

Section 1: SCHOOL INFORMATION

This handbook is not written to cover every possible situation – only as a guideline. Administration reserves the right to make decisions regarding situations and circumstances not addressed in the Ashley Public School Handbook.

1-01 INTRODUCTION

Welcome back to Ashley Public School for another school year. Hopefully, you were able to enjoy the summer and are ready to enter the routine of school. It is hard to believe that another school year is beginning, and a new class is ready to complete their school journey. This handbook contains the general rules and guidelines for the day-to-day functions of our school. A handbook is part of the school board's policy, which means it's something that changes from year to year (and sometimes even during the school year). Input from parents, teachers, board members, and students are valued when putting together the handbook. Please go through this carefully and familiarize yourself and your parents with the contents.

1-02 The Mission, Philosophy and Objectives of the Ashley Public School

“REACHING FULL POTENTIAL THROUGH SEEING, DOING, APPLYING”

The Ashley Public School System believes that its purpose is to accept students as they are and to assist them in developing their full potential through the cooperative efforts of community, family, and educators.

Objectively the student will:

- 1) Learn the basic skills necessary to function in a modern society.
- 2) Realize the feeling of self-worth by developing mature social, moral, and emotional skills to prepare for life's challenges.
- 3) Develop a sound work ethic.
- 4) Develop reading, writing, listening, and speaking skills necessary to communicate effectively.
- 5) Develop thinking and reasoning skills through the study and application of math and the sciences.
- 6) Develop an appreciation for the arts.
- 7) Be provided the opportunity to become technologically literate.
- 8) Acquire an understanding of democracy and other forms of government as well as a loyalty to our democratic ideas.
- 9) Learn the importance of proper nutrition, family matters, and maintenance of a healthy lifestyle.
- 10) Promote citizenship and sportsmanship that will instill a sense of pride in the community, teach lifelong lessons of teamwork and self-discipline, and facilitate physical and emotional development through interscholastic and fine art activities.
- 11) Realize the importance of volunteer service in community, social, and political work.
- 12) Be provided the opportunity to prepare scholastically for attendance at institutions of higher learning.
- 13) Learn skills that will contribute to the enjoyment of leisure time activities and quality of life.
- 14) Develop and enhance their confidence and feelings of self-worth and self-respect by developing effective communication skills, conflict resolution skills, and using their critical thinking skills to resolve ethical situations.

1-03 SCHOOL LOYALTY

If the Ashley Public School is to constantly move forward, then its students, teachers, and employees must be loyal to the school and devoted to making it the best school it can be. Sometimes that means taking an unpopular stand on a controversial issue, or doing something that you think is right, even though others don't agree with you. If everyone who is a part of Ashley Public School has the courage to do what they think is right, and accept responsibility when they make mistakes, then this will be as fine a school as it can be.

1-04 SCHOOL SPIRIT

School spirit involves treating others fellow students, teachers, visitors, athletic teams and officials with courtesy and respect. It means representing Ashley Public School and competing against other schools in a manner that shows good

sportsmanship. It also means having pride in your school, in those who represent your school, and in the quality of education you receive here. It is not unusual to have alumni come back and talk about how much they enjoyed going to school here, how much they miss taking part in school activities, and how much they appreciate the education they received here.

School spirit applies to students, teachers, parents, and the community members. Commitment and loyalty to your school is as important as ever, but it takes the effort of everyone to create the kind of atmosphere that shows others we are proud to be from Ashley Public School.

1-05 PLEDGE OF ALLEGIANCE

I pledge allegiance to the Flag
of the United States of America,
and to the Republic for which it stands,
one Nation under God, indivisible,
with liberty and justice for all.

1-06 STAR SPANGLED BANNER

Oh, say can you see by the dawn's early light,
What so proudly we hailed at the twilight's last gleaming,
Whose broad stripes and bright stars, through the perilous fight,
O'er the ramparts we watch were so gallantly streaming.
And the rocket's red glare, the bombs bursting in air,
Gave proof through the night that our flag was still there.
Oh, say does that star spangled banner yet wave,
O'er the land of the free and the home of the brave.

1-07 FLAG ETIQUETTE AND THE NATIONAL ANTHEM

During the playing of the National Anthem when the flag is displayed, all present, except those in uniform, should stand at attention facing the flag with the right hand over the heart. Men not in uniform should remove their headgear with their hand and hold it at their left shoulder, the hand being over the heart. When the flag is not displayed, those present should face toward the music and act in the same manner as they would if the flag were displayed. The position of attention should be maintained until the last note of the National Anthem has been played.

When an Honor Guard is used to present the colors, all present should maintain a position of attention from the beginning of the presentation of the colors, through the playing of the National Anthem, and until the colors have left the area.

Section 2: ACADEMICS

2-01 ACCREDITATION

Ashley Public School is an accredited high school and in compliance with guidelines set forth by the North Dakota Department of Public Instruction and the North Dakota Century Code.

2-02 ENROLLMENT: ENTRANCE REQUIREMENTS

New students enrolling in Ashley Public School as freshmen must present evidence of elementary work completed to the principal. Advanced students transferring from another school should see that their former school transcripts are sent as soon as possible. Transfer students may enroll, but their registration will not be completed until their credits have been recorded in the office.

2-03 WITHDRAWAL: PROCEDURES TO FOLLOW

Should it become necessary to withdraw from school, you must first report to the principal. The principal will give you a form with directions on how to complete the form. No student will officially be withdrawn from school until the proper procedure has been completed.

2-04 STUDENT CLASSIFICATION

High School students will be classified according to the number of units they have earned. Classification will be determined at the beginning of fall quarter as follows:

0 to 5 units - 9th Grade

6 to 9 units	-	10th Grade
10 to 15 units	-	11th Grade
16 plus units	-	12th Grade

Students in the seventh and eighth grades must maintain at least a 70% overall average.

Promotion is based on satisfactorily completing the designated requirements for each grade level. Retention of students is handled on an individual basis. For all students the decision to retain shall be made by a team of the child's teachers and the building principal, with input from the parent or guardian.

For early graduation, a plan needs to be approved by the principal. In lieu of early graduation, the students in grades 9-12 must carry six classes per semester of coursework.

2-05 GRADUATION REQUIREMENTS

Beginning with the class of 2011:

Language Arts (English I, II, III, IV)	4 units
Social Studies (U.S. History, Gov/Econ)	3 units
Mathematics	3 units
Science (Physical Science, plus one elective required)	3 units
Physical/Health Education	1 unit
Foreign language, Native American language, fine arts, or career tech	3 units
Electives	5 units
Total	22 units

Students failing a class or classes must make arrangements to enroll in additional classes if they intend to graduate in four years. Required classes failed must be repeated. If after completing at least two years of high school a student has failed to pass at least one-half unit from three subsections...or has a grade point average at or below the twenty-fifth percentile of other students in the district who are enrolled in the same grade, the student may request that the student's career advisor, guidance counselor, or principal meet with the student and the student's parent to determine if the student should be permitted to pursue an optional high school curriculum. If a student's parent consents in writing to the student pursuing the optional high school curriculum, the student is eligible to receive a high school diploma upon completing the following requirements:

Language Arts (English I, II, III, IV)	4 units
Social Studies (U.S. History, World History, Government, Multicultural Studies, ND Studies)	3 units
Mathematics	2 units
Science	2 units
Physical Education	1 unit
Foreign language, Native American language, fine arts, or career tech	2 units
Electives	7 units
Total	21 units

2-06 NORTH DAKOTA SCHOLARSHIPS

Students may qualify for one of two scholarships established by the 2009 State Legislation. Qualifying students will be awarded \$750/semester for each semester during which the student is enrolled full time at an accredited institution of higher education in this state and maintains a cumulative grade point average of 2.75. This scholarship is capped at \$6000/student. Beginning with 2010-2011 graduates, resident students may earn a ND Career and Technical Education scholarship provided they complete all the requirements for a high school diploma and the following requirements:

- 1) a) Complete one unit of algebra II b) complete two units of a coordinated plan of study recommended by the department of career and technical education c) completes three additional units, two of which must be in the area of career and technical education
- 2) Obtain a grade of at least "C" in each unit or one-half unit required for the diploma
- 3) Obtain a cumulative grade point of at least 3.0
- 4) Four units of career and technical education in which 2 units must be from a coordinated plan of study recommended by the ND Career & Technical Education.
- 5) One unit of a foreign or native American language, fine arts, or career and technical education
- 6) Receive a) A composite score of at least twenty-four on an ACT; or b) A score of at least five on each of three

WorkKeys assessments recommended by the department of career and technical education

Resident students may earn a ND Academic Scholarship beginning with 2010-2011 graduates, provided the student completes all the requirements for a high school diplomas and:

- 1) a) Completes one unit of algebra II b) completes one additional unit of mathematics for which algebra II is a prerequisite c) Completes: (1) Two units of the same foreign or native American language, American Sign Language, fine arts, or career and technical education from a coordinated plan of study; (2) One unit of fine arts, foreign languages, or career and technical education; and (3) One unit of a foreign or native American language, fine arts, or career and technical education;
- 2) Obtains a grade of at least "C" in each unit or one-half unit required for the diploma
- 3) Obtain a cumulative grade point of at least 3.0
- 4) Receive a composite score of at least 24 on an ACT
- 5) Complete one unit of an advanced placement course and examination or a dual-credit course.

2-07 HONOR ROLL

Junior-Senior High School—students earning a 'B' (3.00) average and above will be placed on the 9-week honor roll. Any final quarter grade of 'F' or 'I' however, will disqualify a student from being listed on the honor roll for the grading period. The following subjects are not figured when determining honor roll status: Band, Chorus, Physical Education and any class that meets only once a week. The procedure to figure grades for the honor roll is also the same as used for determining honor students. A = 4.0, A- = 3.67, B+ = 3.333, B = 3.0, B- = 2.67, C+ = 2.333, C = 2.0, C- = 1.67, D+ = 1.333, D = 1.0, D- = .67, F = 0. The point value is assigned to the grade according to the credit the class is worth (half credit class is worth half the points, etc.) The total point value is then divided by the number of credits to arrive at the grade point average.

2-08 WEIGHTED GRADE SCALE

The following classes are designated as academically advanced classes:

Chemistry	Any upper level science classes
Anatomy	College level speech
Physics	Any college level courses
Algebra II	Any dual credit courses
Any upper level math classes	
Second year foreign language	
College level Psychology	

An adjusted GPA will be computed for all students completing academically advanced classes and utilized on both honor roll and for calculating the cumulative GPA for student's transcript.

Grades are assigned a point value as follows:

A = 12 (adjusted=15)	C = 6 (adjusted=9)
A- = 11 (adjusted=14)	C- = 5 (adjusted=8)
B+ = 10 (adjusted=13)	D+ = 4 (adjusted=7)
B = 9 (adjusted=12)	D = 3 (adjusted=6)
B- = 8 (adjusted=11)	D- = 2 (adjusted=5)
C+ = 7 (adjusted=10)	F = 0 **no adjusted weight for an F

The grade point values listed above will be adjusted to include an additional 3 points for each academically advanced class completed. The sum of the grade point values (including the additional points) is divided by the number of credits and divided by 3 to reach the cumulative GPA. This means the maximum possible grade point value for each academically advanced class is 15, which would be 5.0 on the four point scale. This adjusted value will be used when calculating the cumulative GPA.

If a student has taken courses designated as weighted, his/her adjusted cumulative GPA will be used when determining class rank and honor student status. Honor students will have a minimum of a 3.00 GPA. Students with a GPA of 3.65 or above will be considered "Honor Students with Distinction". The student with the highest GPA above 3.65, actual or adjusted shall be named valedictorian/salutatorian regardless of their having taken weighted courses. For a student to be eligible to attend KFYP's Best of the Class, they must have their GPA must be 3.65 or higher.

2-09 GRADING & REPORT CARDS

A student's nine weeks grade will be based on a combination of factors, including homework, assignments done in class, quizzes, tests, individual and cooperative projects, and other forms of assessment that are deemed appropriate by the teacher and the principal. It is within the teacher's discretion to determine how best to balance all of the factors that can go into determining a student's grade, but it stands to reason that a student's quarter grade should include sufficient individual grades as to give a representative assessment of the student's academic performance.

A student's semester grade will include grades from each nine-week period, along with a semester test grade, unless the student is exempt from that semester test. Each nine-weeks grade can count for 40% to 50% of the semester grade. A semester test can count for 10% to 20% of the semester grade. At the beginning of the year, teachers will explain to students how grades in their classes will be determined.

Semester Testing: Finals or a project in place of a final will be required for Core Subjects (Math, Science, English, and Social Studies). Non-core subjects can choose to have a final exam or final project. A block schedule will be set-up for first and second semester.

The grading system is as follows:

100-96	A	4.00
95-94	A-	3.66
93-92	B+	3.33
91-89	B	3.00
88-87	B-	2.67
86-85	C+	2.33
84-82	C	2.00
81-80	C-	1.67
79-78	D+	1.33
77-72	D	1.00
71-70	D-	.67
69	F	0

Should there be questions regarding progress, please make an appointment with the teacher. Appointments may be held before school, after school, or during the teacher's prep period.

Progress reports may be issued at any time. However, progress reports will be issued to all students at mid-quarter. These notices are to act as a general guide to both parent/guardian and student so the student may improve his/her study and performance skills. Report cards will be given at the end of each nine-week grading period. The school has the right to withhold a student's report card until unpaid fees or fines are paid. Parents will also have access to their child's information by logging on to PowerSchool.

Parent-Teacher conferences will be held twice a year, once at the end of the first quarter and again during the third quarter. Parent-Teacher conferences 7-12 grade are encouraged to be student led with both parent/guardian and student attending. Should academic or other problems arise, conferences may be called for at any time deemed necessary for the benefit of the child. The parents may also request a conference at any time by contacting the child's instructor and making the necessary arrangements. Conferences with parents/guardians are encouraged for a better understanding between parent/guardian and teacher.

2-10 CORRESPONDENCE AND ON-LINE COURSES

Students may take elective courses through the North Dakota Division of Independent Study, provided the course is not being taught at Ashley High School. Some on-line courses may also be taken and used for electives. All correspondence courses and on-line courses must be approved by the high school principal. Online and ITV courses are subject to a financial penalty for late withdrawals after billing date. See appendix

2-11 HOMEWORK

Homework may be assigned for the purpose of helping a student progress in school. **Homework may include, but not be limited to, the following:**

1. Completion of assignments, work, etc. started in school.
2. Drill or practice work needed by the student.
3. Individual projects for self-growth in special areas.

Students may receive reduced credit or no credit for late homework.

2-12 CHEATING OR COPYING

If any student is caught copying from another student's work, any instructor has the right to confiscate the assignment. Both students shall receive a grade as deemed appropriate by the instructor. Students found cheating on a test will receive a zero on the test and may fail the course.

2-13 GUIDANCE

Assistance to help students grow emotionally, socially, and academically is available through the guidance counselor and the principal. The counselor and the principal will be available to discuss a four-year educational plan and any other matters connected to a successful and enjoyable school career.

2-14 LIBRARY/MEDIA CENTER

Library hours are from 8:00 a.m. until 3:30 p.m. Students are encouraged to use the library for reference purposes. All rules established for the use of the library must be followed or the student(s) will lose their library privileges.

All library material must be checked out through the librarian on duty. Books and Android Tablets may be checked out from the library. Periodicals, newspapers and encyclopedias may be checked out on a daily basis, to be returned at the end of the day with no exceptions. Check the library for procedures and policies. A copy of the policies will be sent home for students and parents to read.

Section 3: ATTENDANCE

3-01 ATTENDANCE AND ABSENCES

The School Board recognizes that regular attendance is necessary to achieve consistent educational progress. Classroom learning experiences, such as teacher interaction, lectures, discussions, and participation with other students are a meaningful and essential part of your education. In addition, North Dakota state law requires all children between the ages of 7 and 16 to be in attendance every day school is in session, with exceptions for illness and certain other situations. The law also provides local school boards with the authority to establish standards for attendance. The Ashley Public School District, therefore, considers encouragement of consistent and timely attendance a major responsibility.

Students are expected to be in the classes to which they are assigned every school day except in the case of illness or injury, school related activity, family emergency or religious observance. It is the responsibility of the school administration to monitor student attendance and communicate with students and their parents when attendance patterns do not meet district standards. It is the parents'/guardians' responsibility to ensure that their children are in school unless a valid reason for absence exists, and to notify the school when their child will be absent. As long as a student 18 years or older is still living with a parent/guardian they must have authorization of absences from the parent/guardian.

Schoolwork missed by the student during an absence shall be made up regardless of the reason for the absence. Family vacation should be scheduled, when possible, during the summer or other non-school days. Should it be deemed necessary for a student to be absent from school due to a family vacation, arrangements should be made by the student to complete, in advance, as much as possible of the school work that would be missed. Additional effort to make up work may be necessary upon the student's return.

Students shall be in attendance a minimum of 160 days per school year to be considered for grade promotion or the granting of a credit in a class. This standard is to be pro-rated to apply to semester classes: 80 days for a semester class.

- A. Students in grades K-6 whose poor attendance has caused a notable deficiency in learning may be retained at their present grade level, if in the judgment of the building principal such action is advantageous to the student. This decision is made after consultation with the teacher and the parents during the last month of the school year.
- B. Accumulated absences that exceed ten days per semester for grades 7-12 will require that those days be made up.
- C. All absences, other than school-related absences count against the maximum of ten per semester in any class. Any absence over ten will be made up by the discretion of administration.

The administration will develop and enforce regulations to monitor the student attendance policy.

3-02 TARDINESS

Tardiness is a form of absenteeism. Therefore, excessive tardiness will not be condoned. There are times when students may be late for reasons beyond their control. However, persistent tardiness can be prevented, and students will be held accountable. Unexcused tardiness will be dealt with as follows:

1st Tardy: warning

2nd Tardy:	second warning and discussion
3rd Tardy:	warning and notification of parents
4 th Tardy and any tardies thereafter:	30 minute after-school detention (3:30-4:00 pm)
5 th Tardy and thereafter	30 minute school service or in-school suspension

The accumulation of tardies is all class periods combined. The accumulation of tardies will start over with the second semester.

3-03 TRUANCY

An unexcused absence or a student absent without the consent of his or her parent/guardian is truant. Truant students will be required to make up time missed at a designated time. Suspected violations of compulsory attendance law shall be investigated in accordance with law. When a compulsory attendance violation is substantiated, school administrators shall comply with reporting requirements under law.

You are also truant if you:

1. Leave school without prior permission from the principal.
2. Are absent from class without permission (skipping).
3. Obtain permission to go to a certain place and do not report there.
4. Come to school but do not attend classes.

3-04 MAKE-UP SLIPS

Any student who has been absent must either bring a signed excuse from their parent or guardian, or have the parent or guardian call the office, and get a make-up slip from the office. Students should not be admitted to class without the make-up slip.

3-05 MAKE-UP WORK

- A. For Absences: When absences occur, you are required to see each of your teachers for make-up work assignments and to complete this work as soon as possible, and within the time limit established between you and the teacher (usually two days for each day missed). Tests that have been scheduled in advance and known to you will be required to be taken on the first day that you return to school.
- B. Advanced Make-up: If you are involved in approved school activities, trips, or provisional leave away from school, you should meet with teachers prior to being gone. Advance make-up work is to be turned in before you leave or on the day you return at the discretion of the teacher. A list of those students involved will be published by the responsible advisor. In some cases, advance make-up slips may be required.

Section 4: THE SCHOOL DAY

4-01 SCHOOL STARTING TIME AND DISMISSAL

Please do not allow your children to come to school until 7:55 a.m. All students unless under proper supervision, will be out of the building by 3:30 pm. School hours will be from 8:00 a.m. to 3:18 p.m. Once a student is on the school bus or in the school building, they are under the supervision of the school and can't leave without administrative permission. Your cooperation will be appreciated by the staff, as this is the time when preparations are made for the day. Any student in the building after 3:30 p.m. must be under the supervision of an instructor or coach.

4-02 CLASSROOM REGULATIONS

Students are responsible for keeping their desks in a neat and orderly manner. Desktops are to be kept free of markings, litter should be picked up around desks, and books and coats should be put away in lockers. Each student should follow classroom guidelines until dismissed by the instructor. Students are not to leave the classroom unless arranged with the instructor.

4-03 STUDENT-TEACHER RELATIONSHIP

During class periods and all other times when teachers have been assigned supervisory duties, students must follow the rules of the teachers. Inappropriate behavior by the students in school or at school activities outside of school is considered a school affair, and those students can expect to meet with the activity supervisor and/or the principal to face consequences for the

action. A good relationship based on mutual respect between students and teachers is extremely important. The same kind of relationship should exist between students and all school personnel.

4-04 STUDENT VEHICLES

The use of motor vehicles for the purpose of traveling to and from school property is a privilege. Students may drive vehicles to school as long as they observe safe rules of operation and follow school regulations as printed in the board policy and the student handbook.

Students driving cars to school must see that their vehicle is carefully and properly parked in the lot provided and not return to it until leaving at the close of the school day. Driving cars at lunch or anytime during school hours is not allowed without both the consent of the administration and a note from home (parent/guardian).

4-05 VISITORS

The priority of the Ashley Public School is the education of all students. Our goal is to keep a minimum of interruptions for each class. All visitors will be required to sign-in and sign-out at the office. Students will be called to the office to meet with the visitor, rather than the visitor going to the classroom, to prevent disruption for the rest of the class. If something is to be left for a student, it should be left in the office. It will then be given to the student during a break so the student isn't interrupted during class.

4-06 TEACHERS' LOUNGE/WORKROOMS

The teachers' lounge and the teachers' workroom is an area in the school building that is set aside as a private work area for the faculty. Students shall not enter the teachers' lounge, unless with a faculty member or faculty member's permission. This policy applies before, during, and after the normal school hours.

4-07 TELEPHONE

No one is to use the office telephones or teacher's phone during class time without permission from a staff member. Permission to use the telephone should be given sparingly.

4-08 SCHOOL BUS RIDERS

The following rules for school bus riders, issued by the N.D. Department of Public Instruction, will be observed and enforced at all times. State laws provide that "disciplinary authority of the school shall exist over all children while being transported to and from schools and the operator shall be charged with their control and discipline while they are transported."

A. Previous to leaving (on the road and at school):

1. Be on time at designated school bus stops, keeping the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Bus riders shall conduct themselves in a safe manner while riding.
3. Wait until the bus comes to a complete stop before attempting to enter or exit the school bus.
4. Be careful in approaching bus stops.
5. Bus riders should not be permitted to move toward the bus at the school-loading zone until the bus has been brought to a complete stop.

B. While on the bus:

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking, laughing and unnecessary confusion diverts the driver's attention and may result in an accident.
4. Treat bus equipment as you would value furniture in your own home. Damage to seats, etc. must be paid for by the offender.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Leave no books, lunches or other articles on the bus.
7. Keep books, packages, coats and all other objects out of the aisle.
8. Help look after the safety and comfort of small children.
9. Do not throw anything out the bus window.
10. Bus riders are not permitted to leave their seats while the bus is in motion.
11. Horse play is not permitted around or on the school bus.
12. Bus riders are expected to be courteous to fellow students and the bus driver.
13. Absolute quietness when approaching a railroad-crossing stop.

14. A camera may be on the bus and used to monitor bus activities.
- C. After leaving the bus:
 1. Cross the road when necessary after getting off the bus (at least ten feet in front of the bus) but only after looking to be sure that no traffic is approaching from either direction.
 2. Help look after the safety of smaller children.
 3. Be alert to the danger signal from the driver.
 4. The driver will not discharge riders at other places than the regular bus stop, at home or at school, unless by proper authority from parents or school officials.
- D. Extra-curricular trips:
 1. The above rules and regulations will apply to any trip under school supervision.
 2. Pupils shall respect the wishes of competent chaperones appointed by the school.

4-09 OUT OF TOWN BUS TRIPS

At times, a school district bus may be made available to transport students to out-of-town activities (games, performances, field trips, music trips, academic events, etc.) at little or no charge to the student. Each bus will be chaperoned by teachers or other responsible adults. ANY STUDENT WHO SIGNS UP AND RIDES THE BUS TO AN OUT-OF-TOWN ACTIVITY MUST ALSO RETURN WITH THE BUS. Students must ride the bus if they are a member of a participating organization. The only exception to this is when a parent at the site of the event personally requests of the advisor (or chaperone) that their child ride home with them. Reasonable dress and appropriate conduct are expected on the way to, during, and returning from the activity. **Students may be refused a ride on the bus if they are not dressed appropriately during cold weather.** Represent your town and your school by displaying your good behavior and school spirit. Behavior problems will be handled by the principal and/or activity supervisor. Any exceptions can be approved by the administration.

4-10 EMERGENCY DRILLS

The laws of North Dakota require students to observe certain rules and practices to protect the safety of others.

- A. Fire Drills:
 1. When the fire alarm sounds, all classes will pass to the nearest designated exit in an orderly manner. All rooms will empty in single file. Walk rapidly, stay in line. Remain quiet.
 2. Students will have assigned duties to close windows.
 3. Teacher will open and close the classroom door and check attendance.
 4. Exit routes will be discussed at the beginning of the school year.
 5. After leaving the building, move at least 100 feet away from it. Stay off the street.
 6. Students will be told when it is time to return to their classroom.
- B. Tornado Drills:
 1. Upon hearing the announcement, students shall pass at a normal pace to their assigned areas within the building. All rooms will empty in single file. Walk rapidly, stay in line. Remain quiet.
 2. Upon reaching their assigned destination, everyone will assume the proper protective position.
 3. Students will be told when it is time to return to their classroom.

4-11 ACCIDENTS AND EMERGENCIES

In case of an accident on the school premises, we are equipped to render first aid. In the event of a more serious accident, parents will be notified and asked to seek medical attention for their child. If parents cannot be located, the student will be taken to a medical facility. If a life threatening emergency occurs, 911 will be the first call.

4-12 STORM DAYS

Occasionally we are forced to close school because of stormy weather. School cancellations can be heard on KFYZ/550 AM, and KSJB 600 AM radio. They will also be put on television channels KXMB and KFYZ. Announcements usually will be made by 6:45 AM. If school is in session and storm conditions exist, please listen to the radio for a possible early school closing. A message will be delivered using the Honeywell Instant Alert System. Please have your contact emergency information to ensure that you receive all weather related announcements.

It is necessary for the school to have on file for each rural student a letter stating a home in town to which that student is to go should weather severities make it impossible for buses to leave the school.

4-13 STUDY HALL REGULATIONS

Teachers should use the following rules as a basis for supervising study halls:

1. Two people may speak at a time with permission. The rest of the students are to be working on their own.
2. One student may check out to the lavatory or office at a time with a pass from the instructor.
3. People may study together in desks in the corner with the instructor's permission.
4. Please help keep the room clean and orderly.
5. Students wishing to check out of study hall to another teacher's room must have a pass from that teacher.
7. Students are expected to bring study and work materials to the study hall room at the beginning of the period.

4-14 TEXTBOOKS

The school furnishes books to all students for classes. This is a major investment. Fines or replacement costs may be assessed to a student for causing unreasonable damage to textbooks. The fines will be levied by the principal and paid to the office.

There are two exceptions to the above. Students who take dual credit college courses originating from a remote site over the ITV system may be required to purchase their own materials. Students who choose to take Independent Study classes in lieu of a class offered at Ashley Public School (with the approval of the principal), will be expected to pay for their own textbooks and materials.

4-15 MONIES EARNED BY SCHOOL GROUPS, CLASSES, ETC.

Monies earned with the use of school equipment and school property and/or time is by law property of the Board of Education and cannot be expended without approval of the superintendent.

4-16 BUILDING CARE AND USE

It is the responsibility and privilege of each student, as well as staff members, to maintain the appearance of the school. Students should take pride in keeping both the building and equipment as neat, clean, and in good condition.

4-17 FACILITY USE POLICY

The Ashley Public School may make school facilities available to individuals or groups through its building administrators in accordance with the facility use policy adopted by the Ashley Public School Board and included in the Ashley Public School Board Policy manual.

4-18 HOT LUNCH PROGRAM

The Hot Lunch Program at Ashley Public School is an important part of the health program. Students are encouraged to eat a breakfast meal either at home or at school and to eat the noon meal at school. Students who bring their own lunch or do not eat must go to the cafeteria along with the rest of the students. The cafeteria staff expects students to be cooperative and to follow these rules:

1. Be patient and courteous in the food line.
2. Deposit all litter in designated wastebaskets.
3. Return all trays and utensils to the dishwashing area.
4. Leave the table and floor around your place in a clean condition for others.
5. No food may be taken from the eating area.

4-19 HALLS AND RESTROOM AREA

No one is to be in halls or the rest room during class time without permission from a teacher or administrator. Hall passes are required when given permission to go to another classroom.

4-20 LEAVING THE SCHOOL GROUNDS

No student is to leave the school or school grounds without being properly excused by the administration. Leaving without permission is a basis for assignment of detention time or suspension from school. Students must check with the administration or secretary before leaving the school grounds. Students aren't allowed to leave in the morning once on school grounds unless permission is given by administration.

4-21 IMMUNIZATION

The parents or guardians of any student are required by North Dakota law to assure that such student is adequately immunized. Exceptions are when immunization would be a danger to the health of the student or where immunization conflicts with the religious beliefs of the student.

4-22 ADMINISTERING MEDICATIONS

Following state law changes and recommendations from the ND School Board's Association, the Ashley School Board adopted a Medication Policy. This policy is designed for the safe administration of prescription and/or over-the-counter medication at school. The main points of the policy are outlined below:

- ❖ Medication may not be sent with students. All medication must be hand delivered by a parent/guardian to the main office.
- ❖ All medication must be accompanied by a completed Request to Administer Medication at School form (included in the handbook and also available on the school website).
- ❖ Cough drops are excluded from the policy and don't require a medication form or parent authorization.
- ❖ Whenever possible, the first dose of medication should be given to a student at home.
- ❖ Over-The-Counter medication must be supplied in the original manufacturer's container that lists the ingredients, recommended dosage, expiration date, administration instructions, and storage instructions (if any). The container must be labeled with the student's name, date of birth, and, if unsealed, the number or amount of medication in the container.
- ❖ Prescription medication must be supplied in the original pharmacy-labeled container that lists the pharmacy name/phone number, name of the student, student's date of birth, name of the prescription medication, dose, expiration date, storage instructions (if any), administration directions, and number or amount of medication included. The container must be accompanied by active ingredients and information on possible adverse reactions and side effects associated with the medication. The prescribing health care provider signature is required on the Medication Form.
- ❖ If dispensing equipment is required (measuring cups, droppers, etc.) it must be provided by the parent/guardian and be labeled with the student's name and date of birth.
- ❖ If the student has any known allergies, the parent/guardian shall provide this list of allergies and include certification from a healthcare provider that the student is not known to be allergic to the medication the school is requested to provide (covered on the medication form).
- ❖ Student Self-Administration is allowed as indicated on the Request to Administer Medication Form. Over-the-counter medication requires parent/guardian and student signatures. Prescription medication requires the prescribing healthcare provider signature as well. In both cases the student will be required to carry a Medication Pass which is issued from the school office when the parent/guardian delivers the medication.
- ❖ Inhalers and Epi pens are considered emergency medication. Parents of students who must carry either of those must provide a document that
 - 1) Indicates the student has been instructed in the self-administration of the emergency medication;
 - 2) Lists the name, dosage and frequency of the medication prescribed for use in the treatment of the student's asthma or anaphylaxis;
 - 3) Includes guidelines for the treatment of the student in the case of an asthmatic episode or anaphylaxis;
 - 4) Is signed by the student's health care provider. Students are required to carry a Medication Pass which is issued from the school office when the parent/guardian delivers the medication.

4-23 HEAD LICE POLICY

HEAD LICE MANAGEMENT

The objective of this Administrative Rule is to avoid misdiagnosis and unneeded school absences, to assure fair treatment for all students affected by head lice, to assist parents in the process of monitoring and resolving the problem, and to give head lice information to parents and students.

We shall use the following protocol for instances of head lice:

1. Remember: our attitudes about lice can make a student feel unaccepted or discriminated against. Head lice can affect anyone, do not carry disease, do not fly or jump, are transmitted more often in out-of-school activities than in school, and are transmitted through close contact.

2. The school will send notification home if head lice is confirmed in the school.
3. Designated staff and other members of the community who have experience in checking for head lice will check any student reported to possibly have head lice.
4. If needed, administration will ask designated staff and other members of the community who have experience checking for head lice to screen all students in attempts to prevent further spread of head lice.
5. Parents will be notified and are strongly encouraged to pick up their child as soon as possible if their child is found to have head lice.
6. Procedure for dismissal from and return to school:
 - Encourage parents to take steps to rid head lice from the home and environment. Give parents a copy of N.D. Dept. of Health's "Quick Guide for Managing Head Lice" and head lice "Myths and Facts" sheet. These documents are found on the school website: <http://www.ashley.k12.nd.us/documents-forms/>
 - Students should return to school the next day after the proper head lice treatment/intervention has taken place.
 - Parents are encouraged to conduct daily checks for any signs of re- infestation and to continue to comb out nits.
 - Parents are encouraged to inform other parents of their child's close playmates about the head lice incident.

Students will put personal items in a plastic bag as directed by administration until the head lice is taken care of. More than likely these students will be in grades Pre-K through 4th Grade (students without their own locker).

4-24 SCHOOL DISTRICT WELLNESS POLICY

School districts in North Dakota are now required to have a district wellness policy. The Ashley Public School Board adopted our policy in June of 2006.

Sodas and caffeinated drinks have been removed from the vending machines and will no longer be allowed during the school day, unless approved by administration. These drinks will still be sold at extracurricular events.

A complete copy of the school district wellness policy, as well as all school policies, may be obtained by contacting the school office.

4-25 ILLNESS

If a student becomes ill during the day, they should report to the main office. Arrangements can be made for the student to go home if necessary. If for any reason the student must leave the building, he/she should request permission from the office. Failure to do so will result in an unexcused absence.

4-26 CONFIDENTIALITY

A student can expect that any personal problem he/she discusses with an administrator, faculty member, social worker, or counselor will be strictly confidential. However, there are four exceptions:

1. Whenever a staff member learns of a condition that may adversely affect another student, he/she will have to act on that information.
2. If a student is experiencing health and/or emotional problems because of use/abuse of a prohibited substance and is unable or unwilling to seek assistance, then referral should be made. Confidentiality will be maintained subject to the welfare of the student.
3. If a staff member has reasonable cause to suspect child abuse, the staff member is required by law to report to the Children and Family Service Division of the Department of Human Services.
4. If a staff member is called to testify in a judicial proceeding.

4-27 DISSEMINATION OF STUDENT RECORDS

Student records shall be made available to an outside person or agency only under the following conditions:

1. A "RELEASE OF INFORMATION" request is received by school officials duly signed by a parent/guardian of the student, or by a student of legal age (18 or older).
2. A "REQUEST FOR INFORMATION" is received by school officials in the form of specific request from the court, a court order, or a subpoena duces tecum. Only information requested shall be provided and the parent/guardian and or student shall be notified of all such orders in advance of compliance with the order.
3. A "REQUEST FOR TRANSCRIPT" is received by school officials from an admitting school. Only information such as grades, attendance records, and ACT scores should be included. Transcripts may also be sent to prospective employers at the request of the student or parent/guardian. Psychological reports and health reports cannot be released without having been specified in the signed "RELEASE OF INFORMATION" request as per #1 above.
4. In instances where requests for information might come from an outside agency that works for the welfare of the student, the agency will file a release from the student (if legal age) or parent/guardian. In lieu of such a release, a form signed by a judge (not necessarily in the form of a subpoena) would suffice, provided a parent, student, or legal guardian is notified that such a form has been received.
5. In instances where request for information comes from the Comptroller General of the United States, the Secretary of HEW, and an administrative head of an education agency or state educational authorities in connection with the audit and evaluation of federal programs or for the enforcement of federal legal requirements which relate to such programs, only that data which does not include information (including social security numbers) which would permit the personal identification of such students or their parent/guardian shall be released. The only exception shall be when the collection of personal identifiable data is specifically authorized by federal law.

A student, parent, or legal guardian shall have access to a student's records at any time during the school day upon reasonable notice to the principal. Absent a court order to the contrary, divorced parents of a student shall have equal access to their child's educational records.

Section 5: EXTRACURRICULAR ACTIVITIES

5-01 CLUBS AND ORGANIZATIONS

All clubs, organizations, and special groups have advisors. All meetings of those groups are to be coordinated by the advisors. Students must maintain eligibility requirements to participate in clubs, organizations, and any other extra-curricular activity.

5-02 AWARDS

Students will be informed of the requirements for earning awards in an activity by the advisor for that activity.

5-03 CHURCH NIGHT

Wednesday night has been designated as church night. Every effort will be made to schedule activities so that they will not interfere with church activities.

5-04 DANCES AND SOCIAL EVENTS

All school dances and social events will be under supervision of an advisor. All plans are to be made with the approval of the advisor, who will consult with the principal as to the dates and details. All dates are to be determined two weeks in advance.

- 1) All students must stay in the designated area until they leave for home.
- 2) Doors will be locked one half hour after the dance begins.
- 3) Students who leave the building will not be readmitted.
- 4) At least one chaperone must be present besides the advisor. At least one of each gender are preferred.

5-05 PROM

The prom is held in the spring and is sponsored by the Ashley Junior Class. Ashley students in grades 9 - 12 and their dates are welcome to attend. Dates need to be in at least the ninth grade and under the age 21 to attend prom.

5-06 ATHLETIC POLICY AND ELIGIBILITY RULES

The rules set forth by the North Dakota High School Activities Association will be followed. Additional eligibility rules will be outlined by the coaching staff or sponsor of the activity. Students are required to attend school the day following a school

extracurricular activity. A student must be in attendance the day of a performance, game, or contest to be eligible to participate, unless exempted by the office.

Eligibility includes academic consideration as well as the forbidden use of tobacco, drugs, and alcoholic beverages by students. It refers to many more things, including the forbidden use of tobacco, drugs, and alcoholic beverages by students. Students who are under school suspension will not be allowed to take part in any school activities during the week their suspension occurs. This is not only against the policies of this school and the association, but also forbidden by state law.

Students must be making satisfactory progress toward the school's requirements for graduation. The school where the student is fully enrolled and regularly attends shall determine satisfactory progress. Failure to acquire two and one half credits at the end of a semester will make him/her ineligible for a minimum of two weeks the following semester.

Therefore, so that the consequences may be clearly understood, if there is any evidence of a violation of policies set forth by this school and the NDHSAA, the student will be immediately suspended from all activities for a period of six (6) weeks for the first offense, and eighteen (18) weeks for the second and subsequent offenses. The period for which suspensions apply shall begin with the first day of school to the first day of the ensuing term and shall not include days of summer vacation and shall continue with the next ensuing term. A second offense shall have its suspension begin at the end of any current suspensions in effect.

To be considered eligible, high school students must have a passing grade in at least twenty five hours (5 classes or 2.5 units per semester) of academic class work per week. The passing grade will be computed from the opening of the semester and related to such subjects that have a credit value of one-half unit per semester. To meet eligibility requirements, grades are checked by the principal at 2:00 pm of the last day of the school week.

Junior High students, those in seventh and eighth grade, must be passing in three fourths of his/her academic subjects to be eligible for extracurricular activities. A seventh or eighth grade student must be passing in all subjects to be eligible to play on the senior high school team.

5-07 EXTRACURRICULAR ACTIVITIES INFRACTIONS/SUSPENSIONS

The following rules and regulations govern all the extracurricular activities at Ashley Public School including athletics, competitive music, Prom, Speech, Honor Society, Student Council, FBLA, Annual Staff, Drama, Science Fair and any other extra-curricular activities.

Section 1. OFFENSES:

1.1 The use or possession of tobacco, alcohol, or any controlled substance as defined by North Dakota Law. Suspensions will follow NDHSAA guidelines.

Section 2. SUSPENSIONS:

2.1 Any student will be suspended for a period of six (6) consecutive school weeks from participation in any extra-curricular activities in Ashley Public School for the first offense, as described in paragraph 1.1 above, and eighteen (18) weeks for the second offense and eighteen (18) weeks for any subsequent offenses.

Section 3 AWARDS PROGRAMS

Students who are under extracurricular activity suspension for a tobacco, alcohol, or drug violation offense may be recognized at school awards programs only if they have chosen to remain in the activity, and have demonstrated their desire to remain in the activity by regularly attending practices and competitions, maintaining academic eligibility, and supporting fellow students who are participants.

Section 6: STUDENT BEHAVIOR

6-01 STUDENT BEHAVIOR

Good student behavior is extremely important. Appropriate behavior in the classroom, on the school bus, and at all school functions and activities helps students become active, cooperative participants in all aspects of education at the Ashley Public School.

Unfortunately, sometimes a student's behavior requires school personnel to take disciplinary action. That action should be reasonable, appropriate for the offense, and in accordance with school policy and the law.

Principals and administrative staff are charged with maintaining a safe, friendly environment that is conducive to learning. All school employees are expected to help achieve that goal. Teachers are expected to assume the responsibility for managing student behavior within their classroom and to assist in monitoring the building. A teacher is responsible for the care, discipline, and instruction of student under his/her supervision as assigned by the principal. Teachers will enforce all rules governing student behavior with the support of the principal, the superintendent, and the school board.

School rules are applicable to student behavior on and off campus, including all school sponsored activities and field trips.

At Ashley Public School we strive to emphasize the constructive side of managing student behavior. We want a school climate that is friendly yet orderly, and one that encourages respect for others, pride in the school, and service to community. We want to prevent behavior problems if we can, and deal with those that do occur in a timely, professional manner.

Conferences with teachers, the principal, and parents should be held to help deal with a student's behavior in the classroom or in any school-related setting. A teacher or administrator may use reasonable force upon a minor child for the purpose of safeguarding or promoting the child's welfare, including the prevention of wrongful injury to the child, other persons, or property.

The use of corporal punishment, defined as punishment inflicted on the body of a student in order to modify behavior, is not allowed in the Ashley Public School District. The use of any instrument such as a paddle or stick on a student is strictly prohibited. Corporal punishment does not include action taken by an employee for self-defense, protection of persons or property, or obtaining possession of a weapon or other dangerous object. The School Board recognizes that reasonable physical force may occasionally be necessary to guard the safety and well-being of students or employees.

Parents will be advised promptly when students behavior issues arise, which might lead to suspension. Complaints against a teacher regarding corporal punishment will be dealt with in accordance with school board policy on personnel complaints.

6-02 PROPER ATTIRE AND APPEARANCE

Personal grooming and dress are usually matters of concern between students and their parents. It becomes a concern of the school, however, when grooming and dress patterns create a disruptive influence upon the total school program, or when the health or safety of a student is affected.

Students are encouraged to use good judgment in dress and grooming. Students are expected to wear clothing that is clean and comfortable, yet appropriate for a school setting. Dressing in a manner that is mainly to attract attention is something we discourage.

Caps are not to be worn in the building during the school day (8am-3:18pm). Tops or shirts that leave the entire shoulder exposed, or that are held up by 'spaghetti straps' are not permitted. Undergarments must not be exposed. If a top or shirt does not naturally cover the midriff and the back, it must not be worn. In addition, tops or shirts that cleavage excessive skin must not be worn. Likewise, low-cut pants, shorts, or skirts that expose the back and/or buttocks are not allowed. Tee shirts and other clothing with vulgar, or demeaning statements, sexual innuendo, or that promote tobacco, alcoholic beverages, or controlled substances are not permitted. An appropriate length for skirts (as well as shorts) will be determined as follows: The skirt or shorts should be no higher on the leg than the point at which the wearer's fingers touch with arms hanging at the side.

The administration reserves the right to address violations by having the student change into appropriate clothing. Students who miss class time to go home and change will be counted absent. Persistent violations of the dress code by a student will be seen as insubordination and subject to disciplinary action, up to and including suspension from school.

While the school administration may require students participating in physical education classes to wear certain types of clothing such as sneakers, socks, shorts, and tee shirts, they may not prescribe a specific brand which students must buy. A teacher will be allowed to restrict manner of dress when it pertains to the health and/or safety of a student in that teacher's specific area. The administration may prohibit articles of clothing that are destructive to school property and/or cause excessive maintenance problems such as cleats on boots, shoes that scratch floors, trousers with metal inserts that scratch furniture, etc.

The administration will make provisions for notifying students of any such rules established at school and reserves the right to enforce the dress code as they see fit.

6-03 LOCKERS

Each student is assigned a locker for the storage of books and equipment. No one should leave classes to go to his/her locker except with the teacher's permission. It is the student's responsibility to see that his/her locker is kept in order at all times. Lockers should be kept locked to prevent theft of property and unauthorized entry. Students who "rig" their lockers in order to prevent them from locking are responsible for any items that are lost or stolen, including any school property.

Lockers are the property of the school and are provided for student use at the discretion of the administration. The school reserves the right to conduct periodic searches when there is a reasonable suspicion a locker or lockers contain items or evidence of a rules violation or criminal activity.

6-04 BACKPACKS

For the safety of all students, backpacks will not be allowed in the classroom. Backpacks brought to school must remain in the student's locker during the school day.

6-05 SEARCH AND SEIZURE

The courts have consistently upheld that school authority stand in place of parents in the matters of student search and seizure. When school officials have reasonable suspicion that contraband is hidden in a student's locker or on his person, they act upon that suspicion and search the locker or student without the student's consent. Any illegal materials that are found may be used as evidence against the student in disciplinary, juvenile or criminal proceedings. The courts have upheld the claim that school lockers are school property loaned to the students for his/her convenience. The search, therefore, is not illegal under the Fourth Amendment of the Federal Constitution, but reasonable exercise of board power in the interest of health and safety of all school children. Students shall be free from unreasonable search and seizure. **To meet this standard the following**

guidelines will be followed:

1. Search of a student's person should be limited to a situation in which there is reasonable assumption that the student is hiding evidence of an illegal act.
2. Illegal items or other possessions reasonably determined by the proper school authorities to be a threat to the safety or security of the possessor or others may be confiscated.
3. The student should be given an opportunity to be present when a search of personal possessions is conducted unless an emergency exists.
4. Upon detection of illegal contraband the student should be provided due process.

6-06 DISRUPTIVE CLASSROOM BEHAVIOR

The following strategies are corrective measures to prevent classroom disruption resulting in a student's removal from class. The objective is to maintain, not hinder, other students rights to learn. Any removal may result in:

The student is sent to the principal and the details of the incident are discussed with the student. The teacher is consulted in the same manner.

The student may be placed on a three day out of class suspension and parents are notified in writing. The student shall be readmitted to class after a conference with the principal, students, teacher and parents.

An alternative program will be discussed with the appropriate personnel. This plan clearly communicates to the student that the school is a place to learn and that the student will not be allowed to hinder other students' rights to learn.

Any exceptions to the above guidelines will be made by the Administration, based on the severity of the incident.

6-07 SUSPENSION AND EXPULSION

Students are expected to conduct themselves in a manner suitable to their age and grade. Students disobedient or disruptive of the educational process are subject to corrective discipline. Possession of a weapon or a firearm by a student on school property and at school functions is prohibited.

School property includes all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by the school district, and the site of any school-sponsored activity.

The School Board hereby delegates to the Superintendent and the principal the authority to deal with disciplinary problems in his/her school, including suspension. Suspension includes in-school suspension from classes as well as exclusion from school classes, buildings, grounds, and activities.

A principal or the Superintendent may suspend a student for up to ten (10) consecutive days or recommend expulsion of a student. Parents of the student shall be notified promptly if a suspension has been given. The Superintendent shall also be notified when a suspension has been imposed. The School Board [The Superintendent (or a principal), when acting as the School Board's hearing officer] may expel a student for conduct which violates this policy, after providing notice and a hearing as set forth in FHDA-R. When the conduct does not involve possession of a weapon, the expulsion may be for the remainder of the current school year. When the conduct violates the district policy on possession of a weapon and the weapon is a firearm as defined by that policy, the expulsion may be for one calendar year, subject to modification by the Superintendent on a case by case basis, in accordance with criteria established by the School Board herein. When the conduct violates the district policy on possession of a weapon which is not a firearm, then the expulsion may be for a period not to exceed twelve (12) months.

In instances of suspension, all homework must be completed upon the student returning to class. Tests must be made up as soon as possible or at the teacher's discretion. Students will not be given two days for each day absent to make up tests. Students will be given full credit for all homework, tests, projects, etc.

Designation of Hearing Officer

The District's administrators are hereby designated and authorized to serve as expulsion hearing officers, subject to the requirements for the hearing officer as set forth in FHDA-R.

6-08 WEAPONS

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

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

Violation of this policy will require short-term suspension and a hearing will be conducted to determine if long-term suspension or expulsion of the student involved is warranted. The administration may notify appropriate authorities or agencies of the policy violation. All weapons will be confiscated and will be turned over to the student's parent/guardian or law enforcement officials at the discretion of the administration.

As soon as practicable after the administration has determined the weapons policy has been violated by a student, the student's parent/guardian shall be notified of the determination and official action will be taken.

6-09 USE OF DRUGS, TOBACCO OR ALCOHOL

The use of tobacco, drugs, and alcohol are prohibited on school grounds, at all school functions and in all school owned vehicles.

6-10 PROFANE OR VULGAR LANGUAGE

Use of profane or vulgar language will result in disciplinary action, which may include detention, in-school suspension, or suspension.

6-11 DETENTION

Detention is defined as requiring a student to remain after normal school hours for minor infractions. Detention may be given by the principal or by any teacher with the provision in either case that the student be allowed a 24-hour leeway for transportation arrangements. A student refusing to make up detention will be disciplined accordingly. A student may be assigned detention by a teacher for inappropriate classroom behavior. Failing to serve the detention will result in a more severe penalty.

6-12 VIOLENT AND AGGRESSIVE BEHAVIOR

It is the intention of the Ashley Public School Board that the learning environment shall be safe, drug free, and conducive to learning. The School Board recognizes that there are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff are entitled within this school system. These behaviors, categorized as violent and aggressive, will not be tolerated and shall result in immediate action by the school administration.

Physical violence, including assault, will not be tolerated on school premises or at school activities, nor will disruptive behavior that is characterized by verbal or physical violence, even though not directed toward another person. Neither will the district tolerate threats of harm to self or others or other threatening behaviors, including threats to damage school property. Students shall inform a teacher, guidance counselor, or principal when they are in possession of knowledge of such threats. Staff shall immediately notify the principal of any threat or threatening behavior that they have knowledge of, have witnessed, or received. All such threats shall be promptly reported to the appropriate law enforcement agency.

All acts of violence and aggression, including, but not limited to: possession of a weapon or dangerous instrument, physical assault, verbal abuse, intimidation, extortion, bullying, gang activity, stalking, defiance, sexual harassment, terroristic acts and/or threats, shall result in specific consequences, determined by the seriousness of the act, including suspension from school and consideration of expulsion from school for students, disciplinary actions up to and including discharge for employees, and exclusion from school premises and possible legal action against other individuals.

Legal Ref: P.L. 107-110 No Child Left Behind Act of 2001

6-13 BULLYING

See attachment-policy adopted 6/2012

6-14 HAZING

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the School District and are prohibited at all times.

No student, teacher, administrator, other employee, volunteer, or contractor of the School District shall plan, direct, encourage, aid, or engage in hazing. No teacher, administrator, other employee, volunteer, or contractor of the School District shall permit, condone, or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

Hazing activities are seriously disruptive of the educational process in that they involve students and violence or threats of violence. This policy applies to behavior that occurs on or off school property and during and/or before or after school hours. A person who engages in an act that violates school policy or law in order to initiate another person or to be initiated into or affiliated with a student organization shall be subject to discipline for that act. The School District will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, other employee, volunteer, or contractor of the School District who is found to have violated this policy.

Hazing means committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law, or of school district policies or regulations.

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to a teacher, building principal, or other administrator. Any person may report hazing directly to the Principal or Superintendent.

Teachers, administrators, other employees, volunteers, or contractors of the School District shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

Every report of hazing shall be investigated by the principal. The principal may request assistance or designate a third party to conduct the investigation. The school District may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

Upon completion of the investigation, the School District will take appropriate action. Such action may include, but is not limited to, warning, in-school or out-of-school suspension, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School District action taken for violation of this policy will be consistent with applicable statutory authority, including school district policies and regulations.

The School District will discipline or take appropriate action against any student, teacher, administrator, other employee, volunteer, or contractor of the School District who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

6-15 STUDENT USE OF ELECTRONIC DEVICES

The use of personal communication devices at the Ashley Public School is only allowed in the hallway before school, between periods, during lunch, or in the classroom at the teacher's discretion.

Possession and/or use of any electronic device in an area where there is a reasonable expectation of privacy, such as a locker room or bathroom is strictly prohibited and will result in confiscation of the device.

Students in violation of any portion of this policy will be subject to disciplinary procedures and confiscation of the electronic device. If a student's cell phone or other electronic device is confiscated, the building principal or Superintendent may search the confiscated device in accordance with policy 6-04 Search and Seizure. If a school official suspects that a student possesses or is disseminating an image that potentially violates NDCC 12.1-27.1-03.3 he may report this matter to law enforcement for investigation. Disciplinary action up to and including suspension and/or expulsion may also be taken against any student using an electronic device in a manner that causes substantial disruption to the educational environment.

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

Any School Employee will be able to confiscate such devices during the school day.

Confiscation of these devices will be dealt with as follows:

- 1) First offense will result in loss of the device for the day, student can pick the device up at the end of the day.
- 2) Second offense and thereafter will result in loss of the device and parents will need to come to the office and pick up the device.

Section 7: GENERAL GUIDELINES

7-01 CHILD NEGLECT AND ABUSE

Any Ashley Public School District employee, who knows or reasonably suspects that a child's health or welfare has been or appears to have been harmed as a result of neglect, abuse, or sexual molestation, shall immediately make a report to the Superintendent. In addition, the district employee shall make a report to the County Social Services Officer pursuant to NDCC 50-25.1.

7-02 PUBLIC COMPLAINTS

Complaints and grievances about instructional personnel including extra-curricular directors and coaches shall be handled and resolved, whenever possible, as close to their origin as possible. The Board advises the public that the proper order of channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher or Coach/Advisor
2. Principal
3. Superintendent
4. School Board

Any complaint about school personnel will be investigated by the administration before consideration and action by the school board. Ashley School District will follow all century codes.

7-03 REGISTRATION

Each student is required to enroll in the required courses for his/her grade level. A student must enroll in a sufficient number of classes to give him/her 6 classes in the Ashley Public School each semester for four years. Students have ten school days to add or drop a class at the beginning of each semester. **For online and ITV classes, see policy.** A transcript for each student is kept in the main office. The North Dakota Department of Public Instruction encourages no more than one full study hall each day. Exceptions will be made at the discretion of the administration.

7-04 FINAL AUTHORITY WHEN RULES ARE NOT WRITTEN

Each student has the responsibility to check with the principal when in doubt about any rule or regulation. This handbook does not cover every aspect of student life and activities in the school year. It is written to be a guideline. The principal may hold assemblies to provide detailed explanations of school events or regulations.

When there are no rules written to cover a certain aspect or behavior, the person in charge such as a teacher has the right of "in loco parentis," (a legal term meaning in place of the parents). This means that the teacher can make a rule to control the specific situation. The same is true for a principal or superintendent who is in a legal sense the same as a teacher.

Every student in the school has the right to simple due process. They have the right to be heard, to know who their accuser is, and the right to have their parents or another adult present when facing a serious charge.

Section 8: APPENDIX

8-01 POLICY FOR INTERROGATION BY POLICE

When there is need for a police officer to interrogate a student, the officer is to be requested to confer with the student at a time when he/she is not under the jurisdiction of the school, if this can be arranged. However, when it is impractical, the officer may confer with the student during school hours, provided that the following conditions are met:

- 1) The officer is properly identified.
- 2) Permission from a school official is given.
- 3) Parents are notified immediately, if possible.
- 4) Student(s) are removed from the classroom by school personnel only, to guard against other students knowing about the matter.
- 5) The student's parent/guardian should be present during the conference, if possible.
- 6) If the parent/guardian cannot be present, then a school official should sit in the conference in the parent's stead.
- 7) The students will be afforded the same rights they have outside of the school; they must be informed by the police of their constitutional rights; students may remain silent if they so desire; and they must not be subjected to coercion or illegal restraint. However, within the framework of their legal rights, students have a responsibility to cooperate with police.

Police Officer's Rights with Regard to Students

- 1) Right to question students in school: Police officers have no absolute right to enter the school premises and demand to interrogate any pupil. A spirit of cooperation should be extended to any bona fide police or law enforcement official who comes to a school seeking to interrogate students.
- 2) Right to remove students from school: Police officers have no right to remove a student from the school for purposes of interrogation, and this should not be allowed in the absence of the specific consent of parent or guardian. Police officers, counselors or the juvenile court, or other authorized law enforcement officials have an absolute right to enter the school to take a child into custody or to make a lawful arrest of a student. However, the officer should be made to display either an order signed by a judge of the juvenile court authorizing the taking of the child into custody, or to display a warrant for the child's arrest. If the child is arrested and/or taken into custody at a school, the school officials should make every effort to notify the parents immediately.
- 3) Right to serve subpoena in school: Police officers have a legal right to enter schools to serve subpoenas.

Cooperation with Law Enforcement Agencies

While police officers have the legal right to serve a subpoena at school, the serving officials should be strongly urged to serve these subpoenas at the home of the student whenever possible.

In all of these situations, every possible step should be taken to insure a minimum of embarrassment or loss of class time for the student.

The office of the superintendent should be notified immediately when any of the above mentioned actions has occurred.

POLICY ADOPTED: 3/22/88

8-02 SEXUAL HARASSMENT POLICY

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination. Under the Equal Employment Opportunity Commission (EEOC) guidelines which the school district follows, an employer is held accountable if a person is harassed by supervisory employees, whether or not the employer is aware of the harassment or acts promptly to remedy the situation. If a person is harassed by fellow workers or by non-employees, the employer is held accountable if the employer knows or should have known of the harassment and fails to take immediate and appropriate corrective action.

A learning and working environment that is free from sexual harassment will be maintained in the Ashley School District. It will be a violation of policy for any member of the district staff, which includes all certified and non-certified employees, to

harass another staff member or student, or for students to harass other students, or for students to harass district staff members, through conduct or communication of a sexual nature as defined by this policy.

Administrators and supervisors will make it clear to their staff and students that sexual harassment is prohibited by Board policy and is grounds for disciplinary action. Administrators will use staff meetings and inservice sessions and student assemblies to inform employees and students of their rights and remedies under the law.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature when (1) submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement or grade; (2) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions effecting such individual's employment or education; (3) such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating intimidating, hostile or offensive employment or educational environment.

Sexual harassment, as defined above, may include but is not limited to:

- 1) Sex oriented verbal kidding, abuse or harassment;
- 2) Pressure (subtle or otherwise) for sexual activity;
- 3) Repeated remarks to a person with sexual or demeaning implications;
- 4) Unwelcome touching, such as patting, pinching or constant brushing against another's body;
- 5) Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status or similar personal concerns.

Any person who believes he or she has been the victim of sexual harassment by any employee or student of the school district or any third person with knowledge or belief of conduct which may constitute sexual harassment, should report the alleged acts immediately to the appropriate school district official as designated by the Board, who is the building principal. If the official designated is the person alleged to have sexually harassed another, the complaint may be made to any other administrator or directly to the board president. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or effect future employment, work assignments or grades.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when this conduct has occurred.

A substantiated charge against a school district staff member will subject such member to disciplinary action, which may include discharge.

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

Notice of this policy will be circulated to all district schools and departments and incorporated in teacher, non-certified staff and student handbooks.

Legal Ref: 1964 Civil Rights Act, Title VII
1972 Educational Amendments, Title IX
45 CFR Part 86 Regulations

POLICY ADOPTED: 11/12/92
POLICY AMENDED:

8-03 GRIEVANCE PROCEDURE POLICY

In accordance with its obligations under federal regulations, the Ashley School District herein provides a grievance procedure intended to provide for resolution of student and employee complaints alleging any action recognized as sexual harassment, which is a form of sex discrimination.

Any student or employee may file a complaint claiming sexual harassment as follows:

Step 1: An employee or student may file a complaint on behalf of himself/herself to the building principal. The complaint shall be submitted orally, indicating the specific discriminatory action. The building principal with whom the complaint is filed shall respond orally to the complaint within five (5) working days after the presentation of the complaint.

Step 2: If the complaint is not resolved in Step 1, a formal written complaint, signed by the complainant, must be filed with the superintendent, who has been designated as the person responsible for coordinating the efforts of the school district to comply with Title VII and IX of the Federal Regulations. The office address is 703 W Main St, PO Box H, Ashley, ND 58413, telephone number 288-3456.

Step 3: If the complaint is not settled in Step 2, the complainant may request, within five (5) working days after the decision of the designated official, a hearing by the School Board at its next regularly scheduled meeting. The complainant will be notified of the determination made by the School Board.

Appeal Procedure Available

In the event the complaining party is not satisfied with the resolution of the complaint by the School Board, he/she is entitled by law to submit any such complaint to the Office for Civil Rights of the United States Department of Health, Education and Welfare within such time as is required by the Act and regulations. The address is:

Equal Employee Opportunity Commission
1845 Sherman Street, Second Floor
Denver, CO 80203
Telephone: (303) 866-1300

POLICY ADOPTED: 11/12/92

8-04 NON-DISCRIMINATION POLICY

STATEMENT: The Ashley School District, in the county of McIntosh and State of North Dakota, supports the provisions of federal and state laws which commit all schools to the elimination of discrimination on the basis of race, creed, color, national origin, gender, sexual orientation, marital status, age, and disability in employment and in those programs and activities offered to its students. It is the expressed intent of the Ashley School District to provide equal opportunity for all students.

{“Age”, as used in this policy, means the age of a person who is at least 40 years old.}

This concept of equal opportunity will serve as a guide to the School Board, the administration, and staff in making decisions related to the employment of personnel, school facilities, curriculum, activities and regulations effecting students and employees.

COMPLAINT PROCEDURE: Any student or employee of the District who believes he or she has been discriminated against, denied a benefit, or excluded from participation in a district education program or activity on the basis of race, color, creed, national origin, gender, sexual orientation, age, marital status, or disabling condition may file a written complaint with the compliance administrator or follow other procedures outlined in the Affirmative Actions procedure (see Policy A-).

The compliance administrator for this Board policy is:

*Leslie B. Dale, Supt.
Ashley School District #9
703 W. Main St.
Ashley, ND 58413
Phone (701) 288-3456*

POLICY ADOPTED: 11/14/91

POLICY AMENDED: 8/12/99

8-05 AFFIRMATIVE ACTIONS

Any person who believes himself or any specific class of individuals to be subjected to discrimination in employment or in any of the programs or activities of the Ashley School District may file a complaint as follows:

COMPLAINT PROCEDURES

- 1) An oral complaint may be informally filed with the department chairman, or immediate superior of a complaining employee; OR
- 2) A formal written complaint may be filed with the district compliance officer who has been designated as the person responsible for coordinating the efforts of Ashley School District to comply with the Equal Opportunity Policy, including the investigation of complaints alleging noncompliance.
- 3) If an oral complaint is filed as outlined above (1) or a formal written complaint is filed as outlined in (2) or (3) above, an investigation will be made by the appropriate person (department chairman, principal, or coordinator) within a 30 day period following the complaint. The appropriate person, as outlined above, will submit a written report to the complainant outlining the results of the investigation. This report will either concur with the complainant that a violation exists or will state that the complaint is deemed without merit. If it is determined by the investigation that the complaint has merit, the written response will outline ways the deficiency will be corrected.

To be considered for investigation, any such complaint must have been filed within 180 days of the alleged occurrence of discrimination. Any person lodging an informal, oral complaint reserves the right to file a formal written complaint within 60 days of filing the oral complaint. Further, a formal written complaint must be filed as outlined in 2 or 3 above, prior to the filing of an appeal as outlined below.

FORMAL APPEAL PROCEDURES:

When a formal written complaint has been filed and a response from the appropriate person has been received by the complainant as outlined above, and the complainant believes the rejection of the complaint or the remedies suggested are not equitable, the complainant may, within 30 days of the filing of the original complaint, file a formal written appeal. Such appeal should be filed with the Business Manager of the School Board of the Ashley School District or with the State Department of Public Instruction. Upon receipt of an appeal, a date shall be fixed for a hearing to be held not less than 20 days after the receipt of the appeal.

Both the School Board and the complainant shall have the right to:

- 1) Be represented by counsel;
- 2) Introduce all relevant evidence on the issue;
- 3) Take direct testimony of any witness, given orally under oath or affirmation;
- 4) Cross-examine witness on any matter material to the proceeding, without regard to the scope of his direct examination;
- 5) Have the proceeding transcribed by a court reporter, at the expense of the party requesting such transcript.

In addition to the above specified procedural rights, the provisions applicable to Title VI of the Civil Rights Act of 1964 as found at 34 CFR sections 100.6-100.11, 34 CFR Part 101, 45 CFR sections 80.6-80.11 and 45 CFR Part 81 are also made applicable to Formal Appeals under Title IX.

In the event of a complaint involving a person who needs or is believed to need special instruction or related services because of a handicap, the parent/guardian may request an impartial due process hearing. The request for a hearing will be made in writing to the School Board of Ashley Public School District No. 9. Opportunities for informal conferences under the usual appeal procedures within the district will be made available to the parent/guardian in order to resolve the conflict in an amicable manner.

- a) Upon receipt of the request for a hearing, the Board shall make a formal request to the North Dakota Administration Hearing Office Division for a list of three persons whose names appear on the state register of qualified hearing officers. The name of a person will not be included if there is a personal or professional conflict with his/her objectivity in the case.
- b) Within five calendar days from the receipt of the list of hearing officers, the parent/guardian and/or the school district may delete one name from the list.
- c) The school district shall designate a hearing officer for the hearing from the remaining names and immediately notify all parties of such determination.
- d) The notification sent to the parent/guardian shall be accompanied by a written notice informing the parent/guardian of the right to request the attendance at any hearing of any personnel who may have testimony relevant to the needs, abilities, proposed programs, or status of the student, the rights of access by parents to all relevant school records and documents, and the availability of any low-cost or free legal or relevant support

- services in the area in which the parent/guardian resides.
- e) The hearing shall be scheduled at a time and place that is mutually convenient to the parent/guardian and the district.
 - f) The hearing officer may meet with the parties in order to attempt to arrive at a voluntary resolution of the matters in dispute before the commencement of the hearing.
 - g) In the event that voluntary resolution of the dispute cannot be achieved, a hearing shall be conducted in accordance with established procedures. If the primary language of the parent/guardian is other than English, or if the parent or guardian is either blind or deaf, an interpreter or reader shall be provided. All hearings shall be conducted in locations fully accessible to physically handicapped persons.
 - h) Any party to the hearing shall have the right to be accompanied and advised by counsel and by individuals with special knowledge or training with respect to the area of issue at hand.
 - i) Any party to the hearing has the right to present evidence, confront and cross-examine and compel witnesses and prohibit the introduction of any evidence at the hearing that has not been disclosed to that party at least five (5) days before the hearing.
 - j) If requested by the parent/guardian, the hearing shall be open to the public. Specific individuals may also be permitted to attend the hearing at the request of the parent/guardian.
 - k) A tape recording or other verbatim record of the hearing shall be made by the district. Upon request, the parent/guardian shall have the right to obtain a copy of the record of the proceedings.
 - l) Following the close of the hearing, a decision which states concisely and explicitly the findings of fact and conclusions of law will be sent by certified mail to the parties involved. The decision of the hearing officer is final unless either party appeals the decision through the court system. As appropriate, the hearing decision will be written in English and in the primary language of the parent/guardian if other than English, and where appropriate, will be transcribed in Braille or tape-recorded for a parent/guardian who is visually impaired or blind.
 - m) During these proceedings, the child shall remain in his/her present placement unless the parties agree otherwise. While the placement may not be changed, this does not preclude the district from using its normal procedures for dealing with a child who is endangering him/herself or others.
 - n) If the complaint involves an application for initial admission of a child to a public school, the child, with the consent of the parents, shall be placed in the public school program until the completion of all administrative and judicial proceedings.
 - o) A final decision shall be reached in the hearing and a copy of the decision will be mailed to each of the parties in the dispute no later than 45 days after the receipt of the request for the due process hearing. A hearing officer may grant specific extensions beyond the 45 days at the reasonable request of either party.

Any employee or student of the Ashley School District shall be entitled to submit any complaint of alleged discrimination on the basis of sex or handicapping condition, directly to the Regional Office for Civil Rights of the United States Department of Human Services by sending said complaint to:

Office for Civil Rights
 10220 N. Executive Hills Blvd 8th Floor
 Kansas City, MO 64153-1367
 Telephone (816) 880-4202
 TDD (816) 891-0582
 Fax (816) 891-0644

Legal Ref: 1964 Civil Rights Act, Title VI
 1964 Civil Rights Act, Title VII
 Executive Order 11246, as amended
 1972 Educational Amendments, Title IX
 45 CFR Part 86 Regulations
 1973 Rehabilitation Act, Section 503
 1973 Rehabilitation Act, Section 504
 45 CFR Part 84 Regulations
 29 U.S.C. 626 (PL 101-433) Old Workers Benefit Protection Act
 22 U.S.C. 623; 29 U.S.C. 631 Age Discrimination in Employment Act
 42 U.S.C. 12101-12213 American with Disabilities Act
 20 U.S.C. 1413 Individuals with Disabilities Education Act
 NDCC Ch 14-02.4 Discrimination
 NDCC Ch. 15.1-32 Special Education of Children

POLICY ADOPTED: 11/14/91

8-06 ANIMALS IN THE CLASSROOM POLICY

The Ashley Public School and the Ashley Board of Education recognizes that under the proper conditions, animals can be an effective teaching aid. In order to help protect both children and animals, the following guidelines are adopted for use in the Ashley Public School.

- 1) The only animals allowed to be housed in a classroom must be for a specific and appropriate educational purpose and shall be allowed for the amount of time necessary to achieve the educational goal.
- 2) All animals must be in good physical condition and vaccinated against transmittable diseases.
- 3) Special consideration should be given to the effect of furred and feathered animals on allergic children, before bringing the animals into the classroom.
- 4) The teacher will be responsible for the proper control of animals brought to school for instructional purposes, including the effective protection of children when animals are in the school. This will include keeping the animal in an appropriate cage or container that prevents direct contact with fecal material.
- 5) No animals are to be allowed to run freely in the classrooms, food areas, or activity areas.
- 6) All fecal material must be cleaned from the cage of any mammal or rodent on a daily basis and an appropriate sanitizer used. Reptiles, fish, and insects must be cared for in a manner to minimize odor and maintain health.
- 7) No poisonous animals shall be brought into the school. Exception would be for a lyceum or during a performance put on by a qualified individual.

It will be the responsibility of the teacher to provide for a plan of care for classroom-housed animals in the event of an emergency school closing which might cause disruption of the routine care of the animals. In the school where these animals are housed, there should be a plan whereby the staff member who visits the school daily during the emergency closing will be aware of the animals' presence and see to their care. If no staff member visits the school daily in such circumstances, the teacher is responsible for the daily care of the animal(s).

No animal shall be housed at school unless the teacher involved is familiar with the appropriate care, feeding, and handling of that animal and of any potential dangers caused by the animal. Many different diseases and afflictions may be transmitted by animal hair, dander, bites, and fecal material. It shall be the responsibility of the teacher to become familiar with each animal as it relates to the well-being of the individual students in that particular classroom.

The Principal shall be advised of any animals to be housed in the classroom. At the Principal's discretion, permission to keep the animal may be denied based on these considerations: (1) the purpose for the animal's presence; (2) the ability of the teacher to control the animal; (3) the past practice in the classroom.

POLICY ADOPTED: 8/8/96

8-07 ANNUAL NOTIFICATION REGARDING PARENTS' RIGHT OF ACCESS TO STUDENT RECORDS

Each year parents and students need to be reminded of the student records policy of the Ashley Public School District. Parents of students or 18-year-old students who wish to review any or all of the school records pertaining to the student should contact the building principal for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records for the cost of copying.

If parents or adult students believe something in the records is inaccurate or misleading, they may request that it be corrected or they may have comments added to the record. If the principal and parent or adult student cannot agree, the latter may contact the superintendent for a hearing.

Record information will not be released to most persons or agencies without the written consent of parents. Nonetheless, it is the policy of this district to forward school records, without parent consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record. Similarly, without parent consent, the district forwards transcripts, or other information requested by high school students, to colleges and other educational institutions to which the students are applying.

For a complete copy of the district's student record policy, contact your school principal. Parents who have questions or concerns about the record policy may direct them to the building principal, the superintendent, or the U.S. Office of Education.

Also, federal law permits a school district to identify certain information as "directory information" which may be publicly released without permission of the parents. Ashley Public School identifies this information as the following: name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous school attended. If you do not want this information released, please complete the form below and return within ten (10) school days. If we do not receive your notice by that date, we will assume that you have no objection to the release of such information. We believe that it is in the student's best interest to have such information released in school and community newspapers because of the recognition it gives them. We make every reasonable effort to protect our students' privacy. For example, it is our policy not to release information to businesses for commercial purposes or to individuals without good reason. Therefore, most parents do not restrict the release of directory information.

Release of Directory Information

To: Principal of Ashley Public School

I do not wish Directory Information, as defined in Ashley Public School's records policy, concerning _____ (Student) to be released from school records without my prior written consent. I understand this will exclude my youngster's name from parent organization mailing lists, school annual and newspaper, commencement programs, publication of honor roll and other school information about students in the public media.

SIGNATURE OF PARENT/GUARDIAN

DATE

Ashley Public School

8-08 Medication Form

**ASHLEY PUBLIC SCHOOL
Request to Administer Medication at School**

----- Code: ACBD-E2-----
Student's Name: Date of Birth: Allergies:

Parent/Guardian's Name: Daytime Phone # :

Medication: Dosage: Date Started:

Time to be given: Route of Administration: Possible Side Effects:

Termination Date: Special Instructions:

Health Care Provider's Name: Clinic Name:

Clinic Phone# : Clinic Fax # :

- ❖ I authorize the following individuals to administer the above medication as directed:
Teresa Dockter____(parent initials)Kristy Glaesman____(parent initials) Lisa Eszlinger____(initials)
- ❖ By signing this form, I authorize the release of my child's health information to appropriate school staff and request that this medication is administered to my child as prescribed. I authorize the prescriber and the school designee to exchange information necessary for the safe administration of this medication.
- ❖ I release school personnel from liability in the event adverse reactions result from medication(s) and/or treatment(s)/procedure(s).
- ❖ Student Self-Administration: The student has received education on any side effects or adverse interactions associated with the medication and how to prevent them: YES____ NO____
- ❖ The student is capable of self-administering this medication in a secure manner: NO____
YES—Supervised ____ YES—Unsupervised ____
- ❖ The student may carry this medication: YES____ NO____ If carrying medication, student agrees not to leave the medication unattended or unsecured and accessible to other students. MEDICATION PASS IS REQUIRED (ISSUED FROM SCHOOL OFFICE).

Parent/Guardian Signature:_____

Student Signature:_____

*Health Care Provider Signature:_____

*(Only required for prescription medication or Over-the-counter medication if it is to be provided in a manner inconsistent with manufacturer's recommendation.)

No Medications (including over-the-counter meds such as Tylenol) will be given without consent from Parent And Health Care Provider (when applicable as stated above). A supply of the properly labeled prescription from the pharmacy should be left at school. It is the parent's responsibility to supply medications for administration to the school and gather the medication supply when discontinued or at the end of the school year (whichever is first). Medications that are left after the school year will be destroyed.

Please return completed form to Ashley School office: Fax 701-288-3457

Email: teresa.dockter@k12.nd.us

8-09 PARENTAL COMPLAINTS POLICY

While parents enjoy a unique relationship with the schools and are the recipients of special communications concerning school events and programs as well as communications concerning their own child's progress, the same channels of processing complaints shall be used by parents as by other citizens.

Complaints for which specific resolution procedures are provided shall be directed through those channels. This includes complaints about personnel and complaints about instructional materials.

The Ashley School Board expects that the administration will receive all complaints courteously and that it will take steps to make a proper reply to the complainant.

Complaints should be resolved at the lowest possible level of authority. If resolution of the problem seems unlikely at the building level, either party is encouraged to refer the matter to the superintendent for his review.

If all other remedies have been exhausted and a non-personnel related complaint has not been satisfactorily resolved, the complainant may request that the matter be placed on the agenda of the next regular meeting of the school board. All non-personnel complaints shall be presented in writing and included in the agenda materials provided to the Board prior to the

meetings. Generally, all parties involved, including the administrator(s), shall be asked to attend such a meeting for purposes of presenting additional facts, making further explanations and clarifying the issues. The Board will not consider or act upon complaints for which specific resolution procedures have been established which do not include Board review. If the Board decides to hear the complaint, the Board shall make a decision that shall be sent to all interested parties. If the decision alters policy, the procedures for suspending, amending or adopting policy shall be followed.

POLICY ADOPTED: 6/9/94

8-10 POLICY FOR PATRON COMPLAINTS ABOUT PERSONNEL

The Ashley School Board recognizes that complaints from concerned patrons are inevitable. In order to provide an effective procedure for responding to complaints in a manner that is in the best interests of promoting better educational opportunities for children, the following policy is adopted.

Complaints about personnel shall be directed to the principal or other supervisor directly responsible for supervision of that employee. The supervisor shall:

1. investigate the complaint;
2. promptly notify the employee if the complaint is to be placed in the employee's personnel file. This complaint should be in writing by the patron.
3. schedule a meeting of the employee, the complainant and the supervisor if deemed appropriate;
4. provide a written response to the complainant within fifteen (15) days of receipt of the complaint; and
5. give the employee the option of a written response.

If either party is not satisfied with the handling of the complaint, the matter can be appealed to the superintendent for final resolution.

Complaints about the superintendent shall be directed to the Board chairperson, who shall follow the same procedure.

This procedure is intended to minimize the risk of a possible action for libel or slander, to retain the impartiality of the Board and to maximize compliance with North Dakota law.

Legal Ref: NDCC Ch. 15.1-14 Administrators
NDCC Ch. 15.1-15 Contracts of Teachers and Administrators
NDCC Ch. 15.1-17 Teachers' Personnel Files

POLICY ADOPTED: 6/9/94

POLICY AMENDED:

8-11 Technology Usage

TELECOMMUNICATIONS AND OTHER ELECTRONIC INFORMATION SYSTEMS ACCEPTABLE USE POLICY

The Ashley Public School District #9 considers the computer network and the Internet to be valuable tools for education and encourages their use in the classrooms and labs. The purpose of the District's computer system is educational. In the past, instructional materials and library media materials could be screened to insure that the material was consistent with district adopted guidelines. Telecommunications, because it may lead to any publicly available file-server in the world, will open classrooms to electronic information resources that have not been screened by educators for use by students of various ages.

Internet access is a privilege, not a right. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. General school rules for behavior and communications apply. The network and Internet access is provided for students to conduct research and communicate with others. Access to network services and the Internet will be provided to students who agree to act in a considerate and responsible manner.

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the responsibility. The family must exercise the same caution with the Internet as they do with other potentially offensive media such as television, telephone, movies, radio, magazines and books.

The following are not permitted:

- *Sending or displaying offensive messages or pictures
- *Using chat rooms
- *Using obscene language
- *Harassing, insulting or attacking others
- *Damaging computers, computer systems or computer networks
- *Violating copyright laws
- *Using others' passwords
- *Trespassing in others' folders, work or files
- *Intentionally wasting limited resources
- *Employing the network for commercial purposes
- *Revealing the full name, personal address or phone number of yourself or any other person
- *Using E-Mail will not be allowed unless an assigned project requires it

Sanctions

Violations will result in a loss of access.

Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.

When applicable, law enforcement agencies may be involved.

The Ashley Public School District #9 will make no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damage a user may suffer, including loss of data. The District will not be responsible for the accuracy or quality of information obtained through this Internet connection. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

I have read the rules for acceptable online behavior and acknowledge the waiver of warranty. I understand the rules and I agree to comply with the above stated rules. Should I violate the rules, I understand that I may lose network and Internet privileges at my school. Further, I acknowledge and agree that no warranties of any kind, whether expressed or implied, are made by the school district

8-12 STUDENT HANDBOOK SIGN-OFF AND COMMENT SHEET

Dear Parents and Students:

Please take the time to go through this student handbook and become familiar with the rules and policies that govern Ashley Public School. It is especially helpful when parents and students review the handbook together. If you have any comments, please include them when you return this signed acknowledgement to the school office. Feel free to contact Mr. Schmidt at the high school office if you have any questions. Thank you

A complete set of policies for the School Board, Administration, Teachers, and Non-Certified Staff is available in the office.

Thank you.

COMMENTS:

Signatures of the student and parent/guardian indicate that each has reviewed and understands the content of the Ashley Public School Student Handbook.

Student Signature

Parent or Guardian Signature