

# STUDENT HANDBOOK

## 2019 – 2020



### **Liberty Middle School**

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Dr. Erin Spies

Name \_\_\_\_\_ Grade \_\_\_\_\_

## 2019-2020 Liberty Middle School Calendar of Events

<b>August 5</b>	Grade 6 Registration - 8:00 AM - 4:00 PM
<b>August 6</b>	Grade 7 & 8 Registration - 11:00 AM - 7:00 PM
<b>August 22</b>	Back to School Evening - 5:00 PM - 7:00 PM
<b>August 27</b>	First Day of School
<b>September 2</b>	Labor Day - No School
<b>September 4</b>	First Late Start (Grades 6-12)
<b>September 30</b>	No School - Professional Development
<b>October 17 &amp; 18</b>	Administrator's Conference - No School (Non-Contract Days)
<b>November 1</b>	End of 1 <sup>st</sup> Quarter
<b>November 4</b>	Parent/Teacher Conferences - 4:15 PM – 7:45 PM
<b>November 7</b>	Parent/Teacher Conferences - 4:15 PM – 7:45
<b>November 11</b>	Veteran's Day Observance - No School
<b>November 27</b>	No School – (Teacher Comp Day 1)
<b>November 28</b>	Thanksgiving - No School
<b>November 29</b>	No School – (Teacher Comp Day 2)
<b>December 20</b>	Last School Day Prior To Winter Break
<b>Dec. 23 - Jan. 1</b>	No School - Winter Vacation
<b>January 2</b>	School Resumes
<b>January 17</b>	End of 2 <sup>nd</sup> Quarter
<b>January 20</b>	No School – Professional Development
<b>January 21 &amp; 23</b>	Liberty Grade 8 MS Parent Teacher Conferences (4:30-8:15)
<b>February 17</b>	No School – (Teacher Comp Day 3)
<b>February 18</b>	No School – (Snow Make Up Day 1)
<b>March 13</b>	No School – (Teacher Comp Day 4)
<b>March 16</b>	Parent/Teacher Conferences - 4:15 PM – 7:45 PM
<b>March 17</b>	Parent/Teacher Conferences - 4:15 PM – 7:45 PM
<b>March 20</b>	End of 3 <sup>rd</sup> Quarter
<b>April 10</b>	No School
<b>April 13</b>	No School - (Snow Make Up Day 2)
<b>May 25</b>	No School - Memorial Day
<b>May 28</b>	Last Day of School
<b>May 29</b>	Teacher Grading Day

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[illegible]

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## **R**espect

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.

## **R**esponsibility

Think before acting. Be accountable for your actions.

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

Learning is up to you.

## **R**igor

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.

## **R**elationships

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.

### **LIBERTY MIDDLE SCHOOL MISSION STATEMENT**

Liberty 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 Liberty Middle School. This handbook will tell you much about what Liberty 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 year at Liberty 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 1200 students and 150 adults must work together; it is important that there be set rules about student behavior. If everyone follows these rules and regulations, Liberty will be a very pleasant and welcoming place for all.

1. You are to be in school every day that 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 3:55 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, in some instances, 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 your tardiness does disturb the other students who have made it to class on time.
5. When you are out of a class, you must have a pass.
6. Students are not allowed in the building before 7:55 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 (including e-cigs) 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 rests 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.

### **USE OF THE WEST FARGO DISTRICT COMPUTER NETWORK - Policy ACDA**

West Fargo Public Schools provides technology resources for staff and students to support the educational mission of the district. Use of these technologies must be consistent with academic actions of WFPS. Users are expected to adhere to district policy, as well as with all local, state and federal laws including regulations against computer/network hacking,

software piracy, copyright infringement and other illegal behaviors. The district expects users to exhibit professional and responsible behaviors when using WFPS technology resources. Use shall not interfere with assigned duties. The successful use of these resources requires adherence to the policy that promotes efficiency, safety and appropriate usage. West Fargo Public Schools participates in internet filtering services to help prevent access to internet content that is obscene, pornographic or harmful.

Middle and high school students, along with their parents/guardians, are required to read, sign, and return the “Responsible Use Contract – Policy ACDA-E” 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](http://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.

### **WFPS 1:1 USER AGREEMENT**

The technology equipment supplied by West Fargo Public Schools shall be used for educational purposes consistent with the district’s mission and goals.

#### **To the Student**

- The digital device is to be used for educational purposes, innovation and creativity. Responsible use of your tablet device is expected. You are also expected to fully participate with your tablet device in all classroom activities as directed by your teachers. Finally, we hope you enjoy your tablet device and use it to its fullest potential.

#### **To the Parent**

- With a significant investment in education technology and infrastructure, your student will be exposed and trained to utilize technology as a tool and resource in order to enhance their learning.
- Students participating in the project will receive a digital device that can be used in most of their classes. The device can be used for productivity, creation and research that will enhance the educational process. Teachers will also communicate with students via email and will distribute many classroom papers and documents electronically.
- Finally, we encourage your student to be innovative with the digital device. The learning tool can be used for a multitude of applications. We encourage you to support your student in learning to use new technology, ask questions and have them teach you what they are learning. If you ever have any questions, please feel free to contact your student’s teachers or the school office.

#### **Equipment**

- West Fargo Public Schools retains sole right of possession of the digital device and related equipment. The digital device will be issued to students according to the guidelines set forth in this document. The classroom teacher, school administrator or district employee retains the right to collect and/or inspect the device at any time and to alter, add or delete installed software or hardware. Usage is a privilege and not a right.

#### **Expectations**

- Students must abide by all school rules as outlined in the Digital Device Agreement and Responsible Use Policy.
- Students agree to participate in all class activities and assignments as directed by their teachers.



- Students and parents agree to be responsible for proper care of the digital device, understanding that any damage or loss may result in financial liability to replace the device.
- Students and parents agree that any inappropriate use of the device will result in school discipline that may include the loss of device use and school suspension according to the contract and user policy. Inappropriate use includes but is not limited to the following:
  - Visiting inappropriate websites
  - Sending inappropriate email
  - Possessing/distributing inappropriate pictures and/or media files
  - Cheating
  - Installing unapproved apps
- Students and parents agree that all apps and content to be installed on the device (including music and media files) must be educationally appropriate. The device is owned by West Fargo Public Schools; WFPS reserves the right to remove inappropriate apps, music and media.
- Parents agree to monitor student use, including use of the Internet and apps, while on their home network using the device.
- Students and parents agree that only the assigned WFPS student may use the device. Siblings and friends should not use the device.
- Students and parents acknowledge that WFPS staff may search the school-issued device at any time to verify contents.
- Students leaving West Fargo Public Schools must return the device to the school immediately. Failure to do so will result in an assessment of the full cost of device and accessories.
- Students of West Fargo Public Schools are expected to be respectful, responsible and safe.

#### **Inappropriate Usage**

- Prohibited uses of the device include but are not limited to
  - Users are not permitted to use the network for non-academic activities during school hours. Non-academic activities are defined by the teacher but may include activities such as network games, music, social networking or transmission of large audio/video files or serving as a host for such activities.
  - Students are never to access other students' accounts or allow other students to use their account.
  - Students must access the school's network when in school.
  - The Internet is to be used for research and as a means of obtaining needed information. Accessing pornographic materials, vulgarity, gambling, militant/extremist material, etc. is prohibited.
  - YouTube is accessible for educational purposes – it should not be used for entertainment purposes.
  - Social networking applications and sites, such as MSN Messenger, Facebook, etc. are prohibited during school hours.
  - Sound may be turned on at the teacher's discretion.
  - Headphones are allowed at the teacher's discretion.
- **Inappropriate use may result in limited use, loss of device, ISS, or other consequences as deemed appropriate by school administration.**

#### **Caring for Your Device**

- Proper care of school-issued devices is necessary to allow for the maximum life. Please adhere to the following:
- Devices are not permitted at the lunch tables during lunchtime.
- Devices are never to be left unattended. If a device is found unattended, it will be brought to the office. Students may lose the device if this is a repeated offense.
- Students are not allowed to have the device open on the bus.

- Students are not allowed to take the device to other schools for extracurricular or co-curricular events except in the case of overnight trips.
- Students may leave their device in the coach's office and collect them upon return from their activity.
- Students who choose to take their device on an overnight trip are fully responsible for theft or damage to the device.
- Devices may never be kept in a student's vehicle before, during or after school hours.
- Students are not allowed to have devices in an unlocked locker.
- Devices should be transported throughout the building in a safe and protective manner.
- Any damage to a device during the school day should be reported to the teacher immediately, or the damage will be considered a result of negligence

#### **Family Financial Responsibility**

- Each parent is required to pay a \$25 user fee.
  - A fee waiver is granted for students who qualify for free and reduced lunches.
  - Parents and students who refuse to pay the fee will continue to have technology access at school but won't be assigned an exclusive device for school and home use.
- Parents are responsible for a \$25 damage fee for any damage incurred on the device.
- Parents are responsible for the full repair or replacement cost of a device lost, damaged intentionally by their child, or due to their child's negligence.

#### **ATTENDANCE - POLICY FFB-B**

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 (701-356-2671).

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.

### **Green Sheets**

If students go on a family trip for three days or more, they will be given a *green 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 green sheets will be excused but will be counted towards their attendance days.

### **BEHAVIOR EXPECTATIONS**

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.

### **Middle Level Guide to Addressing Behaviors**

West Fargo Middle Schools use a behavior expectations program which teaches personal responsibility, rigor, relationships and respect, The 4 R's. The goal of the program is to promote a safe and caring environment where all students are taught the difference between appropriate and inappropriate behavior. The behaviors listed on the behavior referral form are classified as either Minor or Major infractions. Typically, teachers address Minor behaviors, and most Major behaviors require administrative intervention. Not all Major behaviors require an immediate office visit. Teachers' discretion is respected, as all situations are unique.

Students are expected to demonstrate appropriate behaviors aligned to The 4 R's. If a student makes a poor choice, the student will be expected to take responsibility for the action. The teacher or adult will address the expectation by redirecting, re-teaching and/or clarifying the expectation. A teacher assigned consequence may be issued. If the behavior continues, the teacher will seek additional supports and will document the behavior using a Behavior Referral Form. An administrator will be involved if the problem persists or a major infraction occurs.

Many behaviors classified as major infractions are inappropriate for school and can be a violation of state law, district/school policy, and do not support a safe environment. When a student engages in a major infraction it will require involvement by the school administrators, parent(s) or guardian(s), and possibly legal authority. Liberty Middle School will use the behavioral matrix to guide the interventions and responses provided by our school for various infractions.

A list of Minor and Major infractions is listed below.

<b>Minor Problem Behaviors Typically Teacher Addressed (Level 1)</b>	<b>Major Problem Behaviors Typically Admin Supported (Level 2-4)</b>
<p><b>Level One Behavior Definition</b></p> <ol style="list-style-type: none"> <li>1. Behavior that is disruptive to the school environment of student or others.</li> <li>2. Refusal to comply with reasonable requests.</li> <li>3. Behaviors managed with a brief intervention by an adult present in that setting. <ul style="list-style-type: none"> <li>• Name calling</li> <li>• Non-verbal disrespect</li> <li>• Inappropriate language</li> <li>• Inappropriate hallway behavior</li> <li>• Inappropriate use of personal electronics</li> <li>• Out of assigned area</li> <li>• Partial or incomplete work</li> <li>• Late homework</li> <li>• Accessing non-educational online content</li> </ul> </li> </ol>	<p><b>Level Two – Four Behavior Definitions</b></p> <ul style="list-style-type: none"> <li>• Chronic minor infractions</li> <li>• Swearing at another person</li> <li>• Electronic based aggression</li> <li>• Accessing inappropriate material online</li> <li>• Inappropriate social networking content</li> <li>• Disrespect directed towards another</li> <li>• Cheating</li> <li>• Inappropriate dress</li> <li>• Threats</li> <li>• Bullying</li> <li>• Theft or vandalism</li> <li>• Discrimination</li> <li>• Alcohol/tobacco/drugs</li> <li>• Weapons</li> <li>• Assault</li> </ul>

**LEVEL 1** Behaviors disruptive to the school environment or self and/or others. Primarily handled with redirections or re-teaching in the classroom.

**LEVEL 2** Repeated or significant level one infractions. Disordered behavior toward another students, staff, volunteer, etc. Office referred behaviors may require in-school suspension.

**LEVEL 3** Repeated or significant level two infractions. Behaviors targeted at others and interfering with safety or destruction of property. Office referred behaviors, may require out of school suspension.

**LEVEL 4** Behaviors identified as expellable offenses. Office referred behaviors, require administrative consequences.

### **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.

### **BLACKOUT NIGHT**

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

### **BULLYING POLICY ACEA-AP**

#### *Definitions*

For the purposes of this policy:

1. Bullying is defined as conduct prescribed in NDCC 15.1-19-17. The Superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.
2. Protected classes are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. Persons meeting these definitions have protections under the district's discrimination and harassment policy, in addition to the protections offered under the bullying policy. The following classes are

protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.

3. School property or the term on-campus refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.
4. School-sanctioned activity is defined as an activity that:
  - o Is not part of the district's curricular or extracurricular program; and
  - o Is established by a sponsor to serve in the absence of a district program; and
  - o Receives district support in multiple ways (i.e., not school facility use alone); and
  - o Sponsors of the activity have agreed to comply with this policy; and
  - o The District has officially recognized through board action as a school-sanctioned activity.
5. School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
6. School staff includes all employees of West Fargo Public Schools, school volunteers, and sponsors of school-sanctioned activities.
7. True threat is a statement that, considering the circumstances, a reasonable person (determined by at least taking into account the victim's age and maturity) would perceive as a serious expression of an intent to inflict harm.

#### *Prohibitions*

While at a public school, on school district premises, in a district-owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event, a student may not:

1. Engage in bullying;
2. Engage in reprisal or retaliation against:
  - a. A victim of bullying;
  - b. An individual who witnesses an alleged act of bullying;
  - c. An individual who reports an alleged act of bullying; or
  - d. An individual who provides information/participates in an investigation about an alleged act of bullying.
3. Knowingly file a false bullying report with the District.

Off-campus bullying that is received on school property is also prohibited. The District has limited disciplinary authority to respond to such forms of bullying.

#### *Reporting Procedures for Alleged Policy Violations*

1. Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President. Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.
2. Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
  - a. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform

students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.

- b. Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting it anonymously.
- c. File an oral report with any school staff member, who will then complete the necessary documentation on the student's behalf.

A complaint filed anonymously may limit the district's ability to investigate and respond to the alleged violations.

#### *Reporting to Law Enforcement & Others Forms of Redress*

Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law.

#### *Documentation & Retention*

The District shall develop a form to report alleged violations of this policy. The form should be completed by school staff when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy.

The form should be completed by an administrator when s/he:

1. Initiates a report of an alleged violation of this policy; or
2. Receives an oral report of an alleged violation of this policy.

All written reports of an alleged violation of this policy received by the District shall be forwarded to the appropriate school administrator for investigation and retention.

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the District, such reports and investigation material shall be retained for six years after the student turns 18.

#### *Investigation Procedures*

School administrators (i.e., a principal, an assistant superintendent, or the Superintendent) are required to investigate violations of this policy (as prescribed under "Prohibitions"), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected class—whether actual or perceived. Reports involving a protected class shall be investigated in accordance with the district's harassment/discrimination policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; whether this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (*NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile*);
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;

3. Interviews with any identified witnesses;
4. A review of any mitigating or extenuating circumstances;
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to victim and alleged perpetrator during the investigation.

#### *Disciplinary & Corrective Measures*

Students that the District has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

1. Require the student to attend detention;
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed;
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
4. Create a positive behavior support plan;
5. Refer the student to a school counselor;
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
8. If applicable, contact the administrator of the website on which the bullying occurred to report it.

If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

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

If the perpetrator is a school staff member, the District shall take appropriate disciplinary action including, but not limited to a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with any applicable law.

#### *Victim Protection Strategies*

When the District confirms that a violation of this policy has occurred, it should notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.

3. Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to counseling services for the victim and perpetrator.
5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

*Prevention Programs & Professional Development Activities*

In accordance with law, the District shall develop and implement bullying prevention programs for all students and staff professional development activities.

**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:

**RULES OF THE BUS:**

1. Obey the bus driver.
2. Stay in your seat, facing forward with legs and arms out of the aisle.
3. Keep your hands, head, feet in the bus.
4. No eating or drinking on the bus.
5. Bus riders will conduct themselves in a respectful and courteous manner.

**CONSEQUENCES:**

- **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 suspended 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.

For complete rules and guidelines please refer to the West Fargo School District website under transportation.



**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.

#### **CANDY - SNACKS - POP**

No food may be removed from the lunchroom. Snacks are allowed at designated snack time with teacher discretion. No energy drinks allowed in the building at any time.

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. The juice machine is provided for student use after school. No candy, snacks, or drinks are allowed to be eaten outside of the lunchroom.

#### **CHEWING GUM**

Chewing gum is up to individual classrooms. No gum chewing will be enforced in the gymnasium and music areas.

### **CO-CURRICULAR ACTIVITIES**

#### **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 Liberty Middle School for the remainder of the academic year.

#### **WFPS Athletic Participation Fees**

##### Fee Schedule:

- A. Students grade 7-8 \$40.00 per activity.
- B. Students grade 9-12 \$60.00 per activity.
- C. Maximum fee per family per school year \$300.00.
- D. Athletes in grades 7-8 who participate on any 9-12 teams must pay \$60.00 per activity.
- 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 online or cash/check at the Activities 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 front 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 \$300.00 limit.
- The team manager, statistician, and trainers will not be expected to pay a fee.
- Students may have participation fee waived if they qualify for the Free and Reduced Lunch Program
- Athletes must be present a half-day to be eligible to participate in an event that day. A half-day will be designated by a 12:00 P.M. check-in or 12:00 P.M. check-out.

## **Activities by Season**

<b><u>Fall Sports</u></b> Football Soccer (Boys) Volleyball (Girls) Golf (Girls)* Swimming (Girls)* Tennis (Boys)* Cross Country* Speech* Form and Fitness	<b><u>Winter Sports</u></b> Basketball (Girls) Basketball (Boys) Form & Fitness Wrestling* Swimming (Boys)*  <b><u>Spring Sports</u></b> Form & Fitness Tennis (Girls)* Track Soccer (Girls)* Golf (Boys)*	<b><u>Fine Arts</u></b> Chamber Orchestra Jazz Band Show Choir Fall Play (6 <sup>th</sup> -8 <sup>th</sup> ) Spring Musical (6 <sup>th</sup> -8 <sup>th</sup> ) Speech*  <b><u>6<sup>th</sup> Grade Intramurals</u></b> Intra Volleyball (6 <sup>th</sup> ) Intra Soccer (6 <sup>th</sup> ) Intra. Cross Country (6 <sup>th</sup> ) Intra. Basketball (6 <sup>th</sup> ) Intra. Track (6 <sup>th</sup> )	<b><u>Other Co-Curricular Activities</u></b> <i>These are provided based on funding and advisor interest. New opportunities will be announced through the activities office. Past examples include:</i> Student Council Drama Club Math Club TSA (Technology Student Association) Yearbook Club Newspaper FCCLA Close-Up
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*\*If the student is listed on the High School roster for a Sport or Activity, the fee is \$60.00.*

### **Academic Eligibility for Co-Curricular Activities**

No student in grades 7<sup>th</sup>-12<sup>th</sup> shall participate in any competitive extra-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.

Every week, behavior grade reports (College and Career Readiness Standards) will be run to determine eligibility. If any student has a CCR grade of a '1' in two or more classes, they will not be eligible to play in any games during that week but will be expected to attend practice.

Summer school grades cannot be used for eligibility purposes.

### **Activities Calendar User Guide**

We now use the rSchoolday Activity Scheduler as our School Activity Calendar. Because it is web-based, we can provide you instant access to the most up-to date information at all times. All changes are reflected instantly to you as soon as they are made.

To Locate a Specific Sports Calendar (ex. football, volleyball, basketball):

1. Go to [www.west-fargo.k12.nd.us](http://www.west-fargo.k12.nd.us).
2. Go to schools click on: Liberty Middle.
3. Click on: Programs > Activities.
4. Click on: Activities Calendar.
5. Under the View Schedules Box.
6. Select the sport/team (example Football-Boys 7A1).
7. Click View to see that team's schedule. Notify me - set yourself up for automatic email reminders before an activity is to begin or for schedule changes.
8. Notify me – set yourself up for automatic email reminder before an activity is to begin or for schedule change
9. Questions or concerns? Please contact the Activity Desk at 499-9007 or [liberty@westfargo.k12.nd.us](mailto:liberty@westfargo.k12.nd.us)

### **Schedule Changes**

- Please check these schedules on a regular basis as activity dates, times, and locations may change due to unforeseen circumstances.
- In the event that games are cancelled, announcements will be made during the school day for students and schedule changes will be updated on the Liberty Activity Calendar. Information on how to locate the Activity Calendar is located above.
- Coaches may feel the need to alter team practice schedules, thus PLAYERS must communicate with their team coach(s) regarding weekly practice schedules.

Questions? Please contact the Activity Department at 701-499-9007 or [liberty@westfargo.k12.nd.us](mailto:liberty@westfargo.k12.nd.us)

### **6<sup>th</sup> Grade Intramurals**

Intramural programs will be open to those students in the 6<sup>th</sup> Grade only and will take place in collaboration with Liberty Middle School. 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 Liberty Middle School office. All intramural practices and events will take place at Liberty Middle School. As self-supporting activities, students participating in intramural activities will be charged a \$20.00 fee per student per event. Intramural programs will follow the LMS 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.

### **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** year; however, the year resets on April 14<sup>th</sup>, so ***it's recommended that physical examinations be completed after April 15<sup>th</sup> to cover the entire upcoming 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](http://www.west-fargo.k12.nd.us) under Liberty Middle School; Programs; Activities.

### **CONSENT TO BILL MEDICAID**

If you have provided consent in the past that allows the school district to bill Medicaid for therapies provided to your child as identified on their IEP, please note that you may revoke that consent at any time. This revocation is not retroactive but may be stopped for any future services provided. If you wish to revoke your prior consent, please contact the Special Education Department at 701-356-2003.

### **COUNSELING AND GUIDANCE**

The philosophy of the Liberty 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 Liberty 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.

#### **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.

#### **ELECTRONIC DEVICE POLICY**

Liberty holds high expectations for student behavior, academic integrity, and responsible use of existing and emerging technology, such as cellular phones, Smartphones, iPads, iWatch, laptops, and other personal electronic devices capable of transmitting data or images. Students who possess and/or use such devices at school or school-sponsored events shall demonstrate the greatest respect for the educational environment. Standards for responsible use at school, on busses or at school activities:

1. Students shall not use any electronic devices that in any way disrupts or detracts from the educational environment.
2. Personal electronic devices can only be used before and after school. Students should not have devices with them in the hallways, in class or at lunch. Devices will be locked in student locker.
3. It is the student's responsibility to secure his/her electronic devices to show care for their technology devices and personal information. The school is not responsible for lost or stolen items or individual service plan charges related to use of electronic devices.
4. Students are expected to respect the network and adhere to the Acceptable Use Policy (AUP) when using personal electronic devices. Students will be expected to access the district's WiFi network during designated school activities unless connections are unavailable.
5. Photographing or recording of another person should be used for educational purposes as defined by the teacher. Any use of an electronic device for other than educational purposes will result in a consequence. Messages and photos on an electronic device are subject to viewing by administration given reasonable suspicion of a crime or school infraction.
6. The **USE** of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms.
7. First cell phone infraction will result in loss of device until the end of the school day. Every subsequent infraction will require a parent/guardian to pick it up from the office.

Violations of these guidelines may result in loss of use privilege, detention, and/or confiscation of the entire device based on the discretion of school administration, teachers or other school personnel.

### **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.

### **EXPENSES AND FEES**

**Student Activity Pass (optional) \$30. Pay Online at [www.MySchoolBucks.com](http://www.MySchoolBucks.com) or at the school. Student Passes can be picked up at the School.**

The purchase of this pass allows the student entry into all high school **HOME** athletic and fine arts events except gymnastics and tournaments. Each student who purchases the Student Activity Pass will be issued an identification card, which must be presented to the ticket seller at each event for the admission fee to be waived. You will be responsible for the replacement cost of a lost card. (\$5.00)

Other Fees may be charged to you under the following circumstances:

- The cost of school equipment or materials destroyed, lost, broken, or unduly damaged through carelessness or failure to follow instructions in the amount necessary to restore the item(s) involved to service.

### **HEALTH INFORMATION**

#### **HEALTH AND SAFETY POLICY**

Public schools are expected to promote that physical health of pupils, to keep them safe from injury while in school, and to instill good habits of mental health and hygiene. It is therefore the duty of all staff members to see that the school environment is such as to encourage a wholesome growth in body and mind.

#### **SCHOOL NURSE INJURIES AND ILLNESS**

School nurses are available in the West Fargo school system on a part time basis. They make regularly scheduled visits to each building. They will assess students related to accidents, injuries or illness. They will contact parents as appropriate. When students become ill at school, they will be taken to the nurse's office. Parents will be notified and required to remove their child if deemed necessary. If you are unable to come to the school to pick up your sick child, please make arrangements for another adult to pick up your child as soon as possible. Please do not ask the school to allow a sick child to walk home, as we are concerned for their safety and welfare. Please do not send a sick child to school to be assessed by the nurse. If your child has an elevated temperature, rash, diarrhea or is vomiting at home **DO NOT** send to school.

Children with the following symptoms should not be sent to school and/or school activities:

- Thermometer indicates a temperature of 100 degrees or more
- Undiagnosed rash or sores
- Vomiting or diarrhea
- Contagious infection diagnosed by health care provider

Students may not return to school until:

- Their temperature has remained below 100 degrees for 24 hours without the use of Tylenol, etc.
- There has been no vomiting or diarrhea for 24 hours without the use of OTC medications.
- When a student has been diagnosed with a contagious infection and was given a prescription medication, the student may not return to school until they have taken the medication a full 24 hours and their temperature has remained below 100 degrees for 24 hours.

### **ACCIDENTS ON SCHOOL PROPERTY OR AT SCHOOL FUNCTIONS**

In the event of an accident on the school premises, specific school personnel are equipped to render first aid. In the event of a more serious accident, parents will be notified and asked to seek medical attention for their child. If parents cannot be located, then an attempt to reach the emergency contact will be made. If unable to locate the parent or emergency contact then, if appropriate, the student will be monitored or if necessary 911 will be called and students will be taken to their preferred hospital. The West Fargo School District **does not** provide health or dental insurance coverage of benefit payments for students. Costs incurred for medical, dental or hospital services due to the injury sustained by the student while on school property and /or during school functions are the responsibility of the parent/guardian.

### **WHAT TO DO IF STUDENTS BECOME ILL**

If students should become ill during the school day, they should report to the main office. Parents will be notified before students can go home should they need to do so. A cot is available for use while waiting for transportation home. In the case of an accident or illness and we are unable to locate parents and it appears immediate medical care is needed, 911 will be called and students will be taken to their preferred hospital. The cost of the resulting medical care will be the responsibility of parents.

### **HEAD LICE**

The West Fargo School District adopted a **No Nits Policy** when dealing with students with head lice. Students with nits or head lice will be removed from other children. The child's parent will be required to remove the child from school immediately and will be given written information on the proper treatment of head lice. Students will be re-admitted to school only if there are no nits and the school nurse has judged the treatment effective. Routine classroom screening will not be done, and notification letters will be sent as appropriate.

## IMMUNIZATION REQUIREMENTS FOR THE 2019-2020 SCHOOL YEAR

Number of Required doses

Vaccine Type	Kdg - Grade 6	Grades 7-10	Grade 11	Grade 12
Dtap/DTP/DT/Tdap/Td	5	5	5	5
Hepatitis B	3	3	3	3
IPV/OPV	4	4	4	4
MMR	2	2	2	2
Varicella (Chickenpox)	2	2	2	1
Meningococcal	0	1	2	2
Tdap	0	1	1	1

**North Dakota Century Code 33-06-05-01** requires any child admitted to school be required to receive the immunizations according to the recommended schedule set forth by the state department of health. Any child not adhering to the recommended schedule must provide proof of immunization or a certificate of immunization within 30 days of enrollment or be excluded from school or early childhood facility.

In the case of a child receiving home-based instruction, the child's parent or legal guardian shall file the certification with the public school district in which the child resides. **Students who are not vaccinated may be excluded from educational or extracurricular activities if there is a threat to their safety due to an exposure.** Additional note, in case of a disease epidemic, inadequately immunized children or children with an exemption form on file would not be able to attend school until there is no longer any danger of further spread of the disease in question.

### MANDATORY REPORTING OF (VARICELLA) CHICKENPOX

*North Dakota Administrative Code 33-06-01-01, states that chickenpox is a mandatory reportable condition in North Dakota. Schools are required to report to the North Dakota Department of Health, the name of any student who is absent from school due to chickenpox.*

### IMMUNIZATION REQUIREMENTS FOR STUDENTS ENTERING GRADE SEVEN/

The North Dakota Department of Health now requires students entering grade seven to show proof that they have received the **Tdap** and **Meningococcal** vaccines. Tdap is a vaccine that protects against tetanus, diphtheria, and pertussis, or whooping cough. The Meningococcal vaccine protects against meningitis. To ensure compliance with school vaccination requirements, it is essential that your child receives these vaccinations **before** entering the 7<sup>th</sup> grade. You must provide proof of immunization **at or before registration in August** or claim an exemption

### MEDICATION DISPENSING TO STUDENTS

The West Fargo Public School District has established a **new** revised program for providing medication to students during the school day and when students are otherwise under the district's direct supervision. (i.e. participating in a school activity or on a school sponsored trip). The revisions were made to enhance the safety for all students. In order to have medications given at school, the requirements of the applicable medication policy need to be satisfied. In addition, parents or guardians must make arrangements with the building principal for students who will require medication off campus while under the district's supervision prior to the activity or event. If the prescribed medication pertains to North Dakota Century Code 15.1-19-16, Asthma Anaphylaxis Self administration of Medication by Student –Liability the student may self-carry.

### **Procedure for administering medications to students**

#### **Prescription medications need the following to be given at school:**

- The form called "Prescription or Over the Counter (OTC) Authorization for Medication Administration" must be signed by parent/guardian **AND** the licensed health care provider. A computerized medication list from the clinic will also be accepted.
- Medication must be in the original pharmacy labeled prescription bottle.

#### **Over the Counter medications need the following to be given at school:**

- The form called "Prescription of over the Counter (OTC) Authorization for Medication Administration" must be signed by the parent/guardian.
- Note the licensed health care provider signature is **ONLY** necessary if the dose is not the manufacturer's recommended dosage as listed on the container.
- Medication must be in the original container.
- **For self-administration of over-the-counter medication, the following is required:**
- Instructions from the parent/guardian on how, when, and how long the student will self-administer medication. If the student will take a dosage other than as recommended by the manufacturer, the District requires approval from an appropriate healthcare provider prior to authorizing the student to self-administer.
- Certification from the parent/guardian that the student has received instruction in and is capable of self-administering the medication in a responsible and secure manner. This certification must indicate whether the student has parental consent to self-administer the medication or has parental consent to carry and self-administer the medication.
- A parent/guardian and student signature are required on the form.
- **For self-administration of prescription medication, the following is required:**
- Authorization to self-administer medication from the student's healthcare provider. This authorization must indicate whether the student is authorized only to self-administer the medication or is authorized to carry and self-administer the medication.
- Instructions from an appropriate healthcare provider on how, when, and how long the student will need to self-administer medication.
- Certification from the healthcare provider that the student has received instruction in and is capable of self-administering the medication in a responsible and secure manner.
- For controlled substances only 2 or 3 pills can be with the student at one time.
- A parent/guardian and student signature are also **required** on the form.

#### **Stock Acetaminophen (Tylenol) is available **ONLY** for grades 1 to 12. If your student needs acetaminophen, then the following is needed for it to be given at the school:**

- The form called "Prescription or Over the Counter (OTC) Authorization for Medication Administration" must be signed by the parent/guardian or verbal permission from the parent/guardian.
- School will only give the manufacturer's recommended dosage to the student.



**Additional guidelines related to medication administration:**

- Medication forms need to be updated every year.
- Medication forms also need to be updated when the student has a medication dosage change or the time for administration has changed.
- The school prefers the parent/guardian to deliver the medication to the school **NOT** the student. This is for the safety of all students.
- Medication will **NOT** be sent home with the student but **ONLY** with the parent/guardian.
- If medications are not picked up by the parent within one week after school dismissal it will be destroyed.
- Do **NOT** send any medications on the bus with your child.

**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.

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

**Healthy School & Nutrition Environment - Policy ABCC**

West Fargo Public Schools will use the current federal regulations governing school meals to establish nutrition standards and provide clear guidance for all foods and beverages available everywhere on school grounds to encourage healthy choices for students. Meals served in all West Fargo schools comply with the USDA National School Lunch and Breakfast meal patterns.

### **Food Service Purpose - Policy IBA**

The purpose of West Fargo Public School's Food Service Program is to provide nutritious meals to students. The program shall serve meals that meet the requirements established by the United States Department of Agriculture. The district shall provide meals without cost or at a reduced cost to all students who are determined eligible under federal guidelines developed by the United States Department of Agriculture for free and reduced-price meals. No discrimination shall be made against any students because of their inability to pay the full price. **To apply for free or reduced meals, pick up an application in the front office or complete the online application here:**

<https://www.west-fargo.k12.nd.us/Page/1139>

### **LEAVING SCHOOL GROUNDS**

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

### **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.

### **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 will be charged the replacement cost. **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.

### **LOST AND FOUND**

Students who find lost articles are asked to take them to the lost and found under the stairs in the commons. Lost articles, which are not claimed within a reasonable time, will be given to a charitable organization for distribution to needy families.

### **MUSIC CLASSES**

Music students will be scheduled for their music class for the entire school year. Music students in 7<sup>th</sup> and 8<sup>th</sup> grade are required to make a yearlong commitment. Adding or dropping a music class will be handled on an individual basis, and requires permission from the counselor. The form to drop or add a music class is available at Student Services.

### **NEWSLETTER**

The principal's office will post a newsletter for parents on our school district's website. 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](http://www.west-fargo.k12.nd.us), click on "View our Schools"; Middle Schools; Liberty.

### **PARENT CLASSROOM VISITATION**

The Liberty 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 these 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.
- Do 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.

### **PETS IN SCHOOL**

Pets, with the exception of fish, are not allowed in the school building. Exceptions can be requested by the teacher and granted by the building principal.

### **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 75th percentile or higher in math or reading on the district assessment (STAR).

### **PHYSICAL EDUCATION INFORMATION**

Students in grades 6-8 physical education will work towards the goal of improving their own cardiovascular endurance, muscular strength and 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. Students are expected to wear a crewneck t-shirt for class. Loose-fitting crewneck t-shirts, tank tops, muscle shirts, v-neck t-shirts, and tight-fitting tops are not acceptable. Cutting of the t-shirt is not permitted. T-shirts must be school appropriate (no drug, alcohol, tobacco, or sexual insinuation messages).
2. Athletic shorts and/or sweatpants must be worn for class. Shorts and sweatpants must be loose-fitting and be worn at the waist. Short shorts, dress or casual shorts, boxer shorts and pajama-type bottoms are not acceptable.
3. Athletic shoes and socks must be worn for class. Shoes should always be tied. Flip flops, platform, dress and backless shoes are not acceptable.

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. PE clothing must be different than the clothing worn to school.
6. Sweatshirts and sweatpants can be worn for outdoor activities when the weather outside is cool.

#### **OTHER PHYSICAL EDUCATION NOTES**

1. Toiletry products must be in plastic containers (No glass containers in the locker room.)
2. **Cell phones are not allowed in the locker rooms!**
3. Only medical excuses/doctor's notes will excuse a student from participation in physical education class.
4. Please notify the teacher through written verification of any existing medical condition that may affect participation in class. Please update any medical information on a yearly basis.
5. 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 and listen for instructions (PE skills, application and classroom rules).
3. Be respectful of self, others and equipment (sportsmanship and fair play).
4. Give your best effort (participation in all activities to the best of your ability).

#### **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.

#### **REPORTING TO PARENTS**

We are on a nine-week grading period. At the end of every nine weeks, grades will be issued. These grades represent student progress as follows:

<b>6<sup>th</sup>, 7<sup>th</sup>, &amp; 8<sup>th</sup> Grade</b>
4 = Advanced
3 = Proficient
2 = Practically Proficient
1 = Novice
1E = Insufficient Evidence

Advance math students approved to take a course for high school credit will follow the Sheyenne High School grading policy.

#### **SCHOOL DANCE/PARTY RULES**

Only students currently enrolled at West Fargo Middle Schools will be admitted to any school dance/party at Liberty. 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.

### **SKATEBOARDING**

Skateboards, hover boards, rollerblades, or any scooter like devices are not allowed to be used on school property.

### **SKIPPING CLASSES**

Skipping classes is considered an unexcused absence or truancy.

### **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. Don Lennon Cheney Middle School 356-2090	Mrs. Beth Slette Superintendent 356-2000	Dr. Rachel Agre Elementary Asst. Superintendent 356-2000
Dr. Allen Burgad Secondary Asst. Superintendent 356-2000	Mrs. Michelle Weber Liberty Middle School 356-2671	Dr. Thomas Gravel Community High School 356-2008
Mrs. Jennifer Fremstad West Fargo High School 356-2050	Dr. Pam Cronin Sheyenne High School 356-2160	Mr. Bradley Redmond Transportation Director 356-2120
Mr. Manix Zepeda Brooks Harbor Elementary 356-8310	Mrs. Tabatha Joyce Eastwood Elementary 356-2030	Dr. Jeff Johnson Freedom Elementary 356-5221
Mrs. Kristi Toy Osgood Elementary 356-2190	Mr. Ryan Peterson LE Berger Elementary 356-2010	Mr. Jason Markusen Legacy Elementary 356-3740
Dr. Ethan Ehlert Willow Park Elementary 356-8360	Mrs. Jody Sjolín-Nelson South Elementary 356-2100	Christopher Kalsow Westside Elementary 356-2110
Early Childhood Center Ms. Andree Hayes 356-2020	Dr. Chad Clark Deer Creek Elementary 356-8390	Dr. Erin Spies Deer Creek Elementary 356-8390

### **SCHOOL SUPPLIES**

<b>Supplies 2019-2020</b>	<b>Grades 6-8</b>
2-pocket folder (each unique)	8 durable
Pens	8 count
#2 pencils – sharpened or mechanical pencils & lead	48 count (12 per quarter)
2 or 3 inch 3-ring binder	2 count
Colored Pencils	1 – 12 count
Composition Notebook	3 count
Erasers	2 large pink
Glue Stick	8 count
Headphones or earbuds	1 count
Highlighters	3 count
Index cards	1 pack
Notebook (each unique)	6 spiral
School box or pouch	1 count as desired
Scissors	1 count
Tissues	2 count
Zipper binder	1 count as desired

- Please note that a few additional items may be requested from teams for special projects.
- If you'd like to purchase a calculator, we suggest Texas Instruments TI-30X IIS.
- Please: Bring a backpack

### **STUDENT DRESS CODE – POLICY FFH-AP**

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on school work, reduce discipline problems, and improve school order and safety. The district recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and

orderly school. Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately.

### **Unacceptable Items**

The following items are not acceptable in school buildings, on school grounds, or at school activities:

1. Sunglasses and/or hats worn inside the building.
2. Inappropriately short, sheer, tight, ill-fitting or low-cut clothing that bare or expose undergarments or traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and chest.
3. Any advertisements, symbols, words, slogans, patches, or pictures that:
  - a. Refer to drugs, tobacco, alcohol, or weapons;
  - b. Are of a sexual nature;
  - c. Are obscene, profane, vulgar, lewd, or legally libelous;
  - d. Threaten the safety or welfare of any person;
  - e. Promote any activity prohibited by the student code of conduct;
  - f. Is intended to identify the student as a member of a gang which advocates illegal or disruptive behavior;
  - g. Otherwise disrupt the teaching-learning process.

### **Exceptions**

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extracurricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

The administration has the authority to make reasonable exceptions based on designated school events, medical, religious or cultural purposes

### **STUDENT PARKING**

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

### **STUDENT RIGHTS**

#### **Educational Record Privacy - Policy FGA**

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

- The right to inspect and review the student's education record within 45 days of the day the school receives a request for access.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.
- 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.
- The right to file a complaint with the US Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

#### **Programs for English Language Learners**

The parents/guardians of English Learner (EL) students participating in a language instruction program shall be notified, no later than 30 days after the beginning of the school year, of the following:

- Placement and reason why their child was identified as EL
- Child's academic achievement level and level of English proficiency (including method of measurement)
- The methods used for language instruction

### **Homeless or Unaccompanied Children/Youth - Policy FDB**

West Fargo Public Schools will follow state procedures for receiving and resolving disputes pertaining to the transition of homeless children and youth as required by North Dakota Department of Public Instruction through the McKinney-Vento Education of Homeless Children and Youth Act.

### **Prohibition of Discrimination, Harassment & Violence – Policy ACC**

West Fargo Public Schools will maintain a learning and working environment free of discrimination and harassment of any kind. West Fargo Public Schools 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.

Inquiries should be directed to:

- Americans with Disabilities Act > Jeff Goebel ([jgoebel@west-fargo.k12.nd.us](mailto:jgoebel@west-fargo.k12.nd.us) / 701-356-2002)
- Individuals with Disabilities Education Act > Karen Nickel ([nickel@west-fargo.k12.nd.us](mailto:nickel@west-fargo.k12.nd.us) / 701-356-2003)
- Section 504 > Carol Zent ([zent@west-fargo.k12.nd.us](mailto:zent@west-fargo.k12.nd.us) / 701-356-2001)
- Title I > Rachel Agre ([ragre@west-fargo.k12.nd.us](mailto:ragre@west-fargo.k12.nd.us) / 701-356-2001)
- Title IX > Jay DeCann ([jdecann@west-fargo.k12.nd.us](mailto:jdecann@west-fargo.k12.nd.us) / 701-356-2050)

### **Special Education (Child Find) Activities**

West Fargo Public Schools must locate, identify and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. Upon request, the school district will screen any resident child who has not graduated from high school to determine whether a special education referral is appropriate.

### **Student Privacy – Rights Under the Protection of Pupil Rights Amendment**

The Protection of Pupil Rights Amendment (PPRA) applies to programs that receive funding from the US Department of Education. PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis or evaluation that reveals information concerning political affiliations; mental and psychological problems potentially embarrassing to the student and his/her family; sex behavior and attitudes; illegal, anti-social, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or student's parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).



### **Student Surveys**

School districts receiving funds under any U.S. Department of Education program must notify parents of their right to inspect certain student surveys and other activities that collect, disclose, or use personal information from students including materials designed to sell or market student information to others. The types of surveys include those created by third parties. Parents must be notified of their rights before the survey is distributed to students. School districts must provide the survey to parents within a reasonable amount of time after the request and before the surveys are distributed to students. Districts must also involve parents in developing and adopting policies that establish the rights of parents, upon request, to inspect student surveys and opt their children out

### **SUSPENSION AND EXPULSION – POLICY FFK-AP**

Suspension and Expulsion 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/EXPULSION PROCEDURES - POLICY FFK-AR**

#### **Weapons Policy**

The possession of a weapon may result in (1) an initial suspension for ten 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 nonfunctioning guns that could be used to threaten others), knives, clubs, metal knuckles, and num-chuks. 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 ten 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 ten 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 ten days and may be recommended to the superintendent for expulsion.

### **Supply, Use or Possession of Drugs, Tobacco and Alcohol - Policy FFA**

West Fargo Public Schools has a clear responsibility to maintain an atmosphere that will promote a quality learning environment by eradicating the influence of drugs, tobacco,

alcohol and other chemicals within the school environment. Chemical health shall be promoted, and students shall be protected in the school environment by imposing consequences for misbehavior as well as educating, deterring and preventing abuse of chemicals. The use of illicit drugs and unlawful possession and use of tobacco and alcohol are wrong and harmful. It is the responsibility of the school to establish rules that will eliminate such use from the school setting.

#### **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 West Fargo Administrative Panel 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.

#### **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 a mark of truancy.

#### **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.

#### **TEXTBOOKSREPLACING DAMAGED or LOST RESOURCES**

Some educational materials will be sent home with your child for additional practice at home. If these items are lost or damaged, the district may assess a replacement cost.

TEXTBOOKS - \$60

WORKBOOKS - \$20

READING BOOKS - \$10 (literature and nonfiction)

MATH TOOLS: \$5 (compass, protractor, geometry template, calculator)

#### **VIDEO CAMERAS**

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

#### **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.

### **WEST FARGO PUBLIC SCHOOL KEY POLICIES**

The School Board and administration of West Fargo Public Schools have multiple policies in place that govern the operations of the school district. District policies are available via the website below OR a paper copy can be requested from the administrative assistant of your school.

<https://www.west-fargo.k12.nd.us/aspapps/PolicyCenter/>

#### **POLICY LIST:**

Attendance – FFB-B  
Bullying – ACEA - AP  
Bus Rules - IE  
Corporal Punishment, Student Conduct and Discipline - FFL  
Drugs – DEA-A  
Emergency Drills – ACAB-AP  
Family Educational Rights and Privacy Act – FGA-AP  
Food – IBA-IBC  
Graduation Requirements - GDA  
Harassment – AAC  
Indistrict Transfer Procedures/Form FAB-E  
Medications – FCA - A  
Non-Discrimination - AAC  
Pets in School – ACBC-AP  
Photographing/Videotaping of Students – FGA-AP  
Physical Restraint & Seclusion – FCC-AP  
Privacy & Confidentiality – FGA-AP  
Professional Development – DDDA-AP  
Retention Policy and Procedure – GCA-A  
Social Media – ABCE-AR  
Special Education – FDE  
STUDENT DRESS – FFH-AP  
Student Records Access – FGA-AP  
Student Rights & Responsibilities - FG  
Suspension and Expulsion of Students – FFR  
Suspension and Expulsion Procedures – FFK-P  
Weapons - FFD  
Weather – Storm Days – ACAA-AP  
Visitors – KAAA-AP