to pick up their child. **Students who are suspended (OSS) also forfeit participation in school events during the dates of their suspension.** Students charged with a police referral will be escorted out of the building and the police may contact parents as to further actions.

ACTIVITIES

There are numerous activities available for student participation throughout the school year. It must be clearly understood that participation in these activities is a privilege, not a right, and with privileges come certain responsibilities. WPSD#1 is a member of the North Dakota High School Activities Association and is bound by their rules. The Williston School Board has in its power the right to establish rules in excess of NDHSAA rules for the best interests of the school program.

ELIGIBILITY: Eligibility for all students involved in extra-curricular activities will be determined using the following criteria:

- a. The first two weeks at the start of each semester will be considered a grace period for eligibility. Grades will be checked after the first two full weeks of each Semester.
- b. Students with failing grades will be identified and checked on a weekly basis to ensure their eligibility.
- c. Students who are ineligible will be notified on Wednesday of each week. One week of ineligibility is from Thursday through Wednesday.
- d. Any student with at least one (1) F or is deemed ineligible and will automatically be ineligible for one week.
- e. At the time that grades are checked for eligibility, students must be passing all classes for the quarter to be eligible for participation in all school related activities.
- f. Students who are ineligible will not be permitted to travel with the team or extra-curricular organization.
- g. Students who are ineligible may be required to miss team practice or extra-curricular group meetings due to remedial instruction at the teacher's request.
- h. Students must be in attendance at WMS on the day of the extracurricular activity. Students absent due to unusual circumstances may request an exemption from the building Principal.
- i. Any student with negative behavior logs will not be allowed to travel or play on the day of a game or event (i.e. behavior log(s), student was sent to the blue benches or the student was issued ISS/OSS. See section IV. Code of Conduct.

* A failing grade is defined as receiving an F or lower in any curricular course as computed from the beginning of the semester for regular education students or, in the case of special education students, not meeting the goals of Individual Education Programs as assessed from the beginning of the semester.

Generally, in addition to boys' and girls' athletics and cheerleading, there are activities in vocal music, instrumental music, publications, service groups, student government and academic competitions. Students are advised to listen and watch for announcements throughout the school year. Announcements will indicate when activities begin, criteria for joining, dates and items of tryouts/auditions/practices and rehearsals, and any other pertinent information.

Guidelines have been established for extra-curricular activities. Students and parents will be expected to read and sign an agreement stating that they know and will abide by the rules set down in these guidelines. Each activity may also have rules or a constitution of its own in addition to the rules mentioned above.

Student athletes participating in NDHSAA sanctioned sports programs will be required to file a pre-participation health history screening and physical examination with the Williston High School Activities office prior to their participation (including practice) on a yearly basis. These forms can be picked up at the Middle School Office; however, they need to be turned in at WHS.

WILLISTON PUBLIC SCHOOL DISTRICT #1

EXTRA CURRICULAR PARTICIPATION/ATTENDANCE PROCEDURES THESE PROCEDURES ARE IN FORCE TWELVE MONTHS PER YEAR

The use or possession of tobacco, alcohol, non-prescription anabolic steroids, inhalants or any controlled substance as defined by North Dakota Law is prohibited. Any extracurricular participant/attendee who is in violation of the foregoing shall be suspended from participation in or at interscholastic contests or activities for a minimum period of six weeks for the first offense and a period of eighteen weeks for any subsequent offenses.

Any student who is in violation of the code of conduct shall be suspended from participation in, or attendance at interscholastic contests or activities for a period of time up to six weeks for the first offense, and up to eighteen weeks for any subsequent offenses, at the sole discretion of the Principal. This policy is in effect for the entire school year (and summer).

I. ADMINISTRATION OF RULE:

Definition of School Year: A school year ends on the last day of the school year. A new year shall begin on the first day of fall activities.

1. It is the responsibility of the student and/or parent to immediately notify the school (Activity Director, principal or assistant principal) in writing via United States Postal Service or similar parcel or mailing agency, of the violation of the aforementioned rule(s). Upon the day of receipt of this officially mailed and receipted letter of the violation, the period of suspension from activities will begin (6 or 18 weeks). In the event that the violation occurs during the summer non-school months, any penalty assessed will begin on the first day of school for students, unless the violator is an active participant in a fall activity, upon which time the suspension shall begin on the first day of practice. Should the violation occur near the end of the school year, and the suspension cannot be served in total prior to the end of the current school year, the remainder of the suspension must be served at the start of the first day of official attendance of students in the next school year, unless the violator is an active participant in a fall activity, upon which time the suspension shall begin on the first day of practice for the fall sport.
2. In the event that a possible violation is reported to school authorities by a representative of law enforcement or a school coach and the student/parents have not apprised the school authorities by written correspondence of the violation, the following procedure will be utilized.
3. The student and their parent will be sent a written notification of the alleged violation. The notice will contain the allegations, the potential punishment, as well as an outline of the procedure to be utilized in the event the student denies the violation.
4. The student and parents will be required to attend any meeting regarding allegations of violation of the code of conduct, or NDHSAA policy. Failure to attend may be deemed an admission that a violation did occur.
5. If student admits the violation, the Activity Director, Principal or assistant principal will immediately institute the required penalty. The principal shall immediately notify the parents in writing of the official action. The suspension begins as of the date of the admission.
6. If the student does not admit guilt, the school shall set a hearing time, place and date to include:
 - a. The Accuser
 - b. Student
 - c. Parents
 - d. Other representatives the student wants present
 - e. Activities Director
 - f. One of the student's coach's/activity instructors

- g. Principal
- h. Assistant Principal (Administrative team)

7. *No public activity participation or attendance at a school activity will be permitted until the guilt or innocence is determined by the hearing or by the courts if that course of action is requested by the student/parent* (NDHSAA Rule, Article 13, Section 12.)
8. The Activity Director, with the advice and recommendation of the Principal, Assistant Principal, and Coach/Activities Instructor, will determine whether the student committed the alleged violation.
9. The Principal or Activity Director will inform the student and parents of the decision within three school days of the hearing. If the decision is that a violation has occurred, the suspension will begin as of this date of the notice to that effect, mailed to the parents and student.
10. During the six/eighteen-week suspension the individual will not travel with any activity or team nor be present or on the bench or sideline during any contest.

II. EXTRA CURRICULAR ELIGIBILITY:

1. Suspensions are six weeks long for the first violation and eighteen weeks for each subsequent violation. All students who are under suspension will not be allowed presence at any school activities which are held after normal school hours or days.
2. The Williston School District also requires that no student may participate in a contest or other activity function if he or she is failing more than one class as computed from the beginning of the semester or school year for yearlong classes. Students who are academically ineligible will not be allowed to dress, participate, be part of the bench, or to travel to away events during their time of ineligibility.

III. ALCOHOL, ILLICIT DRUG, AND SMOKING REHABILITATION:

(This policy is accumulative over the entire school year.)

1. For an alcohol or drug offense, attendance at a school-approved drug awareness class is required. For smoking or chewing tobacco, attendance at a school-approved smoking cessation program is required. Rehabilitation/attendance at a licensed addiction center program and successful completion of the same will substitute as the requirement to attend the drug awareness or smoking cessation class before re-entry into any school activity (as long as the 6/18 suspension period has been served).

IV. CODE OF CONDUCT:

1. All extracurricular activities participants or attendees will be covered by a Code of Conduct.
2. Any student involved in theft, assault, significant classroom conduct/disruption or damage to school property or is referred to juvenile or adult authorities for theft, assault, significant classroom conduct/disruption or damage to property shall be subject to up to a six- or eighteen-week suspension at the sole discretion of the Principal.
3. In addition, all student participants or attendees of an activity will adhere to the "Code of Conduct and Sportsmanship." The code will be clearly printed in each student handbook and failure to adhere to the expectations of the code will result in up to a six- or eighteen-week suspension from

attendance or participation in extra-curricular activities, or those held beyond normal daily school hours at the sole discretion of the Principal.

As part of the activities policy, each participant is required to sit out a minimum number of events if found to be in violation of the alcohol/tobacco/drug or code of conduct portion of this policy.

STUDENT BEHAVIOR AT ATHLETIC EVENTS:

We wish to call your attention to the following policies in regard to student conduct at ball games. We ask for your consideration of those policies so we do not mar the reputation of our school and community by our actions at ball games or any other student-centered events, whether it is here in Williston or at another location. The Williston Middle School, the participating organization, and community are judged by the conduct of everyone who attends or participates in the event. Please remember the following when you go to athletic events:

1. Be a good fan. Sit down and watch the game.
2. Never boo officials, other teams or players. Referees do the best job possible and know the rules better than most spectators. They have studied for and passed a test, which entitles them to referee. Please respect their judgment. Some adults may boo at times. Do not follow their example.
3. Desire to win, but to win fairly.
4. Always back our team – win or lose.
5. Never jeer or make fun of the other team, or a member of our team.
6. Do not throw things at anyone, on the playing field or in or outside the school building.
7. Stay in your place and watch the game. Do not run back and forth, or in and out, while the game is in progress.
8. Do not scuffle, wrestle or play anywhere in the building, outside on school grounds, or on the playing field.
9. Always follow the yells with the cheerleaders. Do not cheer against them.
10. Always be courteous to your team, your fellow fans and the cheerleaders of both teams.
11. Be quiet when either team is attempting free throws.
12. Face the flag and stand at attention during the National Anthem.
13. Do not hang around the gym after the game is over.
14. Students should not be on the floor with street shoes at any time.

Any student attending an extracurricular event and acting in an inappropriate manner will be subject to disciplinary action.

N.D.H.S.A.A. CHEMICAL RULE: "The use or possession of tobacco, alcohol, non-prescription anabolic steroids, inhalants or any controlled substance as defined by North Dakota Law is prohibited. Any extra-curricular participant who is in violation of the foregoing shall be suspended from participation in interscholastic contests or activities for a minimum period of six consecutive school weeks from the first offense and a period of eighteen consecutive school weeks for any subsequent offense."

A hearing with the student (parents may be present) will be conducted. Student rights and due process will be explained with all options available to them discussed. If a student is found guilty of the reported infraction, a 6- or 18-week suspension will be implemented. During the suspension, no travel with the team or presence on the sideline or bench will be permitted. Should the student not be involved in an extracurricular activity at the time of the infraction, they will be required to sit out a specific number of events as stated in the policy.

The possession or use of alcoholic beverages, tobacco, or drugs on the school premises is prohibited. The use, or suspected use, of alcohol or drugs will result in a suspension/expulsion and other action as prescribed by school officials. School policy states that a student in violation of drugs and alcohol must undergo a chemical dependency evaluation at NWHSC, Mercy Hospital or recognized addiction-counseling service. The cost of the evaluation is the student's responsibility. Arrangements must be made prior to being readmitted to class.

ATHLETICS:

ELIGIBILITY: Each student must meet all requirements of the North Dakota School Athletic Association, pass a physical exam given by a licensed physician during each year of attendance and maintain passing grades for each grading period, for the present and preceding semesters. Failure to do so may result in loss of participation ("benched"). Each student must meet all school requirements as they pertain to conduct, attendance, etc.

OFFERINGS: The following sports programs are available: Boys- Football, Cross Country, Tennis, Wrestling, Basketball, Swimming, Golf, Soccer, Wrestling, Clay Target League and Track. Girls- Cross Country, Golf, Volleyball, Swimming, Basketball, Tennis, Track, Clay Target League, Softball and Cheerleading.

FEES: A \$25 fee is required for participation in all extracurricular activities, per activity, at Williston Middle School. These fees can be paid at the WHS Activities Office. WHS Sports require a \$55 fee.

All students are encouraged to purchase Activity Passes for the school year. This will allow students to attend all school games and activities for Middle School and High School events. The cost of this Pass is \$15.

EXTRA CURRICULAR CLUBS and ACTIVITIES:

ELIGIBILITY: All students are encouraged to be involved in activities at WMS. These activities make school not only enjoyable but also fine-tune your talents and strengths for future involvement.

OFFERINGS: The following clubs or activities are available: Art Club, Science Club, Coyote Choir; Jazz Band, Student Council, SADD (Students Against Destructive Decisions), TSA Club, etc. Other clubs can be provided if there is student interest and an adult sponsor (e.g. chess, ping pong, skateboard, etc.).



ADDITIONAL PARENT INFORMATION



WMS ALTERNATIVE CLASSROOM:

Goal

The WMS Alt-Ed classroom's goal is to be successful in the classroom by passing all classes.

Guidelines

Students will have:

- 4 periods of core classes: Language Arts, Math, History & Earth Science
- 1 period of Study skills/Social Skills

- 1 period of Health/Physical Education
- 1 period of Resource/Study Hall
- Students will have a normal lunchtime with all WMS students

Students will be working on their academic levels through a WPSD#1 online program or our Middle School Language Arts / Math Tutor classes.

How to Exit the Alt Ed Program

Students will show success in all subjects for the minimum of 1 quarter.

SUPPORT PROGRAMS:

We are providing academic support for many students who need alternative learning solutions for tutoring and/or support. We offer both Tutor Math and Tutor Language Arts courses. We also offer an after-school tutoring program which parents can sign their students up for. It is two days per week from 3-3:45.

We also have the Coyote Den open on Tuesdays and Fridays after school. There are nonperishable food items available for students as well as other necessities such as toiletries when available (deodorants, toothpaste and toothbrush, shampoo and conditioner, sanitary napkins, etc).

DROP OFF / PICKUP: Vehicles are to enter ONLY at the west end of the drive to drop off students. Visitor parking is available in front of the WMS office. ***The Staff Parking area is NOT a drive-thru. Some employees need to leave to pick up their children from other schools.***

EDUCATION OF PREGNANT AND PARENTING STUDENTS:

Pregnant and parenting students shall be entitled to all protections contained in the district's nondiscrimination and anti-harassment policy and should report any violations of these protections using the district's discrimination and harassment grievance procedure. These students shall be allowed to participate in all school programs and activities on the same basis as any other student enrolled in Williston Public Schools.

Attendance Standards for Pregnancy and Post-Pregnancy Conditions:

Absences due to pregnancy and post-pregnancy related conditions shall be excused and approved so long as the student and/or her parent/guardian complies with any district documentation requirements associated with the absence as stated in the attendance policy. Documentation requirements for pregnancy and post-pregnancy related absences shall be no more stringent than documentation requirements the District has instituted for student absences due to illness.

Students shall not be disciplined or their status as a student otherwise demoted due to absences resulting from pregnancy or a post-pregnancy condition. Furthermore, students absent due pregnancy/a post-pregnancy condition shall not be barred from participating in district programs and activities except when absences result in ineligibility to participate in activities covered under North Dakota High School Activities Association bylaws. Students will be given a reasonable time to make up missed work or participate in a credit recovery program. Failure by the student to complete any make up work requirements or credit recovery program(s) may result in a demotion in grades, retention, extracurricular ineligibility, or other appropriate recourse as determined by district administration in accordance with applicable district policy.

Accommodations for Pregnant Students:

The District shall provide reasonable accommodations to pregnant students and students recovering from pregnancy upon request by the student, her parent/guardian or her medical provider.

Alternative Curricular Participation:

The District shall encourage pregnant and parenting students to remain enrolled in the regular school program; however, the District will provide educational options to those students who are unable or who elect not to remain in their regular schools. Those options may include homebound tutoring, an alternative day school program, and/or attendance at adult evening classes. Pregnant and parenting students electing one of these options shall be permitted reenter the regular education program upon request. If a request to re-enroll is made near the end a semester, the District may elect to re-enroll the student in the regular education program at the beginning of the subsequent semester.

Medical Documentation Requests and Participation in Physical Activities:

Pregnant students involved in programs involving physical activity will be required to provide medical documentation certifying fitness for participation only on the same basis as the District requires such documentation from other students. Any medical documentation required for a pregnant student to participate in physical activities shall be no more stringent than when medical documentation is required to be provided by any other student as a condition of participation in physical activities.

Disclosure: If a student discloses her pregnancy status to a district employee, the employee will refer the student to a school counselor. The school counselor shall encourage the student to inform her parent(s)/guardian of the pregnancy if such advice is in the best safety interest of the student.

INSURANCE: The Williston Public School District #1 does not have special accident insurance coverage for students. It is suggested that each family/student contact their personal insurance agent/broker to determine their individual needs for accident insurance coverage.

LAW ENFORCEMENT AGENCIES: Law enforcement officials may be summoned to conduct an investigation of alleged criminal conduct when necessary to prevent injury to persons or property. The drug dog will be periodically brought onto the school premises to check lockers, etc.

NEW STUDENT SCREENING: All students new to the district will be screened in reading and math to determine the appropriate placement into the reading and math programs/intervention necessary for each student to increase their academic achievement.

PARENT ADVISORY COUNCIL (PAC): The PAC is an advisory body to the Superintendent. The PAC identifies, studies, and makes recommendations in the areas identified. The PAC addresses issues brought to its attention by staff members, the principals, teacher representatives, and parent representatives. These are public meetings and everyone is welcome to attend. If you are interested in serving on the council, please contact the Superintendent at 701-572-1580. For more information go to the Parent Advisory Council link on the school district website: <http://www.willistonschools.org>.

RESIDENCY REQUIREMENTS: Only students who reside within the boundaries of Williston Public School District #1 may attend Williston Schools. Some exceptions may apply. Please contact the District Office at 701-572-1580 for more information.

If your address changes during the school year, please notify the District Office immediately.

RESPONSE to INTERVENTION A & B (RTI-A, RTI-B): Williston Middle School is a Response to Intervention (RTI) School (both Academically (A) and Behaviorally (B)). RTI is a general education framework that involves research-based instruction and interventions, regular monitoring of student progress and the subsequent use of this data over time to make educational decisions. This means we are teaching our expectations both A and B to the students. We will support this process through positive feedback, Coyote Bucks, Positive Postcards and “PRIDE” Assemblies.

RESTRAINT and SECLUSION: The Williston School District prohibits district employees, contractors, volunteers and other individuals serving or working in any capacity for the District from use of any form of restraint and/or seclusion on students except when the following conditions are met and then only in compliance with policy: An emergency situation necessitates the use of physical restraint or seclusion to control violent, disturbed or depressed behavior which may immediately result, or has resulted, in harm to that person or other person or to control behavior that has or may immediately result in extreme or extension damage to property. Restraint or seclusion may also be used when authorized by a parent-approved plan such as, but not limited to, BIP, EIP or 504 plan.

SCHOOL MESSENGER: This is Williston Public School District’s rapid notification service. It provides all parents the opportunity to receive school news quickly and effectively via voice calls, email messages and/or SMS messages. Messages will be sent to notify parents of school closings, parent meetings, detentions and other important reminders.

USE OF ANIMALS IN DISTRICT SCHOOLS & IN CURRICULAR PROGRAMS

The Williston School Board believes there are medical and physical dangers associated with allowing interaction with and/or use of animals in the educational program and in district schools. The Board, however, also recognizes that animals may be an effective teaching aid and/or their presence may be required to reasonably accommodate students and staff with disabilities.

Definitions

For purposes of this policy:

- *Disability* is defined in 28 CFR Part 35.108 with respect to an individual, as a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.
- *Service animal* is defined in NDCC 25-13-01.1 as any guide dog, signal dog, or other animal trained to do work, perform tasks, or provide assistance for the benefit of an individual with a disability. The term includes an animal trained to provide assistance or protection services to an individual with a disability, pull a wheelchair, lend balance support, retrieve dropped objects or provide assistance in a medical crisis.
- *School property* means all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

Use of Animals for Educational Purposes

Before a teacher may use an animal as part of the educational program or participate in an activity involving animals (e.g., a field trip) the teacher must submit a request to the building principal in accordance with administrative regulations. The principal shall consider such requests on a case-by-case basis based upon criteria established by the Superintendent.

Use of Service Animals by the Disabled

A qualified individual with a disability may be granted use of a service animal on school property, provided the work or tasks performed by the service animal are directly related to the individual's disability. The Superintendent shall make such determinations on a case-by-case basis based on the following criteria. Would the presence of the service animal:

1. Impose an undue financial or administrative burden on the District;
2. Require a fundamental alteration to the educational program;
3. Impact legally protectable rights of others. A disabled student's parent may be given the option of changing the student's educational placement if alternative placement will remedy the infringement of other's rights.

The individual with a disability or designated handler is responsible for the proper care and supervision of the service animal while on school property.

Revocation of Animal Use

The decision to allow any type of animal in school may be revoked if:

1. The animal poses a direct health and/or safety threat to others;
2. The animal is not properly controlled;
3. The animal's presence has fundamentally altered an educational program or activity.

The District may offer alternatives to using a service animal (such as employing an aide), provided the alternatives meet the student's needs.

Animal Related Injuries

The principal and parent/guardian (if a student is involved) must be notified as soon as possible if an animal bites an individual on school property or during a school-sponsored activity or if an animal-related incident occurs on school property or during a school-sponsored activity that could have an adverse effect on an individual's physical or emotional health. An accident report must be filed with the principal in accordance with district policy and regulations (ACAC).

Device User Agreement

This form must be completed by the student who will be using a Williston Public School District (WPSD#1) device. A device will not be issued until this form has been completed and submitted.

1.0 GENERAL PROVISIONS

1.1 RECEIVING YOUR DEVICE:

Parents and students must agree to this contract in order to receive a device.

1.2 RETURNING YOUR DEVICE:

Device, power supply and notebook sleeve will be turned in at the end of the school year.

1.3 SCHOOL INTERNET ACCESS:

Wireless network access is available throughout the school. While at school only the school network will be used.

1.4 HOME INTERNET ACCESS:

Students are encouraged to connect to home networks and wireless hot spots. School and district technical support staff are not responsible for supporting or troubleshooting connectivity to home networks. Contact your Internet service provider for troubleshooting and assistance.

2.0 CARE OF THE DEVICE

2.1 GENERAL PRECAUTIONS:

Cords and cables must be inserted carefully into the device to prevent damage. Devices must never be left in an unlocked locker, unlocked car or in an unattended area. If the power cord is lost, you must get a replacement from the tech department, you will be charged \$20.00 for the replacement cord. There will not be extra cords available for lending to students.

2.2 CARRYING DEVICES

A protective carrying case (i.e. neoprene sleeve) is required to carry the device at all times. A protective carrying case is included in the device rental and is expected to be used.

2.3 SCREEN CARE:

The device screens can be damaged if subjected to rough treatment.

2.4 DEVICE IDENTIFICATION:

The serial number and Williston Public School District #1 tag number identify student devices.

2.5 INSPECTION:

Williston Public School District #1 reserves the right to inspect devices as necessary.

3.0 USING YOUR DEVICE AT SCHOOL

Devices are intended for academic use. Classroom teachers have the authority to manage use during class time and may choose to have students put devices away if it is a distraction or students exhibit off-task behavior. Students are responsible to bring their device to all classes unless specifically instructed not to do so by the classroom teacher.

3.1 DEVICES LEFT AT HOME:

If students leave their device at home, they are responsible for getting the course work completed as if they had their device present.

3.2 DEVICE UNDERGOING REPAIR:

Loaner devices may be issued to students if the device is in need of repair depending upon availability.

3.3 CHARGING YOUR DEVICE'S BATTERY:

Devices must be fully charged at the start of each school day.

3.4 DEVICE WALLPAPER:

Inappropriate media may not be used as a wallpaper or with any other imagery display on the device.

3.5 MANAGING FILES AND SAVING YOUR WORK:

Students should not save data on their device because this data is not backed up. Williston Public School District #1 uses Google Suite for Education, which allows for cloud-based storage and document creation.

4.0 EXPECTATIONS

The district expects students to exhibit professional/responsible behaviors when using district technology resources. Use of district technology resources is a privilege that may be revoked if the expectations are not followed. Use of district devices are subject to the acceptable use policy as referenced in the student handbook.

4.1 PRIVACY:

Individual privacy is not guaranteed when using district technology resources.

4.2 SECURITY:

Any attempt to circumvent, disable or misuse security systems are prohibited.

4.3 INTERNET SAFETY AND USE OF FILTERS:

The district provides a filtering system to limit user access to potentially objectionable material. No filtering system can provide complete protection and it is the users' responsibility to use internet resources appropriately.

5.0 DIGITAL CITIZENSHIP AND RESPONSIBLE USE

5.1 STATEMENT OF RESPONSIBILITY:

The user is responsible for what he/she says and does on the network.

5.2 PARENT/GUARDIAN RESPONSIBILITIES:

Please talk with your child about your expectation for appropriate and responsible use in your home.

5.3 STUDENTS RESPONSIBILITIES:

Use computers/devices in a responsible and ethical manner.

5.4 STUDENT DISCIPLINE:

Depending on the seriousness of the offense, students may lose the device and/or network privileges.

6.0 DEVICE LOSS, DAMAGE OR MALFUNCTION

Williston Public School District #1 realizes that normal use and accidents happen, and when they do, damage can be done to a student's school issued device. Devices that malfunction or are damaged must be reported to the Technology Department. The school district will be responsible for repairing devices that malfunction.

6.1 WHAT TO DO IF THE DEVICE IS DAMAGED:

1. Report the damage and complete an incident report with the WPSD#1 Technology Department.

2. Technology department will assess the damage. If the damage does not need immediate repair the student may be allowed to continue to use the device. If the damage does require repair a loaner device may be available, if inventory allows.

3. If repair is necessary, the student (family) will be charged a \$10 service fee per issue. WPSD#1 technology department will not return the original part, if it is being replaced. This may result in the loss of data, as for example, if your hard drive needs to be replaced. WPSD#1 Technology Department reserves the right to use refurbished parts in the repair. Replacement units may be WPSD#1 recertified and/or remanufactured.

6.2 LOSS/DAMAGE PAYMENT:

In the event that a family is responsible for payment, due to loss, theft or damage, a notice will be sent with a brief explanation and amount due. Payments should be made using the Power School Parent Portal. All outstanding fees must be paid before the student will be issued a device.

7.0 CHARGES

7.1 DAMAGE/UNCLEAN

In the event that the device is intentionally damaged it is considered vandalism and the student will incur a \$25 fee. If the device has sticker residue or requires additional cleaning the student will receive a \$5 charge.

7.2 LOST/STOLEN DEVICE

If the device is lost, stolen or not returned, the student will be charged the replacement cost of the device. This cost is dependent on the device.

WMS COURSE DESCRIPTIONS (Courses are subject to change in availability)

Music Appreciation: Explore music's various functionalities in order to gain a deeper understanding and appreciation for all types of music. No performances. (8th grade)

Choir: Perform four concerts throughout the year while learning the basics of singing and reading music. May have other performance opportunities. (7th and 8th grade)

Swing Choir: Perform in concerts. Learn the basics of singing and choreography. Choir is highly encouraged as a prerequisite. Auditions may be required. (7th and 8th grade)

Orchestra: Learn to play string instruments, including violin, viola, cello and bass. (7th and 8th grade)

Art 7: Learn about the elements and principles of art and put it into practice. Keep a sketchbook to build a personal portfolio. (7th grade)

2D Art 8: Learn about the elements and principles of art and put it into practice. Continue to complete a weekly project. Keep a sketchbook to build a personal portfolio. (8th grade)

3-D Art: Work on pottery, sculptures and a variety of three-dimensional projects. (8th grade)

Lifetime Fitness: Learn a variety of activities to remain active for life! Learn to demonstrate good sportsmanship, work with teammates and play against opponents. Learn more about health, fitness and overall wellness. (7th and 8th grade)

Resource: Practice a variety of language arts and math skills. Work on other school assignments and get help with missing assignments to improve academic grades. (7th and 8th grade)

Inventions & Innovations: Learn how technology systems work together to solve problems and capture opportunities with hands-on project design. Research on Chromebooks. Work in teams of two to complete projects in the lab time. Projects take about three weeks to complete and test. (8th grade)

FACS (Family and Consumer Science): Prepare to become an independent, productive citizen. Topics include Career Planning, Choices and Responsibilities, Financial Literacy, Nutrition & Wellness, Life Skills and Resource Management and Design (Interiors, Textiles & Apparel). (7th and 8th grade)

Robotics: Complete coding tasks and participate in competitions while using the engineering design process. (7th and 8th grade)

ND Outdoors: Learn about North Dakota animals, plants and ecosystems through project-based learning. Apply ecology to North Dakota Ecosystems, and learn about outdoor sports relating to ND. (7th and 8th grade)

Computer Applications: Learn and/or review Microsoft Word, Excel and PowerPoint, including word processing skills, spreadsheet skills and classroom presentation software skills. (7th grade)

Computer Applications 2: Learn advanced lessons in Microsoft Excel and PowerPoint (8th grade)

Annual (Yearbook): Create the school yearbook using computer applications. (8th grade)

Keyboarding: Practice appropriate/positive keyboarding skills. The motto is no "pecking please!" (7th grade)

Experimenting w/ Science: Apply the scientific method and the engineering design process to different group projects, including bridges, rockets, and trebuchets. (7th grade)

Exploring Technology: Learn about the nature of technology and problem-solving. Study the scope of technology and its impact on society. Design, create and test four or five hands-on projects. Teamwork is a key component while working on lab project challenges. (7th grade)

World Music 7: Participate in a hands-on music making class focusing on music styles from West Africa and the Caribbean. (7th grade)

World Music 8: Participate in an in-depth, hands-on music class focusing on music from Ghana, Trinidad & Tobago, Brazil and Cuba. (8th grade)

Historical Fiction: Study history and our fictional interpretation of it through historical literature and cinema. Study history that inspired historical fiction. Includes creative writing. (7th grade)

Current Events: Learn about current issues and events, and their historical context. Discuss problems and situations facing us in the world. (8th grade)