# Wahpeton Middle School

## Student Handbook
2019-2020

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Our Mission
“Inspiring learners to be successful in a changing world.”

Our Vision
Our vision is to achieve success through student-centered learning supported by positive relationships with students, staff, parents, school, and community. We will accomplish this by focusing on:
- 21st Century Skills (4C,s) Creativity, Critical Thinking, Collaboration, Communication
- Co-curricular and extracurricular opportunities
- Learning enriched with technology
- Ensuring high performing faculty and staff

We will be an exceptional school district which provides opportunities for all students to achieve high levels of success while being contributing members of our society.

Our Values
The Wahpeton Public School District values:

Our Strategic Focus
The Wahpeton Public Schools will achieve its mission, vision, and values through the fulfillment of its Strategic Plan. The following strategic initiatives, goals and objectives will guide our efforts as we are “Inspiring learners to be successful in a changing world.”

I. Academic Engagement
II. School Climate and Culture
III. Resource Management and Planning
IV. Continuous Improvement and Accountability
WAHPETON PUBLIC SCHOOL DISTRICT #37
2019-2020
ADMINISTRATION
Rick Jacobson      Superintendent        642-6741
Ned Clooten       Principal, Senior High   642-2604
Steve Hockert     Principal, Middle School 642-6687
Jacob Dodge       Principal, Elementary/   Title I Director 642-8328
                    Director
Rosemary Hardie   Principal, Zimmerman Elementary/  Director of Special Services 642-5499
Danica Sinner     Business Manager        642-6741

GUIDANCE DEPARTMENT
Hailey Gunderson  Middle School Counselor 642-6687
Christy Haire     School Psychologist      642-8328

SECRETARIAL STAFF
Angie Appell      Middle School Office     642-6687
Tammy Deike       Middle School Office

BUS GARAGE
Gabe Hermes       Transportation Supervisor 642-4542

SCHOOL CALENDAR
August 13, 14 & 15 Professional Development Days
August 20  Open House/Middle School 6th Grade 5:00-6:00
August 21  Classes Begin
September 2  Labor Day, No School
September 10 Middle School Pictures
October 17 & 18 ND United, No School
October 28  Parent/Teacher Conferences/Middle School
November 8  No School - Comp Day
November 11  Veterans Day, No School
November 28 & 29 Thanksgiving Vacation, No School
December 21  Holiday Vacation Begins
January 2   School Resumes
January 20  Professional Development Day, No School
February 14  No School
February 17  President’s Day, No School
March 13  No School – Spring Break
March 19  Parent/Teacher Conferences/Middle School @ HS
April 10  Easter Vacation Begins
April 14  School Resumes
May 20  Final Day of School
May 24  High School Graduation Day

STORM MAKE-UP DAYS      May 21 & May 22

Wahpeton Middle School Student Handbook may be found online at: wahpetonschools.org
If you need a paper copy, please contact the office
END OF MARKING PERIODS

1st Quarter Ends October 16 44 Days
2nd Quarter Ends December 20 44 Days
3rd Quarter Ends March 11 49 Days
4th Quarter Ends May 20 47 Days
School Days Per Year 184 Total

DAILY SCHEDULE

8:25 - 8:30 Get laptops/Go to Period 1
8:30 - 9:18 Period 1
9:22 - 10:10 Period 2
10:14 - 11:02 Period 3 (3B (6th only) starts at 10:38
11:06 - 11:31 Period 4/Lunch A
11:31 - 11:56 Period 4/Lunch B
11:56 - 12:21 Period 4/Lunch C
12:25 - 1:13 Period 5
1:17 - 2:05 Period 6
2:09 - 2:57 Period 7
3:01 - 3:25 ml Time

WAHPETON MIDDLE SCHOOL
FACULTY
2019-2020

Mr. Michael Anderson  7th Geography
Mrs. Nicole Arnhalt  Health/Physical Education
Mr. Rod Breuer  7th Science
Mr. Colin Brownlee  6th English
Mr. Adam Ching  8th English
Mrs. Sherri Dryburgh  8th Science/PLTW Automation & Robotics
Mrs. Tammy Goerger  Band
Ms. Hailey Gunderson  Counselor
Mr. Wayne Hample  Physical Education
Mrs. Melissa Hansen  7th English
Mrs. Dana Kasowski  Resource Room
Mr. Preston Kath  8th Math/PLTW Design & Modeling
Mrs. Elaine Klocke  Art
Mrs. Rachel Line  6th Reading
Mrs. Deb Loberg  Speech Therapist
Mrs. Amanda Lunsetter  Reading Enhancement
Mr. Hunter McCall  Resource Room
Mrs. Connie Pederson  6th Social Studies
Mrs. Anne Retzlaff  7th Math
Mrs. Cheryl Skjoiten  Resource Room
Mrs. Shelby Smith  6th Science
Mrs. Jessica Stoppleworth  General Music/Choir
Ms. Anita Tooley  Librarian
Mr. Cole Zarak  8th Social Studies
Mrs. Luann Zaun  6th Math
Ms. Cassidy Ziesch  Ag
GENERAL INFORMATION

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

STUDENT PLANNER REQUIRED
All students will be required to have and maintain a student planner/assignment book. A planner will be provided at the beginning of the year. The planners are designed to last for the whole school year. Replacement planners will be available in the office at the cost of $5.00.

ATTENDANCE
The State of North Dakota requires all students to attend school when school is in session until they are 16 years of age. If you wish to keep your child out of school for any reason other than illness, such as appointments, vacations, etc., you should make arrangements with the school office in advance to have the student excused. Make up work should be done before the student goes. When your child is absent from school because of illness or in an emergency, we require that you call the school office to inform us of the reason for the absence. Please call between the hours of 7:30 - 9:00 am. If the parent does not call the office, we will attempt to call the parents after 9:00 am. Requests for books and homework must be made at this time. If no call is received, the student will be marked unexcused. If a student misses 3 or more consecutive days due to illness a Doctor’s excuse may be required. When a student is absent for an appointment, a note from the provider is required. When absences or morning tardies become a concern, there will be a meeting scheduled with the student, parent, and School Attendance Review Board (SARB) which includes community agencies.

TARDINESS
It is the student’s responsibility to be in school and in his or her assigned classroom before the bell signals the beginning of class. If a student is tardy, they will have a working lunch.

PERMISSION TO LEAVE SCHOOL
Parents are required to send a note with the student or call the office to confirm an appointment their child may have during the school day. He/she will then be excused to leave the building. Students must report to the office before leaving the building. They are required to check out and indicate the time of their departure and their destination. It is required that students be picked up on the southwest side of the building only (Door #1). Upon returning to school after an absence, the student will again report to the office and sign back in and indicate the time of their return to school. Students may be excused for special church services ONLY if they cannot attend any other time. The student’s parents must confirm this.

When a child becomes sick during the school day he/she must contact a parent. For your child’s safety, the principal or one of the secretaries MUST talk to the parent before the child can leave the school. They must sign out as stated above. We operate a closed noon hour. No student will be allowed to leave the school grounds during the noon hour unless special permission has been received from the principal. Once permission has been granted they have to sign out and in as stated above.

HOMEWORK POLICY

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

Late Work:
Students are to turn work in on time. Students who don’t complete homework on time will attend ml Time to complete homework. If the teacher deems necessary the student may be required to stay after school. This will include students participating in extra-curricular activities. Exceptions to this policy will be handled by the Principal.

Absenteism:
Students who miss homework because of absence will receive the opportunity to make up missed work. Students are given 1 school day for each day absent to make up their work. It is the student’s responsibility to get work missed due to illness or absence and to turn in the completed work. It is the responsibility of the students to inform teachers of and to get assignments ahead of time for any class that will be missed due to extra-curricular events or family trips.
Responsibilities of Students:
Ask questions when necessary to clarify the assignment.
Make sure assignments are completed on time.
Ensure homework is done to the best of their ability.
Work on homework independently whenever possible, so as to reflect their ability.

BEFORE AND AFTER SCHOOL
Parents are urged not to send their children to school early in the morning. Students should not arrive before 8:00 am unless they ride a bus; Students may not be in the building after 3:30 pm unless they are under adult supervision.

DRESS CODE
The WMS staff and administration have the prerogative of removing a student from class and/or school if the student's appearance is deemed to be a distraction to the educational process or presents a health or safety concern. Under normal circumstances, violators will be asked to change and given a warning the first time. Further offenses will be punished according to the principal’s judgement.
Examples of unacceptable attire follow:

1. Shorts and skirts or dresses should extend beyond the tips of the fingers when the arms of the student are hanging at their side;
2. Chains, dangling belts, and studded jewelry;
3. Hats, hoods, and other head gear (bandanas, do-rags, etc) are not to be worn in the school building between 8:25am and 3:30pm.

f) Additional individual classroom rules may apply as approved by the administration as determined to be a health or safety hazard or detriment to the educational process on an individual basis.

BICYCLES/SKATEBOARDS/ ROLLER BLADES/SCOOTER BOARDS
Students are allowed to ride their bikes to school. They are to park the bike in the racks or on the concrete area at the northeast corner of the school. Please remind him/her to lock the bike during the school day. The school does not assume responsibility for the bikes. Any stolen bike is to be reported to the police. Skateboards and Roller blades are not allowed on the school grounds.

SCHOOL LUNCH/BREAKFAST
A breakfast and noon meal that is nutritionally adequate, tasty and satisfying is provided daily at the school. The cost of an individual breakfast is $2.15 and lunch is $2.30. A lunch deposit for 20 meals is $46.00. Extra milk may be purchased for .45. If available, lunch seconds may be purchased for $1.00. Breakfast and Lunch are made available to all students regardless of the ability to pay. The local school system authorities shall determine the eligibility of students to receive free and/or reduced price meals. Application forms with guidelines and criteria attached will be sent home with each student at the beginning of the school year. You may also obtain these forms from the school office or the District Office. Forms MUST be filled out each year to be eligible.

NOTICE FROM THE WAHPETON PUBLIC SCHOOLS BUSINESS OFFICE
When you provide a check as payment, you authorize us either to use information from your check to make a one time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

ONLINE SCHOOL STORE
By clicking on a link from our website at www.wahpetonschools.org, parents can set up an account and then login securely to make payments with a credit card, debit card or checking account from any web enabled computer. Payments for hot lunch accounts, student athletic fees, yearbooks, and activity passes can either be made at the school with cash or check or via the website in the convenience of your home.

STUDENT TELEPHONE CALLS
Parents who wish to get messages to their children may call the school office (642-6687) as early as possible so we may contact the student. Students may use the phone in the office if they receive permission.
MOTOR VEHICLES
Students are not allowed to park motor vehicles of any type in the Middle School parking lot.

GUIDANCE DEPARTMENT
The guidance program is not an exclusive activity of any one department. A good guidance program involves all school personnel. Our counseling department is made up of a Middle School Counselor and School Psychologist. They assist teachers and parents as well as work with students. Parents who have questions concerning their child should feel free to contact the school counseling staff at any time. Appointments may be scheduled any hour of the school day. The counselors deal with both school related and non-school related programs.

FIRE, TORNADO, AND LOCKDOWN DRILLS
Fire, Tornado, and Lockdown drills are required by law and are held periodically throughout the school year. Be sure you know the exit you must use when leaving the room during the drill. Directions are posted in each room.

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

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

TRUANCY
A student who is absent from one or more classes without the consent of parents/guardians and school officials is considered truant. It is the responsibility of both the parent and the student to see that he/she gets to school. If truancy occurs, the parents will be contacted for a conference with the principal before the student is admitted to school. School hours missed will be made up in detention. If a student is truant a second time, the State’s Attorney of Richland County will be notified.

DETENTION
Students may be put on detention for an infraction of the school rules. The student will report to the respective teacher's room or principal's office from 3:25 until 4:15 PM. Students must bring schoolwork or school material to read while on detention. Either the student or principal will contact parents, when possible.

“IN SCHOOL” SUSPENSION
The following procedure takes place when a student has been placed on “in school” suspension by the principal. The student reports to the principal's office where the infraction will be discussed with the student. The parents will be contacted for a conference to discuss the infraction.

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

HEALTHY SNACKS AND BEVERAGES
We encourage students to bring healthy snacks and beverages. Food and beverages will not be allowed in classrooms without the teacher’s approval.

SCHOOL OWNED TECHNOLOGY
Students are responsible for the general care of the technology device they have been issued. Devices that are broken or fail to work properly must be reported as soon as possible.

- Parents and students must sign the device contract before a device can be issued
- Wireless network access is available throughout the school. In the rare case that the network is down, the district will not be responsible for lost or missing data
• Power cords should 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 device is lost, stolen, or damaged beyond repair, parents/guardians will be responsible for the replacement cost of a new device, just as they are responsible for lost or stolen textbooks. If the device is damaged due to negligence or intentional damage, and not covered by the warranty, parents will be responsible for the cost of the repair. Please see School Board Policy ACEC – Vandalism for more information.

**ELECTRONIC DEVICES**

Students are allowed to carry their ‘owned’ electronic devices during the school day. The use of a cell phone is not a right, but a privilege and when abused, privileges will be withdrawn. We believe that rather than punish the students for carrying an electronic device we should be teaching them how to function in society with them. Students must keep their electronic devices on silent, not vibrate, during the school day so as not to disrupt staff and other students. Students that access websites that are prohibited, even though they are not using the school’s wifi, are still bound to the WPS Acceptable Use Policy and subject to discipline. Students will not be allowed to make calls without permission. Students may be asked to turn their electronic device in to the instructor when arriving at class. Staff will confiscate any devices they deem to be a distraction either due to noise or simply use at unacceptable times. Headphones will be used in the hallways and commons areas. Teachers may also want them used in the classrooms. ‘Owned’ devices are not allowed to be used for gaming during the instructional day. If an electronic device is confiscated it will be turned in to the office at which point the consequences listed below will be followed. Wahpeton Public Schools takes no responsibility for stolen, lost, or damaged cell phones, iPads, iPods or any other electronic devices.

Consequences for inappropriate use of electronic devices:

1st Offense – Student may pick up in the office at the end of the school day
2nd Offense – Parent must pick up
3rd Offense – Either the Student is suspended for one day or the phone is taken away for five school days (parent’s choice)

Any further infractions will result in the student not having a cell phone on school grounds during the school day.
### PROBLEM AREAS AND CONSEQUENCES

The illustrations in the chart below show the discipline actions which may be taken for each infraction. As you can see, a range of consequences is listed as actions may vary from first occurrences to repeated occurrences (defined as a second or subsequent infraction). Since these problems may also violate state law, the principal may notify appropriate police authorities.

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Description / Definition</th>
<th>Consequence 1st Occurrence</th>
<th>Consequence Subsequent</th>
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| Alcohol, Tobacco, or Drugs (Use or Possession)| Use, possession, sale, or being under the influence of alcohol, tobacco, or non-prescription drugs on school property or at school events; possession of associated paraphernalia | 1. Contact parents  
2. Summon Police  
3. Minimum two-day suspension.  
4. May require addiction assessment completed before return to school. | 1. Contact parents  
2. Summon Police  
3. Minimum three–day suspension.  
4. May recommend student for expulsion. |
| Destruction of Property                       | Defacing or damaging school property or the personal property of others.                  | 1. Repair or restitution.  
2. Minimum one hour of campus community service.                                               | 1. Repair or restitution.  
2. Minimum of one day of suspension including CCS.                                               |
| Disorderly Conduct                            | Behavior disruptive to the school climate or the educational process.                      | 1. Teacher manages minor disturbances.  
2. Referral to administration will be treated as repeat offense.                                  | 1. Will consider detention or suspension.                                                        |
| Fighting                                       | Mutual physical contact between two or more individuals.                                   | 1. Minimum two-day suspension.  
2. May summon Police.                                                                             | 1. Minimum three-day suspension.  
2. Summon Police.                                                                                   |
| Harassment or Verbal Abuse                    | Statements or actions which are intended to intimidate another person(s). Includes "initiation" and "hazing". | 1. Investigate allegation.  
2. Initial disciplinary action will depend on situation.                                            | 1. Investigate  
2. File report with law enforcement.  
3. Suspension.                                                                                     |
| Insubordination                               | Defiance of authority; refusal to follow school or class rules or reasonable requests.    | 1. Teacher will handle.  
2. If referral is made, assigned detention.                                                        | 1. Will consider detention or suspension.                                                        |
| Physical Assault                              | Physical attack by one person or group of persons on another who does not demonstrate a willingness to engage in the conflict. | 1. Minimum three-day suspension.  
2. Summon Police and charge with disorderly conduct.                                               | 1. Minimum five-day suspension.  
2. Summon Police and charge with disorderly conduct.  
3. Possible referral to Anger Management Group and/or recommendation of expulsion.                  |
| Profanity, Disrespect, Obscenity, Swearing, or Vulgarity | Vulgar, profane, obscene, or disrespectful behavior or language, possession or display of similar material. | 1. Detention  
2. Material will be confiscated and may or may not be forwarded to parents.                       | 1. Minimum one-day of suspension.  
2. Material will be confiscated and destroyed.                                                        |
| Theft                                         | Taking, giving away, or receiving property not belonging to you.                           | 1. Parents contacted.  
2. Summon Police.  
3. Restitution.  
4. Will consider detention or suspension.                                                          | 1. Parents contacted.  
2. Police summoned and charges pressed.  
3. Restitution.  
4. Minimum five-day suspension.                                                                 |
| Weapons or Explosive Devices (Use or Possession)| The use or threat to use a weapon or explosive device; A weapon is any item designed to or used with the intent to inflict bodily harm upon an individual. | 1. Refer to District Weapons Policy FHCG.  
2. Confiscate weapon.  
3. Referral to police.  
4. Possible recommendation of Expulsion.                                                          | 1. Refer to District Weapons Policy FHCG.  
2. Confiscate weapon.  
3. Referral to police.  
4. Possible recommendation of Expulsion.                                                             |
PUBLISHING OF NAMES AND PHOTOGRAPHS

The Wahpeton Middle School may publish student names and photographs when reporting student activities, to recognize student achievement and for public information purposes. If you do not want your child's photo and/or name published, please request a form from the school office. This form must be filled out annually and the original will be on file at the school. If no form is on file it will be assumed that permission for release of photos, names and/or directory information will be granted.

STUDENT FEES

The student fees are to be paid when your child registers. Registration is done before school starts to enable your child to be better prepared to start the school year. Daily schedules and lockers will be issued at this time.

- Athletic User Fee Per Sport: $30.00 – MS $55.00 - HS
- Activity Pass (Optional): $30.00
- Technology Insurance Fee (Optional): $20.00
- Middle School Yearbook (Optional): *Must be ordered online at www.jostens.com
- 1st Replacement (Activity pass): $ 5.00 - 2nd Replacement (Activity pass): $30.00
- Replacement Fee for PE Locks: $10.00
- Student Planner Replacement: $ 5.00

PHYSICAL EDUCATION

The following items are necessary for your son/daughter to participate in physical education:
1. Tennis Shoes that tie (Court shoes or running shoes - No sandals, flip flops or board shoes)
2. PE Clothes – Grey T-shirt and black shorts required
3. Grey Sweatshirt required, if choose to wear one
4. Towel

All students must shower after physical education class. A student must have a written document from a medical doctor when he/she is to be excused from physical education for more than 3 class periods. Lockers and locks are assigned to each student at the beginning of the school year. Any broken, lost, or stolen locks will result in a $10.00 replacement fee. It is the student’s responsibility to make sure their gym clothes are laundered on a regular basis.

LOCKERS

Lockers are issued to students at the beginning of the year. Each student is responsible for keeping his/her assigned locker clean both inside and outside. Damages caused by misuse of tape, etc. will be charged to the student responsible. Any locker malfunction should be reported to the school office. Students are not allowed to change lockers without permission from the office. The locker is NOT the student’s private property and may be opened by school authorities at any time. Any unauthorized items found in the locker may be removed. If students wish to place posters, etc. inside their assigned locker, they must be attached with magnets.

PERSONAL PROPERTY

Security of personal property is the individual responsibility of each student. Hallway lockers, and gym lockers should be kept locked at all times. The school cannot and will not accept responsibility for the valuables of students. The lock combinations are for individual student’s use alone. A student should not under any circumstances reveal his/her combination to anyone else. Any special item of value can be checked in at the school office for the day. Generally speaking, items of sizable value should not be brought to school. Book bags/back packs should be left in your locker until the end of the day.

CARE OF TECHNOLOGY DEVICES

Students are responsible for the general care of the technology device they have been issued. Devices that are broken or fail to work properly must be reported as soon as possible.

- Parents and students must sign the device contract before a device can be issued.
- Wireless network access is available throughout the school. In the rare case that the network is down, the district will not be responsible for lost or missing data.
- Power cords should 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 device is lost, stolen, or damaged beyond repair, parents/guardians will be responsible for the replacement cost of a new device, just as they are responsible for lost or stolen textbooks. If the device is damaged due to negligence or intentional damage, and not covered by the warranty, parents will be responsible for the cost of the repair. Please see School Board Policy ACEC – Vandalism for more information.
ANNOUNCEMENTS/MESSAGES

Announcements of general importance to the student body and faculty will be posted on the Daily Bulletin in PowerSchool every morning and read to the students during second hour. Messages are delivered to the students throughout the day as needed.

SCHOOL PICTURES

Each year a professional photographer will take individual pictures in natural color. The cost ranges are from approximately $13.00 to about $39.00. The photographer offers a choice of several different packages. All students will have their pictures taken on Tuesday, September 10th, 2018 for the yearbook.

DELIVERIES/FLOWERS

Delivery of flowers, balloons, etc., will be made at the end of the school day.

CONTACTING THE TEACHER

Should you wish to talk with one of your child’s teachers, call the school office; if the teacher is not available, you will be asked if you want their voice mail. You will be able to leave a message and your number. The teacher will return your call at his/her earliest convenience. You may also email the teacher by logging in to PowerSchool.

WITHDRAWAL FROM SCHOOL

If a student moves from the district, parents are asked to call the school or send a written message to this effect to the school office. Parents must sign a release form before any information relative to the student’s scholastic ability is released to another school.

SCHOOL ACCIDENTS

Parents should be advised that medical costs incurred as a result of an injury to themselves and/or their child(ren) during school or extracurricular activities is solely the responsibility of the parents/guardians and/or their insurance company.

IMMUNIZATION LAW

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

POWERALERT ANNOUNCEMENTS

Wahpeton Public Schools will be utilizing Power Announcement for emergency alerts. Power Announcement will empower parents to have control of their own contact information, specify how they would like to receive messages and opt out of messaging channels that they are not interested in. In addition to emergency notifications, Power Announcement can be utilized to send automated reports from teachers and staff to students and parents. It is imperative that your email address and phone number be correct and up to date in PowerSchool for you to receive these announcements. Any changes will take effect immediately.

STORM PROCEDURES

All closing or delayed school announcements will be made by the superintendent through the local radio stations and through Power Announcement. In the event school closes early and buses are not able to run, rural students will be asked to go to their EMERGENCY STORM HOMES. Rural students ONLY will be allowed to call their Emergency Homes before dismissal. If deteriorating conditions warrant, the students will remain at their respective schools. The teaching staff will remain until all students have been picked up. Once the announcement to dismiss has been made through the media, students may be picked up prior to the announced dismissal by a parent. The parent must call or come into the office. Students will be dismissed as soon as the buses arrive from the other schools.

IN-TOWN BUSING

It is imperative that parents instill in their children the importance of proper behavior while waiting for the bus at the various bus pickup points in Wahpeton. You, as parents, are responsible for your child’s behavior prior to their loading the bus in the morning and after unloading in the afternoon.
STUDENT CONDUCT ON BUSES

The following rules and regulations apply to all students riding District School Buses. These rules and regulations were established to assist the drivers in assuring that you are afforded the safest possible ride. The school bus driver is responsible for the enforcement of the regulations:

1. Students being transported are under the authority of the bus driver.
2. Students shall stay in their seats and keep hands and feet to themselves.
3. Students should have permission from parents to leave the bus other than at their regular stop.
4. Students shall converse in normal tones; profane language is prohibited.
5. Students shall not approach the bus until after the bus has stopped and the door is opened.
6. Students who refuse to obey may forfeit their privilege to ride the bus.
7. Students are to keep the bus from becoming untidy by putting their refuse in the container provided at the front of the bus.
8. Students shall use the back door ONLY in case of an emergency or with the driver’s permission.
9. Students shall be on time at bus stops to maintain the bus schedule.
10. In case of emergency, students are to remain on the bus until told to vacate by the driver or a chaperone.
11. Students who misbehave while riding on the bus will be subject to the following consequences.
    First Offense – Student will be suspended from riding the bus for two days
    Second Offense – Student will be suspended from riding the bus for two weeks
    Third Offense – Automatic removal from the bus for the remainder of the school year.

** If at any time, the transportation supervisor and /or school administration deem that a student’s behavior is of aggressive/violent nature (excessively aggressive or extremely disrespectful), a student may be removed from the bus on the first offense for the remainder of the school year. The Wahpeton School District reserves the right to remove students from the bus who do not act appropriately. Parents will be notified in all instances.

When a student’s bus riding privileges are suspended, it is the responsibility of the student and/or the students parent(s) to secure transportation to and from school.

In addition to loss of bus riding privileges, inappropriate behavior on the bus may also result in suspension or expulsion from school and the contacting of law enforcement authorities.

Periodically during the course of the school year, the bus driver may choose, as a form of positive reinforcement, to stop at a local convenience store, Dairy Queen, pizza shop, etc., to allow students to purchase a treat as a result of their good behavior. The district considers this practice to be consistent with its discipline plan. The driver will make an effort to inform parents in advance of such an activity.

ALCOHOL/TOBACCO AND NARCOTICS

Possession and use of alcohol and tobacco is forbidden by state law on school premises. Possession and use of narcotics without a prescription is illegal. The school board does not permit the use or possession of tobacco, alcohol or narcotics on school premises, at school activities or on school buses. Items containing tobacco, alcohol or narcotics are subject to confiscation. It will be made available to the parents or guardian; or to legal authorities if proper under the circumstances.

SNOWBALLING

Snowballing is not permitted on the school grounds.

LOST AND FOUND

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

ASBESTOS NOTIFICATION LETTER

Dear Parents/Staff Members

The Asbestos Hazard Emergency Response Act (AHERA), was enacted by Congress in 1986. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

The Wahpeton Public Schools have been inspected by a certified asbestos inspector, as required by AHERA. The inspector located, sampled, and rated the condition and hazard potential of all materials in our facilities suspected of containing asbestos. The inspection and laboratory analysis records were submitted over to Survey Management and Design, a professional firm certified to develop asbestos management plans.
Survey Management and Design has developed an asbestos management plan for our facilities which includes: education and training of our employees and a set of plans and procedures designed to minimize the disturbance of the asbestos containing materials, and plans for regular surveillance of the asbestos-containing materials.

A copy of the asbestos management plan is available for inspection at the district office during regular office hours. Mike Rittenour is our Asbestos Program Manager and all inquiries regarding the plan should be directed to Mr. Rittenour.

Sincerely,
Rick Jacobson
Superintendent

ACADEMICS AND EXTRACURRICULAR

MIDTERM REPORTS
Midterm reports will be mailed home halfway through each grading period for students with a D or lower. A Power Announcement will be sent at that time to notify other parents to check their student’s midterm grades on PowerSchool.

REPORT CARDS
Report cards are issued for all students following the completion of each nine-week marking period.

HONOR ROLL
At the close of each nine-week grading period, an “Honor Roll” is published. The standards are as follows:
1. Students must have an 80 average or better to be listed on the “B” honor roll.
2. Students must have a 90 average or better to be listed on the “A” honor roll.
3. Students may not have any grade below a 70, or any grades of U, S-, F, Inc.
4. In figuring the honor roll percentage, averages will NOT be rounded up.

When the Honor Roll is compiled, it will be posted and submitted to the Wahpeton Daily News for publication.

B’S OR BETTER
This program recognizes students who earn an 80% or higher in each graded subject and satisfactory in all non-graded classes. Wells Fargo sponsors an event for the eligible students. Special recognition is given to the 8th grade students who have attained this award for all of the quarters while a student at the Middle School.

NATIONAL JUNIOR HONOR SOCIETY
7th and 8th grade students who earn a minimum of 87% in each class and satisfactory in non-graded subjects at the end of each semester are eligible for membership in the National Junior Honor Society. Each semester the eligible students are reviewed by the faculty for demonstrating exemplary behavior and characteristics in the following areas: character, citizenship, leadership, scholarship, and service. When a student is selected, he/she receives a certificate and gold seal, and a gold seal for each subsequent semester of membership in good standing. If a student fails to continue to demonstrate any of the five qualities, he/she will be on probation (member but no gold seal awarded) for one semester. If the reason for probation in not corrected the next semester, he/she will be dismissed from NJHS. Failure to maintain grades is an automatic reason for probation. Once a student is dismissed from NJHS, he/she cannot become eligible for membership again. ***Membership does not transfer from the National Junior Honor Society to the National Honor Society at the High School.

SEMESTER EXAM DAY EXEMPTIONS
Students in Grades 7 and 8 who meet the following criteria will earn the right to not attend class during the designated Semester Exam school periods. You may be exempt from one class but not another.
1. The student has not been absent in that class more than 5 times during the semester. The only absences that will NOT count are school activities.
2. The student has not been tardy in that class more than 3 times during the semester.
3. The student has a C or higher (70% or greater) semester grade in that class.

Additionally, in order to be eligible for period exemptions, the student must meet the following criteria in all classes.
4. The student has not been absent more than 9 times in ANY class including ml Time, during the semester.
5. The student has not been tardy more than 9 times in ANY class, including ml Time, during the semester.
GRADING SCALE
Letters and percentages are used in marking pupil progress at the Wahpeton Middle School.

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<thead>
<tr>
<th>Grade</th>
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<tbody>
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<td>60-62</td>
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<td>F</td>
<td>Below 60</td>
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NORTH DAKOTA HIGH SCHOOL
ACTIVITIES ASSOCIATION
The school district as a member of the North Dakota High School Activities Association endorses all rules and regulations pertaining to recognized activities of this association and its Board of Directors.

EXTRA-CURRICULAR ACTIVITIES
The extracurricular activities of the Wahpeton Middle School are very important to the student’s total education. We encourage your child to take an active part in one or more of our athletic programs and/or organizations. Announcements will be made throughout the school year over the public address system, on the PowerSchool Daily Bulletin and publications in regard to all organizational meetings and the time and place of the meetings. All extracurricular activities are immediately canceled should inclement weather cause dismissal of school. This includes all practices and meetings.

EXTRA-CURRICULAR ATTENDANCE
Middle School students must be present ALL DAY to be able to participate in extracurricular activities. A note from a medical office will be required if the student has an appointment.

EXTRA-CURRICULAR ELIGIBILITY
Academic eligibility will be checked each week and all Middle School students must be passing all subjects, with a 60% or better to participate in extracurricular activities. If a student is found to be ineligible they will remain ineligible until grades are checked again the following week.

SCHOOL ACTIVITIES
Wahpeton Middle School Student Representatives sponsor all school activities. The school principal must approve all activities. They must be held between the hours of 7:15 AM and 10:15 PM. They must be supervised by their advisor and other staff members. Activities are for Wahpeton Middle School students only. Students who attend activities must remain in the building; he/she will not be allowed back into the building once he/she has left. The majority of other activities and parties held at the Middle School are under the direction and supervision of the Wahpeton Recreation Department. (642-2811)

MIDDLE SCHOOL DISCIPLINE POLICY

ASSERTIVE DISCIPLINE PLAN
Students are expected to exhibit appropriate behavior at all times during school, at school events and at the school bus stops. Appropriate behavior includes, but is not limited to:

* adhering to the rules in the Student Handbook
* showing respect and courtesy to all staff (teachers, teacher assistants, secretaries, custodians, cooks, bus drivers, and administration), students, and property
* arriving on time for each class with all the necessary materials and completed assignments
* avoiding theft, vandalism, profanity or other inappropriate language, physical or verbal violence, physical or verbal threats or harassment, sexual harassment

Note: Special care shall be taken by school staff to ensure that no student, through his/her ongoing conduct, interferes with the learning of other students.

In the event a student chooses to violate school rules by exhibiting inappropriate behavior, consequences may include:
* a verbal warning
* contacting parent(s) or guardian
* a conference which may include teacher, principal, student, and parent(s) or guardian
before or after school detention
*removal from class to the principal’s office
*in-school suspension
*out-of-school suspension
*expulsion
*lunch in the office
*any other as deemed appropriate by staff
*developing an appropriate student behavior plan to ensure the learning process of the student and other students affected by his/her behavior.

NORTH DAKOTA CENTURY CODE 15.1-06-16 – DISTURBANCE OF A PUBLIC SCHOOL - PENALTY
It is a class B misdemeanor for any person to:
1. Willfully disturb a public school that is in session;
2. Willfully interfere with or interrupt the proper order or management of a public school by an act of violence, boisterous conduct, or threatening language; or
3. Rebuke, insult, or threaten a teacher in the presence of a student.

ANNUAL NOTIFICATION REGARDING PARENTS’ RIGHT OF ACCESS TO STUDENT RECORDS.
Each year parents and students need to be reminded of the student records policy of the Wahpeton School District. 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 the parent or adult student cannot agree, the latter may contact the superintendent for a hearing.

Parents also have the right to file a complaint with the Family Policy Compliance Office. 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 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 your school principal. Parents who have questions or concerns about the student record policy may direct them to the building principal, the superintendent, or the US 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. Wahpeton Public Schools identifies this information as the following: name, address, telephone number, date 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 you do not want this information released, please complete the form in the office. If we do not receive your notice by that date, we will assume that you have no objections to the release of information. We believe 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. We make every reasonable effort to protect our students’ privacy. For example, it is our 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.
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.

**Section I: Definitions**

A. For purposes 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.

B. For the purposes of imposing sanctions under Section III of this policy as authorized by NDCC 15.1-20-02.1(3):
   - Approved absence is an absence that the District believes is necessary and/or unavoidable and has received administrative approval. Necessary and/or unavoidable absences may be caused by illness, injury, family emergency, religious observance or instruction, suspension, participation in a school-related activity, court appearances when subpoenaed, or other reasons deemed necessary and/or unavoidable by the building principal or Superintendent. Students granted approved absences shall not be subject to the consequences contained in Section III of this policy. The Superintendent or designee shall develop criteria for requesting and granting an approved absence and shall establish make-up work requirements.
   - Unapproved absence is defined as an absence that does not meet the above criteria for approved absences. If a student is absent for an unapproved reason, the parent/guardian shall still be responsible for calling the principal’s office to explain the absence, and the student will be subject to the consequences contained in Section III of this policy.

**Section II: Documentation Requirements**

School administration may require applicable documentation to verify an excused or approved absence, including, but not limited to:

1. Medical documentation from an appropriate licensed healthcare provider;
2. A copy of a court summons or subpoena;
3. An obituary for funeral leave;
4. Verification of planned or executed family travel (e.g., a boarding pass);
5. A request from an official at the student’s place of worship;
6. A request for an absence due to a curricular or extracurricular event submitted by the student’s teacher, coach, or extracurricular advisor.

**Section III: Accumulated Unapproved Absence**

A. High School Sanctions
   The Board believes there is an intangible benefit associated with being present in the high school classroom. Attendance shall be a factor used in computing high school students’ grades. High school students who are absent for unapproved reasons shall be subject to academic sanctions (which may include, but not be limited to, a point, percentage, 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 high school students’ unapproved absences. These regulations shall contain provisions that allow these students to remedy some or all of the adverse academic consequences associated with unapproved absences.

B. Middle School Sanctions
   The Board believes that unapproved absences by middle school students are a form of misconduct and authorizes the Superintendent to establish grade-appropriate disciplinary consequences. Middle school students will be afforded appropriate due process rights based on the severity of the disciplinary penalty that the District is considering imposing. Middle school students shall be required to complete make-up work in accordance with administrative regulations or will receive no credit for incomplete work.

C. Elementary School Sanctions
   The Board believes that unapproved absences by elementary students are a form of misconduct and authorizes the Superintendent to establish grade-appropriate disciplinary consequences. Elementary students will be afforded appropriate due process rights based on the severity of the disciplinary penalty that the District is considering imposing. Elementary 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.

Dissemination
This policy shall be published in all student handbooks.

DRESS CODE
Descriptor Code: FFH – Amended 11/9/2011

Although personal grooming and dress are primarily matters of concern between students and their parents, it becomes a concern of the school when grooming and dress create a negative influence affecting the goals of the school or when the health or safety of the student body is affected.

The Board expects students to use sound judgment in dress and grooming. Inappropriate dress and grooming will not be tolerated. Students will refrain from wearing clothing that is revealing, expresses profanity, promotes drugs, alcohol or tobacco, or has a sexual connotation. Clothing expressing gang affiliation is strictly forbidden. Wearing hats or caps in the building during school hours is also unacceptable.

While the school administration may require students participating in physical education classes to wear certain types of clothing (such as sneakers, white socks, shorts, tee shirts), they may not prescribe a specific brand, which students must buy. A teacher will be allowed to restrict manner of dress or length of hair when it pertains to the health and/or safety of a student in that teacher’s specific area. The administration may prohibit 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.

The administration will include the dress code in student handbooks. If in the opinion of the principal, a student is in violation of these rules, the student will be given an opportunity to correct the violation. If a student persists in violating the dress code, he/she may be suspended.

BULLYING
Descriptor Code: ACEA – Adopted 2/8/2012

Definitions
For the purposes of this policy:

- **Bullying** is defined as conduct prescribed in NDCC 15.1-19-17. The Superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.

- **Protected classes** are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.

- **School property** or the term on-campus refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.

- **School-sanctioned activity** is defined as an activity that:
  a. Is not part of the district’s curricular or extracurricular program; and
  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** includes all employees of the Wahpeton 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 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 class—whether actual or perceived. Reports involving a protected class shall be investigated in accordance with the district’s harassment/discrimination policy, including the timelines contained therein.

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

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

Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to 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;
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., cyber bullying), the District only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying received on campus, the District may only take corrective measures as described in items five through eight above.

If the perpetrator is a school staff member, the District shall take appropriate disciplinary action including, but not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual’s contract), suspension, or a recommendation for termination/discharge in accordance with any applicable law.
Victim Protection Strategies
When the District confirms that a violation of this policy has occurred, it should notify the victim’s parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:
1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim’s teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
3. Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to counseling services for the victim and perpetrator.
5. Modification of the perpetrator’s schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator’s contact with the victim.

Prevention Programs & Professional Development Activities
In accordance with law, the District shall develop and implement bullying prevention programs for all students and staff professional development activities.

VANDALISM
Descriptor Code: ACEC – Adopted 7/21/2010
Definition
For the purposes of this policy, vandalism includes, but is not limited to, wantonly 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.

SPORTSMANSHIP
Descriptor Code: ABCB – Amended 10/12/2011
Sportsmanship is a critical component and goal of the district’s extracurricular activities program. Appropriate behavior by student fans, adult fans, players, and coaches is expected at all events. Adults, middle and high school students, players, and coaches are reminded they serve as role models for appropriate sportsmanship to young fans in attendance.

Obscenities, taunting, derogatory remarks, disruptive behavior, and other violations of the sportsmanship code of conduct are prohibited and may be cause for removal from the event. Serious or repeat violators may be suspended from attendance at school events for periods of or greater than one contest. Students and athletes may be subject to further disciplinary action including, but not limited to, suspension from school. The Board will support staff, administrators, and security personnel who enforce sportsmanship rules at events, including the eviction of fans that violate this policy.
Prior to each contest the public address announcer should remind fans, players, and coaches of sportsmanship and expectations.

SPORTSMANSHIP CODE OF CONDUCT
Descriptor Code: ABCB-E
Fans:
1. Stay off playing area.
2. Please keep “the game” in perspective.
3. Show concern and support for an injured player regardless of team.
4. Do not boo players during introductions.
5. Show respect for public property.
6. Respect the rights of all fans to view the contest.
7. Praise your team without antagonizing the opponents.
8. Show respect at all times for officials, participants, and coaches.
9. Do not engage in disrespectful or derogatory yells, chants, songs, or gestures.
10. Do not engage in the use of profanity.
11. Posters and signs should be positive.

Players:
1. Shake hands with opposing players, coaches, and fans.
2. Show concern for all injured players.
3. Do not use profanity.
4. Accept all official's calls: do not “show up” officials.
5. Respect the rules of the game and play it the way it was intended to be played.
6. Respect and accept the decisions of those in positions of authority.

Coaches:
1. Insist that players exhibit positive sportsmanship.
2. Act as a positive role model for players and fans.
3. Do not use profanity at any time (practice or games).
4. Teach players the rules of the game.
5. Do not teach players to cheat and do not allow them to cheat.
6. Shake hands with opposing players, coaches, and officials following the contest.
7. Do not argue with officials.

WAHPETON PUBLIC SCHOOL DISTRICT NO. 37
PROTECTION OF THE RIGHTS AND PRIVACY OF PARENTS AND STUDENTS
In compliance with P.L. 893-380 of the “Protection of the Rights and Privacy of Parents and Students,” parental written consent is necessary prior to school officials releasing records and files (or personal information contained therein) of students to any individual agency or organization. In addition, if parents do not want names or pictures published or broadcast in any media, a written request to this effect should be sent to the school.

VIOLENT & THREATENING BEHAVIOR
Descriptor Code: ACE – ADOPTED 9/10/2008

Threatening 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.

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 administrator 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 administrator 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 administrator 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 administrator 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 administrator may, in accordance with the Family Educational Rights and Privacy Act and other applicable records laws, release threat assessment findings to law enforcement when deemed necessary.
When law enforcement and/or the administrator, 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 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, terroristic acts. Violators of this policy shall be subject to disciplinary consequences, 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 subject to the filing of criminal charges and/or referred to counseling services for treatment.

**CARRYING WEAPONS**

Descriptor Code: FFD – Amended 03/14/2018

**Definitions**

This policy defines the following:

- **Dangerous weapon** as defined by NDCC 62.1-01-01(1).
- **Firearm** as defined in accordance with 18 U.S.C. 921 and NDCC 62.1-01-01(3).
- **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.

**Prohibitions**

Students are prohibited from knowingly possessing or transmitting on school property a firearm, dangerous weapon, or any object that is used, attempted to be used, or threatened to be used to intimidate or cause bodily harm.

**Disciplinary Consequences**

Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Bringing a dangerous weapon, other than a firearm, to school will require that proceedings for up to 10 days suspension 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 to less than one calendar year 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 recency and severity of prior acts resulting in suspension or expulsion.
6. Whether or not 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 or not 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 dangerous 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 firearm or dangerous 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.

**Non-applicable 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 dangerous weapons or look-a-likes for educational purposes. Such a display will be exempt from this policy.

A student who finds a firearm or dangerous weapon on the way to school, on or in school property, or discovers that they accidentally have a firearm or dangerous weapon in their possession shall not be considered to possess it if they turn it over to an administrator, teacher, or head coach or immediately notifies an administrator, teacher, or head coach of its location.

**Complementary Documents**

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

End of Wahpeton School District #37 Policy FFD......................................................... Amended: 03/14/18

**NOTIFICATION OF TITLE IX POLICY**

YOU ARE HEREBY NOTIFIED the Wahpeton Public School District does not discriminate on the basis of sex in the educational programs or activities which it operates and that it is required by Title IX and Part 86 of the Department of Health, Education and Welfare regulations not to discriminate in such a manner. This requirement not to discriminate extends to educational programs and activities, as well as employment therein. YOU ARE FURTHER NOTIFIED that inquiries concerning the application of Title IX and this part may be referred to Rick Jacobson, who has been designated as the person responsible for coordinating the efforts of the Wahpeton Public School District to comply with and carry out its responsibilities under Title IX and this Part, including investigation of complaints alleging non-compliance. The office address and telephone number of the coordinator are provided below.

**ADDRESS:**
Rick Jacobson, Superintendent
PO Box 10, 1505 11th Street North
Wahpeton ND 58074
**PHONE** 701-642-6741

**STUDENT CONDUCT & DISCIPLINE**


**Conduct Standards**

Students will be expected to conduct themselves in a manner fitting their age level and maturity, in a manner that will not impede on the orderly conduct of district schools, and will be expected to respect the rights of others on district property, including, but not limited to, district owned/leased/chartered vehicles, at school-sponsored events, and off-campus when student conduct has or is reasonably predicted to have a substantially disruptive effect on district operations and/or the educational environment.

**Disciplinary Standards**
Consequences for misconduct will be fair and developmentally appropriate in light of the circumstances. The Superintendent shall develop age-appropriate disciplinary standards in consultation with principals and other applicable district personnel. In addition, the Superintendent shall develop administrative regulations to assist administrators/their designees with investigating potential conduct violations.

Disciplinary policies, procedures, and guidelines need not be identical in content district wide but must:
1. Be identical in content for all district elementary schools;
2. Be identical in content for all district middle schools;
3. Be identical in content for all district high schools.

Disciplinary Standards for Special Education Students

District employees are required to comply with the Individuals with Disabilities Act when responding to violations of student conduct standards by special education students.

Prohibited Disciplinary Actions

The Board recognizes that reasonable physical force may occasionally be necessary to guard the safety and well-being of students or employees or to deliver a student to an administrator's office; however, the use of corporal punishment, defined as the willful infliction of physical pain on a student, is not allowed in the Wahpeton School District. Corporal punishment does not include action taken by an employee for self-defense, protection of persons or property, obtaining possession of a weapon or other dangerous object, to quell a verbal disturbance, for the preservation of order, or pain or discomfort caused by athletic competition or recreational activities voluntarily engaged in by a student.

Complaints alleging that a district employee inflicted corporal punishment will be dealt with in accordance with school board policy on personnel complaints.

Disciplinary Authority

Regulations on disciplinary standards and investigation procedures shall delineate the degree of disciplinary authority that the District shall grant to teachers and principals. Other school personnel shall be granted disciplinary authority by the principal on a case-by-case basis based on the nature and scope of the employee's duties. Personnel granted such authority shall be required to comply with this policy and any disciplinary authority limits established by regulations. Employees unauthorized to administer student discipline shall report student misconduct to the appropriate school authority.

Any district employee who acts outside the scope of his/her assigned level of disciplinary authority may be subject to disciplinary action, including but not limited to, discharge from/termination of employment in accordance with law and/or the negotiated agreement.

NONDISCRIMINATION & ANTI-HARASSMENT POLICY

Descriptor Code: AAC – Adopted 9/10/2014

General Prohibitions

The Wahpeton 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, 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 sexually or 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 no 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 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).
- 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.
• 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 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 benefits 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 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 the Superintendent, as the Title IX and Nondiscrimination Coordinator. He/she can be contacted at: Wahpeton School District, 1505 11th St. N, Wahpeton, ND 58075, 701-642-6741. The Title IX/Nondiscrimination Coordinator and any other school official responsible for investigation of discrimination complaints shall receive appropriate training.
The following procedure is designed to resolve harassment and discrimination complaints as defined in board policy in a prompt and equitable manner. Board policy requires all students and staff to fully cooperate when asked to participate in a harassment investigation.

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

Retaliation Prohibited

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

Complaint Filing Format and Deadlines

Complaints can be filed verbally or in writing and should be filed as soon as a victim or witness of alleged harassment and/or discrimination becomes aware that alleged harassment and/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 an immediate supervisor, principal, school counselor, or Superintendent.
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 and 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 principal, or Superintendent. 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 of 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 the 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 and based on, but not limited to, the following criteria;
      I. Whether evidence suggests a pattern of conduct supporting or disproving the allegations of 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.

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.

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

**SUSPENSION AND EXPULSION**

Descriptor Code: FFK 1 – Amended 3/14/18

Definitions
This policy defines the following:
- 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 the District, and the site of any school-sponsored event or activity
- Suspension includes in-school suspension from classes and out-of-school exclusion from classes, school property, and activities.
- Dangerous weapon as defined by NDCC 62.1-01-01.
- Firearm as defined by NDCC 62.1-01-01.

Suspension/Expulsion Authority
The Board hereby delegates to the Superintendent and each principal the authority to deal with disciplinary problems in their 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 Wahpeton 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 property, 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 individual except in self-defense.
4. Possessing or transmitting on school property a firearm, dangerous weapon, or any object, that is used attempted to be used, or threatened to be used to intimidate or cause bodily harm. Return to Index REQUIRED Descriptor Code: FFK 2
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, when it is obscene, defamatory, or inciteful to violence, and disruptive of the educational process.
10. Threats of violence, bomb threats, or threats of injury to individuals or property.
11. Student behavior that is detrimental or disruptive to the educational process, as determined by the principal.

Information regarding the conduct subject to suspension or expulsion must be posted in a prominent place in each school and shall be published in student 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 the reinstatement of school privileges pending any assessment and evaluation that is to be made during the term of the student's suspension.

Complementary Documents
- FFK-BR, Suspension & Expulsion Regulations
- FFK-AR1, Suggested Procedure for Conducting an Expulsion Hearing
- FFK-AR2, Suspension & Expulsion of Special Education Students
- FGDB, Student Handbooks

GANG POLICY
WAHPETON MIDDLE SCHOOL
Any type of gang activity including, but not limited to, dress, signs, etc., will not be tolerated by the Wahpeton Middle School. Students not adhering to this rule may be subject to disciplinary measures, which may include suspension and/or expulsion. Bandanas will not be allowed to be worn or displayed in school.
EXTRACURRICULAR PARTICIPATION REQUIREMENTS
Descriptor Code: FFE – Amended 6/12/2017

Philosophy
The Board believes that participation in extracurricular activities constitutes a privilege and not a right. Students who participate in extracurricular activities represent the student body, school district, and community on the state and national level. As such, behavior of these students is a reflection on the entire community.

The District will enforce the requirements placed on extracurricular participants by the North Dakota High School Activities Association (NDHSAA), which govern both on- and off- campus behavior, which include all provisions related to alcohol, tobacco, & drug use.

Activities Affected by this Policy
Activities affected by this policy shall include extracurricular activities as listed in the student handbook, including those not sponsored by NDHSAA.

Prohibition on Drug/Alcohol Use
Students shall be subject to suspension from extracurricular activities, including co-curricular activities, for the use or possession of alcohol, tobacco, or any controlled substance as defined by North Dakota law and/or non-prescriptive anabolic steroids as prohibited by NDHSAA bylaws.

Academics
NDHSAA requires that local districts establish a definition of what constitutes a failing grade. For the purposes of this policy, a failing grade is defined as receiving a 74% 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.

In addition to NDHSAA academic standards, the Wahpeton School District also requires that no student may participate in a contest if he or she is failing more than one class (hour) per grade check.

Violation of Other Misconduct Policies
Students who violate student conduct policies (including, but not limited to, bullying, hazing, etc.) not covered by NDHSAA bylaws may be subject to suspension from extracurricular activities for a period of up to six (6) consecutive weeks for the first offense and a period of eighteen (18) weeks for any subsequent offense(s) if occurring within eighteen (18) months of the previous offense. Violation occurring more than 18 months from the previous offense will result in a twelve (12) week suspension. Such consequences shall be imposed in addition to other disciplinary consequences imposed under the applicable policy.

Suspension Procedure
When the administration, as a result of his/her investigation, concludes that a violation of this policy or NDHSAA bylaws has occurred, s/he shall issue notice to the student of this suspension.

Practice and Travel while Suspended
Students who are under suspension are encouraged to practice with their respective teams. However, suspended students will not be allowed to travel with the team to competitions.

Period of Enforcement
This policy shall be in effect 12 months per year, including those days and months when school and extracurricular activities are not in session. It shall be in effect for all extracurricular activities including those of junior high students.

Accumulation of Violations
A student's record of violations of this policy shall be cumulative commencing with promotion from grade eight to grade nine and concluding upon his/her graduation or completion of any school-sponsored activity extending beyond graduation (e.g., state track meet).

Off-Season Violations
In addition to the penalties delineated in this policy, in the event the suspension is administered during a season when the student is not actively participating (e.g., summer for all students, fall for a student participating in track), the student's suspension shall be extended to include a minimum of a two-week or two-contest suspension (whichever is more severe) from the student's next activity. Next activity shall be defined as the next activity in which the student begins practicing at the appropriate date and concludes at the end of the season (i.e., does not start and quit). Should the student's next activity not be until the following school year, the two-week or two-contest rule will be applied at that time.
S SEVENTH AND EIGHTH GRADE ACTIVITIES FOLLOW THE NDHSAA RULES AND REGULATIONS DURING THE SCHOOL YEAR.

STUDENT ALCOHOL & OTHER DRUG USE/ABUSE

Descriptor Code: FFA – Amended 3/14/18

PHILOSOPHY

The Wahpeton 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 or handbag, or when he/she 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.

This policy applies to any student who is on school property, who is in attendance at school or at a school-sponsored activity or whose 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 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 pill, “no-dose” 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 in accordance with the medication administration policy.

The District has a separate policy dealing with tobacco use.

VIOLATION

Disciplinary sanctions will be imposed on any student violating 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.

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

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 which may affect the student’s ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. The 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.

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

This 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 the policy and its procedures for implementation. The District will also provide parent and community education on the topic of drug and alcohol prevention.

Policy Implementation

Student handbooks shall contain a statement of sanctions required concerning the possession, use, or distribution of drugs and/or alcohol.

The Wahpeton School District will review this policy and its implementation periodically to ensure that disciplinary sanctions are consistently applied and to determine the effectiveness of the program for the prevention of alcohol and other drug use/abuse.

VISITORS IN THE SCHOOLS REGULATIONS

Descriptor Code: KAAA-BR – 8/14/2013

Since schools are a place of work and learning, certain limits apply to visits. For these reasons, the following regulations apply to visitors to the school:

1. Anyone who is not a regular staff member, volunteer, or student of the school will be termed a "visitor."
2. Any visitor to the school must report to the office of the principal upon arrival at the school. Visitors will be required to sign-in upon arrival and sign-out before exiting the school.
3. Young children are not to be brought to school without administrative approval.
4. Teachers are not expected to take class time to discuss individual matters with visitors.
5. Staff members may receive visitors in the staff lounge during a duty-free lunch hour or after work hours but otherwise not during the school day.
6. Instructional materials may be reviewed in the office after request has been made to the principal. Any objection to curriculum or instructional materials shall be made in accordance with the district’s policy on educational material complaints.
7. Students will not be permitted to bring brothers and sisters to school who are not enrolled in the District except for special programs specified by the teacher. Requests to bring out-of-town visitors to school must be submitted to the principal.

ACCEPTABLE USE

Descriptor Code: ACDA – Amended 05/09/2018

The Wahpeton School District believes network access plays an important role in the education of students; however, the network also contains content that is not appropriate for students and staff. The District has taken precautions, in accordance with federal law, to restrict students and staff access to obscene, pornographic, and/or harmful information through the use of software designed to block sites containing inappropriate material. While the District
has taken 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 and staff about appropriate online behavior, including interacting with other individuals on social networking websites, 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. Student 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. 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 state law, rule, or regulation, may result in loss of network privileges, as well as further disciplinary action up to and including suspension or expulsion for students or termination of employment for staff, as determined by the Superintendent or designee.

**Consent**
All students and staff must consent to this policy in writing prior to accessing district networks, computers, and/or other technologies.

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**Complementary Documents**
- DE, Staff Conduct
- FF, Student Conduct & Discipline
- FF-AR, Student Conduct Standards & Disciplinary Procedures
- FFK, Suspension & Expulsion
- FFK-BR, Suspension & Expulsion Regulations

**End of Wahpeton School District #37 Policy ACDA ....................................................... Amended: 05/09/18**

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**POWERSCHOOL**
The Wahpeton Public School District is currently using PowerSchool, which is a student database system. This system provides for parental and student access for up-to-date information regarding a student’s school information including grades, assignments, and attendance via the Internet. PowerSchool increases communication from school to home with online parent and student access. With PowerSchool, parents and students can:

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