

STUDENT HANDBOOK

2011 – 2012



Cheney Middle School

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This agenda belongs to:

Name _____ Grade _____

Respect

Have respect for the rules, others and yourself.

- Be respectful to others
- Use appropriate language
- Follow school rules

Treat others as you would like to be treated!

Responsibility

Think before acting. Be accountable for your actions.

- Be prepared
- Be prompt
- Behave properly
- Be honest
- Listen

Learning is up to you!

Rigor

Work hard and do your best.

- Record assignments and appointments in agenda book
- Turn in and prepare high quality work
- Use class and study time wisely
- Prepare for all quizzes and tests
- Ask for and take advantage of opportunities to get help

Those who have a positive attitude and give their best effort succeed in school and in life!

Relationships

Relationships develop character.

- Show self discipline
- Encourage making good decisions
- Encourage tolerance for others
- Develop self-esteem and self-respect

You can be a good person by developing your character!

CHENEY MIDDLE SCHOOL MISSION STATEMENT

The Cheney Middle School will provide a quality education that will prepare students to be productive, well-rounded, informed, and responsible contributing members of society.

DISTRICT MISSION

Educating today's learners for tomorrow's world.

DISTRICT VISION

West Fargo Public Schools prepares all learners with the knowledge and skills to be contributing citizens in a rapidly changing world. We are dedicated to continuous improvement, engaging every student to become problem solvers and lifelong learners. Excellence is achieved through practices based in research, and by aligning all resources to support learning.

WELCOME

Welcome to Cheney Middle School. This handbook will tell you much about what Cheney Middle School has to offer you. It will also tell you about what is expected of you as a student. We want these to be exciting and educational years for you, and we are prepared to work with you to achieve your educational goals. Our staff is one of the finest in the state. What you make of your years at Cheney Middle School is up to you. Your future is in your hands, and we want you to take this challenge seriously and actively.

SOME BASIC RULES AND REGULATIONS

In any setting where 1,300 + students and 150 adults have to work together, it is important that there be set rules about student behavior. If everyone follows these rules and regulations, Cheney Middle School will be a very pleasant and welcome place for all.

1. You are to be in school every day school is in session. Excused absences are granted for illness, death in the family, and emergencies as excused by the school. Please don't ask to be excused to go shopping, get a haircut, visit your cousin, etc.
2. You must be out of the school by 3:52 P.M. if not supervised.
3. You must report to all classes to which you are assigned. Cutting a class may result in a truancy charge. Your parents and perhaps the authorities will be contacted. Attendance is taken in each class and absentees reported. If you are caught skipping classes, you will be asked to stay after school and make up the time and work missed and possibly lose school privileges.
4. You are expected to report to class on time. If you are tardy, you will be given a consequence by the teacher. Remember that tardiness does disturb the other students who have managed to get to class on time.
5. When you are out of a class, you must have a pass. Insist on it, it is required.
6. Students are not allowed in the building before 8:22 A.M. unless they check into the office with the required pass.
7. Students are not permitted to smoke in school, on school grounds, or at school functions, nor are they allowed to have tobacco in possession. Suspension from school will result if you are seen smoking or have tobacco in possession on school grounds or at a school function.
8. Students are not permitted to leave the school grounds at any time after arriving (this includes bus students before school) without a permit from the office.
9. Behavior on school buses shall be of acceptable quality.
10. Possession of explosives (ex. firecrackers), matches, squirt guns, lighters, water balloons, and spray cans of any kind are prohibited in the middle school.
11. Students are expected to follow just and reasonable requests made by a teacher. This includes seating arrangements, talking, homework assignments, etc. The teacher is the authority in the classroom. The final decision as to the rules of class behavior rest with the teacher.
12. The use and possession of laser pointing devices are prohibited in the middle school building.
13. Vandalism (damaging or destroying property) to the school or another person's property is strictly forbidden.

VISITORS' POLICY

City ordinances and state law require that all visitors report to the main office immediately for a visitor's permit. Former students wanting appointments with teachers must have administrative permission.

LEGAL NAMES

North Dakota law requires that a pupil's legal surname be used on all records maintained by a school and also requires the use of the legal surname in all communications involving the student. Therefore, all communications and records of pupils in the West Fargo Public Schools will use students' legal surnames.

PARENT CLASSROOM VISITATION

The Cheney Middle School staff values the concept of parents as partners in education, and understands that the student's education extends beyond the school. Parents will have the option of joining PTO and performing special school activities, and volunteering time to assist on fieldtrips. It is up to the individual teacher to determine his/her classroom needs and to make any necessary arrangements for parent volunteer assistance.

Parents wishing to visit the classroom to observe *specific academic instruction* need to visit with the building principal for approval. Parents must provide 24-hours notice and state the purpose of the visit (identify what you wish to accomplish by the visit). The decision is entirely up to the building principal based on the purpose of the request. This rule is for the protection of all students and the instructional program. Many children in the classroom setting receive special services (ELL, Special Education, Title, Speech, etc.) during the school day due to their individual academic needs, and this information is extremely confidential. Due to FERPA (Federal Law), requests will be closely scrutinized to ensure the safety and confidentiality of our student population, along with their individual programming needs. This type of request is different than volunteering time to help with a classroom project, party, or fieldtrip. If you are granted permission to visit a classroom to watch *specific academic instruction*, you must follow this rules.

- Sign in at the office to receive a nametag and be directed to the classroom.
- Refrain from engaging the attention of teachers or students through conversation or other means.
- Not record data that is considered confidential about how other children are learning or the services they are receiving based on IEP and other criteria.
- Remain inconspicuous and nondestructive to the instructional process.
- You are not there to judge the teacher's ability to teach and are there to work with the teacher to best help your own child.
- Parent visitations are limited to only one class period during the school day.
- When leaving the classroom – you are bound by confidentiality and FERPA Law. The main purpose of a visit is for individual parents to gather information on their own child to better help the educational process.

BIRTH CERTIFICATES

North Dakota law requires a copy of a student's birth certificate in the school file. If a copy is not submitted within forty (40) days of entering school, legal authorities will be notified.

IMMUNIZATION

The 1979 Legislature amended Section 23-07-17.1 NDCC, the School Immunization Law. Under the new law, no child will be admitted to a public or non-public kindergarten, elementary school, junior high school, or senior high school unless they have a Certificate of Immunization on file.

The law does allow exemptions for medical and religious reasons. However, when there is danger of an epidemic from any of the communicable diseases for which immunization is required, those children who are not adequately immunized, including children exempt, will be excluded from school until the danger of the epidemic is over.

VIDEO CAMERAS

The school has installed video surveillance cameras that may be used for any lawful purpose.

PETS IN SCHOOL

Pets, with the exception of fish, are not allowed in the school building.

SCHOOL NURSE

In case of an accident or sudden illness, **report to the office immediately** so that the school nurse can be called to give the student immediate care. She will notify your parents and see that you get home or to the doctor. First aid supplies are available from the nurse or in the office.

SCHOOL SUPPLIES NEEDED

<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
1. Loose leaf paper (any size)	1. Calculator (basic calculators are sufficient)	1. Calculator (basic calculators are sufficient)
2. Tissue - 2 large boxes	2. Pocket folders (6)	2. Algebra 1 Scientific calculator (must have)
3. Scissors	3. Notebooks (6)	3. Notebooks (your child will have 4 or 5 classes)
4. Pens – 1 black, 1 red, 1 blue	4. 70 page metal spiral notebook for science	4. Supply of pencils
5. Ruler (standard and metric)	5. Pack of loose leaf paper	5. Set of colored pencils (not markers)
6. Glue sticks (6)	6. Supply of pencils	6. Tissue - 2 boxes
7. Colored pencils	7. Eraser	7. Red correcting pens
8. Supply of pencils	8. Set of 8 or more colored pencils (not markers)	8. Flashdrive (optional, but strongly suggested)
9. Three ring binder (2 inch)	9. Tissue - 3 boxes	9. Erasers
10. 4 dividers with tabs (for binder)	10. 2 inch 3 ring binder (2)	10. Pocket folders (6)
11. Three hole punched pocket folders (4) (for binder)	11. Correcting pens (not black or blue)	
12. Pencil bag (optional) (three hole punched – for binder)	12. Flashdrive	
	13. Book cover for Math	

Additional items may be requested by certain teams.

LOCKERS

Students are issued a lock and locker for their books and coats and also one in the physical education locker room for their physical education clothes.

Your locker is the property of the school and is provided for your use by the school. It should be used to house your textbooks and other school materials when they are not in use, and any coats, overshoes, or other outdoor garments. Your locker is subject to periodic inspection for cleanliness and may be entered by the principal at any time it might be suspected of containing alcohol, narcotics, explosives, weapons, prohibited items, or things considered potentially harmful to other students or to the school building or unlawfully obtained. Please do not paste or tape anything in your lockers. **No personal lock should be placed on the lockers** - the school will provide the lock. A lost lock must be replaced for \$5.00. **Students are not to share lockers with others; under no circumstances should a student tamper with another student's locker/lock.** Your locker must be kept locked when unattended. Failure to do so will result in school consequences.

TEXTBOOKS

Books are provided for students at no charge. Textbooks are signed out to the students for the year. The condition of the book is recorded at the beginning of the year and evaluated again at the end of the year. It is expected that textbooks will be used during the year and they will show some normal wear. However, it has been our experience that some books are returned at the end of the year after being misused and abused.

Students will be assessed one-half the cost of a new textbook if the book is damaged but still completely intact and 100% usable. If the textbook is lost or cannot be reused, students will be charged new book prices. Charges for damaged or lost books must be taken care of prior to the end of the school year.

Prices of new books vary from \$30.00 to \$80.00 depending on the subject area.

“ACCEPTABLE USE CONTRACT” FOR COMPUTER ACCESS

Middle and high school students, along with their parents/guardians, are required to read, sign, and return the “Acceptable Use Contract” before their child will be granted access to school computers. The contracts delineate the expectations and the consequences for inappropriate use of the computers. Please be aware that serious breach of the contract could ultimately result in total loss of computer access at the school, which may impact course participation and loss of course credit. For further details, please visit the school district website at www.west-fargo.k12.nd.us, click on “district schools,” click on either the “middle school” or “high school,” scroll and click on “Computer Policy.” If you have questions, please contact your building principal.

NEWSLETTER

The principal's office will post a newsletter for parents on our school district's internet site. This memo will contain school's upcoming events of interest as well as other school information. You will find the information helpful in keeping up with school activities. You will find the newsletters by going to www.west-fargo.k12.nd.us, follow the link to “district schools”, and then Middle School. The newsletter link is on this page. A newsletter will be mailed out with report cards.

PARENT-TEACHER CONFERENCES

There will be two scheduled parent-teacher conferences during the school year. Conferences will be held during mid-term of the first and third quarter.

HOT LUNCH

Students may bring their lunch from home or utilize the school lunch program. Each student must establish a lunch account to use for school hot lunch. Money may be deposited in the deposit box located near the kitchen in the commons at the beginning of the school day. You can also deposit money in students lunch account on line. The student will be notified when their lunch account reaches a low balance. It is the responsibility of the student to notify their parent to send more lunch money. **NO MEAL CHARGING WILL BE ALLOWED.**

The lunchroom and its facilities need to be kept in a clean and orderly condition by all who use them. Some rules which relate to the achievement of these purposes are:

1. All eating and drinking shall be confined to the lunchroom.
2. Students are expected to return their trays and utensils to designated stations.
3. Students may not leave the school grounds to purchase or eat lunch.
4. Every student and adult will share in the responsibility of keeping the lunchroom clean, tidy, and orderly.
5. Students are expected to walk to lunch and line up in an orderly manner.
6. Students may not throw things in the lunchroom.
7. Students are expected to pick up after themselves.

BREAKFAST

A breakfast is also available to students. Breakfast is served before school starts.

SPECIAL DIETARY NEEDS

The WFPS Child Nutrition Program provides changes or substitutions to the menu for those students that have special dietary needs. The USDA requires all Child Nutrition Programs to make the necessary dietary accommodations for students with special dietary needs that have been determined by the student's physician. A Medical Statement Form signed by the student's physician must be on file for the Child Nutrition Program to make changes to the menu for the student. This is a government requirement. Medical Statement Forms are available from your school office or on the WFPS website. All information concerning any student with a special needs diet is confidential.

PARENT-TEACHER ORGANIZATION

The PTO is an organization for parents, teachers, and other community members. All parents and teachers are encouraged to join each year. The PTO meets monthly.

SKATEBOARDING

Skateboarding is not allowed on school property.

CHEWING GUM

Chewing gum is up to individual class rooms.

CANDY - SNACKS - POP

Candy and snacks may only be eaten in the lunchroom during lunchtime. No food may be removed from the lunchroom.

The drinking of soda or juice is prohibited by students in the main part of the school. Students will be allowed to drink canned soda **only** in the lunchroom during lunchtime. No energy drinks allowed in the building at anytime. The juice machine is provided for student use after school. No candy, snacks, or drinks are allowed to be eaten outside of the lunchroom.

COUNSELING AND GUIDANCE

The philosophy of the Cheney Middle School Counseling and Guidance Department is to offer guidance and support services to help each student toward a successful middle school experience. Services are offered to students in the areas of personal, educational, social, and career counseling through individual, small group, and classroom contact, as well as limited family consultation. The counseling offices are safe places for students to explore questions and issues in their education and in their lives. Confidentiality will be maintained within all legal limits.

The Counseling and Guidance Department at Cheney Middle School believes that parents are the most significant people in children's lives. The counselors are dedicated to the child and to keeping parents involved in their child's education and life. During counseling sessions, when possible, the counselor encourages and guides students to communicate with their parents about educational concerns, personal issues, and decision-making.

BLUE SHEETS

If students go on a family trip for three days or more, they will be given a *blue sheet*. The student contacts all teachers to get the assignments. The teacher lists the assignments on the sheet. All work missed is expected to be completed in the time frame set up by the teacher. This may be before or after the absence. All blue sheets will be excused, but will be counted towards their attendance days.

PHYSICAL EDUCATION INFORMATION

Students in grades 6-8 physical education will work towards the goal of improving their own cardiovascular endurance, muscular strength, muscular endurance, flexibility and sport-related skills. Students in physical education will also participate in a variety of team and individual sports.

PROPER DRESS FOR CLASS

1. Loose fitting crewneck t-shirt (grey t-shirts are recommended) tank tops, muscle shirts, v-neck, tight-fitting and baby-doll type tops are not acceptable. Cutting of the t-shirt is not permitted. Any messages on the t-shirts must be school appropriate (no drugs, alcohol, tobacco, or sexual insinuations).
2. Dark colored athletic shorts and/or sweatpants. The shorts must have at least a 5-inch inseam. Shorts and pants must be loose-fitting and be worn at the waist. Short shorts, dress shorts, boxer shorts and pajama-type bottoms are not acceptable.
3. Athletic shoes and socks. Shoes must always be tied. Flip flops, platform, dress and backless shoes are not permitted.
4. Students should label all PE clothes with their names.
5. Students are required to change from their school clothing into their physical education attire for class.
6. Sweatshirts and sweatpants can be worn for outdoor activities when the weather is cool.

OTHER PHYSICAL EDUCATION NOTES

1. Each student will be issued a physical education lock. All personal belongings must be locked in the locker. If a student loses his/her lock, there is a mandatory \$5.00 replacement fee.
2. Students must provide their own towels if they choose to shower after class.
3. Toiletry products must be in plastic containers (no glass containers of any sort).
4. Only medical excuses/doctor's notes will excuse a student from participation in physical education class.
5. Please notify the teacher through written verification of any existing medical condition that may affect participation.
6. All equipment used in physical education is to be used only as instructed by your teacher. No one is allowed to use equipment unless he/she is under the direct supervision of a physical education teacher.

CLASS EXPECTATIONS

1. Be prepared and on time (personal responsibility)
2. Follow directions (PE skills, application and classroom rules)
3. Be respectful of self, others and equipment (sportsmanship and fair play)
4. Give your best effort (participate to the best of your ability)

EXPENSES AND FEES

Activity Fee (optional)

The activity fee allows you entry into all high school **home** athletic events except gymnastics and tournaments. You will also be admitted into all home music concerts. Each student who pays the activity fee will be issued an identification card, which you must present to the ticket seller at each event. Failure to present the identification card will result in you not being admitted to the event unless admission fee is paid. You will be responsible for the replacement cost of a lost card. (\$3.00)

Fees may be charged to you under the following circumstances:

1. A project in Art, Family and Consumer Science, or Exploring Technology, or other classroom projects.
2. The cost of school equipment or materials destroyed, broken, or unduly damaged through carelessness or failure to follow instructions in the amount necessary to restore the item(s) involved to service.

MUSIC CLASSES

Music students will be scheduled for their music class for the entire school year. Music students in 7th and 8th grade are required to make a yearlong commitment. Sixth grade students will be allowed to add or drop a music class only at the end of the first semester. Adding or dropping a music class will be handled on an individual basis, and requires permission from the music teacher, parent, and administration. The form to drop or add a music class is available in the counselor's office. The office will develop the most appropriate schedule which may include switching to a different team.

ACCIDENTS

In case of an accident on the school premises, we are equipped to render first aid. In the event of a more serious accident, parents will be notified and asked to seek medical attention for their child. If parents can't be located, the student will be taken to the nearest medical facility. Please be sure that we have current telephone numbers of contact persons in the event of an emergency.

INJURIES ON SCHOOL PROPERTY OR AT SCHOOL FUNCTIONS

Beginning with the 1989-1990 school year, the West Fargo School District does not participate in the Accident Benefit Fund and does not provide any health or dental insurance coverage or benefit payments for students. Therefore, costs incurred because of the need for medical, dental, or hospital services for injuries sustained by students while on school property or at school functions are the responsibility of the parent or guardian.

SCHOOL BUS INFORMATION FOR PARENTS

North Dakota law provides that bus drivers shall have authority over students while they're being transported in school buses. The West Fargo Public School bus system has the following rules and consequences in effect for all bus students:

1. Follow the driver's directions the first time they are given.
2. No moving or changing seats while the bus is in motion.
3. Keep your hands, feet, legs, and objects to yourself. Do not hang out windows.
4. Be courteous to the driver and fellow passengers. No profane language, yelling, or screaming.
5. Do not eat or drink on the bus. No smoking or lighting matches.
6. Do not litter the bus. Pick up all papers or other personal items.
7. Do not damage seats, windows, or any bus equipment.
8. Be at the bus stop on time. No pushing or shoving while loading or unloading. **NO SQUIRT GUNS, UMBRELLAS, ANIMALS, SKATEBOARDS, OR ANYTHING OF A DANGEROUS OR OBJECTIONABLE NATURE WILL BE ALLOWED ON THE BUS.**
9. Only students assigned to a bus will be permitted to ride the bus to and from school. Bus students will not be allowed to bring friends unless parent or guardian has called the transportation department. If your child is a regular bus rider, they will be permitted only to ride the bus they are assigned to and not a different one. If your child is a regular bus rider and wants to get off at a stop other than their own, their parent or guardian **must** call the Transportation department to schedule a guest.
10. Cell phones must be concealed at all times. Cell phones which are being used on the bus will be taken away and returned at the end of the route. Repeated violations will be referred to the principal.
11. The bus driver is the authority on the bus.
The bus driver has the duty and responsibility to maintain discipline on his/her bus. If a student neglects to follow the rules and fails to cooperate with the driver, the following process will occur:
Low Level Infractions: Students who violate low level rules are subject to in-school consequences which are determined by the principal at each school. Upon third low level write up student may be subject to the high level consequences.
High Level - 1st offense: Student will be removed from the bus for one week.
High Level - 2nd offense: Student will be removed from the bus for two weeks.
High Level - 3rd offense: Student will be removed from the bus for one month.
High Level - 4th offense: Student will be removed from the bus for remainder of school year.

Severe Clause: Students may have their riding privileges suspend for longer durations for severe acts on the bus.

Revoking Clause: A student may have their bus riding privileges permanently denied for serious actions, or threats that pose a danger to others.

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

1. The purpose of school bus transportation is to provide safe, comfortable, and economical transportation for those children of the schools of the district. It is not a taxi service for pupils.
2. Parents should not expect the bus to operate over roads that are not properly maintained or on roads or driveways where adequate space is not available to turn the bus around, if necessary.
3. The children should be at the bus stop on time.
4. Any suggestions for changes in the transportation program which a parent thinks will improve it should be presented to the Transportation Director.
5. Parents should insure the cooperation of the children by studying with them the rules adopted for school bus operation. Parents should understand that children riding on a school bus must obey all regulations and the requests of the driver or they may forfeit their privilege of riding on a bus.
6. They should require their children to wear or carry clothing that is suitable for the North Dakota winter weather.

Please go over this information with your child as it is in your child's best interest that we work together with regard to his/her safe transportation.

PROCEDURES FOR ADMINISTERING MEDICATIONS TO MIDDLE SCHOOL STUDENTS

File 5-3300

Health Services

Adopted: 8/9/93 - Revised 8/13/07

Some students attending West Fargo Public Schools take prescribed and/or over-the-counter medications during school hours. Elementary and middle school students will have these medications administered during school hours in accordance with procedural guidelines.

Students receiving medication during school hours must provide written permission from a parent or guardian giving specific directions for administering the medication by a designated employee. Parents or guardians may obtain this permission form from the school office and must come to the school to complete the form.

Any medication, which is ordered by a physician to be administered at school, may be given using the following procedures:

1. The medication or inhaler brought to the school must be in a prescription or commercial container and accompanied by a signed request form from the parent or legal guardian.
2. The following information must be included in the parent's or physician's written order and on the label of the prescription container:
 - a. The student's name
 - b. Amount of dosage
 - c. Time of administration
 - d. Name and strength of medication
 - e. Special care, such as refrigeration
3. Any changes in medication status (such as dosage, time of day, additional medication, and type of medication) must be accompanied by a newly signed consent form.
4. Medication for emergency use only (such as a bee sting kit for known acute allergic reaction) may be administered upon written consent from the parent or the legal guardian by the school nurse to administer such medication. In emergency cases, such as acute allergic reactions, the school personnel shall promptly notify emergency medical personnel and the parents or legal guardians. The emergency number is 911.

All unused medications are to be picked up by the parent or legal guardian at the end of each school year, when the student no longer needs the medication, or when the student withdraws from a school.

DISPENSING OF MEDICATIONS TO MIDDLE SCHOOL STUDENTS

Even though some students may be capable of independently administering their own medication, the school district requires students to deposit medication in the designated office area. Exceptions may be allowed for middle school students who may possess and administer their own medication with written permission from their parents or guardians, and health care providers as per North Dakota Century Code 15.1-19-16, Authorization for Students to Posses and Self Administer Asthma or Anaphylaxis Medication.

SELF-ADMINISTRATION OF MEDICATION FOR ASTHMA OR ANAPYLAXIS

North Dakota Century Code section 15.1-19-16, states that a student with asthma or anaphylaxis, may possess and self-administer emergency medication for the treatment of such conditions, provided that the student's parent or guardian files with the school the appropriate documentation. Please contact your school nurse for further information.

LOST AND FOUND

Students who find lost articles are asked to take them to the office before or after school. Lost articles, which are not claimed within a reasonable time, will be given to a charitable organization for distribution to needy families.

ATTENDANCE

Attendance in school is necessary for you to get the most possible out of the educational opportunity provided for you. Without regular attendance, it is impossible for you to do your best.

State law requires you to be in school every day until you are at least sixteen (16) years old. All absences must be excused by your parent or guardian.

If you are ill, we want you to stay home and get better. Please have your parents call the school right away in the morning and report that you are ill each day you are sick (356-2090).

All work missed or assigned because of absence must be completed. The days absent plus one day will be allowed to make up the work in order to receive credit. No credit will be given for work turned in late or not completed.

Request for homework should be made **on the third day** a student has been absent. The request should be made before 9:30 A.M. the morning of the third day to allow us to get assignments from all the subject areas. If another student is to take the assignments home for the student who is absent, the parents should make arrangements with that student.

Excused absences are those caused by illness, injury, death in the family, emergency, or granted in advance by the principal for reasons of family or individual needs. All other absences will be considered as unexcused absences. If absences become excessive, as determined by administration, medical documentation may be required for absences. Student attendance issues will follow the Student Attendance Review Board (SARB) procedures

In accordance with Board Policy 5-2400, no student in grades six, seven, and eight can be absent more than 20 days to receive credit for that school year. Exceptions, which could be approved by the principal, include serious illness substantiated by a statement from a doctor or other special circumstances.

If you come to school after the start of the school day, please go to the office and sign in, receive an admit slip, and go to your class.

If you leave during the school day prior to dismissal, please go to the office and sign out. The office must receive a phone call or note from a parent/guardian for permission to leave. If you return, you must go to the office and sign in. .

TARDY TO SCHOOL

Students are expected to arrive for school on time. On the third unexcused tardy and each unexcused tardy after, you will be assigned to one hour of detention. Every third unexcused tardy will result in one period of truancy

SKIPPING CLASSES

Skipping classes is considered an unexcused absence or truancy. No credit for any school work missed will be allowed and the time missed will be made up after school.

RETENTION

Certain conditions of special difficulty such as immaturity, ill health and frequent absence from school, academic failure, or other circumstances may impede the proper adjustment of a student. When any of these conditions are evident, the teacher/administrator will call for a conference with the parents or guardians to discuss the student's progress and possible retention.

LEAVING SCHOOL GROUNDS

Students are to leave the building and school grounds at the end of the day unless you are in an after school activity or supervised by an adult.

SUSPENSION

If a student is suspended from school, all work missed or assigned because of suspension must be completed. The days suspended plus one day will be allowed to make up the work in order to receive credit. No credit will be given for work turned in late.

DISCIPLINE

Classroom conduct is an important factor in considering the way others react to you as an individual and as a member of a group. The student-teacher relationship has a direct bearing on how each student feels about school and how well each student does in school. Appropriate behavior is important to all of us - students and teachers. This type of relationship will make school more interesting and pleasant for all concerned.

DISCIPLINE PROGRAM

Cheney Middle School uses a discipline program which teaches personal responsibility. The program is based on the *Above the Line* program that was developed by Corwin Kronenberg, a nationally recognized expert on behavior management.

The goal of the *Above the Line* program is to promote a safe and caring environment where all students are taught the difference between appropriate and inappropriate behavior. In the program, behavior is divided into three groups: Above the Line, Below the Line, and Bottom Line. The three behavior categories, with some sample behaviors, are illustrated below.

ABOVE THE LINE

Respect for self and others
Rigor in work and habits
Responsibility for all behavior

BELOW THE LINE

Disrespectful behavior
Unsafe behavior
Irresponsible behavior
Unproductive behavior
Unprepared for class
Uncooperative behavior

BOTTOM LINE

Harassment (racial, sexual, other)
Illegal substances
Assault
Possession of a weapon
Vandalism
Repeated below the line Behaviors

Students are expected to demonstrate Above the Line behaviors. If a student makes a bad behavior choice and falls Below the Line, the student will be expected to assume responsibility for the behavior and will then be given a choice by the adult in charge. They will be asked if they want to “Fix It” or if they want a consequence for going Below the Line.

If the child chooses the “Fix It” option, he/she will be expected to assume responsibility for developing a plan for fixing the problem that was caused by his/her Below the Line behavior. When a child requests a consequence for a Below the Line behavior, the consequence will be worked out between the child and the adult in charge. There is no standard consequence for every Below the Line behavior. A consequence will be generated for each situation guided by the following principles: The consequence must be related to the behavior, delivered respectfully, and reasonable.

There are some behaviors that are considered totally inappropriate at school and are therefore considered Bottom Line behaviors. A Bottom Line behavior is a violation of state law, district/school policy, or any totally unacceptable behavior. When a student engages in a Bottom Line behavior, it will require involvement by the school administrators, parent(s) or guardian(s), and possibly legal authority.

HOMEWORK

The classroom teacher may assign homework to be completed outside of class time. It should be an extension of class work and be related to the objectives of the curriculum. Homework should fulfill the following objectives:

1. To review, reinforce, or extend classroom learning by providing practice and application of knowledge gained.
2. To teach students responsibility and organizational skills.
3. To promote wise and orderly use of time.
4. To promote opportunities for enrichment activities.
5. Most classroom teachers communicate the week’s assignments to students on Monday. Effective planning by the student will reduce last-minute overloads of work.

HOMEWORK HINTS

1. Each student is expected to use the assignment record portion of his or her assignment book. The assignment book is designed to be checked DAILY by parents.
2. Be aware that many long-term projects are assigned which are meant to be completed over several days and not the evening before it is due.
3. Be available and supportive when help is needed. Review an assignment with your child.
4. Provide a well-lit, quiet place to complete homework assignments free from distractions.
5. If you feel your child should have homework and does not, please contact the teacher. Be a partner in education with your child and his/her teacher.

DETENTION

Detention will be assigned to students who need to make up school time for various reasons. Detention will be assigned by building **administrators and/or teachers**.

It will be the responsibility of the office/teacher to notify any students who need to serve detention time. It will be the responsibility of the student to be on time and follow detention rules.

If a student is late or does not show up, he/she will have their time doubled. If, after having their time doubled, they skip again or are late, they will not be allowed back in school unless accompanied by their parents. Further problems with students serving detention will result in a suspension.

STUDENT PARKING

Middle school students are not allowed to drive or park on Cheney Middle School property.

BLACKOUT NIGHT

No school activities will be scheduled after 6:00 P.M. on Wednesday nights.

PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE

This award was established to encourage students to achieve high academic standards by recognizing and rewarding them for educational excellence. Eighth grade students eligible for this award must maintain a 3.5 or better grade point through grades six and seven, and for the first semester in grade eight. They must also achieve in the 85th percentile or higher in math or reading on the NDSA test, which is given to all eighth grade students in the fall.

PERSONAL ELECTRONICS

CD players, electronic hand held games, MP3 players, I Pods, and other devices should not be in school. If students bring these items to school, they must be turned off and remain in their locker until the end of the school day.

REPORTING TO PARENTS

We are on a nine-week grading period. At the end of every nine weeks, report cards will be issued. Students earn letter grades in all classes. These grades represent student progress as follows:

A	=	90% - 100%
B	=	80% - 89%
C	=	70% - 79%
D	=	60% - 69%
F	=	Below 60%
I	=	Incomplete
SA	=	Below grade-level / Satisfactory for ability

An "SA" grade means the student is doing satisfactory work for the child's ability. This grade is reserved for a student who has low ability, but his/her effort and his/her attitude are excellent. We feel any student who is continually working hard should never fail a class.

A grade of "F" should reflect a lack of effort, rather than a lack of ability. A grade of "F" should be given to those students who, in the teacher's best professional judgment, have the ability to do passing work, but have not given the effort needed to receive a passing grade.

HONOR ROLL

Each student in the school has the privilege of qualifying for the honor roll. The honor roll is determined by scholastic achievement. No student will be placed on the honor roll who has a failure or incomplete in any subject during the quarter that he/she may be eligible for the honor roll. The averages are computed at the time report cards are handed out.

***Special Note: No student with unsatisfactory conduct or citizenship will be listed on the honor roll.**

Grade Point Averages are earned as follows:

A	=	4 points
B	=	3 points
C	=	2 points
D	=	1 point

GOOD GROOMING

Education is the main business endeavor of our students and student dress should be in keeping with that purpose. Dress for students is expected to meet appropriate standards for a safe learning environment. Clothes, hairstyle, and manner of grooming that result in inordinate attention to an individual are discouraged in our school. The following guidelines are to be followed:

1. If a style is distracting to learning, in the educational process or constitutes a threat to the safety and health of the student or others, or how others react to the student, it will not be permitted in school.

2. Messages on clothing, especially "T" shirts, are not permitted if they are vulgar, in poor taste, a put down to any racial, religious, or national group. Pictorial representations also apply.
3. Short-shorts and mini skirts, halter tops, tank tops, spaghetti strap tops, strapless dresses or tops, and shirts which expose a bare midriff are **not** to be worn in school.
4. Tight or revealing clothing, see-through clothing, and undergarments which are visible are not permitted.
5. Students must wear shoes.
6. Clothing which advertises alcohol and/or tobacco products may not be worn. Dress that includes drug references such as marijuana leaves or mushrooms is not acceptable.
7. Pants will be worn at the waist.
8. Caps, bandannas, scarves, other types of head-coverings, and coats are not to be worn in school. They must be kept in your locker during school time.
9. Bib overalls/suspenders will be worn over both shoulders.
10. Handbags and purses are not permitted in classrooms or the lunchroom. They need to be left in your locker when you are in school.

TOBACCO, DRUGS, AND ALCOHOL

Students cannot smoke cigarettes, chew tobacco, use or possess drugs or alcoholic beverages on school premises or when present at any school-sponsored activity.

Using or possessing tobacco, alcohol, or other drugs on school premises or when present at any school-sponsored activity may result in suspension. The selling or distributing of drugs, or substances represented as drugs, and alcohol on school premises or at a school-sponsored activity will result in a recommended EXPULSION to the superintendent of schools. The purchasing or receiving of drugs, or substances represented as drugs, and alcohol, on school premises or at a school-sponsored activity will result in a recommended PROBATED EXPULSION to the superintendent of schools. A PROBATED EXPULSION requires the student to appear before the West Fargo School Board for a hearing. At the hearing the school board will determine provisions that the student must follow in the future. Failure to do so will result in an immediate expulsion.

TELEPHONE CALLS

Students and staff will not be called from the classroom to answer the telephone during school hours except in case of an emergency or extreme urgency by parents. The use of the telephone during school hours will be restricted. Should the necessity arise, a student must obtain permission to use the phone from the office staff. The only phone available after school is the telephone in the commons. All areas except for the commons and gym areas will be closed to students after 4:00 P.M. unless other arrangements have been made.

CELLULAR PHONES AND LASER POINTERS

Cellular phones and laser pointers are disruptive to the educational environment; Cell phones may not be visible or operated in the school building from 8:22 A.M. - 3:42 P.M. Cell phones may be used in the commons after 3:42 PM.

Students must store cell phones turned off in their issued locker at the start of the school day.

Cell phones are prohibited in bathrooms and locker rooms.

The first incident will result in the phone being kept in the office until the end of the day. A parent will need to pick up the phone following the second incident and the phone will remain in the office until detention is served for each additional occurrence. Messages and photos on a cell phone are subject to viewing by administration given reasonable suspicion of a crime or school infraction.

SCHOOL DANCE/PARTY RULES

Only students currently enrolled at West Fargo Middle Schools will be admitted to any school dance/party at the CMS. The doors will open at a determined time. The doors will be locked thirty minutes after opening and no one will be allowed in. Once you leave the school dance/party, you must leave school property and may not return to the dance/party. All school rules apply during the dance/party, including dress and behavior, as they do during the regular school day. Middle school dances/parties will not go later than 9:00 P.M. Students should line up rides home before they leave their home for the dance/party. A more detailed set of rules are available from the principal.

INTRAMURALS

Intramural programs will be open to students Grades 6-8. Guidelines may vary based on events. Students can register for intramural activities as they are announced throughout the school year. Registrations will take place through the CMS office. As self-supporting activities, students participating in intramural activities will be charged a \$20.00 fee per student per event (with a possible increase in 2011-2012). Intramural programs will follow the CMS Co-curricular Activities Fee Schedule policy. *Events are subject to cancellation due to low registrations.*

MISSING SCHOOL FOR EXTRA-CURRICULAR EVENTS 7 & 8

Students who miss school for extra-curricular events are responsible for informing and making arrangements with teachers in advance and completing any assignments before the event takes place. Any work not completed in advance will result in no credit for that work unless the teacher has approved other arrangements.

ACADEMIC ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES 7 & 8

No student in grades 7-12 shall participate in any competitive co-curricular activity or any co-curricular public performance representing the school if such student shall at the same time have any unsatisfactory record of scholarship. However, academic eligibility requirements will not be applied to public performances that are considered part of the requirements of an academic or curricular course.

Students in Grades 7 - 8:

Students must be passing three of four blocks to be eligible to participate in any co-curricular activities and must be passing all their subjects to participate in activities at the senior high level (grades 9-12). Eligibility checks will be completed at mid-term and end of the quarter. Ineligibility will be for two weeks.

Academic eligibility of students in grades 7-12 shall be determined at the end of each quarter or grading period and at the mid-point of each quarter or grading period. Student's eligibility at the end of each semester shall be determined by their second or fourth quarter grades as well as their final course grades. The period of ineligibility will be for four and one-half weeks. Co-curricular supervisors and administrators will monitor academic standings and notify individual students if they become ineligible.

PHYSICAL EXAMINATION

Prior to participation (including practice), a student participating in NDHSAA sanctioned athletic activities and representing his/her school must have on file with the principal, athletic director or school nurse an annual NDHSAA approved Athletic Pre-Participation Health History Screening and Physical Examination form completed by a qualified health care professional (i.e. Doctor of Medicine or Osteopathy, Nurse Practitioner or Physician Assistant under the supervision of a physician); the Athletic Pre-Participation Health History Screening and Physical Examination is valid for **one** school year; a physical examination completed before April **15** is not valid for participation the following school year.

The front page (the health history screening) is to be completed by the student and parent/guardian. The back of the physical examination form is to be completed by the individual conducting the physical

examination. Forms are available at the middle school office or on the West Fargo Public School's web site at www.west-fargo.k12.nd.us under Cheney Middle School.

CO-CURRICULAR ACTIVITIES
WEST FARGO PUBLIC SCHOOL ATHLETIC PARTICIPATION FEES:

Fee Schedule:

- A. Students grade 7-8 \$20.00 per activity (with a possible increase in 2011-2012).
- B. Students grade 9-10-11-12 \$30.00 per activity (with a possible increase in 2011-2012).
- C. Maximum fee per family per school year \$120.00 (with a possible increase in 2011-2012).
- D. Athletes in grades 7-8 who participate on any 9-12 teams must pay \$30.00 per activity (with a possible increase in 2011-2012).
- E. When a student must try out for a position on a team, the fee will not be collected until the final squad has been determined. In all other sports, students will be expected to pay the fee prior to participation in the first game.
- F. Fees are to be paid in the office.

Refunds:

- A. If a student becomes ill, is injured, or transfers and less than one-half of the activity season is completed, a full refund will be made.
- B. If a student becomes ill, is injured, or transfers and more than one-half of the activity season is completed, no refund will be made.
- C. Students who voluntarily drop out of an activity will receive no refund.
- D. Refunds will be made in the principal's office.

Miscellaneous:

Receipts will be provided upon payment of each activity. It is the responsibility of the parent to provide these as proof of the \$120.00 limit (with a possible increase in 2011-2012).

The team manager, statistician, and trainers will not be expected to pay a fee. Students unable to pay the activity fee must receive permission from the principal to have it waived.

Athletes must be present a half-day to be eligible to participate prior to an event. A half-day will be designated by a 12:00 P.M. check-in or 12:00 P.M. check-out.

Fall Sports

Football (B)
Cross Country (B-G)*
Tennis (B)*
Swimming (G)*
Golf (G)*
Volleyball (G)
Speech (B-G)

Winter Sports

Basketball (B)
Basketball (G)
Gymnastics (G)*
Swimming (B)*
Wrestling (B)
Hockey (B)*
Drama (B-G)

Spring Sports

Track (B-G)
Tennis (G)*
Golf (B)*
Softball (G)

*If the student is listed on the high school roster for a sport, the fee is \$30.00 (with a possible increase in 2011-2012).

OTHER CO-CURRICULAR ACTIVITIES ARE:

Hip Hop
Circle of friends
Student council
Drum group
Yearbook

Chess club
FCCLA club
(TSA) Technology Student Association
Mind Storm (Lego) League

TITLE IX COMPLIANCE

The West Fargo School District No. 6 of West Fargo, North Dakota, is an equal opportunity employer in all areas including discrimination based on gender as outlined under Title IX - Policy Statement, Grievance Procedures, and Complaint Procedures these are outlined in School Board Policy Files 2-1500, 3-1500, 4-1500, and 5-1500.

Inquiries regarding compliance with Title IX may be directed to the Athletic Coordinator.

ALCOHOL -TOBACCO - NARCOTICS

The use or possession of tobacco, alcohol, or any controlled substance as defined by North Dakota law is prohibited. Any extra-curricular participant (including band, choir, drama, speech, and sports) who is in violation of the foregoing shall be suspended from participation in interscholastic contests or activities for a minimum period of six consecutive school weeks for the first offense. In addition, he/she will not be eligible for any special awards or letters. In athletics, a violation during the off-season also results in a six-week suspension. However, since the student is not actively participating in an activity, a subsequent minimum two-week or two-contest suspension (whichever is worse) will go into effect during the student's next sport season. Off-season violations do not pertain to drama, speech, or music students as their extra-curricular program extends through the entire year. The period of suspension shall begin from the date and time notification is given to the student by the school administration. A student has the right to a hearing. For any subsequent offense, the violator will be dropped from all further participation in extra-curricular activities at Cheney Middle School for the remainder of the academic year.

EMERGENCY PROCEDURES

FIRE DRILLS - are signaled by an alarm and flashing lights. When you hear the alarm, leave the building immediately through the designated exit. **Do not talk!** Follow the teachers' instructions. Do not go to your locker for a jacket, even in winter. Leave the building in an orderly manner.

Learn how to leave from all rooms you are in. Teachers will explain fire routes to you on the first day of classes.

When you leave the building, go at least 500 feet away from the building. Do not block fire lanes or go near fire equipment. Remain outside the building until you are told to return to classes. Follow instructions given to you by staff members.

TORNADO DRILLS - An announcement will be made over the P.A. system to go to your tornado shelter area. Sit down in these areas and cover your head. This way you will be protected from flying glass or debris. Follow instructions given to you by staff members.

LOCK DOWN DRILLS – An announcement will be made over the P.A. system alerting students and staff of a lock down drill. Lock down drills are meant to prepare students and staff to respond to situations in which we need to secure students and staff in the school building

STORM POLICY

In North Dakota, the weather often causes difficulties in our scheduled program. The following procedures will be used to cover such situations:

A. All storm announcements relating to the West Fargo Schools will be called in to:

Television: KVLV, KVRR, KXJB and WDAY.
Radio: KDAM-FM, KDJZ-FM, KEGK-FM, KFAB-FM, KFGO-AM, KFNW-AM, KKBX-FM, KLTA-FM, KPFX-FM, KRVI-FM, KVOX-AM, KVOX-FM, KQWB-AM, KQWB-FM, WDAY-AM, WDAY-FM

The officials of the United States Weather Bureau have agreed to keep us informed by phone (day or night) concerning weather conditions as they relate to school.

- B. If a storm develops during the night:
 - 1. Announcements will be made no later than 6:30 A.M. on the radio stations.
 - 2. If road conditions become poor, it may be necessary to run buses on emergency routes only-- announcements concerning this will be made as it becomes necessary.
 - 3. If buses cannot run at all, school will not be started.
- C. If a storm develops during the day:
 - 1. We will make every effort to remain completely informed using information from the weather bureau, personal observation, and telephone contact with people living in the rural areas of the district.
 - 2. Every bit of information available will be considered at the time a decision is made.
 - 3. It generally requires 30 to 45 minutes from the time we make the announcement to dismiss school for the bus drivers to get their buses to the school.
 - 4. As soon as the announcement to dismiss school is made, parents who wish to pick up their children are encouraged to do so before the buses congest the streets around the school. It should also be noted that parents have every right to pick up their children at school or not send them to school any time they feel that the weather is a threat to their safety.
 - 5. Children living in town will be dismissed to walk home only at the discretion of the building principal. Questionable cases will be handled with a telephone call between parents and the building administrators.
 - 6. When school is dismissed for storm reasons, all extra-curricular activities scheduled after school will also be cancelled.
 - 7. The radio announcement will include the bus schedule for that day. Parents, please be watching for your children as they are dropped off at home.
 - 8. Generally, the children in grades 1-8 will be asked to stay at school until their parents or other designated adults come to pick them up.
- D. In order for activities to be carried out in the most orderly way possible, it is important that everyone concerned remain as calm as possible. The teachers, principals, bus drivers, transportation director, and the superintendent are all committed to taking care of all the children entrusted to our care and will do everything within our power to provide for the safety and well-being of each child attending the West Fargo schools. In the event that children cannot get home and for some reason a storm home cannot be found, they will be taken care of at the school until they can be picked up by their parents.
- E. Children should be dressed warm enough to assure comfort during such time that the bus may be stalled or stuck.

If you have any questions, feel free to call:

Dr. David Flowers
Superintendent
356-2000

Mr. Bradley Redmond
Transportation Director
356-2120

Mr. Cory Steiner
High School
356-2050

Mr. Don Lennon
Cheney Middle School
356-2090

Mr. Loren Kersting
South Elementary
356-2100

Mr. Jeffry Johnson
Eastwood Elementary
356-2030

Mrs. Carol Zent
Aurora Elementary
356-2130

Dr. Greg Grooters
Sheyenne 9th Grade Center
356-2160

Mrs. Beth Slette
Westside Elementary
356-2110

Mr. Jerry Barnum
Harwood Elementary
356-2040

Mr. Jerry Barnum
Horace Elementary
356-2080

Mr. Dennis Howitz
Berger Elementary
356-2010

Mrs. Betty Hanson
WF Kindergarten Center
356-2020

Mr. Darren Sheldon
WF Kindergarten Center – South
356-2190

NOTE: With the installation of the two-way bus radios, we now are capable of remaining in continuous radio contact with each bus and should be able to provide assistance to a bus either in the form of a wrecker or another bus without forcing the bus driver to leave the bus or the children assigned to his or her care.

SUSPENSION AND EXPULSION OF STUDENTS

A student may be suspended or expelled for insubordination, habitual indolence, disorderly conduct, or any student behavior that is detrimental or disruptive to the educational process. The authority to suspend a student for up to ten days or up to twenty days for a student in an alternative education program in accordance with state law rests with the principal or other administrative personnel. "Expulsion" is the dismissal of a pupil from school classes, buildings, and grounds and, except for a violation of the District's firearm policy, may extend to the termination of the current school year.

The school board has delegated the process of conducting expulsion hearings to the superintendent of schools, with the exception of expulsion hearings for the possession of a firearm on school property. The superintendent of schools will notify the board president of all instances in which the superintendent of schools is considering expulsion. Together, the superintendent of schools and the board president may agree to have an expulsion hearing conducted by the school board.

Students with disabilities will be suspended or expelled in accordance with state and federal laws.

SUSPENSION OF REGULAR EDUCATION STUDENTS

The authority to initially determine whether or not a student shall be suspended rests with the principal or other administrative personnel and can be exercised after the student is given:

1. Oral and/or written notice of the charges against him/her.
2. An explanation of the evidence against him/her.
3. An opportunity to present his/her side of the story.

There need be no delay between the time notice is given and the carrying out of the above procedures. The parent or guardian shall be notified regarding the suspension. In those cases where a student's presence poses a continuing danger to persons or property or any ongoing threat of disrupting the educational process, the student may be immediately removed without prior parent notification. Before reinstatement of the student, the events leading to the suspension will be discussed with the parent or guardian by telephone or conference at the administrator's discretion.

EXPULSION OF REGULAR EDUCATION STUDENTS

- **Nature of the Hearing:**

The hearing is not a court proceeding and should not be referred to or conducted as such. The administrative hearing should be conducted without the rigidity of court hearings, and there are no specific rules of evidence or procedure that must be followed. The thrust of the entire hearing is directed toward a determination of whether the reasons offered for the proposed suspension or expulsion is supported by substantial evidence. The evidence offered at the hearing should be directed

toward attaining the truth, and each situation may call for a slightly different approach. The key to conducting a successful hearing is to search for the truth through reasonableness and fairness.

- **The Hearing Panel:**
The student is entitled to an impartial hearer of facts. Therefore, a three-member panel shall be established using the following procedure: The superintendent will act as chairperson and will select two building principals who are not directly involved in the incident leading to the hearing.

- **Representation of the Student:**
There is no definite requirement that the student must have representation at the hearing; however, if the student or his/her parent(s) request that he/she be represented by an attorney, his/her parent(s), or another adult, the request should be granted. The school should attempt to involve the parents in the disciplinary proceedings from the outset. The school may refrain from making its presentation through an attorney if counsel does not represent the student.

PROCEDURES TO ADMINISTER POLICY ON SUSPENSION AND EXPULSION OF STUDENTS

The student and the student's parent(s) shall be provided with the following notices, prior to the hearing outlined below:

1. **Notice of Charges:**
The student and the student's parent or guardian shall be notified in writing of the specific charges against the student. These charges will be stated clearly enough for the student and the parent to understand the grounds of the charges and to be able to prepare a defense.
2. **Notice of Nature of Testimony and Witnesses:**
Prior to the hearing, the student and the student's parent or guardian shall be advised of the nature of the evidence against the student and be provided the names of any witnesses whose testimony may be used against the student.
3. **Notice of Hearing:**
The student and the student's parent or guardian shall be notified of the date of a hearing within a reasonable time after notice of charges. The date of the hearing may be advanced at the request of the student or postponed on the showing of reasonable grounds.
4. **Notice of Right to Present Evidence:**
At the time notice of the hearing is given to the student and the student's parent or guardian, they shall be notified of their right to present witnesses or documentary evidence.
5. **Adult Representation:**
The student, or his or her parent or guardian may be represented and/or assisted at the hearing by a lawyer or another adult. A parent or guardian who is unable to attend the hearing may designate another adult to assist the student in the parent's absence. Notification of the representative's identity shall be given in advance of the hearing, or the representative shall furnish evidence of appointment at the time of the hearing.
6. **Right to Present Evidence:**
At the hearing, the witnesses for the administration will present their evidence that supports the reason for the proposed expulsion. The student and/or his or her representative shall be given an opportunity to present witnesses and evidence to disprove the reasons offered by the school's witnesses.
7. **Record:**
The hearing shall be tape-recorded or a secretary or court reporter shall keep an accurate record of the proceedings.

8. Action of the Administration:

The administration shall render its decision by a majority of those members in attendance and written notice of the decision shall be sent promptly to the student and parent or guardian.

- 9. Appeal to the School Board:** An appeal of the hearing panel's decision may be made to the School Board within 10 working days of the original hearing. The decision should be reviewed at the next regular meeting of the Board, except when good cause is shown for calling a special meeting for that purpose. The School board will only review the decision of the hearing panel; they will not hear evidence. Since the expulsion will affect or become a part of the student's educational record, the appeal hearing before the Board will be in executive session unless the parent/guardian signs a written waiver of their rights under the Family Educational Rights and Privacy Act.

SUSPENSION OF STUDENTS WITH DISABILITIES

1. Summary suspension of student with disabilities for dangerous or excessive disruptive behaviors.

A summary suspension is the immediate removal of the student from his or her regularly scheduled school program for a period not to exceed three school days. Students with disabilities may be summarily suspended if they endanger themselves or others. The summary suspension may be effected immediately upon the decision of the designated building administrators who will review the file to ascertain if the Individual Education Plan addresses the behavior in question. If the IEP does address the behavior, the specified procedure should be followed. The administration must make and document efforts to contact and notify the parent prior to suspension. The student shall be given oral or written notice of the charges, the explanation of the evidence supporting the charges, and an informal opportunity to respond to and rebut the charges.

A multidisciplinary team (consisting of the student's IEP team) shall convene within 24 hours of suspension to review the misbehavior and propose any needed revisions in the IEP. The District has an obligation to provide educational services during the time of summary suspension. The multidisciplinary team will determine the manner in which the services are provided.

2. Short-term suspension of students with disabilities.

A short-term suspension of five school days or less may be effected for a student with a disability for any conduct, which would warrant short-term suspension for a student who is not disabled. The multidisciplinary team must determine that the behavior in question was not related to the disability or a result of inappropriate placement before short-term suspension may be effected. No multidisciplinary team meeting will be required for those students with disabilities for whom short-term suspension has been included in the behavioral intervention section of the IEP, provided the student has engaged in conduct for which the behavioral plan allows for short-term suspension. The student shall be given oral or written notice of the charges, and an informal opportunity to respond to and rebut the charges. The administration will make and document efforts to notify the parent prior to the suspension. The multidisciplinary team will determine the nature and extent of services, if any, to be provided at home for students who receive short-term suspension. The district has an obligation to provide educational services during the time of short-term suspension. The multidisciplinary team will determine the manner in which the services are provided. If a student has received summary suspensions and/or short-term suspension totaling ten days during any one school year, all subsequent suspensions will be handled under the policies governing long term suspension.

3. Long-term suspension of students with disabilities.

A long-term suspension of more than five school days may be effected for a student with a disability for any conduct that would warrant long-term suspension. The multidisciplinary team will meet to determine whether the misbehavior is related to the disability or is the result of inappropriate placement. If the multidisciplinary team determines that the misbehavior is related to the disability or is a result of an inappropriate placement, the student with a disability may not be suspended. The district has an obligation to provide educational services during the time of long-term suspension. The multidisciplinary team will determine the manner in which the services are provided.

4. Short-term and long-term suspension of students with disabilities.

Except for summary suspension procedures, a student with disabilities shall remain in the current placement pending action on a suspension recommendation, unless the parents and the administration agree otherwise. A student with a disability for whom long-term suspension has been recommended is entitled to all the due process rights available to a student who is not disabled for whom long term

suspension has been recommended. In addition, the student is entitled to all the due process procedures available to a student with a disability under the Education of All Handicapped Children Act, as amended and applicable state policies and procedures

5. Suspension and special education referral.

The school district is not required to refer for special education assessment and evaluation a regular student who has been suspended for violation of school rules and district policy to determine if such a student might have a disability. A suspended regular education student is not entitled to reinstatement to classroom and campus privileges pending any assessment and evaluation, which is to be made during the term of the student's suspension.

WEAPONS POLICY

The possession of a weapon may result in (1) an initial suspension for five days; (2) confiscation of the weapon; (3) notification of parents; (4) notification of the police; and (5) a recommendation to the superintendent that the student be expelled. "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity.

"Weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: guns (including pellet guns, look-alike guns and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles, and numchucks. A student, who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office, shall not be considered in possession of a weapon.

ASSAULT

1. A threat of bodily harm or death to another person, without material physical contact, will result in a parent/guardian conference and may result in a suspension of up to five days.
2. Students who engage in fighting with another person while on school property or at a school activity may be suspended for up to five days. Fighting shall be characterized by a violent, aggressive behavior by one or two individuals with the intent of inflicting physical harm upon one another.
3. Direct attack on another person: Student will be suspended for up to five days and may be recommended to the superintendent for expulsion.

PROHIBITION OF DISCRIMINATION, HARASSMENT, AND VIOLENCE

GENERAL STATEMENT OF POLICY

The West Fargo School District will maintain learning and working environment free of discrimination and harassment of any kind. The West Fargo School District prohibits any form of discrimination or harassment based on race, color, religion, sex, national origin, disability, sexual orientation, age, or status in any group protected by federal or state law. All complaints will be treated fairly and evenhandedly in order to prevent frivolous or malicious accusations. The school board expects administrators and supervisors to make it clear to students and staff that harassment in the school building, on school grounds, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students and termination of employment for employees.

Harassment is generally defined as any unreasonable and/or repetitive interference, intimidation, hostility, or offensive behavior on the part of any employee, student, or visitor. Harassment may include, but is not limited to, sexual harassment, racial harassment, or harassment because of a physical condition or disability, appearance, or sexual orientation.

Incidents involving initiations, hazing, intimidation, and/or related activities which are likely to cause bodily danger, physical harm or personal degradation, or disgrace resulting in physical or mental harm to students are prohibited.

DISCRIMINATION / HARASSMENT DEFINED

Harassment generally includes, but is not limited to, physical contact or violence or verbal statements relating to an individual's race, color, religion, sex, sexual orientation, national origin, age, disability, or status in any group protected by federal, state, or local law when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. Otherwise adversely affects an individual's employment or academic opportunities.

RACIAL DISCRIMINATION / HARASSMENT DEFINED

Racial harassment in public schools violates Title VII of the Civil Rights Act of 1964; sexual harassment violates Title IX of the Education Amendments of 1972. Racial discrimination/harassment is present if a person is treated differently on the basis of race, color, or national origin in the context of an educational program or activity without legitimate nondiscriminatory reason so as to interfere with or limit the ability of the person to participate in or benefit from the services, activities, or privileges provided by the school district. Racial discrimination/harassment may include but is not limited to:

1. Harassing conduct that is physical, verbal, graphic, or written;
2. Injury to persons or property; or
3. Conduct threatening injury to persons or property.

SEXUAL DISCRIMINATION/HARASSMENT DEFINED

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

1. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement, or grade;
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education; or
3. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating intimidating, hostile, or offensive employment or education environment.

Sexual discrimination/harassment may include but is not limited to:

1. Unwelcome verbal harassment or abuse of a sexual nature;
2. Unwelcome pressure for sexual activity;
3. Unwelcome, sexually motivated, or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
4. Unwelcome sexual behavior or words, including demands for sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
5. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises for preferential treatment with regard to an individual's employment or educational status; or
6. Unwelcome behavior or words directed at an individual because of gender.

Any person who believes he or she has been the victim of harassment, sexual or otherwise, should file a complaint. Filing of a written or oral complaint will not reflect upon the individual's status or affect future employment, work assignments, or grades.






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

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

Students, parents, or others who believe they have been discriminated against or harassed on the basis of race, color, national origin, sex, age, or disability in any of the district's programs or activities may file a complaint as follows:

1. An oral complaint may be informally filed with the building principal;
2. A formal written complaint form may be filed with the building principal; or
3. A formal written complaint form may be filed with the district superintendent, West Fargo Public Schools, 207 West Main, West Fargo, North Dakota.

A complete copy of Board Policy 1-9000, procedures, and complaint forms are available in all school offices and the district office. The West Fargo Public Schools acknowledges your right at any time to file a discrimination complaint with: US Department of Education, Office for Civil Rights, 111 N Canal St Suite 1053, Chicago, IL 60606-7204, phone # (312) 886-8434

Cheney Middle School Bullying and Harassment Process		
Report A student reports bullying or harassment	Investigation by School Personnel	 <ul style="list-style-type: none"> • Proceed through Bullying & Harassment Process
Level I Reported student(s) is referred to the counselor or administrator's office.	Harassment Acknowledgement document is completed.	 <ul style="list-style-type: none"> • Administration notified. • Parent is called.
Level II Student continues to harass or bully a student(s).	Social skills education is completed with the counselor and student.	 <ul style="list-style-type: none"> • Social group participation • Individual work with counselor • Book study • Research through Internet resources • Restorative justice activity
Level III Bullying or Harassment continues.	West Fargo Public School District Harassment/Discrimination Complaint Form is completed.	 <ul style="list-style-type: none"> • Detention • Suspension and/or Expulsion
Level IV Bullying or Harassment continues.	Cass County Social Services Youth Court Referral form completed.	 <ul style="list-style-type: none"> • Referral sent to Youth Court School • Counselor collaboration with Youth Court to monitor.

CHEMICAL HEALTH/DEPENDENCY POLICY

It is the goal of the West Fargo Public Schools to create a caring atmosphere for each student within the system. In keeping with this goal, the school district recognizes that chemical use problems and the illness of addiction in our school community present a hazard that can interfere with a student's ability to learn and function responsibly in the school setting. Chemical use problems are personal or social problems which result directly from the use of chemicals or indirectly from a family member's or others' use of chemicals. Concern over the problem has led to the formulation of this policy. Therefore, the school district has established the following goals:

1. To provide an appropriate caring atmosphere to help those who are affected by chemical use problems.
2. To provide educational awareness of chemical use to help individuals make responsible decisions.
3. To provide procedures for identifying students affected by chemical use problems.
4. To provide intervention and/or support services for students affected by chemical use problems.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the school board, a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee (such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605**

USE OF DIRECTORY INFORMATION

The directory information listed below may be released to the public as needed in regard to any individual student in the school district. Any parent of a student less than eighteen years old or any student eighteen years old or older not wanting any or all of this information released to the public must indicate such refusal to the principal on a form provided by the school no later than September 15 or within 2 weeks of enrollment. The objection must be renewed annually.

Directory information includes: Student name, grade, age, address, parent name(s), telephone listings, place of birth, participation in officially recognized co-curricular activities, weight and height of members of athletic teams, dates of attendance, recognitions (such as the honor roll), awards received, and photograph or likeness.

NON-DISCRIMINATION POLICY

It is the policy of the West Fargo School District not to discriminate on the basis of race, color, national origin, religion, creed, sex, or disability. This policy applies to admission or access to the educational programs and activities offered to students, and extends to employment policies and practices applicable to school district personnel.

Inquiries by Students and Parents concerning:		
Program:	Contact:	Phone:
Title I of the Elementary and Secondary Education Act of 1972	Louise Dardis	701-356-2001
Title IX of the Educational Amendments Act of 1972	Curt Jones	701-356-2050
Americans with Disabilities Act	Pete Diemert	701-356-2002
Section 504 of the Rehabilitation Act of 1973	Louise Dardis	701-356-2001
Individuals with Disabilities Education Act	Mari Bell	701-356-2003

To contact these individuals in writing, please send correspondence to their attention at West Fargo Schools, 207 West Main Avenue, West Fargo, ND 58078.

Inquiries may also be referred to the Office of Civil Rights, 111 N Canal St Suite 1053, Chicago, IL 60606-7204, phone 312 - 886 -8434.

TITLE PROGRAM DISPUTE RESOLUTION POLICY

File 2 – 1600 - Philosophy - Adopted 2/13/06

West Fargo School District #6 will follow procedures for receiving and resolving disputes pertaining to all Federal Title Programs, including, but not limited to Title I, II, IIA, IID, III, IV, and V as required by North Dakota Department of Public Instruction through the “No Child Left Behind” federal mandate.

Any person who believes that West Fargo School District #6 has violated the regulations or law governing any of the Federal programs may file a written complaint with the Assistant Superintendent. The written complaint must include:

- The date;
- The name of the district, unit, or individual the complaint is against;
- The name, address, and telephone number of the person making the complaint;
- A detailed description of the complaint, including specific facts supporting the allegation; and,
- The personal signature of the complainant.
- The written complaint may be sent via mail, e-mail, or hand delivered to:

Assistant Superintendent
West Fargo School District #6
207 Main Avenue West
West Fargo, ND 58078
dardis@west-fargo.k12.nd.us
701-356-2001

The Assistant Superintendent shall investigate the complaint and provide the complainant a written response within 30 calendar days.

If the complaint is not resolved to the satisfaction of the complainant, the complainant may forward the complaint to the specific Title Program Director at:

[Director of Specific Title Program]
North Dakota Department of Public Instruction
600 East Boulevard Avenue, Dept. 201
Bismarck, ND 58505-0440
701-328-3264
701-328-4770 Fax

The director will investigate the charges and issue a report providing suggestions for resolution within 60 calendar days of receipt of the complaint.

Once the complainant receives a response from DPI staff, the person making the complaint may submit a reconsideration request in writing to the State Superintendent within 30 days of the date of the Title director’s response. The State Superintendent will issue a final decision within 30 days of the request for reconsideration.

If the complaint is still not resolved to the satisfaction of the complainant upon receipt of the State Superintendent’s reconsideration, the complaint may be forwarded to the federal level at:

Secretary of Education
U.S. Department of Education
555 New Jersey Avenue NW
Washington, DC. 20208