

# Lewis & Clark School District #161

## **2018-19**

### **Student & Parent Handbook Lewis and Clark High Schools**

Lewis & Clark School District #161 does not discriminate on the basis of race, color, national origin, sex, or handicap in its programs/activities and employment policies/practices.

This handbook is created to serve as a guide for all groups involved with the school environment.

It does not cover every possible instance that could occur within the school setting. Therefore, any topic or situation not included in these pages is under the administration's discretion.

If you have questions that have not been answered in this handbook, please contact Mr. Ritteman (Superintendent) or Mrs. Gerding or Mr. Jenkins (Secondary Principals).

You are invited to communicate with teachers and administrators at any time.

Have a safe and exciting school year!

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# Lewis & Clark School District #161

Berthold, North Shore Plaza Schools  
Marc Ritteman, Superintendent  
401 4<sup>th</sup> Avenue NE  
Berthold, ND 58718

Lewis & Clark—Berthold  
Berthold Elem. and High School  
P.O. Box 185  
Berthold, ND 58718  
453-3484

Lewis & Clark—North Shore - Plaza  
Elementary and High School  
P.O. Box 38  
Plaza, ND 58771  
497-3734

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## NOTICE TO SCHOOL PATRONS

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 the school administration at 453-3484. 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 our school.

Signed:

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Superintendent

July 16, 2018

# Lewis & Clark School District #161

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Lewis & Clark North Shore – Plaza  
Elementary and High School  
P.O. Box 38  
Plaza, ND 58771  
497-3734

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## NOTICE TO SCHOOL EMPLOYEES/PATRONS

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

Friable asbestos-containing material is present in

NORTH SHORE PLAZA SCHOOL AND BERTHOLD SCHOOL

A record of the inspection, a diagram of the location(s) of friable asbestos-containing materials, and a copy of relevant EPA regulations are available in:

Building:	Room:
North Shore Plaza School	Main Office
Berthold School	Main Office

For information, interested persons should call 1-800-424-9065 or 554-1404 in the Washington, D.C. area.

Signed:

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Superintendent

July 16, 2018

## SCHOOL CALENDAR

August 20	First Day of School
September 3	NO SCHOOL—Labor Day
September 17	Teacher In-Service (No School for Students)
October 18-19	NO SCHOOL – Teachers’ Convention
October 19	End of 1 <sup>st</sup> Quarter
November 12	NO SCHOOL – Veterans’ Day
November 22-23	NO SCHOOL – Thanksgiving Break
December 21	Last Day of School before Christmas break
December 21	End of Quarter/Semester 1
January 2	Classes Resume
January 21	NO SCHOOL – Martin Luther King Day
February 18	NO SCHOOL – President’s Day – Teacher In-Service
March 14-15	NO SCHOOL – Spring Break
	End of 3 <sup>rd</sup> Quarter
April 19	NO SCHOOL – Good Friday
April 22	NO SCHOOL – Easter Monday
May 17	Last Day of School –End of Semester 2
May 18 & 19	Graduation

## LEWIS & CLARK STAFF – 2018-19 SCHOOL YEAR

**School Board:**

Shane Erickson	Denver Deaver
Travis Engelhard	Dan Schilla
Brenda Brown	Jerry Hennessy
Troy Pank	

**Superintendent:**

Marc Ritteman

**North Shore – Plaza Staff:**

Janis Gerding	Secondary Principal
Janis Gerding	Elementary Principal
Trent Sherven	Athletic Director
Liz Huus	Business Manager
Christopher Brown	Technology Coordinator
Rhonda Hanson	Library
Shawna Schenfisch	Office Secretary
Trent Sherven	Mathematics
Maci Abrahamson	Social Studies
Nyssa Stroschein	English
Tawnya Iglehart	Art
Bette Wold	Business/Computers
Jen Smith	Family/Consumer Science

**Berthold Staff:**

Jacob Jenkins
Melissa Lahti
Chris Brown
Tammy Lindahl
Christopher Brown
Rhonda Hanson
Sharon Pearson
Troy Ross
Stephanie Roland
Brittna Gregory
Tawnya Iglehart
Dawn Eide
Jen Smith

ITV

Becky Jungemann  
Matt Eraas  
Amanda Blevins

Kelly Warren

Trina Howell  
Janae Gravesen  
Lacy Grimwood  
Lacy Grimwood  
Heather Braaflat  
Vangelis Thompson  
Stephanie Huus  
Aliicia Rogers  
Angie Bersaw  
Lindsey Karna  
Trisha Wheeling  
Theresa Hathaway  
Julie Davison  
Dee Larson

Jordis Lee  
Lyle Ouradnik  
Nolan Fjeldahl  
Sandy Howell  
Barbara Miles

Dee Larson  
Shanda Anderson  
Julie Davison  
Theresa Hathaway

Spanish  
Junior High  
Science  
Physical Education  
K-12 Music  
Voc. Ag.  
Learning Disabilities

Speech & Language Disabilities  
Guidance Counselor  
Title I  
Pre-School  
Kindergarten  
Grade 1  
Grade 2  
Grade 3  
Grade 4  
Grade 5  
Grade 6  
Para-Professional  
Para-Professional  
Para-Professional  
Para-Professional  
Custodian  
Custodian  
Custodian  
Cook  
Cook  
Cook  
Bus Driver  
Bus Driver  
Bus Driver  
Bus Driver  
Bus Driver

ITV

Mallory Brown  
Eric Johnson  
Katelyn Sandy  
Dawna Helfrich  
Johnna Varty  
Leticia Karhoff  
Lexi Benno  
Trina Howell  
Janae Gravesen  
Susan Hanna  
Susan Hanna  
Brooke Storro  
Jennifer Hennessy  
Laurie Lawson  
Alechia Neubauer  
Tracy Ross  
Callie Cook  
Tracie Bloms  
Monica Wold  
Debbie Deaver  
Tessie White  
Beth Grabow  
Rita Hamsher  
Don Neshem  
Debbie Deaver  
Heather Hamilton  
Melinda Sechrist  
Patty Deaver  
Nikki Bloms  
Donnie Neshem  
Mike Axness/Cody Hansen  
Patty Deaver  
Brittney Hansen



**SCHOOL HOURS AND FEES**

HOURS: The school day is from 8:30 a.m. to 3:24 p.m.

BREAKFAST: Breakfast is served from 8:00 a.m. to 8:25 a.m.

FEES:

Instrument Rental	\$25.00/year
Vocational Education	\$10
Elementary Registration	\$5
Junior High Registration	\$10
High School Registration	\$12
Breakfast	\$1.25 per meal
Breakfast--Adults	\$2.75/meal
Lunch	\$2.00 per meal
Lunch—Adults	\$2.75/meal

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PARENT(S) WILL BE NOTIFIED VIA LEWIS AND CLARK NOTIFICATION SYSTEM WHEN A CHILD'S LUNCH BALANCE IS BELOW \$5.00

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Lewis & Clark School District participates with federal hot lunch support and free and reduced meal prices are available to students who qualify by family size and income. Parents must submit application and qualify to receive free or reduced meals. Free & Reduced Applications are available in the office. We encourage all families to apply, applications can be completed at any time, and all applications are kept confidential

Students who do not participate in the hot lunch program for the day, week, month or year may bring a lunch. Students who bring their own lunch must eat their lunch in the lunchroom.

**CONTACT INFORMATION**

North Shore Plaza		Berthold
701-497-3734	Office Phone	701-453-3484
701-497-3401	Fax Number	701-453-3488
North Shore – Plaza School Lewis & Clark School District #161 P.O. Box 38 801 Covell St. Plaza, ND 58771	School address	Berthold School Lewis & Clark School District #161 P.O. Box 185 401 4 <sup>th</sup> Avenue NE Berthold, ND 58718
<a href="http://www.lewisandclark.k12.nd.us">www.lewisandclark.k12.nd.us</a>	Website	www.lewisandclark.k12.nd.us

### **National Anthem**

Oh, say can you see by the dawn's early light,  
What so proudly we hailed at the twilight's last gleaming,  
Whose broad stripes and bright stars, through the perilous fight,  
O'er the ramparts we watch were so gallantly streaming.  
And the rocket's red glare, the bombs bursting in air,  
Gave proof through the night that our flag was still there.  
Oh, say does that star spangled banner yet wave,  
O'er the land of the free and the home of the brave.

### **PLEDGE OF ALLEGIANCE**

I pledge allegiance to the flag  
of the United States of America,  
and to the republic for which it stands,  
one nation under God, indivisible,  
with liberty and justice for all.

### **NORTH SHORE PLAZA SCHOOL SONG**

Come all to Cheer For North Shore Plaza  
We will win this game.  
We are the fierce and mighty Wildcats  
All opponents we will tame, Fight, fight, fight.  
Panthers, Lions we were before,  
Now the Wildcats forever more  
Those we play shall know today  
We're from North Shore – Plaza High  
Pride and Honor to defend  
We'll keep fighting till the end.  
N-O-RTH S-H-ORE, P-L-AZA Wild Cats  
All our fans yell "NSP"  
Mighty wildcats we will be  
Strength and spirit never die  
We're from North Shore – Plaza High

### **BERTHOLD SCHOOL SONG**

Hail to our colors, true we will be,  
Purple and gold here's three cheers for thee.  
Though the victory we don't win  
Berthold will never, never give in.

Rah, rah for Berthold victorious we'll be,  
Rah, rah for colors glorious to see.  
Loyal to our school we'll be,  
Rah, rah for Berthold High!  
Rah! Rah! Rah!

### **SCHOOL SPIRIT**

School spirit is made up of several things. It involves treating others – fellow students, teachers, visitors, athletic teams and officials – with courtesy and respect. It means representing the Lewis and Clark School District and competing against other schools in a manner that shows good sportsmanship. And it means having pride in your school, in those who represent your school, and in the quality of education you receive here. It is not unusual to have alumni come back and talk about how much they enjoyed going to school here, how much they miss taking part in school activities, and how much they appreciate the education they received here. Having school spirit is not an outdated concept that no longer applies to students, teachers, parents, and the community in this day and age. Commitment and loyalty to your school is as important as ever, but it takes the effort of everyone to create the kind of atmosphere that shows others we are proud to be from the Lewis and Clark School District.

## **STUDENT RIGHTS**

This statement of rights is not expected to cover every situation that may arise. The rights of an individual are preserved only by the protection and preservation of the rights of others. All students attending Lewis & Clark School District have the right to:

- A free and appropriate education as defined by state and federal statutes.
- Equal educational opportunity and freedom from discrimination
- Due process including the right to appeal
- Freedom of inquiry and expression
- Data privacy
- Be informed of school rules and regulations

## **ACADEMIC ELIGIBILITY**

Lewis & Clark Public schools will have a grade checkup every week to determine if students meet the eligibility requirement of passing all subjects in order to perform in extra-curricular activities. During the 1st and 3rd quarters only, the first grade checkup will be after the 2nd week of the term. Eligibility will be determined by cumulative grades for the semester. The eligibility list will be published each Friday and will go into effect the following Monday.

If a student is not passing all classes, he/she will not be allowed to participate in games/contests. He/she will also not be allowed to ride to the game/contest with the team/group. The student will be allowed to attend practices, however.

If a student has incomplete work at any weekly checkup, he/she will become immediately eligible only after submitting work to the teacher and the student has the teacher sign off on the completed work.

## **ACCEPTABLE USE POLICY**

See the end of this handbook.

*There is a form that must be turned in to the school in order to have computer and/or internet access.*

## **ACT TEST**

All North Dakota public colleges and universities require the results of the ACT Test. The primary purpose of the ACT requirement is to help students and their advisors select appropriate college courses.

***ALL JUNIORS ARE REQUIRED TO TAKE THE ACT!!***

Consult the guidance counselor for information concerning the ACT Test.

## **ACTIVITY ELIGIBILITY**

The following is a condensed list of eligibility rules compiled by the North Dakota High School Activities Association and the Lewis & Clark School District. This applies to all athletic and musical competition or performance, cheerleaders, and any extra-curricular activities. In the area of musical performance where the performance is part of the letter grade in music, students will be allowed to participate even if they are not maintaining a passing average in all their subjects.

### **YOU ARE NOT ELIGIBLE:**

if you have not been in classes as many days as you have missed from the opening of the semester.

if you entered school later than 10 days after the opening of the semester.

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

if you compete in a similar athletic contest on an out-of-school team during the same sports season or in post-season athletic contests.

if you have been enrolled in an institution of higher rank except as an accelerated student carrying advanced work in addition to three high school subjects.

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

if you do not maintain a passing average in all subjects including band, chorus, and physical education during the present semester.

if you have graduated from a 4-year high school or equivalent.

if you have accepted awards other than those having symbolic value and costing more than ten dollars.

if you are twenty years of age or older.

if you are not an amateur or if you have competed under an assumed name.

if you have transferred from another school without corresponding change of residence by your parents.

if you are in your ninth semester of attendance and have reached your eighteenth birthday.

if you are in your eighth semester of attendance and your seventh and eighth semesters are not consecutive.

Students must meet the eligibility requirements of passing all subjects in order to participate in activities.

### **YOU ARE NOT ELIGIBLE:**

if you do not have a doctor's certificate of physical fitness (physical) issued after April 15 prior to the start of the school year.

if you have participated in any post-season interscholastic football, basketball, hockey, gymnastics or wrestling contest.

if you use or have in your possession tobacco, alcohol, or illegal drugs.\*

\*The use or possession of tobacco, alcohol or any controlled substance as defined by the North Dakota Century Code is prohibited. Any extracurricular 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 for the first offense and a period of eighteen consecutive school weeks for any subsequent offense. The period of suspension shall begin from the date and time notification is given to the student by the school administration. Presence at a gathering where alcohol, tobacco, or a controlled substance is being used will be regarded as possession. The administration will take into consideration whether the student was at a gathering where the student had knowledge that alcohol, tobacco or controlled substance were present, and whether or not the student had a reasonable opportunity to remove himself or herself from said location.

***Any student in violation of the tobacco, alcohol, or controlled substance policy will forfeit eligibility to letter or receive post-season individual awards.***

## **ATTENDANCE & ABSENCES**

North Dakota law contains compulsory attendance requirements for students ages seven through sixteen. In order to comply with and enforce these requirements, the Board establishes the following attendance policy.

### **Definitions**

For the purpose of compulsory attendance reporting under NDCC 15.1-20-02.1 (1-2):

***Excused absence*** is an absence that the District will not use in determining if a compulsory attendance violation occurred. Any absence may be excused if it is supported by either a verbal or written excuse supplied by the student's parent, teacher, or school administrator.

***Unexcused absence*** is any absence not supported by the verbal or written excuse required for an excused absence.

### **Accumulated Unapproved Absence**

(Disciplinary sanctions): The Board believes that unapproved absences are a form of misconduct and authorizes the Superintendent to establish grade-appropriate disciplinary consequences. Students will be afforded appropriate due process rights based on the severity of the disciplinary penalty that the District is considering imposing. Students shall be required to complete make-up work in accordance with administrative regulations or will receive no credit for incomplete work.

### **Compulsory Attendance Violations**

North Dakota law defines what constitutes a compulsory attendance violation. Suspected violations of the compulsory attendance law shall be reported to school administration and investigated in accordance with law. When a compulsory attendance violation is substantiated, the District shall comply with law enforcement reporting requirements under law.

### **Procedure to Follow as a Result of Absence**

Parents should call the office between 8:00 and 8:30 a.m. to inform the principal or secretary why the student is or will be absent. If the student's absence is known in advance, parents are asked to call the office the day before the known absence. The primary phone number in Power School will be contacted at 9:00 A.M. if your student is not in school.

It is the responsibility of the student to make up the work. Missed work must be completed and turned in to the teacher in a length of time decided upon by the teacher and the student. If students are absent for ½ day or less, they may be required to take the make-up exam during their next free period upon their return to school.

***In order to participate in practice or performances for extra-curricular activities, the students must be in attendance at least ½ day.*** Doctor or dentist appointments or other extenuating reasons *may* be treated as special circumstances and will be dealt with on an individual basis. In that instance, parents need to call the principal.

## **BULLETINS AND ANNOUNCEMENTS**

Weekly bulletins will be published and are available the week prior. Daily announcements should be read in each classroom.

## **BULLYING**

Descriptor Code: ACEA

### **BULLYING POLICY1**

#### Definitions

For the purposes of this policy:

- Bullying is defined as conduct prescribed in NDCC 15.1-19-17. The Superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.
- Protected status 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 or the term on-campus refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.
- School-sanctioned activity is defined as an activity that:
  - a. Is not part of the district’s curricular or extracurricular program; and
  - b. Is established by a sponsor to serve in the absence of a district program; and
  - c. Receives district support in multiple ways (i.e., not school facility use alone); and
  - d. Sponsors of the activity have agreed to comply with this policy; and
  - e. The District has officially recognized through board action as a school-sanctioned activity.
- School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district’s extracurricular program and is controlled and funded primarily by the District.
- School staff include all employees of the Lewis and Clark Public School, 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

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<sup>1</sup> Any amendments to this policy must be sent to DPI.

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 file a false bullying report with the District.

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

#### Reporting Procedures for Alleged Policy Violations

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.

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

#### Reporting to Law Enforcement & Others Forms of Redress

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

#### Documentation & Retention

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

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

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

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

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

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

#### Investigation Procedures

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

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected 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 or not 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 who 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;
4. Create a behavioral adjustment plan;
5. Refer the student to a school counselor;
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
8. If applicable, contact the administrator of the website on which the bullying occurred to report it.

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

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

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

#### Victim Protection Strategies

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

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

#### Prevention Programs & Professional Development Activities

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

Complementing NDSBA Templates (may contain items not adopted by the Board)

- AAC-BR, Discrimination & Harassment Grievance Procedure
- AAC-E, Filing a State or Federal Discrimination & Harassment Complaint
- ACEA-E1, Bullying Policy Adoption & Dissemination Checklist
- ACEA-E2, Bullying Reporting Guidelines
- ACEA-E3, Student Reporting Form
- ACEA-E4, Staff Reporting Form
- ACEA-E5, Bullying/Harassment Investigation Protocol
- FF, Student Conduct

End of Lewis and Clark School Policy ACEA-----Adopted:

[04/15]

### **CAMPUS POLICY (OPEN/CLOSED)**

Grade 7-12 students are granted the privilege of leaving school property during the lunch period with parental and school permission (although driving or riding in a vehicle is not allowed). STUDENTS MUST SIGN OUT IN THE OFFICE. Seniors granted privileges may leave during their scheduled time.

### **CARE OF BOOKS/SUPPLIES**

Students will be held accountable for all books/supplies issued to them. Security is each student's responsibility. Students will be expected to pay for all lost, stolen, or excessively damaged books and supplies.

### **CARRYING WEAPONS**

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous objects, or look-alikes, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Such weapons include but are not limited to any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon, dangerous instrument, or look-alike.

Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Parents will be notified and all weapons, dangerous objects, or look-alikes will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration.

The principal may allow authorized persons to display weapons, other dangerous objects or look-alikes for educational purposes. Such a display will be exempt from this policy.

### **CHANGE OF SCHEDULE**

The master schedule was designed around the student requests gathered at spring pre-registration. Students will be given five (5) school days after the start of each semester to make any schedule changes deemed necessary and approved by the classroom teachers and principal.

### **CHEATING OR COPYING**

If any student is caught copying from another student's work, a teacher has the right to take the work being copied and present it to the teacher whose assignments were being copied. Both students shall receive a grade as deemed appropriate by the instructor. Students found cheating on a test will receive a zero on the test and may fail the course.

## **COMMUNICABLE DISEASES**

In all cases of disease/illness being treated by a doctor, we will rely upon the judgment of the doctor as to when the child may be back in school. For the well-being of the students and staff, students must seek treatment and have a doctor's release to return to school for infectious diseases that can be spread from person to person such as pinkeye, impetigo, ringworm, whooping cough, chicken pox, etc.

Lice: Head lice are to be considered highly communicable and not to be associated with filth, poor hygiene, or socioeconomic status. Head lice can be highly contagious and can be transmitted from person to person through close personal contact, sharing of headgear, and/or sharing of furniture/bedding. When a case of head lice is suspected/reported, school personnel will follow the recommendation of the North Dakota State Department of Health regarding control of the school environment to prevent the spread of head lice. Staff members shall be trained to inspect and re-inspect students for lice and nits. Public health personnel and trained volunteers may also be used as needed and available.

When a case of head lice is identified, all classmates, siblings in school, and all children riding the same bus may be examined. When lice or nits (eggs) are detected, the student's parent/guardian shall be contacted immediately and the student shall be sent home as soon as practicable with instructions for treatment. The student will be re-examined upon return and will not readmitted until free of both lice and nits. Absences will be counted as excused.

If a case of head lice is discovered in a particular classroom, the school will send home a letter to inform the parents/guardians of their child's exposure. Safety precautions and proper cleaning procedures will be taken at school to prevent re-infestation or the spread of infestation.

Parents are encouraged to report cases, if discovered in the home, in order to prevent a possible outbreak in school. It is the policy of this school district to report infestations of head lice to public health.

## **COMPLAINTS**

If students feel they have been wronged or are upset over some aspect of their experiences at Lewis & Clark, they are expected to express themselves in an appropriate manner. If student-student problems occur, an attempt at civil resolution between the students is asked. If this is not possible, student(s) should seek counsel of a teacher, counselor or principal. Negative physical or verbal exchanges are not appropriate in this setting. In student/adult conflict, private consultations should be held to resolve differences. If this does not result in satisfaction the student is to express him/herself privately in the principal's office or counselor's office.

## **CONSULTATIVE REVIEW**

Upon request, students are entitled to receive a consultative review of their individual high school education plan at least once during each high school grade. Upon the request of the student, the school district shall provide the consultative review.

## **CORRESPONDENCE COURSES**

Correspondence courses taken through NDCDE Supervised Study are available for students who will otherwise not have enough credits for graduation and also for students who desire enrichment courses.

You may do correspondence work while attending school if:

- You enroll in a subject not offered through Lewis & Clark Schools.
- You have failed a subject in school and are unable to repeat the course the following year because of a schedule conflict.
- You have a serious conflict with the school class schedule. This must be approved by the principal.
- The class is taken at student/parent expense

Seniors who are enrolled in correspondence work needed for graduation must complete this work by **May 1** of the year they expect to graduate to insure participation in the graduation ceremonies.

### **COUNSELING SERVICES**

Counseling service is provided for all students. The school counselor is eager to help plan educational programs and to assist with problems, which may or may not be directly related to school. Students may consult the counselor regarding any problems they may be facing.

### **DANCES**

There will be dances held periodically throughout the school year. A breathalyzer is used prior to student admission to school sponsored dances as well as admission to any post-dance activities.

### **DETENTION**

Students can earn detention (served either before or after school) for misbehavior, failure to complete assignments, or other incidences deemed necessary by the teacher and/or principal. Students placed in detention should report to the teacher's room (or designated area) for detention when assigned.

### **DISPLAYS OF AFFECTION**

Inappropriate displays of affection are frequently embarrassing to students and adults. People have the right to operate in an atmosphere free of sexual harassment. Displays of affection are not allowed in school, on school busses or at school related events. Staff and administration reserve the right to interpret behaviors and report them accordingly. Students in violation are subject to disciplinary measures.

### **DRESS CODE**

The responsibility for proper dress is placed with the student and the parent. It is hoped that each student will accept his/her responsibility and dress in a manner that reflects pride in his/her appearance and pride in contributing to the best possible image of the Lewis & Clark Public School. Caps are to be removed upon entering the building except on special school-sponsored occasions. T-shirts, jackets, shirts or other clothing which contains profanity or graffiti obscene in nature are not considered proper school attire. Clothing containing advertisements or examples of alcohol, tobacco products, or drugs is also inappropriate school dress.

Also included as inappropriate clothing is attire that exposes the torso or has a plunging neckline.

The principal shall have final judgment on the determination of proper school dress and may require students to return home to change clothes.

### **DUAL CREDIT**

It is the belief of the Board that any student who is capable of and wished to do college level work while in High School should be permitted to do so and given assistance in enrolling in advanced courses. Therefore, the Lewis & Clark School District will participate in the Post Secondary Enrollment Option Program allowed by North Dakota law. The Superintendent is authorized to enter into agreements with post secondary institutions to provide post secondary courses in this High School and to count post secondary courses toward High School graduation.

Any 10th, 11th or 12th grade student whose admission to a college level course is recommended by a Counselor or Principal may enroll in a course at any of the eligible institutions for post secondary credit. Permission from the Superintendent will be required to apply the course toward High School graduation requirements. In addition to allowing the student to enroll in college level courses taught at post secondary institutions, this District may offer courses that qualify for dual credit in cooperation with eligible institutions. Students enrolled in these courses may apply to the post secondary institutions for dual credit. Any cost associated with receiving college credit shall be the responsibility of the student enrolled in this college course.

### **ELECTRONIC DEVICES (Cell phones, iPods, etc.)**

Modern technology has provided a wealth of electronic devices for entertainment and personal communication. Use of devices such as MP3 players, cell phones, pagers, iPods, etc., are prohibited at school. All personal electronic devices must be kept off and out of sight during the regular school day unless 1) the supervising teacher grants permission, 2) use of the device is provided for in a student's IEP, or 3) it is used in an emergency that is threatening the safety of students, staff, and other individuals.

Violations will be dealt with as follows:

- 1st offense: the teacher will confiscate the device and the student will need to serve a 35 minute detention on the day of the infraction; a parent/guardian may pick up the device at the office at the end of the day;
- 2nd offense: the device will be confiscated and the student is subject to further disciplinary action that may include suspension.

### **E-MAIL**

All students may register for an e-mail account through the tech coordinator.

### **EMERGENCY DRILLS**

Students will be informed as to exact procedures in all disaster drills. Drills are regularly held to practice contingency plans for protecting your children against potential disasters that include fire, tornado, and lock down.

### **EXPULSION**

Expulsion is action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not extend beyond the school term/semester (NDCC). Only the school board can expel a student and shall do so in accordance with the provisions of this policy.

### **FOOD/BEVERAGES**

Food or beverage brought to school (from off property) for use during the lunch period or for use during a school evening activity is authorized. The consumption of beverages (with the exception of teachers who allow water) is not allowed in classrooms during the school day.

### **FUNDRAISERS**

At times it becomes necessary for students to participate in fundraisers. Student participation in fundraisers is encouraged as a learning experience and it is a way of raising dollars for student activities. All "Fundraisers" must be approved by the administration prior to implementation.

Students are expected to be supervised during their fund raising activities such as car washes, concession stands, class activities, etc.. The supervision must be approved through the administration and should include an advisor, teacher or approved adult(s).

Students need to turn in their receipts for any items purchased for the school and, a voucher must be submitted to the office prior to payment being approved. All purchases must be approved by the advisor and receive administrative approval prior to ordering. Purchases made without the above stated approval, will become the responsibility of the student or the person(s) who placed the order.

### **GRADE TRACKING (BY PARENTS AND/OR STUDENTS)**

Lewis & Clark School District uses an internet based network grading system called "PowerSchool." On the PowerSchool system, parents and students can access grades, assignments, and attendance at any time.

The parent/student must have an internet connection, a login, and a password. Parents/students will be issued a login and password upon request from the technology coordinator.

### **GRADING**

The standard grading scale for the Lewis & Clark School District is as follows:

A+	=	100
A	=	94-99
A-	=	93
B+	=	92
B	=	86-91
B-	=	85
C+	=	84
C	=	77-83
D+	=	76
D	=	71-75
D-	=	70
F	=	69 and below

### **GRADUATION REQUIREMENTS**

Credit for individual classes will be issued at the end of each semester, provided the student has met the requirements set forth by the Lewis & Clark Public School District.

Graduation Requirements are as follows:

#### **ENGLISH:**

Required: **Four** credits of English Language Arts

#### **MATHEMATICS:**

Required: **Three** credits of Mathematics

#### **SCIENCE:**

Required: **Three** credits as follows ...

1 credit: Physical Science

1 credit: Biology

1 credit: Science Elective

### **SOCIAL STUDIES:**

- Required: **Three** credits as follows ...
- 1 credit: U.S. History - **Required**
  - 1 credit: World History –Optional
  - 1 credit: Problems of Democracy **OR**
  - ½ credit: Government –**Required AND**
  - ½ credit: Economics –**Required**
  - ½ credit: Psychology -Optional
  - ½ credit: Sociology - Optional

### **PHYSICAL EDUCATION:**

- Required: **One** credit of Physical Education and/or Health
- 1 credit of Physical Education **OR**
  - ½ credit of Physical Education **AND** ½ credit of Health

### **ELECTIVES:**

Required: Supplement your schedule with **9** elective credits. Diversify your schedule with classes that will help you plan for your future goals!

### **TOTAL CREDIT REQUIRED FOR GRADUATION: 23**

**\*\*All North Dakota High School students are required to pass the Civics Test. The test will be administered during the Junior year.**

### **• Section 16 15.1-21-02.3. Optional high school curriculum - Requirements.**

If after completing at least two years of high school a student has failed to pass at least one-half unit from three subsections in section 15.1-21-02.1 or has a grade point average at or below the twenty-fifth percentile of other students in the district who are enrolled in the same grade, the student may request that the student's career advisor, guidance counselor, or principal meet with the student and the student's parent to determine if the student should be permitted to pursue an optional high school curriculum, in place of the requirements set forth in section 15.1-21-02.1. If a student's parent consents in writing to the student pursuing the optional high school curriculum, the student is eligible to receive a high school diploma upon completing the following requirements:

1. Four units of English language arts from a sequence that includes literature, composition, and speech;
2. Two units of mathematics;
3. Two units of science;
4. Three units of social studies, which may include up to one-half unit of North Dakota studies and one-half unit of multicultural studies;
5. a. One unit of physical education; or  
b. One-half unit of physical education and one-half unit of health;
6. Two units of: a. Foreign languages; b. Native American languages;  
c. Fine arts; or d. Career and technical education courses; and
7. Any seven additional units.

**NEW ADMISSION REQUIREMENTS:**

For the graduating **CLASS OF 2018 & BEYOND** → **UND & NDSU** will require the following changes for admission: In addition to the original 13 core credits, 1 unit of additional coursework chosen from any existing category (English, Math, Science, Social Studies) or world language (including foreign languages, Native American languages, or American Sign Language). **So, a student will need 14 core credits.**

\*\*Although this is currently the new requirement for UND and NDSU a lot of the other 4-year universities in North Dakota are looking into changing their admission requirements as well.

**GPA & ACT REQUIREMENTS FOR THE FALL OF 2017 ARE AS FOLLOWS:**

	<b><u>GPA</u></b>	<b><u>ACT</u></b>
<b><u>4-YEAR UNIVERSITIES:</u></b>		
• Dickinson State University:	2.0	18
• Mayville State University:	2.0	18
• Valley City State University	2.0	18
• University of Mary	2.5	19
• University of Jamestown	2.5	19
• Minot State University	2.75	21
• University of North Dakota	2.75	22
• North Dakota University	2.75	22

**2-YEAR UNIVERSITIES:**

• Bismarck State College	OPEN ENROLLEMENT
• Dakota College at Bottineau	OPEN ENROLLEMENT
• Lake Region State College	OPEN ENROLLEMENT
• North Dakota State College of Science	OPEN ENROLLEMENT
• Williston State College	OPEN ENROLLEMENT
• Fort Berthold Community College	OPEN ENROLLEMENT
• Rasmussen College (Bismarck/Fargo)	OPEN ENROLLEMENT
• Sitting Bull College	OPEN ENROLLEMENT
• Trinity Bible College	OPEN ENROLLEMENT
• Turtle Mountain Community College	OPEN ENROLLEMENT
• United Tribes Technical College	OPEN ENROLLEMENT



## **HAZING**

The Board believes that hazing is seriously disruptive to the educational environment and is therefore strictly prohibited on 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.

## **HONOR ROLL**

At the end of each semester, an honor roll is published. The standards for the honor roll are:

Honors:	3.00-3.49
High Honors:	3.50-3.99
Highest Honors:	4.00

## **HONOR GRADUATE**

A senior will be declared an Honor Graduate if at the end of his/her third 9-week period of his/her last year of high school he/she achieves a cumulative GPA of 3.5 or higher.

## **IMMUNIZATIONS**

All students must have the proper immunization records on file as required by state law before they will be allowed to enter school.

### **JUNIOR HIGH PROMOTION OR RETENTION**

Any student in the 7th or 8th grade who fails one of their four major subjects (Math, English, Social Science, or Science) must repeat that subject. If the student fails two or more subjects, he/she will be retained in that grade unless the student makes up the failed subjects by taking an approved course in an approved summer school.

### **LOCKDOWN**

There will be a lockdown held sometime during the school year. This will prepare all students and staff for protocol to follow during a threat to the students, staff and building.

### **LOCKERS**

Lockers are assigned to all students. Students are expected to use their assigned lockers and not switch without authorization from the principal. Students may place a lock on their locker to secure their books and personal effects but the administration reserves the right to search (at any time) lockers if they have a reasonable suspicion that what they are searching for (drugs, weapons, stolen property, etc.) can be found within.

Students are asked to keep lockers clean and to be prudent in what is taped/hung on the inside.

### **LOST AND FOUND**

Students should check the office if something is missing or with physical education instructors if the item was lost in the gym area. If items are found they should be turned in to the office. Any stolen items should be reported to the principal's office.

### **LUNCH**

Hot lunch bills may be paid in the office and balances should be kept current. All lunches brought from home must be eaten in the lunch room.

### **MAKE-UP WORK**

Students are allowed time of absence plus 1 day for each day non-school-related absence. Failure to meet this deadline will result in a zero grade being given for the assignments(s). Regarding exams, students will be required to take the exam the day they return to school or on the scheduled date, provided they were in class the day the exam date was announced.

### **MEDICATION**

The giving of aspirin/Tylenol at school is not approved without the prior consent of a parent or legal guardian. Other over-the-counter medication may be administered only with written consent of the parent or legal guardian. Students who must depend on receiving prescription medication during school hours for medical reasons must have a written order from a physician, dentist, or other legally designated health care professional giving specific directions for taking the medication. Such written order may be the prescription label on the original pharmacy labeled container.

Any medication which is ordered to be administered at school may only be given using procedures developed by the administration and approved by the board.

### **PETS**

No pets are allowed in the school building at any time or for any reason except to assist in need of a handicapping condition.

### **PROGRESS REPORTS**

Progress reports on students earning "F's" or "Incompletes" will be mailed home each Friday. Parents and students may also gain online access to grades.

### **PROHIBITED SUBSTANCES**

Alcohol or any alcoholic beverage; tobacco products;

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, or Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant;

Any abusable glue or aerosol paint or any other chemical substance, for inhalant, including but not limited to lighter fluid, white out, and reproduction fluid;  
Any medication as listed in the medication policy.

The unlawful possession and use of illicit drugs, alcohol and tobacco is harmful and wrong. Disciplinary action may include confiscation of product, detention, parent conference, suspension and/or expulsion. For alcohol and drug violations, referral to the counseling department and legal authorities (for prosecution) will be imposed.

In the cases of use, possession, or transferring alcohol, tobacco, or other drugs, there is no appeal process. All decisions made by the Administration are final.

### **REMOVAL FROM CLASS**

If a teacher removes a student from class (for behavior problems, etc.), the student shall report directly to the principal's office if the teacher has not directed otherwise. A second removal from class (for behavior problems, etc.) will result in in-school suspension.

### **SCHOOL CLOSING MESSAGES**

Emergency school closing will be announced over KMOT (if available), KXMC, and the Lewis and Clark Notification System. Students in grades 7-12 are expected to work out a storm closing plan with their parents as no special provisions are made by Lewis & Clark.

### **SCHOOL RECORDS**

Parents of students or 18-year-old students who wish to review any or all of the school records pertaining to the student should contact the building principal for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records for the cost of copying.

If parents or adult students believe something in the records is inaccurate or misleading, they may request that it be corrected or they may have comments added to the records. If the principal and parent or adult student cannot agree, the latter may contact the superintendent for a hearing.

Record information will not be released to most persons or agencies without the written consent of parents. Nonetheless, it is the policy of this district to forward school records, without parent consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record. Similarly, without parent consent, the district forwards transcripts, or other information requested by high school students, to colleges and other educational institutions to which the students are applying.

For a complete copy of the district's student record policy, contact the school principal. Parents who have questions or concerns about the student record policy may direct them to the building principal, the superintendent, or the U.S. Office of Education.

Also, federal law permits a school district to identify certain information as "directory information" which may be publicly released without permission of the parents. Lewis & Clark identifies this information as the following: name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous school attended. If parents do NOT want this information released, they should notify the school in writing. If no notice is received, it will be assumed that parents have no objection to release of such information.

The school believes that it is in the student's best interest to have such information released in school and community newspapers because of the recognition it gives them. The school makes every reasonable effort to protect student privacy. For example, it is district policy not to release information to businesses for commercial purposes or to individuals without good reason. Therefore, most parents do not restrict the release of directory information.

## **SECTION 504**

Descriptor Code: AACA

### **SECTION 504 DISPUTE RESOLUTION POLICY**

For purposes of identification, evaluation or educational placement of a child under Section 504, the District or designee (i.e., special education unit) shall provide a parent/guardian with notice, an opportunity to examine relevant records, an impartial hearing with an opportunity to participate and/or be represented by counsel, and a review procedure. Notification, record review, and hearing procedures are on file with [Name of Special Education Unit].

Any other complaint concerning Section 504 may be filed using the district's discrimination and harassment grievance procedure (AAC-BR) or through state or federal law.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- AAC, Nondiscrimination & Anti-Harassment Policy
- AAC-R, Discrimination & Harassment Grievance Procedure
- AACA-E, School District's Duty Under Section 504
- AACA-E2, Section 504 Notice & Procedural Safeguard Guidelines
- FDE, Education of Special Education/Disabled Students

End of Lewis and Clark School Policy AACA ..... Adopted:

[05/10]

### **SEMESTER EXAMS**

All students in grades 7-12 must take semester exams.

### **SENIOR PRIVILEGES**

The administration and staff reserve the right to cancel senior privileges at any time students do not seem to be handling their responsibilities.

Privileges allow you to leave the building and grounds during your study hall. If a student has more than one study hall, the student will only be allowed to have privileges for one period which must be designated at the beginning of the last quarter. We expect that you do not wander the halls and disturb other classes which are in session.

If any obligation or duty to activities, clubs or class is not fulfilled by seniors having privileges, those seniors will lose privileges.

Grades must be maintained at all times. If incomplete in any class, you lose privileges until the class is made up and passing with a "C" average. Any class in which the grade is below a "C" average, the student will lose privileges until the next grade checkup. This grade checkup will be done every week. Students must have a "C" average or better in all classes at the end of the 3rd quarter to qualify for the first 3 weeks of Senior Privileges.

Privileges will be earned in three ways:

- You have a 2.00 average for 3 ½ years in school.
- You have no more than 10 tardies in 3 ½ years and you have not exceeded the 10 absence threshold in any semester during 3 ½ years of high school.
- The area of behavior is on a 5 point demerit system. An after school detention is 1 demerit, a class suspension is 2 demerits, and any out of school or in school suspension is 6 demerits. Any 6-week activity suspension due to a violation of the NDHSAA rules on tobacco, alcohol, and drugs is 6 demerits. If any combination of the above totals more than 5 points, the student will lose one area. If the total is more than 10 points, the student will lose 2 areas, and if more than 15 points the student will lose all three areas.

Persons attaining all four of the above will receive 9 weeks of privileges. Those with two areas will get 6 weeks and those with one area get 3 weeks. Those making none of the above will receive no privileges. If a violation of the NDHSAA rule on tobacco, alcohol, or drugs occurs during the last 9 weeks, students involved will lose privileges for the remainder of the school year.

If you earn detention, missed detention will be automatic complete suspension of privileges for the remainder of the year.

We will accept one case where a student's parents call in and excuse the student from the remainder of classes. We will only accept one call where sickness prevents the student from returning to class. Other cases will need verification by a doctor. If these conditions are not met, the students in violation of the rule will lose senior privileges for the remainder of the school year.

The student who leaves in a car will not drive by the school grounds an excessive number of times. Any citizen who calls and complains of students driving reckless or being in bad behavior will result in cancellation of privileges for those involved in the vehicle. Being at another school will also cause you to lose privileges.

### **STUDY HALLS**

As the word implies, these rooms are to be used for study purposes. Students should return to the study hall before the end of the period. There should be little necessity for speaking in the study hall. There should be minimal need to sign out.

### **SUSPENSION (IN SCHOOL)**

Student loses privilege to attend class and activities. Student reports to the principal's office and teachers provide class work that needs to be completed.

### **SUSPENSION (OUT-OF-SCHOOL)**

Student loses privilege to attend class and activities. Student is not allowed on school property for the duration of the suspension. No Credit is given for work missed while on out-of-school suspension.

### **TARDY**

Tardy is defined as arriving for class after the final bell has sounded and before 10 minutes has elapsed. Students are allowed 3 tardies each semester without penalty. Detention is earned upon the 4th and each ensuing tardy of the semester.

### **TELEPHONE**

Students are permitted to use the school telephone before school, at lunch, and after school. Any emergency phone use will be conducted in the office.

### **THEFT OF PROPERTY**

Persons taking property that does not belong to them while on school property or involved in a school function at another location, will be prosecuted to the fullest extent of the law. Those persons involved in extracurricular activities will be subject to a six-week suspension from those activities as determined by school administration and/or coaches.

### **TOBACCO USE IN THE SCHOOLS**

Smoking, use, or possession of tobacco products by students is prohibited on school property and at all school functions. The school principal is responsible for administering appropriate discipline which may include suspension and/or recommendation for expulsion from school.

### **VEHICLES**

All students who drive vehicles to school are expected to park their vehicles in an orderly fashion in the school parking lot.

ALWAYS WEAR SEAT BELTS!

### **VISITORS**

Students who wish to bring other students to classes may do so only after permission is secured from all affected teachers and the high school principal. Students should give at least one day's notice to the teachers and principal.

## ACCEPTABLE USE (COMPUTER AND NETWORK FACILITIES)

Descriptor Code: ACDA

### ACCEPTABLE USE

The Lewis and Clark Public School believes Internet access plays an important role in the education of students; however, the Internet 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, and cyberbullying awareness and response.

#### Monitoring Use

Internet access is a privilege, not a right. Network storage areas shall be subject to the same scrutiny as school lockers for students. Staff shall have no reasonable expectation of privacy when using district computers and/or networks and shall use this technology solely for work-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. Using obscene language;
2. Accessing or creating or posting pornographic files or sites and/or other inappropriate material;
3. Harassing, insulting, threatening, alarming, or attacking others;
4. Damaging computers, computer systems, or computer networks;
5. Violating copyright, trademark, trade secret, or other intellectual property laws;
6. Using or participating in chat lines, chat rooms, [and social networking sites] for personal and/or non-curricular purposes;
7. Using another's password or representing oneself as another;
8. Trespassing into another's folders, work, or files;
9. Intentionally wasting network resources including, but not limited to, emailing chain letters and/or broadcasting inappropriate messages;
10. Employing the network for political purposes as defined by state law, financial gain, and/or commercial purposes;
11. Revealing anyone's personal information such as, but not limited to, an address or phone number without appropriate consent. Students are prohibited from revealing personal information about themselves and/or others without obtaining written consent in accordance with the Federal Education Rights and Privacy Act and receiving administrative approval;
12. Other activities or actions deemed inappropriate and not in the best interest of the District, its employees, and students.

#### Violations

Violation of this policy will, at a minimum, result in the following disciplinary consequences for students:

1. First offense (Level I)
  - a. Loss of email and Internet privileges for four weeks,



- b. Parents contacted.
- 2. Second offense (Level II)
  - a. Loss of email and Internet privileges for at least the remainder of the year.
  - b. Parents contacted.
- 3. A student may be subject to Level II disciplinary action on his/her first offense if administration deems this necessary based on the severity of the offense.

Violations of this acceptable use policy or any applicable federal or state law, rule, or regulation may also result in disciplinary action up to and including expulsion for students or termination of employment for staff. Some violations may constitute criminal offenses as outlined in North Dakota statutes and other local, state, and federal laws. The District will carry out its responsibility to report such violations to the appropriate authorities.

**Consent**

All students and staff must consent to this policy in writing prior to accessing district networks and/or computers.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- FFK, Suspension & Expulsion
- FFK-BR, Suspension & Expulsion Regulations

End of Lewis and Clark School Policy ACDA ..... Adopted:

[03/12]

Descriptor Code: AAC

**NONDISCRIMINATION & ANTI-HARASSMENT POLICY**

**General Prohibitions**

The Lewis and Clark Public School is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student and/or employee’s race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status 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 based on any status 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

- *Complainant* is the individual filing the complaint. When the complainant is not the victim of the alleged harassment/discrimination, the victim will be afforded the same rights as the complainant under this policy and regulation AAC-BR.
- *Disability* is defined in accordance with NDCC 14-02.4-02 (5).
- *Discrimination* means failure to treat a person equally due to a protected status. Protected status is defined in applicable state (NDCC 14-02.4-02 (6)) and federal laws.
- *Employee* is defined in accordance with NDCC 14-02.4-02 (7).
- *Harassment* is a specific type of discrimination based on a protected status. It occurs under the following conditions:
  - a. For employees when enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive
  - b. For students when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.
- *Sexual harassment* is a form of harassment based on sex or gender identity. It is defined as 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 the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade).
  - b. It creates a hostile environment meaning unwelcome sexual conduct or communication that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the school's program(s). For employees a hostile environment is created when submission to unwelcome sexual conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- *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
  - k. Sexual violence including, but not limited to, rape, sexual battery, sexual abuse, and sexual coercion

## 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 and that retaliation is prohibited.

The [Title IX Coordinator] [Superintendent] shall perform a confidentiality analysis to determine when a request for confidentiality cannot be honored due to safety reasons or the district's obligation to maintain a nondiscriminatory educational environment. 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 such as when the record is protected by FERPA.

**Responsible Employees**

The Superintendent shall identify school employees responsible for receiving and reporting discrimination and harassment incidents and complaints. These individuals shall be listed in student handbooks and shall receive appropriate training on their reporting duties.

**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 [Title] as the Title IX and Nondiscrimination Coordinator. S/he can be contacted at: [Address], [Phone #]. The Title IX/Nondiscrimination Coordinator and any other school official responsible for investigation of discrimination complaints shall receive appropriate training.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- AAC-BR, Discrimination & Harassment Grievance Procedure
- AAC-AR, Designation of Responsible Employees
- AAC-E, Filing a State or Federal Discrimination & Harassment Complaint
- AAC-E2, Discrimination/Harassment Complaint Confidentiality Assessment
- AAC-E3, Training Requirements for Responsible Employees
- AAC-E4, Reasonable Accommodation Request Physician Form
- FGDB, Student Handbooks

**End of Lewis and Clark School Policy AAC .....Adopted:**

[07/14]

Descriptor Code:

GABDB

**TITLE PROGRAMS DISPUTE RESOLUTION PROCEDURE**

**Process**

Any individual who believes that the Lewis and Clark Public School has violated the regulations or law governing a Title program should submit a complaint to the **Superintendent** at P.O. Box 185, Berthold, ND 58718 (453-3484). The **Superintendent** 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 **appropriate Title Program Director**. The **Title Program Director** shall issue a written response to the complainant as soon as practicable not to exceed 30 days.

**Reconsideration**

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.

**End of Lewis and Clark School Policy GABDB.....Adopted:**

**[07/10]**

**Students and parents must sign and submit to the principal’s office the acceptable use form (located at the end of this document) prior to using e-mail and the internet.**

**LEWIS & CLARK SCHOOL DISTRICT #161  
COMPUTER/INTERNET USE AGREEMENT**

**STUDENT SECTION**

**I have read the District Computer/Internet Use Agreement. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures.**

User Name (please print) \_\_\_\_\_

Grade \_\_\_\_\_

School \_\_\_\_\_

User's signature \_\_\_\_\_

Date \_\_\_\_\_

**PARENT OR GUARDIAN SECTION**

**As the parent or legal guardian of the school signing above, I have read the District Computer/Internet Use Policy and grant permission for my son or daughter to use computers and to access the Internet. I understand that the district's computing resources are designed for educational purposes. I also understand that it is impossible for the School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I understand that individuals and families may be held liable for violations. Furthermore, I accept full responsibility for the supervision if and when my child's use is not in a school setting.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

.....

**This space reserved for System Administrator**

**Assigned User Name:** \_\_\_\_\_

**Assigned Temporary Password:** \_\_\_\_\_

**Parent/Student Handbook  
Receipt, Review and Signoff**  
(RETURN THIS SHEET TO THE SCHOOL OFFICE)

I, the undersigned, have received and had the opportunity to review this student/parent handbook and fully realize that my child (children) must abide by the policies set forth in this handbook.

Parent/Guardian signature only means that I acknowledge receipt of handbook and viewing of handbook, not total agreement with entire content.

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Parent/Guardian Signature/ Date

I, the undersigned, have received and had the opportunity to review this student/parent handbook and fully realize my responsibility to abide by the policies set forth in this handbook.

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Student Signature(s) /Date  
Comments:

LEWIS & CLARK PUBLIC SCHOOL DISTRICT