

*Student Handbook*



**Wing Public School**

**2024-2025**

**Elastic Clause:** A handbook is a guide. If a student commits an act not covered in this guide that threatens the safety or health of other students and teachers, administration reserves the right to act accordingly. The student will be given the right of due process guaranteed by law to all citizens.

## **SCHOOL POLICY: RULES AND REGULATIONS**

**THE SCHOOL DAY:** The school will be open from 8:00AM to 3:45PM on school days. Students are not permitted in the building until 8:00 AM to ensure proper supervision.

There is no supervision after 3:30, unless students are in a scheduled activity.

Parents are welcome to visit the school. All visitors must check in at the office upon arrival. Permission must be obtained from both the administration and classroom teacher prior to entering the classroom. Visitation rights may be suspended or terminated at the discretion of the administration.

**BELL SCHEDULE:** Bells will ring to start and end the day. Students are to remain in the classroom until dismissed by the instructor or supervisor in that classroom.

### **ACADEMIC INTEGRITY**

The Wing Public School District regards academic integrity as a cornerstone of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course or class requirements represents the original efforts of the individual students. Administration, faculty, students, and their families are all important contributors to upholding this academic integrity in our school community. Consequences will be imposed for all violations. To this end, it is important that all involved understand their integral role in helping to promote this climate of academic integrity and responsible citizenship.

The following list provides examples of unacceptable practices:

- Plagiarizing written, creative or oral work (Plagiarism is using the ideas of another as one's own without acknowledgment of the source.).
- Submitting work that is not original.
- Giving or receiving unauthorized assistance on exams. This action may result in a grade of 0 for the test for all involved.
- Altering grades or other academic records, giving false information.
- Submitting identical work in more than one course without the prior approval of the instructor; and,
- Providing notes, signatures, or other documents that are forgeries to school officials or teachers.

## **ACTIVITY PASSES**

The MINER PASS will be honored at all regular season high school and junior high athletic events. This includes the sports of girls' basketball, boys' basketball, football and volleyball and softball. This does not include music concerts, drama productions, and tournaments.

## **ADMISSION TO WING SCHOOL**

**Age Requirement-** Children entering Pre-Kindergarten shall be 4 years of age by midnight of July 31, except as provided by law. North Dakota Century Code 15.1-06-01 states that a child may not enroll in grade one unless the child reaches the age of six before August first of the year of enrollment; A child may not enroll in kindergarten unless the child reaches the age of five before August first of the year of enrollment.

**Educational Records-** All educational records from previously attended schools must be received and reviewed by the administration.

**Immunization/Birth Certificate-** Immunization information is required to be completed and returned to the school in accordance with NDCC. Birth Certificates will be required to be provided for all students. These records will be reviewed and copied by the administration and must be present in the student's cumulative file within the first 30 days of enrollment.

## **ATTENDANCE**

Student attendance is the responsibility of the parent(s)/guardian(s) and students. Enrolled students must attend school regularly. Attendance records will be maintained for each student. Each teacher is responsible for accurate reporting of daily attendance. Excessive absences are a form of misconduct, and grade-appropriate academic and disciplinary consequences will be enforced. Students will be afforded appropriate due process rights based on the severity of the penalty that the District is considering imposing.

### Definitions

\* An **excused absence** is an absence supported by either a verbal or written excuse supplied by the student's parent, teacher, or school administrator. Excused absences from school include illness, doctor appointments, bereavement, court, planned vacation, and some special circumstances, as determined between the parent and administration.

\* An **unexcused absence** is an absence not supported by the verbal or written excuse required for an excused absence and any absence beyond ten days in a semester unless accompanied by applicable documentation.

**Excessive Tardiness:** If a student is not in class at the start time of class, a tardy is noted. If tardiness becomes a habit for a student, consequences such as loss of privileges and making up class time may be enforced.

**Reporting Absences:** When your child is absent, please contact the office by 8:00 a.m. each day to inform the school of the absence. This can be done by calling the office at 701-943-2319. If this is not possible send a signed parental note to the front office the next day, indicating the reason for the absence. Parents will receive a phone call, text, and/or email if the school has not received notification that a student will be absent.

**Make Up Work:** Students are responsible for making up work missed due to an absence. Students have two days for the first day missed and one day for each additional day. Students absent for school-related activities are required to get assignments done when they are due.

**Absences and Extracurricular Activities:** Academic learning is the primary reason for attending school. Although extracurricular activities are important, activities play a secondary role in education. Therefore, any student participating in extracurricular events, practices, or rehearsals should be in school for the entire day to be involved in extracurricular activities that day. If a student is often missing classes before or after events, the administration may treat this as a discipline problem and act, which could include suspending or removing the student from the activity. Should a student miss all or part of a school day for health reasons requiring medical attention (other than routine dental or vision appointments), that student must provide a signed written release stating the student may participate in activities on that day. Failure to produce such a release will result in the student being ineligible to participate in any extracurricular activities held that day.

**Leaving School Grounds:** Students will not be able to leave school grounds without prior arrangements made with administration. Students will not be released from school grounds during school hours without written permission or a phone call from the parent and approval from administration. During lunch hour, students are asked to eat lunch at school, bring their own lunch, or a parent may pick them up and sign them out for lunch.

**Excessive Absences:** A student is limited to a total of ten absences per class per semester. Any absence beyond ten will be marked as unexcused unless accompanied by applicable documentation.

To inform parents of excessive absences:

1. A letter will be sent on the sixth absence of the semester.
2. A second letter will be sent on the ninth absence of the semester.
3. A final letter requesting a meeting with administration and the school resource officer will be sent on the tenth absence of the semester to review attendance, develop an intervention plan to avoid further absences, and determine if there was a truancy violation under NDCC 15.1-20.02.1(3).

The only exceptions to the above absence limit are school-sponsored activities, in-school suspension, and absences with applicable documentation stating the specific time that the student was not able to be in school. Unusual situations or exceptions will be considered by the administration.

If a student becomes habitually absent or there is concern for the child's educational well-being, administration may file a Report of Suspected Child Abuse or Neglect with Social Services for appropriate action.

**Truancy** is any unexcused absence by a student under the age of 16 to include: Three (3) consecutive unexcused days within a semester; or Six (6) one-half unexcused days within a semester (elementary school); or Twenty-one (21) unexcused class hours, as defined by each local education authority (LEA).

## **BEHAVIOR**

Students are responsible for their own behavior. Conduct that impedes teaching or learning and conduct that threatens the security, comfort or welfare of others will not be tolerated. This policy applies to any school related activity, class, noon hour, extra-curricular activities, bus riding, any other instructional or activities sponsored by or associated with the Wing Public School.

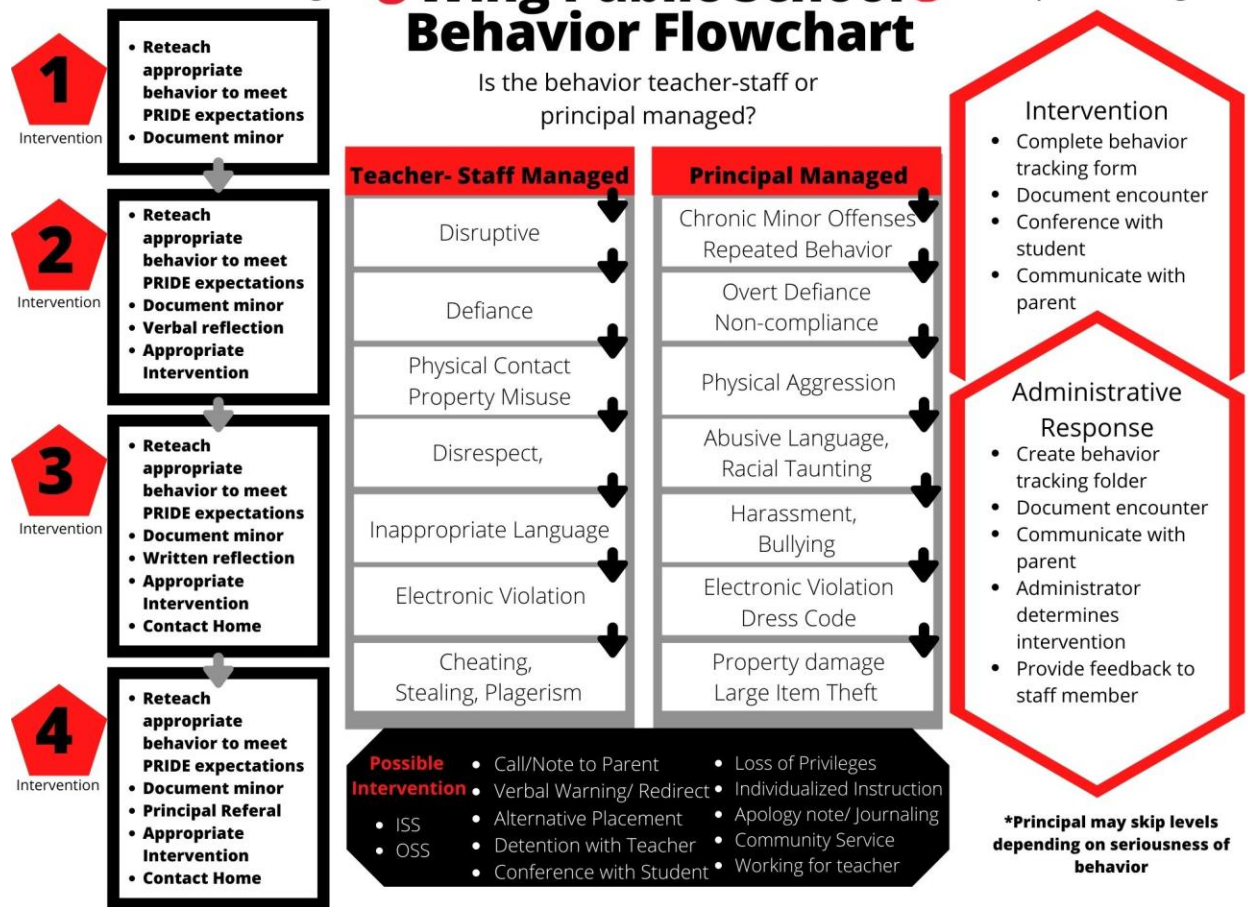
### **Wing Public School Behavior Management Process:**

Behaviors are defined as minor and major incidents. If a student has a major incident, administrative action in the form of a conduct referral and consequence may be given immediately, depending on the situation. To include but not limited to:

- Insubordination or defiance to school staff.
- Use of alcohol, tobacco or other illegal drugs.
- Causing or threatening physical harm to others.
- Repeated disruptive behavior in classes or during the school day.
- Chronic tardiness or truancy.
- Destruction or theft of school property or the property of persons within the school.
- Unauthorized entry into the school.
- Any other willful misconduct which disrupts the rights or access of others to an education.

Teacher-Staff Managed  **Wing Public School**  Principal Managed

# Behavior Flowchart



**Suspension:** Suspension is removal from class for a specified period of time, not to exceed ten school days in one occurrence.

**In-school suspension** is served in school during the school day.

- Students on in-school suspension must do schoolwork during detention and will be responsible for completing any work missed or assigned during the detention.
- Credit will be received for work done.
- Students will not be counted as absent.
- Students will not be allowed to participate in extracurricular practices, activities, and events.
- Students will be required to take all final exams if applicable to grade level.

**Out-of-school suspension** is served outside of school.

- Students will be counted absent for time on suspension.
- Students will be expected to make up their work.
- Students will receive credit for work made up.
- Students will not participate in extracurricular practices or events or be allowed on school grounds while on suspension.

**Expulsion:** **Expulsion** is removal of a student from attendance for the remainder of the school term (term is defined as the semester).

- Expulsion may be done only by the Wing School Board, after the recommendation by the school administration.
- Expulsion proceedings will follow all due process requirements legally established within the State of North Dakota.
- Students expelled are not students of the school while under expulsion and may not participate in any of the school's curricular or extracurricular programs or activities.

## **BOOKS**

Books of all types, either classroom or library, should always be treated with respect. The student is responsible for the books issued to him/her. Books must be returned in good condition except for normal wear. There should be no writing in books. **The students will be responsible for replacement costs of the book if a book is damaged or lost and not returned by the end of the school year.**

**Library Books** – The school library staff will outline the procedures to use in checking out library books. When a library book is checked out, the student is responsible for seeing that the book is brought back, and that the book is properly checked in by the procedure that has been set.

**Textbooks** – Textbooks are issued by number to each student at the beginning of the year and will be collected at the end of the semester or school year.

## **BUS TRAVEL**

Students are to wait until the classroom teacher releases them before they depart. Students must walk to the bus in an orderly manner. During winter months, students riding a bus must have in their possession a coat, hat, gloves, and boots. Students may not be allowed on the bus without proper clothing.

Students are to remain seated while the bus is in motion. Students are under the supervision of the bus driver when on the bus and are expected to always comply with his/her instructions. The bus drivers will notify the principal of any cases where students are causing a problem or causing confusion on the buses.

If you are not going to ride home on the bus in the evening, you are to go out and inform the bus driver, so he/she does not wait for you. If non-bus students are going home with a bus student, the parents of both students must contact the school.

Wing School District provides transportation for the convenience and safety of our students. To avoid disciplinary measures, students must behave in a responsible manner while as a passenger in a school vehicle. Students may not move about or do anything that could endanger other riders, distract the driver or cause problems of any sort. Students must respect the driver's authority and the rights of other riders.

**Bus Discipline:**

First Offense: Warning

Second Offense: Parent Contact, Administration informed

Third Offense: School Disciplinary Action, Parent Contact

Fourth Offense: Suspension from the bus for an amount of time determined by administration.

**The district reserves the right to deny bus service to any students for disciplinary or safety reasons on a temporary or permanent basis.**

Busing to activities – Students participating in out-of-town, school-sponsored events OR riding to an event on transportation provided by the Wing Public School District shall ride to and from the event on transportation provided by the school.

Students on school-sponsored trips must return with the group unless the student's parent/guardian picks up the student and signs a release or provides written permission to the group's supervisor, designating another adult with whom the student may ride. Any written permission for a student to ride with an adult other than the student's parent/guardian must be given to the group's supervisor prior to departing from the event or activity.

The school personnel supervising the event have the discretion to deny the request and require the student to ride home on transportation provided by the school.

It is the expectation of the coaching staff, and the Athletic Director that all students ride to and from events with the team. The unity and cohesiveness that is achieved through riding to and from events cannot be overlooked.

**CARE OF PROPERTY**

Desks, books, and all other school equipment that are loaned to students are school property. Any damage done to such articles will be assessed against the borrower. Every student should do his/her best to help keep the building clean. Wastebaskets are provided for all wastepaper and refuse. Do not mark or deface the buildings, walls, or school furniture.

## **CELEBRATIONS**

The principal must approve special in-school class parties.

## **CHAIN OF COMMAND**

Communication is a key to any organization's success. Communication requires openly discussing concerns, complaints, or other issues through the proper channels. Parents, students, and employees must follow a clear chain of command to facilitate communication and ensure amicable relationships within this school. The chain of command for requests, complaints, etc. is: 1. The other person involved, 2. The principal, 3. The superintendent, 4. The School Board President. Please follow these steps to ensure a successful school year.

## **CLASS SCHEDULE CHANGES (JH and HS Only)**

Students will have one week at the beginning of the school year to change class schedules. Students beginning a class at the start of the second semester will have one week to change their class schedule only for classes beginning the second semester. All schedule changes must be made through the principal.

\*Online and ITV classes are under the direction of Great Western Network and/or CRACTC and may not be changed after spring registration.

## **CLOSED CAMPUS**

Students in grades PK-11 shall not be permitted to leave the school during the school day except upon written request signed by the parent or guardian.

Students in grades 9-12 may have an open campus during semester finals only if the Superintendent deems it appropriate. Students are not permitted to drive during this time, unless approved by the administration. Students in grade 6-8 may have limited open campus set by administration.

## **SCHOOL ISSUED COMPUTER TECHNOLOGY (All Students)**

\*\*See Appendix - Technology Acceptable Use Policy

**Violations:** policy will at a minimum result in the following disciplinary consequences for students:

### First offense (Level I)

- a. Loss of device and Internet privileges for up to but not to exceed one week.
- b. Parents contacted.

### Second offense (Level II)

- a. Loss of device and Internet privileges for up to but not to exceed one month.
- b. Parents contacted.

### Third offense (Level III)

- a. Loss of device and Internet privileges for up to but not to exceed one school year.
- b. Parents contacted.

A student may be subject to Level II or Level III disciplinary action on his/her first or second offense if administration deems this necessary based on the severity of the offense.

**Students are required to have school technology with them and charged for every class.**

Consequences for offenses beyond three will be decided by the administration.

## **CONDUCT OF STUDENTS ON THE SCHOOL PREMISES**

Student conduct should be courteous and helpful to all and should reflect positively on the students, their class, and their school.

Conduct in school that shows disrespect for supervisors or causes disturbances in classes that affect the work of the individual student, teacher, or other students is not permitted and will lead to disciplinary action, which may include a conference with the student, parent, teacher, and administration.

### **Inside the Building**

- Students will conduct themselves in an orderly manner so as not to disturb other classes in session.
- Students are not to loiter around in the halls or to chase back and forth from one room to the next.
- Students are not to loiter around in the bathrooms and should use these facilities only for the purpose designed.
- Students are not to go to other rooms during class times without making prior arrangements with the instructor(s).

### **Lunchroom**

Students are expected to always conduct themselves in an orderly manner. The procedures outlined by the teachers and principal are to be followed.

### **Playground**

Recess equipment must be checked out with the recess supervisor or classroom teacher. The student or students who take an item outside are responsible to see that it is returned. Any item of equipment lost from a room will not be replaced during the same school year.

- There is to be no tackle football, fighting, or activity so rough that there is extreme danger of someone being hurt.
- There is to be no rock, tire chip, or snowball throwing on the school grounds at any time.
- When the bell rings at the end of a recess period, students are to line up quickly. Students will come into the building quietly so as not to disturb other classes in session.

- Students are encouraged and expected to go outside for the fresh air and exercise during times when the weather permits. Please dress accordingly.
- Students are directed to use playground equipment in the way intended by design. All use that puts a student at risk of injury is prohibited.
- There is to be no writing on the sidewalks or school buildings.
- There should be no one on the playground from 8:00-3:30, without appropriate supervision.
- Students are not to inappropriately climb, Example; fences, trees.
- All equipment is to be used as designed.

#### **Appropriate Gear Guidelines:**

- Above 30 degrees: Recommendations for appropriate dress will be given daily.
- Below 30 degrees: coat, snow pants, hat, and gloves.
- Precipitation on the ground (including mud): boots are required.
- Students who come without boots will be limited to a dry play area.

**Winter Dress** – Overshoes or snow boots will be required by all students when the playground becomes muddy or during the snowfall season. Students not having proper boots will not be allowed to fully participate in recess. They will be limited to a dry play area. In addition, it is recommended that students have proper snow pants, coat, stocking hat, and gloves. Elementary students will go outside for recess, weather permitting. If the “feels like temperature” or real temperature is at or below -15F (either wind chill or actual temperature), students will be kept indoors for recess. Other situations will be at the discretion of administration.

#### **School Events**

Students are encouraged to take part in all school activities but must display respect for the rights of others as well as for the property and buildings in which they attend school, as well as school functions. Any students causing a disturbance or bothering other people with their behavior will be asked to leave. Incidents, which would lead to a dismissal, would be as follows:

- Unnecessary running on bleachers.
- Loitering in hallways.
- Fighting or wrestling.
- Throwing items, caps, scarves, mittens, etc.
- Running in and out of the gym or in the hallways while the game is in progress is not allowed.

Students will be sent home if they are not following the rules. Repeated occurrences will require disciplinary action, which may include a suspension from attending school events or activities.

## **DANCES**

Dances must be approved in advance by the administration.

- Dances must be held in the school building.
- Dances must be chaperoned by adults who have been approved by the administration.
- School doors will be locked 30 minutes after the dance begins.
- Upon the locking of the school doors, Students will not be allowed entry unless the administration has given prior approval.
- Students who leave the building after the doors have been locked will not be allowed re-entry to the dance.
- Students may bring guests. The age of the guest is not to exceed 19 years of age without prior approval from the administration.
- Guests must be registered with the administration prior to the night of the dance.
- Guests must be accompanied by a Wing student to attend the dance.
- Students suspected of consuming alcohol or other controlled substances will be denied entry to the dance and may be referred to legal authorities and subject to further school disciplinary action.

## **DISMISSAL TIME**

When school is dismissed, students are encouraged to go home immediately per arrangements made with parents. Students are not to linger in the school building fifteen minutes after dismissal, unless they are at school for a specific purpose, and are supervised by a staff member. Parents will be responsible for notifying the school if your student has an alternative plan for dismissal.

## **DRESS CODE**

Parents and students should use good judgment in determining appropriate dress and grooming, in accordance with the age and grade of the student. However, the School District through the administration reserves the right to establish minimal standards of appearance. Areas of concern include clothing with pictures, captions or print referring to alcohol, drugs, tobacco, or sexual innuendo. Such apparel will not be allowed in school during the day or any school event.

If a staff member deems clothing or appearance inappropriate, they are to refer the student to administration.

## **DUAL CREDIT COURSES: (HS Students)**

Students may take college level courses for high school credit according to state and district guidelines.

- Students taking such courses will be responsible for their own tuition, fees, books, and other costs related to the course. (Note: Dual credit courses taken via the Great Western Network will be covered by the reimbursement policy of the Great Western Network.)

- Such courses must be taken from a fully accredited institution.
- Permission to take dual credit courses must be obtained in advance from the principal.
- Students leaving Wing School to take such courses are responsible for their own transportation.
- Students and their parent/guardian assume all liability for the students' welfare while away from Wing High School.
- Students will follow all Wing Public School rules while away from Wing High School.
- The decision whether to grant credit for any dual credit courses taken rests solely with the Wing Public School Board of Education, acting upon the recommendation of the administration.

### **EARLY DISMISSAL / INCLEMENT WEATHER**

If the school should have to dismiss early due to weather or mechanical problems, notice will be announced via the Instant Alert notification. Announcements will also be made on Facebook and on the school website. KFYZ and KX News may also be used to broadcast school dismissals and cancellations. To ensure you receive these notifications, please notify the office immediately if changes to your contact information occur throughout the school year. Please direct all questions and concerns regarding school notifications to the school office.

Please discuss with your child the procedures they should follow, where they should go, and who will be responsible for them should we need to dismiss early. Storm home information will be required for all rural students.

### **EARLY GRADUATION (HS students)**

A student wishing to graduate early must apply for early graduation with the approval of his/her parents to the school administration at least 2 full semesters before the proposed graduation date. A suitable reason for early graduation must be given. The acceptable reasons are early entrance into a college or trade school, on-the-job training, military service, or work.

*To qualify for early graduation students must:*

1. Hold at least a 3.0 GPA.
2. Be able to satisfy all high school credit requirements prior to the proposed graduation date.
3. Complete at least 6 semesters of high school attendance prior to the proposed graduation date.

### **Procedure for application:**

If the student meets the above requirements, the student will submit a written request for early graduation to the principal. The request must contain a statement of endorsement and the signatures of the parents or legal guardian and must clearly express the reasons for the request and layout the coursework to be done.

After a complete evaluation of the request, the principal will forward recommendations to the Superintendent for approval or denial.

Students must complete the minimum number of credits required for graduation set forth in the student handbook. All credits must be completed by the early graduation date.

*Upon Approval:*

If the student meets all of the above early graduation requirements at the end of his/her junior year, he/she may graduate and receive a diploma with that year's graduating class.

If a student meets the graduation requirements at the end of the first semester of his/her Senior year, that student will have to wait until the date of commencement exercises to receive his/her diploma.

Students will be included in class rank for scholarship purposes and are eligible to be an honor student but are not able to obtain Valedictorian or Salutatorian status for the graduation commencement ceremony.

Students are not eligible for senior privileges if graduating their 3<sup>rd</sup> year (junior) of high school.

Students graduating before their 4<sup>th</sup> year of high school will be invited to participate in graduation events of their graduating year.

Students who graduate their 3<sup>rd</sup> year of high school will not be eligible to attend senior events after receiving a diploma.

## **ELECTRONIC DEVICES**

Personal use of devices (such as iPods, computers, cell phones, etc.) will be prohibited at school during instructional time unless such use is for a clearly defined educational purpose with the permission of the classroom teacher. Violations will be dealt with as follows:

First Occurrence- Teacher will warn student and tell them to put their device away.

Second Occurrence- The student will turn in the device to administration. The student may pick it up at the end of the day.

Third Occurrence- The student will turn in the device to administration. Parent Contact will be made before the device is returned. Students may be required to turn in the device to the office daily for an extended period of time.

Fourth Occurrence- The student will turn in the device to administration, and the student is subject to further disciplinary action that may include suspension. Parent/Guardian will need to make arrangements with the administration to pick up the device.

## **ELIGIBILITY**

In addition to meeting all rules and regulations as set by the North Dakota High School Activities Association, students must also comply with local requirements. Any student in grade 7-12 who receives one or more failing grades in any course work will be academically ineligible for interscholastic competition for a period of one week. Any student in grades 4-6 who is earning a failing grade in any course work will be academically ineligible for interscholastic competition for a period of one week.

Eligibility will be reviewed on Wednesday each week and will be enforced after the first three weeks of a new semester. Eligibility is cumulative to the end of each nine-week grading period. Enrollment in school for three periods is required for a student to participate in an interscholastic contest of that day. Situations may make it possible to participate if arrangements are made in advance with the principal/assistant principal and athletic director. Semester ineligibility will follow the NDHSAA guidelines.

**Participation Rules:** An ineligible student may not participate with an organization and may not miss any class time for travel.

## **EMERGENCY DRILLS**

Fire and tornado drills will be held as weather permits. Students and teachers shall proceed to the designated exits as posted in each room for fire drills. The building should be evacuated quickly, but do not run or panic. The first people to the exit doors shall hold the doors open for all others and then join the others away from the building. The fire alarm system will be used for fire drills.

For tornado drills, students and teachers shall proceed to the designated areas hunch down and cover the head until the all-clear signal is given. The intercom system will be used to announce tornado drills.

## **ENGLISH LEARNER**

The Wing School District shall provide English Learner (EL) instruction to students who are identified as needing such services. Parents or guardians of an EL student(s) shall be notified upon identification of the student's needs. If you would like more information about the EL program for Wing Public School call 701-943-2319.

## **EXTRA CURRICULAR ACTIVITIES**

To provide a well-rounded educational environment for our students we provide various activities for students. Students participating in athletic activities in grades 4-6 will be obligated to meet the North Dakota High School Activities Association participation guidelines as set for Jr. High students.

Other Activity Regulations – Students must be present on the day of an event such as a practice, ball game, concert, etc. to participate in that event. A student who is too ill to be in school will be considered too ill to take part in the event, unless a written medical excuse from a physician is provided.

## **FITNESS ROOM (JH and HS Students)**

Students only have access to the weight room under the following conditions:

- During the school day (8:00 AM-3:45 PM) **with an approved adult supervisor.**
- Before and after school hours, a parent/guardian and/or a coach must be present.
- The weight room will be closed until you request to have it opened, and a supervisor is present.
- Proper lifting techniques must be used at all times.
- Signing in and out of the facilities is required including time of day and date.

## **FOOD SERVICE PROGRAM**

The school secretary is the director of the school food service program. All meals are to be purchased from the secretary in the office. Please make the check payable to: Wing Public School. **Meals are to be paid for in advance.**

Parents are encouraged to apply for free or reduced meals. The application form is available in the school office and on the school website. The form must be completed and returned to the school office. The income guidelines are on the form. Patrons are encouraged to utilize this program. The school district qualifies for reimbursement from the federal government for these meals. This is also part of the criteria used by the State Department of Education in determining federal grant funds for the Wing School. The greater the need, the more federal funds the district may receive for our school.

## **FOREIGN EXCHANGE STUDENTS (High School)**

Wing High School will accept a maximum of 2 foreign exchange students per school year. Foreign exchange students will be of junior class level and will not be eligible to receive a diploma from Wing Public School. All foreign exchange students accepted by Wing Public School must be sponsored by an exchange program which is approved by the North Dakota High School Activities Association.

## **GRADE STATUS & CREDITS (HS School Students)**

Grade status for high school students will be determined by academic credits earned rather than number of years of attendance. Students must enroll in at least 6 credits per academic semester, unless there are extenuating circumstances provided by law or by special arrangement.

## **CLASS STATUS**

Since graduation depends on how many credits a student has earned rather than how many years, he/she has been in school, a student's class designation is determined by counting the number of credits the student has earned at the beginning of each school year.

The following guidelines will be used:

- 0 – 6 credits – Freshman
- >6 – 12 credits – Sophomore
- >12 – 18 credits – Junior
- >18 – 24 credits - Senior

### High School Class Registration

Each student registering shall be required to take seven (7) courses and may include physical education and a study hall, if the schedule allows.

### Elective Courses

Students are to elect a minimum of nine (9) units of work in line with their interests and abilities. Music carries a maximum of two (2) units of credit and physical education a maximum of one (1) unit of credit that may be applied toward graduation.

### Homebound Program

Wing High School provides homebound instruction for students who, because of serious illness, an accident, or other justifiable reasons, cannot attend regular classroom instruction. The following criteria will be used to determine pupil eligibility:

- a. A physician's written statement including the diagnosis and prognosis of the existing condition.
- b. Parental request for homebound services. The student and parent or guardian will be required to sign a contract before the student enters the homebound program.

## **GRADING**

Students will receive numerical (percentage) grades on their report cards. The grading scale and honor points earned for a full credit are:

<u>Grade Range</u>	
A	92-100
B	83-91
C	74-82
D	65-73
F	64 & Below

In addition, the following marks may appear on mid-term reports, report cards, and transcripts.

**I:** incomplete, may be given at the end of a grading period by an instructor when a student has make up work outstanding as the result of an absence. In the absence of extenuating circumstances, an incomplete will convert to a FAILING GRADE two weeks after the end of the grading period if the make-up work is not completed.

**F:** no credit, given when a student fails to earn credit due to exceeding absence limits.

## **Honor Students**

Any graduating student with a 3.30 cumulative GPA at the end of their 1<sup>st</sup> semester of senior year will be designated as an honor student.

While school marks are important in the promotion of pupils, they are only one of many factors to be regarded in special classes. Other factors may be mental age, health and soundness of body, physical maturity, social maturity, opportunity to improve, and effort.

### Valedictorian and Salutatorian

At the end of the 1st semester of a student's senior year, the senior with the highest cumulative GPA will be valedictorian, and the senior with the second highest will be salutatorian. If two or more students have the same GPA rounded to the hundredth, the tie will not be broken. To be eligible to be valedictorian or salutatorian, a transfer student must be enrolled at Wing High School for four consecutive semesters. If no student within the senior class qualifies as an honor student, no valedictorian or salutatorian will be named.

## **HONOR ROLL**

The honor roll will be completed at the end of the semester. There will be an A honor roll and a B honor roll. To qualify for the A honor roll students must hold a 3.5 GPA and not have any F's. For students to be on the B honor roll they must have a 3.0 and not have any F's.

## **RETENTION**

It is the recommendation of the administration and School Board that the time for students to repeat a grade-if such is necessary-is generally in grades PK, K, 1, 2, or 3. Students shall not be retained more than two times during their first eight years.

A Junior High student who fails more than 2 classes in a semester will be considered for retention or recovery classes in order to promote success in high school. A determination meeting between the administration, teachers, and parents will take place.

If it is determined that a student is not meeting proficiency levels in a course or grade, the parent/guardian will be contacted. If a student does not meet grade level or course requirements, the letter grade will reflect this concern. If a student is at risk of not meeting course or grade level requirements, the parents or guardians and the principal will be notified.

## **GRADUATION REQUIREMENTS (HS Students)**

***24 credits are required for graduation, see ND Century Code & WPS Policy for specific information.***

- 4 credits English Language Arts
- 3 credits Math
- 3 credits Science
- 3 credits Social Studies
- 1 credit in Physical Education
- 3 credits cumulative from:
  - CTE
  - Foreign Language
  - Fine Arts (music and ITV art classes)
- 7 additional credits

## **HALL PRIVILEGES**

Students may not leave a class or study hall without permission from the teacher or supervisor in charge. Prior to leaving the building during the school day, students must sign out in the office and have parent approval.

## **ILLNESS**

Please notify the school by 8:00 a.m. if your child will not be attending school. For student safety, the parent/guardian will receive a phone call, text, and/or email if the school does not receive prior notification of a student absence from a parent/guardian.

**Students Becoming Ill in School** – If a student becomes ill in school, he/she should notify the teacher. Do not leave and go home without permission from your teacher, the principal, or the office.

A student should be sent home, or stay home, in the onset of the following symptoms:

- Fever of 100 degrees or higher. The child should be fever free without the aid of fever reducing medication for at least 24 hours.
- Diarrhea: runny, watery stools, or 2 or more loose stools within 4 hours
- Vomiting: 2 or more times in a 24-hour period. Please do not bring your child if they have vomited during the night.
- Pink eye: child needs to have a doctor's note recommending they can rejoin class.
- COMMUNICABLE DISEASES: Students with a communicable disease shall be sent home from school and shall not be readmitted without a physician's written statement that the child is free from contagion.

If a student has shown any of these symptoms, they should remain at home until they have been symptom free for 24 hours.

Parents are allowed to request limited activity for their child, for up to two days, due to illness. Thereafter, the students must have a written doctor's excuse to continue only participating in limited activities.

### **Limited Activity**

- Recess limitation – either outside with no participation, or no recess at all.
- PE – participation limited to only those activities that are not physically demanding as determined by the teacher and/or principal/assistant principal.

## **INDEPENDENT STUDY CLASSES (HS students)**

Students at Wing High School are allowed to take independent study offered by the North Dakota Department of Independent Study. Credits earned in such a manner will be added to the student's Wing High School transcript. These classes will be used to meet graduation and yearly class requirements for electives under the following guidelines:

- Classes offered by Wing High School, ITV, or Great Western Network, may not be taken by independent study.
- Each student must attend a minimum of four courses offered by Wing High School and meet the required number of credits per semester as outlined in the student handbook. Students must be registered for a total of 6 classes unless approved by the principal and superintendent.
- A student must complete and send the independent study enrollment forms at least two weeks prior to the beginning of each semester to ensure the student has the necessary materials at the start of the semester.
- A student must complete the independent study course within the timeline set by the principal.
- Students wishing to take independent study classes as outlined in this policy must receive approval by the principal.
- Any exception to the above policy will be considered by the curriculum committee.

**Note: Dual credit courses will be considered on an individual basis by school district administration. Pass/fail classes are not calculated in the students Grade Point Average.**

\*\*\*\*Students must complete each class in the semester of registration and be supervised during the period on campus.

## **INJURIES**

Students who are injured in school should report the injury to the teacher in charge or to the school office. Inquiries regarding insurance coverage should be made to the school business manager.

## **INVITATIONS (Elementary Only)**

The Wing Elementary School asks that students not distribute invitations at school; unless they are inviting all members of their classroom to the event. This is done to limit feelings of exclusion among students who do not receive invitations.

## **ITV CLASSES**

Students must receive approval from the principal to enroll in courses through ITV. The student must also have the demeanor to have the discipline necessary to be self-directed. Due to the cost of ITV courses to the school district it is necessary that a student be positive that they will enroll in the course if they pre-register for the course. If a student drops a pre-registration request for an ITV course, the student may not be able to enroll in any dual credit or ITV courses in the future.

The sole purpose of the Interactive Television System (ITV) is to allow students to receive classes that would not otherwise be possible. For ITV to operate successfully, it is essential that each school and its students cooperate in a positive manner. Students who are enrolled in ITV classes will be given a copy of the Student Discipline Policy. This policy will be signed by the student and his/her parents and returned to the principal. The Student Discipline Policy outlines the significant concerns and expectations of ITV students.

In addition, cooperation and understanding of the following items will be necessary:

- Students are not to be called out of the ITV room or leave the room for any reason other than an emergency. Only students enrolled in an ITV class are to be in the ITV classroom unless arrangements have been made with the building principal.
- If a student is absent from class, it is his/her responsibility to see that the class gets videotaped and that the work is made up.
- Cheating will not be tolerated. All notebooks, books, and materials must be put away during testing time.
  - If any student is observed to have these items accessible during a test, it is sufficient evidence of cheating and a grade of zero will be given.
  - Many people from around the state observe the ITV system daily. Students will not embarrass themselves or their school by inappropriate actions and language in the ITV classroom.
- The sending teacher will work with the building principal when dealing with eligibility, midterm reports, and other grades.
- ITV equipment is very sensitive. Only those students who have been trained to adjust volumes, channels, and cameras will be allowed to do so.

## **GREAT WESTERN NETWORK STUDENT DISCIPLINE POLICY**

The Great Western Network schools are proud and excited to offer our students a means of furthering their education. Two-way Interactive Television is a means for school districts to provide low-incidence courses that may not usually be available to students because of low enrollment or lack of qualified personnel. Because of the uniqueness of this technology, specific standards are expected of students enrolling in these courses. This policy is intended to make both students and parents aware of the standards expected of students enrolling in such courses.

As a student taking ITV courses, I am aware that:

- Certain standards are expected of me as a student and insubordination of any kind will not be tolerated.
- Insubordination has been defined as anything that interferes with teaching or learning in the classroom.  
Inappropriate language or gestures will not be tolerated.
- Because of the technology, anything I do in the classroom can be taped.
- Classroom procedures must be followed
- Students must always sit within camera view.
- Students must not mishandle the classroom equipment.
- Students must follow all other rules as specified by the teacher.
- Texting and/or use of cell phones and other mobile devices are not allowed unless approved by the teacher. The following procedures will be followed for students who cannot follow the above-listed rules:

First Offense: The student will be given a verbal warning and told that his/her parents will be notified by letter of the infraction. The classroom teacher will send a letter to the parents. A copy of the letter will be sent to the student's principal.

Second Offense: The student will be removed from the class, and a conference with the parents, administrator, teacher, and student will be held before allowing the student to return to class.

Third Offense: The student will be removed from the class and receive a failing grade for the semester. A building administrator and/or the ITV Director are also authorized to discipline ITV students as described above.

All ITV classes must be taken on campus during a designated period.

### **LATE WORK POLICY(JH & HS)**

Research proves that timely teacher feedback, of which grading is an integral component, is positively correlated to student learning and success. For grades 6-12, reporting periods are one semester in length. Students and parents/guardians can access grades via Power School. It is the student's responsibility to maintain a passing percentage or have the necessary points to guarantee a final grade. It is the responsibility of the teacher to maintain grades in a timely manner. Grades will be updated in Power School no less than once per week per class. Teachers will set due dates for their classroom work. Students are expected to complete and turn in all classroom work on or before their due date(s). If a student does not turn in an assignment by the due date, it is considered late; once an assignment is late, they may earn a 0 at the teacher's discretion. If an assignment is late, students are still expected to complete and turn in the assignment. If the assignment is less than one week late, students will have the opportunity to earn full credit for the assignment. If the assignment is over a week, work will be accepted and graded at the discretion of the

teacher. Exceptions may be allowed for emergency situations. These situations must be reported to the appropriate teacher as soon as possible. If a student is on an individual education plan (IEP), 504, health plan, or other modified health plan the designated grading practices will be followed accordingly. Students found cheating or coping on any assignment may be given a 0. If a student is caught copying, any teacher has the right to confiscate the work. The student(s) and copied work will be presented to the appropriate teacher. Please refer to the appropriate sections for absences and missing school due to school events or activities.

### **LATE WORK POLICY (Elementary)**

Individual educators will create and implement their own late work policies. Parents/guardians will be notified at the beginning of the school year of the late work policy.

### **LIBRARY**

The library/media center is the learning center of the school system. The school system exists to serve student needs, and students need the resources of the library/media center. Students should use the library as a vital learning resource. Students must also recognize the library as a place serving the needs of many and should conduct themselves properly while using the library.

The school administration oversees the management of the library. Students will be permitted to sign out from study hall or classroom to the library for research work, library reading, or computer use (if the library is supervised, and authorized by a teacher).

Library privileges may be denied if a student does not comply with library rules and regulations.

### **LOCKERS (JH and HS students)**

A locker will be assigned to each student at the beginning of the school year. The student is responsible for the locker's care and cleanliness. The student will be responsible for the costs of any damage that occurs to the locker while it is assigned to that student. Students may furnish their own lock if desired. The combination or an extra key needs to be handed in to the office.

Lockers are the property of Wing Public School. Lockers may be searched by school administration any time that circumstances justify such a search with or without students' knowledge or permission.

### **LYCEUMS**

Student attendance at all lyceums is required. The utmost courtesy shall be afforded the presenter and quiet and order shall prevail.

## **MEDICINE – DISPENSING TO STUDENTS**

The Wing Public School may assist in dispensing non-prescription medicines during regular school hours (8:20 AM -3:15 PM), upon written approval of the parent or guardian. Non-prescription medication must be brought to school in a sealed container. **If your child uses an inhaler or has asthma, please notify the office so that an Asthma Action Card (AAC) can be completed and kept on file.** Completion of the AAC may allow the child to carry the inhaler throughout the day.

The Wing Public School may assist in the dispensing of prescription medicines during regular school hours (8:20 AM – 3:15 PM), upon written approval of the parent or guardian. Written approval must be given using the Medication Permission Form. This form can be obtained at the office. Medications must be in their original container and will not be dispensed beyond the effective date of the prescription. Parents must provide consent for each medication provided.

The written approval must be on file with the school before the staff member may dispense any medicine. Staff members are limited to providing assistance or supervision in administering prescribed or non-prescribed medications and in no case should a staff member recommend or prescribe medicine to a student or require medication for a student.

The Wing Public School will not dispense prescription or non-prescription medicines after school hours during practices or events. All medications must be hand delivered by a parent or guardian to the school office. The office will ensure that the appropriate forms are complete, that the medication has not expired, that the medication is appropriately labeled, and that all provisions of school policy are complying before accepting medication from the parent or guardian.

## **MOTOR VEHICLES (HS Students)**

Students may not ride or operate motor vehicles during the school day, except for senior privileges, as allowed.

If a student must drive, that student's parent/guardian must notify the office with a note or telephone call to the principal stating the reason for driving and giving permission for the student to drive. Students may not sit in their vehicles during the day.

## **NATIONAL HONOR SOCIETY (JH and HS Students)**

To be eligible for membership in the National Honor Society a student shall have spent at least one full semester at Wing High School and shall be a member of the Sophomore, Junior, or Senior Class. To be eligible for membership in the National Junior Honor Society a student shall have spent at least one full semester at Wing Junior High School and shall be in the sixth, seventh, eighth, or ninth grade class. Candidates eligible for selection shall have a cumulative grade point average of 3.5 on a 4.0 scale. All students who can rise in scholarship to or above this standard shall be candidates for selection of membership. Their eligibility shall then be considered on the basis of their service to the school, their leadership ability, and their desirable character as determined by a committee.

## **NEWS AND ANNOUNCEMENTS**

School news and announcements can be found on the school website, <https://www.wing.k12.nd.us/> and on the Wing School Facebook page.

## **ONLINE COURSES**

Students in grades 9-12 may take online courses offered through the North Dakota Center for Distance Education with approval from the principal. The tuition for the course is paid for by the district. If the student does not earn at least a C for the final semester grade, the parent/guardian of said student will reimburse the school for the cost of the tuition. If a student receives a final semester grade below a C, the student may not be allowed to take an online course in the future. It will be up to the principal whether the student will be allowed to take another online class at the cost of the school.

Online classes may not be dropped once enrolled outside of the class change window determined by the principal. If classes are dropped within this window, the school will not be charged. If a student drops a class outside of the window, the parents/guardian of the student will reimburse the district for the cost of the tuition. All online classes must be taken on campus during a designated period.

## **PHYSICAL EXAMINATIONS**

The NDHSAA requires students to pass an annual physical examination prior to student participation in both interscholastic athletic competitions and practices.

## **PRESCHOOL**

Clothing - Play clothes are best for preschool. Comfortable, sturdy, washable clothing permits children the necessary freedom to participate in all activities without undue concern for spills or rips. Please ensure they have gym shoes to be left at school. Velcro is highly suggested.

Potty Training - We do REQUIRE that your child be potty trained prior to coming to preschool unless there is a medical reason, or the child is on an Individualized Education Plan. If this is the case, we require a doctor's letter explaining this condition.

## **PROM/WINTER FORMAL**

In order to attend prom and winter formal, students must be enrolled in ninth grade and not exceed the age of nineteen. Exceptions may be considered at the discretion of the administration.

## **SCHEDULE**

The Wing School operates on the following schedule:

<b>Elementary</b>		<b>High School</b>	<b>Time</b>
		<b>Early Bird</b>	7:30 -8:19
<b>Morning Play</b>	8:00-8:20	<b>1st</b>	8:20-9:16
<b>School Starts</b>	8:20	<b>2nd</b>	9:21-10:13
<b>Elementary Lunch</b>	11:30	<b>3rd</b>	10:16-11:10
<b>Recess</b>	12:05	<b>4th</b>	11:11-12:06
<b>Dismissal</b>	3:20	<b>5th</b>	12:30-1:27
		<b>6th</b>	1:26-2:24
		<b>7th</b>	2:21-3:20

## **SECURITY**

For the safety of our students the Wing School locks all doors of the building. Please press the button to have office staff unlock the door of the school. All visitors must enter through the front office doors and sign in at the office.

## **SEMESTER EXAMS** (Policy)

All students in grades 7 – 12 are to take finals. Semester and end of year final test will be administered in all academic classes. These tests should be designed to test a student's acquired knowledge and understanding of the class content covered during the semester. Some classes, a final project that recaps the semester may be more suitable.

Semester tests or projects will be given to all students during the last week of the semester. A schedule will be created by the high school principal with the assistance of the high school teachers. If the schedule interferes with an ITV class, the ITV class is priority, and the in-school final can be made up.

## **SENIOR PRIVILEGES**

During the year, seniors may go home during one period of non-scheduled class time, arranged with administration. For example: They may arrive in 2<sup>nd</sup> period if they do not have a first period class.

Violations of privileges will result in the loss of senior privileges. Privileges may be taken away for other infractions of school rules at the discretion of the high school principal.

For seniors to use these privileges, they must be passing each class in which they are enrolled. A weekly privilege eligibility check will be conducted by the principal.

## **STUDENT ACCIDENT NOTICE**

The Wing Public School carries limited accident insurance for students injured in extra-curricular activities, or during the school day.

**Student accident notice:** If a student is injured or ill during school hours, or extracurricular activities, the parent or guardian will be notified and determine the appropriate course of action to be taken. If a student is seriously hurt or ill and the school staff believes medical attention is needed immediately, the student will be taken to the nearest health care facility. The parent or guardian will be contacted immediately and asked to meet at the health care facility.

**Local or In-school injuries:** Should a student, in the judgment of the staff member in authority, need immediate medical attention, and should the nature of the injury make it reasonably possible to transport the student, then, in the absence of a parent or guardian, that staff member should arrange transportation of said student to a health care facility. If the nature of the injury is such that there is question on moving said student, the ambulance should be called. In either case, the parent or guardian will be notified immediately.

**Out-of-Town injuries:** Local or In-School policy applies if the local health care facility is within a reasonable distance, as determined by the injury. Otherwise, the nearest medical facility will be substituted. If treated at an out-of-town facility and the student is not referred further, but is medically released, the staff member should transport the student home, in the absence of the parent or guardian.

## **STUDENT COUNCIL (JH and HS Students)**

The Student Council will consist of students elected through the process according to the Wing Student Council By-Laws.

## **STUDENT FEES**

**Drivers Education Fee** - A fee of \$100.00 is charged to students enrolled in Drivers Education when offered through Wing Public School.

**Band Instrument Fee-** Band students electing to use an instrument owned By Wing school, which includes percussion, will be required to pay a rental fee of \$30.00 per year. If the student is utilizing an instrument from another entity, parents are responsible for fees accrued. The student will be responsible for normal maintenance and repairs and for the instrument.

## **STUDENT VISITATION POLICY**

Students not enrolled in the Wing Elementary School may visit the elementary classrooms for an amount of time agreed upon by the staff involved and the principal. All visitors must report to the office and follow the rules and regulations of the Wing School.

## **STUDY HALL**

All students must report to their study halls for attendance purposes except seniors with senior privileges. Students will not be allowed to leave the study hall for any reason until the attendance has been taken. Students may not report from the study hall to any part of the building unless permission has been granted from the study hall teacher and the teacher in which the study hall student wishes to report to. Students are expected to bring work to the study hall. During the first five minutes of study hall, students who do not bring work will be sent back to their locker for work to do during the period. This will be counted as a student's one trip out of study hall. After the first five minutes of study hall, only one student at a time will be allowed to sign out to the bathroom, office, or locker. A student will be allowed only one trip out of the study hall for any purpose. There will be no talking in the study hall without the permission of the study hall supervisor. Students must follow the rules outlined by the study hall supervisor. Any student who has a failing grade at the end of the weekly grading period will be allowed to sign out of the study hall to the bathroom and school office only.

## **SUPERVISION BY TEACHERS AND AIDES**

Emphasis is made to all students, regardless of grade level, that they are under the supervision of all teachers, instructional aides, administrators, and any other employees of the school district.

When any adult employed by the school gives instructions or makes a request, those instructions are to be followed. This is in effect anywhere in the school building, on the school grounds, or at any school function sponsored by the school district – including the activities at the high school. Failure to immediately comply will result in disciplinary action.

Playground and cafeteria supervision is provided for students, starting at 8:00 AM each school day. At that time, doors to the school will be opened, allowing entrance. Parents are strongly cautioned that entrance into the building and supervision will not be provided before this time, and arrangements should be made for your child's care until 8:00 AM. Students entering at 8:00 AM are expected to be on the playground/gym after stopping at their classroom. A bell rings at 8:20 AM, designating the time students should go to the classrooms; any students on the playground at that time are expected to report to their classroom.

## **SUPPLIES**

Each student is to provide their own personal items for use in school, such as paper, pencils, color crayons, etc. Each teacher will indicate the items that will be needed for their class. The list is located on the Wing Public School website.

## **TELEPHONE**

Students will not be called from class for telephone calls unless a call is of an emergency nature. Messages will be delivered to students outside of class time.

## **TOBACCO, ALCOHOL, and DRUGS**

(See Appendix for the Complete Wing School Board Policy)

### **1. Tobacco:**

A student shall not use or possess tobacco, or e-cigarettes, during the school year or during the season of training and non-school months. Students who violate this rule shall be suspended from participation in all North Dakota High School Activities Association (NDHSAA) and all activities sponsored by Wing Public School for the time specified below.

### **2. Alcohol:**

A student shall not consume or possess a beverage, regardless of quantity, containing alcohol during the school year or during the season of training and non-school months. Students who violate this rule shall be suspended from participation in all North Dakota High School Activities Association (NDHSAA) and all activities sponsored by Wing Public School for the time specified below.

### **3. Other Drugs:**

A student shall not use, possess, buy, sell or give away any illegal drugs, regardless of quantity, during the school year or during the season of training and non-school months.

- "Drugs" as used in this rule includes any controlled substances as defined by North Dakota's law.
- Use and possession of prescription drugs currently prescribed by the student's physician for the student's own use shall be permitted.
- Students who violate this rule shall be suspended from participation in all activities sponsored by the North Dakota High School Activities Association (NDHSAA) and all activities sponsored by Wing Public School for the time suspended below.

### **Suspension Terms:**

- First offense six-week suspension.
- Second offense eighteen-week suspension.
- Subsequent offenses in same year eighteen-week suspension.

If a student has a combination of three offenses from the violation of this policy during one school year, he/she must be evaluated by a drug/alcohol counselor before resuming participation in NDHSAA and school district sponsored activities. The cost of the evaluation must be borne by the student and /or his/her parents/guardians.

Offenses are cumulative for a twelve-month period beginning with the first offense. After a twelve-month period recording of offenses for calculating suspension times will begin again.

In the event the suspension is administered during a season when the student is not actively participating (including the summer months), the student's suspension shall be extended to include a minimum two- week or two- contest suspension (whichever is more severe) from the student's next activity.

“POSSESSION” is defined as a student knowingly and willingly possessing a beverage containing alcohol or having illegal drugs or tobacco on the student’s person.

Presence at a gathering where alcohol, tobacco, or a controlled substance is being used illegally will be regarded as possession. The administration will take into consideration whether the student was at a gathering where the student had knowledge that alcohol, tobacco or controlled substance were being illegally used, and whether the student had a reasonable opportunity to remove himself or herself from said location. Any activity award or letters will be withheld if the violation happens during the activity season.

**Due Process for Alcohol and Drug Policy:**

**Step 1:** The student will meet with the principal to discuss charges. If charges are founded, suspension will result according to this policy.

**Step 2: The** student may request a formal hearing with the principal. The student may have counsel, parents/guardians, and witnesses present at that hearing. The decision will be based upon information presented at the hearing.

**Step 3: The** students may appeal the decision from Step 2 and request a hearing with the superintendent. The student may have counsel, parents/guardians, and witnesses present at that hearing. The decision will be based upon information presented at the hearing.

**Step 4: The** student may appeal the decision from Step 3 and request a formal hearing before the Board of Education. The student may have counsel, parents/guardians, and witnesses present at that hearing. The decision will be based upon information presented at the hearing.

**VALUABLE ITEMS**

Students are advised against bringing excess money or valuable items to school and/or storing them in your desk or locker. If you have money for meals, fees, etc., please take it to the office upon your arrival at school. The school is not responsible for lost or stolen items but will make every attempt to recover missing property. The assistance and/or involvement of legal authorities may result in the case of stolen items.

**VISITORS**

It is the policy of the Wing School District that all parents and visitors to the school sign in and out in the office. It is also required that students who are leaving the school for any reason sign out and if returning, sign back in at the office. Visitors within classrooms can visit for an amount of time agreed upon by the staff involved and the principal.

**WASHING OF ATHLETIC UNIFORMS**

It is important that parents and students do not wash their uniforms with fabric softener. The fabric softener weakens the adhesive for the letters and numbers and will significantly shorten the lifespan of the uniforms.

## **WEAPONS**

The Wing Public School Board determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district.

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

Violation of this rule will require that proceedings for the suspension and/or expulsion of the student involved be initiated immediately by the principal. When a student is found to have an object that can reasonably be considered a weapon or dangerous instrument, the item will be confiscated.

### **PUBLIC NOTIFICATION NON-DISCRIMINATION POLICY**

THE WING PUBLIC SCHOOL DISTRICT NO. 1 DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, RELIGION OR HANDICAP IN ITS EDUCATIONAL PROGRAMS, ACTIVITIES, EMPLOYMENT POLICIES OR PRACTICES. INQUIRIES CONCERNING TITLE VI OF THE CIVIL RIGHT OF 1963, TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972, AND SECTION 504 OF THE REHABILITATION ACT OF 1973, MAY BE REFERRED TO THE SUPERINTENDENT, BOX 130, WING, ND