

PUBLIC SCHOOL
STUDENT HANDBOOK

2023-2024

HOME OF THE
“FLYERS”



GLOSSARY

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The Fordville-Lankin Public School
District #005 Vision Statement: Every
student will gain knowledge, achieve
success, and continue to grow.

The Fordville-Lankin Public School
District #005 Mission Statement:
Be kind.
Be respectful.
Be better every day.

STUDENT HANDBOOK

This handbook is prepared to acquaint all students at our school with regulations and practices to be followed in our school life. It is the student's responsibility to read this handbook and know its contents. After you have read it, take it home for your parents to read it and then keep it for reference during the school year.

Fordville-Lankin School is here for your benefit, and we want to make it a school that you will be proud to attend. Your achievements, as they are observed by others, will help you and the school to grow in respect of others. The memories that you compile during your high school years will be good ones if you conscientiously apply yourself. The work that you do here will be the foundation of your future.

GENERAL STUDENT RESPONSIBILITIES

1. Attending school regularly.
2. Be punctual.
3. Act and express myself in such a way that I will not be disrespectful to others.
4. Value and take care of my own property.
5. Respect other people's property and person.
6. Do my own schoolwork to the best of my ability.
7. Pass to and from class and through the corridors in a quiet and orderly manner.
8. Cultivate habits of cleanliness which will keep my body and mind healthy.
9. Follow the policies of the school and the accepted customs of the Fordville and Lankin communities.
10. Respect your instructor. Each instructor has certain rules they expect their students to follow. Remember, when you respect others, they respect you.
11. If you have a deadline to meet, it is your responsibility to meet that deadline. Example, if a scholarship is due May 1st of every year, the deadline will not be extended.
12. When you know you will be missing school, let the school know so they can get your assignments ahead of time.

ATTENDANCE

The school laws of North Dakota require that every educable child between the ages of six and sixteen, inclusive, attend some private or public school. A student must attend classes to obtain the maximum value from a high school education. Any days missed place the student at a disadvantage, regardless of how competent or intelligent the student might be. Frequent absences are a serious handicap to a pupil's progress and may result in failure. While a student is enrolled in school, the number one job is attending school. The North Dakota Century Code states that a student should not miss more than 10 days per semester, 20 days total per year. **If you miss more than 10 days per class, per semester, the student and/or parent will need to appear before the school board to explain the absences. The Superintendent may waive this requirement on a case-by-case basis.**

Once back at school the student will go to the office to receive an admit slip. Each teacher will initial the admission slip and will assign make-up work. It is the responsibility of the student to complete such work.

No student will be permitted to take part in any extra-curricular activity if they have been absent more than ½ of the day the event is to take place. A medical or dental appointment, funeral or other such activity will be judged strictly on its merits.

TARDINESS

Students who are tardy must report to the principal immediately upon arrival and obtain an admittance slip. Consequences (Per Semester)for being tardy are as follows...

1st Time tardy a warning will be given

2nd time tardy Parent/Guardian will be contacted

3rd time tardy Student will spend ½ day in the office for In School Suspension

4th time tardy Student will spend the day in the office for In School Suspension

5th In School Suspension at administrator's discretion

LEAVING THE BUILDING: Students **MUST** sign out in the office. Students are also required to sign in at the office when they return to the building. Automobiles are not to be used during the noon hour.

Students who may find it necessary to leave the building during school hours **MUST** have the permission of the principal and parents. Parents may give written permission or a telephone call to have their student released from school during the school day. They must indicate where they are going and for what reason.

ACADEMIC CLASS LOAD

To provide a sound education and better prepare our students for post-secondary education and adulthood, all students enrolled in Fordville-Lankin High School shall be required to enroll in **6** academic units. **All students have 5 days to switch (drop/add) classes at the start of each semester.**

North Dakota School Graduation Requirements:

22 Units are required for graduation.

Graduation requirements are based on the units of credit earned in grades 9 through 12. A unit of credit is defined as the amount of credit given for the successful completion of a course meeting forty minutes each day for a minimum of 180 days during the year. Other specific courses may vary from these time requirements to such an extent as may be determined by state requirements. 15-41-06.

Credits Required

Course work must be completed through Fordville-Lankin High School, which is accredited by the Department of Public Instruction. Each student shall have earned a minimum of units of credit in these areas specified by law. 15-41-24.

The required credits shall include:

1. Four credits in English.
2. Three credits in Social Studies
3. Three credits in Science
4. Three credits in Mathematics
5. One credit in Physical Education and $\frac{1}{2}$ Health
6. At least five elective credits
7. Three credits in Foreign Language/Arts/Career and Tech Ed.
8. North Dakota Studies- $\frac{1}{2}$ credit

Elective credits which can be applied toward graduation requirements shall include:

Foreign Language
Personal Finance
Vo Ag
ITV Courses offered
Business Education
Music – maximum of two credits allowed
Band – $\frac{1}{2}$ unit per year for two credits
Chorus – $\frac{1}{2}$ unit per year for two credits

Independent Study:

Credits in the various academic areas above the required minimums.
Credit may be earned in an approved aide program.
10th graders are allowed to take dual credit classes.

It is suggested that students complete the North Dakota University System requirements for college admission: 4 units of English; 3 units of mathematics, Algebra I and above; 3 units of laboratory science, including at least 1 unit each in 2 or more of the following: biology, chemistry, physics, or physical science; and 3 units social studies. The State Board of Higher Education strongly recommends that high school students intending to enroll in baccalaureate universities take Algebra II (advanced algebra) and 2 units of a single classical or modern language.

A letter will be sent to student's parents/guardian who appears to be lacking in credits to graduate or who appears to be failing a course needed to graduate. A copy of this letter will be kept on file. This letter will be sent as early as possible in the school year but not later than March 1st, of the senior year. Notification that such a letter has been sent will be given to the Board at the next regular meeting.

A senior who is lacking more than two credits by graduation will not be allowed to participate in the graduation exercises.

A senior who is lacking two credits or less may request permission from the Board to participate in graduation exercises provided s/he can show that s/he has a plan to complete those requirements.

A senior not meeting the graduation requirements shall not receive a diploma.

NATIONAL HONOR SOCIETY

Students are selected for membership based on four criteria: scholarship, service, character, and leadership. Teaching staff rate the students in those areas. An over-all "B" average is required for scholarship. Students eligible for membership must be in their junior or senior year. Members and candidates can lose affiliation with the National Honor Society for unbecoming conduct according to membership guidelines. Privileges associated with membership would also be terminated.

HONOR ROLL AND GRADING

To promote better academic achievement, an honor roll will be published at the end of each reporting period listing all students in grades 7-12 who have achieved high academic standards. All students must carry a minimum of six (6) academic units. No student receiving a letter grade of D or lower will be eligible for the honor roll the 9-week period it was recorded.

Honor Roll position shall be determined by the following point system:

A+	4.33	C	2.00
A	4.00	C-	1.67
A-	3.67	D+	1.33
B+	3.33	D	1.00
B	3.00	D-	0.67
B-	2.67	F	0.00
C+	2.33		

Students who average at or above 3.75 shall be included on the "A" honor roll.

Students who average at or above 3.00 shall be included on the "B" honor roll.

All classes must be completed as part of the regular academic program at Fordville-Lankin High School. This would also include approval correspondence courses.

The following grading system will be used:

A	95-100	C	79-85
A-	94	C-	78
B+	93	D+	77
B	88-92	D	71-76
B-	87	D-	70
C+	86	F	69 failing

Grades can be viewed at any time by logging into your Power School account. At the end of the third nine-week grading period, GPA's will be compiled for the selection of the valedictorian and salutatorian for the senior class.

STUDENT CONDUCT

A smooth functioning school cannot exist unless students are willing to cooperate with the teachers. All students should know what proper behavior should be. This means that keeping your hands to yourself is a must. Everyone deserves their own private space around them, and everyone should respect that.

No bullying or harassment of any type will be tolerated. All incidents of bullying and harassment must be reported to the administration. Report forms can be found on the school website.

Our school exists in order that children of the district may obtain the best possible educational opportunity; it is essential that the conduct of all students, at all times, is such that each pupil may receive the maximum possible benefit from the learning situation. Please do not interfere with the opportunity for other students to study and learn. If a serious situation arises, parents will be notified, and a conference will be arranged.

STUDENT APPEARANCE IN SCHOOL

Any form of dress or hair style that is considered contrary to safety, good hygiene, or which is distracting or disruptive in nature will not be permitted. Shirt's advertising alcoholic beverages or tobacco products, having obscene or vulgar language, having sexual overtones, or depicting or referring to violence will not be permitted. If a student's appearance is deemed inappropriate, they will be asked to change it immediately. If this cannot be done in school the student will be asked to make arrangements with parents/guardians to make the change. A student will be suspended from school on the second offense. Hats/headgear are to be taken off after entering the building and are not to be worn during the regular school day.

AREAS THAT COULD CAUSE CONCERN

All of us, students, parents, and school personnel are concerned when there is involvement with tobacco, alcohol, other drugs, destruction of property, fighting (physical and verbal assault), arson, weapons, forms of extortion, and explosive devices. Students who become involved in these areas will be the subject of disciplinary actions. Depending upon the behavior of the students and circumstances, one or more of the following actions could be taken by school officials. There are various suspensions and even expulsions.

EDUCATION OF SUBSTANCES

The district does teach about substances (alcohol and other substances) which are harmful. This instruction is age appropriate and is a program of prevention to educate students.

There are policies that prohibit the use and possession of illegal and harmful substances on school property as well as all school activities. It is not worth it to do something illegal and violate Board of Education policy. The consequences may be severe.

INTERVENTION

The school recognizes the responsibility to assist any student to recognize their potential abuse with chemical substances. The school, based on School Board Policy, may use available resources to assist a student in dealing with substance abuse.

USE OF MEDICATION

See Fordville-Lankin School website for new information. Any student whose parent or guardian requests that they be allowed to be given any prescription or non-prescription medicine shall follow the procedures of Board Policy. All medicine **MUST** be turned into the main office. Students are not to have any medicine in their lockers. The school will **NOT** distribute aspirin products due to the possible connection to Reyes Syndrome. The school will not provide over-the-counter medication. All medication must come in the original container. Prescription medication **MUST** be dropped off by a parent. Any medication that needs to be given in a different dosage than what is on the bottle must have a signed note by the Doctor. Medication will be held in the office for two weeks after school, to be picked up by a parent. Medication not picked up after two weeks will be disposed of. For a student to receive medication written permission must be received by a school official from a parent or guardian. Students can carry an Epi-Pen injector or an inhaler for asthma or allergic reactions, as per written doctor's orders. No needles are to be left in a student's locker.

POLICY AND POLICY IMPLEMENTATION

A policy is a guide in how to act; it is a definite course or method of action given the conditions in which to guide and determine. The Fordville-Lankin School Board has established school policies for the "good" of the school system. The school administration has the responsibility to carry out the School Board's Policies for the "good and general welfare" of all students, parents, and local citizens.

YOUR RIGHTS – DUE PROCESS

This booklet has explained some disciplinary problem areas and the actions that may result for those students who cannot abide by the rules. All students are entitled to due process. This means there are certain procedures which school officials must follow prior to taking appropriate disciplinary action. There are also procedures which students must follow if they do not agree with the school's actions.

Hopefully, students will never be in a situation where they need the protection of due process. If, however, a student does become involved in a situation in which a suspension or expulsion might result, both the student and their parents will be given a more detailed description of the due process procedures.

RESPONSIBILITY

Every teacher is responsible for all students whether they are in that teacher's class or not. This responsibility extends to the cooks, janitors, secretaries, and the bus drivers as well. The students must realize there must be a basic framework of regulations if the school is to function properly. Any student who feels that they have a legitimate complaint about unjust rules or unfair treatment is invited to present this complaint to the principal.

TEACHERS

The role of a teacher is one of stimulating and supervising the learning experiences of the students. Teachers are especially trained to do this. The success of their efforts is dependent on your desire for improvement and your cooperation. The teacher is concerned with you as an individual and your total development as a student. They are always available to provide additional assistance to your efforts if you request it.

LIBRARY

The school library is your library and is becoming more important to you with each passing year. Technological and social change are taking place at such a rapid rate that textbooks often cannot keep abreast of all new knowledge. The books and periodicals are at your service to help you in studying and to enrich your life. Feel free to enlist the help of staff to help you find a particular reference or book.

The library needs an atmosphere of quiet so others can read and study. Noise should be kept to a minimum.

Use of materials:

1. Books are checked out for two weeks and may be renewed if no one is waiting for the book.
2. The date when the material is due is stamped on the slip at the front or rear of the book.
3. Reference books may not be taken from the library unless under the direct supervision of a teacher. References taken from the library for use in a classroom are to be returned at the end of the period.
4. Watch for the date due. You will not be permitted to check out any material if you have an overdue book.
5. Lost or damaged books and materials will be the liability of the student responsible.

STUDY HALL PROCEDURES

The study hall is a place of study. In order that studying can be done effectively, it is important that all students cooperate in maintaining an atmosphere of quiet, order, and industry. The following rules are adopted for study halls:

1. All students are required to attend study hall when they are not in class.
2. Idle conversation will be kept to a minimum.
3. No student may leave the study hall without signing out and until after the teacher has taken roll. Only one student may leave study hall at a time for lavatory or locker privileges.
4. Students leaving the study hall must return prior to the end of the period.
5. Students are expected to have productive activities in the study hall (assigned work, library books, novels, letter writing, etc.)

ACCIDENTS

All accidents involving property or people must be reported to the teacher or person in charge.

Fordville-Lankin School is a member of the North Dakota High School Activity Association and carries insurance through this organization. This accident benefit plan, in most cases, covers or partially covers legitimate injuries that have been cleared through the teacher, the high school office and the doctor.

All bills for medical treatment must be charged to the student, who may then be eligible for some reimbursement through insurance. All injuries **MUST** be reported for coverage to take effect.

TELEPHONE

Students will not be called from class to answer the telephone except in cases of emergency or extreme urgency by parents. Acquaint your parents, employers, or friends with your class schedule so that, if necessary, calls may be completed at the end of a period or during a free period. **Cell phones are to be kept in the office during all class periods, however, they may be used during lunch time. If caught with a cell phone other than at lunch time, the consequences will be...**

1st Offence: Warning

2nd Offence: The phone will be taken to the office to be picked up after school by the student.

3rd Offence: The phone will be taken to the office to be picked up by a parent/guardian.

STORM POLICY – RADIO AND TELEVISION ANNOUNCEMENTS

If the weather is so severe that school will be a late start/closed, announcements will be made via REMIND (Please visit website to get signed up), on KXPO in Grafton, KVLV-TV CH-11 and WDAZ-TV CH-8 in Grand Forks, KNDK in Langdon. When school is in session and the

weather gets bad, parents must exercise their own judgment regarding getting their children early, or before regular dismissal.

SCHOOL LUNCH AND BREAKFAST

Fordville-Lankin School has available nutritious lunches through the national School Hot Lunch Program and Breakfast Program. Students are encouraged to participate. Parents can track their child(s) lunch funds through their Power School account. Email notification can be set up to be sent when lunch funds reach a certain amount.

LOST AND FOUND

Students finding lost items are asked to bring them to the office. Students who have lost items should inquire about them at the office and will be able to claim them if a correct description is given.

LOCKERS

Your locker is the property of the school and is provided for your use by the school. If you choose to put a lock on your locker the office **MUST** have a copy of the key/or combination.

Your locker may be entered by the school staff at any time it might be suspected of containing substances or items considered potentially harmful to students or to the school building, or unlawfully obtained. The student has the right to due process of the law when he or she feels their lockers are subject to unreasonable searches and seizures.

No posters or advertising of alcoholic beverages, drug items or obscene material will be permitted in or on student lockers.

SCHOOL TRIPS

School trips for educational or recreational reasons are field trips and are arranged by the staff member in charge for the benefit of the students. While a member of such a group, students are expected to conduct themselves in a proper manner to always protect the reputation of the school.

All students who are actual participants must ride on school provided transportation unless the person in charge has made other arrangements.

Students riding to an activity on school provided transportation must return on the same transportation. The only exception to this rule is when the teacher in charge is personally contacted by the parent informing said teacher that the student will be returning with the parents. There shall be no deviation from this rule.

If trips are made by private cars, there shall be a teacher or adult in each car involved. An adult driver is a person who is acceptable as a driver by the office.

At registration, the school secretary will collect field trip forms. These forms will state that the parent/guardian gives the school permission to transport their child to school field trips/school activities. Forms must be turned in before the student can participate.

SCHOOL PARTIES AND USE OF BUILDING FUNCTIONS

Proposed parties are to be approved by the principal and then checked with the schedule of events in the office.

1. All party arrangements and invitations are to be handled by an appointed student committee under the supervision of the advisor.
2. All school parties must be chaperoned by at least one faculty member and as many other parents as is deemed necessary.
3. The party must be over by 11:00 p. m. except for special occasions such as prom and homecoming.
4. The door will be locked one hour after the party is scheduled to start and no one may enter or reenter after that time.
5. Except for special invitation parties, school parties are for present Fordville-Lankin High School students only.
6. The sponsoring activity group will be responsible for all clean-up duties.
7. Activities are planned well in advance. There must be one week, or more advance notice given before permission may be granted. This will be strictly enforced, especially regarding the gymnasium and cafeteria.
8. The Use of Facilities form is available in the school office.

USE OF EQUIPMENT

It is the intent of the school to furnish the best equipment and supplies possible to enhance your educational experiences. If a student damages, abuses, or loses equipment, he/she will be held liable for the cost of replacement.

ELIGIBILITY REQUIREMENTS

All activities in which competition with other schools is involved are subject to the rules of the North Dakota High School Activities Association. You are not eligible if you:

- are not passing in all your core classes, you will not be eligible to participate. A weekly check will be made every Monday on the Power School program. If you are not passing, you will be ineligible from 8:00 AM Tuesday until the next Monday at 11:59 PM. The grades will be checked for all students every Monday. As soon as you receive a passing grade you will be allowed to participate in extracurricular activities.
- have not been in classes as many days as you have missed from the beginning of the semester.
- have entered school later than the first six weeks.
- have competed in a sport for four years as a high school student.
- have competed on a team not connected with the school during the school year.

- did not earn credits in four subjects the preceding semester.
- have graduated from a four-year high school.
- are not amateurs.
- have competed under an assumed name.
- have transferred from another school without a corresponding change of residence by your parents or guardian.
- are in your ninth semester of attendance.
- are in your eighth semester of attendance and it is not consecutive with the seventh semester of attendance.
- do not have a current doctor’s certificate of physical fitness.

A student can be suspended from extracurricular activities for conduct unbecoming of students representing Fordville-Lankin Public School. This could include but is not limited to stealing, cheating, and insubordination.

In addition, the North Dakota Activities Association has a rule concerning eligibility and the use of harmful substances. It reads as follows: “Use or possession of tobacco, alcohol, other harmful substances, is prohibited. Any co-curricular participant who indulges in any of these harmful practices will be suspended from all game participation or public appearances from the date of infraction for a period of six consecutive school weeks for the first offense and for a period of eighteen consecutive school weeks for any subsequent offense. (Rules of Eligibility – Article XIII-NDHSAA)”.

Believing that the student’s health, safety, and educational processes require the above rule: Fordville-Lankin students, staff, and administration have attempted to adopt a local policy that is fair, equitable, and which fulfills the Association’s rule.

To ensure consistent interpretation and application of eligibility standards, Fordville-Lankin Public School has adopted a policy that may be obtained and reviewed in the office of the principal.

SUPERVISION

All organizations of the school to which you might be a member have assigned advisors. A meeting may not take place without an advisor present; and no school-sponsored organization may use school facilities after school hours without an advisor present.

PURCHASES

No purchases will be made in the name of Fordville-Lankin School or any of its organizations unless it has been authorized by the activity advisor and the principal, or the superintendent. The responsibility for payment of an unauthorized purchase rests completely upon the purchaser.

DISCRIMINATION

Fordville-Lankin School will treat our students without discrimination based on sex, race, religion, or national origin regarding access to and participation in course offerings, athletics, counseling, employment assistance, and co-curricular activities as prescribed by law.

CHURCH AND SCHOOL

The school recognizes the work of the church and wishes to cooperate in every way possible. The school will attempt to minimize conflicts between the activities of the church and activities of the school. Student organizations must bear this in mind when scheduling events. Even though you may not be involved in a church related activity, others may be involved.

It is the policy of the school that no school activity will be held after 5:30 p. m. on Wednesday evenings.

TORNADO SHELTER PROCEDURES

A. SIGNAL

1. The signal to move to shelter areas will be an oral command.

B. GENERAL INSTRUCTIONS

1. Books and personal belongings are to be left in rooms. Readily accessible personal valuables (pens, purses, etc.) may be taken.
2. Under no circumstances are students to stop at their lockers.
3. All windows and doors are to be closed but not locked.
4. All electrical and gas equipment should be turned off.
5. Teachers are to take their roll books.

C. PROCEDURES

1. When the alarm is given, students are to be organized as to order of exit and line of march.
2. The teacher will verbally review the shelter area to be used.
3. Pupils are to walk quickly in lines and in a compact group.
4. The teacher and class are to proceed to the assigned shelter area. Teachers shall conduct a physical count of the students in his/her charge.
5. Absolute silence is to be observed throughout the evacuation.
6. While waiting for the signal to return to the classroom, teachers are to **ACTIVELY SUPERVISE** their students.
7. While returning to the classroom, pupils are to be supervised until they are seated in their classrooms.
8. **SPECIAL NOTE** – NO children, parents, visitors, teachers, or other personnel are to remain in other than shelter areas during a tornado drill.

D. TEACHERS WITHOUT CLASSES

1. Personnel not specifically performing an evacuation duty are expected to proceed to the closest shelter area.

TORNADO SHELTER AREAS

ALARM

Emergency tornado procedures will occur upon verbal command.

SHELTER AREAS AND ASSIGNMENTS

- A. Elementary, Kindergarten, Math, & Social Studies use basement hallway.
- B. Science, Business, Library, & Special Ed, will locate around the walls of the south locker room.
- C. Weight Room, Gym, Stage, English, Office, and Kitchen will locate around the walls of the north locker room.

PROTECTIVE POSITION

Students and teachers should be side-by-side facing a wall and crouched on knees and elbows with hand over their heads.

FIRE DRILLS

EVACUATION ROUTES

- A. Elementary, Social Studies, & Math will use the old south door.
- B. Business, Library, Main Office, & English will use main entrance.
- C. Gym and Stage use north Gym door.
- D. Weight Room will use the shop door to the north.
- E. Kitchen will use the west door.

TESTING

All students will be administered academic achievement tests in Reading, Language, and Mathematics. You will be tested in early fall/September and again in the spring/April/May. These would be considered pre-tests and post-tests. There will be measurement of your academic growth in these subjects from September to April/May.

The results of these tests are important to you to see how you are progressing through the year. This is in addition to your daily work in school. All results of these tests will be mailed to your parents for their information to know how well you are performing.

Your parents and teachers will know how well you are doing in school and will use the test results and your regular daily work to strengthen your academic direction and improve, substantially, your achievement.

All your teachers will be involved with this testing program. All the teaching staff have the knowledge and skills to administer any of these tests and not just the specific subject teacher. We will all work with you to achieve your very best.

All these tests can be completed within a regular class period, and we do not have to change any schedules or time frames. You will be able to know your results with an analysis of how well you did within three weeks.

Currently, by recent legislation, all 11th grade students in North Dakota are required to take the ACT or three Work Keys assessments (IEP students may be exempt).

Also, because of recent legislation, a career interest inventory must be administered to students once during 7th or 8th grade and once during 9th and 10th grade.

The following are the tests and grade levels involved. . .

North Dakota State Assessment Grades 3 – 11

NAEP (National Assessment of Educational Progress) Grade 4

NWEA (North West Evaluation Association) Grades 2-10

Dibbles Grades K-2

Prohibited Substances

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

SENIOR PRIVILEGES

1. Seniors are allowed to leave campus during scheduled study halls and during noon hour. Students who elect to remain on campus must report to their study hall. If a senior leaves school, they must 1st sign out in the main office and sign back in once returning to school.
2. Seniors must maintain a semester and nine-week grade of at least a C- (78%) in all classes to be eligible for privileges. Grades will be checked weekly in conjunction with eligibility. Privileges will be lost until the next eligibility period and grades are brought up to a C-(78%).
3. Seniors who fail a course during the 1st semester will not have privileges during the 3rd nine-week grading period. Seniors who receive a “D” (+ or – grades included) for a first semester grade will not have privileges for the first 4 ½ weeks of the 3rd nine-week grading period. If at the time, the student is receiving a “C-“ (78%) or better in all classes, he/she may have privileges.
4. Seniors must not be absent for more than 15 days or 105 class periods for the year, of which no more than 5 days or 35 class periods occur in the 2nd semester or seniors must not be absent for more than 7 ½ days or 52 ½ class periods for the first semester, of which no more than 2 ½ days or 17 ½ periods occur in the 2nd quarter.
5. Any suspicious absences may result in the loss of privileges.
6. **All tardies 2nd semester will be dealt with as follows:**
 - a. **1st Offense = Warning**
 - b. **2nd Offense = Loss of privileges for 1 week.**
 - c. **3rd Offense = Loss of privileges for 2 weeks.**
 - d. **4th Offense = Loss of privileges for the rest of the year**
7. Any violation of Alcohol, Drugs, Tobacco, and Criminal Activity or Cheating will result in the loss of privileges. Senior privileges will not be reinstated.
8. Any senior suspended for disciplinary reasons at any time during the year will not be eligible for privileges.
9. Detentions: 2nd semester will be dealt with as follows:
 - a. 1 teacher – assigned detention = Loss of privileged for 1 week.
 - b. 2 teacher – assigned detentions = Loss of privileges for 2 weeks.
 - c. 3 teacher – assigned detentions = Loss of privileges for the year.
10. The administration/school board reserves the right to revoke privileges at any time.
11. Senior privileges will start at the beginning of the second semester.
12. Seniors are not allowed to drive during school hours unless approved from the office.
13. The senior’s parent/guardian must approve their students’ privileges with a signature before they take effect.
14. Each senior will be required to volunteer ten (10) hours of documented community service before they can begin senior privileges. Examples of community service/document paper, on next pages.
15. One must remember that Senior Privileges are not inherited – but earned.

DOCUMENT SERVICE ON A PAPER WITH THE SUPERVISORS SIGNATURE.

Weapons Policy

The Fordville-Lankin Public School #5 determines that possession/use of a weapon by a student while in school is detrimental to the safety and welfare of students and district personnel.

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school – sponsored activity. Such weapons include (but not limited to), any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun, (including a pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument. Violation of this policy will require detainment of the student involved, investigation of the incident, and proceedings for the suspension/expulsion of the student involved to be initiated immediately. The sheriff's office will be informed of the weapons incident. Further referrals may be initiated for investigation by school, juvenile officers, or the Sheriff's Department.

Weapons to be brought into the school for an exhibit must have prior approval from the Administration and must be brought to the office prior to use in the exhibit, display, or demonstration.

Computer Acceptable Use

EduTech provides information technology resources to K-12 schools in North Dakota. These resources deliver electronic communications internally within school districts and externally to systems across the world. We provide these services solely to promote and enhance the quality of education in North Dakota's K-12 system. This acceptable use policy ensures that use of the EduTech resources by all users is done in an appropriate manner. Use of EduTech services is a privilege and not a right. All users are obligated to respect and protect the rights of every other user and act in a responsible, ethical, and legal manner.

Acceptable Use

1. EduTech accounts and affiliated services may be used for K-12 education related purposes only.
2. Logins and passwords are provided for the individual's use while they are affiliated with an EduTech member school or organization.
3. Under no conditions shall any user provide another person with access to or use of their account. Similarly, users shall not examine, change, or use any account but their own. No user may represent themselves as another individual or entity in electronic communication.
4. Users shall not deliberately attempt to degrade system performance or capability. Knowledge of system or special passwords does not convey permission or privilege to use such passwords. No account shall be used to damage a system or file or remove information without authorization.

5. EduTech's services may be used only for lawful purposes. Transmission, distribution, or storage of any material in violation of any applicable law or regulation is prohibited. This includes, without limitation, material protected by copyright, trademark, trade secret or other intellectual property right used without proper authorization, and material that is obscene, defamatory, constitutes an illegal threat, or violates export control laws.
6. Under no circumstances may EduTech's services be used to send material that is intended to threaten, harass, annoy, or alarm another person without legitimate purpose-this includes chain mail.
7. Use of the computer system and databases shall be limited to the purpose(s) for which access was granted. Use of services for [political \(lobbying\) purposes](#), for gaining business contacts or for personal or private profit is prohibited. Organizations may not use any EduTech service for increasing their membership or gaining additional contacts.
8. Users should expect only limited privacy in the contents of their personal files and communications. Files may be searched if there is reasonable cause that a user has violated EduTech policies or the law. Investigations will be reasonable and related to the suspected violation. EduTech will cooperate with external networks and authorities in the resolution of an investigation within the restrictions of federal and state law and the Family Educational Right to Privacy Act (FERPA).
9. Any user of EduTech's services who violates this policy may be denied access to the system. Users may also be denied access based on their local school district's acceptable use policy.

Failure to abide by this policy may result in the loss of privileges as well as further disciplinary and/or legal action. All accounts are the sole property of EduTech and are provided to the user's organization or school district as a service, as such final determination of account status is up to EduTech staff and may not be appealed.

If account access is denied for disciplinary reasons, users forfeit all information in the account.

DISCRIMINATION NOTICE

Fordville-Lankin Public School #005 will not discriminate against employees, students, and their guardians because of their sex, their disability, race, national origin, religion, color, creed, or age. If anyone feels they have been discriminated against, they should contact the Superintendent, who has been designated to handle discrimination complaints.

REQUIRED Descriptor Code: AAC REFERENCE 1 POLICY ADOPTED: 01/10 POLICY AMENDED:

NONDISCRIMINATION & ANTI-HARASSMENT POLICY

General Prohibitions

The Fordville-Lankin Public School is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The district prohibits discrimination and harassment based on

a student and/or employee's race, color, religion, gender, national origin, ancestry, disability, age, or other class protected by law.

It shall be a violation of this policy for any district student or employee to harass or discriminate against another district student or employee sexually or based on any other class protected by law. The district will not tolerate harassment or discrimination of a district student or employee by a third party. The district also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any person affiliated with a person protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

The district shall promptly investigate any harassment or discrimination complaint and act on findings as appropriate, which may include disciplinary measures such as, but not limited to, termination of employment or expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process.

Definitions

Disability is defined in accordance with NDCC 14-02. 4-02 (5).

Discrimination is defined in accordance with NDCC 14-02. 4-02 (6).

Employee is defined in accordance with NDCC 14-02. 4-02 (7).

Harassment is any physical or verbal conduct related to an individual's race, color, religion, gender, national origin, age, disability, or other class protected by law that creates an intimidating, hostile, or offensive working or educational environment or is otherwise sufficiently serious to substantially or unreasonably limit an individual's employment or educational opportunities.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature when:

1. It is *quid pro quo*, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment; of obtaining an education, advancement, or grade; or is used as a factor in decisions affecting an individual's employment or education.

REQUIRED Descriptor Code: AAC REFERENCE 2 POLICY ADOPTED: 01/10 POLICY AMENDED:

1. It creates a *hostile environment* meaning such conduct or communication that has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment examples may include, but are not limited to:

1. Sexual or "dirty" jokes
2. Sexual advances
3. Pressure for sexual favors

- Unwelcome touching, such as patting, pinching, or constant brushing against another's body
5. Displaying or distributing of sexually explicit drawings, pictures, and written materials
 6. Graffiti of a sexual nature
 7. Sexual gestures
 8. Touching oneself sexually or talking about one's sexual activity in front of others
 9. Spreading rumors about or rating other's sexual activity or performance
 10. Remarks about a person's sexual orientation

Complaint Filing Procedure

The Board shall create an informal and formal harassment and discrimination complaint filing procedure in board regulations. Nothing in this policy or in the harassment/discrimination grievance procedure shall prevent an individual from pursuing redress through state and/or federal law.

Confidentiality

An individual wishing to file an anonymous harassment and/or discrimination complaint shall be advised that confidentiality will limit the district's ability to fully respond to the complaint. The district will attempt to protect the identity of the complainant, witnesses, and alleged harasser to the extent possible under law; however, a harassment or discrimination investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions.

Policy Training and Dissemination

The Board authorizes the Superintendent to develop harassment and discrimination awareness training for students and employees. In addition, the Superintendent shall display this policy and complementary grievance procedure in a prominent place in each district building and publish it in student and employee handbooks.

Nondiscrimination Coordinator

The Board designates **Mr. Mitch Jorgensen** as the Title IX and Nondiscrimination Coordinator. He can be contacted at: Fordville-Lankin Public School, 1 701-229-3297
REQUIRED Descriptor Code: AAC REFERENCE 3 POLICY ADOPTED: 01/10 POLICY AMENDED:

STUDENT RECORDS

A permanent, cumulative record will be kept on file for all students in grades K-12. This record shall include (but is not limited to):

- Identifying data
- Academic work completed
- Level of achievement (grades, standardized achievement test scores)
- Attendance data
- Scores on aptitude tests.

Parents, legal guardians, or students of legal age (18 or older) shall have the right to review these records. The school will not permit access to or release a student's record to any individual or agency other than school official in which the student is enrolled.

ACCEPTANCE FORM

Every effort is made to include the needed rules and regulations in the student handbook. Please take the time to read through this handbook and discuss it with your student(s). Contact the school if you have any questions.

We ask that every family return this signed form by Friday, September 1, 2023

I have read and understand the 2023-2024 Fordville-Lankin Public School Student Handbook.

Parent/Guardian Signature

Date

Student Signature(s)
