

2023-2024

# Warwick Public School Parent & Student Handbook



Reviewed by Board

**Warwick Public School**

**“Home of the Warriors”**



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**Warwick, ND 58381**

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### **Welcome**

The School Board and staff of Warwick High School are extremely proud and happy to welcome new and returning students to the Warwick Public School, “Home of the Warriors”. The purpose of this handbook is to help students and parents become familiar with the various policies and activities of the Warwick Public School. It is the responsibility of the students and parent/guardian to become familiar with the content of the handbook. It is our hope and belief that the quality of academic, extracurricular, and social experiences that you experience during the year will be of the utmost benefit to your development.

### **Mission Statement**

To provide a safe, healthy environment, that will foster student achievement and success in their future.

### **Vision Statement**

To foster successful and responsible, lifelong learners that will positively impact modern society.

### **Belief Statement**

Warwick Public School believes that every student and every educator can be better tomorrow than they are today.

### **School Board Members**

Jean Wallace, Board President

Bonita Morin, Vice President

Mary Langley, Director

Kelly Gannon, Director

Shane Moxness, Director

## **Administrative Offices**

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**Lori.Kosmatka@k12.nd.us**

## **Introduction**

The purpose of this handbook is to provide Warwick High School students and parents with information that will assist them in accomplishing maximum achievement in the 2020-21 educational programs. It is also to acquaint new and returning students of our school with the practices and regulations to be followed during the school year.

We expect every student to exhibit certain basic, common sense, unwritten patterns of behavior in their activities and associations around school. The respect that everyone should show towards others and expect from others should not have to be written out. Everyone knows these common tenants of proper behavior and should demonstrate these qualities in their daily conduct, both in school and out. Positive attitude, effort, and cooperation, as well as respect, if demonstrated by everyone, would make a long list of rules and regulations unnecessary.

The handbook should be read carefully, and contents discussed with the parents or guardians. It is important that everyone involved thoroughly understand the organization, regulations, and activities of Warwick Public School. Not knowing the contents will not excuse a student from following the adopted student policies.

The student’s years in school are a stepping-stone for eventual career development as well as continuing process of maturity and socialization. The administration encourages each student to plan their course of study with this in mind.

## General Information

### **Building Hours**

The school building is open from 8:00 A.M. – 4:30 P.M. Buses will load and unload at the entrance of the high school entrance doors. At 8:45 all doors will be locked except those on the South side by the district office. Any student, group, or organization in the building after these hours must be supervised by a parent or teacher. Maintenance people will not assume supervision duties. All students not involved in after school activities are to leave the building when school is dismissed.

### **Cancellations and Delayed Openings**

Emergency announcements of cancellations of school, delayed openings, or announcements of events will be broadcast by radio through the courtesy of KABU-FM 90.7, KDLR-AM 1240, KQZZ-FM 96.7, KZZY-FM 103.5, KDVL-FM 102.5 and by our telephone all call announcement system, school website and school Facebook page.

### **School Day Schedules**

#### **Middle School Schedule (5-6-7-8)**

1 <sup>st</sup> Period	8:25-9:40
2 <sup>nd</sup> Period	9:42-11:07
Lunch	11:07-11:27
Project Wisdom	11:29-11:50
3 <sup>rd</sup> Period	11:53-12:45
4 <sup>th</sup> Period	12:48-1:40
5 <sup>th</sup> Period	1:43-2:35
6 <sup>th</sup> Period	2:38-3:30

#### **High School Schedule (9-10-11-12)**

1 <sup>st</sup> Period	8:25-9:17
2 <sup>nd</sup> Period	9:20-10:12
3 <sup>rd</sup> Period	10:15-11:07
4 <sup>th</sup> Period	11:10-12:02
Lunch	12:02-12:22
Project Wisdom	12:24-12:45
5 <sup>th</sup> Period	12:48-1:40
6 <sup>th</sup> Period	1:43-2:35
7 <sup>th</sup> Period	2:38-3:30

## Academics

### **Graduation Requirements**

According to the North Dakota Department of Public Instruction all students in North Dakota is required to acquire 22 credits to graduate.

English	4 credits
Mathematics	3 credits

Social Studies	3 credits
Science	3 credits
Physical Education	1 credits
Foreign Language & Fine Arts/CTE	3 credits
Electives	5 credits
Financial Literacy	½ credit
Cybersecurity	1 credit
Pass the ND Civics test	

- A half of a credit is earned when a student passes a semester class in grades 9-12. A student must carry a minimum of 2.5 credits per semester.
- The final grade for the year of Transfer Students is based upon grades received from the previous school and grade earned at Warwick Public School.
- Only students identified by an IEP as “Special Needs Students” may be exempt from certain requirements.
- Students excused from Physical Education for medical reasons will complete their requirements through written work assigned by the teacher. No senior will be allowed to participate in commencement exercises unless all requirements have been met.
- Graduating early will only be discussed in special circumstances.

### **Class Change**

Once enrolled in a class, students have one week to change classes at the beginning of each semester. Full credit classes can only be changed at the beginning of each semester. The principal must approve class changes with the involvement of the teacher.

### **Grade Classification**

Freshmen	0-5.5
Sophomores	6-11.5
Juniors	12-17
Seniors	17.5 or more credits

### **Grading Scale**

A+	99.5-100
A	96.5-99.4
A-	92.5-96.4
B+	89.5-92.4
B	86.5-89.4
B-	84.5-86.4
C+	82.5-84.4
C	80.5-82.4
C-	78.5-80.4
D+	75.5-78.4
D	71.5-75.4
D-	70-71.4
F	69 and below

NC = No Credit

I-incomplete (Define Incomplete): An instructor may assign an incomplete for work that is not done, and the student has two weeks to complete the missing work before the Incomplete becomes a failing grade.

## **Class Rank**

Class ranks are compiled based on final grades that the student earned in his/her courses at the end. Grade point average is determined by the grade you earned in a class (A=4, B=3, C=2 & D =1). Add those numbers together and divide by the total number of classes taken equals a student's grade point for a school year. Seniors who have not completed four semesters at WHS will be provided an unofficial rank for the college. No student will awarded valedictorian or salutatorian status unless they have attained at least an accumulated 3.00 grade point average. **Class rank will be adjusted for students that are required to complete summer school because of attendance and/or credits completion.**

## **Retention-Promotion**

Students in grades 7 & 8 must pass at least 5 out of 7 subject areas to be promoted to the next grade. Core subject areas include language arts, mathematics, reading, science, and social studies. **If a student fails any of the four core subjects, he/she will repeat the subject the following year or attend summer school.** Any exception to the promotion policy can be made only after careful consideration and approval by the administration.

## **Withdrawal from School**

Prior to the end of the semester any student withdrawing from WPS must have authorization from his/her parent or legal guardian. Any student planning on withdrawing from school must have a conference with his/her counselor prior to beginning the formal withdrawal procedure. Transcript will be sent to another school for any student when the proper withdrawal procedure is complete. This includes the signature of teacher and the return of all textbooks and equipment, as well as full payment of any fines or fees owed. Students are not permitted to leave before the end of the semester except for reasons of illness or serious family emergency. In such cases the parent/s or guardian must make a request to the principal and, if approved, provisions will be made for the students to complete any required schoolwork.

## **Progress Reports**

Parents will be informed by the teacher if a student is failing and will keep parents updated on their son/daughter progress. A more formal progress report will indicate a student's progress and will be sent out after the 5<sup>th</sup> week. This report will indicate a student's grade and if he/she is failing and the reason for failing work. At this time the parent, teacher, or student may request a conference to explore solutions to help the student improve their grade.

## **Report Cards**

Report cards are issued at the close of the nine-week grading period and mailed out the following week. Parent-teacher conferences are held during the first and third quarters. We encourage all parent/guardians to attend these conferences.

## **Honor Roll**

At the close of each nine-week grading period, an honor roll will be posted in school and published in local papers for grades 5-12.

Standards: "A" Honor Roll: 3.6 GPA and above

"B" Honor Roll: 3.0-3.59

Students must be enrolled in a minimum of 5 credits hours each 9-week Quarter. Students must receive a grade in all classes to qualify for the honor roll with "No F's". **Tribal honor roll checks will be mailed out by the tribe.**

## **Making-Up Work Policy**

Students who are absent (excused or unexcused) will be given the opportunity to make up the missed work. Teachers shall assign make-up work as necessary to ensure academic progress, not as a punitive measure. Make-up work will be graded on an 85% of 100% basis and the student will have, 2-5 days to complete the assigned work. Teachers may assign extra credit work to allow students to recover the loss of percentage points.

Students participating in a school sanctioned function will be exempt from the loss of percentage points if they have completed an advance make-up slip and have turned in make-up work on time as required by the classroom teacher. Failure to comply with these requirements will require teachers to apply the 85% of 100% policy.

### **In the Event of Blended/Hybrid Learning**

- Students will be divided up by areas/family and put on a A/B schedule.
  - All staff in the building.
  - 50% of students will be in the building daily.
  - Group A will be in the building Monday, Wednesday, Friday for the 1<sup>st</sup> & 3<sup>rd</sup> quarter. Monday and Wednesday for the 2<sup>nd</sup> & 4<sup>th</sup> quarter. Students are required to login online when they are not at school.
  - Group B will be in the building Tuesday and Thursday for the 1<sup>st</sup> & 3<sup>rd</sup> quarter. Tuesday, Thursday, Friday for the 2<sup>nd</sup> & 4<sup>th</sup> quarter. Students are required to login online when they are not at school.
- The school district will provide chrome books for all middle and high school students, and iPads for all elementary students.
- Teachers will record their lessons and they will be uploaded to Google classroom for students to access.
- Students will be required to submit work in their Google Classrooms.

\* *Instructional models are subject to change at any time.*

### **In the Event of Distance Learning**

In the event of a school closure, all students are expected to be online, distant learning through the Google Classroom platform.

- Building will be restricted to essential personnel.
- Students will not be in the building. Students participate in online learning.
- Students will be required to log on to all their classes through Google Classroom
- High School/Middle School – It is the expectation that:
  - Students will log on to each of their classes through Google Classroom. Students are required to stay logged in for all instructional time. The teacher may require longer periods of time throughout the week. Students will be notified in advance of the day(s) they are required to stay on longer.
  - Attendance will be taken for each class.
  - Students are required to complete all assignments through the Google Classroom platform or as directed by the teacher.
  - Students will be required to “personally” check in with each teacher at least twice per week to monitor progress and continue to build relationships.
  - It is the expectation that, all weekly assignments in Google Classroom, will be completed by Fridays.
- Elementary School – It is expected that:
  - Elementary students will log on at 9:15 each morning. The teacher will greet and explain the expectations for the day and conduct a group activity.
  - Elementary will also be required to log on for Reading, Language Arts, Writing, Math, PE, Science, Library and Culture Instruction. These times will be specific and consistent to ensure student and family participation.
  - Attendance will be taken throughout the day.
  - Students are required to complete all assignments through the Google Classroom platform or as directed by the teacher.
  - Students will be required to “personally” check in with each teacher at least twice per week to monitor progress and continue to build relationships.
  - It is the expectation that, all weekly assignments in Google Classroom, will be completed by Fridays.

## **Attendance & Absences Policy**

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

### **Section I: Definitions**

- For purposes of compulsory attendance reporting under NDCC 15.1-20-02.1 (1-2):
  - Excused absence is an absence that the District will not use in determining if a compulsory attendance violation occurred. Any absence may be excused if it is supported by either a verbal or written excuse supplied by the student's parent, teacher, or school administrator.
  - Unexcused absence is any absence not supported by the verbal or written excuse required for an excused absence.
  - For the purposes of imposing academic sanctions under Section III of this policy as authorized by NDCC 15.1-20-02.1(3):
    - Approved absence is an absence that the District believes is necessary and/or unavoidable and has received administrative approval. Necessary and/or unavoidable absences may be caused by illness, injury, family emergency, religious observance or instruction, suspension, participation in a school-related activity, court appearances when subpoenaed, or other reasons deemed necessary and/or unavoidable by the building principal or Superintendent. Students granted approved absences shall not be subject to the consequences contained in Section III of this policy. The Superintendent or designee shall develop criteria for requesting and granting an approved absence and shall establish make-up work requirements.
    - Unapproved absence is defined as an absence that does not meet the above criteria for approved absences. If a student is absent for an unapproved reason, the parent/guardian shall still be responsible for calling the principal's office to explain the absence, and the student will be subject to the consequences contained in Section III of this policy.

### **Section II: Documentation Requirements**

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

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

### **Section III: Accumulated Unapproved Absence**

**Academic Sanctions:** The Board believes there is an intangible benefit associated with being present in the classroom. Attendance shall be a factor used in computing students' grades.

Students who are absent for unapproved reasons shall be subject to academic sanctions (which may include, but not be limited to, a point, percentage, or grade reduction) and/or intervention counseling in accordance with administrative regulations. The Superintendent or designee shall develop regulations on grade-appropriate academic sanctions and other intervention strategies for unapproved absences. These regulations shall contain provisions that allow students to remedy all the adverse academic consequences associated with unapproved absences. (See Makeup Work Policy in Student Handbook)

### **Compulsory Attendance Violations**

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

### **Loss of Credit Procedure**

Students Shall not be absent from school more than twenty (20) days in that school year (10 days per semester) if they are to receive credit for that class or grade level. All absences are inclusive in the twenty (20) days. Students and parents or guardians will be notified in writing when the student reaches five (5) absences. After ten (10) days Local Law Enforcement authorities will be notified and a meeting will be held with parents and student. At fifteen (15) days, another meeting will be held between the student, parent or guardian and principal. Appropriate agencies will be contacted a second time. After twenty (20) days the parents and guardians will be notified that the student may not receive credit. School administration will consider all extenuating circumstances when considering enforcement of the loss of credit policy. Final determination will be made by the Superintendent and Building Principal.

### **Dissemination**

This policy shall be published in all student handbooks and made available to parents annually.

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

- FFB-E, Accumulated Absence Letter to Parents
- FGDB, Student Handbooks

**End of Warwick School District #29 Policy FFB..... Adopted: 11/21/2017**

**Absences will be classified as unexcused unless documentation has been provided to the school to support that the absence falls under the excused criteria listed in Section II.**

### **Distance Learning Attendance Procedures**

- Attendance will be monitored through students logging into Google Classrooms either in the classrooms or remotely.
  - Considerations will be made for students that may not be able to participate at the scheduled time at the building principal's discretion.
  - Work must be turned in on time.
- When Students alternate between being in the building and learning remotely and attendance will be monitored for both.
- Teachers will check in with parents if there is a lack of student participation or presence.
- If attendance does not improve, the school will contact the local authorities to conduct a well child visit.

- If no parental contact can be made, the school will follow school policy and file a 960, for educational neglect, with local service agencies.

### **Tardiness**

If a student arrives to class after the tardy bell has rung, he/she will be counted as tardy. If the student arrives to class 15 minutes or later, he/she will be considered absent for that class period. If the student is detained in the office or by another teacher that person will give the student an admit slip.

1-3 – No Consequences

4-8 – A detention for each time and parent notification

9 – ½ day ISS and Parent/Guardian notification

10 – ½ day ISS and Parent/Guardian, Student and Principal meeting

11 – ½ day ISS and Parent/Guardian, Student, Principal and Child Study Team meeting

12 – ½ day ISS and Parent/Guardian, Student, Principal and Superintendent meeting

13 – 1 day ISS and Parent/Guardian, Student, School Board meeting

### **Truancy**

Being absent from school without parent knowledge or leaving school without parent permission and leaving without parent permission.

- Parental notification
- Referral to tribal police
- ISS upon return to school, escalating days in ISS for repeat offenders

### **Hall Passes**

Any student leaving a class must be in possession of a pass stating where they are going and from the teacher allowing the student to leave. If you do not have a pass, you will be immediately returned to your class.

### **Student Sign out Procedure**

Legal guardians are allowed to sign students out of the building by presenting office personnel with a picture ID and signing the sign out form. For someone to sign out a student other than the legal guardian, the legal guardian must call the school to ok it. That person must also provide a picture ID and sign the sign out form. A reason for the student leaving must be given to office personnel.

## **Extracurricular Participation Requirements**

### **Philosophy**

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

The District shall enforce the requirements placed on extracurricular participants by North Dakota law and the North Dakota High School Activities Association (NDHSAA), which govern both on- and off-campus behavior. In addition, the Board has established the following extracurricular participation requirements.

### **Activities Affected by this Policy**

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

### **Tobacco, Alcohol & Other Drug Use**

In addition to the tobacco, alcohol, and other drug prohibitions contained in NDHSAA bylaws, the District prohibits student presence at a gathering where alcohol, tobacco, or a controlled substance is being illegally used. A student's presence at a gathering shall be regarded as possession. The Superintendent shall take into consideration whether or not the student was at a gathering where the student had knowledge that alcohol, tobacco, or a controlled substance was being illegally used, and whether or not the student had a reasonable opportunity to remove themselves from said location. The disciplinary consequences for violating this rule shall be suspension from extracurricular participation for the same duration as prescribed for tobacco, alcohol, and other drug possession by NDHSAA bylaws.

### **Academics**

For the purposes of this policy, a failing grade is defined as receiving a 70% or lower in any curricular course as computed from the beginning of the semester for regular education students or, in the case of special education students, not meeting the goals of Individual Education Programs as assessed from the beginning of the semester.

In addition to NDHSAA academic standards, the Warwick School District also requires that no student may participate in a contest if they fail more than one class as computed from the beginning of the semester

### **Violation of Other Misconduct Policies**

Students who violate student conduct policies not covered by NDHSAA bylaws may be subject to suspension from extracurricular activities for a period of six consecutive weeks for the first offense and a period of eighteen weeks for any subsequent offense(s). Such consequences shall be imposed in addition to other disciplinary consequences imposed under the applicable policy.

### **Suspension Procedure**

When the building principal or Superintendent, as a result of their investigation, concludes that a violation of this policy or NDHSAA bylaws has occurred, they shall issue notice to the student of this suspension.

### **Practice and Travel while Suspended**

Students who are under suspension are encouraged to practice but are prohibited traveling with their respective teams.

### **Period of Enforcement**

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

### **Accumulation of Violations**

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

### **Off-Season Violations**

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

### **Academic Eligibility for Extra Curricular Activities**

Eligibility check will be made weekly starting the first practice week of the activity/sport. Grade check will be done every Monday or the first school day of each week. Students must maintain a passing average in all their classes. Ineligible students will be placed on probation for the first week although they will still be able to participate during this probationary period. Students will be suspended on the second if they fail to achieve a passing grade. Students suspended will remain ineligible for activities until the next scheduled grade check at which time they may be reinstated. Students who are placed on probation more than three times during a season will be removed from the team for the remainder of the season. It is the expectation of Warwick School that academic failure for student athletes is not acceptable. Student athletes will be given an opportunity for academic support outside the instructional school day.

The Athletic Director, based on grades and school policy, will determine student eligibility to participate in athletic programs. The Athletic Director, (based on grades and school policy) will determine eligibility for all other extra-curricular activities.

### **Daily Extra Curricular Attendance Requirements**

- To participate in extra-curricular competition, the student must be present in school all day.
- All students must be in school a full day after a game.
- For events held on Saturdays, students must be in school the last day of the week of the event.
- Consequences may result in a one game suspension.

### **Exceptions to These Rules:**

- Family Emergency
- Medical Excuses accompanied by a medical slip
- Funerals
- Administration has the final say in all extra-curricular activities

## **Nondiscrimination & Anti-Harassment Policy**

### **General Prohibitions**

The Warwick School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.

It is a violation of this policy for any district student, parent, guardian, employee, or third party to discriminate against or harass another district student or employee, based on any status protected by law, if the conduct occurred within the context of an education program or activity, or if the conduct had a continuing effect in the educational setting of a program or activity occurring on or off school district property. The District will not tolerate discrimination or harassment of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any individual affiliated with another who is protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

The District shall promptly investigate any discrimination, harassment, or retaliation complaint and act on findings as appropriate, or as required by law. Outcomes may include disciplinary measures such as termination of employment or student expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process. The District will take steps to prevent recurrence of discrimination, harassment, or retaliation and remedy discriminatory effects on the complainant and others, if appropriate.

## Definitions

- *Complainant* is the individual filing the complaint. If the complainant is not the victim of the alleged discrimination and/or harassment, the victim must be afforded the same rights as the complainant under this policy and regulations AAC-BR1 or AAC-BR2.
- *Disability* is defined in accordance with NDCC 14-02.4-02 (5).
- *Discrimination* means failure to treat an individual equally due to a protected status.
- *Protected status* is defined in applicable state (NDCC 14-02.4-02 (6)) and federal laws.
- *Employee* is defined in accordance with NDCC 14-02.4-02 (7).
- Harassment is a specific type of discrimination based on a protected status. It occurs under the following conditions:
  - a. For employees: When enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe, persistent, and/or pervasive enough to create a work environment that a reasonable individual would consider intimidating, hostile, or abusive.
  - b. For students: When the conduct is sufficiently severe, persistent, and/or pervasive so as to limit the student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.
- *North Dakota Human Rights Act (NDCC 14-02.4)* provides protection from discrimination in the workplace on the basis of race, color, religion, sex, national origin, age, the presence of any mental or physical disability, status with regard to marriage or public assistance, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.
- *Section 504 (Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794)* is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.
- *Sexual harassment* is a form of harassment based on sex. It is defined under Title IX as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature, that:
  - a. Constitutes *quid pro quo* harassment, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade);
  - b. Is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
  - c. Constitutes sexual assault, dating violence, domestic violence, or stalking as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f) and the Violence Against Women Act, 34 U.S.C. § 12291(a).
- *Sexual harassment* examples include, but are not limited to, the following:
  - a. Sexual or "dirty" jokes;
  - b. Sexual advances;
  - c. Pressure for sexual favors;
  - d. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
  - e. Displaying or distributing of sexually explicit drawings, pictures, and written materials;
  - f. Graffiti of a sexual nature;

- g. Sexual gestures;
  - h. Touching oneself sexually or talking about one's sexual activity in front of others;
  - i. Spreading rumors about or rating other's sexual activity or performance;
  - j. Remarks about an individual's sexual orientation; and
  - k. Sexual violence, including rape, sexual battery, sexual abuse, and sexual coercion.
- *Title II of the Americans with Disabilities Act* extends the prohibition on discrimination established by Section 504 to all services, programs, and activities of State and local government entities.
  - *Title VI* is a federal law that provides protection from discrimination based on race, color, or national origin in employment and employment practices in programs or activities receiving federal financial assistance.
  - *Title VII* is a federal law that provides protection from discrimination on the basis of race, color, religion, sex or national origin. Title VII applies to all public school districts with 15 or more employees.
  - *Title IX* is a federal law that provides protection from discrimination, based on sex, in education programs or activities that receive federal financial assistance.

Other or different definitions may be set forth in board regulations AAC-BR1 or AAC-BR2.

### **Complaint Filing Procedure**

The Board shall create an informal and formal discrimination and harassment complaint filing procedure in board regulations coded AAC-BR1. For Title IX sexual harassment complaints, grievance procedures shall be followed in accordance with federal regulations and board regulation AAC-BR2.

The procedure provides for an impartial investigation free of conflicts of interest and bias. Nothing in this policy or in the discrimination and harassment grievance procedure prevents an individual from pursuing redress available through state and/or federal law.

### **Confidentiality**

An individual wishing to file an anonymous discrimination and/or harassment complaint must be advised that confidentiality may limit the district's ability to fully respond to the complaint and that retaliation is prohibited. The appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) shall perform a confidentiality analysis to determine when a request for confidentiality cannot be honored due to safety reasons or the district's obligation to maintain a nondiscriminatory educational environment. The complainant must be notified in writing of the confidentiality analysis outcome. A discrimination or harassment investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions such as when the record is protected by FERPA.

### **Complaint Recipients**

If any district employee receives a discrimination or harassment complaint, the employee shall promptly forward it to the appropriate grievance coordinator. All district employees must receive training on their reporting duties.

### **Grievance Coordinators**

Districts must designate at least one employee to be their Title IX Coordinator and authorize such individual(s) to coordinate the district's efforts to comply with its responsibilities under the applicable regulations.

The Title IX Coordinator's responsibilities include overseeing the district's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. The Title IX Coordinator must have knowledge of the requirements of Title IX, of the district's policies and procedures on sex discrimination, and of all complaints raising Title IX issues throughout the District. To accomplish this, the Title IX Coordinator must be informed of any report or complaint raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office.

The Board designates High School Principal as the Title IX Coordinator. They may be contacted at 201 4<sup>th</sup> Ave., Warwick, ND 710-294-2561 or ben.allmaras@k12.nd.us. Districts must notify students, parents or legal guardians, employees and unions of the name and specified contact information for the designated Title IX Coordinator(s). The notification must also state that inquiries about the application of Title IX and its regulations may be directed to the district's Title IX Coordinator or the Assistant Secretary of Education, or both. Districts must prominently display the Title IX Coordinator(s) contact information on their website, if any, and in each handbook it makes available to students, parents or legal guardians, employees and unions.

The 504/Title II Coordinator's responsibilities include overseeing the district's response to disability discrimination reports and complaints. The 504/Title II Coordinator must have knowledge of the requirements of Section 504 and Title II, of the district's policies and procedures on disability discrimination, and of all complaints raising Section 504/Title II issues throughout the District. To accomplish this, the 504/Title II Coordinator must be informed of any report or complaint raising Section 504/Title II issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates School Social Worker as the 504/Title II Coordinator. They may be contacted at 201 4<sup>th</sup> Ave., Warwick, ND 710-294-2561 or email lori.kosmatka@k12.nd.us.

The Nondiscrimination Coordinator's core responsibilities include overseeing the district's response to discrimination and harassment reports and complaints that do not include sex or disability under applicable federal laws, but instead the other protected statuses or sex or disability- based discrimination under state law. The Board designates Middle School Principal as the Nondiscrimination Coordinator. They may be contacted at 201 4<sup>th</sup> Ave., Warwick, ND 710-294-2561 or email Cheryl.poitra@k12.nd.us.

### **Policy Dissemination**

The Superintendent shall display this policy and complementary grievance procedures in a prominent place in each district building and publish it in student and employee handbooks.

### **Training**

The Board authorizes the Superintendent to develop discrimination and harassment awareness training for students and employees. Employee training requirements are delineated in board exhibit AAC-E3, Discrimination and/or Harassment Training Requirements for Employees.

The Title IX, 504/Title II, and Nondiscrimination Coordinators, and any other school official responsible for the investigation of discrimination complaints, shall receive training. This training must include:

- The definition of discrimination, harassment, and retaliation;
- The handling of complaints under the Discrimination and Harassment Grievance Procedure (AAC-BR1); and
- The applicability of confidentiality requirements.

In addition, the Title IX Coordinator(s), investigators, decision-makers, and those facilitating an informal resolution process, if applicable, under Title IX shall receive training in a number of areas specified in board regulation AAC-BR2.

## **Student Behavior Code**

### **Student Conduct & Discipline**

**Conduct Standards**

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

**Disciplinary Standards**

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

Disciplinary policies, procedures, and guidelines need not be identical in content district wide but must:

- Be identical in content for all district elementary schools.
- Be identical in content for all district middle schools.
- Be identical in content for all district high schools.

**Disciplinary Standards for Special Education Students**

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

**Prohibited Disciplinary Actions**

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

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

**Disciplinary Authority**

Regulations on disciplinary standards and investigation procedures shall delineate the degree of disciplinary authority that the District shall grant to teachers and principals.

Other school personnel shall be granted disciplinary authority by the Principal or Superintendent on a case-by-case basis based on the nature and scope of the employee’s duties. Personnel granted such authority shall be required to comply with this policy and any disciplinary authority limits established by regulations. Employees unauthorized to administer student discipline shall report student misconduct to the appropriate school authority.

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

**End of Warwick School District #29 Policy FF ..... Adopted: 10/16/2017**

## **Student Alcohol & Other Drug Use/Abuse**

### **Philosophy**

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

### **Prohibited Activities**

It shall be against school policy for any student to:

- Sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or sell, deliver, or give, or attempt to sell, deliver, or give to any person substances the student represents or believes to be a substance(s) listed in this policy.
- Possess, procure, purchase, or receive, or to attempt to possess, procure, purchase, or receive the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy. A student will be determined to be "in possession" when the substance is on the student's person or in the student's locker, car, handbag, or when s/he owns it completely or partially.
- Be under the influence of (legal intoxication not required), use, consume, or attempt to use or consume the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.
- Knowingly or intentionally aiding or abetting in any of the above activities.

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

### **Prohibited Substances**

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

The District has a separate policy dealing with tobacco use.

### **Reporting Violations**

A student or staff member that has reason to believe that a student has violated this policy should notify a school official (i.e., a teacher or administrator if the reporter is a student; a school administrator if the reporter is a district

staff member). Except in limited circumstances under law,<sup>1</sup> a teacher is required to report known or suspected violations of this policy to the school principal or Superintendent.

### **Violation**

When a principal/Superintendent has reasonable suspicion that a student has violated this policy, s/he may search the student in accordance with the district's policy on searches of students' personal property.

As part of this search, the principal or Superintendent may require the student to submit to a drug/alcohol test if:

- The principal and/or Superintendent has reasonable suspicion that the student is under the influence of drugs/alcohol.
- The mandatory drug/alcohol test is reasonable at inception based on criteria established by the Board<sup>2</sup> and not excessively intrusive considering the age and sex of the student.

All drug/alcohol testing shall be performed in accordance with federal law on Transportation Workplace Drug Testing. This language in no way authorizes random drug testing in district schools as part of the curricular program.

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

### **Intervention**

It is acknowledged that the public school has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependency; however, when observed behavior indicates that a problem exists that may affect the student's ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. The Superintendent shall develop a procedure for chemical dependency identification and referral for treatment.

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

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

The school may, using available resources, provide follow-up counseling and supportive assistance to those students who return after successfully completing a therapeutic regimen, realizing that the student may need assistance in dealing with other environmental factors beyond the school's control which may remain unchanged.

### **Confidentiality**

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

### **Education**

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<sup>1</sup> When a teacher/principal participates in a juvenile court program and receives confidential information about a student.

<sup>2</sup> These criteria should at least contain guidelines on signs and symptoms of drug use.

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

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

**Policy Implementation**

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

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

Each building administrator and/or department manager will annually conduct in-service training sessions for school district employees, which will include a review of this policy and procedures for implementation thereof. In the event an employee is unable to attend such in-service sessions, the administrator will cause this policy to be individually reviewed with such employee.

The building administrator and/or department manager will maintain a list of all employees with whom this policy has been reviewed whether individually or through in-service training, along with the dates of such review or training.

In addition, student handbooks will be used to inform students that the use of alcohol and other drugs is wrong and harmful and is not permissible. Students, employees and parents will be given a copy of the standards of conduct and the statement of sanctions required concerning the possession, use or distribution of illicit drugs and alcohol. Compliance with these standards of conduct is mandatory. The handbook will include a form for parents to sign and return indicating that the information in the handbook has been received and read by the student and the parents. Each principal will maintain a file of returned forms.

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**End of Warwick School District #29 Policy FFA..... Adopted: 6/15/2017**

**Bullying Policy**

The Warwick School District is committed to providing all students with a safe and civil school environment in which all members are treated with dignity and respect. Bullying of or by a student or school staff member is against federal, state, and local policy and is not tolerated by the Board. Bullying behavior can seriously disrupt the ability of the District to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the District that students and school staff members shall not engage in bullying behavior while on school property.

**Definitions**

For the purposes of this policy:

- *Bullying* is defined in NDCC 15.1-19-17 as: 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
- l. 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.
- m. Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property and which:
  - i. Places the student in actual and reasonable fear of:
    - 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.

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

- *Electronic communication* is defined in NDCC 12.1-17-07(5) as a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.
- *Protected status* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following statuses are protected: race, color, religion, sex (including sexual orientation, gender identity, and gender expression), national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *School-sanctioned activity* is defined as an activity that:
  - n. Is not part of the district's curricular or extracurricular program; and
  - o. Is established by a sponsor to serve in the absence of a district program; and
  - p. Receives district support in multiple ways (i.e., not school facility use alone); and
  - q. Sponsors of the activity have agreed to comply with this policy; and
  - r. The District has officially recognized through board action as a school-sanctioned activity.
- *School-sponsored activity* is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
- *School staff* include all employees of the Warwick School District, school volunteers, and sponsors of school-sanctioned activities.

- *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

### **Prohibitions**

A student or school staff member may not:

Engage in bullying.

Engage in reprisal or retaliation against:

- a. A victim of bullying;
- b. An individual who witnesses an alleged act of bullying;
- c. An individual who reports an alleged act of bullying; or
- d. An individual who provides information/participates in an investigation about an alleged act of bullying.

Knowingly file a false bullying report with the District.

### **Reporting Procedures for Alleged Policy Violations**

1. **Reporting requirements for school staff:** Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform them as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall report it to the Board President.

Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

**Reporting options for students and community members:** Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:

- a. Completing a written complaint form (ACEA-E4). The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. A complainant will have the option of including their name on this form or filing it anonymously. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
- b. Complete and submit an online complaint form. A complainant will have the option of including their name on the form or submitting it anonymously.
- c. File an oral report with any school staff member.
- d. Additional methods of reporting may be considered.

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

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

### **Documentation and Retention**

The District shall develop a form to report alleged violations of this policy (ACEA-E3). The form should be completed by school staff when they:

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

2. Receive an oral report of an alleged violation of this policy.

The form should be completed by an administrator when they:

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

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

Report forms and all other documentation related to an investigation of an alleged violation of this policy involving a student shall be retained by the District for six years after the student turns 18 years old or graduates from high school, whichever is later.

### **Investigation Procedures**

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

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected status—whether actual or perceived. Reports involving a protected status shall be investigated in accordance with the district’s harassment/discrimination policy, including the timelines contained therein.

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

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

Investigations shall be completed within 30 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to the victim and alleged perpetrator during the investigation.

### **Reporting to Law Enforcement and Others Forms of Redress**

Law enforcement must be notified by a school administrator or the Board President if there is reasonable suspicion that a bullying incident constituted a crime on or off school property. Nothing in this policy shall prevent a victim/their family from seeking redress under applicable state and federal law.

### **Disciplinary and Corrective Measures**

Students who the District has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

1. Require the student to attend detention.
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed.
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. Alternative placement of special education students will be handled in accordance with applicable policy.
4. Create a behavioral adjustment plan.
5. Refer the student to a school counselor.
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff.
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim.
8. If applicable, contact the administrator of the website or social media platform on which the bullying occurred to report it.
9. This list may not be all inclusive and other consequences may be considered if determined appropriate based on circumstances.

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

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

### **Victim Protection Strategies**

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

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.

Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.

Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.

Referral to counseling services for the victim and perpetrator.

Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

### **Dissemination and Education**

The District shall review and revise this policy as it determines necessary. A copy of this district bullying policy and any amendments must be filed with the Department of Public Instruction.

The District shall place this policy, in its entirety, in student and staff handbooks and ensure that it is explained and discussed with its students each school year. The District shall also develop and implement bullying prevention programs for all students and staff professional development activities. School administration may develop guidelines to assist students and staff with identifying bullying conduct.

## **Carrying Weapons**

### **Definitions**

This policy defines the following:

- *Dangerous weapon* as defined by NDCC 62.1-01-01(1).
- *Firearm* as defined in accordance with 18 U.S.C. 921 and NDCC 62.1-01-01(3).
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

### **Prohibitions**

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

### **Disciplinary Consequences**

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

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

1. The totality of the circumstances, including the severity of the incident and the degree of endangerment of other students and staff.
2. The age and grade level of the student.
3. The prior disciplinary history of the student being expelled.
4. Relevant factors that contributed to the student's decision to possess a firearm in violation of this policy.
5. The recency and severity of prior acts resulting in suspension or expulsion.
6. Whether or not the optional provision of educational services in an alternative setting is a viable alternative to modifying the duration of the expulsion.
7. Input, if any, provided by licensed professionals (psychologists, psychiatrists, counselors) as to whether or not the expelled student would place himself/herself or others at risk by returning to the school prior to the expiration of the expulsion period.

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

### **Special Education Students**

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

### **Non-applicable Provisions**

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

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

### **Gang Activity**

Warwick Public School will not tolerate gang activity. Gang activity is defined as organized individual or group behavior associated with belongings to a band of youths that promotes juvenile delinquency, and which has an adverse effect on the school and learning environment.

**No student(s) shall violate Chapter 3, Title II of the Spirit Lake Law and Order Code. This section is identified as the Gang Violence Prevention Ordinance, Tribal Resolution No. A05-17-229, dated May 16, 2017.**

### **Consequences**

1st Offence: Parent/student-administrator conference will be held. Student(s) will be referred to the Spirit Lake GRIPS gang task force for referral and follow-up.

2nd Offence: The student will be suspended out of school and the GRIPS task force will be notified. Administration will determine length of suspension bases of severity of violation.

3rd Offence: A recommendation for expulsion will be made to the school board.

### **Hazing Policy**

Warwick Public School does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. Birthday spankings are considered a violation of this policy.

### **Technology - Student use of the District's Computer systems and Internet Safety**

Computers, computer networks, Internet access, and e-mail are effective and important technological resources in today's educational environment. The Board of Education has installed computers, a computer network, including Internet access and a state educational e-mail system to enhance both the educational opportunities for our students and the business operations of the district.

These computer systems are business and educational tools. As such, they are made available to students in the district for educational related uses. Additionally, the Board implements the state's technology protection measure to block or filter Internet access to visual depictions that contain obscene material, contain child pornography, or are harmful to minors. As the owner of the computer systems, the Board reserves the right to monitor the use of the districts computers and computer system.

Students and parents/guardians are required to sign the Acceptable Use Policy (AUP) annually. Please refer to the AUP for specific computer use guidelines.

Students are responsible for the safety and security of assigned computers. The Technology Coordinator will review proper procedures with all students.

### **Conduct/Behavior – Disruptive and Dangerous Tactics**

Offences that are considered dangerous or disruptive: Arson, playing with fire, calling in a bomb threat, possession, or explosion of fireworks. Any explosives, riots, walkouts, strikes, setting off fire alarms and discharging a fire extinguisher are included in this section. Also, other acts that are equally as disruptive and dangerous might be charged as an offence in this policy, such as students obstructing school personnel from responding to a dangerous or potentially dangerous situations.

### **Consequences**

Any Offence: Parental notification and notification to the appropriate law enforcement agency and then refer the student to the School Board for short term expulsion until the end of the semester or longer depending on the nature of the offence.

### **Conduct/Behavior - Misbehavior**

Behavior which creates a willful and significant interference with the educational process. Misbehavior may include repetitive disruptions for which the classroom teacher has exhausted classroom consequences, including parental contact and meeting. The misbehavior may occur on school property, school bus /vehicle, at a bus stop, or at an activity, athletic or social event. Misbehaviors include, but are not restricted to the following definition:

- The use of profane language or gesture, which are disruptive, but not directed at school personnel
- The refusal to identify oneself upon request from school personnel
- The refusal to follow a reasonable direction issued by authorized school personnel
- The theft of minor items such as school supplies
- The refusal to do work or follow teacher instructions
- Sleeping in class

The above-mentioned misbehaviors will be dealt with between the person witnessing the behavior and the student committing the offence. If the behavior escalates and it is referred to the office the following consequences are in place.

### **Consequences**

1<sup>st</sup> Offence

Conference with parent to make plan to resolve issue

1<sup>st</sup> Offence

Phone call home to parents/guardian

1 day ISS

2<sup>nd</sup> Offence

Phone call home to Parents/Guardian

Letter sent home

Meeting with Parent/Guardian, Student and Principal

2 days ISS

3<sup>rd</sup> Offence

Phone call home to Parent/Guardian

Letter sent home

Meeting with Parent/Guardian, Student, Principal and Child Study Team

5 days ISS

4<sup>th</sup> Offence

Phone call home to Parents/Guardian

Letter sent home

Meeting with Parent/Guardian, Student, Principal and Superintendent

Filing unruly child affidavit with Tribal Court

4 days ISS

5<sup>th</sup> Offence

Phone call home

Letter sent home

Meeting with Parent/Guardian, Student, Administration and School Board

Filing of unruly child affidavit with tribal court

5 days OSS

6<sup>th</sup> Offence

Recommendation for expulsion – School Board

**Conduct/Behavior – Usage of alcohol/drugs - Counterfeit alcohol/drugs - Counterfeit drugs - Any substance with an intoxicating/addicting effect**

The usage of marijuana, hallucinogenic drugs, other abuse prone drugs, counterfeit drugs, any substances with an intoxicating or addictive effect, or having consumed intoxicating (alcoholic) beverage.

Definition of Usage

- Using prior to attending school, then attending school
- Using prior to attending a school activity, then attending the school activity
- Using while at school

Using while being transported in a school bus/vehicle to and from school or to and from the activity, which the school is sponsoring or in which the school is taking part

- Using while under sports/activity

The following provisions apply when a student violates any or all of the substance abuse definitions as given above.

**Consequences**

1<sup>st</sup> Offence

Parental notification

Notification of appropriate law enforcement

Suspended from extracurricular contest for 6 weeks

3 days OSS

Mandatory parent/student/ principal meeting before the student is allowed to return to school

2<sup>nd</sup> Offence

Parental notification

Notification of appropriate law enforcement

Suspended from extracurricular contest for 18 weeks

5 days OSS

Referral to tribal social services for enrollment in a drug/alcohol counseling program, upon completion the student is eligible for extracurricular contest

Mandatory parent/student/principal and superintendent meeting before the student is allowed to return to school at which time documentation of enrollment in drug/alcohol counseling program

3<sup>rd</sup> Offence

Parental notification

Notification of appropriate law enforcement

Suspended from extracurricular contest for the remainder of the school year

Suspended from school until Board of Education meeting

Recommendation to the Board of Education for expulsion for the year

**Conduct/Behavior – Usage or Possession of Tobacco**

The usage of tobacco products; smoking, Vaping, chewing or dipping or possession of tobacco products on one's person while at school, on school property, school bus/vehicle, or at a school activity.

**Consequences**

1<sup>st</sup> Offence

Suspended from extracurricular contest for a period of 6 weeks of the offence being reported to school

Parental notification

The student can be required to attend a scheduled Smoking Cessation class during the school year.

1 day ISS

2<sup>nd</sup> Offence

Suspended from extracurricular contest for a period of 18 weeks of the offence being reported to the school

Parental notification

3 days ISS during which the student must complete tobacco education curriculum

3<sup>rd</sup> Offence

Suspended from extracurricular contest for the remainder of the school year

Parental notification

2 days OSS

The student must complete tobacco education curriculum education

4<sup>th</sup> Offence

5 days OSS

Must meet with the School Board

5<sup>th</sup> Offence

Parental notification

Recommendation to the Board of Education for expulsion for the remainder of the semester or year

Suspended until the school Board of Education rules on the recommendation for expulsion

**Conduct/Behavior - Sexual Attack (School Year) (Student to Student/School Personnel)**

The act of abusing the personal rights of another by the imposition of sexual acts. Various forms of touching may be interpreted as assault.

## **Consequences**

Any Offence: Parent/Guardians of both students and the appropriate law enforcement agency shall be notified. The student shall be referred to the principal and suspended from school until a hearing in front of the school board at which time the school board will decide if expulsion for up to one-year (365) days.

### **Conduct/Behavior - Physical Attack (School Year) (Student to School Personnel)**

This is defined as an attack on school personnel, or other persons on school property or at a school activity. This may include any form of intentional, forceful, harmful, hurtful, or clearly offensive physical contact administered upon or directed to the body of another, including, but not limited.

- Striking, kicking, squeezing, pushing, or pinching any part of the body, or forcefully grabbing the body or attempting to do any of the foregoing; or
- Restraining or restricting physical movement through physical contact, or attempting to do either

## **Consequences**

Parent notification and notification to the appropriate law enforcement agency, and then refer the student to the principal who will suspend the student for 3-5 days. During which time the student will come in for a meeting with the hearing authority to determine if further discipline is warranted including expulsion for up to one year.

### **Conduct/Behavior – Physical Attack (School Year) (Student to Student)**

This is defined as an act of inflicting bodily injury of a serious nature to another student which would include using part of your person, including, but not limited to the following: fist, head, elbow, foot, knee, or teeth.

## **Consequences**

1<sup>st</sup> Offence: Parental notification and notification of appropriate law enforcement agency and a minimum 5-day suspension with a mandatory parent conference before re-entry. If in the opinion of the principal, the severity of the injury sustained is of a violent or serious nature, then, the principal can refer the student to the Hearing Authority to discuss the possibility of long-term suspension.

2<sup>nd</sup> Offence: Parental notification and notification of the appropriate law enforcement agency, and referral to the Hearing Authority who will provide an opportunity for a hearing with parents and student present to discuss recommendation for district behavior contract and/or the possibility of long-term suspension or expulsion for up to 1 year or 365 days.

### **Conduct/Behavior – Aggressive Confrontation (School Year) (Student to Student)**

The act of verbally or physically confronting another student in a disruptive manner. Shall include, but not to be limited to, the acts of intentionally pushing, shoving, bumping, running into, tripping, or grabbing another student, however, no punches were thrown.

## **Consequences**

1<sup>st</sup> Offence: Parental notification and up to 3 days suspension with a mandatory parent conference before coming back to school.

2<sup>nd</sup> Offence: Parental notification and up to 5 days suspension with mandatory parental conference for re-entry

3<sup>rd</sup> Offence: Parental notification and then refer to the Hearing Authority who will provide an opportunity for a hearing with parents and student present with the possible recommendation for long term suspension for the remainder of the semester.

4<sup>th</sup> Offence: Parental notification and a recommendation of a long-term suspension to the Hearing Authority for the remainder of the school year.

### **Conduct/Behavior - Threat (School Year) (Student to Personnel)**

Threatening physical harm, harassment, or intimidation toward school personnel either by spoken or written gesture or expression.

#### **Consequences**

1<sup>st</sup> Offence: Parental notification, 3-day suspension with mandatory parental conference. Notification of appropriate law enforcement agency and, referral to the Hearing Authority who will provide an opportunity for a hearing with parents and student to discuss the possibility of long-term suspension for the remainder of the semester.

2<sup>nd</sup> Offence: Parental notification, notification of appropriate law enforcement agency, and recommendation of long-term suspension to the Hearing Authority of the remainder of the school year.

### **Conduct/Behavior - Threat (school Year) (Student to Student)**

Threatening physical harm, harassment or intimidation toward another student or a guest of the school either by spoken or written word or by gesture or expression. Signing to intimidate another student or students.

#### **Consequences**

1<sup>st</sup> Offence: Parental notification and either 1 day ISS or OSS.

2<sup>nd</sup> Offence: Parental notification, parental conference, and 3 days OSS

3<sup>rd</sup> Offence: Parental notification and referral to the Hearing Authority who will provide an opportunity for a hearing with parents and students present to discuss the possibility of long-term suspension for the remainder of the semester.

4<sup>th</sup> Offence: Parental notification and recommendation of long-term suspension to the school board for the remainder of the school year.

### **Conduct/Behavior – Hazing/Intimidation (School Year) (Student to Student)**

Any willful act done by a student or group of students to other student(s) for the purpose of subjecting such student(s) to humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame or disgrace.

#### **Consequences**

1<sup>st</sup> Offence: Parental notification and notification of appropriate law enforcement agency, and a minimum of (5) days suspension with a mandatory parent conference before re-entry. If in the opinion of the principal, the severity of the injury sustained is of a violent or serious nature, then, the principal/ Dean of Students would have the option of referring the student to the Hearing Authority to discuss the possibility of long-term suspension for up to (1) year. If the is referred to the Hearing Authority, the student will be suspended for a minimum of five (5) days or until the hearing, whichever is longer.

2<sup>nd</sup> Offence: Parental notification and notification of the appropriate law enforcement agency, and referral to the Hearing Authority who will provide an opportunity for a hearing with parents and student present to discuss recommendation for district behavior contract and/or possibility of long-term suspension for up to one (1) year. The student will be suspended until the hearing.

## **Conduct/Behavior - Theft of Property**

### **Consequences**

- Replacement of stolen property or payment of value of stolen property
- Parent notification
- Suspension – In-school or Out of school
- Multiple offences – Referral to Law Enforcement

## **Conduct/Behavior – Sexual Harassment (School Year) (Student to Student/School Personnel)**

Behavior (including gestures) or words (oral or written) that are directed at a student or school personnel because of his/her sex that are uninvited, unwanted, or unwelcome which would cause the person of that sex to feel uncomfortable or offended or when the conduct by its nature is clearly unwelcome or inappropriate. A student who has initially welcomed conduct of a sexual nature by active participation must give specific notice to the alleged harasser that such conduct is no longer welcomed for such subsequent conduct to be deemed unwelcome.

Examples include, but are not limited to:

- Comments about body parts or rating a person's body.
- Spreading of sexual rumors, stories, or jokes.
- Using sexual orientation as an insult.
- Staring or pointing at a person's body parts.
- Making obscene gestures.
- Displaying of sexual materials.
- Verbal sexual advances including subtle pressure for sexual activity.
- Repeated or persistent unwelcome requests for dates, meeting, or other social interactions.

If sexual touch occurs, the Sexual Attack policy can be enforced.

### **Consequences**

1<sup>st</sup> Offence: Parents of both students shall be notified. The student responsible for the harassment will receive up to three (3) day suspension with a mandatory conference for re-entry. At principal's discretion notification of appropriate law enforcement agency if circumstances warrant such.

2<sup>nd</sup> Offence: Parents of both students shall be notified. The student responsible for the harassment will receive up to a five (5) day suspension with a mandatory conference for re-entry. The principal would have the option of referring the student to the Hearing Authority with recommendation for long-term suspension for the remainder of the

semester. At principal's discretion, notification of appropriate law enforcement agency if circumstances warrant such.

3<sup>rd</sup> Offence: Parents of both students shall be notified. Notification of appropriate law enforcement agency and the student responsible for the offence shall be referred to the Hearing Authority for recommendation of long-term suspension for the remainder of the school

### **Conduct/Behavior – Indecent Exposure**

The act of exposing one's private parts, including buttocks, in public.

#### **Consequences**

1<sup>st</sup> Offence: Parental notification and conference and (3) day suspension with a mandatory parent conference prior to re-entry.

2<sup>nd</sup> Offence: Parental notification and conference, and then referral to the Hearing Authority with a recommendation for long term suspension for the remainder of the semester.

3<sup>rd</sup> Offence: Parent notification and then recommend long term suspension to the Hearing Authority for the remainder of the year.

### **Conduct/Behavior- Public Display of Affection**

Being overly affectionate in school creates an environment that is not conducive to concentration and learning, therefore students should refrain from inappropriate, intimate behaviors on campus or at school related events & activities. Students are always expected to show good taste and conduct themselves respectfully.

#### **Consequences**

Inappropriate public display of affection will not be tolerated. This behavior will result in a parent meeting and possible suspension if inappropriate behavior continues after being warned. The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, good taste and respect for others is the guideline for appropriate behavior.

### **Multiple Violations**

It is possible under these policies to be referred to the administration for different violations on numerous occasions in the various classifications without reaching the level to recommend for long term suspension.

To discourage such a practice, student in high school who are suspended out of school 6 times during a semester or 10 times during the year will be recommended to the Board of Education for expulsion for the rest of the semester or rest of the year.

If the student is allowed to remain in school and subsequent offences occur another recommendation will be to the Board of Education for Expulsion.

### **Guilt by Association**

The concept of guilt by association is recognized in these policies. In a situation where a student is in the company of another student who is guilty of misbehavior, but the same guilt or innocence cannot be established, then the parent/guardian will be notified of the incident. Disciplinary action may follow.

## **Discipline Policy/Procedures Related to Students**

## **Philosophy**

The word “discipline” is derived from the word “disciple” which means, “to teach”. The purpose of these discipline policies is to ensure a safe, child-centered learning environment, which is free of disruption. These policies involve parents, community members, and school personnel in the process, and hold students accountable for their behavior. The goal of the Warwick Public School District is to develop those traits in Caring, Respect, Fairness, Citizenship, Trustworthiness and Responsibility.

The effective education of our students requires a school environment in which students feel safe and secure. The Board of Education is committed to maintain an environment conducive to learning in which students are safe from violence, threats, name-calling, intimidation, and unlawful harassment. This policy shall include circumstances related to racial harassment and racial discrimination and how each are related to student to student, student to school personnel, and school personnel to student incidents.

**\*ALL DISCIPLINE POLICIES APPLY TO BEHAVIOR THAT OCCURS WHILE ON SCHOOL PROPERTY, IN A SCHOOL BUS/VEHICLE, OR AT A SCHOOL ACTIVITY, BUS STOP, ATHLETIC OR SOCIAL EVENT**

## **Suspensions**

When the principal or designee has determined that there is cause for suspension of a student, the following procedures shall be observed:

The student shall be given a hearing before the principal or designee, at which time the charges against the student will be stated and the student will be given the opportunity to respond to the charge. This hearing must be granted except when an emergency exists, in which case the hearing must be held as soon after suspension as possible.

The principal or designee shall make every possible attempt to reach the parent or guardian of the student stating the charges against the student and the term and conditions of the suspension.

Whether the telephone contact is made or not, the principal or designee shall forward a letter to the parent or guardian at the last known address according to school records (unless a newer address is determined) and offer the parent or guardian the opportunity for a conference to discuss the suspension.

Notice of the suspension shall be transmitted by the principal or designee to the Superintendent by the close of the school day following the commencement of the suspension.

Following a conference with the principal or designee the parent or guardian may request the Superintendent to review the principal’s decision. Such review shall be completed, and a written report issued to the student and parent and guardian, and to the Board of Education, within three days of the receipt of such request. In examining the principal’s decision to suspend, the Superintendent shall obtain oral and written statements from the principal or designee, the student, and the person(s) who witnessed and reported the incident(s), which resulted in the suspension. The Superintendent may call all concerned parties together for a conference and take whatever other action is needed to determine the acts of matter. If a student is eighteen or older, any notice required by Board policy and this regulation shall be given to the student. Textbooks and homework are to be provided each student for the duration of the suspension period and the student shall be allowed to complete any class work, including examinations, without penalty, which were missed during the suspension. The student is not permitted to participate in any school event while on suspension nor permitted on school grounds during the period of suspension. The Superintendent shall report any unusually serious cases of student suspension to the Board of Education at the first meeting following such actions

The forgoing procedure will be followed unless that student has had a total of ten suspensions during the current year or has been suspended for a total of 50 days during the current school year. If the student's proposed suspension would exceed either figure, the suspension shall not take effect until so ordered by the Board of Education after a formal hearing such as required for expulsion. If the principal has reason to believe that the student's conduct endangers persons or property, is seriously disruptive of the educational process or is in violation of Board policy, expulsion may be recommended.

## **Expulsion Procedure**

The expulsion of students from the Warwick Public School shall take place in accordance with and in compliance of all appropriate North Dakota Statutes, especially 15.1-19-09. Suspension and expulsions – Rules and Warwick Public Schools Policy FHDA, Suspension and Expulsion, and FHDA-R, Guidelines for Suspensions and Expulsions. Warwick's Weapons Policy FHCG Carrying Weapons, adopted 11/14/2006, and U.S.C. 921 requires that the proceedings for the expulsion of the student involved for a minimum of one calendar year be initiated immediately by the principal.

## **In-School Suspension**

In-school suspension is assigned at the discretion of the administration and/or Student affairs for any inappropriate behavior deemed necessary by a school administrator or his designee and/or when the lesser punishment have not proven effective in modifying or correcting a student's behavior. ISS may be assigned for a portion of one day or one, two, or three days, and additional days may be assigned by the ISS coordinator for violation of the rules and regulation of the ISS room. A student sent to ISS is expected to continue with their regular classroom assignments.

## **Discipline Referral Procedure**

- It is acknowledged that all staff members share in responsibility for enforcing the discipline policies and creating an environment conducive to learning.
- All referrals shall be made in writing.
- The principal and his designee shall conduct and document a confidential investigation to determine whether to proceed with charging the referred student with a violation of policy.
- In investigating a referral, the administrator or designee shall interview witness as appropriate and necessary.
- In processing disciplinary referrals, the administrator or designee shall utilize, as appropriate, counseling with students.
- All disciplinary policy consequences described below accumulate throughout the school year unless otherwise specified. Parents will be contacted regarding each offence.
- Any/all unlawful items shall be confiscated and be turned over to a law enforcement agency as soon as possible.
- When a student has been placed on a district contract the following should occur: The student will return to school with a copy of the district contract and a re-entry check-off form, which will require a Principal/Dean of Students signature and a referral to the Student Assistance Team for clearance.

## **Lockdown**

If the school needs to call for lock down of the buildings, the following protocol will be followed. The central office will be notified by the first person that identifies an intruder. The lockdown will be announced over the intercom to all rooms and hallways. The lockdown will stay in effect until the lockdown is lifted by the office over the intercom.

Lockdown procedures: Doors should be locked, and Lights turned off

All students and teachers should remain in an area of the room that cannot be seen by the door.

If your door opens inwards, wedge a door stop under the door. (See school safety plan)

### **Canine Search and Training**

To ensure that the Warwick Public School is drug free we will participate in Canine Search and Training Exercise. These search and training exercises will be conducted on a random basis.

When a canine search is to be conducted, the school will go to lockdown.

The school principal shall notify the Superintendent prior to any canine search or training.

Canine searches and training exercises will not be conducted on students, teachers, or other people. It is the responsibility of the principal to make sure this does not occur.

Canine searches and training exercises may be conducted on school lockers, locker rooms, parking lots, and other Warwick school property and facilities. Backpacks and book bags will be subject to search.

Students will not be present in any area where the canine search or training exercise is being conducted. Students will be kept in the classroom until the canine search and training exercise has been completed.

Dogs used for canine searches and training exercises will be certified and accompanied during a search and training exercise by a certified handler and the school principal.

Any direct search of school property or facilities following a "positive alert" will be conducted by the school administration. This search will work in concert with protocol of the police agency assigning the dog and handler.

Students who are found to be responsible for bring illegal or prohibitive substances to school following canine search and training exercise will be subject to the disciplinary procedures outlined in the student handbook.

### **Searches of Lockers**

Provision for temporary storage and safety of students' personal possessions ordinarily used in their day-to-day school activities will be made in certain school buildings by such devices as lockers. These lockers may not be used to conceal weapons and/or illegal substances.

Ownership and control of all lockers is retained by the school district. Access to all lockers under certain conditions is a legal right of school officials whose responsibility it is to protect the health, safety, and welfare of all students enrolled.

When the school principal has a reasonable suspicion that one or more lockers may contain objects or substances in violation of school rules or which may be detrimental to the health, safety, or welfare of all students enrolled, the principal may initiate a search of those lockers. The principal should make a reasonable effort to contact the student and ask the student to open the locker. The principal should then inspect the locker in the presence of the student.

If the student cannot be located, if the student refuses to open the locker, or if an emergency is deemed to exist, the principal may open and inspect the student's locker. In such a case, the principal should be accompanied by at least one other adult person.

**Illegal substances will be turned over to proper authorities.**

In the event a police officer or other law enforcement officer is to conduct a search of a student's locker, person, or possessions, a search warrant is necessary.

Dogs may be used in the search of a student's locker. When the dog handler is a police officer, the officer shall be accompanied by a school official and shall not take part in the search once the dog has alerted unless a search warrant has been obtained.

The Superintendent should be notified whenever a search has been conducted.

## Student Use of Electronic Devices

### Student Use of Personal Technology

#### Definitions

For the purposes of this policy:

- *Inappropriate content* is defined as content that:
  - e. Violates a district student conduct policy;
  - f. Attacks ethnicity, race, religion, or other legally protected status;
  - g. Promotes violence, terrorism, or other illegal activities including, but not limited to, tobacco, drug, and/or alcohol use by minors;
  - h. Is obscene or pornographic as defined by community standards.
  - i. Is reasonably forecasted to materially or substantially disrupt the educational environment;
  - j. Poses a direct threat to the physical safety of the school population; and
  - k. Infringes on the rights of others, such as (but not limited to) material that is potentially libelous or invades an individual's privacy.
- *Personal technology* is defined as a device that is not owned by the District, is in the possession of a student, and contains one or more of the following features:
  - l. Has the capability to connect to one or more networks including but not limited to, a cellular network, Internet, Ethernet, and/or Bluetooth;
  - m. Has a digital camera and/or video recording device;
  - n. Has a microphone;
  - o. Has data storage capability; and/or
  - p. Has an operating system and/or the capability of running software, apps, and/or electronic games.
- *Reasonable suspicion* means that administration has grounds to believe that the search will result in evidence of a violation of district policy, rules, the law, and/or that the violation may be detrimental to the health, safety, or welfare of district students or staff. Reasonable suspicion may be based on a school administrator's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- *School day* is defined as beginning and ending at the following times: **8:10 am-3:30 pm**.
- *School property* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

#### Prohibitions

The **Warwick** School District prohibits students from using personal technology as follows:

1. Students are prohibited from using personal technology to violate a student conduct policy including, but not limited to, policies on cheating and bullying while on school property or at a school-sponsored event;
2. Students are prohibited from using personal technology to photograph or video record any person during the school day. Students are furthermore prohibited from transmitting any photo or video using personal technology during the school day. Building principals are authorized to make exceptions to this rule for bona fide classroom activities and in accordance with the “exceptions” section of this policy;
3. Students are prohibited from using personal technology to photograph or video record inappropriate content and/or transmit inappropriate content while on school property and/or participating in school-sponsored events;
4. Students are prohibited from displaying and/or using personal technology in areas where there is a reasonable expectation of privacy by others on school property and at school-sponsored events. Students are also strongly discouraged from possessing personal technology in areas where there is a reasonable expectation of privacy by others on school property and at school-sponsored events;
5. Students are prohibited from using personal technology to compromise district networks or access confidential material on district networks. The District may also take disciplinary action against a student who has used personal technology to engage in hacking, trolling, accessing or transmitting inappropriate material, spamming, sending viruses, and/or engaging in illegal or other inappropriate activity while on school property or participating in school-sponsored event;
6. Students are prohibited from using personal technology disruptively or in a manner that potentially compromises the safety of others on school property and during school sponsored events; and
7. To ensure safety and efficiency, students are prohibited from using personal technology between classes in district hallways, when entering and exiting district transportation, and when required to be in line for activities such as, but not limited to, recess and lunch.

#### **Classroom Use**

Elementary classroom teachers **prohibit possession and use** of personal technology in the classroom. Middle and high school classroom teachers **prohibit possession and use** of personal technology in the classroom.

#### **Use During the School Day Outside Classroom**

Elementary students are prohibited from using personal technology during lunch and recess unless granted an exception by the building principal.

Middle school and high school students are prohibited from using personal technology during lunch, break periods, and study hall.

Any student found using their mobile phone during school hours will be dealt with in accordance with our policy and procedure outlined in brief below. Copies of the policy can be found on the school website.

#### **Guidelines and Procedure**

1. Mobile phones must be turned in upon entering the building and will be locked in an office during school hours. This includes break and lunchtimes. Phones must not be seen or heard in the high school, we are a no phones school. Phones will be returned to students at 3:15 each day.
2. Any student seen using their mobile phone during school hours, including break and lunchtimes, will have their phone confiscated, student write up, parent contact, and parent retrieval of the phone.

#### **Disciplinary Consequences & Confiscation**

Students in violation of any portion of this policy may be subject to disciplinary action in accordance with the district’s student conduct policies. In addition, teachers may confiscate personal technology when a student is reasonably suspected of using it to violate this policy or classroom rules. Teachers will turn it over to the building principal for further action. Principals shall make this determination based on the severity of the suspected offense. Under no circumstances shall a teacher or ancillary staff member search personal technology.

Students in violation of any portion this policy will be subject to disciplinary procedures and confiscation of the electronic device:

- First Offence: Confiscate device and student may pick-up at end of school day.
- Second Offence: Confiscate device for 1 week
- Third Offence: Confiscate device for 2 weeks
- Fourth Offence: Confiscate device for remainder of school year.

Students refusing to give up electronic device will be considered in defiant of authority and face further disciplinary action. Student will also lose all student privileges including field trips, afterschool activities and extra-curricular activities for a minimum of 30 days and a maximum of 60 days. Grade level Principal will make final decision. Teacher will document this behavior on an Incident report form and turn in to Principal.

The building principal shall determine how long to keep confiscated personal technology based on the following criteria:

1. The nature of the offense; if illegal activity is suspected, the administrator shall contact law enforcement, the Superintendent, and retain the device until further directed by law enforcement or the Superintendent;
2. If the confiscated item is a phone, the principal should consider if the student walks or drives to and from school and potential safety considerations associated with not having the phone in the student's possession; and
3. Other considerations of significance based on the nature of the device confiscated and the student's disciplinary history.

### **Searches of Personal Technology**

The building principal or Superintendent is authorized to search a student's personal technology only when they have reasonable suspicion that the device contains evidence of wrongdoing by a student or potential harm to self or others. Only areas of the device reasonably related in scope to the purpose of the search will be subject to a search (e.g., if a student is texting inappropriate photos, only the device's text messages will be searched). The building principal and Superintendent are authorized to contact legal counsel to help determine the appropriate scope of the search.

If the building principal or Superintendent suspects or finds that a student's personal technology contains content that violates NDCC 12.1-27.1-03.3 or other laws, they shall contact law enforcement. Under no circumstances shall school officials download or transfer sexually explicit content from a student's personal technology. Law enforcement, including school resource officers, must have probable cause to search the device, preferably in the form of a search warrant.

### **Exceptions**

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

### **Emergencies**

Students are encouraged to use any available cellular telephone in the event of an emergency that threatens the safety of students, staff, or other individuals.

Students in violation of any portion this policy will be subject to disciplinary procedures and confiscation of the electronic device:

- First Offence: Confiscate device and student may pick-up at end of school day.
- Second Offence: Confiscate device for 1 week
- Third Offence: Confiscate device for 2 weeks
- Fourth Offence: Confiscate device for remainder of school year.

Students refusing to give up electronic device will be considered in defiant of authority and face further disciplinary action. Student will also lose all student privileges including field trips, afterschool activities and extra-curricular activities for a minimum of 30 days and a maximum of 60 days. Grade level Principal will make final decision. Teacher will document this behavior on an Incident report form and turn in to Principal.

If a student’s cell phone or other electronic device is confiscated, the building principal may search the confiscated device in accordance with policy FHBD – Searches of Students. Disciplinary action up to and including suspension and/or expulsion may also be taken against any student using an electronic device in a manner that causes substantial disruption to the educational environment.

The Superintendent and/or his designee is authorized to make exceptions to the prohibitions set forth in this policy for health, safety, or emergency reasons, for students in attendance as active members of a volunteer fire fighting organization or volunteer emergency medical service organization and when use of electronic devices is provided for in a student’s individualized education program (IEP).

**\*Pk-4<sup>th</sup> grade consequences may differ depending on grade level and may be changed by administrators and student affairs personnel.**

**Student Access to Devices-Distance Learning**

The district will provide electronic devices for all students. The elementary school will provide one iPad for each student. The middle school and high school will provide chrome books for each student. Families will be required to sign a device responsibility form for each student that receives a device. It is expected that the student and family will take care of the device(s). These devices will need to be brought to and from school daily. The school will provide a backpack for each student to carry devices to and from the school building. Families are responsible for up to \$200 worth of damages, or \$200 total should the device be stolen or lost.

**Student Support Services**

**Student Activities**

To participate in extracurricular activities at Warwick High School students must abide by the rules of the North Dakota High School Activities Policies and the Warwick Board of Education. Parents/guardians and students will be required to attend mandatory meetings at the beginning of each activity season. A set of rules will be given to parents/guardians and student participants at these meetings.

**School Prom: Students attending the Warwick School Prom must be in compliance of all school policies including attendance, behavioral and academic requirements.**

**Dress Code**

The dress code has been established to promote discipline, respect, and responsibility among all students. To maintain an appropriate school environment conducive to learning and free of unnecessary distractions and disruptions, the following are prohibited:

- Clothing that is shredded or frayed, off the shoulder, low cut in front or through the underarms, see through, or as described below is unacceptable. Bib overalls must have both straps attached. **The hoods of hooded sweatshirts will remain down.**
- Sleeveless shirts and undershirts with straps less than three inches wide.
- Head gear of any kind, including hats, bandannas, hairnets, and sunglasses. Hats or sunglasses are to be worn outside at the teacher's discretion. No hats or sunglasses are to be worn in the building at any time.
- Accessories including, but not limited to, studded bracelets, belts, or necklace; belt loop or chain wallets, chains that connect body piercing, and belts that extend more than six inches beyond the buckle or that hangs down.
- Pants and shorts worn below the waist in a manner that exposes underwear or bare skin are prohibited along with shorts or skirts which are higher than three inches above the students' knees when standing straight.
- Shirts or tops, which expose the midriff when the student is standing or when sitting down.
- Spandex shorts or pants, unless covered by a shirt or top.
- Attire, accessories and/or backpack publicizing any group or organization that promotes disrespect towards individuals or groups, or that contain profanity or promote drugs or violence. Also, clothing, tattoos or accessories which advertise, display, or promote drugs, violence, weaponry, sexual innuendo, disruptive symbols, profanity, hate, or bigotry towards any group or is offensive, or disrespectful to other individuals.
- Clothing that displays gang affiliation or substance abuse. Clothing with symbolism and/or insignias which suggest illicit behavior, gang affiliation or substance abuse are prohibited.
- Overcoats or trench coats may not be worn indoors. Blankets may not be worn in the building.
- Pajamas, slippers, and other clothing not normally worn in school, or a public setting are prohibited.
- Safety pins, straight pins, paperclips, or similar objects used as a decoration or accessories on any type of attire. (Objects can be used as a weapon) and other such items that are, in the administration opinion, detrimental to the educational process are prohibited. During special event days, dress code will be altered at the principal's discretion.
- Face masks will be required by the school district for all staff, students, and visitors to the school building. The school will provide washable face masks for all students and staff. Disposable masks will be provided for visitors. Washable masks will not leave school property and will be laundered by custodial staff.

Violations will result in the student being asked to cover up or be removed from school for the dress code violation.

### **Care of Property**

Students are entrusted with and made responsible for considerable valuable property such as books, furniture, computers, laboratory equipment, etc. At the end of the period of its use, it should be returned with no more depreciation than normally expected from ordinary use. Student will be financially liable for extraordinary depreciation of the property entrusted to their care. Respect for the belongings of others is a value of high priority. Theft of any article will necessitate a severe school penalty and possible criminal prosecution. Students are responsible for their personal property and should keep all belongings in a locker when not in use. While taking physical education, students should secure money and valuables in a locker or with the teacher. These are subject to change during a pandemic or when instructed by school district.

### **Out of Town Trips**

Students are expected to ride the assigned bus to any school sponsored event. Students will not be allowed to ride to and from any activity unless the proper advisor of the activity is notified in person or by telephone by the parent or guardian of the student. Exceptions will be made if a student is riding home with other students' parents and all

parents or guardians involved have notified the advisor in person or by telephone. **All co-ed activities, overnight trips, day trips, will have a male and female chaperone.**

### **Field Trips**

Field trips are unique educational experiences that provide learning in ways that cannot be accomplished within the school setting. Generally, before any student attends a field trip, a permission slip must be signed by a parent or guardian and returned to the teacher. If the slip is not returned the student may be unable to go on the trip. When a student goes on the trip, he/she is responsible to turn in work missed in other classes. As with all school functions, all school policies and procedures are in effect on field trips. Unacceptable behavior on a field trip will result in disciplinary consequences. Students with behavior incidents, excessive absences or who are failing or in danger of failing may be denied field trip privileges.

### **Cafeteria/School Lunch**

The cafeteria is provided for students to eat lunches brought from home or lunches from the cafeteria kitchen. All lunches, whether provided by the school or brought from home, are to be eaten in the cafeteria. Students are not allowed to take any food or drink out of the cafeteria unless under the guidance of a faculty member. All children **will not be charged** for breakfast and lunches.

\*During times of pandemic students & staff will eat breakfast and lunch in classrooms.

### **Telephone**

Telephone calls are not to be made from the office unless it is an extreme emergency. Students will not be excused or called from class to take telephones call except in emergency situations. Student will not be allowed to make phone calls during the school day unless having permission from administration.

### **Extended Day**

After school academic enrichment and tutoring services are available Monday, Tuesday, Thursday, from 3:30 P.M. to 5:30 P.M. Transportation will be provided. See transportation handbook.

### **Visitors**

There will be no student visitors at school during the school year due to liability issues.

### **Student Drivers/Closed Campus**

Students traveling to school by bus or private vehicle are required to stay on campus the entire school day. Cars and trucks are secured in the student parking lot for the safety of the students and protection of private property. Student driver will be required to provide proof of driver license and vehicle insurance. Student drivers will not be allowed to transport other students unless the school has written permission from both parents or guardians on file. Student drivers will be required to turn in vehicle keys to the administrative office every day upon entering the school building. Keys will be returned to the student driver at the end of each day.

### **Family Education Rights and Privacy Act**

The Family Education Rights and Privacy Act (FERPA) affects public schools and school records. Hopefully, the following explanations will somewhat clarify the provisions of this federal law.

Parents, guardians, and eligible students are defined as:

**Parent:** either natural parent of a student, unless his or her rights under the FERPA regulations have been removed by a court order. This includes a parent who contributes 50 percent or more of the financial support of a student eighteen years of age or older.

**Guardian:** an individual acting as a parent in the absence of the student's natural parent.

**Eligible student:** a student or former student who has reached eighteen years of age or enrolls in a post-secondary institution.

Parents, guardians, and eligible students have the right to

- Inspect and review the student's education records.
- Request a copy of the student's permanent record for personal use or to be mailed to a similar school or post-secondary school. When requesting a copy of a student record, a parent or student must complete a release of information form which is available at the school the student attends. Parents and eligible students must sign the form for the release of records when applicable. A reasonable charge for copies requested may be required.
- Seek to correct parts of the student's education record which he/she believes to be inaccurate, misleading, or in violation of the student's rights. This right includes a request for a hearing to present evidence regarding which part(s) of the record be changed if the school district decides not to alter or refuses to change said record.

Specific directory information such as student's name, address, date and place of birth, major field of study, participation in officially recognized school activities, height, and weight of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous school attended may be released by school officials without permission from the parent or eligible student.

If it is felt that any part of the directory information should not be released, the parent or eligible student must request same in writing during the first two weeks of the school year. This request will not cover pictures taken by the news media related to school events. The school district will make a reasonable decision whether to release directory information to various agencies or organizations.

Any parent or eligible student had the right to file a complaint with the Department of Education in Washington, D.C. if they believe the school has violated federal law.

The policy of the Warwick Public School District has limited the disclosure of information contained in a student education record except:

- By the prior written consent of the parent or eligible student
- As directory information
- Under certain specific circumstances as permitted by federal law.

### **Section 504 Act**

Section 504 is an Act which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The act defines a person with a disability as anyone who:

- Has a mental or physical impairment which substantially limits one or more major life activity (major life activities include activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working)
- Has a record of such impairment; or
- Is regarded as having such impairment

To fulfill its obligations under Section 504, the Warwick Public School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer. The Family Education Rights and Privacy Act (FERPA) also specifies rights related to educational rights. This act gives the parent or guardian the right to:

- Inspect and review his/her child's educational records
- Make copies of these records
- Receive a list of all individuals having access to those records
- Ask for an explanation of any item in the records
- Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and
- A hearing on the issue if the school refuses to make the amendment. If there are questions, please feel free to contact Lori Kostmatka, the 504 coordinator for the school district, at phone number 701-294-2561.

### **Guidance and Counseling**

Warwick Public School is interested in each student as an individual. To assist students with problems relating to their choice of subjects, guidance and counseling services are offered. Students needing mental health services will be referred to Indian Health Services or other Mental Health agencies.

### **Health/Medical Services**

The policies under which the school health department operates are derived by the consultation with the school administrators, school staff, and Indian Health Services. The underlying objectives are to provide emergency care for injury or sudden illness and to advance students' appreciation of their health in all its aspects. Medical treatment is given on an emergency basis or by way of dealing with minor situations to allow a student to attend to school responsibilities. For information regarding the administration of medication, see Board Policy FEAA, Administering Medication to Students.

Warwick Public School has put the following **visitor** protocol in place:

- Visitors must:
  - Enter through the district office door – door 1
  - Visitors are required to check in at the district office
  - Visitors will remain in the district office, admin assistant will inform staff of the visitor, and staff will come to the district office to meet the visitor.

### **Health Examination and Immunization**

A Certificate of Immunization is required of Pre-kindergarten students and of any new student entering Warwick Public Schools. For more information regarding health assessments and required immunizations, see Board Policy FBC-Inoculations; FBC-Provider Instructions for Use of Certificate of Immunization

## **Parent and Family Engagement Policy**

For the purposes of this policy, parents, and family members (hereafter parent(s)/family) mean parents and family members of students attending schools that receive Title I funds. Parent means a biological, adoptive, step or foster father or mother, or any other individual who stands in loco parentis to the student. Family/family members are adults living in a student's household who are related to the student [and/or adult relatives living outside the student's household who, based on a school administrator's knowledge, play a direct and active role in the student's education.

### **Development and Scope of Policy**

This policy has been jointly developed and agreed upon by the Warwick Public School Board and parents/family of students served by Title I funds.

This policy only applies to Warwick Public Schools receiving Title I funds.

Family has no right to receive information concerning a student's educational records unless authorized by a parent or eligible student in accordance with the Family Educational Rights and Privacy Act or unless an exception applies under this law.

### **Expectations and Objectives for Parental Involvement**

To help foster meaningful parent/family engagement, the District has established the following objectives and expectations:

Objectives for schools receiving Title I funds:

- Each school should identify and implement ways to make their schools open and welcoming to parents and families.
- Each school should identify ways of communicating with parents/family in a personable manner.
- Each school should implement mechanisms for allowing parents/family to stay informed about their child's progress consistent with confidentiality laws that prohibit release of personally identifiable information without the consent of a parent/eligible student. Each school should also implement mechanisms for parents/families to stay informed about school programs, district policies, and ways in which parents/families can provide feedback and input to their children's schools.
- Each school should identify and/or develop services to help educate parents/families about their role in supporting their children's educational growth and should help connect parents with community-based services designed to further assist in this regard.

Expectations for parent/family involvement are outlined in the subsequent section of this policy and in the school-parent compact[s].

### **Parent/Family Engagement Procedures**

The Warwick Public School - District 29, will enact a parent/family engagement program in accordance with federal law by carrying out the following procedures:

- To involve parents/family in development of the district's student achievement and school improvement/support plans, The Superintendent of each school receiving Title I funds shall: form a Title I parent committee to provide ongoing input on the parent and family engagement policy and programming. The committee will meet monthly and hold quarterly meeting open to parents and community members of

the district. School Principals, counselors, program coordinators and other school personal will be assigned to assist parent and serve as leaders and mentors.

- To plan and implement parent/family involvement activities designed to improve student achievement and school performance, the Superintendent of each school receiving Title I funds shall: Collaborate with community-based programs such as LHCC Programs (Talent Search, Adult Learning Center, Early Childhood Program, SP Recovery and Wellness, SL Tribal Health, Spirit Lake Tribal Council and other community-based programs.
- Title I parent/family engagement strategies, programs, and activities will be coordinated and integrated with other school parent/family engagement strategies, programs, and activities to the extent possible. The Superintendent shall develop and implement methods for orchestrating such coordination and integration including [list ways in which staff will be informed and/or encouraged to coordinate and integrate Title I and other parent/family engagement strategies, programs, and activities.]
- To evaluate the parent/family involvement program, identify barriers to participation in it, and identify ways strategies to support school-family interactions, The Superintendent of each school receiving Title I funds shall insure: each parent involvement activity will be evaluated to determine levels of success by the collection of data and/or surveys. The superintendent will assign a evaluation committee to review data collected. Data such as number of parents from sign in sheets, numbers of participation in individual activities and number of participants with children in our school. Committee will make recommendations based on data information and other feedback. Information will be shared with parents and families via school website, Facebook, and newsletter.
- The Superintendent shall be responsible for compiling the feedback received from item “d” and implementing strategies to respond to these data, which may include revisions to this policy, implementation of new evidence-based parent/family support programs or revisions to such existing programs, and/or revisions to the district’s parent/family communication or outreach methods. The Superintendent shall consult parents of students participating in Title I programs as part of this review and revision process.

To carry out additional requirements in law specifically related to parent engagement, the Superintendent shall:

- Ensure that the principal of each school receiving Title I funds holds an annual Title I parents meeting and reports to the Superintendent after this meeting has occurred. The Warwick Public School/District will convene an annual meeting at a convenient time, to which all parents of participating children shall be invited and encouraged to attend. This informational meeting will involve parents of all student’s grades PK-12. This meeting will be held each fall.
- Ensure that the principal of each school receiving Title I funds offers additional opportunities for parental involvement meetings at flexible times with transportation and/or childcare provided. Each school receiving Title I funds shall submit a schedule of such meetings to the Superintendent.
- Warwick Public School will form a Title I parent committee to provide ongoing input on the parent and family engagement policy and programming. This committee will serve and fulfil the requirements of Title I, JOM, and Title VII programs. The committee will meet monthly and hold quarterly meeting open to parents and community members of the district.
- Develop and implement efficient and effective methods of communicating all information required by Title I to parents of participating students. To the extent possible, such communication will be in a format and in a language that the parents can understand. Communication will be distributed through the school website, phone all call system, school Facebook, PowerSchool parent portal, school newsletter, and surveys.

- Develop and implement an efficient and effective method of ensuring that parents of students participating in Title I programs have access to the schoolwide student achievement plan and are informed of their right to comment on the plan, the timeline for commenting, and the method for submitting comments to the Superintendent.
- Contact principals of all schools receiving Title I funds to remind them of the need to develop/update a school-parent compact with all components required by law and to inform these principals of the deadline for submitting this compact to the Superintendent. Currently a school-compact is in place and will be reviewed and revised to ensure compliance with ESSA. This will be done on a yearly basis. Deadline for revision of compact will be November 15, of each school year.
- Require principals of all schools receiving Title I funds to report, by a specified deadline, on the training and other methods and materials each school will use to educate parents of participating students on state academic standards, state and local academic assessments, federal parent/family engagement requirements, how to monitor a child's progress, how to work with educators to improve the achievement of their children, and how to work with their children to improve achievement. Each Principal will develop a training plan and submit to the principal on or before the start of each school year.
- Require principals of all schools receiving Title I funds to report on training provided to teachers and other support staff on the importance of parental involvement, how to work with and build ties with parents, and staff's role in implementing parental involvement programs. The Superintendent shall coordinate and implement such training for principals.

Federal law allows school districts to incorporate the following components into the parent/family engagement program. If your district has incorporated any of the following activities into this program, explain who is responsible for implementation. Districts may also describe the implementation steps in this policy:

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training
- Providing necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training
- Paying reasonable and necessary expenses associated with local parental involvement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions
- Training parents who are actively involved in schools to encourage the involvement of parents who are inactive
- Adopting and implementing model approaches to improving parental involvement
- Developing appropriate roles for community-based organizations and businesses in parent involvement activities
- Providing such other reasonable support for parental involvement activities as parents may request.

### **Acceptable Use Policy**

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

#### **Education**

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

### **Monitoring Use**

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

### **Prohibitions**

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

1. Accessing, downloading, or publishing inappropriate Internet material;
2. Sending or posting threatening, harassing, insulting, annoying or alarming content;
3. Sending, posting, or using obscene language;
4. Violating the privacy rights of students and employees of the District;
5. Vandalizing and/or tampering with district computers, and/or networks;
6. Hacking or any other form of unauthorized access to accounts, computer systems, or files;
7. Attempting to breach network security or transmit viruses;
8. Violating copyright, trademark, trade secret, or other intellectual property laws;
9. Using the network for political purposes as defined by state law, financial gain, and/or commercial purposes;
10. Accessing social networking or other Internet sites for non-curricular purposes;
11. Other actions deemed inappropriate or is not in the best interest of the District, its employees, and students.

### **Violations**

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

### **Consent**

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

**Acceptable Use Policy**

I understand and will abide by the attached Acceptable Use Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges will be restricted or revoked, school disciplinary action may be taken, and/or appropriate legal action.

User's Full Name: \_\_\_\_\_ I understand that this access is designed for educational purposes and the Warwick Public School District is taking precautions to eliminate controversial material. However, I recognize it is impossible for the school district to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

Grade (circle one):      Pre-K   K   1   2   3   4   5   6   7   8   9   10   11   12   Staff   Other

As the parent or guardian of this student, I have read the Acceptable Use Policy.

User's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Warwick Public School Computing Device Checkout: Parent Contract



Warwick Public School 210 4<sup>th</sup> Ave.  
Warwick, ND 58381

Phone: 294-2561

Parents Full Name:(please print)

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Students Full Name:(please print)

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For a WPS student to be eligible to check out a WPS computing device, a parent or guardian must agree to the Terms of Contract listed below. Which in part, indicates the parent or guardian will take financial responsibility for any expense required to repair or replace a checked-out computing device if it is damaged, lost or stolen while in the possession of the student.

Estimated value of the computing device checked out to the student listed above: \$ 200.00

Serial number of the computing device checked out:

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Circle one:      iPad      Chromebook

Terms of Contract:

As the parent or guardian of the student listed above, I am responsible for the computing device described above. If the computing device is lost, stolen or damaged before it is checked in to WPS, I am responsible for any expense required to replace or repair the computing device up to the estimated value. I also agree the computing device will only be used for the purpose of completing schoolwork assigned by WPS staff and that it is forbidden to download or install any other applications on the computing device without permission from the WPS.

As the parent or guardian of a WPS student, I have read this document and agree to the Terms of Contract. My signature below indicates my agreement.

Parent signature

Date:

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