# *RAY JUNIOR HIGH & HIGH SCHOOL STUDENT HANDBOOK*

RAY PUBLIC SCHOOLS
RAY, NORTH DAKOTA

LAST REVISED
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*PLEASE READ THIS HANDBOOK CAREFULLY AND REFER TO IT FREQUENTLY DURING THE YEAR. IT IS YOUR RESPONSIBILITY TO KNOW ALL THE POLICIES, RULES, AND OPPORTUNITIES HEREIN PRESENTED.*

# Administrative Discretion

All of the policies in this handbook are subject to administrative discretion at all times. Each situation is different and thus may be handled in a different manner by the administrators of the school.

# Student's Code of Ethics

Only to the extent that students know and practice an acceptable code of behavior, both among themselves and among each other, can the student body exhibit a positive attitude. Various codes of ethics have been set down for each student, including:

1. To receive respect from others; be respectable;
2. If you cannot speak well of another, say nothing;
3. Do not criticize without a suggestion for improving;
4. When two people argue, both are in the wrong;
5. The person is more important than the subject matter;
6. Be helpful if you expect help from others;
7. Try to understand the other's point of view – he/she may be right;
8. Genuine praise of another raises you in his/her esteem;
9. Appraise yourself only by the best in others;
10. Accept yourself as you are, but do not be content to remain that way;
11. Ask yourself- Am I giving 100% each and every day?

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## - MISSION STATEMENT –

"Inspiring and challenging students to engage in an ever-changing world"

## EDUCATIONAL OBJECTIVES:

We the administration, teachers, and school board, believe it is the function of Ray Public School to provide the best education possible for all youth of our community.

We believe the best preparation and education possible will provide an opportunity for our youth to:

A. Grow in good citizenship and have an understanding of the appreciation for the democratic way of life.

B. Develop and maintain sound bodies and healthy minds.

C. Understand and use the fundamental processes of listening, reading, speaking, and writing in the various fields of learning.

D. Develop an appreciation for and practice worthy home membership.

E. Prepare herself/himself for further study and education in college or in her/his vocation.

F. Learn to appreciate and use wisely her/his leisure time.

G. Develop her/his own individual personality and establish a morally sound personal code of ethics.

We believe we can best accomplish these ends by:

A. A faculty with professional attitudes and adequate preparation.

B. A comprehensive curriculum which attempts to meet the needs of all students.

C. Providing adequate physical facilities.

D. Providing activities which develop special mental and social talents.

## ACTIVITY PARTICIPATION MAY BE DANGEROUS

Potential serious accidents can occur in all activities! The North Dakota High School Activities Association Accident Benefit Fund (commonly called "school insurance") no longer exits. The Ray Public School does not participate in any other student insurance. **There is no "school insurance" for any injuries suffered during school hours such as P.E. classes or on the playground nor for athletic injuries.** Parents are responsible for their child's insurance in grades K-12.

## ATTENDANCE

Attendance in class is necessary for the students to receive maximum benefit from the opportunity to attend school. Without regular attendance, it is impossible for the student to do his/her best work. If a student is under sixteen years of age, state law requires that he/she must attend school unless ill or excused.

Absences: Absence from school should be limited to personal illness, serious illness or death in the family, emergencies at home, emergency medical/dental appointments, or legal commitments. If a student is absent from school on the day of an activity such as a ballgame, concert, play, etc. the student will not be allowed to participate in said activity. We ask that you do your best to schedule appointments outside of school hours and refrain from removing your student from school for leisure activities. Absences due to school sponsored extracurricular activities are not counted as days missed from class.

Grades 7-12
IF YOUR STUDENT IS UNABLE TO ATTEND SCHOOL, PLEASE REPORT THE ABSENCE AS SOON AS POSSIBLE TO THE HIGH SCHOOL OFFICE. For the safety of your student, a text will be sent to verify any absences that have not been reported to the school by 10:00AM. An exception to this rule will be made if a death occurs in the family. Failure to meet the above rule may result in the students absence being regarded as **unexcused**.

Excessive unexcused absences may result in loss of credit. Students absent due to illness or any other extenuating circumstances need to provide documentation to the school from a doctor/parent/guardian.

Per Semester:

1. After 7 absences, parent/guardian will be notified.
2. After 12 absences, parent/guardian and student will be notified to meet with the principal requiring documentation of extentuating circumstances for absences to be provided to the school office.

Upon returning to school following an absence, the student will be allowed two days, for every day missed, to complete make up work. For planned absences, it is acceptable to request make up work in advance. These requests should be made at least one day in advance to allow the teachers adequate time to prepare materials.

**Refer to School Board Policy Manual – Descriptor Code: FFB for more detailed information.**

In the event that the high school is moved to a distance learning environment, attendance will be based on participation in scheduled class Google meetings.

## TARDINESS

Repeated tardiness will result in a conference with the parent or guardian, the principal, and the classroom teacher to resolve the problem.

## REGULATIONS GOVERNING PUPILS RIDING SCHOOL BUSES

The opportunity to ride a school bus is extended to all Ray Public School students who abide by the bus rules for safety and good conduct. The bus driver is responsible for the operation and safety of the school bus. Students' responsibilities include obeying the instructions of the driver, dressing appropriately for the weather conditions and being prompt. The driver will allow an average of 3 minutes per stop for wait time. It is necessary to understand that situations may occur when students will be expected to walk a safe and reasonable distance to or from the bus. All school rules are in effect when being transported by the school bus. Students may be assigned seats by the bus driver. Students shall behave in a cooperative and courteous manner especially when responding to the bus driver and chaperone. In cases of misbehavior, the administration will determine consequences as the situation warrants.

Bus Rules:

A. Remain seated while the bus is in motion. NO MOVING AROUND!
B. Conversations while on the bus shall be carried on quietly. When the bus approaches and stops at a railroad crossing, absolute quiet must be maintained until the bus has completely crossed and cleared the tracks.
C. Dress according to the season.
D. SUNFLOWER SEEDS AND GUM ARE NEVER TO BE BROUGHT ON THE BUS!
E. Cooperate with the bus driver.

## MOTORIZED VEHICLES

No car, motorcycle, snowmobile, etc., will be driven during the school day without prior permission of the superintendent or principal.

## ELECTRICAL PLUG-INS

A limited number of electrical plug-ins are available for students vehicles during the cold weather months. These are located on the west side of the south parking lot. The criteria for reserving one of these spots is distance from town and extra-curricular activities participated in. Also there is a $30.00 fee. Sign up is done at the office.

## CLASS REQUIREMENTS

1. Students are required to take the classes set forth in the North Dakota State Curriculum Guide for 7-12 students plus any classes as set forth by the Nesson School Board.
2. Students in grades 9 through 12 must be in a minimum of six (6) class periods per day.

## GRADUATION REQUIREMENTS AND REQUIRED COURSES FOR ND HIGH SCHOOL DIPLOMA

4 credits English Language Arts including literature, composition and speech
3 credits Mathematics
3 credits Science (including 1 unit of Physical Science, 1 unit of Biology)
3 credits Social Studies (1 unit of US History and 1 unit of POD)
- Financial Literacy embedded in POD
1 credit Physical Education (or ½ unit of Physical Education and ½ unit of Health)
3 credits Foreign Languages; Native American Languages; Fine Arts; or Career and Technical Education courses
5 credits Any additional units of credit
1 credit Computer Science/Cybersecurity

A. 22 credits are required for graduation (Century Code 15.1-21-02.1)
B. Transfer students' cases will be reviewed by administration to determine a reasonable number of credits for graduates.

***In order to take part in the Senior Graduation Ceremony, the student must be enrolled full-time in Ray High School.**

## ND SCHOLARSHIP

See the North Dakota Department of Public Instruction (NDDPI) website for more details and information for the scholarship guidance and scholarship requirements.

## SENIOR PRIVILEGES

Senior privileges will be allowed the first and second semesters of the students' senior year at the request of the senior class to the school board and by board approval of such request. It is the intent of Ray Public Schools to teach students to make good choices and to use their time wisely. Senior privileges are meant to help students prepare for life after high school. Off campus senior lunch and/or leaving during off periods is a **privilege** for those seniors who have earned and maintain that privilege. Seniors must carry out the responsibilities that accompany the privilege in order to maintain that privilege.

Senior Privileges shall be granted under the following conditions:
A. All Rules regarding Senior Privileges are at the disgression of the Administration or the School Board.
B. If a Senior is academically ineligible which is the same for extra-curricular activities, he or she will lose their privileges until they regain eligibility.
C. Use of alcohol, drugs, or tobacco is prohibited. Any student caught using/possessing any of these will lose their privileges for the 9 week period, plus further consequences according to the handbook.
D. The use of vehicles will be limited to traveling to home, to get lunch, or to work unless cleared with the school's administration.
E. Any Senior who misses 10 days of school in a semester will lose their privileges for the semester. (3 tardies will count as 1 day absence)

F. Students who have failed a course during the first semester do not have privileges for the first three weeks of the second semester. If at that time the student is academically eligible, they may participate in Senior privileges.
G. The administration and/or school board reserves the right to revoke the privileges at any time.
H. Seniors may leave during their noon hour and study halls.
I. Any suspicious absences may also result in loss of privileges.

## REPORT CARDS

Report cards will be sent by email each nine week period. Parents will be notified by a deficiency report if a student is doing failing work weekly starting the 4th week of the semester. This report is valuable because it gives the student and the parents an opportunity to correct the reason for failure. It is often helpful to arrange a conference with the teacher. Parents may check student grades on PowerSchool at any time. Call the high school office for assistance.

Parent-Teacher conferences will be held a minimum of once each year.

## HONOR STUDENTS

Those graduating seniors, who have maintained a 3.25 average or better will be designated honor students. At the end of each grading period an honor roll list will be made up containing the names of students who maintained an average of 3.25 or better during that grading period. In determining grade point averages, A=4, B=3, C=2, D=1 and F=0. Only academic classes are used in determining honor roll.

## SOCIAL EVENTS

The school sponsors certain parties during the year for the entertainment of the students. Parties or other dances are to be held on any week night not followed by a school day. Only one formal or semi-formal dance with live music can be held during the year, the spring prom. Sponsoring groups must consult with their advisors and see that the following are observed.

A. Organizations desiring to schedule social events and meetings must request reservations on the school calendar at least two weeks prior to the date of the event.
B. All requests must be cleared through the Principal's office.
C. Arrange for a cash box so that the ticket takers will be properly supplied.
D. Arrange to have a minimum of two chaperons, at least one must be a faculty member. Chaperons must be approved by the Principal.
E. Students desiring to attend school dances and parties or other evening functions must come at the time set for the function or shortly thereafter,
F. The doors will be locked within a half hour after the time set for the function to begin. Students will stay until it is over.
G. All school parties will close at 12:00 midnight.
H. All persons attending school dances must be currently enrolled at Ray High School. Guests must be approved by High School Administration.

## STUDENT COUNCIL

The student council shall be composed of the presidents of 7-12 school classes and one elected additional representative from each grade 7-12. Others may join in a nonvoting capacity from Grades 9-12.

## BULLYING

Bullying has no place in the school setting and Ray Public School will not tolerate bullying of any type. Bullying is defined as the act of one or more individuals intimidating one or more individuals through either verbal, physical, mental, or written interactions. Bullying by students or employees in the school building, on school grounds, on the bus or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students and/or termination for employees.

As defined by North Dakota Century Code 15.1-19-17:
"Bullying" means:
a) Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

i) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
ii) Places the student in actual and reasonable fear of harm;
iii) Places the student in actual and reasonable fear of damage to property of the student; or
iv) Substantially disrupts the orderly operation of the public school; or

b) Conduct received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
   i) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
   ii) Places the student in actual and reasonable fear of harm;
   iii) Places the student in actual and reasonable fear of damage to property of the student; or
   iv) Substantially disrupts the orderly operation of the public school; or
c) Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property which:
   i) Places the student in actual and reasonable fear of:
      (1) Harm; or
      (2) Damage to property of the student; and
   ii) Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student's educational opportunities or substantially disrupts the orderly operation of the public school.
d) "Conduct" includes the use of technology or other electronic media

## DETENTION

A. Digital devices (cell phone, tablet, digital watch, gaming machine, wireless headphones, etc) usage will not be allowed in the school from 8:30AM-3:20PM. If a student is caught with an unapproved digital communication device it will be confiscated.
B. Students will not be allowed to be tardy for a class.
C. Inappropriate behavior in class or in the school building.
D. Failure to complete assignments in a timely manner will be viewed as insubordination.
E. Students will be allowed to drink water during class. All other snacks and drinks will have to be kept in their lockers and enjoyed between classes.

The school will be implementing detention during the school day as a consequence for the above actions. In the case of behavioral detentions, the student will serve 1 time frame of 21 minutes during the school day unless the student is late for detention time; then the days of detention may be extended. In the case of academic detentions (missing assignments), the student will serve until all missing assignments are completed and submitted. Academic detentions may result in detention time for days, weeks, etc. When the student reaches 5 detentions, they may be suspended from school at the discretion of the administration. Parents will be notified prior to the 5th detention. For every 20 days of NO detentions, a student may earn a day back. An expulsion hearing before the school board will occur after the 5th suspension. Administration will make a recommendation to the board for the student to either be placed in another facility or be removed permanently from the Ray Public School. Incidents taken on a case by case basis.

## PERSONAL ELECTRONIC COMMUNICATION DEVICES PROHIBITION POLICY (CELL PHONE POLICY)

**Student Expectation & Procedure**:

Digital devices (cell phone, tablet, digital watch, gaming machine, wireless headphones, etc) usage will not be allowed in the school from 8:30AM-3:20PM. If a student is caught with an unapproved digital communication device it will be confiscated. It is recommended that students keep their devices in their vehicles or at home. If brought into the school, students will have a homeroom (1st period classroom) where their device will remain in a cell phone/device pouch until after 3:20PM. If the student is leaving early for the day or arrives late to school, the student will leave their device in the high school office.

**Disciplinary Measure:**

**First violation:** confiscate device, contact parent, one day detention, administrator returns device to student at the end of the school day.

**Second violation:** confiscate device, contact parent, 1 day ISS or OSS (no practice or competition on the day(s) of suspension), administrator returns device to student at the end of the school day.

**Third violation:** confiscate device, contact parent, administrator returns device to parent during a conference/ meeting, review compliance-plan, 1-3 days ISS or OSS may be imposed in accordance with school discipline and suspension procedures and policies (no practice or competition on the day(s) of suspension).

**Fourth/Subsequent Violation:** confiscate device, contact parent, administrator returns device to parent during a conference/ meeting, review compliance-plan, 10 days OSS and recommendation for expulsion (no practice or competition on the day(s) of suspension). Due process procedures contained in the District's suspension and expulsion policy and regulations shall be followed.

**Refer to School Board Policy Manual – Descriptor Code: FFI for more detailed information.**

## DISCIPLINE

Students are expected to display proper behavior and use proper language at all times while in school or on the school grounds. Failure to do so will result in disciplinary action. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities, and for conduct away from school which affects school discipline.

A. Dismissal from class:
Any teacher or administrator shall have the right to dismiss a pupil for the balance of any class period in which the behavior of the student disrupts the class. Notice of dismissal shall be given by the teacher in written form to the administration.

B. Prohibited conduct & behaviors:
The following, as set forth by North Dakota Century Code, shall be grounds for the suspension and expulsion of any student. Students will be granted limited due process involving suspensions, but will be given procedural due process in cases involving expulsion.

1. Insubordination to any teacher, administrator, or school employee.
2. Disorderly conduct.
3. Damaging school property.
4. Willfully interfering with or interrupting the proper orderly management of the school by:
    a. Acts of violence
    b. Boisterous conduct
    c. Threatening language
    d. Swearing or use of profanity
5. Willfully disturbing a school session.
6. Preventing any teacher, pupil, or administrator from performing his/her duties.
7. Insulting, upbraiding, or threatening any teacher or administrator.
8. Smoking.
9. Drinking.
10. Committing any crime.
11. Use of controlled substance.
12. Truancy.

C. Consequences:
School officials further may assign consequences to infractions. Multiple infractions will acelerate the number and severity of consequences. Those consequences may include, but not be limited to;

1. Report all crimes to legal authorites.
2. Principal conference.
3. Principal/Parent conference.
4. Confiscation of inappropriate or dangerous materials or substance.
5. Detention.
6. Restitution.
7. Loss of privileges.
8. In school suspension.
9. Out of school suspension.
10. Referral to cessation program
11. Expulsion.

**Refer to School Board Policy Manual – Descriptor Code: FFK for more detailed information.**

## DRESS

Students are expected to show good judgement in dress and grooming at all times. Any appearance that causes undue attention or when it detracts from the educational program of the school will not be allowed. A few examples: wear sleaves, cover midriff, and avoid clothing that promotes drugs or alcohol. The atmosphere and general quality of the school is often judged by the action and appearance of students. Let's make this impression a good one. Also, all jewelry should be removed during all PE classes for safety reasons. If jewelry is not removed, student assumes all risk.

## CLASS RINGS AND ANNOUNCEMENTS

The ordering of class rings, announcements, photographs, etc are all voluntary on the part of the students and their parents. They are not required for graduation.

## FEES:

**TEXTBOOKS/WORKBOOKS**
Textbooks and workbooks are furnished to all students. Care must be taken of all books. Any abuse in the handling of the books will result in the students paying for that book.

**SCHOOL FEES**
School fees are due each year which include the cost of lyceums, class plays, field trips, partial payment for homecoming, and snowball week, and other student council activities. School fees for students (K-12) are $10.00.

**ACTIVITY FEES/TICKETS**
Activity fees are required for **all** students in grades 7-12. This covers the cost of expenses for Speech, Drama, Music activities, Pep rallies, and sporting activities. Students must purchase an activity ticket before participation in any game, contest, or event. The cost of this ticket is $35.00. An activity ticket includes the gate cost of regular season football, girls and boys basketball, volleyball, softball and baseball games for the school season. Excluding Super Saturdays and any District or Regional Tournaments.

**SCHOOL MEAL FEES**
The price for breakfast for grades 7-12 will be $2.00 per meal or $40.00 per month. The price for hot lunch for grades 7-12 will be $2.75 per individual meal or $55.00 per month. Monthly prices cover 20 meals. We encourage all parents to utilize PowerLunch Parent Single-Sign On account access to monitor lunch balances. Balance due notifications will be text and emailed out.

The Ray Public School is again taking part in the school lunch program which will provide free or reduced meals for those families who qualify. An income scale is used to determine the eligibility for free or reduced meals. Applications and information forms are available at the main school office. All applications are completely confidential - only the Superintendent and office personnel know who is on the program for free or reduced meals.

PowerLunch requires that all meals be paid for in advance. It is recommended that you pay for approximately one month's meals in advance. In the event that your child reaches a negative balance of $30.00 or more, a letter, email, or call will be made to the parents/guardians. Payments can be made at the school with cash, check or through efunds online. Call the school for assistance.

## INOCULATIONS

The parents or guardians of each child admitted to Ray Public School must present a certificate from a licensed physician or authorized representative of the State Department of Health that the child has received immunization against diphtheria, pertussis, tetanus, polio, chicken pox, hepatitis B, measles, rubella and mumps. The child will not be allowed to attend school until documentation has been received by the school or a Statement of Exemption to Immunization Law form has been signed by the parent and is on file.

Kindergarten students are required to have 2 MMR boosters, 2 doses of the chickenpox vaccine (if the child has not had the decease), 3 Hepatitis B, 4 OPV, and 5 DTap vaccines . All current seventh graders must have the Tdap and meningococcal vaccine. Students entering Grade 11 are required to have the 2nd menningococcal vaccine. State health regulations also state that tetanus should be renewed at least every ten years, so all 10-11 year olds should be checked for this guideline, as well as any older students who have not had a tetanus shot renewed in ten or more years.

## LOCKERS:

**SEARCHES OF LOCKERS**
The School District retains ownership and control of all lockers. Access to all lockers is a legal right of school officials whose responsibility it is to protect the health, safety, and welfare of all students enrolled. Students shall have no reasonable expectation of privacy when using lockers.

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

**Search Procedure**
Students' personal items stored in lockers such as, but not limited to, book bags, purses, and coats shall not be searched unless there exists reasonable suspicion that they contain an object(s) or substance(s) in violation of school rules/policy, the law, or which may be detrimental to the health, safety, or welfare of enrolled students.

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

**Use of Tained Dogs & Involvement of Law Enforcement**
Trained dogs may be used to smell the outside of students' lockers. If the dog detects the possibility of objects/substances that are illegal or violate school policy, the principal/Superintendent shall search the locker in accordance with the search procedure above.

In the event a polic officer or other law enforcement officer is to conduct a search of a student's locker, probable cause is necessary unless the search is school-initiated and would pose a safety threat if conducted by school staff.

Illegal substances found in lockers may be turned over to proper authorities.

**Refer to School Board Policy Manual – Descriptor Code: FGCA & FGDB for more detailed information.**

## EDUCATION EQUALITY POLICY

Grievance procedures for Title IX and Section 504 have been established for students, their parents, and school employees who feel discrimination has been shown by the Ray Public School District. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to the School District Administrator, who will direct it to the appropriate coordinator.

Title IX complaints can also be filed with the Office for Civil Rights:

U.S. Department of Education
Office for Civil Rights
10220 North Executive Hills Boulevard, 8th Floor
Kansas City, Missouri 64153-136

Telephone: (816) 880-4202
TDD: (816) 891-0582 Fax: (816) 891-0644

## SCHOOL BOARD POLICY AAC:

**COMPLIANCE ADMINISTRATOR & TITLE IX COORDINATOR**
The compliance administrator for these School Board Policies is Kris Kuehn, Ray Public Schools Superintendent, phone 701-568-3301. Superintendent, Mr. Kris Kuehn, serves as the Title IX Coordinator for Ray Public Schools. Mr. Kuehn can be reached via email kris.kuehn@rayschools.com or by the number listed above.

**DISCRIMINATION**
Nesson Public School #2 has appointed the Superintendent to coordinate its Title IX effort. Inquiries concerning Title IX can be referred to the Superintendent at the Superintendents's office or by calling 568-3301 or by contacting the Director of the Office of Civil Rights, Dept. of Health, Education and Welfare, Washington, D.C.

**SEXUAL HARASSMENT**
Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

A learning and working environment that is free from sexual harassment will be maintained in the Ray Public School. It will be a violation of policy for any member of the district staff to harass another staff member or student, or for students to harass other students or staff, through conduct or communicaitons of a sexual nature.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, advancement, or grade; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or promotion decisions affecting such an individual; or (3) such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or learning environment. Sexual harassment, as defined above, may include, but is not limited to:

A. Sex oriented verbal "kidding", abuse, or harassment;
B. Pressure for sexual activity;
C. Repeated remarks to a person, with sexual or demeaning implications;
D. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
E. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns.

Any person who alleges sexual harassment by any staff member or student in the school district may complain directly to his or her immediate supervisor, building principal, or to the person designated as compliance administrator for affirmative action. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments or grade.

The right to confidentiality, both of the complaintant and of the accused, will be respected consistent with the School Districts legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against a school district employee will subject that member to a disciplinary action, which may include termination of employment in the district.

A substantiated charge against a student in the school district will subject that student to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies.

## PRIVACY RIGHTS

Students have the right to expect school administrators, counselors, or teachers who receive information in confidence (be it verbal or written) from a student, not to reveal that information unless it would definitely be in the best interests of the student to do so.

## PUPIL RECORDS

All academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, and school officials. The entire record is to be made available for review by students and parents (parents until the student reaches the age of 18 years). The school reserves the right to have a teacher, counselor, or Principal present when the records are inspected to interpret the contents of the file, or to explain what was meant by certain tests.

Parents shall have an opportunity for a hearing to challenge the contents of their child's school record, to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.
The school cannot permit access to or release students records to any individual agency or organization other than the following without the written consent of their legal guardian:

A. Other school officials within the school.
B. Officials of other schools or school systems in which the student intends to enroll.

## NORTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION

Ray High School is a member of the NDHSAA. All our activities are governed by the rules of the association. Eligibility requirements include the passing of four subjects at the time of the event and the refraining from possessing or using tobacco, alcohol, and drugs.

Any co-curricular participant who indulges in the use of tobacco, alcohol, or drugs will be suspended from all interscholastic competition for a period of six consecutive weeks for the first offense. Participants in athletic teams will be suspended from the athletic teams they are part of.

### NDHSAA condensed eligibility rules

You are eligible:

- if you have been IN CLASSES AS MANY DAYS AS YOU HAVE MISSED from the beginning of semester.
- if you ENTERED SCHOOL WITHIN THE FIRST 10 DAYS OF THE SEMESTER.
- if you have COMPETED IN A SPORT FOR LESS THAN EIGHT SEMESTERS as a high school student.
- if you have not COMPETED IN A SIMILAR ATHLETIC CONTEST ON AN OUT-OF SCHOOL TEAM DURING THE SAME SPORTS SEASON, EVEN WHILE UNDER SUSPENSION.
- if you have not ENROLLED IN AN INSTITUTION OF HIGHER RANK except as an accelerated student carrying advanced work in addition to two high school subjects.
- if you have EARNED 2.5 CREDITS the preceeding semester.
- if you maintain SATISFACTORY PROGRESS TOWARDS GRADUATION.
- if you have not GRADUATED from a FOUR YEAR HIGH SCHOOL or equivalent.
- if you have not ACCEPTED AWARDS other than those having symbolic value and costing no more than three hundred dollars.
- if you are not TWENTY YEARS OF AGE or older.
- if you are an AMATEUR in the sport in which you are competing or if you have not competed under an ASSUMED NAME.

- if you have not TRANSFERRED FROM ANOTHER SCHOOL without a corresponding change of residence by your parent(s).
- if you are in your eighth semester and your SEVENTH AND EIGHTH SEMESTERS ARE CONSECUTIVE.
- if you have a current file of a DOCTOR'S OR NURSE PRCTITIONER'S CERTIFICATE of physical fitness.
- if you have not used or have in your possession tobacco, alcohol or illegal drugs.

## Tobacco Free School

Nesson School District is a tobacco-free school. **Refer to School Board Policy Manual – Descriptor Code: ABBA for more detailed information.**

## CO-CURRICULAR PARTICIPATION GUIDELINES

The following rules and regulations concerning the extra-curricular activities in the Ray Public School are set up to govern all extra-curricular activities in the school.

OFFENSES:
1. The use or possession of tobacco, alcohol, or any controlled substance as defined by North Dakota law is prohibited. This also includes the use of e-cigarettes and any other items deemed inappropriate by the administration. Any extra-curricular participant who is in violation of the foregoing shall be suspended for a minimum period of six consecutive weeks for the first offense and a period of eighteen consecutive weeks for any subsequent offense.

SUSPENSIONS:
1. Any student violating these rules shall not publicly receive any award that was earned during the period of his/her suspension.
2. A student must finish the season in good standing as per NDHSAA rules, must have been eligible to participate in 50% of the scheduled contests, and must have continued practicing in order to receive any awards.

The period of suspension shall begin from the date and time notification is given to the student by the Administration.

See School Board policy manual for additional information.

TRAINING RULES:
1. The athletic coach or activity advisor shall set forth all other rules for the sport or activity including but not restricted to the following: Curfews, dress codes, team discipline, and travel rules.

## CITIZENSHIP

Suspension of one to six weeks from activities for actions which involve poor citizenship. Poor citizenship will include criminal acts, abusive language, false fire alarms, or severe misconduct on bus trips. This will be at the discrestion of the coach/adviser/principal.

## ELIGIBILITY POLICY

### Grades 7-12

Weekly, each student, before making a public appearance or representing the Ray Public School in any competitive activity, must be eligible according to the following policy. When activities are extensions of class work for academic credit, academic eligibility shall be exempt. The following procedures will govern eligibility:
1. By noon Wednesday instructors will have grades entered in PowerSchool. The academic grade will reflect the students' cumulative semester average.
2. If a student receives any "F" 's or 3 or more "D"'s in a given week, she/he will be ineligible to participate.
3. Eligibility will run from Thursday to the following Wednesday each week.
4. The administration has the right to deny eligibility for any student.
5. ***If at the end of any semester, a student receives any "F"'s or 3 or more "D"'s as the final semester grade, the student will be ineligible for the first 2 weeks of the next semester.***

## PRACTICE AND GAME REQUIREMENTS

Students who are absent from school the day of an extra-curricular event or arriving after 10:00am will not be allowed to participate in those school sponsored activities on the date of the absence. Students on suspension are not permitted to attend or participate in any school activity to include: practices, athletic events, music concerts, plays, etc. Should unusual circumstances arise, exceptions to this rule may be made only by the administration. Practice requirements will be determined by the coach. Unexcused nonparticipation practices will most likely result in some game nonparticipation. The extent will be determined by the coach.

## TRAVEL

Generally any student participating in an out-of-town extra-curricular event will be expected to travel to and from that event on the bus with the remainder of the team or group. Exceptions to this will be allowed under the following conditions:

A. Administration approval for all situations regarding travel to events.
B. Students traveling home from events will require:
    1. prior administration approval; or
    2. coach/director approval and under no circumstances will students ride home with anyone other than parents, guardians, teachers, adult relatives, or parents of peer students.

## SIGNIFICANT CONTAGIOUS DISEASES POLICY

The Superintendent is designated as the person to receive information concerning the status of students, employees, and independent contractors from their physicians. The Superintendent shall be the official spokesperson for the institution when information concerning an affected individual becomes public and may not delegate this duty. The Superintendent shall develop procedures that protect against possible breeches of confidentiality. The Superintendent may request assistance from the Department of Public Instruction or State Department of Health in developing a plan for conflict resolution.
It shall be a violation of school policy for any student, employee, or official to harass or dicriminate against any affected individual within the institutional setting on the basis of having been diagnosed as having a significant contagious disease. No harassment or discrimination will be tolerated in any school building, at any school function, or on any school property.

## ANNUAL NOTIFICATION OF ASBESTOS CONTAINING MATERIALS

All asbestos has been remediated as of June 30, 2015 according to the standards of Total Control Inc., Weatherman, and Badlands Environmental. These reports can be viewed at the school for anyone who may be interested.

## CARRYING WEAPONS (POLICY RESTRICTING SAME)

The Board of Education of the Nesson Public School District #2 determines that unauthorized possession and/or use of a weapon in school by a student is detrimental to the welfare and safety of the students and school personnel within the district.

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument (or any item represented to be such) in any school building, on school grounds, in any school vehicle, or at any school sponsored activity. Such weapons include but are not limited to any firearm; including pellet or BB gun, knife, razor, ice pick, explosive smoke bomb, cherry bombs or fireworks or other incendiary devices, bow and/or crossbow, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, martial arts devices, or any object that can be considered a weapon or dangerous instrument.

Violation of this policy will result in disciplinary action. All weapons will be confiscated and turned over to law enforcement officials.

Bringing a firearm, as defined in 18 U, S.C. 921, to school, without prior approval and actual knowledge of same by the Superintendent, will require that proceedings for the expulsion of the student involved for a minimum of one year be initiated immediately by the principal. The Superintendent may recommend a modification of the expulsion on a case by case basis. This modification shall be based on the circumstances revealed in the investigation into the incident conducted by the Superintendent or other person designated by the Superintendent to conduct the investigation. Alternate education may be provided for students who are expelled under this section. The Principal will notify law enforcement. Discipline and placement of a student will be in accordance with the Individual with Disabilities Education Act.

Other violation of this policy will require that proceedings for the suspension and/or expulsion until the end of the current school term be initiated immediately by the Principal. Proper due process proceedings as defined in Policy: Suspension and Expulsion will be observed in all suspensions and expulsions under this policy.

## WELLNESS POLICY

**Nutrition Education and Promotion**
The District should strive to promote the following nutrition goals in grades K-12 through the curriculum and through other promotional methods:

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

Nutrition promotion will be implemented through use of evidence-based healthy food promotion techniques and promoting foods and beverages that meet the USDA Smart Snacks in School nutrition standards.

**School Cold/Sack Lunch Policy**
NSLP guidelines stipulate that students are able to bring a cold/sack lunch. Lunch must be in an enclosed container, brought with the student to school, and may not be shared with other students.

**Lunch Check-Out Policy (Grades 9-12)**
Students in Grades 9-12 may be checked out for their assigned lunch via Parent Permission (phone call to the high school office). A parent must call prior to 10:00AM. Students who are tardy or have an academic or behavior detention are not allowed to be checked out for lunch. Students must return to school on time for their 5$^{th}$ period class.

Violations will be handled accordingly:
If a student leaves and misses detention or is late in returning to school 3 times in a semester, the student will no longer be allowed to be check out for the remainder of the semester.

## SEMESTER TEST EXEMPTION

At the end of each semester, students will take semester tests or conduct end of semester projects in all classes. All students will take as least 1 semester test which is detemined by grade level. Students may become test exempt from specific semester tests based on the following: (administrative discretion may be used)

**Required Semester Tests (By Grade Level)**
Seniors – POD
Juniors – ELA 11
Sophomores – Biology
Freshmen – Algebra I
JH – Required to take all tests/projects

**<u>Test Exemptions (per Class Period):</u>**

* If the student has a "0 and missing/late" for any graded work in the class, the student will take the semester test.

A – 5 or less absences
B – 4 or less absences
C – 3 or less absence

*3 Tardies = 1 Absence
*"A" or "U" – count as an absence for Test Exemption
*Extra-curricular (X), Exempt (E), Medical (D-Dr. Note), Field Trip (F), absences are EXEMPT

**Semester Tests Grade Percentage = roughly 10% of semester points**

# TECHNOLOGY ACCEPTABLE USE POLICY

**Overview**
Your student is being provided with a device to use for educational purposes during each class period of the school day. Each classroom will have a set of chromebooks for student use. Your student will have an assigned chromebook to use in each classroom.

**Device and Accessories**

- The student will be assigned one chromebook per classroom for use at school only. This equipment is, and at all times remains, the property of the Ray Public Schools. It is to be used by the student for educational purposes only during the academic school year.
- The student may not deface or destroy this property in any way. The student can be held liable for a lost device and/or a device that has been damaged due to neglect, abuse or malicious act.
- All material on the laptop is subject to review by school staff. These machines are set up to be **managed and monitored.** If there is a police request, Ray Public Schools will provide access to the device and network accounts associated with the student's use of the chromebook.
- The device will be returned at any time when requested by Ray Public Schools.
- Identification labels have been placed on the device. These labels are not to be removed or modified. If they become damaged or missing, the student should contact the classroom teacher and Mr. Bergstrom for a replacement label.
- Additional stickers, labels, tags or markings of any kind are not to be added to the device or the device case unless prior approval is granted by the Ray Public Schools Administration.
- The student acknowledges and agrees that his or her use of the device is a privilege and that by the student's agreement to the terms hereof, the student acknowledges his or her own responsibility to protect and safeguard the School property and to return the same in good condition upon request by Ray Public Schools.

**Software/ Networking**

- The student may not install or use any software other than software owned and approved by the School and made available to the student in accordance with this agreement.
- Ray Public Schools, school network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the network.

**Use**

- The device is to be used only for non-commercial, educational purposes, in accordance with school's policies and rules; as well as local, state, and federal statutes.
- This device is intended to be used by only the student it has been assigned to per classroom teacher. The student agrees to let no other person use this device.
- Inappropriate use of the device may result in the student losing his or her right to use the device.

**Daily Responsibilities**

- The student is responsible for picking up the device from the assigned charging station at the beginning of each class period and to return the device to the charging station at the end of each class period. Devices will not be taken with the student from one classroom to another.
- Devices should not be left in potentially unsafe areas.
- The student agrees to keep a backup of any important schoolwork (e.g., in their Google Drive account, on a flash drive, etc.) and understands that if he/she does not and the device becomes non-operational, they will lose their work.