ST. 7OHN PU8LIC SCHOOL

STUOENT HANO8OOK

2025-2026

*Vision° “To prepiire every student to contrib*u*te to society in ii meiiningful way.” Mission: “Every Student, Every Dny”*

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St. John School District # 3

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Table of Contents

Beliefs, Philosophy, District Goals, Objectives, Purpose of Handbook....................................................................... Pg. 3

Registration & Entry Requirements, PreK and Kindergarten, School Hours, Closed Campus Rules,

Student Sign Outs................................................................................................................................................................ Pg. 4

Early Dismissal, Storms and/or Emergencies, Student Promotion and Retention,

Unpaid Bills, Field Trips, Hot Lunch Program, Honor Roll, Attendance Policy.......................................................... Pg. 5 Attendance Policy cont'd, Tardy Policy........................................................................................................................... Pg. 6

Tardy Policy cont'd, Detention Time Make-up, Make-up work when absent, High School Credit, School

Suspension, Graduation Ceremony..................................................................................................................................Pg. 7

Graduation Requirements, Optional Graduation Policy, Early Graduation Policy, Academic Honesty,

High Honors/Honors......................................................................................................................................................... Pg. 8

Dual Credit, Withdrawal and Transfer, Extra-Curricular Activities, Homecoming, NCAA Requirements............ Pg. 9 NCAA Requirements cont'd, Sports Participation Guidelines, Parent/Coach Relationship....................................Pg. 10

Parent/Coach Relationship cont'd, Activity/Participation Fee, Lyceums & Assemblies,

Library/Multi-Media Center..............................................................................................................................................Pg. 11

Disciplinary Guidelines & Procedures, School Suspension. Pg. 12

PreK-8'h Grade Behavior Matrix, Alcohol, Tobacco, Vaping, and other Drugs,

Student Dress Code...............................................................................................................................................................Pg. 13

Student Dress Code cont'd, Appropriate Winter Dress, Lost & Found, Student Lockers, Textbooks &

Workbooks, Visitation of Classrooms, Guidance Policy, Medication, Infectious Disease Policy..............................Pg. 14 Infectious Disease Policy cont'd, Student Use of Personal Technology......................................................................Pg. 15 Student Use of Personal Technology cont’d.....................................................................................................................Pg. 16

Student Use of Personal Technology cont'd, Student Rights, Title IX Grievance Procedure, Sexual

Harassment, Complaint Procedure...................................................................................................................................Pg. 17

Nondiscrimination Policy, Program Service, Title I.......................................................................................................Pg. 18 Homeless Policy ............................................................................................................................................................... Pg. 19

Homeless Policy cont'd, Safety, Transportation Rules & Regulations ...................................................................... Pg. 20

Transportation Rules & Regulations cont'd, Hazing......................................................................................................Pg.21

Due Process, Anti-Bullying Policy...................................................................................................................................Pg. 22

Anti Bullying Policy cont’d.......................................................................................................................................Pg. 23-26

# Beliefs of St. John Public School

WE BELIEVE our school will create a safe, engaging, and welcoming environment for every student by creating a culture that prioritizes positive relationship building. It is our duty to foster the love of learning in every child, focusing on their individual needs.

## Philosophy of St. John Public School

**WE BELIEVE** that the educational process provided by the St. John School District #3 shall consist of ways and means of assisting children to develop personally, socially, and educationally so that they will have the greatest possible opportunities to grow into active participants and contributors to their culture and society.

WE **BELIEVE** that the curriculum developed and provided by the community and school should consist of experiences planned to assist people in attaining, to the best of their ability, the values, knowledge, and skills held most important by the society in which they live.

**WE BELIEVE** that all students - regardless of race, color, creed, sex, or handicap, are valuable human beings who should be provided with a stimulating learning environment, in keeping with their abilities.

**We believe** that each individual - regardless of race, color, creed, sex, or handicap, should be provided with sufficient, appropriate learning experiences to promote behavioral changes, which will enable the individual to make continuing satisfactory adjustments to a productive life.

WE **BELIEVE,** in keeping with the above philosophical statements, that the school assumes the obligation to provide all students, to the best of their abilities, the opportunity to obtain the objectives and reach the goals of St. John School District *•3.*

# District Goals of St. John Public School

The St. John Public School system will:

O Recognize that all individuals have varying intellectual, social and physical learning styles, capacities, and needs which St.

John Public School will attempt to meet.

 Provide an educational program, which will encourage all students to maximize their potential and acquire a diploma.

 Provide a program that will challenge students to excel in higher level thinking skills, decision-making and problem solving.

 Provide realistic and creative approaches to ongoing technological advancement, which will enable students to grow and apply themselves in a rapidly advancing society.

 Recognize that all students have dignity and provide opportunities, which will help to enhance and build the good character, self-respect, and self-discipline of students.

 Provide an atmosphere and opportunities, which will enhance positive, interpersonal relationships.

 Provide experiences and opportunities which will enhance and re-affirm spiritual, moral and cultural values.

 Provide a safe, disciplined, drug-free, and healthy environment that will promote increased physical development and improved personal hygiene.

 Provide avenues for free and open communications between school and community.

# Objectives of St. John Public School

St. John School District #3 assumes the obligation to provide all students, to the best of their ability, the opportunity to: O Develop positive attitudes toward learning.

O Become aware of and appreciate culture and beauty of the world.

O Become competitive in math, science, social studies, and the communications arts on a national and international basis. O Learn the techniques of managing money, property, and resources.

O Gain information needed to make job selections and develop skills to become productive individuals. O Develop good character traits including self-respect, a feeling of self-worth, and respect for others.

O Learn how to form satisfying and responsible relationships with other people, including those with different cultural or personal backgrounds.

O Learn to be responsible citizens and practice democratic ideas and ideals. O Learn to understand and practice the skills of family and community living. O Practice and undersland the ideas of health and safety.

O Learn how to use leisure time.

These objectives are set up to achieve district-wide goals. They describe the end results of a solid educational program from Pre-K through 12’h grade. The School District recognizes that there will be different intermediate objectives at different group levels.

# Purpose of this Handbook

The purpose of this handbook is to provide you with information that will assist you and your child, while here at the St. John Public School. It will answer most of the questions you may have pertaining to routine school matters. However, it will not answer all the questions arising during the school year; therefore, feel free to contact the school when you have a need or concern.

The educational development of the whole child is a cooperative effort between the home and the school. The greater the effort, the greater the chances are of a child being successful. A good parent-teacher partnership can be the best foundation for your childB education for life. St. John Public School welcomes you and your children. May the coming year provide many exciting and lasting educational experiences.

# Registration and Entry Requirements

Elementary, Middle School, and High School registration is held annually the first day of school. Watch the local paper for the time and any other information on registration.

Entry Requirements from the North Dakota Century Code 15-47-01 :

*The Public Schools of the State shall be equally free, open* and *accessible at all* times, to *all children between the ages ol six and fwenty-one, except those children who did* riot *arrive at the age of six by midnight, July 31•!, shall not* sta/Y *school until the beginning of the following year, except children, who by reason ol special talents or abilities as determined by a series of developmental and reading screening instruments approved by the state department of public instruction and administered by the school district, may* start *school at a younger age. However, under no circumstances shall a child start school that school year if he/she is* not *six years of age by January l• .*

Inoculation requirements before admission to school from the North Dakota Century Code 1977 Supplement 23-07-17:

1. *No child shall be admitted to any public, private, or parochial elementary school, or day care center, child care facility, head-start program, or nursery school operating in North Dakota unless such chil*dz *parent or guardian presents to the school authorities a certification from a licensed physician or authorized representative of the State Department of Health that such child has received immunizations against diphtheria, pertussis (whooping cough), tetanus, measles, rubella, mumps and poliomyelitis.*
2. *A child may enter school upon submitting written proof from a licensed physician stating that he/she has started receiving the required immunization or has written consent by the chiI‹:0 parent or guardian for a local health service or department to administer the needed immunizations without charge.*
3. *The immunizations required and the procedure for their administration as prescribed by the State Department of Health shall conform to recognized standard medical practices in the state. The State Department of Health shall administer* the *provisions of this section and shall promulgate rules and regulations in the manner prescribed by Chapter 28-32 for the purpose of administering this section.*
4. *The list of diseases in Subsection 1 may be revised through regulations by the State Department of Health upon the development of nationally recognized effective vaccine* against *disease.*
5. *Any minor child, through his/her parent or guardian, may submit to the school authorities a certificate from a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health ol the child, and the minor child would be exempt from the provisions of this section.*
6. *Before* any *child is immunized, the school authorities shall notify the parent or guardian of their right to refuse such immunization.*

PreK and Kinderqarten

A full year of PreK and Kindergarten is offered to all children in St. John School District #3. Children must attain the age of 4 by July 31•t for PreK and the age of 5 by July 31^ for Kindergarten.

# School Hours

Students may enter the building beginning at 8:00 AM each morning. Students may enter the building earlier if they have arranged for early tutoring with a staff member. Students that arrive early and have not arranged for early tutoring must report to the library immediately upon arrival. Loitering about the building will not be allowed before or after school hours. Breaktast is available to all students in grades PreK-12. Students in grades K 0 8 may eat anytime after 8:00 and must be finished by the 8:25 bell. Students in grades 9 012 can eat anytime after 8:00 A.M. and must be finished by the 8:35 AM bell. The closed noon schedule is followed by the St. John Public School. Therefore, students not taking part in the hot lunch program will need to carry their own lunch. A noon recess for grades K - 5 will be supervised by school staff. Buses will leave the school premises by 3:20 P.M. All students who ride a bus must be aboard by that time. Only students who have a legitimate supervised activity after school are allowed to remain in the building after dismissal.

Closed Campus Rules

##### Students enrolled in grades PreK-12 will observe closed campus rules. Students may not leave the school building anytime during the school day without permission from a parent/guardian and they must sign-out properly prior to leaving the building.

Students enrolled as seniors may have ESenior Privilegesowhich allows them to leave if they have a period free. This has to be approved by the principal. This privilege will be allowed provided the senior is passing all classes with at least a TO If failing any class, the senior must observe closed campus rules. Seniors have to be in good standing attendance and behavior.

### Student Siqn Outs

All students in grades 6-12 who need to leave the classroom during a class period or study hall will be required to have a pass signed by the instructor or class monitor. If a student needs to leave the school building he/she must sign-out with the Home-School-Liaison or the Main Office. The student must record their destination, time signing out, and who released them. Once the student returns he/she must sign-in with time returned. Only the Parent/Guardian may excuse a student during school hours.

# Early Dismissal, Storms and/or Emerqencies

In the event of a storm or emergency dismissal, the following forms of media will notify school patrons:

KEYA 0 Belcourt - 88.5 FM Sunny 101.9 - Bottineau - 101.9 FM KFYR 0 Bismarck - 550 AM Radio

St. John School Facebook Page

Parents and Guardians will also be notified through our **Automated Phone System.** Please be sure the school has your correct contact information on file.

Check the ŒventsDon our school website regularly for information on school events and activities.

# Student Promotion and Retention Policy

The St. John School District supports and promotes programs, which will assist students in being successful in school. The intent is that each student should advance one grade for each year in school. Every effort will be made by giving special help, doing special programming, and holding conferences with parents and professionals to promote this concept; however, we also realize a child has a right to fail. When a student has not met the minimum standards established for a grade or subject, that student can fail and can also be retained in the same grade for more than one year.

## Unpaid Bills

No diplomas will be signed, no transcripts issued, and no report card released if there are any unpaid bills owed to St. John School District #3, by a studenl at the close of the school year.

Field Trips

Teachers occasionally plan educational trips or visits to local places of interest. Some of these trips will be planned as walks while others will need the use of a bus. All must be approved by the administration, and the parent is requested to sign a permission slip indicating his or her approval of the childB participation in such trips.

### Hot Lunch Program

The hot lunch program is a federal, state and locally supported system. The cooks make every effort to provide the students with warm, nutritious, and appetizing meals. Due to individual differences, it is most difficult to always please everyone. Menus are prepared and announced in advance. Students are allowed to bring their own lunch but are required to eat in the cafeteria with their class. State regulations do not allow the sale of pop and candy during the lunch period. Information is provided to parents of students at the beginning of the year on free and reduced meals. The student council will serve as the youth advisory council for the hot lunch program.

### Honor Roll

The honor roll is based on a point system, where 4 points are awarded for an D\0grade, 3 points for a fBg 2 points for a LCQ 1 point for a IXtoand 0 points for EF-0 To be included on the A Honor Roll, a student must achieve an average grade point of a least a 3.75 and must not receive a grade lower than a B. To be included on the B Honor Roll, a student must achieve an average grade point of a least a 3.00 and must not receive a grade lower than a C. The honor roll is posted at school and published in the local newspapers after each nine-week period.

Grading Scale is as follows 93-100 = A

85-92 = B

77-84 = C

70-77 = D

69-Below = F/NC\*

\*NC No Credit

# Attendance Policy

To be considered for grade promotion or the granting of credit in a class, a student shall have accumulated no more than 20 unexcused absences (per class period for high school students). This standard is to be pro-rated to 10 unexcused absences (per class period for high school students) for a semester class. Administrators are granted the right to make exceptions to this minimum attendance standard in extra-ordinary cases. Suspension will not count as an unexcused absence for purposes of determining the number of unexcused absences to be considered for credit.

O Absences in grades 9-12 will be calculated on a per class period basis.

O Students will have to make-up detention time for unexcused absences for the following:

* *A student can have 5 unexcused absences per quarter before they have to make-up time.*
  + The 6‹h unexcused absence and each additional absence after that will result in detention time minute for minute or up to 120 minutes per day missed to be made up either in the morning or after school.

*Q ANY FINAL DECISIONS ON EXCUSED VS. UNEXCUSED WILL BE DETERMINED BY THE PRINCIPAL OR DESIGNEE.*

*D ABSENCES AND TRUANCIES WILL BE TURNED OVER TO SOCIAL SERVICES OR THE PROPER AUTHORITIES.*

##### Absences

**Student Attendance Policy States:**

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

Century Code states Œo be deemed in attendance a student may not be absent from school without an excuse for more than 3 consecutive school days during either the first half or the second half of a school or school districtB calendar; 6 half days during either the first half or the second half of a school or school districtB calendar; or 21 class periods. Law does not preclude a school district from withholding credit, removing a student from a course or taking other punitive measures against a student who does not arrive in a timely fashion or who exceeds a specific number of absences.0

Turtle Mountain Tribal Code 5.1101 also states: Œvery parent, guardian or other person who resides within the Turtle Mountain TribeB Jurisdiction and has custody and control over any educable child of age seven (7) years to eighteen (18) years who does not fall under the provision of section 5.1102 shall send or take such child to school each year during the entire time school is in session.

##### Section I: Definitions

1. For purposes of compulsory attendance reporting under NDCC 15.1-20-02.1 (1-2):

*Q Excused absence* is any absence that the District will not use in determining if a compulsory attendance violation occurred. Any absence may be excused if it is approved by school personnel.

a *Unexcused absence* ìs any absence not supported by the verbal or written excuse required for an excused absence.

1. For the purposes of imposing academic sanctions under Section III of this policy as authorized by NDCC 15.1-20-02.1(3):

*Q Approved absence* is an absence that the District believes is necessary and/or unavoidable and has received administrative approval. Necessary and/or unavoidable absences may be caused by illness, injury, family emergency, religious observance or instruction, suspension, participation in a school-related activity, court appearances when subpoenaed, or other reasons deemed necessary and/or unavoìdable by the principal or the Superintendent. Students granted approved absences should not be subject to the consequences contained in Section III of this policy.

The Superintendent or designee shall develop criteria for requesting and granting an approved absence and shall establish make up work requirements.

*D Unapproved absence* is defined as an absence that does not meet the above criteria for approved absences. If a student is absent for an unapproved reason, the parent/guardian shall still be responsìble for calling the principal's office to explain the absence, and the student will be subject to the consequences contained in Section III of this policy.

##### Section II: Documentation Requirements

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

1. Medical documentation from an appropriate licensed healthcare provider;
2. A copy of a court summons or subpoena;
3. An obituary for funeral leave;
4. Verification of planned or executed family travel (e.g., a boarding pass);
5. A request from an official at the studentB place of worship;
6. A request for an absence due to a curricular or extra-curricular event submitted by the studentB teacher, coach, or extra-curricular advisor.

##### Compulsory Attendance Violations

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

If **a student is absent, the parents or guardians are asked to call the office BETWEEN 7:45-9:00 A.M. regarding the absence. The** call **should be** made before **school on the morning of the absence.** If a **call has not been made to the office, the school will initiate** a **call home. If a student** has been absent, **they need** an **admission slip.** If **the missed work is not completed wìthìn the allotted time the teacher may retain the student after school to complete the work or the teacher may give a failing grade on the work.** No student **will be permitted to** take part in any extra **or co-curricular activities; a game or practice,** if he or she has an **unexcused** absence on the day the event is to take place.

**Appointments or approved absences will be reviewed on an individual basis by the administration. If students** are **not in good standing approved-attendance-wise, they will not be permitted to participate in** extra **or co-curricular activities or practices.**

**Tardy Policy**

**Tardiness will not be tolerated.**

O A student is counted tardy when they are late for class, but not more than 10 minutes.

O Students who are tardy must report to the class that they are tardy for and be recorded tardy by the teacher of that class. O Each student is allowed a total of 3 tardies per each quarter. The 4 ^ tardy and each additional tardy after that will result in

15 minutes of detention to be made up either in the morning or after school. Failure to make up this time will result in: no

extra-curricular activity privileges, out-of-school suspension, and/or no other privileges.

O Total tardies will start fresh for all students at the beginning of the next quarter.

 *ANY FINAL DECISIONS ON EXCUSED VS. UNEXCUSED WILL BE DETERMINED BY THE PRINCIPAL OR DESIGNEE.*

 *ABSENCES AND TRUANCIES WILL BE TURNED OVER TO SOCIAL SERVICES OR THE PROPER AUTHORITIES.*

# Detention Time Make-up

Students who *are* over the Attendance and/or Tardy policy or have committed a discipline violation will be required to make up detention time as per the policy or the principal.

**IF A STUDENT OWES DETENTION TIME AND CHOOSES NOT TO SPEND THE TIME** OTHEY **WILL NOT** BE **ALLOWED TO PARTICIPATE IN CONTESTS, PRACTICES, OR ANY EXTRA OR CO-CURRICULAR ACTIVITIES OR ATTEND ANY SCHOOL EVENTS.**

# Make-up Work When Absent

At St. John, we value responsibility and understand that students may face challenges meeting deadlines. Our late work policy balances accountability with flexibility for special circumstances.

##### Middle School:

Note: The guidelines below show the **maximum** penalties. Teachers may reduce or waive penalties based on individual situations.

Students have a 2-daysqrace perid after the due date to turn in assignments without penalty after absence occurs. Work must be submitted at the start of class on the second day to avoid late consequences defined below.

3rd day after due date Up to 89% **credit**

Up to 5 days late — Up to **59% credit**

More than 5 days late — May receive **no credit** (teacher discretion)

Students with excused absences (due to illness, emergencies, or approved trips) have 4 davs upon returning to complete missed work. If the fourth day falls on a weekend, assignments may be submitted the following Monday or the next scheduled school day.

On the Sth day Up to 89% credit

More than 5 days late — May receive **no credit** (teacher discretion)

D Students should let their teacher know ahead of time if they expect to miss a deadline. Teachers may offer extensions for

valid reasons. Planning and communication are key.

O For illness, emergencies, or serious situations, additional time may be granted. Students or families should contact the

school or teacher to request an extension.

**a Support Resources:** To assist students in catching up on missed work, resources such as online materials or tutoring support shall be available from the middle school team. Tutoring sessions will be scheduled upon request from the

student, parent/guardian, or teacher. Students should take advantage of these tools to stay on track.

Note Students with IEPs or 504 Plans that include extended periods of time will receive it based on the original due date

##### High School:

Students are given 2 weeks from dav absent to make-up all work missed. Absences for school-related activities/field trips may require class work to be completed before the absence occurs. It is the responsibility of the student to make arrangements with the teacher as to when make-up work must be completed.

# In classes where Hiqh School credit is qranted:

No credit may be earned if a student is absent more than 20 days in a yearly class, 10 days in a semester class, or 5 days in a quarterly class.

a All absences (except school related absences), excused, unexcused and suspension, are counted. O A student will be counted absent from class if they are more than 10 minutes tardy for class.

D All teachers are to keep accurate daily attendance records and are to notify parents when their children have 3 absences and 1 absence left before losing credit for the class.

 Students may appeal for credit to a committee made up of the class instructor, the school counselor, and the principal. Some, but not all-inclusive reasons for a favorable appeal include: sickness while under a DoctorB care, illness or hardship in the family.

 If the student does not receive a favorable appeal decision from the committee, they may appeal according to Blue processoprocedures, i.e. first to the Superintendent then to the St. John School Board (see Due Process).

### In S hool vs Out o S I Sus ens n

O In-School Suspension will be determined by the administration. Students will receive credit for work completed. O Out-of-School Suspension: Students will do work upon returning to school and on their own time.

## Graduation Ceremony

The graduation ceremony is an important and symbolic event. Unlike a studentB right to a diploma upon completion of graduation requirements, participating in the ceremony is a *privilege.* **A student may be excluded from graduation exercises for violating** school policy.

# Graduation Requirements

Students must obtain 22 High School Credits to be eligible for High School Graduation. Within the 22 credits the following are required courses:

4 Credits in Language Arts 3 Credits in Social Studies

3 Credits in Mathematics - which may include 1 credit of computer science approved by the superintendent of public instruction

3 Credits in Science - 1 credit biology, 1 credit chemistry, and 1 credit physics; OR 1 credit biology, 1 credit physical science and 1 credit or 2 half-credits of any other science

1 Credit in Physical Education

In order to be considered for grade level these are credit requirements. CREDITS: Sophomores 0 5.5

Juniors O 11

Seniors 0 16.5 or on track to graduate cohort senior year

## Optional Graduation Curriculum

As of July 1, 2010, students are eligible to pursue an optional curriculum of 21 credits if they: & Have completed 2 or more years of high school

4 Have failed 3 or more courses in three different required subject areas

4 Or have a grade point average at or below the 25’h percentile of the class-grade point average.

The parent/guardian or the student (if 18 or older) must request a review for approval to pursue an optional high school curriculum. If it is approved the student may pursue an optional curriculum in order to graduate. The parent or student (if 18 or older) must give written consent to pursue an optional curriculum to graduate from high school. Requests can be made to the guidance counselor or registrar. Participating in optional curriculum will impact college admission. Please check with the counselor for more information.

# Early Graduation Policy

A student wishing to graduate early, needs to file a letter of intent with the superintendent prior to the regular April School Board meeting of their junior year. The application will be reviewed and permission for early graduation will be granted or denied by the board on the basis of:

1. Hardship
2. Educational advancement of the student.

No student will be allowed to graduate before the successful completion of the first semester of his/her senior year.

# Academic Honesty

Academic honesty is of the highest importance at St. John School. Students who engage in any type of cheating are subject to disciplinary action, including but not limited to, failure of the assignment to loss of credit in the course.

AI Use Policy Purpose

Al can support learning, but it must be used responsibly and with teacher approval.

1. School Use Only

Use AI tools (like ChatGPT, Grammarly, etc.) only for schoolwork and onlv if your teacher allows it.

1. No Cheating

Using AI to do your work without permission is plagiarism. Follow your teacherB rules. Always do your own thinking.

1. Use Responsiblv DonB use Al to:

O Create harmful or fake content O Impersonate others

a Avoid learning

1. Be Honest

If you use AI to help (e.g., get ideas or check grammar), say so.. Your teacher may ask how you used it.

1. Teacher & School Discretion

O Teachers have the right to p\_ro\_hibit\_o\_r Iim/it\_AIouse on any assignment.

O Misuse of AI tools may result in loss of privileoes, a failinq grade on the assignment or disciplinary action in accordance with the student handbook.

Be a Digital Citizen use AI to learn and growo not to take shortcuts. Think critically and use tech wisely. Students are expected to develop the skills to evaluate and use AI tools thoughtfully. The goal is to prepare students for future academic and career environments where AI will be present.

Hiqh Honors/Honors

High honors will be students with a GPA of 3.75 and above. Honors will be students with a GPA of 3.50-3.74. Awards will be given for these two accomplishments.

Dual credit

Dual credit courses may count as both high school and college credit. There are specific courses that are labeled dual credit. Check with the Principal or guidance counselor to find out which courses are dual credit. Students should check with the dual credit instructors, guidance counselor or principal for information about dual credit at the St. John School. **Juniors and Seniors must have and maintain a 3.0 average; Sophomores must have and maintain a 3.5 average to be eligible to take a dual credit class. Students CANNOT drop a dual credit class.** High School Principal will make final decisions on dual credit classes. If you fail or drop a dual credit class, you are not allowed to take additional classes.

# Withdrawal and Transfer

In the event a family plans to move to another town, please contact the office several days in advance so a release of educational records can be completed. This will speed up the process ot transferring your childB educational records and aid in keeping the pupil attendance accurate and up to date.

# Extra-Curricular Activities

The school recognizes that the educational process can be divided into curricular and extra-curricular activities. The school recognizes that extra-curricular activities are an important and integral part of the educational process. All students are encouraged to participate in these activities.

The school feels that to participate in extra-curricular activities is a privilege and not necessarily a right of the student, especially if the student is publicly representing the school and the community.

Student athletes must be present in all classes the day of and all classes the day after a contest. A student may not participate in a contest if the student is not present the day of the extra-curricular contest or may not participate in the next contest if they are not present the day after a contest, if the absence is deemed unexcused. If the contest occurs on the weekend, Friday is considered the day of, and Monday is considered the day after. Students who are ineligible will not be permitted to attend away games with the team.

Students are eligible in extra-curricular activities if they have (1) one failing grade (F), but ineligible to participate in extra-curricular activities if they have (2) two or more failing grades (F). Also, all students who participate in extra-curricular activities must be enrolled in at least 6 credit subjects and must pass 5 accredited classes in order to participate the upcoming semester. A failure to do this will result in a 2-week suspension. Band, chorus, FFA, FCCLA, prom/dances and any athletic activities performed in public, or contests are considered extra-curricular.

Eligibility will be determined every week and published every Monday. If a student is determined to be ineligible, he/she will remain ineligible until the next Œligibility Listüis published.

Junior High students must be passing aJlcourses to be eligible to participate on a high school team.

*Students must have ALL detention time made up for absences, tardies, and* ***disciplinary policy violations*** *to attend/participate* ***in extra-curricular*** *activities.*

IF A **STUDENT** OWES DETENTION TIME **AND CHOOSES NOT TO** SPEND THE TIME OTHEY WILL NOT BE ALLOWED TO **PARTICIPATE IN CONTESTS, PRACTICES, OR ANY EXTRA OR CO-CURRICULAR ACTIVITIES OR ATTEND ANY SCHOOL EVENTS.**

# Homecoming

Homecoming is a special event at St. John School. In addition to promoting school spirit, homecoming is also a time to recognize and promote St. John High School in a very positive way to the public and the community. Because this event does carry a certain degree of public recognition for students, the following policies apply:

1. Students that are ineligible for academic reasons or ineligible due to Code of Conduct violations are not eligible for selection to the St. John School Homecoming Royal Court.
2. Any student that becomes ineligible after the selection of the Royal Court shall immediately be removed from the Royal Court. In this case, that student shall not be replaced.
3. The administration has the authority to remove any student or students from the Royal Court for any behavioral issues that are not specifically covered in item 1.

# NCAA Course Work Requirements

##### Help your student-athletes stay on track

Student-athletes must complete appropriate course work in order to qualify for NCAA programs. Therefore, itB important that you and the schoolB coaches **monitor changes in NCAA course work requirements** and communicate such changes to your student-athletes.

##### O Course work requirements for NCAA athletics and NCAA scholarships

->- Here is an overview of the basic NCAA eligibility criteria. Visit the NCAA Eligibility Center (httD.//www eIioibiIitVcenter.org), the authoritative source for more details.

|  |  |
| --- | --- |
| Division I:  16 Core Courses | Division II  14 Core Courses (if enrolling prior to August 1, 2013)  16 Core Courses (if enrolling on or after August 1, 2013) |
| 4 years of English | 3 years of English |
| 3 years of Math (Algebra I or higher level) | 2 years of Math (Algebra I or higher level) |
| 2 years of Natural or Physical Science (including one year of lab science if offered) | 2 years of Natural or Physical Science (including one year of lab science of offered) |
| 1 extra year of English, Math, or Science | 1. extra years of English, Math, or Science; 2. extra years if enrolling on or after August 1, 2013 |

##### Academic standards Division I eligibility

D All students entering college must have completed 16 **core courses** in high school.

O Students must earn a minimum required GPA in core courses and a combined SAT or ACT sum score that matches this GPA on a sliding scale, which can be found in the NCAA Eligibility Center

& Quick Reference Guide (.pdf/270K) ([http://fs.ncaa.ora/Docs/elioibilitv center/Quick Reference Sheet pdf).](http://fs.ncaa.ora/Docs/elioibilitvcenter/QuickReferenceSheetpdf))

Requires Adobe

Reader (htt s:// et adobe co /reader/) (latest version recommended).

##### Division II eligibility

O All students entering college prior to August 1, 2013, must have completed 14 core courses in high school.

O All students entering college on or after August 1, 2013, must have completed **16 core courses** in high school. O Standards require a minimum GPA of 2.0 and a combined minimum SAT score of 820 or sum ACT score of 68.

##### NCAA core courses definition

O An academic course in one or a combination of these areas: English, mathematics, natural/physical science, social science, foreign language, comparative religion or philosophy.

O A four-year college preparatory course and a course at or above the high schoolB regular academic level, for example, an APO class or outside college course.

Remedial courses, or those taught at a slower pace or that cover less content are not admissible. And not all classes that meet high school graduation requirements meet NCAA course work requirements.

Help your students check your high schoolB list of approved core courses on the NCAA Eligibility Center High School Portal (https //web1 ncaa oro/hsportaI/exec/homeAction).

**Meeting NCAA admission requirements does not guarantee admission to college** 0 it simply determines whether students may participate in athletics during their freshman year. Students must follow each member collegeB admission policies and apply directly to that college.

# Sports Participation Guidelines

Participants must abide by **North Dakota High School Activities Association and St. John High School rules and regulations.**

All players must:

O Ride the bus to away games.

O Dress neatly at all games, home or away, i.e. no jeans no t-shirts.

O Represent St. John High School with honor by respecting the host schoolB locker rooms and facilities. O Report all injuries, problems, conflicts, etc., immediately to the coach.

O Not use profanity, i.e. swearing is not allowed anytime or anywhere.

O Take care of their uniforms and warm-ups. **If lost or ruined the participant must replace them.**

All suspension decisions made by a coach or coaches are final.

# Parent/Player/Coach Relationship

Extra-curricular sports can teach many positive traits, such as the spirit of cooperation, self-discipline and regard for physical fitness. We ask that parents refrain from criticizing opposing players, other parents, other teams, teammates or officials. We also ask that parents refrain from involving themselves in the coaching of their son or daughter at either practices or games. Please leave the coaching to coaches. We also ask that parents not talk to officials before, during or after our games.

Team discipline is extremely important. Breaking team rules will have consequences, which will be situational appropriate and determined by the coaching staff. We are not anticipating any disciplinary problems; however, consequences might include limited playing time, extra conditioning for the individual and/or dismissal from the team.

In our spectator enthusiasm, we are often prone to issue instructions to the players that are contrary to those of the coach; this only causes confusion for the players.

# PLEASE ENCOURAGE YOUR CHILD TO FOLLOW HIS/HER COACHIZ INSTRUCTIONS AND LEAVE THE COACHING TO THE COACH.

Parents need to align themselves with the coach in teaching their child how to cope with the natural frustrations of being a member of a team. Sports provide an excellent opportunity to teach young adults the realities of competitive situations. They must be taught how to be a cooperative team member, how to make use of both positive and negative feedback, how to cope with adversity, how to achieve mental toughness and how to be a gracious winner or loser. Players are not guaranteed playing time. Some athletes will play more than others. These decisions are entirely at the coachB discretion. The coaches are under no obligation to explain their decisions and will not discuss playing time before, during or after a game. When a player has a problem with a coach, parents have the responsibility of teaching their child the steps necessary to remedy the situation. The following steps should be taken if a player has a grievance with the coach:

STEP ONE: The **player** should discuss the problem/concern with the coaches and try to arrive at a solution to the problem **AT PRACTICE.** If nol resolved theno

STEP TWO: The **parent** should call the coach during school hours and set up a time for the player, parent and coaches to meet and arrive at a solution.

**UNDER NO CIRCUMSTANCE is a** parent **to\_ay .rocha.coa.ch with a complaint or an evaluation of COachina DhiloSODhV**

**BEFORE. DURING OR AFTER A GAME!**

The above procedure must be followed in dealing with any situations that may arise. The coaches of Woodchuck Sports will NOT ALLOW THE COACHES OR PLAYERS TO BE BERATED by parents or fellow teammates. If you or your child refuses to follow the guidelines set forth, you will be asked to leave the program.

The parents and families of our Woodchuck players have been very supportive in the past and we hope that support will continue to grow each year. We hope that parents will support their child/children by attending their games and giving positive encouragement. We encourage you to refrain from criticizing your child, their teammates, their coaches or the officials.

A player or spectator may be asked to leave the premises if they become disrespectful to other players, coaches or officials. Please be careful and respectful. Remember, we are *The Woodchucks!*

# Activity/Participation Fee Policy

The St. John Board Of Education, after input from parents, students and staff, on September 11, 1995, voted to charge an activity pass/participation fee to students enrolled in St. John Public School. The fee is **mandatory** for students in grades 7-12 and is set at $25.00 per student. The tee is not mandatory for students in grades K-6, but is available.

This charge is an extra-curricular activity charge, for those who participate in any extra-curricular activity or for those who are attending an extracurricular activity, excluding school dances and those events sponsored by the speech and drama students. It has nothing to do with a curriculum or class requirement set by the instructor.

If the fee is not paid and/or a pass not obtained, then the student must pay for all activities he/she attends, even if they are a member of the team. A pass must be shown in order to attend an activity. If a pass if forgotten, the student must pay at the door. If a pass is lost, a duplicate may be obtained at the office.

# Lyceums & Assemblies

Lyceum programs may be held throughout the school year for the entertainment and education of our student body. The entertainers who perform are professionals. Students are to behave as mature persons. Talking or other distractions during the performance will not be tolerated. Students are to be fair to fellow students and to the performers. Periodically, other assemblies may be called for purposes such as awards, special speakers, films, etc. Rules that apply for lyceums also apply here.

# Library/Multi-Media Center

The basic purpose of the library is identical with the basic purpose of the school it serves, which is to give our children the best tools to work with to achieve their highest learning potential. Students are responsible for any publication they remove from the library. Lost or damaged books will be charged to the student who checked them out. Students who misuse the library books and equipment are subject to lose their library privileges. The same is true for students who are consistently disrupting the scholarly atmosphere of the library. Books are on loan for a two-week period and at the end of this time, if the student has not completed the book, it may be brought to the library for renewal for another two weeks. A fine, to be determined by the library staff will be charged to any overdue book. The responsibility is placed on the student to remember when his or her book is due in the library.

# Disciplinary Guidelines and Procedures

Students in our school are expected to act in such fashion that their behavior will reflect favorably on the individual student and on the school, will show consideration for fellow students and will create a harmonious school atmosphere. To accomplish this, all students must recognize their individual responsibilities and obligations and discharge them in accordance with the school regulations.

Attention is specifically called to behavior on school buses, at lockers, in lavatories, in the gymnasium, in the corridors, in the cafeteria, in the area outside the school, in the library, at school sponsored functions, in school offices and of course, in the classrooms.

Students may exercise their right to freedom of expression through speech, assembly, petition and other lawful means. The exercise of this right may not interfere with the rights of others. Freedom of expression may not be utilized to present material, which tends to be vulgar or slanderous or to defame character or to advocate violation of federal, state or local laws or official school policies, rules and regulations.

The rights and limits of students respecting freedom of speech, press and assembly shall be in accord with the First Amendment of the United States Constitution.

In each instance in which an employee acts to help students conduct themselves properly, emphasis shall be placed upon the growth of students in the ability to discipline themselves.

The authority of schools extends beyond the building to the school grounds and to all places where school sponsored activities are held, including athletic contests and such other activities that has a direct and immediate effect either on school discipline or on the general safety and welfare of students and staff.

Students shall have the right to receive annually at the opening of school, a publication listing the rules and regulations in which they are subject. Students have the responsibility to know and respect the rules and regulations of the school. PreKO 8t^ gr£td£2 students will follow the Behavior Matrix that is posted throughout the school building and as defined below.

Classroom teachers will handle minor violations of student behavior. Procedures that can be utilized are detention, conference in private, guidance referral and parent contact.

Repeated violations may be referred to administration for further disciplinary action.

Minor violations include but are not limited to: unprepared for class, insubordination, minor class disruptions and cheating/plagiarism, etc.

Major offenses include but are not limited to: class disruption, insubordination, non-compliance, profanity, horseplay, safety hazard, kissing/cuddling, disrespect, verbal abuse of another person, vocal aggression, threats, conflict, gossiping, instigation conflict, theft, forgery, fighting, use of tobacco, including vapes, alcohol, drugs, under the influence of alcohol or drugs, etc.

**Administration holds the right to use discretion if offense determined severe enough to move for out-of-school suspension and/or expulsion.** These may include but are not limited to: tobacco or vape use or possession, drug use or possession, alcohol use or possession, possession of drug paraphernalia, assault, threats, weapons use or possession, etc.

##### In the event extenuating circumstances exist, administration has the right to make changes to the disciplinary guidelines

and procedures.

## In-School and Out-of-School Suspension

Students that are placed on in-school or out-of-school suspension are not permitted to attend any school-sponsored activity, both on-campus and off-campus, until the suspension has been completed. Those placed on out-of-school suspension are not permitted to be on school property until the suspension has been completed.

St. John PreK - 8’h Grade Behavior Matrix

“To prepare myself to contribute to society in a meaningful way, I will" :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Hallway** | **Bathroom** | **Recess** | **Lunchroom** | **Bus** |
| Keep a safe  **environment** | *by walking* ***to and*** *from my* ***destination in a safe manner*** | ***by using the bathroom q*u*icklyand quietly*** | ***!r*** *R!\* •“•9 safely* ***and using***  ***appropriate*** *language* ***and by reporting***  *bullying to an adult* | *by following the* ***traffic path while walking and by using my utensils*** *and tray* ***appropriately*** | *by* ***sittinjJ*** *in my seat* ***until I get off the bus*** |
| **Maintain a clean environment** | *by keeping my stuff in my*  ***locker***  ***and picking up after myself*** *and others* | ***by keeping toilet***  *paper* rind *paper towels off the* ***floor and by refraining*** *from* ***writing on the walls and stalls*** | ***by keeping the playground***  *clean* | ***by cleaning up after myself*** | ***by cleaning up after*** *myself* |
| **Keep an**  **appropriate noise level** | ***by using an***  ***appropriate*** *voice for the* ***hallway*** | *by using an*  ***appropriate***  *voice for the*  ***bathroom*** | ***by using an***  ***appropriate***  *voice for recess* | ***by using an***  ***appropriate voice***  *for the lunchroom* | ***by using an***  ***•RPropriatevoice***  *for the bus* |
| **Honor personal**  **space** | ***by keeping my***  *hands and feet to myself* | ***by keeping my***  *hands and feet to myself* | ***by keeping my***  *hands and feet*  ***to myself*** | *by* ***keeping*** *my*  *hands off of other*  ***people's trays*** | ***by keeping my***  *hands and feet to*  ***myself*** |

**Alcohol, Tobacco,** Vaping and Other Drugs

State law forbids possession and use of alcohol for individuals under the age of 21 and tobacco under the age of 18. The use or possession of illegal drugs is against the law at any age. State law also requires school to hold all students to the same rules and regulations of conduct regardless of whether the student is older than or younger than 18. The school board does not permit the use or possession of tobacco, alcohol or other drugs on school premises, at school activities or on school buses, except for designated smoking areas for employees and for adults to use at public events held in the building. Items containing tobacco, alcohol, or other drugs are subject to confiscation by school authorities. In the event of confiscation, these items will be made available to the studentB parent/guardian by appointment, or to the legal authorities if proper under the circumstances. When a student is taking prescription medication, please send signed written instruction directing the administering of the medication during school hours. Due to the risk of access by other students, under no circumstances should medication be sent with a student to be carried in a pocket or kept in a desk during school hours. Use or possession of tobacco, alcohol, vaping, illegal drugs, or other drugs will result in suspension or expulsion.

### Student Dress Code

The St. John School (SJS), along with parents/guardians and community is responsible for encouraging all students to develop habits of proper dress and grooming. A neat appearance during school and at school activities creates a favorable image and is a credit to our school. These standards are based on respect for one another and the need to establish a safe, orderly, caring, challenging, and business-like environment conducive to learning and the educational process. It shall be a violation of the SJS policy for any student to wear attire that interferes with the educational process, is disruptive to the school environment, is provocative, or could endanger the health or safety of that student or others during school hours and school activities.

The following are the minimum standards that will be enforced.

O Sunglasses worn on the head, hats, IZkuII caps,Obandanas, Bio rags,Oor other headgear will not be worn while in the building during the school day. Exception to the rule will be made for students/staff health reasons, e.g. meats lab and special occasions.

 Exposed or visible underwear/undergarments will not be allowed.

 See-through or mesh garments that expose undergarments or inappropriate body parts will not be permitted.

 Spaghetti strapped or halter-tops will not be permitted unless an over shirt is worn and buttoned closed. There will be no exposed cleavage.

 Shirts or blouses that expose the midriff, back or the rib area will not be permitted.

 Shirts, blouses, or tops must touch the top of the jeans, pants, shorts, or skirt, even while sitting.

 Skirts, dresses, or shorts may not be shorter than mid-thigh. A check is to stand up straight, arms down at side with fingers extended; if the bottom of the garment is at the end of the fingertips or longer, the garment is the correct length.

 No items - clothing, jewelry, backpacks, book bags, notebooks, etc. - will be permitted that display profanity, vulgar or obscene phrases, or suggestive images or phrases; promotes alcohol, tobacco, or illegal substances; or belittle any race, religion, nationality, or gender. Students wearing or displaying such items will be asked to change the garment, or to remove or cover the item.

 Extraneous articles hanging from clothing - such as chains, rags, bandanas or other articles - will not be permitted.

O Students and employees diagnosed as chemically sensitive are to be protected from exposure to certain chemical products, which may include cosmetic products. At times it may be necessary to prohibit the use of these products in certain classes or activities.

# Appropriate Winter Dress

It is greatly appreciated by bus drivers, teachers, and administrators when parents see that the clothing their children wear is appropriate for the season. Weather is a constant factor and concern for those commuting; this is especially true when our children are on the road in adverse weather conditions.

It is imperative that the children have proper clothing on anytime they are placed on a school bus or are brought to school. The proper cold weather outer garments worn should be a warm coat, gloves/mittens, winter cap, snow boots/overshoes, and other garments needed to keep them warm.

The wearing of these items should not be taken lightly or ignored by parents or teachers. Sudden changes in the weather are a frequent occurrence in this area and can jeopardize the well being of a poorly clad child. LetB make it our business to see that each child is properly and appropriately dressed before leaving for school everyday.

### Lost And Found

The office has facilities for caring for lost and found articles. Students finding lost articles or personal items should bring them to the main office immediately. Students missing items should also report this to the main office immediately. Parents are encouraged to initial their children's belongings.

# Student Lockers

Student Lockers are available for ALL students. Students are encouraged to buy locks for their lockers. If they choose not to purchase a lock they are asked not to have valuable items in their lockers. **The St. John School District is not responsible for any items left in an unlocked locker that are stolen.** The lockers are property of the St. John School District and are open to inspection periodically by administration. The administration staff has the right to seize illegal substances, objects or obtain school property that is not checked out properly. Students are not allowed to share lockers. At the end of each school year the student will be required to properly clean out the locker. The student is responsible for any damage to the locker.

Textbooks/Workbooks/Technolocty Devices/other school propert y

Textbooks, workbooks, or technology devices used in the classroom are provided free of charge to the student. However, if the property is lost or destroyed that student will be required to pay for the property. He/she will not be issued another until they have paid.

# Visitation of Classrooms

Children are asked not to bring friends from other schools, younger brothers or sisters, or other guests because the presence of these guests often interferes with the regular school program and the childB attention in class. Parents are welcome to observe class during the first two weeks of the term, the last day preceding a vacation, or the last two weeks of the school term. Parents will obtain a better idea of work being done if these exceptions are observed.

# Guidance Policy

The guidance program exists for the benefit of every student in the St. John School District. The guidance service, including personal, educational and vocational counseling, are available to all students at all times during the school year. The doors to the offices are always open to students. Parents are also welcome to confer with the counselor at their convenience.

# Medication

Medications will be administered to a student if prescribed during school hours. A Medication Administration Authorization form must be signed by the parent/guardian. This form can be obtained from the school office. The medication must be in the most up-to-date pharmacy labeled bottle. It will be stored securely in the school nurseB office. The school will notify the parent/pharmacy when more medication is needed. Parents are responsible for providing the medication on a consistent basis. Please contact the school if there is a change to the prescription.

Most over the counter (OTC) medications can be given outside of school hours. If an OTC medication must be given during school hours, it should be in the original container labeled with studentB name and kept in the school nurseB office. Parents must complete the Medication Administration Authorization. The medication will be dispensed according to the directions on the box.

Students are allowed to carry and self-administer medications such as inhalers and EpiPens during school hours if proper forms are completed and on file. Contact the school office for proper forms.

# Infectious Disease Policy

In considering the admittance or denial of admittance of a child who is diagnosed as having a significant infectious disease such as acquired immune deficiency syndrome (aids), aids related complex (arc), cytomegalovirus (or Hepatitis B), the St. John School District #3 will abide by the decisions of the Board of Health Significant Infectious Disease Committee; this committee shall consist of the superintendent and/or

designee, a physician designated by the school board and the childB physician. Any changes in the childB condition that might require reassessment of the childB attendance shall be reported to the superintendent who shall call a meeting of the committee to consider such reassessment. The district will provide appropriate alternative programs for children who are unable to attend school or who may need special programming in the school setting because of a significant infectious disease. A team consisting of the superintendent, principal, the childB personal physician, the childB classroom teacher, and the childB parents or guardians will determine an appropriate program. The special education director and other specialists maybe included if appropriate. Any information coming before this team shall be considered confidential.

# FFI - Student Use of Personal Technoloqy

Definitions

For the purposes of this policy:

*D Inappropriate content* is defined as content that:

1. Violates a district student conduct policy;
2. Attacks ethnicity, race, religion, or other legally protected status;
3. Promotes violence, terrorism, or other illegal activities including, but not limited to, tobacco, drug, and/or alcohol use by minors;
4. Is obscene or pornographic as defined by community standards.
5. Is reasonably forecasted to materially or substantially disrupt the educational environment;
6. Poses a direct threat to the physical sa1ety of the school population; and
7. Infringes on the rights of others, such as (but not limited to) material that is potentially libelous or invades an individualB privacy.

*Personal technology* is defined as a device that is not owned by the District, is in the possession of a student, and contains one or more of the following features:

1. Has the capability to connect to one or more networks including but not limited to, a cellular network, Internet, Ethernet, and/or Bluetooth;
2. Has a digital camera and/or video recording device;
3. Has a microphone;
4. Has data storage capability; and/or
5. Has an operating system and/or the capability of running software, apps, and/or electronic games.

 *Reasonable suspicion* means that administration has grounds to believe that the search will result in evidence of a violation of district policy, rules, the law, and/or that the violation may be detrimental to the health, safety, or welfare of district students or staff. Reasonable suspicion may be based on a school administratorB personal observation, a report from a student, parent or staff member, a studentB suspicious behavior, a studentB age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

 *School day* is defined as beginning and ending at the following times: Elem./MS - 8:25 am to 3:10 pm, and High School 8:35 am to 3:10 pm.

 *School propedy* is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

# Protocol for Stowing/Securinq Personal Technology/Electronic Devices

1. All devices must be silenced or turned off, and
2. Phones will be turned into the studentsoirst hour class (i.e., homeroom, 1\*t hour) and securely stowed away in the studentB first hour of the day for the duration of the day, and
3. Inaccessible to students throughout the school day. Prohibitions

The St. John School District prohibits students from using personal technology as follows:

1. Students are prohibited from using personal technology to violate a student conduct policy including, but not limited to, policies on cheating and bullying while on school property or at a school-sponsored event;
2. Students are prohibited from using personal technology to photograph or video record any person during the school day. Students are furthermore prohibited from transmitting any photo or video using

personal technology during the school day. Building principals are authorized to make exceptions to this rule for bona fide classroom activities and in accordance with the &xceptionsDsection of this policy;

1. Students are prohibited from using personal technology to photograph or video record inappropriate content and/or transmit inappropriate content while on school property and/or participating in school-sponsored events;
2. Students are prohibited from displaying and/or using personal technology in areas where there is a reasonable expectation of privacy by others on school property and at school-sponsored events. Students are also strongly discouraged from possessing personal technology in areas where there is a reasonable expectation of privacy by others on school property and at school-sponsored events;

5 Students are prohibited from using personal technology to compromise district networks or access confidential material on district networks. The District may also take disciplinary action against a student who has used personal technology to engage in hacking, trolling, accessing or transmitting inappropriate material, spamming, sending viruses, and/or engaging in illegal or other inappropriate activity while on school property or participating in school-sponsored event;

1. Students are prohibited from using personal technology disruptively or in a manner that potentially compromises the safety of others on school property and during school sponsored events; and
2. To ensure safety and efficiency, students are prohibited from using personal technology between classes in district hallways, when entering and exiting district transportation, and when required to be in line for activities such as, but not limited to, recess and lunch.

Classroom Use

All exceptions must be prior authorized by the building principal or superintendent. Disciplinary Consequences and Confiscation

Students in violation of any portion of this policy may be subject to disciplinary action in accordance with the districtB student conduct policies. In addition, teachers may confiscate personal technology when a student is reasonably suspected of using it to violate this policy or classroom rules. Teachers may keep the personal technology until the end of class or turn it over to the building principal for further action. Under no circumstances shall a teacher or ancillary staff member search personal technology.

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

1. The nature of the offense; if illegal activity is suspected, the administrator shall contact law enforcement, the Superintendent, and retain the device until further directed by law enforcement or the Superintendent;
2. Any considerations to this policy will be at the discretion of the Superintendent and/or principal.

Disciplinary Consequences

Any student found using or carrying a device will be subject to disciplinary procedures any confiscation of their device. The following steps for the use of prohibited devices are as follows:

1. First violation 0 Device confiscaled, turned into the oftice, returned to the student at the end of the day. The student will receive an hour of detention.
2. Second violation 0 Device con1iscated and turned into the oftice. The parent/guardian will be notified, and the device will be returned at the end of the day. The student will receive three hours of detention and will store their device in the office for three school days.
3. Third violation O The device will be confiscated, and the parent/guardian will pick the device up from the school. Arrangements will have to be made to leave the device at home or stored in the oftice for the remainder of the semester. The student will have one day of suspension, which will begin immediately.
4. Any student who refuses to turn over their device to a school employee will receive a school suspension at the discretion of the administration.

Searches of Personal Technology

The building principal or Superintendent is authorized to search a studentB personal technology only when they have reasonable suspicion that the device contains evidence of wrongdoing by a student or potential harm to self or others. Only areas of the device reasonably related in scope to the purpose of the search will be subject to a search (e.g., if a student is texting inappropriate photos, only the deviceB text messages will

be searched). The building principal and Superintendent are authorized to contact legal counsel to help determine the appropriate scope of the search.

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

Exceptions

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

Emergencies

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

# Student Riqhts

Children and youth should be made aware at an early age that they have rights as citizens and people. Along with that they should be made aware that they have responsibilities. Students, as well as adults have the responsibility of cooperating with each other for the common good of all. This is not a Ebne way streetE} for every right there should be a responsibility. Every student enjoys those rights secured to him or her by the United State Constitution and the Laws of the United States.

These include the right to:

* 1. An education.
  2. A reasonable degree of privacy and a safe and secure environment.
  3. Freedom of speech and religion.
  4. Freedom from discrimination.

In disciplinary proceedings, the school rules and regulations will provide the basis for charges against a student, except in those cases where misconduct is of an unusual nature and therefore, not normally covered by the school rules.

# Title IX Grievance Procedure

Any person who believes himself/herself to be subjected to sex discrimination may file a complaint as outlined below. A complaint must be filed no later than 180 days from the date of the alleged discrimination, unless the time for filing is extended by responsible officials or his/her designee.

Sexual Harassment

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws, which prohibit sex discrimination. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature.

Sexual harassment may include, but not limited to:

->- Sexual oriented verbal fXiddingoabuse, or harassment

->- Pressure for sexual activity

->- Repeated remarks to a person, with sexual or demeaning implications

Unwelcome touching, such as patting, pinching, or constant brushing against anotherB body

Any person who believes he/she has been a victim of sexual harassment should report the alleged acts immediately to the appropriate school official.

# Complaint Procedure

Any student or employee of St. John Public School District ^3 may file complaint alleging sex discrimination or harassment in any of the programs or activities of the school district as follows.

1. An oral complaint may be formally filed with the principal of the building in which the discrimination occurred.
2. A formal written complaint may be filed with Dr. Keith LaVallie, who has been designated as the person responsible for coordinating the efforts of St. John School District \*3 to comply with Title IX, including the investigation of complaints alleging non-compliance. The office address and telephone number is at the front of this book.

Any person lodging an informal, oral complaint reserves the right to file a formal, written complaint within 60 days of filing the complaint. A copy of the formal appeal procedure can be obtained by a request from the St. John School office.

# Nondiscrimination Policy

The St. John School District #3, in the County of Rolette and State of North Dakota, supports the provisions of Title IX of the Educational Amendments of 1972, Title IV of the Civil Rights Act of 1963 and Section 504 of the Rehabilitation Act of 1973 which commit all schools to the elimination of discrimination on the basis of race, color, national origin, sex, and handicap in employment and in those programs and activities offered to its students. It is the expressed intent of St. John School District #3 to provide equal opportunity for all students, free from limitations of race, color, national origin, sex and handicap. The concept of equal opportunity will serve as a guide to the school board, the administration, and staff in making decisions related to the employment of personnel, school facilities, curriculum, activities and regulations affecting students and employees.

**Location of policy: a** copy of the board policy is available for review in the school building in the administrative office.

**Complaint procedure:** any students or employee of the district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in a district education program or activity, on the basis of race, color, national origin, sex or handicapping condition, may file a written complaint with the compliance administrator or follow other procedures outlined in the complaint procedure.

# Complaint Administrator is:

Dr. Keith LaVallie, Superintendent

P.O. Box 200

St. John, North Dakota, 58369 Phone: 701-477-5651

# You may also contact:

Office for Civil Rights, Chicago Office US Department Of Education

500 West Madison, Suite 1475

Chicago, IL 60651

Phone: 312-886-8434, Fax: 312-353-4888

# Proqram Services

**Hearing conservation:** All students in kindergarten, first, third, fifth, eighth, and eleventh grades as well as new students, are screened annually for possible hearing impairments. Parents of students with hearing problems identified through the screening will be notified and recommendations for further evaluations will be made. Parental cooperation is extremely important as serious hearing or learning difficulties can be prevented by prompt attention and treatment. The needs of the students having permanent hearing loss will be reviewed by school personnel. Appropriate in-school modifications, programs, or services will be developed based on the childB need.

**SpeecManguage:** The function of the speech program is to help students having speech and language problems achieve better

communication. To accomplish this all students starting school, new students and student referrals by teachers will be screened for communication problems identified students will be recommended for speech/language therapy.

**Specific learning disabilities:** The purpose of the learning disabilities program is to provide assistance to children of average or above average intellectual ability who are not achieving up to their potential. Generally, these children are experiencing difficulties in school due to a disorder in one or more psychological processes necessary to learn as the typical child does. The function of the learning disabilities personnel is to:

1. Evaluate student to delermine the area of learning problems.
2. Identify the students learning characteristics, including strengths and weaknesses.
3. Assist the studentB teacher and other school personnel in utilizing this information to make adjustments or modifications.

**Special education classes: A** complete range of special education class programs are available to residents of the St. John School District \*3 though the special education cooperative. The classes provide educational opportunities and experiences for children who are unable to benefit from or function in the regular classroom. Special education provides educational programs and services to children who are handicapped to the extent that the regular educational program does not meet their unique needs. These children would be identified as having vision or hearing impairments, speechJanguage disorders, severe behavioral problems, learning disabilities, physical handicaps, or low intellectual ability. The St. John School District cooperates with other School Districts in the area lhrough the Peace Garden Special Education Program to serve these children.

Title I

Due to different rates of development, some students require additional instruction to master reading or math skills. A special class is available to those students. The following is an out lined procedure for placements of and the aims of students in special basic skills classes:

1. Student placement by:
   1. Teacher referral.
   2. Classroom records.
   3. Test scores.
2. Aims:
   1. Provide needed small group or individualized instruction.
   2. Provide materials geared to the instruction level of each child.
   3. Allow each child to progress at his/her own ability level and learning rate.
   4. Provide the extra attention children need in the area of reading/math development.

McKinney-Vento Homeless Education Assistance Act Enrollment Rights And Services Students of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the district shall have equal access to the same free appropriate public education including comparable services, as provided to other students and youth who reside in the district. Homeless students and youth shall not be required to attend a separate school or program for homeless students and shall not be stigmatized by school personnel.

*DEFINITION*

*Children and youth in transition* means children and youth who are otherwise legally entitled to or eligible for a free public education, including preschool, and who lack a fixed, regular, and adequate nighttime residence, including children and youth that are:

O sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;

O are living in motels, hotels, campgrounds, or trailer parks due to lack of alternative adequate accommodations; O are living in emergency or transitional shelters;

O are abandoned in hospitals or are awaiting foster care placement;

O have a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

a are living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; O an Uriaccompanied Youth and Migrant Youth who are living in a situation described above.

In addition:

O A child or youth shall be considered to be homeless for the entire school year even after obtaining permanent housing during the school year.

O *Unaccompanied youth* means a youth not in the physical custody of a parent or guardian, who is in transition as defined above. The more general term *youth* also includes unaccompanied youth.

*Q Enroll* and *enrollment* mean attending school and participating fully in school activities.

*D Immediate* means without delay.

*Parent* means a person having legal or physical custody of a child or youth.

*Q School or origin* means the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

*DISTRICT LIAISON*

The McKinney-Vento Act requires that the district designate a staff person to serve as the Homeless Education Liaison. The homeless liaison shall:

O Ensure that school personnel appropriately identify children/youth experiencing homelessness

O Educate school staff on McKinney-Vento law and best practices when working with children and youth experiencing homelessness

O Enroll homeless students immediately

O Post the rights of homeless students in every school building O Collection and reporting of data on STARS and PowerSchool

a Obtain and share school records, birth certificates, and immunization records from or with other schools Assist students in obtaining necessary immunizations

O Ensure that homeless children and youth receive educational services that they are eligible for O Refer and assist families as needed for health and/or dental services

O Mediate enrollment disputes following the dispute resolution policy a Inform homeless families of transportation services such as busing O Collaborate with McKinney-Vento State Coordinator

O Attend training and professional development required by the state

*STUDENT IDENTIFICATION/INTERNAL REFERRAL PROCESS*

The district will require a Housing Questionnaire form to be completed for all students at the beginning of each school year that requests information about student living arrangements for the purpose of screening for possible homelessness.

*SCHOOL SELECTION*

The studentB education may continue in the school of origin for the duration of homelessness and/or in any case in which a family becomes homeless between academic years or during an academic year, or for the duration of the academic year, if the student becomes permanently housed during an academic year. The student may enroll in a school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend. The school of origin means the school that the student attended when permanently housed, or the school in which the student was last enrolled. In determining the best interests of the student to the extent feasible, the student will be kept in the school of origin, except when doing so is contrary to the wishes of the studentB parent or guardian, for the duration of the homelessness. In the case of unaccompanied youth, the district liaison will assist in placement or enrollment decisions considering the requests of such unaccompanied youth.

*ENROLLMENT*

The district will immediately enroll the student/youth, even if the student lacks records normally required for enrollment. Records will immediately be requested from the previous school. The term Eénrolloand fznrollmentoare defined to mean attending school and participating fully in school activities.

*TRANSPORTATION*

At the request of the homeless family or in the case of an unaccompanied youth, at the request of the district liaison, transportation will be provided for homeless students to the school of origin for the duration of the homeless status. Once permanent housing is found, the family has a choice to stay in the school they are attending, school of origin or attend the school where they found housing. If a family chooses to stay in the school of origin, transportation will be discontinued. Permanent housing is defined as any signed lease or long-term approved living situation. In the case where the school of origin and current residence are difierent local educational agencies, the two school districts will agree on a method for transportation and share costs.

*ACCESS TO COMPARABLE SERVICES*

Each homeless student or youth shall be provided services comparable to services offered to other students in the school selected, such as:

O Preschool programs

O Educational services for which the student meets eligibility criteria such as ELL or special education programs a Programs for at-risk students

O Programs for gifted and talented students O Free Meals

O Title I Services

O Before/After School and Summer School Programs

*DISPUTE RESOLUTION*

If a dispute arises over school selection or enrollment, the district will immediately enroll the homeless student in the school in which enrollment is sought 0 pending resolution of the dispute 0 and must provide the unaccompanied youth, parent or guardian with both a written statement of the school placement decision and a notice of the right to appeal the decision. The district shall refer the unaccompanied youth, parent or guardian to the Homeless Education Liaison, who will expeditiously carry out the dispute resolution process.

*DISTRICT STAFF HOMELESS AWARENESS*

The district liaison will provide information on the common signs of homelessness, the duties of the local liaison, the responsibilities of the school district, and the rights of students and families in homeless situations to parents, district staff, and other community members

# Safet

Parents should instruct their children in safe procedures to follow when going to and from school crossing streets at intersections, riding bikes and following city regulations. Students should observe safe practices when boarding or leaving buses. Teachers and staff will reinforce the instruction and encourage pupils to practice what they have been taught.

# Transportation Rules and Regulations

The disciplinary authority of the school shall exist over all students while being transported to and from the school and the driver of the bus shall be charged with their control and discipline while they are being transported. The responsibility for supervision begins when the student boards the bus and ends when the student is delivered to the regular bus stop at the close of the school day. The Board shall require students to conduct themselves in a manner consistent with established standards for classroom behavior.

In cases when a student does not conduct himself/herself properly on a bus, the bus driver shall document the incidents and report the incident to the Principal and/or Superintendent. The Principal will inform the parents immediately of the misconduct and request their cooperation in correcting the studentB behavior. Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended indefinitely by the Principal and/or Superintendent. The suspension of riding privileges shall not exceed the balance of the school year. In such cases, the parents of the student involved become responsible for seeing that the student get to and from school safely. This policy shall extend to any trip under school sponsorship, including extra-curricular trips. Students shall respect the wishes and directives of staff and chaperones appointed by the school. Students must ride the bus to which they have been assigned as verified by the St. John Public School.

##### After school bus changes are discouraqed, but if an emergency arises, please contact the school by 2:30 p.m in order for your message to get to your child in time. If morning changes must be made, please contact your bus driver the night before. Bus drivers will supply all riders with their contact numbers. Please be aware that chanqes in bus routes affect all riders on that route.

All students being transported by school transportation to and from any school activity during the winter months shall be properly dressed to protect them from the extreme weather conditions. This precaution is necessary so the students will be prepared for any mishaps that might occur which could expose them to inclement weather. Proper clothing includes protective head covering, winter coat or jacket, mittens or gloves, and footwear.

Parents and students must know that student transportation is a PRIVILEGE and NOT A RIGHT. Any student that chooses to disobey transportation rules will be held accountable for their actions. In order to ensure the safety and comfort of each individual that rides the bus, the following rules and regulations will be in effect.

O The driver is in full charge of students when they are riding the bus.

 The bus driver may assign students to seats, and if so, such students shall ride in that seat when being transported.

 All students shall remain seated at all times when the bus is in motion.

 Students are to keep their head, hands, arms, legs and feet inside the bus.

 Students are to sit upright in the seat and face the front.

 Students shall not throw any items inside or outside the bus while boarding, riding or leaving the bus.

 Students shall NOT fight on the bus.

 Students shall not use any obscene nor profane language on the bus.

 Students shall not be in the driverB seat nor tamper with the bus or any of the bus equipment.

 Damage to the bus or any of the equipment, caused by student misconduct, shall be paid for by the responsible student.

 Students shall not litter the bus. Bus drivers will enforce no eating, gum chewing or drinking of beverages on the bus, except on special occasions or when given permission by the driver or chaperones.

 Animals, firearms, knives, explosives, breakable glass items or other dangerous objects are not permitted on the bus.

 Students shall not run along the side of the bus or push or shove each other while waiting for the bus at the designated stops.

O Students should be at designated loading stations at the correct times.

##### Minor Offense Consequences:

1st violation - verbal warning will be given to the student

2nd violation - the student will be written-up and referred to the Principal. The parents will be called by the driver or the Principal and informed of the incident and the disciplinary action that will be taken.

3 d violation - Parents, Student, and Bus Driver shall meet with the Principal. The student will lose bus-riding privileges for 2 days.

4!h violation - Five days suspended from bus riding privileges.

5!h violation - Lose bus-riding privileges for the remainder of the school year.

Parents will be responsible to transport student to and from school.

**Major Offense Consequences:** i.e. swearing, fighting, harassing other passengers, being disrespectful to driver or peers, behavior that could endanger self or other passengers.

1^ violation - Student will be off the bus until a meeting is held between Parents, Student & Principal. 2’° violation - Loss of bus riding privileges for the remainder of the school year.

Parents will be responsible for the studentB transportation to and from school.

A report will be filed on all incidents. A copy will be sent home to parents and to the school administrator.

## Hazing

Hazing activities will not be tolerated on or off the St. John School campus and individuals involved will be prosecuted to the full extent. Again, this policy applies to behavior that occurs on or off school property and during, before or after school hours. The School District will investigate all complaints of hazing.

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

 Any type of physical brutality such as whipping, beating, striking, branding, electric shocking, or placing harmful substances on the body.

 Any type of physical activity such as sleep deprivation, exposure to the weather, confinement in a restricted area, calisthenics, or other activities that subjects the student to a risk of harm, physically or mentally.

 Any activity involving the consumption of alcohol, drugs, tobacco products, or any other food, liquid, or substances that could be harmful to the mental or physical health of the student.

 Any activity that intimidates or threatens the student with ostracism, subjects the student to stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

 Any activity that causes or requires the student to perform a task that involves violation of State or Federal Law or School District policies.

Any person who believes he/she has been the victim of hazing or any person with knowledge of a hazing incident needs to report the incident immediately to a teacher, the principal or other trusted adult in the school. Every report of hazing will be investigated and immediate steps will be taken to protect the individual reporting the incident.

The School District will take appropriate action that may include, but not limited to warning, in-school suspension, out-of-school suspension, or expulsion Disciplinary consequences will be determined by the severity of the hazing incident.

Due Process

The phrase Blue processDis found in the Fifth and Fourteenth Amendments to the U. S. Constitution, which required the federal and state governments (respectively) provide citizens with substance fairness and certain procedures or @rocessEbefore depriving them of life, liberty, or property interests.

The Supreme Court of the United States in EEoss vs. Lopezoheld that when a student is threatened for disciplinary reasons with possible suspension and other punishments affecting access to education, that student must receive oral or written notice of the charges against him/her an explanation of the facts against him/her, and an opportunity to present his/her side of the story. The Parents and Superintendent shall be notified immediately in writing as well.

Generally, due process in the school setting guarantees the following, (this list is not exhaustive): w Right to a fair and public hearing conducted in a complete manner

w Right to be present at the hearing

->- Right to an impartial hearing before the Superintendent and/or the School Board

->- Right to be heard in oneB own defense

->- Rules must be written so that a reasonable person can understand what is unacceptable behavior

The due process hearing is an impartial procedure used to resolve disagreements over issues related to education services that arise between a parent and/or student and the school district.

## ANTI BULLYING POLICY

#### BULLYING:

The purpose of this policy is to assist the St. John Public School District, herein referred to as Œhe Districtgl in its goal of preventing and responding to acts of bullying. The District cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, such conduct requires the District to take action to investigate, respond, remediate and discipline those acts of bullying of which it has actual notice.

DEFINITIONS:

1. Bullying:
   1. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or vehicle or at any public school or school district sanctioned or sponsored activity or event and which:
      1. ls so severe, pervasive or objectively offensive that it substantially interferes with the studentB educational opportunities;
      2. Places the student in actual and reasonable fear of being harmed;
      3. Places the student in actual and reasonable fear of damage lo property of the student; or
      4. Substantially disrupts the orderly operation of the public school; or
   2. 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 studentB educational opportunities;
      2. Places the student in actual and reasonable fear of being harmed;
      3. Places the student in actual and reasonable fear of damage to property of student; or
      4. Substantially disrupts the orderly operation of the public school.
   3. Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property and which:
      1. Places the student in actual and reasonable fear of:
         1. Harm; or
         2. Damage to property of the student.
2. £conductoincludes the use of technology or other electronic media. Bullying may involve, but is not limited to:
   1. Unwanted teasing.
   2. Threatening.
   3. Intimidating.
   4. Stalking.
   5. Cyber bullying.
   6. Physical violence.
   7. Theft.
   8. Sexual, religious or racial harassment.
   9. Public humiliation.
   10. Destruction of school or personal property.
   11. Social Exclusion including incitement and/or coercion.
   12. Rumor or spreading of falsehoods.

Cyber bullying The use of technology as a mechanism for bullying.

1. Bullying, Cyber bullying and/or harassment also encompasses:
   1. Retaliation: To get revenge for a report of a violation of policy;
   2. Bad faith reporting a baseless act of bullying, harassment or discrimination that is not made in good faith.
2. Accused: Is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student or other person who formally or informally makes a report of bullying orally or in writing, in accordance with the reporting procedures in this policy.
3. Complainant: Is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student or other person who formally or informally makes a report of bullying orally or in writing, in accordance with the reporting procedures in this policy.
4. Victim: Is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student or other person in the school or outside the school at school sponsored events, on school buses and at training facilities or training programs sponsored by the District, who is reported to have been the target of an act of bullying during any educational program or activity conducted by the District.

#### GENERAL STATEMENT OF POLICY

1. Bullying by either an individual student or a group of students is expressly prohibited on school district property or at school-related functions. 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 studentB act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that subslantially disrupts or creates a true threat.
2. No teacher, administrator, advisor, coach, volunteer, contractor or other employee of the school district shall permit, condone, participate in or tolerate bullying.
3. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
4. Retaliation against a victim, good faith reporter or a witness of bullying is prohibited.
5. False accusations or reports of bullying against another student are prohibited.
6. A person who violates the above prohibitions shall be subject to discipline for the act in accordance with school districtB policies and procedures. When disciplining, 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 the 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 limited to exclusion from school district property and events and/or termination of services and/or contracts.
7. The District will act to investigate all actual notices of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, parent or other employee of the school district who is found to have violated this policy.

#### TRAINING

Training to identify, prevent and respond to bullying will be conducted for students, parents, teachers, district staff, school administrators, counseling staff, bus drivers, school resource officers, contractors and school volunteers.

At the beginning of each school year the school principal designee and or district administrator shall provide awareness of this policy and the process for reporting incidents, investigations and appeal to students, school staff, parents or other persons responsible for the welfare of a pupil through appropriate references in the Student and Employee Handbooks, the school website and/or through other reasonable means.

#### REPORTING AN ACT OF BULLYING

1. Any other members of the school community who have credible information that an act of bullying has taken place at school/on school property/at school sponsored event, etc. may file a report of bullying whether a victim or witness.
2. The principal of each school in the District shall prominently publicize to student, staff, volunteers and parents, this reporting procedure and what actions may be taken.
3. Administrators/principal/designee(s) shall document in writing and/or via the specified data system all complaints regarding bullying, as with all infractions, to ensure that problems are appropriately addressed in a timely manner, whether the report is made verbally or in writing.
4. 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, 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 reports of, observes or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal. The District 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 districtB obligation to investigate, take appropriate action and comply with any legal disclosure obligations.

DISCIPLINARY SANCTIONS (consequences) and due processes for a person who commits an act of bullying under this policy.

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts of surrounding circumstances, followed by the determination of disciplinary sanctions appropriate to the perpetratorB position within the District.

1. Consequences and appropriate interventions for students who violate this policy may range from positive behavioral interventions up to, but not limited to suspension or expulsion in accordance with studentsE liscipline grid.
   1. All steps necessary to protect the victim from further violations of this policy will be taken and may include, but not limited to assignment of the perpetrator to a different class or school from where the offense occurred. In such cases of reassignment, the District will provide transportation.
2. Consequences and appropriate intervention for a school/district employee found to have violated this policy will be instituted in accordance with District policies, procedures and agreements.
3. The school administrator shall determine consequences and appropriate intervention for a visitor, volunteer or parent/guardian found to have violated this policy after consideration of the nature of circumstances of the act, including reports to appropriate law enforcement officials.
4. Consequences and appropriate intervention will be imposed upon an individual who makes a false accusation, report, or complaint pertaining to bullying, reprisal or retaliation.
5. See Confidentiality section at the end of this policy.

#### BULLYING COMPLAINTS AND RESOLUTION

1. The investigation of reported violation of this policy is deemed to be a school-related activity and begins with a report of such an act.
2. The principal/designee shall document all complaints in writing and/or through the appropriate data system to ensure that problems are addressed in a timely manner. This process is to be followed with all anonymous complaints as well. Although this policy encourage students to use the formal written complaint process, school officials should investigate all complaints and reports of violations of this policy whether or not the complaint is in writing.
3. If the complaint is about the principal or a DistrictB staff memberB direct supervisor, then the superintendent/designee or appropriate district administrator shall be asked to address the complaint.
4. The trained principal/designee will make the determination to respond if a reported act of bullying falls within the scope of the District.
   1. If it is within the scope of the District, move to fT'rocedures for investigating Bullyingoas outlined below;
   2. If it is outside the scope of the District and determined an alleged criminal act, refer to appropriate law enforcement, provide any applicable interventions and document according to policy;
   3. If it is outside the scope of the District and determined not criminal act, inform parents/guardians of all students involved, provide appropriate interventions and document according to policy.
5. Informal Resolution: Where the administrator along with the alleged victim, agree to informally resolve the complaint. Documented interviews with the victim, alleged perpetrator and witnesses are conducted privately, separately and are confidential. Each individual (victim, alleged perpetrator and witnesses) will be interviewed separately and at no time will be alleged perpetrator and victim be interviewed together. The victimB agreement to informal resolution must be in writing.
   1. If a mutual resolution has not been achieved, a formal written appeal must be filed within five (5) work days after the informal meeting and submitted to the principal or appropriate area/district supervisor.
6. Formal Resolution: The alleged victim/complainant/student/employee or parent(s), on behalf of the student may file a written complaint with the principal/designee or district administrator by utilizing the DistrictB Bullying Complaint Report Form. Said form is available on the school districtB website: www st-iohn k12.nd us or at the schoolB front ottice.
   1. According to the level of infraction, parents will be promptly notified of any actions being taken to protect the victim via written notice, telephone or personal conference; the frequency of notification will depend on the seriousness of the bullying incident.
7. The resolution, all interviews and interventions that take place and the corresponding dates shall be documented in writing and/or noted in the district specified data system.

#### PROCEDURES FOR INVESTIGATING BULLYING

SCHOOL DISTRICT ACTIONS Upon receipt of a complaint or report of bullying, the District 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, in accordance with disciplinary sanctions of this policy.

1. The authorized personnel for investigating violations of this policy must include the principal/designee, in the case of student-to-student bullying. For incidents at the area/district level, or for school-based adult-on-adult bullying, the appropriate administrator will be responsible for the investigation as outlined in this policy and will run concurrently and in addition to all agreed upon procedures for staff discipline.
2. The principal/designee or district administrator shall begin a thorough investigation with the alleged victim and accused as soon as possible after receiving a notification of complaint.
3. During the investigation, the principal/designee or district administrator may take any action necessary within the DistrictB jurisdiction to protect the complainant, alleged victim, other students or employees consistent with the requirements of applicable regulations and statutes.
   1. Documented interviews of the alleged victim, alleged perpetrator and witness are conducted privately, separately and are confidential. Each individual (victim, alleged perpetrator and witness) will be interviewed separately and at no time the alleged perpetrator and victim be interviewed together.
   2. At no time during the investigation will the name of the complainant be revealed by the investigator without permission of the complainant.
   3. In general, student complainants and/or alleged victims will continue attendance at the same school and pursue their studies as directed while the investigation is conducted and the complaint is pending resolution. Any legal order of court will prevail.
   4. During an investigation in which an employee is the accused, the principal/designee or the district administrator may recommend to the superintendent/designee, any action necessary to protect the complainant, the alleged victim or the other students or employees, consistent with the requirements of applicable statutes, school board policies and collective bargaining agreements.
4. As soon as practical or within a reasonable timeframe of receiving notification as to the filing of the complaint, there shall be a written decision by the principal/designee or district administrator regarding the completion and determination of the investigation. The principal/designee shall make a decision about the validity of the allegations in the complaint and about any corrective action, if applicable, consistent with the disciplinary sanction section of this policy.
5. The principal/designee or district administrator will inform all relevant parties in writing of the decision and the right to appeal. A copy of the decision will be sent to the originating school and be noted in all relevant data tracking systems.
6. If the accused is an employee, discipline may be taken consistent with the disciplinary sanction section of this policy. The supervisor/designee (e.g., principal/designee tor school-based employees) of the employee shall discuss the determination and any recommended corrective action with the superintendent.

#### REFERRAL FOR INTERVENTION

1. Self-referral for informal consultation; District staff, students or parents may request informal consultation with school staff (e.g., school social worker, school counselor, school psychologist, etc.) to determine the severity of concern and appropriate steps to address the concern of bullying (the involved studentsE]parents may be included) orally or in writing to the principal/designee.
2. Any investigations and interventions shall be recorded on the DistrictB specified data system.
3. Administrators may request that parents spend a day with their student in school as a means of keeping the accused student in school.

#### INCIDENT REPORTING REQUIREMENTS

1. The report must include each incident of bullying and the resulting consequences including discipline, interventions and referrals. In a separate section, the report must include each reported incident of bullying that does not meet the criteria of prohibited act under this policy with recommendations regarding said incident.

#### PROCESS FOR REFERAL FOR EXTERNAL INVESTIGATION

1. While the District does not assume any liability for incidences that must be referred for external investigation, it encourages the provision of assistance and intervention as the principal/designee deems appropriate including the use of the School Resource Officer and other personnel. The principal/designee shall use District Reporting Systems to log all reports and interventions.

#### APPEALS PROCESS

1. The appeal procedure for bullying by a student will follow the steps outlined in the Student Handbook.
2. Appeal procedure for an accused employee:
   1. If the accused employee wishes to appeal the action taken in resolution of the complaint, such appeal shall be filed either in accordance with board policy or pursuant to the relevant collective bargaining agreement.
3. All appeals should be made in writing to the building principal. If the principalB decision is the Subject or the appeal, it should be made to the superintendent/designee.

#### CONFIDENTIALITY

1. All complaints will be treated as confidential unless permission is granted.
2. Limited disclosure may be necessary to complete thorough investigation as described above.
3. The complainantB identity shall be protected.
4. The identity of the victim of the reported act shall be protected. Cross Ref: AAC Nondiscrimination & Anti Harassment Policy