

2025-2026

Warwick Public School Parent & Student Handbook



Reviewed by Board



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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 who 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

Name & Position	Email
Angela Brandt – Superintendent	Angela.Brandt@k12.nd.us
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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 2025-2026 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 tenets 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 the contents discussed with the parents or guardians. Everyone must 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 students' years in school are a stepping-stone for eventual career development as well as a 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. All doors will be locked except for Door #1 by the district office. All visitors must use door 1, and sign in. Parents and family members picking up students will not be allowed past the district office. Office staff will call the student to the district office to meet the parent or family member.

Any student, group, or organization in the building after these hours must be supervised by a school employee. Maintenance people will not assume supervision duties. All students not involved in after-school activities are to leave the building when school is dismissed.

Visitors

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.

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

Cancellations and Delayed Opening

Emergency announcements of cancellations of school, delayed openings, or school events will be sent out through the Thrillshare announcement system. Families will receive a call and text message. Announcements will also be posted on the school website and school Facebook page.

School Day Schedules

Middle School (5–8)	Time	High School (9–12)	Time
1st Period	8:25–9:17	1st Period	8:25–9:17
2nd Period	9:19–10:11	2nd Period	9:19–10:11
3rd Period	10:13–11:05	3rd Period	10:13–11:05
Lunch	11:05–11:32	4th Period	11:07–11:59
FOCUS	11:34–11:58	Lunch	11:59–12:19
4th Period	12:00–12:48	5th Period	12:21–1:12
5th Period	12:50–1:42	6th Period	1:14–2:06
6th Period	1:44–2:36	7th Period	2:08–3:00
7th Period	2:38–3:30	FOCUS	3:02–3:30

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.

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

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. There is no cost for students to eat school meals.

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 they have 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. 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.

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

- One 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 with an unofficial rank for the college. No student will be 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 5th 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

Students who are absent (excused or unexcused) will be allowed 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.

Parent's Right to Know

Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. If you are interested in learning this information, please contact the school administration office at 701-294-2561. Upon this request, you will receive a detailed explanation of the licensing, education and experience of each of our teachers. You will also receive information regarding the names and qualifications of the paraprofessionals at our school.

Academic Integrity

ABDB - Generative Artificial Intelligence (AI) in Education - ABDB

Purpose

The **Warwick School District** recognizes the potential that Generative Artificial Intelligence (Generative AI) offers in enhancing educational opportunities, streamlining operations, and preparing students for a future that demands adaptability, critical thinking, and digital literacy. When incorporated and used in a responsible and ethical manner, Generative AI can support a dynamic working and learning experience.

This policy addresses guidelines for the proper management and responsible use of Generative AI in the district's educational and working environment.

Authority

The use of Generative AI in the educational environment is to be limited to approved educational purposes. Generative AI must comply with applicable state and federal laws and regulations including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), the Children's Internet Protection Act (CIPA), and the Children's Online Privacy Protection Act (COPPA), Titles VI and VII of the Civil Rights Act, and Title IX of the Education Amendments Act. Additionally, Generative AI must comply with Board policies, administrative regulations, and school rules related to acceptable use of computers and network resources, student and staff conduct, copyright protections, student records, personnel records, bullying and cyberbullying, nondiscrimination and harassment, data security, and staff and student expression.

The availability of access to Generative AI tools and resources by students and staff does not imply endorsement by the District of the Generative AI tool or resource, nor does the District guarantee the accuracy of the information received from Generative AI tools or resources. The District is not responsible for any information that may be lost, damaged, or unavailable when using a Generative AI tool or resource.

The district is not responsible for the dissemination, replication, or alteration of information or data input by any student or staff into any Generative AI tool or resource. Nothing in this policy is intended to limit the district's obligations under applicable law or regulations.

The district is not responsible for any unauthorized charges or fees resulting from access or use of Generative AI tools or resources.

Definitions

Purpose

- *AI literacy* means the ability to understand, use, and interact with AI systems efficiently and responsibly.
- *Artificial Intelligence (AI)* refers to technology designed to mimic human intelligence, such as analyzing data, recognizing patterns, and making decisions.
- *Generative Artificial Intelligence (Generative AI)* refers to an advanced subset of AI that is capable of generating new content from learned data and pattern recognition across various mediums such as text, code, images, audio, and video data.
- *Open-source AI* refers to AI tools and resources that are built on publicly accessible platforms and use and share data among all users who access the platform, both within and outside the District.

Delegation of Responsibility

The district plays a role in ensuring Generative AI tools and resources are used responsibly by students and staff in connection with the educational environment. The effective integration of Generative AI into education requires a collaborative effort between administration, teachers, staff, students, and families.

The district shall inform staff, students, parents/guardians, and other users about this policy by posting on the district website and by other efficient methods.

Generative AI tools and resources used in district schools and programs must be evaluated and authorized on an ongoing basis for age-appropriateness, bias, privacy protections, accessibility standards, and data security by the Director of Information Technology.

Only district-authorized Generative AI tools and resources may be used on district computers and in district schools and programs. Staff shall consult the district's list of authorized Generative AI tools and resources prior to implementation in the educational environment.

The Superintendent or designee is responsible for developing procedures to address student safety measures and determine whether Generative AI tools and resources are used for purposes prohibited by law, board policy, or for accessing sexually explicit materials.

The **Superintendent, along with the Director of Information Technology** or designee, will evaluate any new and existing vendor contracts, collective bargaining agreements, and related agreements for impacts related to district use of Generative AI and shall make recommendations regarding the evaluation.

Guidelines - AI Literacy

Staff may be required, as deemed appropriate by school administration, to partake in professional development opportunities addressing the effective and safe integration of Generative AI to enhance teaching and learning. Professional development opportunities may include, but are not limited to:

- Ethical use of Generative AI;
- Capabilities and limitations of Generative AI;
- Critical analysis of content produced by Generative AI;
- How to monitor and evaluate student inputs into Generative AI systems.
- Parameters established by the district for integrating Generative AI tools into classroom instructional design.

The District also encourages staff to explore Generative AI to discover lesson plan ideas, create templates or assessments, and to generate ideas for the personalization of student learning. In doing so, staff shall use Generative AI tools in accordance with applicable laws, regulations, and board policy.

Ethical Considerations

The District prioritizes the educational value in the use of Generative AI tools and resources and will take measures to mitigate associated risks. The District will only authorize Generative AI systems and platforms appropriately equipped for preventing breach of personally identifiable information and addressing the district's prohibitions against discrimination, harassment, bullying, bias, and access to sexually explicit materials, or those which are harmful to minors or prohibited by board policy.

The District's technology protection measures shall be enforced during use of Generative AI on district computers and network resources.

The District will provide additional training, when deemed appropriate, and address accessibility needs to provide equitable access to Generative AI tools and resources for students and staff including, but not limited to, individuals with disabilities and English Learner students.

The District prohibits the use of Generative AI in making decisions regarding employee recruitment, hiring, retention, promotion, transfer, evaluation, demotion, or dismissal. The District prohibits the use of Generative AI in making final determinations on student assessments and evaluations.

Academic Integrity

Students are only allowed to use Generative AI to complete assignments or assessments to the extent stated and outlined by their teacher for an individual assignment or course. Teachers must notify students in advance of the parameters for use of Generative AI in assignment and assessments. Teachers are also required to outline the use of Generative AI tools and resources in their required lesson plans.

The District permits the use of AI detection tools as an aid to identify potential academic integrity issues but prohibits reliance on results from AI detection tools as the sole determination of academic integrity.

FFB - Attendance & Absences - FFB

The Warwick School District believes that regular school attendance is the joint responsibility of the student and their parent(s) or guardian(s), and it is essential for student success in school. The District shall abide with compulsory attendance requirements in state law for students ages seven through sixteen. In order to comply with and enforce these requirements, the Board establishes the following attendance policy.

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/guardian, teacher, or school administrator. Examples of an excused absence may include 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 justifiable by the principal or Superintendent.
- *Unexcused absence* is any absence not supported by the verbal or written excuse required for an excused absence and shall count in determining when a compulsory attendance violation occurred. If a student is absent for an unexcused reason, the parent/guardian is responsible for promptly calling the principal's office to explain the absence, and the student shall be subject to the consequences contained in the Absences section of this policy. Examples of an unexcused absence may include, but are not limited to, truancy, oversleeping, routine errands, car trouble, haircuts, beauty shop appointments, car maintenance and repair, senior picture appointments, and any undeclared absences.

Documentation Requirements

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

1. Medical documentation from an appropriately licensed healthcare provider.
2. A copy of a court summons or subpoena.
3. An obituary for funeral leave.
4. Verification of planned or executed family travel (e.g., a boarding pass);

5. A request from an official at the student's place of worship; or
6. A request for an absence due to a curricular or extracurricular event submitted by the student's teacher, coach, or extracurricular advisor.

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.

Absences

The Board recognizes that prompt, regular attendance is extremely important. Absenteeism not only adversely affects the learning process of a student but also may impede their normal progression through grades. The Board expects each student to attend all scheduled classes and daily activities except when a school administrator has excused a student.

The Superintendent or Designee shall establish criteria for requesting and granting approved absences, make-up work requirements, and parental notification processes for students with accumulated absences.

Students shall be subject to academic sanctions due to unexcused absences. Accumulated absences in excess of 10 days per semester may result in academic consequences.

Academic sanctions: 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, grade reduction, or no credit) 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 the adverse academic consequences associated with unapproved absences.

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 has 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.

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

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 have an active smart pass in the automated system stating where they are going. Any student not identified in the Smart Pass system will be sent back to class immediately.

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.

ABAC - Virtual Learning Because of Weather or Other Conditions - ABAC

Virtual Learning Requirements

The District may temporarily offer virtual instruction when weather or other conditions require the Superintendent or designee to cancel hours of instruction. The District must ensure that affected students make up all lost hours of instructional time if the absence will result in the school failing to meet the minimum number of hours required by state law.

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

- 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.
 - Students that receive special education services are required to log in at their scheduled times.
 - 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.
- Elementary School – It is expected that:
 - Elementary will also be required to log on for Reading, Language Arts, Writing, Math, PE, Science, Library and Dakota Culture Instruction. These times will be specific and consistent to ensure student and family participation.
 - Students that receive special education services are required to log in at their scheduled times.
 - 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.

Credit Recovery, Attendance Make-Up, and Advanced Credit Procedures

These procedures provide guidelines for credit recovery, attendance make-up, and advance credit opportunities at Warwick High School. These programs support student achievement by allowing students to regain lost credits, make up instructional time, and earn select high school credits before entering 9th grade.

I. Credit Recovery Program

Eligibility:

Students who have previously failed a course or received an NC (no credit) on their transcript may be eligible for credit recovery through an approved digital learning platform or alternative instructional format.

Progress and Credit Awarding:

Coursework Progress	Minimum Grade Requirement	Credit Awarded
25% completed	70% or higher	0.25 credit
50% completed	70% or higher	0.50 credit
75% completed	70% or higher	0.75 credit
100% completed	70% or higher	1.0 credit

Credit recovery will be granted based on the following scale of progress and performance:

- Credit is only awarded upon completion of each 25% milestone **with a minimum passing grade of 70%**.
- Students must complete all assessments and required assignments within the credit recovery platform or program.
- Teachers and/or credit recovery supervisors will verify progress and determine eligibility for credit.

Monitoring and Support:

- Students are encouraged to work regularly and may receive teacher or facilitator support during designated hours.
Progress checks will be conducted biweekly.

II. Attendance Make-Up

Warwick High School offers attendance make-up opportunities during after-school sessions and summer school to help students recover hours lost due to excused or unexcused absences, per district attendance policy.

Requirements for Attendance Make-Up:

- **Session Participation:** Students must attend designated after-school or summer school make-up sessions.
- **Task Completion:** During each session, students must satisfactorily complete a task assigned by the program staff. These tasks may include academic work, enrichment assignments, or community service-based learning, depending on the session goals.
- **Credit for Time:** Students will receive make-up time credit only if the assigned task is completed to the satisfaction of the session supervisor or teacher.

Documentation and Verification:

- Staff will maintain records of student attendance and task completion.
- Students will receive documented confirmation of make-up hours earned, which will be submitted to school administration for attendance adjustments.

III. Advance Credit for Incoming Freshmen

Incoming 9th-grade students are eligible to earn high school credits in advance through a school-approved online learning platform during the summer session following the completion of middle school.

Eligible Courses:

Advance credits may only be earned for the following:

- Foreign Language
- Fine Arts
- Electives

Progress and Credit Awarding:

Advance credit will be awarded based on the same standard as credit recovery:

Coursework Progress	Minimum Grade Requirement	Credit Awarded
25% completed	70% or higher	0.25 credit
50% completed	70% or higher	0.50 credit
75% completed	70% or higher	0.75 credit
100% completed	70% or higher	1.0 credit

- Advance credit is contingent on satisfactory completion of each 25% of coursework with at least a 70% average.
 - All assessments and assignments must be submitted within the platform and approved by supervising faculty.
- Course progress and final grade will be verified by school personnel before credit is applied to the student's transcript.

Student Conduct And Discipline-FF

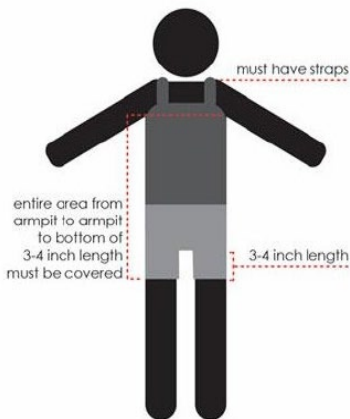
Conduct Standards

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, on field trips, and in other off-campus settings when student conduct has or is reasonably predicted to have a substantially disruptive effect on district operations and/or the educational environment.

Disciplinary Standards

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

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 they are 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.

FFI - Personal Electronic Communication Devices **Prohibition During Instructional Time**

The Warwick School District is committed to providing the necessary support for academics and student well-being in a positive educational environment that is free from unnecessary, non-educational distractions. Personal electronic communication devices can be a distraction during instructional time and counterproductive to student focus and engagement. By prohibiting and limiting the use of personal electronic devices during the school day, this policy aims to provide students with more opportunities to engage in meaningful interactions, collaborate with peers, and cultivate the essential skills necessary for academic and life-long success. Therefore, it is the position of the State of North Dakota and the District that students and school employees shall abide by this policy, which prohibits the use of personal electronic communication devices as outlined herein.

Definitions

For the purposes of this policy and in accordance with North Dakota law, the following terms are defined as follows:

- *Instructional time* means the time from the start of the school day until dismissal at the end of the school day on school premises, for which the signal may be the ringing of a bell, including a structured or unstructured learning experience, recess, a lunch period, and time in between classes. The term does not include private student travel time to and from an area career and technology center or other offsite learning experience or instructional time occurring in virtual environments off school premises.
- *Parent* means a parent or guardian of a student who is authorized to make decisions regarding education for the student.
- *Personal electronic communication device* means a portable electronic device capable of communication by voice, text, or other data with one or more other parties or devices, or capable of connection to a smartphone, the internet, or a cellular or wireless fidelity network, including a smartphone, cell phone, bluetooth-enabled device, tablet, smartwatch or other wearable device, and gaming device. The term does not include:
 - School-owned devices provided to a student and school-approved devices used by a student in accordance with this section.
 - Portable devices that meet the definition of a medical device under the federal Food, Drug and Cosmetic Act [21 U.S.C. 9 et seq.].

School means a public school providing prekindergarten, elementary, or secondary education, including area career and technology centers. The term does not include virtual schools, virtual instruction, the North Dakota center for distance education, or education occurring in a home-school environment.

School-related activity means a school sanctioned activity, event, or function, occurring outside of instructional time, at which students are under supervision of the school, whether on or off school premises, including a bus ride, field trip, sporting event, and school dance.

Student means an individual currently enrolled or registered at a public school as defined under this policy.

Inappropriate content is defined as content that:

- Violates a district student conduct policy.
- Attacks race, color, national origin, ancestry, religion, sex, disability, or other status protected by law.
- Promotes violence, terrorism, or other illegal activities including, but not limited to, tobacco, drug, and/or alcohol use by minors.
- Is obscene or pornographic as defined by community standards.
- Is reasonably forecasted to materially or substantially disrupt the educational environment.
- Poses a direct threat to the physical safety of the school population; and
- Infringes on the rights of others, such as (but not limited to) material that is potentially libelous or invades an individual's privacy.

Prohibitions

In compliance with N.D.C.C. § 15.1-07-41, the Warwick School District prohibits students from using personal electronic communications devices during instructional time. Prohibited devices include the following:

- Smartphones
- Cell phones
- Bluetooth-enabled devices
- Tablets
- Smartwatches or other wearable devices
- Gaming devices
- Any other devices as defined under N.D.C.C. § 15.1-07-41

All personal electronic communication devices identified above must be:

- Silenced or turned off, *and*
- Securely stowed away, *and*
- Inaccessible to students during instructional time.

The District may develop additional administrative regulations or rules, which outline the specific procedures each school building will follow to ensure all three legal requirements are met during instructional time.

Exceptions from this policy's prohibitions may be made only as outlined below.

Device Exceptions

The District provides specific device exceptions and will not prohibit a student from possessing or using a personal electronic communication device under this policy in each of the following circumstances:

- a. School-owned devices provided to a student, including school-issued laptops, tablets, or any other electronic device capable of communication as defined under this policy.
- b. School-approved devices used by a student, including personal electronic communication devices that have been approved by **[administration] [the classroom teacher]** to be used during instructional time for an educational-related purpose. Such approval shall be limited in scope and time according to the specific educational-related use of the approved device. Students using a school-approved device shall only use that device for the educational-related purpose for which the device received approval. Any violation of this provision by the student or employee may result in approval being rescinded, and the student and/or employee being subject to discipline as identified in this policy.
- c. Medical-provider recommendation, which includes a medical provider licensed under N.D.C.C. Title 43 (Occupations and Professions) who determines the possession or use of a personal electronic communication device is necessary for the health or well-being of the student.
- d. Required accommodation, which authorizes the possession or use of a personal electronic communication device when required by the student's individual education program under the:
 - The Individuals with Disabilities Education Act [20 U.S.C. 1400];
 - Section 504 of the Rehabilitation Act of 1973 [29 U.S.C. 794]; or
 - A plan developed in accordance with state or federal law requiring accommodation.

Limitations/ Allowances for School-Related Activities

The District may limit or allow student access to personal electronic communication devices outside of instructional time, during a "school-related activity" as defined in this policy. Such approval may be provided to a student(s) by administration.

School-related activities where students may be allowed limited or full access to personal electronic communication devices include:

- a. Bus rides
- b. Field trips
- c. Sporting events
- d. School dances
- e. Other activities where students are under the supervision of the school, whether on or off school premises

The District may develop and enforce specific limitations and allowances under administrative regulations or rules. Any time a student is using a school owned or approved device, a personal device on a limited or allowed basis, or a personal device that falls under another exception in this policy, the following prohibitions apply:

1. Students are prohibited from using any devices or 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 any devices or 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 any devices or 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 any devices or 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 any devices or 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; and
6. Students are prohibited from using any devices or technology disruptively or in a manner that potentially compromises the safety of others on school property and during school sponsored events.

Student Contact with Parents/ Caregivers

A student may contact the student's parent or authorized caregiver during the school day if needed by using a school telephone made available to the student in a manner and location designated by the building administration. Student contact with parents/ caregivers will not be unreasonably withheld, but the Superintendent may develop administrative policies and rules to ensure the orderly operation of the District and the educational process is not unnecessarily disrupted.

Parents and staff should refer to other District policies and regulations which may apply in the event of District-wide emergencies, student emergencies, and other health and safety events that may occur.

Enforcement Provisions

The District enacts the following enforcement provisions to ensure strict compliance with the law and this policy by students and school employees:

Employee Expectations and Disciplinary Measures. The District requires strict compliance with state law and this policy by school employees. Any employee who knowingly allows students to access and use personal electronic communication devices (that do not fall under a policy exception) during instructional time in violation of this policy while under the employee's supervision may be subject to discipline, up to and including termination.

In complying with this policy, the following school employee expectations apply:

- a. School Staff Reporting Requirements. School staff must direct students under their supervision and/or instruction to comply with this policy and shall require students' personal devices to be silenced or turned off, securely stowed away, and inaccessible during instructional time. Staff shall report to administration alleged student infractions of this policy (as defined in the next section: "Student Expectations and Disciplinary Measures").
- b. Any alleged school staff violations of this policy should be addressed in accordance with policy KACB ("Complaints about Personnel").
- c. Administration Investigation and Response. Upon receipt of a report of an alleged policy violation/ infraction, administration must investigate and make a determination as to whether the student has committed an infraction (as defined in the next section: "Student Expectations and Disciplinary Measures").

- d. Any alleged administrator violations of this policy should be addressed in accordance with policy KACB ("Complaints about Personnel") or other applicable policies or procedures.
- e. Identification of Policy Exceptions. All school employees who instruct or who are entitled to information regarding a student who has an Individual Education Program ("IEP"), Section 504 plan, medical accommodation, or other plan requiring accommodation must identify and review any exceptions under this policy that are listed in the student's program or plan.
- f. Compliance with Policy Exceptions. The District requires strict compliance with policy exceptions, including those exceptions made for school-owned and school-approved devices; medical devices; and possession or use of a device required under the IDEA, Section 504, or a plan developed in accordance with state or federal law requiring accommodation. To that extent, the District expressly prohibits school employees from confronting, disciplining, or removing a student's approved electronic device when that device may fall under an exception under this policy.
- g. School employees are expressly prohibited from openly/ publicly discussing students' medical conditions, accommodations, or other legally-protected confidential information. Inquiries or concerns may be directed to administration, particularly when a staff member observes a student with a personal electronic device (that may fall under an exception), and the staff member does not directly instruct or supervise that student and may not be entitled to the student's confidential information protected under state or federal law.
- h. Employee Use of Personal Electronic Communication Devices. Employees are also expected to follow acceptable use of technology and professional code of conduct policies when using their own personal electronic communication devices during instructional time.
- i. Employees are expressly prohibited from using personal electronic communication devices during instructional time for non-instructional or non-education related purposes, including personal texting, e-mailing, phone calls, and social media. Employees are expected to use personal devices during non-instructional times and other breaks in the school day only.

Student Expectations and Disciplinary Measures.

The District requires strict compliance with state law and this policy by students. Students who administration has found to have violated this policy may 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. Infractions of policy occur when a student knowingly and willfully violates this policy as determined by administration.

Measures that may be imposed by administration include, but are not limited to:

- a. **Level 1 Infraction:**
 - First violation: confiscate device, contact parent, administrator returns device to student at the end of the school day.
 - Second violation: confiscate device, contact parent, administrator returns device to parent during a conference/ meeting, develop a compliance plan.
 - Third violation: confiscate device, contact parent, administrator returns device to parent during a conference/ meeting, review compliance-plan, detention or in-school suspension ("ISS") may be imposed in accordance with school discipline procedures and policies.
- b. **Level 2 Infraction:**
 - Fourth violation: confiscate device, contact parent, administrator returns device to parent during a conference/ meeting, review compliance-plan, 1 day out-of-school suspension ("OSS") may be imposed in accordance with school discipline and suspension procedures and policies.
- c. **Level 3 Infraction:**
 - Fifth violation: confiscate device, contact parent, administrator returns device to parent during a conference/ meeting, review compliance-plan, 1-3 days OSS may be imposed in accordance with school discipline and suspension procedures and policies.
- d. **Level 4 Infraction:**
 - Sixth violation: confiscate device, contact parent, administrator returns device to parent during a conference/ meeting, review compliance-plan, 3-5 days OSS may be imposed in accordance with school discipline and suspension procedures and policies.
- e. **Level 5 Infraction:**

- Seventh violation: confiscate device, contact parent, administrator returns device to parent during a conference/ meeting, review compliance-plan, 10 days OSS and recommendation for expulsion. Due process procedures contained in the District's suspension and expulsion policy and regulations shall be followed.

Administering Disciplinary Procedures

In administering the disciplinary measures above, administrators and school staff must adhere to the following guidelines:

- a. Staff members shall direct students to comply with policy and should address alleged infractions with administration.
- b. Only administration may determine an actual infraction of this policy and administer discipline.
- c. If administration determines that a student is in violation of this policy and the student refuses to turn over the device to administration, the infraction may move to the next level.
- d. At no time should a District administrator or staff member attempt to physically or forcibly take an electronic device from a student.
- e. Administration may also respond under other conduct and disciplinary policies and regulations when a student's conduct implicates additional policies, including violence, threats of violence, harassment, bullying, or any other unlawful conduct or student code of conduct violations.
- f. Administration is required to identify students with disabilities (including those covered under the IDEA, Section 504, the ADA, and any child-find obligations) and must address any alleged student infractions in compliance with special education policies, regulations, and applicable laws.

Searches of Personal Technology

If a student is using a school owned or approved device, a personal device on a limited or allowed basis, or a personal device that falls under another exception under this policy, then administration is authorized to search the device when there is reasonable suspicion of the following:

1. The device contains evidence of conduct or activity that may constitute a violation of policy or the law;
or
2. There is a threat of danger 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). Administration is authorized to contact legal counsel to help determine the appropriate scope of the search.

If administration suspects or finds that a device contains content that violates N.D.C.C. § 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, may communicate the need for probable cause to search a device and may provide a student or the District with a search warrant or subpoena for information or records.

Dissemination and Education

Upon the adoption and implementation of this policy, the District shall:

- a. Ensure the policy is communicated to students, parents, and authorized caregivers; and
- b. Publish the policy in student and personnel handbooks.

The District shall review and revise this policy as it determines necessary. The District shall also develop and implement electronic communication device education programs for students and staff professional development activities. School administration may develop guidelines to assist students and staff with complying with this policy.

Annual Data Collection & Documentation

In accordance with state law, the District must collect data annually with the goal of measuring the impact of this policy on student behavior, mental health, disciplinary incidents, school attendance, and academic performance.

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.

ACEA - Bullying Policy - ACEA

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.

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.

2. **Reporting options for students and community members:** Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
 - a. Completing a written complaint form (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.

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.

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 in the implementation of this policy and/or bullying prevention.
2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
3. Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.

4. Referral to counseling services for the victim and perpetrator.
5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

FFD - Possessing Weapons - FFD

Prohibitions

Students are prohibited from possessing on school property or at a school function 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.

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

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.

ACDA - Acceptable Use - ACDA

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

All district computer users shall abide by this policy. The Superintendent or designee may take disciplinary measures when any of the following actions occur:

- Accessing, downloading, or publishing inappropriate Internet material.
- Sending or posting threatening, harassing, insulting, annoying or alarming content.
- Sending, posting, or using obscene language.
- Violating the privacy rights of students and employees of the District.
- Vandalizing and/or tampering with district computers, and/or networks.
- Hacking or any other form of unauthorized access to accounts, computer systems, or files.
- Attempting to breach network security or transmit viruses.
- Violating copyright, trademark, trade secret, or other intellectual property laws.
- Using the network for political purposes as defined by state law, financial gain, and/or commercial purposes.
- Accessing social networking or other Internet sites for non-curricular purposes.
- Other actions deemed inappropriate or are 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.

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 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 that 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 a 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's instructions
- Sleeping in class

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

Consequences

1st Offence

Conference with parent to make plan to resolve issue

Phone call home to parents/guardian

1 day ISS

2nd Offence

Phone call home to Parents/Guardian
Letter sent home
Meeting with Parent/Guardian, Student and Principal
2 days ISS

3rd Offence

Phone call home to Parent/Guardian
Letter sent home
Meeting with Parent/Guardian, Student, Principal and Child Study Team
5 days ISS

4th 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

5th 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

6th Offence

Recommendation for expulsion – School Board

Conduct/Behavior – Usage of alcohol/drugs - Counterfeit alcohol/drugs

Definition of 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

1st 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

2nd 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

3rd 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: Tobacco, Alcohol, and Drugs

This procedure applies to:

- The usage, possession, or suspicion of usage of tobacco products (smoking, vaping, chewing, or dipping).
- The usage, possession, suspicion of usage, or influence of alcohol, drugs (including marijuana and hallucinogenic drugs), counterfeit drugs, or any substance with intoxicating or addictive effects.

Definitions

- Usage includes consumption or being under the influence:
 - Prior to attending school or school-sponsored activities.
 - While at school, on school property, or at school-sponsored activities.
 - While being transported in a school bus or vehicle to or from school or school-sponsored activities.
 - While participating in school-related sports or extracurricular activities.

Disciplinary Consequences

1st Offense

- Parental Notification: Parents will be informed of the violation.
- Law Enforcement Notification: (Applicable for alcohol or drug offenses).
- 960 Filed with Spirit Lake Social Services
- Extracurricular Suspension: Six (6) weeks suspension from extracurricular activities.
- School Consequence:
 - Sent home immediately
 - Tobacco: One (1) day Out of School Suspension (OSS), One (1) day In-School Suspension (ISS).
 - Alcohol/Drugs: Three (3) day Out of School Suspension (OSS)
- Educational Component:
 - Tobacco: Student may be required to attend a smoking cessation class.
 - Alcohol/Drugs: Mandatory parent-student-principal meeting before re-entry to school.

2nd Offense

- Parental Notification: Parents will be informed of the violation.
- Law Enforcement Notification: (Applicable for alcohol or drug offenses).
- 960 Filed with Spirit Lake Social Services
- Extracurricular Suspension: Eighteen (18) weeks' suspension from extracurricular activities.
- School Consequence:
 - Sent home immediately
 - Tobacco: One (1) day OSS, two (2) days ISS, with mandatory completion of a tobacco education curriculum.
 - Alcohol/Drugs: Five (5) days Out-of-School Suspension (OSS).
- Referral:
 - Alcohol/Drugs: Referral to social services for enrollment in a counseling program. Documentation of enrollment is required for extracurricular reinstatement.
- Mandatory Meeting: Parent-student-principal-superintendent meeting before re-entry to school.

3rd Offense

- Parental Notification: Parents will be informed of the violation.
- Law Enforcement Notification: (Applicable for alcohol or drug offenses).
- 960 Filed with Spirit Lake Social Services
- Extracurricular Suspension: Suspended from extracurricular activities for the remainder of the school year.
- School Consequence:
 - Sent home immediately.
 - Tobacco: Two (2) days OSS, with mandatory completion of a tobacco education curriculum.
 - Alcohol/Drugs: Suspension from school until expulsion meeting.

- Recommendation for Expulsion:
 - Alcohol/Drugs: Recommendation of expulsion for the remainder of the school year (Policy FKK).

Key Notes

- **Consistency in Enforcement:** This policy ensures that consequences escalate with repeated offenses, maintaining fairness and clarity in disciplinary actions.
- **Focus on Education and Prevention:** By incorporating cessation classes and counseling programs, the policy emphasizes correction over punishment.
- **Parental and Community Involvement:** Strong emphasis on parental notification and collaboration with external services underscores a holistic approach to addressing student behavior.
- **Potential for Expulsion:** Repeated violations of this policy may lead to a recommendation for expulsion at any stage depending on the severity of the offense.

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 Offense: 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

- 1st Offense: 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.
- 2nd Offense: 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

- 1st Offence: Parental notification and up to 3 days suspension with a mandatory parent conference before coming back to school.
- 2nd Offence: Parental notification and up to 5 days suspension with mandatory parental conference for re-entry
- 3rd 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.
- 4th 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

- 1st 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.
- 2nd 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

- 1st Offence: Parental notification and either 1 day ISS or OSS.
- 2nd Offence: Parental notification, parental conference, and 3 days OSS
- 3rd 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.
- 4th 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

1st 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.

2nd 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

- 1st 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.
- 2nd 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.
- 3rd 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

- 1st Offence: Parental notification and conference and (3) day suspension with a mandatory parent conference prior to re-entry.
- 2nd 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.
- 3rd 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, a student in high school who is suspended from 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 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 for 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 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 lockdown 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 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 bringing 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.

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.

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.

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 from 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.
- Students receiving behavior referrals will not be allowed to participate in any after-school activities. This includes practices and games.
- 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

Transportation of Students

Students who participate in extra-curricular activities **must be picked up** by parents/guardians at checkpoints after out-of-town games/events, and after late practices. Checkpoints will be the Casino, St. Michael Rec, and Tokio Rec.

Students must be picked up after home games at the school.

Students must be brought to the school for out-of-town activities/games on non-school days and for non-school day practices. They will not be picked up beforehand.

Practices and activities that end at 5:30 on after-school programming days will be bused home. Practices and activities on non-after school days will be dropped off at checkpoints.

Nondiscrimination & Anti-Harassment Policy -AAC

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. Policy details can be found on the district website.

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.

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.

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.

Appendix A - 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: _____

Appendix B

Warwick Public School Computing Device Checkout: Parent Contract



Warwick Public School 210 4th Ave.
Warwick, ND 58381
Phone: 294-2561

Parents Full Name:(please print)

Students Full Name:(please print)

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:

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:

Appendix C

Student Acknowledgement

I, _____, have read and understand the content, requirements, and consequences for violating **Warwick Public School District** policies. I agree to abide by all the directives and other requirements contained in district policy and in the student handbook. I understand that if I have questions at any time regarding a policy, I will contact my **building principal**.

Student Signature: _____

Date: _____

For Administrative Use Only

Date Policy Acknowledgment/Student Handbook Form disseminated to student: _____

Method of distribution: Published in handbooks

Other: Published on School Website

Date form returned: _____

Form received by: _____

Place a copy of this form will be kept in the student's file.

Warwick Public School

“Home of the Warriors”



210 4th Ave.

Warwick, ND 58381

Telephone Number: (701) 294-2561

Fax Number: (701) 294-2626

Website: <http://www.warwick.k12.nd.us>