

FORWARD

This Handbook contains information concerning the organization of Anamoose/Drake Public Schools, its activities, awards and honors, athletic programs, and, in short, a synopsis of the entire school district. This handbook is prepared to assist each student in adjusting to school life and to familiarize students and their parents/guardians with the basic rules and procedures that are employed in the operation of your school. The administration and the School Boards believe that an understanding by each student of the rules and regulations is necessary in order to create an atmosphere conducive to learning.

We suggest that each student read and discuss the rules and regulations that are set forth in this handbook with parents/guardians. Such discussions will help to avoid confusion and misunderstanding should a policy or ruling, based on a policy come up during the year. Each student enrolled at Anamoose/Drake Public Schools is responsible for all the material contained herein.

The acknowledgement by a parent or guardian that a copy of this handbook with parents or guardian that a copy of this handbook has been provided is a requirement for such understandings as provided for above. We require that each student the form attached below back to the school signed by both the parent and the student.

We are looking forward to an excellent school year! Please feel free to visit or call the school at any time to discuss or observe your student’s progress or activities.

-----PLEASE DETACH AND RETURN TO SCHOOL-----

We have received a copy of the Anamoose/Drake Public School Student Handbook, and understand that all of the rules and regulations contained within this handbook apply to all students enrolled in and attending Anamoose/Drake Public Schools.

Student Signatures

Parent/Guardian’s Signature

Date of Signature

If a completed form is not received from you we will assume that you have no objection to 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 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.

Also, federal law permits a school district to identify certain information as “directory information” (class list), which may be publicly released without permission of the parents. School District 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.

ANNUAL NOTIFICATION: REGARDING PARENTS RIGHTS OF ACCESS TO STUDENT RECORDS.

Parents of students or 18-year-old students who wish to review any or all of the school records pertaining to the students 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 the parent or adult student cannot agree, the latter may contact the superintendent for a hearing. Each year parents and students need to be reminded of the student records policy of the Drake/Anamoose School Districts.

Record information will not be sent to another school without a written consent by the parent or adult student. The Drake/Anamoose School Districts have a limited access file system. This means that the only persons allowed to review a student's record are the following: Parents, Students over the age of 18, School Administrator, Regular Education Teachers, Special Education Administrator, Special Education Teachers, and State of Federal Department of Education Personnel.

Also, federal law permits a school district to identify certain information as "directory information" (class list), which may be publicly released without permission of the parents. School District 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, a form that will exclude your children from directory information lists can be obtained by contacting the school office.

If a completed form is not received from you we will assume that you have no objection to 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 student's privacy. For example, it is 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.

MISSION STATEMENT

The mission of the Anamoose/Drake Public Schools is Every Child ~ Every Chance ~ Every Day.

The Anamoose/Drake Schools are vitally aware that the school of today is not of the chosen few but rather the school of the people. Recognizing this fact, the Anamoose/Drake Schools accept the challenge to provide that formal type of education that shall meet the individual needs of all students enrolled in the school, to help them go as far as their aptitudes and abilities will carry them.

We believe that:

1. Intelligent, informed citizens with proper attitudes are essential for the preservation and improvement of American democracy and our public schools have a special responsibility in this area.
2. All individuals, because of their intrinsic worth and dignity should have equal rights and are entitled to equal freedoms and opportunities.

3. It is the right of each individual to have an opportunity to attain the highest possible fulfillment of potential through differentiated and varied curricular offerings.
4. Education experiences should be timed to the student's readiness. Learning, accompanied by insight and understanding, should be an outgrowth of thinking and doing the combination of intelligent interest and discipline is the key to achievement.
5. Education should develop the intellectual, physical, social, cultural, amoral and vocational capabilities of the student, improving both the effectiveness and the quality of living.
6. Learning takes place as the result of all experiences in the school and out of school, thus making the school one of the special places where such learning can be systematically checked against accepted standards of values and where the individual may develop personal guidance and conduct.

Such a Concept of Education Implies:

1. That the school experiences assist each individual in development of potentialities to the maximum.
2. That the school experiences equip the individual with the fundamentals of learning.
3. That the school experiences provide opportunity for the development of originality, initiative, and independent and sustained thinking.
4. That the school experiences lay a foundation of sound scholarship, cultural background, professional and vocational.
5. That the school experiences be democratic and social in nature, providing participation in cooperative living.
6. That the school experiences should develop those attitudes and ideas which will enable the individual to function effectively in the society of residence.
7. That the school experiences develop the incentive for and the means of continued and independent self-develop the incentive for and the means of continued and independent self-development.
8. That each department in the development of its course of study, discover and use all experiences which will serve more effectively its own students, community, nation, and other nations.

NONDISCRIMINATION POLICY

The Anamoose/Drake School Districts do not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies. Supt. Steven Heim, 706 3rd Street West, Anamoose ND 58710/411 North Main, Drake, ND 55736. (701)465-3258 or (701) 465-3732 or email steven.heim@k12.nd.us. Or contact the Office for Civil Rights.U.S. Department of Education, 500 S. Madison Street, Suite 1475, Chicago, IL 60661-4544. Phone: (312) 730-1560 Fax: (312) 730-1576 TDD: 800-877-8339. email: OCR.Chicago@ed.gov.

SPECIAL NOTE TO 18-YEAR-OLD STUDENTS

You are a legal adult. You can vote. You can apply for a loan at the bank, but now you have to pay it back. You can be sued for damage you do to other people or property. In general, you have the same freedoms and responsibilities as any adult in the community. State law requires schools to enforce the same rules on all students, regardless of their age.

YOUR RIGHT TO KNOW

Parents of all students may request information regarding the professional qualifications of any teachers. Parents will be notified if students are to be taught more than four consecutive weeks by a teacher who is not highly qualified.

ACTIVITY SUSPENSION PROCEDURES FOR TOBACCO, DRUGS, ALCOHOL

Students caught using tobacco, drugs, or alcoholic beverages shall be suspended from extra-curricular activities 6 weeks for the first offense and 18 weeks for the second offense. If there is a rule violation, the student will be promptly notified personally and the parents will be notified by phone and/or mail. Both will be informed of the rule, the facts of the violation, and the procedure for appeal.

A hearing will be conducted. Those involved in the hearing will be the Superintendent and /or Principal, the teacher or director of the activity in what the infraction occurred or witnesses to the violation, the student, and the student's parents. The student will be allowed to testify, to have witnesses and to question all witnesses. The results of the hearing will be put in writing and sent to the student's parents. A second hearing before the Drake School Board of Education will be held if the parents are not satisfied with the findings of the first hearing and so request it.

ADMINISTRATION

The administration of public schools in Anamoose and Drake rests with the Anamoose and Drake School Boards consisting of five members each. The Board establishes general policies and delegates authority of administration to the superintendent.

Administrators of the public schools are one board appointed Superintendent, who will serve both districts. They will employ one High School Principal for Drake/Anamoose High School, and one Elementary Principal to serve Anamoose/Drake Elementary. Their offices are accessible to pupils, teachers, and others concerned with the board. Title IX Coordinator: Steven Heim, Superintendent. 701-465-3258/701-465-3732 or email: steven.heim@k12.nd.us
504 Coordinator Drake: Travis Engen, Principal 701-465-3732 or email: travis.engen@k12.nd.us
504 Coordinator Anamoose: Melissa Melaas 701-465-3258 or email: melissa.melaas@k12.nd.us

ATTENDANCE (K-12)

The right and the privilege of attending Drake/Anamoose Schools carry with them certain responsibilities. Parents and students must recognize the direct relationship between academic success and regular school attendance. Attendance (K-12) is the responsibility of the student and family. Students should miss school only when ABSOLUTELY necessary because much of the classroom activity cannot be replicated; the benefit of lectures, discussion, and participation is lost forever to those who are absent. Regular attendance is the key to much of the success students may achieve from their education.

Students must not be absent more than a total of 10 days from each semester class in which they are enrolled if they are to receive credit for graduation. This standard is to be prorated to quarter classes: 5 per quarter. Exceptions may be approved which do not count toward the absence day limitations.

- ❖ Illness substantiated by a statement from a doctor and dentist, orthodontist and optometrist appointment.
- ❖ Substantiated by a statement, receipt, or appointment card by medical personnel at a doctor's office or clinic.
- ❖ Death in the student's family necessitating their absence.
- ❖ Conditions over which a student has no control such as poor weather conditions.
- ❖ Parental requested absence necessitated by the need for a student to help with family business by prior arrangements only. Failure to make prior arrangements will result in an unexcused absence except in cases of emergency.

- ❖ Parental request for student to participate in an extended family trip. Parents must notify the office at least 2 weeks in advance. Arrangements should be made by the student to complete, in advance, efforts to make-up work may be necessary upon return.
- ❖ Special circumstances approved by the Administration.

Failure to follow the above exceptions will result in an unexcused absence. Accumulated absences that exceed the standard of 10 days per semester for students in grades 7-12 will require those days be made up before credits or promotion can be awarded.

Unexcused absences will be made up hour for hour unless the result was an injury or illness. The principal will make arrangements for time.

Students must be in attendance a specific number of days per school year to be considered for grade promotion or to be granted class credit. The total allowable absences should be thought of as insurance. Use only for illness, funerals, accidents, or special family needs. Once the limit is exceeded, a student will be given a failing grade, thus earning no credit. In grades 1-6 total absences cannot exceed 20 days. The standard for absences in grades 7-12 is as follows:

	<u>TOTAL ABSENCES</u>
1/4-1/2 credit class	10 days
1 credit class	20 days

The only exceptions to the standard are absences such as school-sponsored activities, and very unusual situations approved by the student's principal.

- ❖ It is required that parents call the office on the morning of the absence or provide a written excuse on the first day that the student returns to school. The reason for being absent is to be given in the excuse. If communication efforts fail, or if an excuse or reason for the absence is not obtained, the absence will be considered unexcused. Unexcused absences can be considered as truancies. Truancies can be cause for disciplinary action which may include parent conference, detention, or suspension.
- ❖ Truancy-defined as being absent from 1 or more classes without the consent of parent/guardian or school official. Students who are truant will be required to make up the time they miss after school.
- ❖ A Student is given two days for each day missed to make up the work for an excused absence. No credit will be granted for unexcused absences.
- ❖ If a student knows of an absence in advance, all school work must be completed in advance. The student must turn in to the office a prearranged absence slip with teachers' signatures prior to being gone from school. Failure to do so warrants that teachers may not grant credit for a student's missed assignments. ‘
- ❖ The student is responsible for checking out with the secretary if illness develops during the day or needs to leave the building for an appointment. Failure to do so warrants an unexcused absence which will result in disciplinary consequences.
- ❖ Students need to be in attendance from after lunch until the end of the day in order to participate in extracurricular activities. Exception: Students can participate if prior arrangements have been made with the administration.

ATTENDANCE RECORDS

Attendance records both elementary and high school will be based on an 8 period day. Missing 8 periods will equal 1 full day. Missing 4 periods will equal a half day. An accumulation of periods is to be used in figuring attendance. Thus 1 period equals 1/8 of a day. Anything less than 4 periods constitutes perfect attendance. Perfect attendance also requires less than three tardies per semester.

AUTHORIZED USE OF MEDICATIONS

Medications:

All medications (prescribed and non-prescribed) MUST be given to the office personnel. Office personnel will dispense medication as outlined in the consent for medication Administration, found in the back of this handbook. This form, along with the medication, is to be given to the office before medication will be given. Additional forms may be picked up in the office.

BREAKFAST & HOT LUNCH FEES

BREAKFAST: Serving: 8:10 AM. To 8:30 AM.

<u>Prices</u>	<u>Daily</u>	<u>Monthly(20 meals)</u>	<u>Yearly</u>
Adult	\$ 1.55	\$31.00	
Student K-12	\$ 1.25	\$25.00	

LUNCH:

Adult	\$ 3.00	\$60.00	\$510.00
Student	\$2.25	\$45.00	\$382.50
Kindergarten milk breaks.		\$43.00	

Extra milk at meals is \$.25 per 1/2 pint carton.

Reduced and free eligibility determinations shall be made by an appointee of the school board. Failure to apply for free or reduced meals does not constitute eligibility.

Hot Lunch accounts are to be paid in advance. Hot Lunch privileges for accounts that are more than \$20 in arrears will be suspended until payment is made. Students with suspended hot lunch privileges will be offered a milk and a peanut butter/cheese sandwich.

Bullying Policy

BULLYING

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The Anamoose & Drake Public School Districts are committed to positive interactions and understanding that these 'bullying behaviors' are not acceptable. Additionally DAHS & ADES will monitor and promote the best of cultures between our students, faculty, parents, and community as our first level of action. It is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the Anamoose & Drake Public School Districts in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions, including school buses. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, a witness of bullying, or the alleged perpetrator is prohibited.

E. False accusations or reports of bullying against any student, teacher, administrator, volunteer, contractor, or other employee of the school district are prohibited.

F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.
 - Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion.
 - Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.
 - Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

G. The Anamoose & Drake Public School Districts will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

DEFINITIONS

Bullying is defined as conduct prescribed in NDCC 15.1-19-17.

1. "Bullying" means:

- a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - (2) Places the student in actual and reasonable fear of harm;
 - (3) Places the student in actual and reasonable fear of damage to property of the student; or

- (4) Substantially disrupts the orderly operation of the public school; or
 - b. Conduct that is received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - (2) Places the student in actual and reasonable fear of harm;
 - (3) Places the student in actual and reasonable fear of damage to property of the student; or
 - (4) Substantially disrupts the orderly operation of the public school.
2. "Conduct" includes the use of technology or other electronic media.

REPORTING PROCEDURE

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the appropriate school district officials (teachers, administrators, coaches/advisors and other employees). A student may report bullying anonymously, but action may not be taken against an alleged perpetrator based solely on an anonymous report.

A teacher, school administrator(s), volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal.

The Anamoose & Drake Public School Districts will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

SCHOOL DISTRICT ACTION

Upon receipt of a complaint or report of bullying, the Anamoose & Drake Public School Districts shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to: warning, suspension, restriction/exclusion, expulsion, transfer, remediation, termination, or discharge.

Bullying violations may be handled by the student's classroom teacher or by a school official with disciplinary authority when the student is not under the supervision of a classroom teacher. If the teacher/school official did not witness the bullying behavior, s/he will investigate to determine if the student was in violation of conduct standards. In addition, teachers/school officials with disciplinary authority are authorized to respond to violations by invoking one or more of the following options, such as, but not limited to:

- Teach/Reteach the appropriate behavior;
- Contact the student's parents;
- Develop a behavior adjustment plan (i.e., fix-it plan, apology plan, and restitution plan);
- Hold a conference with the student's parent/guardian;
- Restrict or withdraw student privileges;

These offenses shall be reported to the building administrator(s). A teacher or school official referring a student to the building administrator(s) as a result of a potential violation shall complete a report of bullying or harassment (if deemed appropriate) for the principal to review. The administrator(s) shall conduct further investigation as deemed necessary and shall include his/her findings on the report. This report may be placed in the student's educational record at the administrator's discretion in accordance with applicable policy and law. If a violation is substantiated, the administrator(s) is authorized to respond by invoking one or more of the following options:

- Parent contact;

- Withdraw a student's privileges;
- Refer the student to a school counselor;
- Create a behavioral adjustment plan;
- Hold a conference with the student's parent/guardian and classroom teacher;
- Require the student to attend detention;
- Impose in or out of school suspension. The action shall only be taken in accordance with due process procedures contained in the district's suspension and expulsion policy;
- Explore alternative placement within the current school setting; (e.g., alternative schedule, change of setting within the building);
- Expulsion in accordance with district policy;
- Referral to outside agency
- Other responses as indicated in district policy

For bullying initiated off campus and received on campus (e.g. cyberbullying), the Districts only have the authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying received on campus, the Districts may only take corrective measures as described in the top five items above.

*Parent contact is critical to resolution, thus if when this contact is necessary and required and there is not contact the student may be kept from school until the contact is made.

REPRISAL

Anamoose & Drake Public School Districts will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or participates in an investigation, a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

Established 2012

COMPLAINT REPORT - Bullying

- Bullying is defined by the victim/target, not by the bully. Bullying means any physical, written or verbal expression (including the use of electronic technologies) or pattern that is intended to cause or does cause distress to one or more students. It includes three important components: *Bullying is aggressive behavior that involved unwanted negative actions *Bullying involves a pattern of behavior *Bullying involves an imbalance of power or strength
- Responding to bullying with bullying is not acceptable.

Complainant: _____ Student/grade or Employee (circle)

Home Address: _____ Phone: _____

School: _____ Date: _____

Summary of the Alleged Complaint/Conduct

1. Date(s) on which alleged conduct occurred:
2. Names of witnesses (please specify whether employee, student, or other):
3. Name(s) of the alleged offender(s) (If known) Please Print
4. Where did the incident happen (choose all that apply)

On school property On a school bus On the way to/from school

At a school sponsored activity or event off school property

5. Describe in detail the specific incident(s) that are the basis of this complaint. Include verbal statements (e.g. threats, demands), or physical threats that are relevant. (Use additional sheets if needed.)
6. Identify or list the behavior or the types of behavior using the following check sheet:

Verbal Aggression:

- Name calling
- Mocking, teasing, or using sarcasm
- Intimidating phone calls
- Spreading rumors

- Threats
- Making noises at someone

Intimidation:

- Publicly challenging others

to do something they don't want to do

- Playing a dirty trick
- Taking things
- Demanding money or other things

Electronic:

- Text messaging
- Instant messaging
- Social networking
- Telephone calls
- Photos

Emotional:

- Excluding
- Tormenting
- Hiding or taking things
- Threatening gestures
- Ridicule
- Staring

Physical Aggression:

- Pushing
- Kicking

- Punching
- Slapping
- Spitting
- Tripping
- Pinching

Sexual:

- Touching
- Dirty jokes or sexual language
- Unwanted flirting
- Inviting out on dates or to go steady when they've said they are not interested
- Name calling

Racial:

- Derogatory comments or name calling about physical, behavioral, or cultural differences

Written:

- Threatening or inappropriate notes or drawing

Other:

Did a physical injury result from the incident?

No Yes, but it did not require medical attention Yes, medical attention was required

7. Was the student victim/target absent from school as a result of the incident? Yes No

If yes, how many days?

What actions would you request be taken for restitution/recovery?

CERTIFICATION

I certify that the statements made in this complaint are true and accurate, and that I have read and understand the statements made in the acknowledgments section of the complaint.

Signature of Complainant – (No signature required if reported anonymously)

DRUG USE / ABUSE POLICY

The school has a clear responsibility to maintain an atmosphere which will promote a quality learning environment. Because the use of drugs, alcohol, and other chemicals among the young people has become a major problem in our country, is wrong and harmful, and because the use and availability of these substances on school campuses interfere with the educational process, this policy is being adopted and implemented by the Drake/Anamoose Public School Boards of Education. The policy is designed to help eradicate the influence of drugs, alcohol, and other chemicals within the school environment. As such it is designed to promote chemical health and protect students in the school environment by imposing consequences for misbehavior as well as educating, deterring and preventing abuse of chemicals. It is also designed to serve as a guide for faculty and staff in implementing intervention procedures for students.

DETENTION

It should be understood that the Drake/Anamoose High School's in-school suspension policy does not take the place of after-school detention. After-school detention deals with infractions and may be assigned by any classroom teacher, whereas in-school suspension deals with any infractions and is based on the Drake/Anamoose Discipline Policy (Appendix A) and is assigned by the Principal or administrator on duty.

All detention given for violations of school rules will be governed by the following:

- ❖ Principal will notify parent or legal guardian.
- ❖ Teachers will notify the Principal of detention in writing the day of the infraction
- ❖ Students have two days to serve the detention.
- ❖ Principal will administer detention or assign detention.
- ❖ Failure to stay for detention will result in a 1-day-in-school suspension.

DISCIPLINARY ACTION

Upon receipt of an investigation report which indicates that the complaint is valid, the Superintendent shall determine the appropriate disciplinary action if the individual(s) against whom the complaint is filed is an employee. The building principal shall determine the appropriate disciplinary action if the individual(s) against whom the complaint is filed is a student(s). Disciplinary action shall be appropriate to the severity of the harassment and may include warning, referral of an employee to the Employee Assistance Program, suspension, discharge or expulsion. The results of the investigation and the disciplinary action taken will be reported in writing to the complainant by the school district within ten working days following receipt of the investigation report which validated the complaint.

The school district will discipline any individual who retaliates against any person who reports alleged sexual harassment or who testifies, assists or participates in an investigation relating to a sexual harassment complaint. The complainant or the individual(s) against whom the complaint is filed may appeal to the Superintendent if he or she believes they have not received fair treatment under this policy.

DRAKE/ANAMOOSE SCHOOL DISTRICT INCLEMENT WEATHER CLOSING PLAN

On mornings when there is a question of whether or not school should convene because of weather related conditions, the following procedure will be implemented:

1. Superintendent will call the regular bus drivers and principals and obtain their input regarding conditions in their immediate vicinity.
2. After weighing the input from these sources along with the administrators' judgment, the decision will be made whether or not to convene school. Factors that will be considered include wind velocity, temperature, wind chill, road conditions, and any other appropriate measurements.
3. If the decision is to close school, an administrator will notify the calling system, KXMC, KMOT, and KHND.
4. Teachers who are shared between two or more schools will follow the schedule of the district that holds the basic teaching contract.
5. If school is already convened and it is deemed necessary to send students home again, the bus drivers will be contacted for their input. The same media agencies will be contacted to publicize our decision to send students home.
6. Storm homes will be designated to accommodate students who cannot go to their homes for whatever reason.
7. In any weather related decision, we will respect the judgments of the parents. Parents have the final say about the welfare of their youngsters and whatever they decide is what will be.
8. Parents are reminded to watch carefully to be sure that students leave home with adequate clothing. Sometimes it isn't "cool" to wear sufficient outerwear and we adults must step in and ensure that appropriate clothing is worn.

DRUG AND ALCOHOL EDUCATION

The Drake/Anamoose Public School Districts will teach about drugs and alcohol in an age appropriate developmentally based education and prevention program in every grade K-12. This program will include information about drug and alcohol counseling and rehabilitation programs available to the students. The District will also conduct staff orientation and continued training, and parent and community education. (This will be done in cooperation with a community Chemical Health Committee.) This education program will also include providing an information service for referral to counseling and /or treatment so that students may seek and get counseling on alcohol and drug matters at any time without fear of reprisal and with assurance of the confidentiality of the counseling. Referral for treatment when needed should be a constructive and not a punitive action. We recognize that chemical addiction is a treatable disease.

CHEATING

Students who are caught cheating on daily work or tests will receive zeros.

CONTAGIOUS DISEASE

Each teacher should immediately report to the superintendent and cases or suspicion of cases of contagious diseases among students. The Public Health Nurse or a Doctor will then be contacted.

CLASS FUNDS

Various class monies are earned through school sponsored activities and are to be expended for class activities such as and including the prom and graduation. Individual personal purchases are not paid for with class funds. After graduation, excess class funds, if not previously designated for donation to some school connected organization, become the property of the school. Class money may be used for a class trip with the board's approval.

EARLY ARRIVALS

Do not come before 8:10 A.M. unless an instructor requests your presence. If a student has work to be done, the work time needs to be arranged with a teacher or administrator.

EARLY GRADUATION POLICY

The Drake/Anamoose Board of Education believes that with rare exception the many benefits of a high school education cannot be fully realized in less than four years. Further, the board views the entire senior year as an important period during which the student should be able to enjoy many experiences providing academic growth and enrichment, exploration of new areas, and social growth and maturity.

Requirements: The candidate must have (1) completed seven semesters of high school attendance; (2) satisfied all of the requirements of a four-year graduate; (3) earned at least a "B" a (90%) average at the end of the sixth semester; and (4) qualified by virtue of extreme extenuating circumstances or specific educational goals.

Procedures: Early graduation is possible only upon approval of the board of education. If the applicant meets the above requirements, a written request must be submitted to the board of education, preferably during the sixth semester but no later than October 1 of the seventh semester. The student and parents or legal guardian must also appeal to the board in person. The written request must contain a statement of endorsement and the signatures of the parents or legal guardian and must clearly express the reasons for the request.

Commencement Exercise: If early graduation is approved, the students may participate in commencement exercises on the same basis as other graduates. Students who do not participate in commencement will receive their diplomas as soon as practical after the exercises.

EMERGENCY DRILLS

The school administration shall conduct an appropriate number of fire, tornado, or disaster emergency drills. The Superintendent shall prescribe rules governing these drills.

EMERGENCY PROCEDURES

1. In serious injury cases the first step for a teacher to do is contact the immediate supervisor.
2. The parent shall be notified, possible diagnosis given by phone and instructions from parents requested.
3. If parent is unable to be contacted, the doctors listed in the card shall be contacted. Instructions requested.
4. In injuries to the back or head, a doctor shall be called if the slightest possibility of internal injury exists.
5. Emergency procedure card shall include permission for school authorities to order an ambulance at the expense of the parent.

Student's Name _____

Address _____

Phone Number _____

MEDICAL EMERGENCY

Names of physicians to contact _____

Take child to hospital at _____

STORM EMERGENCY HOME

Storm emergency home in is _____

Parent Signature _____

Official schools notices will be posted on the official radio station, (KHND) Completion of the Emergency Medical Card signify that you have received and read the student handbook.

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ERRANDS

Teachers may not send pupils on errands which take them off the school grounds without consent of an administrator.

EXPULSION

Whenever an infraction is of such severe nature that it disrupts the operation of the school, the student responsible will be suspended immediately and expulsion proceedings will be scheduled as soon as possible.

EXTRACURRICULAR ELIGIBILITY

Scholastic Eligibility

Students in grades 9-12 may not fail more than one class to maintain eligibility. Students failing more than one class shall make said student ineligible until passing work is accomplished in at least all but one class, Grades of students failing one or more classes will be checked on Friday, or the last day of each week. A student who is deemed ineligible, will be ineligible from the following Monday thru Sunday. If, at the end of any week, a teacher determines that a student is failing a class, such students will have weekly progress reports until passing work is accomplished. If it is determined that such students are failing more than one unit they will be ineligible until, at least, the next Sunday. At the end of a semester, failing more than one unit shall make a student ineligible for a period of two weeks the following semester. This policy will be in effect for both co-curricular and extra-curricular activities.

Jr. High students failing one or more classes will follow the same procedures as grades 9-12 and, the

penalty for failure to obtain scholastic eligibility is the same as grades 9-12. If a student in grades 7-8 is on a varsity team, that student must be passing all subjects to be eligible.

North Dakota High School Activities Association and Drake/Anamoose Public Schools Policy
Concerning Alcohol, Tobacco, and Controlled Substances

Students of Drake/Anamoose Schools participating in all extra-curricular activities (including, but not limited to, the following: Football, Basketball, Volleyball, Track, Cheerleading, Drama, Speech, Music, Annual Staff, Academic Pursuit) are expected to abide all NDHSAA and Drake/Anamoose Public Schools policies.

The student shall not use possess tobacco, alcohol, or other controlled substances. Illegal use or possession of tobacco, alcohol, or any controlled substance is prohibited. Witnessing adults, school personnel, and laws enforcement are encouraged to promptly report violations to the superintendent. The superintendent will immediately notify the student and parents or guardians of the rule, and the facts of the violation and procedure for appeal. The student has three days after notification to ask for a hearing.

When a violation is reported to the school authorities, the student may ask for a hearing to determine guilt of the violation. If the student is reported and does not ask for a hearing, the student will be considered to be in violation, the student shall also be allowed to testify, to have witnesses and to question all witnesses.

In the event of a hearing, the principal/superintendent, and the supervisor of the activity involved, the witness of the violation, the student, and the student's parent or guardian should be involved in the hearing process. The student should also be allowed to testify, to have witnesses and to question all witnesses.

The results of the hearing shall be put in writing and copies shall be sent to the student and parents. They shall be informed that they may request a second meeting before the school board if they are not satisfied with the findings of the first meeting.

A student who is found to be in violation of NDHSAA tobacco, alcohol, and controlled substance policy shall be suspended from all extra-curricular activities and all other school activities which involve a public performance or public recognition (public performance or public recognition activities include such activities as, but not limited to, prom, banquet, school play, school concerts, royalty candidates, etc. but does not include graduation) for a period of six weeks for the first offence and eighteen weeks for any subsequent offense in the same year. If the violation occurs before the session begins for an activity, the student should attend all practices for the remainder of the suspension. The student will be eligible to participate after the suspension completed. The period suspension shall begin from the date and time of notification is given to the student by the administrator. During the period between notification and hearing, the suspension may be deferred for good cause shown. However, if the tobacco and controlled substance rule any interscholastic activities participated in by the student after the initial hearing will be forfeited and suspension will start from the date that guilt was established.

FEES

ATHLETIC EVENTS

<u>Basketball:</u>	Ticket Price:	Students = \$4.00	Adults = \$6.00
<u>Football:</u>	Ticket Price:	Students = \$4.00	Adults= \$6.00

Volleyball: Ticket Price: Students = \$4.00 Adults = \$6.00

Adult season tickets will be sold to patrons for a cost of \$90.00. Student season tickets will be sold for a cost of \$60.00. Season tickets can be purchased from Anamoose or Drake Schools.

FINAL TESTS

All students are required to take final tests except seniors who have a “94” average and have no unexcused absences. If the two criteria have been met the teacher still reserves the right to have any student take the final exam.

FIRE DRILLS AND FIRE EXITS

Fire drills are held at unannounced times during the year to test the efficiency of the student body in clearing the building. Classroom instructors will give directions for leaving the classroom and also for the procedure after clearing the building. Make sure all windows and doors are closed and lights on (appliances off). Leave quickly, quietly, and orderly. Each group stays together. Teachers take record books to take roll. Return to the building when the all clear is given.

Without adequate fire drills, serious results might occur in case of an explosion of any type, or in case of a fire where a great deal of smoke would be generated, unless all people in the building leave in an orderly manner. By State law, students, teachers, the clerical force, and all other persons employed must leave the building when the fire signal is sounded. It is duty of each teacher to see that every student in the class leaves the room rapidly, but without running, to the proper exit. Be sure you know the exit you are to go to from each of your classrooms. Students who vacate the building from either of the front doors are to walk out in order, beyond the end of the sidewalk, remain in line and remain quiet so instructors can give instructions and take attendance during the emergency. During the winter months, students and staff will go to the Catholic Church. Instructors will stay with their students and take attendance.

Tornado Watch-in the event of a tornado watch during school hours, the office staff will monitor the watch by all available communication systems and give periodic updates.

Tornado Warning-if a tornado is approaching the school, students and staff will be notified by intercom and are to take shelter immediately in designated areas.

GRADING SYSTEM AND HONOR ROLL

The grading system at the Drake/Anamoose High School is based on the numerical system. In the elementary school letter grades are used. The first nine weeks “S” and “U” are used in Kindergarten.

The numerical equivalent of the letter grades used is as follows:

A=94-100	I=Incomplete
B=87-93	
C=80-86	
D=75-79	
F=74 and below	

In case of a mark below 75 on the report card, it is recommended that the student and parent consult with the instructor and the principal.

Drake/Anamoose Public Schools is using power school to post grades, attendance, and other pertinent information. Parents will receive a letter at the beginning of each school year that will direct them in setting up their account. This account will give you “on demand” access to all your children’s grades and information. Please use this account to follow your students throughout the school year. Parents will receive a report card every four weeks as a progress report. If you are in need of any other source of information in this matter please consult with your building Principal.

The instructor will specify the length of time, not to exceed two weeks, in which work that is incomplete must be made up. Make every effort to complete your work before it becomes a failing grade. Failing two or more courses is cause for retention in grades 1-8. In Kindergarten emotional and physical maturity and class performance are taken in consideration in determining retention/promotion. If there are concerns, close contact between the teacher and the parent is encouraged to work out a solution. Retention will be considered if a solution is not worked out.

Students eligible for Highest Honors must have a GPA of 3.75 to make the Honor Roll a student must have a GPA of 3.00 or better. The honor roll is posted on the bulletin board or main office window, and is published in the local papers.

Primary grades (K-2) utilize an S-satisfactory, G-good, N-needs improvement, and I-incomplete.

GRADUATION REQUIREMENTS

To graduate from High School, a student must have attended high school for four years. The Drake School Board has set 24 units as the minimum academic credits required for graduation. The following requirements meet or exceed state requirements.

4 units of English

3 units of Mathematics

3 units of Social Studies - 1 unit United States History, 1 unit POD,

½ unit of Physical Ed. AND ½ unit of Health unit of Science 1 - Physical Science and 1-Biology AND 1 unit or 2 - ½ units of any other Sciences.

½ unit of Personal Finance and ½ unit of other Business and Office Tech

3 unit of Foreign Language; Fine Arts; OR Career and Technical Education

4 additional unit from elective courses

Students who have not attained the 24 credits after four years have only one option—to continue in school until 24 units (required and elective requirements) are complete, whereupon they are eligible to graduate.

GUM-CANDY-BEVERAGES

Students may purchase water or juice from the vending machines during school hours. Pop is prohibited until after school. Candy may be sold by student organizations after school, but not through the office.

HEALTH

Student or students having head lice will have to be nit free for three consecutive days before they are allowed to be readmitted to school and ride the school bus.

HOME SCHOOLED STUDENTS

The Drake/Anamoose School Districts acknowledges the right of parents to provide their own child's education in a home-based setting. The Superintendent will accept as correct the information on the statement of intent filed with the Districts in accordance with North Dakota Century Code.

The parent of any students seeking to transfer from home-education to the Drake/Anamoose School Districts will provide the District with all records concerning the courses taken by the child and the child's academic progress assessments that the parent has maintained according to law. These records, along with those of the standardized achievement tests that have been filed with the Districts, will be considered in placing the child in the appropriate classes. Students who arrive without transcripts or other educational records which would indicate proper placement will be given standardized tests in the basic skills areas to facilitate proper placement.

Students thought to be individuals as defined by PL94-142, Section 504, and/or North Dakota law will be referred for testing and will receive an assessment within 30 days of the time the Child was referred.

Evaluation resources used to determine placement will be current achievement test and competency test for each required subject for the particular grade being transferred into. For instance, a student transferring to Drake/Anamoose School District from home school will be placed according to the principal's recommendation, after the student has taken the competency and achievement tests and class averages for both. The principal in consultation with the Superintendent will then place the student. A minimum course selection will be English, Math, Social Science, and Science (for the appropriate grade). The same resources will be used to determine eligibility for any credits that the student may be awarded toward high school graduation. The Drake/Anamoose Public Schools requires 22 course credits for graduation in specific academic areas.

The Drake/Anamoose School Districts may issue a diploma to home-educated students if, out of their high school years (grades 9-12), they are enrolled in an accredited secondary school system for their Junior and Senior years. They must carry a full academic schedule in the system. The parent or legal guardian must provide proper documentation that the student has met all the requirements set forth by the Drake/Anamoose School Districts in previous grades. This documentation will include a description of the course material covered in each high school subject, a description of the objectives and how the objectives were met, and a transcript of the student's performance in grades K-10. This documentation must assure the District that the standards of the District's grading requirements have been met. After the documentation is reviewed by the administration and the school board, the student may receive a diploma from the Drake/Anamoose School Districts.

INCLEMENT WEATHER

School will be in session unless notice is given over radio stations KBMR, KFYZ, or TV stations KMOT and KXMC. On inclement days when the buses are operating, parents are asked to use their discretion as to whether to send their children. If your child stays at a storm home, they are expected to be in school the next day. In some cases it may be necessary to send the buses out ahead of schedule in order to get the pupils home safely; notice will also be given over the radio and TV stations. On days when school is called off because of inclement weather, it is to be assumed, unless other notice is given, that all after school activities on that day will be canceled.

IMPORTANT INFORMATION FOR PARENTS

Please read the emergency procedure policy and completely fill out the medical emergency card for each student that you have in school. After you have completed the medical emergency card, please return the cards to school as soon as possible.

INJURIES

The schools assume no responsibilities for bills incurred by students who are injured in their regular schoolwork or in extra-curricular activities. It provides the benefit furnished by the NDIRF Scholastic Injury Program. Payments are made according to the NDIRF schedule. This does not cover the cost of treatment, but should help parents with hospital and doctor fees. Teachers must exercise extreme care at all times in the classroom, laboratory, shop, gym or playground to keep students from getting hurt.

Whenever a student is injured, it is his/her responsibility to report the injury at once to his/her teacher, Coach or Principal in order that a claim can be filed, and record made of the accident at the central office. The staff member involved will be responsible for turning the form into the office.

IN-SCHOOL SUSPENSION

In-School-Suspension-the student attends school during regular scheduled hours and is assigned to an area where he/she receives his/her assignments and studies. All work completed while in the in-school suspension will count toward the student's grade.

The Principal gives the student an oral or written notice of the charges against him/her and provides an opportunity for the student to present his/her version. If, on the basis of this discussion, the official believes the student guilty of the misconduct charges, and that the in-school suspension in the appropriate punishment under the circumstances, the Principal may assign the student to in-school suspension for 1-3 days. Contact will be made with parents advising them of the disciplinary action that was taken.

INTERVENTION

The school also recognizes the responsibility to assist students in identifying their own addiction. It is realized that the public school has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn on the educational climate of the school; the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. To this end the Anamoose/Drake School Districts encourages faculty members to be observant of student behavior and to participate in a program of intervention. Faculty members may use a checklist to determine

whether observed behavior should be reported. If the faculty member decides that the behavior indicates a possible prohibited activity, the student should be (1) referred to the Student Assistance Team or (2) reported to the administration.

INVESTIGATION AND RECOMMENDATIONS

The Superintendent, upon receiving a written report from a building principal or directly from the complainant, shall authorize an investigation. This investigation may be conducted by the Superintendent, the building principal or by a third party designated by the Superintendent. The investigating party shall provide a written report within ten working days of the findings of the investigation to the Superintendent, the building principal if appropriate, Chairman of the Board of Education, and to the parties involved.

In addition, the school district may take immediate steps, at its discretion, to protect the complainant, students, and employees pending completion of an investigation.

The investigating party will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school district's legal obligations and the necessity to investigate allegations of harassment.

In determining whether alleged conduct constitutes sexual harassment, the school district should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. If a student is interviewed, the parents of the student should be notified. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

JR. HIGH REQUIREMENTS

All Jr. High students will take a music class, band/choir/both during their seventh and eighth grade years.

LEAVING THE BUILDING

After arriving at school students are not to leave the building without permission from the principal. When given permission they will be required to notify the office when they leave.

There will be a CLOSED noon hour.

LETTERING REQUIREMENTS - ATHLETICS

1. Varsity participation is limited to grades 7-12.
2. Only grades 7-12 are eligible to LETTER in any varsity sport.
3. Certificates of participation will be given to students 7-12.
4. A student lettering in one activity is still eligible for certificates in other activities.

5. Only one monogram letter will be awarded to each student participating in varsity activities. Subsequent lettering will merit a varsity pin.
6. Varsity team managers or stats will receive a letter after serving in that position for three seasons.

LETTERING REQUIREMENTS FOR SPECIFIC ACTIVITIES

ACADEMICS- Must maintain honor requirements for four consecutive quarters during the school term.

BAND- A student can receive a letter after completing the following requirements:

1. Must be doing passing work in band for the present school term.
2. Must participate in all pep band performances.
3. Must participate in all concerts and tours.
4. Must participate in group NDHSAA contests.
5. Must participate in graduation performance.
(Exception to participation may be made at the discretion of the director; illness, injury, death in family, etc.)

Students are encouraged to participate in NDHSAA individual contest, auditioning for the All-State Festival, and participation in VFW Memorial Day ceremonies and other civic performances.

CHORUS

A student can receive a letter after completing the following requirements:

1. Must be doing passing work in chorus for the present school year.
2. Must participate in all choir performances at sporting events.
3. Must participate in all concerts and tours.
4. Must participate in group NDHSAA contests.
5. Must participate in graduation performance.
(Exception to participation may be made at the discretion of the director: illness, injury, death in family, etc.)

Students are encouraged to participate in NDHSAA individual contest, auditioning for the All State Festival, and participation in VFW Memorial Day ceremonies and other civic performances.

SPEECH

A student receives a letter in Speech for earning 20 points. Points are earned in the following ways:

1. One point for every practice with a coach (limit 1 per week.)
2. One point for every squad practice (limit 1 per week.)
3. One point for participation in each tournament.
4. One additional point per tournament for making the final round.
5. One additional point per tournament for placing in the top 3.

Attendance at all tournaments is required. Exceptions to participation may be made at the discretion of the director: illness, death in family, etc.

LIBRARY

Students will not be allowed in the library without supervision.

BOTH ELEMENTARY AND HIGH SCHOOL LIBRARIES: No pop, candy or gum at any time. The librarian will set regulations as needed for the orderly operation at the school.

LOCKERS

Lockers are the property of the school. **LOCKERS SHOULD BE KEPT NEAT AND CLEAN.** Only school sponsored decoration may be placed on the outside of the locker. Inappropriate materials will be removed from the inside and outside of lockers.

Decorations of locker must conform to student conduct codes

LOST & FOUND

Lost articles will be kept in the main office. If articles are not picked up, they will be disposed of.

NON-HARASSMENT

The school district recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory employment or classroom learning effect requires a determination based on all the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties.

NOON HOUR/HOT LUNCH

Both school buildings have closed noon hours, students have a maximum of 29 minutes to eat. Students who have used time for eating purposes and desire extra time, may be granted such by the school principal. All students not participating in the school lunch program may pack a sack lunch for the day.

Patrons are encouraged to apply for reduced or free lunch for students.

Reduced and free eligibility determinations shall be made by an appointee of the school board.

Charge accounts may be carried up to sixty days after which either the bills shall be paid in full or eating privileges in the Breakfast/Hot Lunch Program may be denied.

NOTICE OF UNACCEPTABLE BEHAVIOR

Anamoose-Drake Elementary School

Student _____ Teacher _____ Date _____

Referred by _____ Offense #1 2 3 4 5

_____ Verbal (name calling, bad language, put-downs, teasing, threatening etc.)

_____ Physical (hitting, fighting, pushing, kicking, tripping, unsafe behavior)

_____ Disrespectful- (talking back, being uncooperative, misuse or defacing school/personal property, etc.)

_____ Classroom behavior (refusing to do lessons, disruptive, not completing assignments, uncooperative with other students)

EXPLANATION: _____

Staff signature

Student signature

Action Taken:
_____ Parent Contact
_____ Parent Conference
_____ Other

Consequence: _____

Please sign the statement below and return it to school with your child. Signing this statement verifies that the problem has been discussed with the student.

I have received this Notice of Unacceptable Behavior. I understand that should he/she receive two notices a parent/school conference will be held. Any further notices will result in more serious consequences.

Parent/guardian signature

Date

(A copy will be placed in student's file, a copy to the teacher and one to the parent/guardian.) Third offense consequences will be repeated for additional offenses.

OUT OF SCHOOL SUSPENSION

If an out of school suspension occurs, written notice including both the duration and the reasons for the suspension will be sent to the parents and members of the Board of Education.

Out of school suspension will prohibit a student from attending or participating in any school event on the day of suspension. Nor will the student be allowed on school property during this time.

Any student who is on an out-of-school suspension will receive full credit on all daily work during the suspension if the work is turned in on the day the student returns to school. Full credit will also be given

on all tests taken the day the student returns to school. It is the responsibility of the student to contact the school as to what assignments were given during the suspension.

OUT OF TOWN FUNCTIONS

Throughout the school year many occasions arise whereby students have the opportunity to represent their school in out of town activities. Students are being constantly watched by other communities to see what the character of the school is like.

Students who represent Drake/Anamoose Schools at out of town functions should conduct themselves properly and dress in such manner, that they will be a credit to themselves, their family, their school, and their city. Remember good habits of sportsmanship. Eliminate booing or other exhibits of poor sportsmanship. Someone wins and someone loses and either can be Drake/Anamoose High.

At any social function, such as after a game, remember that Drake/Anamoose High students abide by the rules of the host school the same as expected of guests from other schools coming to Drake/Anamoose social functions to abide by the local standards.

Students are to ride on school buses both coming and going. That is if students go by bus they are to return by that same bus unless other arrangements (personal permission by parent) have been approved by the principal, coach, or supervisor.

On buses, there is to be no smoking by students, no swearing, and no rough housing, no off color stories nor any romancing. Chaperones will ask for cooperation so that the driver will not be distracted from the job that needs to be done.

PARKING

For the convenience of the students, a parking area is provided north of the building. Vehicles should not be parked outside this area. Special permission from the principal must be obtained at all times to do any driving during the school day.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking areas, including regulating driving and parking. The interiors of student's vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Parents will be notified if a search of a vehicle is to take place. Such patrols and inspections may be conducted, without student consent, and without a search warrant.

The Board will work with the County Sheriff's Office and other appropriate city and/or county agencies in an effort to provide the best possible safety coverage for students leaving and entering school grounds.

Legal Ref. State v. D.T.W., 425 So. 383 (Fla. App. 1983)
 Horton v. Goose Creek, 690 F. 2d 470

PASSENGER REGULATIONS FOR SCHOOL BUSES

The school board has the authority to establish rules for students riding a school bus.

1. Students being transported are under the authority of the bus driver.
2. Students shall be on time for the bus both morning and evening.
3. Students should be expected to walk a reasonable distance to meet the bus at an authorized stop on the highway.
4. Students shall inform the driver when they do not plan to ride the bus in the morning or in the evening.
5. Students shall walk on the left side of the highway facing the oncoming traffic.
6. A child who lives on the left side of the highway, must remain on the left side until the bus comes to a stop and the driver signals to cross. The student shall walk far enough in front of the bus so that the driver is visible at all times. On alighting from the bus, the student must walk forward on the highway until the driver can be seen. The student shall then walk in front of the bus and stop in line with the front left fender until the driver signals to cross.
7. If a child lives on the right side of the highway, the student shall remain on an approach or the shoulder of the highway until the bus comes to a complete stop and the entrance door is opened.
8. A child living on the right side of the highway, shall, upon leaving the bus, go to the shoulder or onto an approach if available.
9. When a bus is approaching a loading zone, children shall remain a safe distance from the bus until it has stopped and the door has been opened. They will then enter the bus in an orderly manner.
10. If for any reason a child, after alighting from the bus, wishes to cross the highway to the opposite side from which home is located, must wait until the bus pulls away from the loading zone. The student can then cross the highway but should use extreme caution.
11. Children may select seats or they may be assigned by the driver but when such selection is made, they cannot be changed without the consent of the driver.
12. On entering a bus, a child shall go immediately to assigned seat and remain there until the bus stops at his unloading zone.
13. Children shall not walk around or stand up in the bus when it is in motion.
14. Books and packages shall not be placed in the aisle.
15. Children shall not sit with their feet or legs in the aisle.
16. Children shall not extend their hand, arms, or head from a bus window.
17. Children shall converse in normal tones; loud or vulgar language is prohibited.
18. When the bus is coming to a railroad track, all conversation must stop until the bus has crossed the track.
19. Children shall not open or close the bus window without the permission of the driver.
20. Children shall not deface the bus or scatter litter in the bus or along the highway.
21. Children shall be courteous to the driver; to people passing the bus and to fellow riders.
22. Children who refuse to obey promptly the directions of the driver or refuse to obey the regulations, forfeit the privilege of riding the bus.
23. The emergency exit door shall not be used except in cases of emergency or for the purpose of conducting drills.
24. Children shall not carry on unnecessary conversation with the driver when the bus is in motion.
25. Children shall carry or wear such clothing as is suitable for North Dakota winter weather.
26. The rule for extra-curricular trips is that students who ride to a given place on the bus shall return on the bus. This may be waived only by a special permission of the coach or administration.
27. Students riding the bus for extracurricular activities must follow the same regulations as those riding on regular bus routes.

PATRON GRIEVANCE

Constructive criticism of the schools is welcome by the School Boards whenever it is motivated by sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. The Board has, however, confidence in its professional staff and desires to support their actions in order that they are free from unnecessary, spiteful, or negative criticism and complaint.

Therefore, whenever a complaint is made directly to the Board as a whole or to a board member as an individual, it will be referred to the administration for study and possible solution.

Since individual board members have no authority to resolve complaints, other than by formal board action, administrators are expected to follow up on all complaint referrals and to advise the Board of the nature of the complaint and the action(s) taken. The Board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make proper reply to the complainant.

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

Complaints should be resolved at the lowest possible level of authority. The steps to follow are as listed below:

1. Patron with complaint should consult the individual with which the patron has the grievance. If the complaint concerns coaching, the athletic director must also be present at this meeting.
2. If the grievance cannot be resolved between the patron and the school personnel, the patron shall consult the principal to arrange a meeting between the patron, school personnel, and the principal. The principal shall give written notice, within (5) days to all parties involved with a decision or procedure for resolution.
3. If the decision on resolution of the principal does not resolve the grievance of the patron, the patron shall consult the superintendent to arrange a meeting between the patron, school personnel, and superintendent. The superintendent shall give written notice within (5) days to all parties involved with a final decision or procedure for resolution.

Complaints about the superintendent shall be directed to the board president, who shall follow the same procedure.

COMPLAINT PROCEDURES

- A. An oral complaint may be informally filed with the department chairman, or immediate superior of a complaining employee; or
- B. A formal written complaint may be filed with the principal of the building in which the alleged discrimination occurred.
- C. 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 Drake School District to comply with the Equal Opportunity Policy including the investigation of complaints alleging noncompliance.

If an oral complaint is filed as outlined above (A) or a formal written complaint is filed as outlined in (B) or (C) 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, 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. 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 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 Drake Public 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:

Be represented by counsel.

Introduce all relevant evidence on the issue.

Take direct testimony of any witness, given orally under oath or affirmation.

Cross-examine witnesses on any matter material to the proceeding, without regard to the scope of his direct examination.

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 founded at 34 CFR sections 100.6-100.11, 34 CFR Part 101, 45 CFR sections 80.6-80.00 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 Drake Public District #57. 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.

1. Upon receipt of the request for a hearing the Board shall make a formal quest to the North Dakota Administration Hearing Officer 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.

2. Within five calendar days from the receipt of the list of hearing officers, the parent/guardian and/or school district may delete one name from the list.
3. The school district shall designate a hearing officer for the hearing from the remaining names and immediately notify all such parties of such determination.
4. 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 area in which the parent/guardian resides.
5. The hearing shall be scheduled at a time and place, which is mutually convenient to the parent/guardian and the district.
6. 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.
7. In the event that a 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 either blind or deaf, an interpreter or reader shall be provided. All hearings shall be conducted in locations fully accessible to physically handicapped persons.
8. 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 the issue at hand.
9. Any party to the hearing has a right to present evidence, confront and cross-examine and compel witnesses and prohibit the introduction of any evidence at the hearing, which has not been disclosed to that party at least five (5) days before the hearing.
10. 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.
11. 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.
12. Following the close of the hearing, a decision which states concisely an explicitly the findings of fact and conclusions of law will be sent by certified mail to the parties involved. The decisions 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.

13. 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.
14. 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.
15. 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 Drake 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
US Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544
Phone: (312) 730-1560
FAX: 312-730-1576 TDD: 1-800-877-8339
Email: OCR.Chicoag@ed.gov

POST SECONDARY DUAL CREDIT

It is the belief of the Board that any student who is capable of, and wishes to do, college-level work while in high school should be permitted to do so. The Drake/Anamoose Board of Education will be involved in a State Legislative approved Dual Credit program which will allow Juniors and Seniors in the Drake/Anamoose High School with at least a 3.0 GPA to take courses offered by and approved post-secondary institution for both high school and post-secondary credit.

Students must check with the school's guidance counselor before enrolling in dual credit classes to make sure they have met both the grade requirement and the PLAN or ACT cut scores. Students must meet the scoring limit or they will not be permitted to register for dual credit courses.

The program will provide Drake/Anamoose students with a greater variety of class offerings and the opportunity to pursue more challenging course work.

Any course jointly approved by the Drake Public School and a cooperating college is eligible for Dual Credit. Most freshman and sophomore level college courses will qualify.

The District Superintendent must give permission before enrolling in a course for Dual Credit. Actual courses taken will be dependent on the level of student ability.

Enrollment in Dual Credit courses does not change a students' status in the participation of high school extracurricular activities.

The Drake/Anamoose School District will allow a student to take no more than 3 Dual Credit classes in a semester. Credits earned through Dual Credit will count toward grade point average at both institutions. The post-secondary institution will notify the Drake/Anamoose School District when the student successfully completed the course work.

The student and their parent/guardian are responsible for any costs related to receiving post-secondary credit. Costs may include tuition, fees, textbooks, materials, equipment, and other necessary charges related to receiving post-secondary credit such as transportation.

If a student withdraws from a course, the student must inform the post-secondary institution and the Drake/Anamoose School District immediately. Failure to notify the proper people will result in having the course records as "F" (failure) on the student's transcripts.

The transferring of post-secondary credits to another institution will depend on the institution receiving the credit request.

The proper enrollment form provided by the North Dakota University System, SFN 51295, (Dual Credit Enrollment Application) will be used for all credit work.

PERSONAL APPEARANCE

Students will dress appropriately. Clothing with profane, suggestive printing or in violation of the intent of the drug, and alcohol policy (pg. 25) is prohibited. Caps should be removed at the entrance and remain off until students exit the building. No caps during school hours. Sleeveless items require a one inch shoulder strap and closed side seams covering all undergarments. Exposed undergarments are unacceptable attire. The length of dresses, skirts, and shorts must be mid-thigh to be considered acceptable. Backless, strapless, braless and midriff exposing styles are prohibited. Students wearing inappropriate clothing will be referred to the office and parents may be called.

PHYSICAL RESTRAINT

A teacher or administrator is authorized to employ physical restraint when, in his/her professional judgment, the physical restraint is necessary to prevent a student from doing harm to others or to themselves. When so employed, physical restraint shall not be considered a form of physical discipline.

POLICY IMPLEMENTATION

A copy of this policy will be given annually to each student /parent.

The Superintendent or his designee will annually conduct in-service training sessions for all school district employees, which will include a review of this policy and procedures for implementation thereof.

In the event an employee is unable to attend such in-service training sessions, the Superintendent or his designee will cause this policy to be individually reviewed with such employee.

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

PROHIBITED ACTIVITIES

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. It is the responsibility of the school to establish rules that will eliminate such use from the school setting. Therefore, it shall be against school policy for any student:

1. To sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or what the student represents or believes to be any of the substances listed in this policy.
2. To possess, procure, purchase, or receive, or to attempt to possess, procure, purchase or receive, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy. A student will be determined to be “in possession” when the substance is on the student’s person, on school property, or when he/she owns it completely or partially.
3. To be under the influence of (legal intoxication not required), or to use or consume or attempt to use or consume, the substances listed in the policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.

This policy applies to any student enrolled at Anamoose/Drake Public Schools who is on school property, who is in attendance at school or at a school sponsored activity or whose conduct at any time or in any place interferes with or obstructs the missions or opportunities.

PROHIBITED SUBSTANCES

1. Alcohol or any alcoholic beverage.
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03, 1-05 through 19-03, 1-13 and 19-03, 1-26 (paraphernalia or as defined by Section 812, Schedules IV, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, any depressant, and other illicit drugs.
3. Any abusable glue or aerosol paint or any other chemical substance, for inhalation, including but not limited to, lighter fluid, white out, and reproduction fluid.
4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants diet pills, multiple or other type vitamins, pep pills, “no-doze” pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the authorized use policy.
5. Any and all tobacco products including but not limited to cigarettes, cigars, snuff, and chewing tobacco.

READMITTANCE AFFIDAVIT

I _____, a student applying for reinstatement in the Drake/Anamoose Public School, do recognize and understand:

1. That it is the legitimate authority of the Drake/Anamoose Public School Boards, and Administration, and the members of the teaching staff to establish and to enforce rules and to maintain a standard of conduct that is necessary for the education of young people in the Drake/Anamoose School Districts.
2. That it is the right and the duty of classroom teachers to establish and to use good classroom management practices, which include the use of special seating arrangement whenever they are deemed necessary.
3. That the refusal by any student to obey an order given by an Administrator or a teacher in the conduct of their contractual duties is an act of insubordination, which constitutes legal grounds for expulsion.

I acknowledge that I have read and understood the above statements. I promise that if I am reinstated in the Drake/Anamoose Public Schools, I will obey all rules and policies. I promise that I will obey the administrators and teachers who are charged with the responsibility to enforce the rules and carry out the policies of the Drake/Anamoose Public School Districts.

Signed

Date

REINSTATEMENT AFTER SUSPENSION

First Suspension-

- prior to being reinstated in school after having been suspended for the first time, students will be required to sign a re-admittance affidavit. The re-admittance affidavit will include statements indicating that the student knows, understands, and promises to obey the rules of school.

Second Suspension-

- after a student has been suspended for the second time, the student and his/her parents/guardian must meet with the Administration before the student will be allowed to return to school.

Third Suspension-

- after students have been suspended for the third time; they will automatically be placed on a 10-point behavior contract. According to the terms of this contract, students will lose 1 point for minor infractions of the rules, 2 points for minor infractions that are repeated, and 3 points for major infractions and signatures of witnesses will be given to the student who is being cited, parents, teachers, Administrators, and Board members. Students placed on the behavior contract

will receive 3 points at the beginning of each school term, and will be awarded 1 point for each month in which they have not committed an infraction during the school year. Any students not losing behavior points for any 9 consecutive school months will be removed from the behavior contract.

Record of Administration of Medicine

INTERNAL MEDICINE CONSENT FORM

An administrator or designee has permission to administer

_____ To _____

Name of medication

Name of student(s)

With your signature on this form the school will not contact the parent each time medicine is requested. Dates and times that the medicine is provided will be listed below.

This consent form is only in effect for the current school year and for nonprescription medicine, such as Tylenol/non-aspirin.

Date

Signature of parent/guardian

REGISTRATION

Final registration for all high school students-grades 7-12 will be prior to the starting of each school year. Students will pre-register the prior school year.

To insure proper placement, the following requirements must be met;

To register as a senior a student must have 16 credits, juniors must have 12 credits, sophomores must have 6 credits, and freshmen must have 5 or less. These requirements will hold for registration, seating, home room assignments, paying dues, placement in the school annual, etc.

If a student has a conflict in the schedule this student will register first for those failed (if any) and the required courses, then complete the schedule with electives offered.

High school students are required to carry no more than five study hall periods each week. The principal must approve any modification of course load. Students in grades 9 must take Physical Education and Health.

Each student must have a doctor's written statement to be excused from physical exercises in Physical Education.

A student may add or drop a class up to the end of the first full week of school with approval of principal, teacher, and parent. If a student drops a class after the first two weeks of school, a failing mark will be recorded on the student's permanent record. This policy can only be overturned by petitioning the District Superintendent of schools.

DRAKE/ANAMOOSE SCHOOL FEES

Drivers Education.....\$75.00 (Driving Portion)

Band Instrument Rental...\$35.00

REPORTING PROCEDURES

Any person who believes he or she has been the victim of sexual harassment by a student or an employee 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 an appropriate school district official as designated in these regulations. The school district encourages the reporting party or complainants to use the school's report form available in the Superintendent's or Principals' offices, however, the use of formal reporting forms is not mandatory.

The building principal is the person responsible for receiving oral or written reports of sexual harassment at the building level. Upon receipt of a report, the principal will notify the Superintendent immediately without screening or investigating the report. Within twenty-four hours, a written report, either a copy of the completed form or if an oral report was received, a written summary from the principal, will be forwarded to the Superintendent. Failure to forward any sexual harassment report or complaint will result in disciplinary action. If the complaint involves the building principal, the complaint shall be filed directly with the Superintendent. If the complaint involves the Superintendent, the complaint shall be filed directly with the Chairman of the Board of Education. The complaint will be heard by a same sex administrator if requested.

District Office employees, administrative level employees or other staff members who are not supervised by a building principal may file a report directly with the Superintendent.

Submission of a complaint or report of sexual harassment will not affect the complainant's future employment, grades or work.

SAFETY POLICY

The policy of Drake/Anamoose School Districts is to protect the safety and health of its students and employees. The board recognizes that the education of children is dependent upon many factors, including a proper physical environment which is safe, clean, attractive, pleasant, and functions smoothly. School district properties will be maintained in good physical condition: safe, clean, and sanitary, and as comfortable and convenient as the facilities will permit or the use requires.

Good safety is based upon good self-discipline and cannot be achieved without it. Sloppiness in thought or deed has no place in the prevention of accidents. "Safety First" is an appropriate slogan for all times. Reasonable knowledge and simple self-discipline will help prevent accidents.

Instruction in courses in technology education, science, family and consumer science, driver's education, physical education, and health will include and emphasize accident prevention.

The objectives of safety instruction will include the following as applicable to each unit of work in each course.

To help students

- a) Learn how to work, play, and exercise safely and how to prevent accidents.
- b) Learn proper procedures so as to reduce the possibility of accidents.
- c) Develop habits of good housekeeping, proper storage, and handling of materials.
- d) Become familiar with personal protective devices and the proper clothing to be worn for safety purposes.
- e) Develop skills in the safe use of tools and equipment.
- f) Learn how to cooperate with others in the promotion and operation of a safety program in the school.

Safety instruction will precede the use of materials and equipment by students in applicable units of work in the courses listed above, and instructors will teach and enforce all safety rules set up for the particular courses. These will include the wearing of protective eye devices in appropriate activities.

Student and employee accidents will be reported to the administrator in a timely manner.

SEARCH AND SEIZURE OF LOCKERS

To maintain order and discipline in the school and to protect the safety and welfare of students and personnel, authorities may search a student and their personal property, student lockers, student desks or automobiles on school property under the circumstances outlined below and may seize illegal, unauthorized, or contraband materials discovered in the search. The student's resistance to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. Whenever possible, law enforcement personnel should be present during all searches to serve as witnesses, but searches may be done without the presence of law enforcement.

Definitions:

(A) "Contraband": Is all substances or materials which are prohibited by school policy or state law, including but not limited to controlled substances, drugs, alcohol or alcoholic beverages, abusable glue or aerosol paint, guns, knives, weapons and incendiary devices.

(B) "Reasonable Suspicion". Is the standard, based on reasonable factors such as school official's experience, information received, evidence found, or behavior observed that would justify a search. Reasonable suspicion should not be based only on a "hunch" or "feeling".

Legal Ref: U.S. Constitution, Amendment IV

Civil Rights Act of 1871, 42 U.S.C. 1986 1981)

State v. Engerud, 94 N.J. 331, 463 A. 2d 934 (1983)

Zamora v. Pomeroy, 639 F.2d 662 (10th Cir. 1981)
Picha v Wielgos, 410 F. Supp. 223) E.D. Tex. 1980)
Jones v. Latexo ISD 499 F. Supp 223) E.D. Tex. 1980)
Cormier v. Hardin-Jefferson ISD, Comm. Of Ed. Dec (1981)

SEARCH AND SEIZURE OF STUDENTS

1. What factors cause you to have a reasonable suspicion that the search of this student or his effects, locker, or automobile will turn up evidence that the student has violated or is violating the law or the rules of the school.

A. Eyewitness account:

1. by Whom: _____
2. Date/Time: _____
3. Place: _____
4. What was seen? _____

B. Information from a reliable source:

1. From Whom: _____
2. Time received: _____
3. How information was received: _____
4. Who received the information: _____
5. Describe information: _____

C. Suspicious behavior. Explain: _____

D. Time of search: _____

E. Location of search: _____

F. Student told purpose of search: _____

G. Consent requested: _____

2. Was the search you conducted reasonable in terms of scope and intrusiveness?

A. What are you searching for? _____

B. Sex of the student: _____

C. Age of the student: _____

D. What type of search is being conducted? _____

E. Who is conducting the search? _____

Position: _____

Sex: _____

F. Witness (es): _____

3. Explanation of search.

A. Describe the time and location of the search: _____

B. Describe exactly what was searched: _____

- C. What did the search yield? _____
- D. What was seized? _____
- E. Were any materials turned over to the police? _____
- F. Were parents notified of the search, including the reason for it and the scope? _____

SEARCHES OF LOCKERS

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

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

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

If the student cannot be located, if the student refuses to open the locker, or if an emergency is deemed to exist, the principal should be accompanied by at least one other adult person.

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

Dogs may be used in the search of a student’s locker.

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

Legal Ref: U.S. Constitution, Amendment IV

Civil Rights Act of 1871m 42 U.S.C. 1986 (1981)

State v, Engerud, 94 N.J. 331,463 A. 2d 934)1983)

Zamora v. Pomeroy, 639 F. 2d 662 (10th Cir. 1981)

Picha v Wielgos, 410 F. Supp. 1214 (N.D. Ill. 1976)

Jones v. Latexo ISD 499 F. Supp. 223 (E.D. Tex. 1980)

Cormier v. Hardin-Jefferson ISD, Comm. Of Ed. Dec (1981)

SEARCHES OF STUDENTS

A search of a student's personal property or clothing should only be undertaken when there is reasonable suspicion that the student is concealing an object(s) or substance(s) in violation of school rules or which may be detrimental to the health, safety, or welfare of all students enrolled. The search should be conducted in private by school employee present as a witness and only with the permission of the principal. Strip searches shall not be conducted.

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

The Superintendent and parent/guardian should be notified whenever a student search is to be conducted.

Legal Ref. U.S. Constitution Amendment I
Doe v. Renfrow, 475 F. Supp. 1012 (N.D. Ind. 1979)
Doe v. Renfrow, 631 F. 2d 91 (7th Cir. 1980)
M.M v Anker 607 F. 2d 488 (2d Cir. 1979)
Picha v. Wielgos, 410 F. Supp. 1214 (N.D. Ill. 1976)
Jones v. Latexo ISD, 499 F. Supp 223 (E.D Tex 1980)
Cormier v. Hardin-Jefferson ISD, Comm. Ed. Dec. (1981)

SENIOR HONORS

To be eligible for the honors of Valedictorian or Salutatorian a student must have attended the last two years of high school at Drake/Anamoose High Schools. All students are eligible for other honors.

Graduating senior with the highest GPA for four years of high school, but not less than that of an honor student: Valedictorian

Graduating senior with the next highest GPA for the four years of high school, but not less than that of an honor student: Salutatorian

Honor Students

High Honor Student: This title shall apply to those pupils with a four year average of 3.75 GPA or higher.

Honor Students: This title shall apply to those pupils with a four year average of 3.25 GPA or higher.

Calculations for Senior Honors shall be made at the close of the first semester of the senior year

SENIOR PICTURES

Seniors have the options of allowing a photographer in the building to take pictures (scheduled with supt.) or scheduling at the studio at their own convenience. Should a senior, who have had pictures taken at a competitor's studio, want the picture on the composite in the hallway, the student can expect to pay a fee to the studio that provides the composite.

SENIOR PRIVILEGES

During the 4th nine weeks a Senior who has maintained a “C” average and who is not on the deficiency list, and has no more than one unexcused absence or five excused absence or five excused tardies will be awarded senior privileges.

This will allow the senior student to leave their assigned class and go to the senior lounge. The teacher reserves the right to send a student to the lounge. There will be no lounge visits during core classes. These classes include, but are not limited to: English, Math, Social Studies, and Science.

If the senior student does not maintain the “C” average or surpass the absence requirements they will forfeit their right to the privilege. Any absence during this period that has not been arranged with the teacher will be grounds for loss of senior privileges.

Senior privileges may be altered or taken away by the administration for cause; i.e., tardiness, discipline, failing courses, insubordination to teachers, etc. Seniors must adhere to the Student Handbook.

The senior students will be expected to conduct themselves appropriately.

Seniors will be allowed to purchase caps, gowns, and flowers for graduation from class monies. Graduation speaker expenses may also be paid from class funds. Students will not be allowed to spend class monies for personal items (rings, jackets, announcements, etc.) Any monies left in the senior class account will be transferred to the activities account.

SEXUAL HARASSMENT

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 Drake/Anamoose Public School Districts. It shall be a violation of this policy for any member of the district staff to harass another staff member or student, or for any student to harass another student or staff member, through conduct or communication of a sexual nature as defined by this policy.

The school district will investigate all complaints of sexual harassment, verbal or written, and discipline any student or employee who sexually harasses a student or employee of the district.

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 affecting 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

Sexual harassment 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 intentional brushing against another's body;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit promises of preferential treatment or threats concerning one's employment or education status.

Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments or grades.

Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect 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.

The Superintendent will develop regulations to delineate reporting, investigating and disciplinary procedures.

SIGNIFICANT INFECTIOUS DISEASE

The Drake/Anamoose Public Schools will follow the guidelines established by the State Department of Health regarding the admittance of school children or employees who are diagnosed as having a significant infectious disease including, but not limited to, Acquired Immune Deficiency Syndrome (AIDS), AIDS related Complex (ARC), Cytomegalovirus (CMV), and Hepatitis B.

Any physician, upon hearing that a school-age child has a significant infectious disease, shall notify the local health officer and call for a meeting of the significant disease committee to determine whether the child should be admitted to school. This committee will consist of the local superintendent of schools or

designee, the local health officer or physician designated by the board, and a physician designated by the child's parents or legal guardian. Technical assistance is available from the State Health Department.

Any member of the above described committee may call a meeting of the committee to determine whether a student should attend school or an employee should continue working. At the time of such meeting, the committee may exercise one of the following alternatives:

- A. Utilize existing information to make a decision regarding whether the person should attend school or continue employment.
- B. Request further information with which to make a decision, such information may include a physical examination.
- C. Make a decision regarding temporary suspension of the student or employee until such time as information can be gathered and a decision reached.

If an infected student in grades K-12 is not permitted to attend school, the school district shall make a reasonable effort to provide the student with an alternative program.

The identity of an infected student or employee shall not be publicly revealed.

SCHOOL LUNCH

Cafeteria- -open to all students whether they buy lunch or bring their own. Students are expected to follow the cafeteria rules:

- ❖ Enter at a walk-no running.
- ❖ Take your place at the end of the line-no cutting.
- ❖ Bus our own dishes-nothing left on the tables
- ❖ All food is to be eaten in the cafeteria-no food in the halls
- ❖ Refrain from loud talking and horseplay.
- ❖ All sack lunches are to be eaten in the cafeteria
- ❖ Upon leaving the lunchroom, students must remain on school property.

Breakfast is available for those persons who wish to eat in school.

STUDENT ACTIVITIES

Activities are student groups sponsored by the school and are meant to educate the student socially as well as academically. Activities supplement the traditional classroom study-they do not replace them. A student should not carry an overload of activities, because this can hinder more than it can help. Remember, your academic work comes first. Regardless of academic standing, however, students should seriously consider participation in at least one activity outside of your regular class routine. All organizations must have the permission of the faculty advisor before meetings are held in the school building.

YEARBOOK STAFF- Issues the school yearbook. Members are chosen by the advisor and editor from a list of volunteer students.

BAND- An organization for those students interested in instrumental music, One half credit per year is granted for successful participation.

CHORUS- An organization for those students interested in vocal music. Girls', boys' and mixed chorus are available. One fourth credit per year is granted for successful participation.

DRAMA- An organization of students interested in dramatics.

ATHLETICS- Includes all sports sponsored by Drake/Anamoose Schools. The sports are volleyball and football in the fall, girls basketball, boys wrestling and basketball in the winter, and track, baseball and golf in the spring.

SADD/CHARACTER COUNTS- (Students Against Destructive Decisions) Student run organization that focuses on educating peers and the community on the effects of alcohol, drugs, peer pressure and other destructive decision.

FBLA- Future Business Leaders of America

FFA- Future Farmers of America

STUDENT EXPECTATIONS

There will be both behavioral and academic expectations for students. Students will be expected to:

- ❖ Display respect and responsibility toward others and their property.
- ❖ Be on time
- ❖ Be prepared for class
- ❖ Listen and follow directions
- ❖ Help to maintain a positive, orderly environment
- ❖ Cheating is unacceptable and will result in zeros

STUDENT LOAD

No student shall be enrolled in less than 6 full time classes.

STUDENT'S PERMANENT/OR CUMULATIVE FILES

An individual's permanent or cumulative record shall contain only factual information; no material based on opinion shall be included. An individual's permanent or cumulative record shall be open to inspection; however, the following regulations will regulate its use.

- I. Whenever an individual's permanent record is used for any reason, the person(s) using the record shall sign the sheet enclosed in the record stating name, date, and reason for using the record.
- II. Persons with access to record(s):
 - A. School officials: this shall be limited to administrators, professional staff, and secretarial help of the Drake/Anamoose Public Schools.
 - B. The specific individual.
 - C. The parents or legal guardians of the individual, if the individual is a minor(less than 18 years of age).

- D. A third party is designated in writing by the parents or legal guardians of an individual who is less than 18 years of age.
 - E. A third party is designated in writing by the individual who is an adult.
- III. Visual inspection
- A. Shall be limited as specified in section I and II of regulations.
 - B. Must be done in the physical presence of school officials.
 - C. Third party authorizations will be kept on file by the Drake/Anamoose Public Schools.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money, electronic devices, keys, etc. to school. If they wear glasses or jewelry students are responsible for them. Students, not the school, are responsible for their personal property. If it is necessary to bring money or valuables to school, leave them at the office. Do not leave valuables in school lockers, gym lockers, or unattended.

STUDY HALLS

All students must sign out and have a pass that has been signed by the study hall supervisor in their possession when leaving a study hall. The teacher the student visits before returning to the study hall must sign the pass. Students must present passes to the study hall supervisor and sign in upon returning to study hall. Talking and moving around room should be minimal. Abuse of study hall privileges will cause it to be revoked.

Students in study hall are expected to be engaged in academic assignments or read library books, magazines, newspapers, or periodicals. If grades are deficient or if it is felt that a student could use time more wisely, the magazine, newspaper, and sign-out privilege may be suspended until the problem is corrected.

Permission to leave study halls will be granted only for reasons that have been approved by the study hall teacher, other staff members, or the administration.

TARDINESS

Students should develop skills necessary for successful work experience. Employers want people who are at work and who are to work on time. Students may not have more than three tardies each semester. One hour detention will be served for tardiness over three. Tardies may be accrued in all courses, including zero hour.

Any student not on time for an activity, or departure for an activity, is subject to lose the right of participation for that activity. This is, or will be, decided at the coaches, teachers, or administrators discretion.

TECHNOLOGY POLICY DRAKE/ANAMOOSE PUBLIC SCHOOLS

With the spread of telecommunications throughout the modern work place, the Board recognizes that the staff and students of Drake/Anamoose Public Schools will shift the ways they share ideas, transmit information, and contact others. As we are connected to the global community, our use of new tools and systems brings new responsibilities as well as opportunities.

The Board of Education is committed to the goal of having electronic network facilities used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Drake/Anamoose Public School Districts and the purposes of EDUTECH AND INTERNET. Users must acknowledge their understanding of the general policy as a condition of using the networks.

While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration exceed any disadvantage. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Drake/Anamoose Public Schools supports and respects each family's right to decide whether or not to apply for access.

Acceptable uses of network are activities which support teaching and learning. Network users are encouraged to develop uses which meet their individual needs and which take advantage of network's function: electronic mail, conferences, bulletin boards, data bases, and access to Telnet, FTP and WWW resources.

Unacceptable uses of the network include; violating the rights privacy of students and employees of the Districts, using profanity, obscenity, language, or pictures which may be offensive to another user; reposting personal communications without the author's prior consent; copying commercial software in violation of copyright law; using the network for financial gain or for any commercial or illegal activity; spreading computer viruses; and downloading, storing, or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others.

The districts reserve the right to access stored records in cases where there is reasonable cause to suspect wrong-doings or misuse of the system. Courts have ruled that old messages may be subpoenaed, and network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use.

The Board encourages staff to make use of telecommunications to explore educational topics, conduct research, and contact others in the educational world. The Board anticipates that the new systems will expedite the sharing of effective practices and technological education by forming partnerships with others across the nation and around the world.

Within reason, freedom of speech, and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

According to the above policy, the following are not permitted:

- ❖ Downloading or uploading of any material without prior consent and or direct

- supervision.
- ❖ On-line chatting unless there is direct teacher supervision and it is for school related activities.
 - ❖ Sending or displaying offensive messages or pictures.
 - ❖ Harassing, insulting or attacking others.
 - ❖ Physically or electronically damaging computers, computer systems or computer networks, or any technology equipment
 - ❖ Violating copyright laws
 - ❖ Using another's password
 - ❖ Trespassing in another's folder, work or files
 - ❖ Intentionally wasting limited resources, including hard drive space
 - ❖ Employing the network for commercial purposes
 - ❖ Installing, inserting or attaching software to district owned technology.

School and district administrators will enforce these policies.

Violators will be reported to school and district administrators for disciplinary action, as stated in the AUP (Acceptable Use Policy). Violations will result in a loss of privileges, disciplinary action, and/or legal action as outlined in the student handbook.

TELEPHONE USAGE

The phones in the office, ITV room and computer lab are for business use only. The telephone in the high school office may be used by students for school activity purposes only. Limit calls to three minutes. Private calls should be made during phone use times only. Cell phones are not to be used by students during school hours, with exception to lunch periods.

Students will not be called from any classes to answer telephone calls except in case of an emergency or extreme urgency by the parent. Telephone usage by students should be kept to a minimum.

CELL PHONE/Personal Electronic Device* POLICY FOR DRAKE/ANAMOOSE HIGH SCHOOL

There will be no cell phone, or personal electronic device use by students during the morning session of school from 8:35 A.M. to 12:09 P.M. and there will be no cell phone/personal electronic device* use by students during the afternoon session of school from 12:34 P.M. to 3:10 P.M. Failure to follow these rules and times will result in the following consequences:

1st offense –Cell phone/device is taken away, given to the Principal and picked up in the principal's office after school day is completed.

2nd offense –all cell phone/device privileges are forfeited. The student may not have possession of a cell phone or any electronic device on school property.

**Any device found to be a distraction in the classroom or not being used for educational purposes.*

TRANSPORTATION: INFORMATION FOR PARENTS

Parents should cooperate with the bus drivers and school authorities in providing safe and efficient transportation.

1. The purpose of school bus transportation is to provide safe, comfortable and economical transportation for those children of the school's district. It is not a taxi service for pupils, parents, or other persons.
2. Parents should not expect the bus to operate over roads that are not properly maintained or on roads or driveways where adequate space is not available to turn the bus around, if necessary. Buses do not maneuver like cars. Yards should be kept spacious and free of equipment so that the bus may easily enter and leave without damaging either the bus or private property.
3. Parents should not expect children who are not regularly enrolled in school to be carried on the school bus.
4. If parents wish to take their children home from school, the bus driver should be notified. In no case shall parents stop the bus on the highway at an undesignated stop for the purpose of taking their children off the bus.
5. If the children are not to ride the bus in the morning, the bus driver should be notified in sufficient time so that the driver does not have to stop.
6. If a child did not ride the bus in the morning, the driver will not expect that student to ride the bus at night unless the driver is notified.
7. The children should be at the bus stop on time.
8. Any suggestions for changes in the transportation program which parents think will improve it should be presented to the superintendent in writing.
9. Parents should use their influence to get all roads the bus must travel improved all-weather roads. For better driving conditions in winter, property owners should have all weeds along the route cut.
10. Parents should insure the cooperation of the children by studying with them the rules and regulations adopted for school bus operation. Parents should understand that children riding on a school bus must obey all regulations and the requests of the driver or they may forfeit their privilege of riding on a bus.
11. Parents should require their children to wear or carry clothing that is suitable for North Dakota winter weather.

USE OF SCHOOL & GYM

The Drake/Anamoose Public School buildings and equipment are in good order for your use and enjoyment. Kindly treat and use them with pride at all times. Those responsible for damage to the building must pay for any destruction of school property. The school is available for school activities, which have been scheduled and approved by the Superintendent. All activities are to be supervised. No pupil is allowed to be in the building without direct faculty supervision.

Scheduled school activities always take precedence.

Students will be chaperoned at all times by a parent or teaching staff member.

Community groups may use the building under the following conditions:

- ❖ All requests to use the building are to be made with the administration and must not interfere with the school program.
- ❖ Arrangements for proper supervision must be made with the administration. If activities are not properly supervised, the privilege will be withdrawn.

Gym use is limited to students and/or adults who live in the Drake/Anamoose Communities and/or members of the church groups or community organizations unless otherwise authorized by the administration and/or Board of Education.

All posted regulations will be observed.

All groups using the gym or locker rooms will leave these facilities in the same condition as they were prior to their using them.

Chaperones or others who are in charge will be responsible for making sure that lights are turned off and that the outside doors are locked.

Dunking or hanging on the rims is disallowed. The participants will pay for broken backboards.

Chaperones or others who are in charge will report damages to the Superintendent. Arrangements will be made for repair and/or replacement costs prior to allowance of further use of the facilities.

Gym use will be allowed after regular school hours only if requested by groups of six or more students.

If school facilities are used for an activity that is student related benefits the school program and is not a fund raising event, there will be no charge. If the activity is adult/alumni related, then a \$5.00 per hour rental charge will apply. All arrangements are to be handled through the office of the Superintendent.

VANDALISM POLICY

A crime may consist of an act that:

- ❖ Violates the social standards of the time and demoralize society as a whole.
- ❖ Injures public institutions or property, or
- ❖ Injures an individual. It is punishable by fine and/or imprisonment.

Any person who is capable of distinguishing right from wrong and voluntarily does an act punishable by the state commits a crime.

Vandalism of public property is a crime punishable by fine and/or imprisonment.

A reward of \$100.00 will be paid to anyone who is able to provide evidence leading to the successful prosecution of an individual or individuals who have destroyed or defaced school property. All unresolved cases will be referred to the states attorney for prosecution.

VIOLATION

Any student violating this policy is subject to discipline which may result in suspension or expulsion and notification of proper authorities for prosecution. Illegal substances will be confiscated and will be turned over to law enforcement authorities. The student will be referred to the Student Assistance Program.

Any student who is observed to be under the influence of a prohibited substance will be taken immediately to the principal's office. The student's parents will be notified and asked to pick up the student. If there appears to be imminent danger to other students, school personnel, and the student involved, the principal may have the student removed from the school by school, medical, or law enforcement personnel.

VIOLENT AND AGGRESSIVE BEHAVIOR

The cooperative schools of Anamoose and Drake try to provide a learning environment that is safe, drug free, and conducive to learning. There are certain behaviors that, if tolerated, would quickly destroy the type of learning environment to which the students and staff are entitled. 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 characterized by verbal or physical violence, even if not directed toward another person. The Districts will not 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, staff, or principal when they know 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, terrorist acts and/or threats, shall result in specific consequences determined by the seriousness of the act. This may include suspension from school or expulsion 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

WEAPONS POLICY

The Public School Boards of Anamoose and Drake determine that possession and/or use of a weapon by a student can be detrimental to the welfare & safety of the students and school personnel with the district. The School Board also acknowledges, however, that during hunting seasons throughout the year students will have hunting weapons in their vehicles and requires that those vehicles be locked while parking on or near the school grounds. The School board further recognizes that the teaching of hunter safety requires the presence of firearms in the building. For such situations, arrangements may be made with the Administration for proper storage.

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, explosive smoke bomb, incendiary device, gun, (including pellet gun), slingshot, bludgeon, brass knuckles, or artificial knuckles of any kind, or any object that can be considered a weapon or dangerous instrument.

Violation of this policy will result in disciplinary action. All weapons will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration.

Bringing a firearm, as defined in 18 U.S.C. 921, to school will require that proceedings for the expulsion for a minimum of one year of the student involved to be initiated immediately by the principal. If the student has an individual education plan, an IEP team meeting will be called to determine whether there is a connection between the behavior and the disability and to determine appropriate discipline and placement. Other students may receive alternate placement at the discretion of the Superintendent. Other violation of this policy will require that proceedings for the suspension or expulsion until the end of the current school term be initiated immediately by the principal.

WITHDRAWAL AND TRANSFER

Individuals over 18 or parents or legal guardians of individuals under 18 must give written permission before the Drake/Anamoose Public Schools will forward permanent records to another school system or request that permanent records are forwarded to us. Students must return all school books and property and make sure all fees are paid.