



MLS STUDENT HANDBOOK

2021-2022

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Mission --- Philosophy --- Objectives

MLS Public Schools
2021-2022

Mission:

The Mission of MLS is to
Make
Learners
Successful

Philosophy:

Our school deals with youth and their individual interests and personalities, a school cannot only serve the **Educational Function** for its students. A school must provide instruction that models the values of **Respect** for others, **Responsibility** for one's actions, and **Reliability** for completion of assigned tasks.

A school must relate itself to the environment it is to serve--Student and Community. It is necessary that our school does make continual assessment of the changes underway in society both from a domestic and global perspective, defines its own major goals in relation to definite trends society shows, and moves toward the implementation of the necessary adjustments to effect the changing **Goals, Values, Objectives, and Behaviors**. In addition, a school must be aware of changes in family structure and society in general and must attempt to provide a safe, healthy environment.

Our task is to motivate every student to optimum individual achievement as well as to promote effective group and social skills and above all, to increase the **Quality, Rate, and Permanency** of learning. Our dedication and commitment will be directed to the premise that every child shall receive an appropriate type of education within the "Least Restrictive Environment."

Goals and Objectives:

- * To provide instruction by a competent, compassionate staff that is adequately trained to provide for the social, academic, and vocational needs of the students they serve.
- * To enable students to discover interests and abilities through the many exploratory courses offered.
- * To encourage a learning process that not only develops the habit of independent thinking but that also develops respect for opposing views.
- * To provide instruction on those technologies that are within the capabilities of the school district.
- * To provide a curriculum that develops an awareness of the responsibilities each students has toward his/her own physical, mental, and emotional health, including drug and sexual activities.
- * To prepare adequately for college and technical schools those who will pursue post-secondary training.
- * To provide a basic foundation for employment for those who will not continue formal education beyond high school.
- * To develop an extra-curricular program of activities that will promote lifetime social interaction skills and leisure time activities for adulthood.
- * To provide opportunities that challenge students and that develop critical thinking and problem solving abilities.
- * To provide an atmosphere for learning that recognizes the right of all students to instruction that is not unduly influenced by the inappropriate conduct of others.
- * To promote an awareness of the importance of a positive self-concept and to encourage activities that promote a better feeling about oneself.
- * To develop a program of self-expression through written and oral activities in all subject areas at all grade levels.

SCHOOL HOURS SCHEDULE

8:00 A.M.	Business Office Opens
8:05 - 8:20 A.M.	School Buses Arrive
8:20 A.M.	Go to Class Bell Rings
8:30 AM. - 11:44 A.M.	Morning Classes-in-Session

LUNCH BREAK/CLASS SCHEDULE:

11:44 - 12:12 A.M.	Lunch Break 1	Class 12:15 – 1:00
12:32 - 1:00 P.M.	Lunch Break 2	Class 11:47-12:32
1:03 P.M. - 3:20 P.M.	Afternoon Classes-in-Session	
3:20 P.M.	Dismissal Time Announcements	
3:30 P.M.	School Buses Leave from Bus Zone	
4:00 P.M.	Business Office Closes	

Organizations/groups meeting in the evenings must have Administrative Approval and must be recorded on the Schools Activity Calendar by the Activities Director.

Time for passing between classes is three (3) minutes.

All doors to the school lock automatically at 8:45 am in the morning.

All visitors are asked to sign in in the main office and get permission to be in the school. If you are there to pick up a child they will be sent to the main office from class.

WELCOME

This Student/Parent Handbook contains information that will clarify rules and regulations that govern the students' attendance at MLS High School. We hope that it will serve as a useful reference.

Parents are encouraged to visit the MLS Public Schools and talk with the administration and teaching staff about the programs that are offered in their children's school. Parent/ Teacher Conferences are held twice during the year; one during the first quarter and one after the third quarter.

There are a number of School District Policies that the district is required to make available to the students and parents. These are located at the end of this Handbook. Please take the time to become familiar with these policies. Of course, the operation of the school is also governed by all of the policies of the District. They are available for review in the Business Office and are posted on the School Website www.mls.k12.nd.us

The MLS School has an exceptional staff of professional teachers and teacher aides, and they are dedicated to providing the very best educational experiences for the students of this district. The MLS Public Schools exists for children, and we are here to meet their needs. Have a great year!

ACCREDITATION

Both the MLS Elementary School and the Junior/Senior High School are fully accredited, by the State of North Dakota. Accreditation takes place on 5 year cycles.

Student Education Records and Privacy (FGA)

1. All provisions of the General Education Provisions Act - known as the "Family Educational Rights and Privacy Act" (FERPA) will apply in the general Welfare of all students of the MLS Mohall Public Schools.
2. Mohall Lansford Sherwood Public School District No. 1 has an established inspection procedure which provides the parent(s) an opportunity to review the accuracy of their student's school records.

3. Directory Information (Policy FGA Exhibit E)

The district may disclose directory information without parent consent unless parents have opted out. Opt out notices are available at the school main office. You have ten days to complete and return opt out forms beginning on the first day of enrollment each year. Directory information (Exhibit FGA-E) includes DOB, honors, awards, grade level, name, activities, photo, school email, telephone number, etc.

Enrollment

Students will be given the ability to pre-register for classes in the spring of each year for the following year's classes. Students are encouraged to consult with their parents, administration, counselors and advisors as they prepare their schedules.

Number of Subjects Required each Semester:

Each student in Grades 7-12 is expected to enroll in seven (7) subjects each semester, each student will have an amount of time during the school day that is designed to be used as a study hall. Special arrangements will be evaluated by the principal and for students who may not be able to meet these requirements.

Dropping or Adding a Course:

A change in career goals or other extenuating circumstances may make schedule changes desirable, but generally such changes are discouraged. Students are encouraged to make careful selections when completing their pre-registration. Any schedule revisions will require principal approval. A student WILL NOT be permitted to add or drop a class after the start of the 6th day of school.

Graduation / College Entrance Requirements:

A minimum of 24 credits earned are needed to graduate from MLS Mohall High School, as required by state law. Certain credits are required, they include: **4 credits in Language Arts; 3 credits in Social Studies; 3 credits in Math; 3 credits in Science; 1 credit in Business, ½ credit in Physical Education and ½ credit in Health class.**

In order to meet the entrance requirements at the four-year universities, students must have earned; **4 credits in Language Arts, 3 credits in Mathematics (with a minimum of Algebra II or Intermediate Algebra); 3 credits in Science; and 3 credits in Social Studies.**

Course Credit Requirements for High School:

All courses within the curriculum shall carry a unit of one half or one credit.

To receive a Carnegie Unit of credit for a completed course, the student must receive a final grade of no less than a "D."

Grade 7 - 8 Failing/Promotion Procedure:

Any student who fails multiple core classes (Math, Science, Social Studies, and English) may be subject to retention. This determination will be made by parents, administration, and teachers of the courses failed.

Study Hall

1. All students must remain in their designated seat after the bell rings before sign out/ speaking/library privileges. Exceptions will be made for students taking a test, or by a special written request from an instructor.
2. All students should sign out to where they are going with a leave time and return time. All students need to return to their study hall at the end of the period. Students going to another teachers room need to have a pass signed by that teacher before they go, students should be responsible for securing a pass before SH time not after.
3. One student at a time may check out to the bathroom or locker. A second student may not sign out until the first student returns.
4. Students who have a failing grade in any class as determined by the Principal's weekly eligibility list will be restricted from study hall privileges

Hot Lunch - Cafeteria Guidelines:

Breakfast and Hot Lunch will be served each school day. Meal tickets may be purchased at the Business Office in different denominations. School lunches are on a Cash Basis. The school district strongly discourages charging. Meal tickets can be purchased daily or up to the entire year.

Off Limit Areas-- Most areas of the school are off limits to students during the lunch period. Students are to assemble in the Multi-Purpose Area during Lunch if they are not in class.

The administration may make lunch open campus for certain grade ranges.

Student Locker Assignment and Control:

Each student will be assigned a locker when they register for school. The locker is the property of MLS High School and is made available for students to store books and personal effects. No money or valuables of any kind should be kept in a locker. The school

will not be responsible for personal items taken from a locker, but if the locker has been tampered with, the incident should be reported to the office immediately. It is the responsibility of the student to keep their locker clean.

No reasonable expectation of privacy is guaranteed by a locker as they are district owned and controlled. Lockers are subject to suspicionless searches, inspections, etc.

Trained dogs may be used to smell the outside of students' lockers. If the dog detects the possibility of objects/substances that are illegal or violate school policy, the principal/Superintendent shall search the locker in accordance with the school district's search procedure. Law Enforcement may be used to search when needed for safety purposes. Students will face disciplinary actions if search yields items that violate other policy (drugs, weapons, etc.)

Lost and Found:

All items lost or found should be reported or brought to the Main Office. Clothing left in hall, or shower rooms will be collected by the custodians. Students should not bring large sums of money or valuables to school. The school will not assume responsibility for personal losses.

Academics

Academic excellence at MLS High School is recognized through an Honor Roll listing for each quarter, membership in the National Honor Society, Honor Graduate designation. Those students who achieve a "B" average in their academic course for a quarter will be listed as Honor Roll students for the quarter. Students with GPA's from 4.0 to 3.5 will be listed as high honors and from 3.5 to 3.0 as honors.

Tests and Examinations:

Tests and examinations will be given at the teacher's discretion.

No student is excused from a test which is a unit test, a nine week's test, or a semester examination unless that student had made special arrangements with the instructor several days previous to the test.

National Honor Society:

The National Honor Society recognizes 9th through 12th grade students who are maintaining 3.8 average or above and meet other eligibility criteria, such as Leadership, Citizenship, and Service.

Honor Graduate Selection Process:

The selection of the top four (4) academic "Honor Graduates" of each graduating class will be based on the following criteria:

1. **Earned High School Credits:** In order to be considered for the designation as HONOR GRADUATE, the student must have earned at least one half of his/ her high school credits that count toward the GPA from the MLS Public Schools. Such requirement shall be waived if such student enrolled as a result of the closing of his/ her home school.
2. **An average of the students Grade Point Average (GPA), Simple Percent for all qualifying classes, and ACT score will determine student ranking:** A minimum GPA of 3.5 is required. The GPA will be determined by using the Final Letter Grade received in all classes taken during Grades 9-12, except the grades received in Band, Chorus, Physical Education and Drivers Education. Letter Grades earned for courses taken by Correspondence from accredited institutions shall be considered in the determination of final GPA and Honor Graduate designation. The same method will determine the simple percent in the students qualifying classes in PowerSchool. All students with educational modifications or accommodations will follow a review process in determining eligibility for this selection process.
3. **Full Time Attendance:** In order to qualify as an "Honor Graduate" a student must be enrolled on a full time basis for the entire year at the MLS Public Schools during his/her senior year, unless such student is granted a waiver due to a disability that prevents such attendance.
4. **In addition, the next four (4) students in rank behind the honor graduates will be asked to speak at graduation.** Two (2) students will speak at the introduction of the ceremony and two (2) students will be asked to speak at the closing of the ceremony.

Honor Guard for Graduation

The highest ranking boy and the highest ranking girl in the junior class as determined by their GPA academic scores after five (5) semesters of study will be designated as the "Honor Guard Marshals" who will lead the seniors in the graduation processional. If there should be a tie in the GPA, selection will be determined by the composite ACT score. If this is also a tie, selection will be determined by drawing lots.

Attendance and Absence Procedures (FFB)

Noting that regular school attendance is critical to learning, the Board of Education has instituted a mandatory attendance policy. If a student misses more than 10 days of a class during a semester it may result in disciplinary consequences established by the administration. This may include detention to make up missing time, loss of credit, or other consequences deemed necessary by the administration. If a student misses more

than 20 minutes of a class, he/she is considered absent under this policy. If a student is not in class they are marked as absent, excused or unexcused is determined by the administration.

Admission Procedures After An Absence:

After an absence, a student should give his/her excuse note to the office and an admittance slip will be issued. The slip will be presented to each teacher of the courses missed for the make-up assignment. Time allowed for completion of the assignments is the same as the number of days absent. Teachers are given the discretion to extend this timeframe as they see fit, based on the student. Students are expected to seek out their teachers if additional time is needed. Exceptions, such as absence beyond the end of a term, or absence of more than five days, will be handled through the Administrative Office. If a student misses an arranged make-up test other than for an excused absence for illness, the test is forfeited and the grade becomes a zero. -

The following situations, when documented, may be excused as reasons for Absence, Check-Out, or Check-In: All will count toward Semester Test Exemptions, even excused absences will count toward the 10 allowed per semester. School sponsored activities do not count against the student as long as the advisor has filed the proper paperwork. A doctor's, dentist's etc. note does not make the absence not count it only makes it excused.

1. Verified illness, 2. Funerals - death in family or class associate, 3. Court appearance, 4. Drivers test examination, 5. Medical appointments, 6. Religious reasons - with prior approval, 7. Family business - for example, helping with harvest.

The responsibility for making up lessons rests with the student, not the teacher. Work from both excused and unexcused absences may be made up. However, additional penalties may be imposed for unexcused absences.

Advanced Make-Up:

Advanced leave slips will be issued to students who will be absent on a particular day by the office upon receiving written permission from his/her parent or guardian. These slips are due prior to the day or the time of absence.

Check-In:

Students who come to school late must check in at the Main Office before going on to class. An admit slip will be required for the classes missed.

Check-Out:

Students must notify the office prior to leaving the school during regular school hours. A note, phone call, email, or in person request stating the student's name, reason for dismissal, time of dismissal, by a parent/guardian must be presented before the student leaves.

If a student becomes ill, he/she should contact the Main Office. If this is not possible, student may be excused by the instructor in charge, who will then notify the principal. Leaving the school without authorized permission will result in an unexcused absence

Participants in extra-curricular activities must be present in school for at least one half day in order to participate in a school sponsored activity in the afternoon or evening. Any exception to this policy must be approved by the principal. This does not include previously held appointments, for doctor/dentist etc.

No student should ever be sent downtown during school hours by an instructor without administration approval. Students must always be given Written Permission to perform such duties by the instructor that will be need prior approval by the administration.

Penalty for Unexcused Absences & Suspensions:

Students are expected to be in school each period of the school day unless they have properly followed school guidelines for an absence. A student who misses school and has not followed school policy or procedures will receive an unexcused absence.

Unexcused absences may result in school consequences such as detention, suspension or expulsion. A student with an unexcused absence loses all semester test exemptions.

Students on suspension are expected to complete coursework missed and follow handbook policy regarding admission procedures after an absence. A student who has been suspended loses all semester test exemptions.

Absence for Employment:

No student will be excused for non-school related employment purposes unless previous arrangements have been made with the principal. Absence for employment will be granted for employment only in extreme situations.

Students may be excused to work for the family business at times of special need, if arrangements are made with the principal.

Tardies:

Students are expected to be in their designated seat when the class-start bell rings, or a student will be considered Tardy. An admittance slip must be obtained from the office before being admitted to class. If the student was with an instructor, that instructor may provide an excuse to the admitting instructor.

Tardies are considered EXCUSED when the student is:

1. Is required to be with an instructor
2. Illness
3. At medical/dental/legal appointment
4. On a late bus
5. Driving in bad weather with bad road conditions

The principal will make the decision on excused or unexcused tardiness. Habitual tardiness will result in appropriate consequences

Semester Test Exemption Policy

Semester Test Exemption Policy The purpose of the Test Exemption Policy is to reward attendance and academic achievement. The following criteria will be used to administer the policy:

Students who miss a class(es) due to the following reasons should not be counted absent for semester test Exemption purposes:

1. The school bus that the student rides does not run or is late.
2. The student is absent to participate in a school sponsored activity.
3. The student is in attendance at a funeral

An extended illness where a student misses several consecutive days will be counted as a one day absence when verified by a doctor, or at the discretion of the superintendent/principal.

In core classes Mathematics, Sciences, Language Arts, and Social Studies all students will be expected to take two (2) of their finals. Criteria for exemption from part of this requirement will be as follows:

1. 9th through 12th graders with a B or better in all of their core subjects and 3 absences/tardies or less may choose 2 of their core areas.
 2. 9th through 12th graders with an A in all of their core subjects and 5 absences/tardies or less may choose 2 of their core areas.
- Junior High students (7th & 8th) in all classes will be exempt from all semester if they meet the criteria below.

- High School students (9th – 12th) may be exempt from a semester examination in all non-core areas by meeting either of the criteria listed below:

Criteria I:

1. The student has achieved a "B" average in said class for the semester.
2. The student has not been absent more than three (3) times during the semester.
3. The student has not been tardy more than 3 (3) times during the semester.
4. All bills and fines must be paid in order to qualify for an exemption.

Criteria II:

1. The student has achieved an "A" average in said class for the semester.
2. The student has not been absent for more than five (5) times during the semester.
3. The student has not been tardy more than 3 (3) times during the semester.
4. All bills and fines must be paid in order to qualify for an exemption.

Guidelines to assist in enforcing the Exemption Policy:

1. The classroom teacher and the principal determine who is exempt based school attendance records.
2. A student who is exempt from a semester test will not be in the classroom during the test period.
3. A student who is exempt may elect to write an exam in an effort to improve his/her semester grade. The semester grade will not be lowered as a result of a semester test score in such case.
4. In-school suspension, out-of-school suspension, or an unexcused absence from school will eliminate the student from exemptions in all classes.
5. Exceptions to the above guidelines will be evaluated by the teacher, counselor, and principal in a conference.
6. The semester test will count as no more than one fifth (1/5) of the semester grade.
7. Students will not be allowed to take an exam at a time other than their regular class time unless special permission is given by the principal.
8. A minimum of 60 minutes must be spent on each exam.

Conduct and Behavior

The MLS Board recognizes that a successful education is dependent upon many people. An appropriate education is based upon a foundation that includes parental involvement and support. Parents are expected to accept responsibility for appropriate discipline concerning their child(ren) which would assist in a meaningful education. Students shall face a detention or suspension for abusive language, disrespect, swearing, or insubordination. Please refer to the section entitled Suspensions and Expulsions for further information on these topics. The goals of the MLS Public School

District includes a goal to offer an appropriate education which includes respect for self, others and property.

Students of Legal Age (FGDC)

Students of legal age are required to abide by all district policies

Dress Code (FFH)

A student's style of dress and/or grooming may reflect individual preference; however, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are conducive in creating an atmosphere of effective learning and good personal hygiene. The Board recognizes that individual students have a right to free expression and that right must be balanced with the Board's responsibility to provide a safe, secure and orderly educational environment for all students. Although the Board wishes for each student to accept responsibility for following the rules in the "Student Dress Code," it understands and appreciates both the authority and responsibility of the parent/guardian relative to student dress. The Board solicits the support of parents/guardians in the enforcement of its dress code. The Superintendent or designee will develop and publish the rules in accordance with this policy.

General Rules

The following decorations and/or designs imprinted upon or attached to the body or clothing are prohibited:

- Symbols, mottoes, words or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages.
- Symbols, mottoes, words or acronyms advertising tobacco, alcohol, or illegal drugs or drug paraphernalia.
- Symbols, mottoes, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang or that identify a student as a member of an organization that professes violence or hatred toward one's fellow man.

Permitted clothing shall be worn as designed/manufactured.

All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating. Students who refuse to dress as required by the school or sponsor will not be permitted to participate in the activity or to represent the school in any way.

Upper Garments

The cut of sleeveless garments must not expose undergarments or be otherwise immodest. Sleeveless garments must not be torn or ragged on the edges and fit properly on the person wearing the garment.

Strapless garments are prohibited.

Bare midriffs, immodestly low cut necklines which show cleavage, or are off the shoulder, are prohibited. Garments must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending.

Lower Garments

Undergarments shall not be visible. Spandex shorts or other similarly tight clothing etc., are not permitted.

Skirts, dresses, and shorts must be properly fitted and may not be shorter than mid-thigh.

Headwear

Hats/Beanies/Hoods etc. are not allowed during the school day, from starting bell until ending bell.

Footwear

Students shall wear appropriate footwear for protection and hygienic reasons. Certain classes may require students to wear certain types of footwear to be able to participate.

Accessories

Jewelry and other accessories shall not convey prohibited messages as defined above. Jewelry/accessories that pose a safety concern for the student or others are prohibited.

Religious, Health, or Political Accommodation

Where a bona fide religious belief, political belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious or political practices or beliefs shall not be prohibited under this policy.

Penalties/Sanctions

Students and their parents/guardians have the responsibility to be aware of any school specific dress codes and to conform to those requirements after the school has provided reasonable notice. Students who elect not to conform to the dress and grooming rules set forth by this policy will be subjected to disciplinary actions. Violators will be asked to change; they will be assessed an Unexcused Absence for the classes missed by having to go home and change. Continual violation of this policy will result in further school action.

Unusual Circumstances

If any unusual situation relative to dress or grooming arises which is not specifically covered in this policy, the school administrator(s) shall have the authority to rule on the appropriateness of the attire

Academic Dishonesty

When a student is found to be participating in academic dishonesty, cheating, plagiarism, or otherwise, this will be the process that will be followed:

FIRST OFFENSE

Incident is logged in PowerSchool and Principal is notified. Student's parents are contacted by the teacher. The student is given detention and required to make up the assignment or complete a similar assignment.

SECOND OFFENSE

Incident is logged in PowerSchool and Principal is notified. Student's parents are contacted by the principal. A meeting is set up between the student, their parents, the principal, and the teachers involved. The student is given detention and required to make up the assignment or complete a similar assignment.

THIRD OFFENSE

Incident is logged in PowerSchool and Principal is notified. Student's parents are contacted by the principal. The student is given detention and required to make up the assignment or complete a similar assignment. The student is deemed ineligible for the remainder of the semester, and individualized plan is created with the teachers, principal, and student's parents

If the subsequent offense is in the same class – there will be no credit given for the assignment but it still must be completed

For violations that are deemed high level by the administrative team the maximum penalty may be given for the first offense.

Cell Phone/Electronics Usage Policy

The use of cell phones and similar electronic devices are only allowed for use with instructor approval. Cell phones are allowed for use in the multi, lunchroom, and hallways. Students found miss using their phone will have their phone confiscated. The first incident will result in the phone being kept in the school office and student may pick up at the end of the day. A second incident will result in the parent being required to pick up the phone. In the event a student must use an electronic paging device for health reasons, the student and his/her parents must petition the administration for such use. All personal electronic devices must be kept out of sight during the regular school day unless:

- (1) the supervising instructor grants permission,
- (2) use of the device is provided for in a student's IEP, or
- (3) it is used in an emergency that is threatening the safety of students, staff, and other individuals.

Students using cell phones/PDA's or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or students, photographing or video recording or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may, if applicable be reported to the appropriate authorities.

Acceptable Use of School Technology (ACDA)

The District subscribes to the acceptable use policies of EduTech. All district computer users shall abide by this policy. The administration may take disciplinary measures when any of the following actions occur:

1. Accessing, downloading, or publishing inappropriate Internet material;
2. Sending or posting threatening, harassing, insulting, annoying or alarming content;
3. Sending, posting, or using obscene language;
4. Violating the privacy rights of students and employees of the District;
5. Vandalizing and/or tampering with district computers, and/or networks;
6. Hacking or any other form of unauthorized access to accounts, computer systems, or files;
7. Attempting to breach network security or transmit viruses;
8. Violating copyright, trademark, trade secret, or other intellectual property laws;
9. Using the network for political purposes as defined by state law, financial gain, and/or commercial purposes;
10. Accessing social networking or other Internet sites for non-curricular purposes;
11. Other actions deemed inappropriate, or is not in the best interest of the District, its employees, and students.

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring: School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Student Use of Personal Technology (FFI)

Students are allowed to have personal technology in schools but must follow the cell phone policy as listed in this handbook.

The MLS School District prohibits students from using personal technology as follows:

1. Students are prohibited from using personal technology to violate a student conduct policy
2. Students are prohibited from using personal technology to photograph or video record any person during the school day. Students are furthermore prohibited from transmitting any photo or video using personal technology during the school day.
3. Students are prohibited from using personal technology to photograph or video record inappropriate content and/or transmit inappropriate content while on school property and/or participating in school-sponsored events

4. Students are prohibited from displaying and/or using personal technology in areas where there is a reasonable expectation of privacy by others on school property and at school-sponsored events.
5. Students are prohibited from using personal technology to compromise district networks or access confidential material on district networks.
6. Students are prohibited from using personal technology disruptively or in a manner that potentially compromises the safety of others on school property and during school sponsored events

Searches of Personal Technology are allowed and are governed in policy FFI.

Citizenship:

In an attempt to ensure grades correctly reflect student's ability MLS Staff will attempt not to grade behaviors. In order to continue to hold students to high standards of character citizenship grades will be given out to reflect those behaviors. These characteristics could include but are not limited to Personal Responsibility, Self-Regulation, Classroom/Social Responsibility, and Collaboration.

Students who receive a failing grade in citizenship will be subject to appropriate consequences as deemed by the administration.

Any student who brings discredit to his/her fellow students, school, or community through inappropriate actions or behaviors at events in which the MLS Mohall School is a participant will be subject to appropriate consequence, such as suspension from school and/or extra-curricular activities participation.

Detention:

For classroom misconduct teachers are allowed to give appropriate consequences as determined by the administration. All penalties imposed upon students for misconduct or any rule infraction must be completed during the school day on which the violation occurred. Students who ride the bus may make arrangements with the teacher to complete detention another day to ensure transportation can be provided. Failure to report for detention will result in a doubling of the penalty. Students will report to the instructor who assessed the detention, or a supervising teacher unless the penalty is imposed because of a violation of school regulations. In that case the student will report to the Principal to serve the penalty. Continued or repeated misbehavior may result in other school actions.

School Parties and Functions:

Student conduct at any school functions here or as a representative of the school to another school must be in accordance with school regulations at all times.

All social activities must be chaperoned by at least one Instructor and two adults approved by the Administration.

Non-Mohall Lansford Sherwood Students may be invited to all dances, but the guest must be under 21 years of age. Non-MLS High School students must register at the door and be sponsored by an MLS student or may have to fill out appropriate forms prior to the dance. Any student who brings an outside guest, assumes responsibility for the guest's behavior.

The school district reserves the right to use alcohol detection equipment, if alcohol use is suspected.

Fines/Property Damage Costs:

1. Library Books kept out by students after the Due Date of Return must pay a Library Book fine for each day the book is overdue. Books lost must be paid for.
2. Students are held responsible to make payment for property damage to textbooks, desk top markings, athletic equipment, and technological equipment. The amount of payment is determined by the Superintendent's office and is payable at the Main Business Office.

All student bills must be paid in full by the end of the 9-week period in which charges are made. Student Report Cards or grades will not be presented to the student or parents if any bills are owed by the student. A waiver of this requirement may be extended by the superintendent in special cases.

Car Parking and Student Driving Controls:

Students will properly park their cars in front of the main building or in the East Parking Lot.

No cars are allowed to park in the bus zone between the hours of 8:00 a.m. and 3:30 p.m. No one should ever park in loading zones and/or fire lanes.

The MLS School shall enforce the following regulations in regard to noon-hour driving by students:

1. Parents must provide the high school principal with written permission for their student to drive during the noon hour.
2. Students shall follow the accepted/required rules of driving a vehicle such as seat belts, speed limit, following directions and driving behavior.
3. The principal and superintendent are responsible in determining the grade level of students that are allowed to have open lunch privileges.
4. Students are responsible for following all other school rules during the noon hour and are not permitted to bring food back for other students

5. Violations will result in revocation of noon-hour driving privileges until a meeting between parents/guardians and the principal. The school district retains the right to revoke a student driving privileges

Bus Conduct (FFC)

Students shall be required to abide by all applicable district conduct and safety policies while in district vehicles

Students who violate any of these policies or rules may be subject to the consequences contained in applicable student discipline policies and may lose their right to ride a district owned bus.

INTERSCHOLASTIC COMPETITIONS

It is an honor and a privilege to be a member of a Mohall Lansford Sherwood High School Activity team. Please remember this at all times and conduct yourself in such a manner that you will be a credit to yourself, your school, and your community.

Academic Eligibility Requirements:

To be eligible to participate in school activities involving interscholastic competition, students in Grades 7- 12 shall:

1. Have been in attendance as many days as he/she missed at the opening of the semester.
2. Have passed four academic subjects during his/her last semester. (Grades 9-12)
Have passed 3/4 of his/her academic subjects during the last semester. (Grades 7-8)
Failure to pass in the required academic subjects taken at the end of a semester will make a student ineligible for a period of four (4) weeks the following semester.
3. Be failing no more than 1 class during the current semester (Grade 9-12)

A student who is failing must show improvement in order to be eligible.

Clarification: Students meeting the requirements listed in #3 above must be maintaining or making improvements in the class in which they are failing. Failure to do so will result in ineligibility

4. A seventh or eighth grade student must be passing in all subjects in order to be eligible to play on a junior high or high school team.

Eligibility Timelines:

Student eligibility will be determined on Monday morning of each school week. This grade will be determined by the grade the student has accumulated from the beginning of the current semester. Students who are ineligible on Monday will remain ineligible until grades are determined the following Monday.

During the first quarter and the third quarter, the first grade check-up will be based on the mid-term grade taken at 4 1/2 weeks.

Student Participation Objective Policy:

1. All School Events - Local, Conference, District, Regional, State -- each school year, are scheduled and posted on the Master Yearly Calendar in the Business Office with Activity Director or Principal's Permission .
2. If any conflict of Calendar dates, as to which Activity the student(s) will participate in representation of their School, the student(s) will participate in that Activity that is, at that specific conflict date, seeking its highest competition goal.
3. Students may be denied early dismissal from school for a school sponsored activity if they have been absent a large number of days, or if they have a poor academic record.
4. Athletic Directors and coaches should work to schedule so that students do not miss more than two days a week for extracurricular events.

Multi-Sport Participation:

A student athlete's academic performance must be reviewed to have an opportunity to participate in more than one sport during a single participation season. Students must have at least a C in all classes in order to participate in dual sports.

If the student athlete is interested in participating in multiple sports, permission must be granted by all of the following: the student athlete, parents, activities director, and the coaches involved to make a final decision.

Accident/Athletic Injury Insurance:

The MLS School District does not provide insurance for students, including both accident and health insurance. The school district does not make payments for doctor or hospital costs incurred from treatments resulting from school-related accidents. The financial obligation for school related treatments or ambulance calls is entirely that of the student

Transportation Regulations: (IEAF)

Any trips planned for out of town during school hours must be sanctioned by the Superintendent. All students taking part in such an activity must have permission from a parent. All members of a group or team must ride together on the mode of transportation provided by the district to the event.

Appropriate dress will be set forth by the advisor or coach of the group. All such trips are governed by the same regulations as if the student was in attendance at school.

No student is allowed to drive a car on school activity trips. This does not mean to allow a student to drive on a school trip even though a proper chaperone is in the car. Any exception to this requires administrative approval.

All other type of student transportation must be approved by the Principal.

Students must return by school transportation unless properly excused by the person in charge of that specific activity trip. Students must be checked out by parent/guardian. Violation of this will make the student ineligible in the next public function of that organization.

Ticket Sales - Athletic Events

Students may purchase a Season Ticket for all Athletic Contests or they may pay at the door. All other events may require an admission charge at the door.

Cost of Annual Passes are:

Student \$45, Adult \$85, Family \$200

SPORTSMANSHIP

What do the Maverick's mean by fan sportsmanship?

- Cheer for your Mavericks, not against the visitors
- Don't get personal in your comments about players, coaches or officials
- Follow all directives of administrators in charge of the games
- No profanity, vulgarity, racist or sexist comments
- Failure to abide by these rules will result in removal from the contest

School Organizations:

~ *Student Council*~

The Council is our administrative organization. You may have as much authority as you are willing to accept responsibilities.

Number of members allowed is as follows:

Grade 7 - one

Grade 8 - one

Grade 9 - two

Grade 10 - three

Grade 11 - four

Grade 12 - four

~Band and Choir~

Students are encouraged to participate in the music program. MLS has one band Concert Band. Membership is obtained by personally contacting the Music Director and enrolling in the course. Any student may belong to Chorus.

The school owns a limited number of instruments which are rented by students at a nominal fee. It is preferred that students own their own instruments.

Both organizations present a number of concerts during the school year. Letter awards are given to participating members each year as well as other awards designated by the music department

All contestants in District, Regional, and State Music and Festivals must meet eligibility requirements.

Yearbook Staff

The Yearbook is published by the Annual Staff. This extra-curricular activity provides an opportunity for students with strong journalism skills. Interested Students should contact the Yearbook Advisor

FFA

FFA is an organization composed of students enrolled in Vocational Agriculture Classes.

Family, Career and Community Leaders of American - FCCLA

FCCLA is an organization composed of students enrolled or interested in Family and Consumer Science.

Future Business Leaders of America -FBLA

FBLA is an organization composed of students enrolled or interested in business classes and entrepreneurship.

Speech and Drama Club

Students interested in the performing arts may take part in the Speech and Drama Activities. The Drama Club presents local productions and competes in events. Speech participates in various Speech Contests in the area. Students participate in Regional and State Competition with a One Act Play and various other Speech categories.

Guidelines for Lettering:

Football-

1. Participate in at least 8 quarters of varsity game play.
2. No unexcused practices.

Basketball - Girls and Boys

1. Participate in varsity game play. (Quarter Minimum set by coach)
2. No unexcused practices.

Track - Girls and Boys

1. An athlete must score 3 or more points in a meet or they have to place in a Varsity meet.
2. No unexcused absences.

Golf (Girls and Boys)

1. The athlete must place in the top five MLS scores in any one meet that they participates in.
2. No unexcused absences

Volleyball

1. Participate in at least 6 varsity games
2. No unexcused absences.

Baseball/Softball

1. Participate in at least five (5) innings of varsity play. (Partial inning participation in a given game will be applied as full inning participation at a game's end)
2. No unexcused absences.

Trap Shooting

1. Must average 17 points or more per round at the end of the season
2. May not miss any competition weeks during the season
3. Must participate consistently with the team for 2 years or more

Student Managers/Stats

1. Be at all required practices and games

Any athlete that is suspended from the team for any of the MLS academic eligibility rules, the State High School Activities Association rules, or for disciplinary action by the coach will automatically forfeit the letter earned in that sport, if the infraction occurs during that sport's "participation season."

Music - Band

1. Two semesters participation in band, and
2. Perform a solo or be a member of an ensemble in District competition,
OR
3. Four semesters participation in band

Music - Chorus

1. Two semesters participation in chorus, and
2. Perform a solo or be a member of an ensemble in District competition,
OR
3. Four semesters participation in chorus

A pin will be presented for every two semesters participation after the letter has been earned.

Speech

1. Students must attend a minimum of four meets throughout the season.
2. Students must compete at the regional contest

Drama

1. Student must attend all scheduled practices unless permitted to miss by director.
2. Student must participate in the regional one-act competition

Drug Alcohol Tobacco and Controlled Substance (FFA and Tobacco in ABBA)

Students are prohibited from having possession or use of any kind of tobacco, illegal drugs, controlled substance, or alcohol on school property or at school-sponsored events. Matches, lighters, and drug paraphernalia are also prohibited. Alcohol is anything described in policy or statute (NDCC 5-01-01). Any controlled substance or dangerous drug as defined in NDCC 19-03 1-5 or school policy FFA., any glue, aerosol paint or other chemical used for inhalation. Any prescription or non-prescription drug, medicine, vitamin or other chemical. All prohibited substances included in policy FFA and all prohibited activities as described in policy FFA.

Prohibited Activities (see definition in policy FFA); Use or possession of alcohol/tobacco/illegal drugs or other illegal substances on school property or at school-sponsored activities or whose off-campus conduct is reasonably predicted to substantially

disrupt the operations of the District safety, or welfare of students or employees, will result in an automatic 3 day suspension from school and an Unexcused Absence. Additional violations will result in further school actions.

Students may be searched when reasonably suspected to have violated this policy. Searches will be in accordance with district policy FGC (FGCB). Students may also be required to submit to drug/alcohol testing.

In addition to the tobacco, alcohol, and other drug prohibitions contained in NDHSAA bylaws, the District prohibits student presence at a gathering where alcohol, tobacco, or a controlled substance is being illegally used. A student's presence at a gathering shall be regarded as possession. The building principal or Superintendent shall take into consideration whether or not the student was at a gathering where the student had knowledge that alcohol, tobacco, or a controlled substance was being illegally used, and whether or not the student had a reasonable opportunity to remove themselves from said location. The disciplinary consequences for violating this rule shall be suspension from extracurricular participation for the same duration as prescribed for tobacco, alcohol, and other drug possession by NDHSAA bylaws.

The school may require chemical dependency classes or counseling (at schools expense).

* * * * *

The Mohall Lansford Sherwood Schools will handle reports of Alleged Violations of the NDHSAA AND MOHALL LANSFORD SHERWOOD PUBLIC SCHOOLS Policies prohibiting the Use or Possession of Tobacco, Alcohol, and other Controlled Substances in the following manner:

Information from Law Enforcement Officials

- 1-A. A written report will be received or requested from the appropriate Law Enforcement Officials in accordance with North Dakota Century Code.

Information from Sources Other than Law Enforcement Officials

- 1-B. A signed, written statement describing the alleged violation will be required from those making the allegations.

Investigations by School Officials

- 1-C. Whenever information that appears to have no specific source that appears to be credible is received concerning a possible violation, the principal shall conduct an investigation into the matter to determine whether or not further action should be pursued.

The Principal shall notify the student and the parents/guardians as soon as practicable that there has been a possible violation of the NDHSAA and/or MLS Mohall Public School

policies. The parents and student will be asked to meet with the school administration to discuss the alleged violation.

Clarification -- This should not be construed to mean that the principal cannot meet with students individually to ascertain pertinent information regarding the alleged incident.

(a) At the option of the accused student and his/her parents the right to meet with the school administration may be waived, and the student may submit to voluntary ineligibility. The period of ineligibility would then commence on the day notification was received from Law Enforcement Officials or other party.

Clarification -- A student may voluntarily submit to ineligibility prior to a report from Law Enforcement Officials. In such cases, the period of ineligibility will commence on the day such notification is made to the principal

(b) A Due Process Administrative Hearing may be requested by the accused student and his/her parents or guardians. This can be found in ND Century Code.

(c) Refusal on the part of the accused student and/or his/her parents to respond to a request to meet on the alleged violation will result in a declaration of violation, and the penalty will be imposed.

3. If a Hearing is requested, the Administrative Hearing Board will hear testimony and render a decision and submit a written report to the parents within 24 hours. If found guilty, the period of ineligibility would begin from the date of the Administrative Hearing.
4. The decision of the Administrative Hearing Board may be appealed to the Mohall Lansford Sherwood Board of Education.

Penalties for Violation of Drug/Alcohol Rules:

For purposes of clarification, the date for imposition of penalties for a School Year will begin with the opening date for Football and Girls Volleyball Practice in August for those involved in fall sports activities. Penalties for all others will begin with the opening day of school.

1. Length of Penalty:
 - (a) First Offense -- 6 weeks suspension
 - (b) Second Offense -- 18 weeks suspension
2. Activities Affected:
 - (a) All activities in which there is competition with other schools
 - (b) All activities that come under the sponsorship of the North Dakota High School Activities Association
 - (c) FCCLA/FFA etc. All activities sponsored by a MLS group which involve interaction with other schools or groups.
3. Off-Season Violations
In addition to the penalties delineated, in the event the suspension is administered during a season when the student is not actively participating (e.g., summer for all

students, fall for a student participating in track), the student's suspension shall be extended to include a minimum of a two-week or two-contest suspension (whichever is more severe) from the student's next activity. "Next activity" shall be defined as the next activity in which the student had participated during the previous year begins practicing at the appropriate date and concludes at the end of the season (i.e., does not start and quit). Should the student's next activity not be until the following school year, the two-week or two-contest rule will be applied at that time.

Suspension and Expulsion (Policy FFK)

Only the appropriate building principal and the superintendent shall have the authority to suspend students.

For major incidents, suspension may be for a period of up to ten (10) days, pending board action.

Examples of Conduct Subject to Suspension/Expulsion are (Policy FFK)

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property
3. Causing or attempting to cause physical injury to another, except in self-defense
4. Possessing or transmitting on school property a firearm, dangerous weapon, or any object used to threaten, intimidate or cause bodily harm
5. Possessing, using, transmitting, or being under the influence of any narcotic, hallucinogen, amphetamine, barbiturate, marijuana, alcohol, or intoxicant
6. Disobedience or defiance of authority
7. Behavior that is detrimental to the welfare, safety, or morals of other students or staff
8. Truancy
9. Offensive/vulgar language when it is obscene, defamatory, inciteful or disruptive
10. Threats of violence, bomb threats, or threats of injury
11. Student behavior that is detrimental or disruptive to the educational process

Permanent expulsion from school shall result only through action of the Board of Education. Procedures for permanent expulsion shall conform to state law. The student and his/her parents will be afforded a Due Process Hearing on matters concerning the potential of expulsion. Any student who has been suspended or expelled from another school district will be denied admission to the MLS School District if the same offense would have resulted in suspension or expulsion in the MLS School District. Expulsion for firearms shall conform to state law.

Hearing on Expulsion from School: (FFK-BR)

In the event a student faces permanent expulsion from school by the School Board the following Due Process procedures will be used: (Summarized)

1. The student and the student's parents or guardians shall be notified in writing of the specific charges against the student. They shall also be notified of a time and date set for a hearing on the matter before the School Board. The Hearing shall be scheduled within a ten day period of time following notification.
2. If the student and his/her parents or guardian wish to contest the charges, the student has the right to be represented by a lawyer or other adult at the student's expense. This is not a court proceeding, there are no specific rules of evidence or procedure that must be followed. The intent is to determine whether the proposed expulsion is supported by the evidence. The hearing is subject to FERPA rights and shall be closed to the public.
3. The decision reached by the School Board shall be based exclusively on the evidence presented at the hearing. The action of the student does not have to be proven beyond a reasonable doubt but it must be supported by evidence. If the evidence supports the charge against the student, an expulsion order appropriate to the charges/misconduct shall be issued. Written notice of the decision shall be mailed to the student, the parent or guardian and placed on file in the superintendent's office.

Weapons on School Property:

Knives, guns, and other dangerous type weapons are strictly prohibited on school property. Such items brought to school for any purpose must have the approval of the principal. Use of such items in a threatening manner will subject the user to severe consequences and confiscation of such weapon. Bringing a firearm to school could result in expulsion for one year from the date of infraction. Students should review the District policy on "Carrying Weapons" Policy FFD located in the appendix section

DISTURBANCE OF A PUBLIC SCHOOL (NDCC 15.1-06-16)

The MLS Mohall Lansford Sherwood School Board has lent its support to the following North Dakota State Law:

It is a class B misdemeanor for any person to:

1. Willfully disturb a public school that is in session;
2. Willfully interfere with or interrupt the proper order or management of a public school by an act of violence, boisterous conduct, or threatening language; or
3. Rebuke, insult, or threaten a teacher in the presence of a student

Interrogations by Law Enforcement and Other Officials

Law Enforcement Officials: (FGCC)

Law enforcement officials will not be allowed to interrogate students while they are under the jurisdiction of the school without the permission of the parents. Law officials will be requested to question students at a time when they are not under the jurisdiction of the school, if the interrogation does not relate to a school matter or does not need to be held at school because of justifiable law enforcement need that is explained to the building principal or designee. An exception will be made when an officer of the law is acting on behalf of Social Services in the investigation of suspected abuse or neglect.

Social Service Officials:

When the Department of Human Services or an officer acting on the agency's behalf requests to interview a student as part of a child/abuse neglect investigation, the building principal shall:

1. Verify that the purpose of the interview is to investigate child abuse/neglect;
2. Require that the interviewer identify him/herself;
3. Allow a student to be interviewed if the student is the subject of, sibling of, or living with a child the subject of abuse/neglect

WELLNESS & IDENTIFICATIONS

Wellness Policy

The Board shall form a district wellness committee to develop the wellness policy.

The District shall comply with USDA Smart Snacks in School Nutrition standards for all foods and beverages sold on school grounds during the school day to students.

No food or beverages shall be allowed in classrooms that were purchased from outside the school grounds, unless they meet these guidelines.

Concussion Management (FCAF)

Under the concussion management law, the District is authorized to designate removal-from-play authority to individuals who have direct responsibility for student athletes during practice, training, and/or games if a student reports or exhibits a sign or symptom of a concussion.

Student athletes must get return to play documentation from a health care provider before they may return to action. The Board designates the Superintendent or Athletic Director to receive return-to-play documentation from a healthcare provider.

Suicide Prevention

MLS staff has used the Jason Foundation for Suicide Prevention Training and Awareness. MLS recommends all staff download the "A Friend Asks" application. Suicide

Prevention Coordinator is Chaleigh Clark, please see her for any questions regarding training or protocols. The staff will participate every other year in suicide prevention training. The National Suicide Prevention Hotline number is 800-273-8255.

Homeless Student Policy-FDB

The District must comply with the McKinney-Vento Homeless Education Assistance Improvements Act.

The District identified Homeless Student Liaison is Chaleigh Clark.

CIVIL RIGHTS DISCLAIMER:

The MLS Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated as the Title IX and Section 504 coordinator to handle inquiries regarding the nondiscrimination policies:

**Keith Campbell
101 3rd St NW
701-756-6660
Keith.campbell@k12.nd.us**



Appendix

Pertinent School Policies
2021-2022

504 Policy (FDE)

The Mohall-Lansford-Sherwood School District assures that all students with disabilities, ages 3 through 21, have the right to a free and appropriate public education in accordance with the Individuals with Disabilities Education Act and North Dakota law. In addition, the District complies with Section 504 requirements. For the purpose of compliance with state and federal laws concerning special education/disabled students and providing this assurance, the Mohall-Lansford-Sherwood School District is a member of the Peace Garden Consortium of Student Support Services and subscribes to its policies and procedures. These policies and procedures include those required to comply with IDEA and Section 504, such as but not limited to child find and procedural safeguards.

Student's Name: _____

Parent's Name(s): _____

School: _____ Grade: _____

Date of Birth: _____

Date of Meeting: _____

Type of Evaluation:

Initial

Reevaluation (no more than once a year; no less than every three years; before a significant change in placement)

Parental Notice Issued: Date: _____

Parental Consent Obtained: Date: _____

Attach documented proof.

Sources of Evaluation Information:

- | | |
|---|--|
| <input type="checkbox"/> Aptitude tests | <input type="checkbox"/> Medical report |
| <input type="checkbox"/> Achievement tests | <input type="checkbox"/> Parent input |
| <input type="checkbox"/> Student's work | <input type="checkbox"/> Student's disciplinary records |
| <input type="checkbox"/> Attendance records | <input type="checkbox"/> Academic/behavioral interventions |
| <input type="checkbox"/> Teacher recommendations/observations | |
| <input type="checkbox"/> Psychological evaluations | |
| Other: _____ | _____ |

Eligibility Determination Team:

The following individuals have been selected to make a placement determination because they are knowledgeable about the child, the meaning of the evaluation data, and the placement options (e.g., parents, student's teacher(s), Section 504 Coordinator, individuals who conducted the evaluation, counselor, etc.).

504 Coordinator or team leader: _____

Team Members:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Eligibility Criteria (all must be answered “yes” for a student to be eligible):

Does the student have a physical or mental impairment (i.e., any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.)

- a. Yes
- b. No

If yes, specify the impairment: _____

Does the impairment affect one or more major life activities?

- c. Yes
- d. No

Which major life activity?

- | | |
|---|--|
| <input type="checkbox"/> Caring for oneself | <input type="checkbox"/> Performing manual tasks |
| <input type="checkbox"/> Seeing | <input type="checkbox"/> Hearing |
| <input type="checkbox"/> Eating | <input type="checkbox"/> Sleeping |
| <input type="checkbox"/> Walking | <input type="checkbox"/> Standing |
| <input type="checkbox"/> Lifting | <input type="checkbox"/> Bending |
| <input type="checkbox"/> Speaking | <input type="checkbox"/> Breathing |
| <input type="checkbox"/> Learning | <input type="checkbox"/> Reading |
| <input type="checkbox"/> Concentrating | <input type="checkbox"/> Communicating |
| <input type="checkbox"/> Operation of a major bodily function | |
| <input type="checkbox"/> Working | <input type="checkbox"/> Other: _____ |

NOTE: Do not check “seeing” if the physical impairment can be corrected or reduced through the use of eyeglasses or contact lenses.

Descriptor Code: FDE-E

Describe how the major life activity is affected (do not take into account mitigating measures such as medication): _____

Will the impairment last for an extended period of time (i.e., more than six months)?

- e. Yes
- f. No

Is the student substantially limited in the major life activity(ies) (use the average student in the general population as the frame of reference for comparison):

- g. Yes
- h. No

(NOTE: Substantially limits means unable to perform a major life activity that a student of approximately the same age can perform or significantly restricted as to the condition, manner, or duration under which a particular life activity is performed as compared to the average student of approximately the same age.)

Determination:

The student has a physical or mental impairment that substantially limits a major life activity.

If yes, course of action:

- i. Develop a 504 plan (i.e., accommodations that the school will provide and an explanation of when they will be provided).
- j. Continue present services with no changes (check this only if this evaluation is being conducted for purposes of re-evaluation).
- k. Modify the present program (check this only if this evaluation is being conducted for purposes of re-evaluation).

The student's impairment does not substantially limit one or more major life activities.
The student does not meet Section 504 criteria.

The student's parent(s) has been provided with a copy of this determination.

Parent's signature: _____

Date: _____

NORTH DAKOTA'S COMPREHENSIVE MODEL SCHOOL POLICY FOR TOBACCO USE

Definitions

For purposes of this policy:

Electronic smoking device means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. Electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, e-hookahs, mods, tank systems, Juul, Suorin, or under any other product name or descriptor. Electronic smoking device also includes any component part of a product, whether or not marketed or sold separately, including, but not limited to, e-liquids, e-juice, cartridges, or pods..

Imitation tobacco product means any edible non-tobacco product designed to resemble a tobacco product, or any non-edible non-tobacco product designed to resemble a tobacco product and intended to be used by children as a toy. Imitation tobacco product includes, but is not limited to, candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snus, and shredded beef jerky in containers resembling snuff tins.

Lighter means a mechanical or electrical device typically used for lighting tobacco products.

Possession of tobacco products means:

Actual physical possession of the tobacco product while on school property;

Use or consumption of the tobacco product while on school property;

Tobacco product located in the student's locker, car, handbag, backpack, or other belongings while on school property; or

Appearance by a student on school property after having consumed or ingested the tobacco product that is noticeable by breath odor.

Smoking means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco, nicotine, or plant product intended for inhalation, including hookah and marijuana, whether natural or synthetic. "Smoking" also includes the use of an electronic smoking device. This excludes any FDA-approved nicotine replacement therapy.

School property is defined in NDCC 15.1-19-10 (6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles,

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whether owned or leased by a school district, and the site of any school-sponsored event or activity.

Tobacco product means any product containing, made, or derived from tobacco, or that contains nicotine, whether synthetic or natural, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to: a cigarette; electronic smoking device; cigar; little cigar; cheroot; stogie; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; snuff; snuff flour; snus; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco product also includes any electronic smoking device.

Tobacco use means smoking and the heating, inhaling, chewing, absorbing, dissolving or ingesting of any tobacco product.

Visitor means any person subject to this policy that is not a district student or staff member. This includes school volunteers, independent contractors, individuals performing services on behalf of the District, and individuals attending school-sponsored events or activities.

Rationale for Regulating Possession & Use

The health hazards of tobacco use have been well established. This policy is established to:

Reduce the high incidence of tobacco use in North Dakota.

Protect the health and safety of all students, employees, and the general public.

Set a non-tobacco-use example by adults.

Assist in complying with smoking restrictions in state and federal law (NDCC 23-12-10 and 20 U.S.C. 7973).

Tobacco use is the leading cause of preventable death and disability in North Dakota. To support and model a healthy lifestyle for our students and ensure a safe learning and working environment, the MLS School Board establishes the following tobacco-free policy.

Prohibitions

Students are prohibited from possessing, using, consuming, displaying, promoting, or selling tobacco products, electronic smoking devices, imitation tobacco products, or

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lighters at any time on school property or at any school sponsored event or activity. In addition, students who participate in extracurricular activities are prohibited from possessing or using tobacco products at any time, on and off school property, as directed by district policy (FFE) and the North Dakota High School Activities Association bylaws.

District staff and visitors are prohibited from using, consuming, displaying, activating, promoting, or selling tobacco products, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any school sponsored event or activity. This policy includes all events on school property that are not sponsored by, or associated with, the school.

The District shall not promote or allow promotion of tobacco products, electronic smoking devices, imitation tobacco products, or lighters on school property, at any school sponsored event or activity, or in any school publications. This includes promotion of these products via gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers or any other materials.

The District shall not accept any gifts (such as curriculum, book covers, speakers, etc.) or funds from the tobacco industry or from any tobacco products shop.

Exceptions

It shall not be a violation of this policy for an individual to possess or provide tobacco, electronic smoking devices, imitation tobacco products, or lighters to any other individual as part of a genuine indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice off of school property. It shall not be a violation of this policy to use a tobacco product as part of an educational experience related to indigenous tobacco practices when such use and education experience has been approved by administration.

It shall not be a violation of this policy for tobacco products, electronic smoking devices, imitation tobacco products, or lighters to be included in an instructional or work-related activity on school property if the activity is conducted by a staff member or an approved visitor, the activity does not include smoking, chewing, or otherwise ingesting the tobacco product, and has been approved by administration.

It shall not be a violation of this policy for non-students 18 years and older to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

Communicating to Students, Staff, & Public

The District shall comply with all smoking prohibition posting requirements in law. Appropriate signage shall be posted throughout the district at building entrances and other highly visible locations on school property, such as, but not limited to, school buildings, district vehicles, vehicular entrances to school grounds, school playgrounds, and all indoor and outdoor athletic facilities. Signage shall indicate that the District is tobacco free. This policy will be printed in employee and student handbooks when applicable. Parents and/or guardians shall be notified of this policy, and the local media may be asked to communicate this tobacco-free policy communitywide.

Responsibility for Violations

All individuals on the district's premises share in the responsibility for adhering to and enforcing this policy. The Superintendent shall develop regulations for the enforcement and implementation of this policy.

Prevention Education

The District may consult with the county health department and other applicable health organizations to provide students with age-appropriate tobacco prevention information that follows the guidance from the Centers for Disease Control and Prevention.

Tobacco Cessation Services

Individuals requesting assistance with tobacco cessation services will be referred to NDQuits, the North Dakota Department of Health multi-media tobacco cessation program. This is a free cessation service provided to citizens of North Dakota.

Evaluation

The Board shall review this policy at regular intervals, to determine whether policies and practices are properly implemented and effective.

STUDENT ALCOHOL & OTHER DRUG USE/ABUSE (FFA)

This policy pertains to alcohol and other drug use/abuse. Tobacco use is defined in a separate policy (see ABBA).

Philosophy

The Mohall-Lansford-Sherwood School District shall strive to provide a learning environment that is safe, drug free, and conducive to learning. This policy is designed to help eradicate the influence of drugs and alcohol within the school environment, promote awareness and health, and protect students in the school environment by imposing consequences for drug and alcohol related violations.

Definitions

This policy defines the following:

Alcohol – See Prohibited Substances.

Drug – See Prohibited Substances.

Possession shall mean:

- l. Actual physical possession of the alcohol or drug while on school property;
- m. Use or consumption of the alcohol or drug while on school property;
- n. In the student's locker, car, handbag, backpack, or other belongings while on school property; or
- o. Appearance by a student on school property after having consumed or ingested alcohol or a drug that is noticeable by breath odor, speech alterations, unsteadiness of gait or posture, or like symptoms of chemical intoxication.

Use shall mean that a student is reasonably known to have ingested, injected, inhaled or otherwise taken into the body a prohibited substance, or is reasonably found to be under the influence of such a substance.

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

Prohibited Substances

Prohibited substances include, but are not limited to:

Alcohol, powdered alcohol, or any alcoholic beverage as defined in NDCC 5-01-01; Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant or depressant, and all other illicit drugs;

Any glue, aerosol paint, or any other chemical substance used for inhalation;

Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, "no-doze" pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants, sports or muscle-building supplements, and sleeping pills not administered and/or taken with appropriate consent and authorization from parents, school administration, and, if applicable, a health care provider.

Prohibited Activities

It shall be against school policy for any student to:

Sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or sell, deliver, or give or attempt to sell, deliver, or give to any person substances the student represents or believes to be a substance(s) listed in this policy.

Possess, procure, purchase, or receive or to attempt to possess, procure, purchase, or receive the substances listed in this policy, or what is represented by or to the

student to be any of the substances listed in this policy, or what the student believes is any of the substances listed in this policy.

Be under the influence of (legal intoxication not required), use, consume, or attempt to use or consume the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances listed in this policy.

Knowingly or intentionally aiding or abetting in any of the above activities.

This policy applies to any student who is on school property, or whose off-campus conduct is reasonably predicted to substantially disrupt the operations of the District, district safety, or welfare of students or employees.

Reporting Violations

A student or staff member that has reason to believe that a student has violated this policy shall notify a school official (i.e., a teacher or administrator if the reporter is a student; a school administrator if the reporter is a district staff member). Except in limited circumstances under law, a teacher is required to report known or suspected violations of this policy to the school principal or Superintendent.

Violation

When a principal/Superintendent has reasonable suspicion that a student has violated this policy, they may search the student in accordance with the district's policy on searches of students' person or personal property.

As part of this search, the principal or Superintendent may require the student to submit to a drug/alcohol test if:

The principal and/or Superintendent has reasonable suspicion that the student is under the influence of drugs/alcohol.

The mandatory drug/alcohol test is reasonable at inception based on criteria established by the Board³⁷ and not excessively intrusive in light of the age and sex of the student.

All drug/alcohol testing shall be performed in accordance with federal law on Transportation Workplace Drug Testing. This language in no way authorizes random drug testing in district schools as part of the curricular program.

Disciplinary sanctions will be imposed on, and additional actions may be taken (as listed below) in response to, any violation of this policy. These sanctions may include suspension or expulsion, intervention (as described below), and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities.

Intervention

It is acknowledged that the public school has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependency; however, when observed behavior indicates that a problem exists that may affect the student's

ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. The Superintendent shall develop a procedure for chemical dependency identification and referral for treatment.

Referral for treatment shall be a constructive not punitive action; however, use of the treatment program shall not override or prohibit the District from taking disciplinary action for violations of this policy.

The school will make a reasonable effort to cooperate with a therapy program if one is recommended for the student. The school will have the option of requiring that the student attend the suggested therapy at school district expense as a condition for continuing to attend school. The Board believes that if a student is involved in a chemical dependency program and is successfully addressing their harmful involvement with chemicals, they may be allowed to continue in the regular school setting and continue to participate in any extracurricular program unless participation is in conflict with rules and regulations set forth by the Board, the North Dakota High School Activities Association, and/or the student has been suspended or expelled as a result of a district policy violation.

The school may, through the use of available resources, provide follow-up counseling and supportive assistance to those students who return after successfully completing a therapeutic regimen, realizing that the student may need assistance in dealing with other environmental factors beyond the school's control which may remain unchanged.

Confidentiality

The District shall maintain the confidentiality of students referred for counseling and chemical dependency treatment in accordance with the district's policy on counseling records and other applicable law.

Education

The District will teach about drugs and alcohol in an age appropriate developmentally based education and prevention program in every grade in accordance with law. This program will include information about drug and alcohol counseling and rehabilitation programs available to the students.

In addition, the District will conduct staff orientation and training on drug and alcohol prevention, including a periodic overview of this policy and its procedures for implementation. The District will also provide parent and community education on the topic of drug and alcohol prevention.

Policy Implementation

Student handbooks shall contain a statement of sanctions required concerning the possession, use, or distribution of drugs and/or alcohol.

The Mohall-Lansford-Sherwood School District will review this policy and its implementation periodically to ensure that disciplinary sanctions are consistently applied

and to determine the effectiveness of the program for the prevention of alcohol and other drug use/abuse.

ATTENDANCE & ABSENCES (FFB)

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

Section I: Definitions

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

- Excused absence is an absence that the District will not use in determining if a compulsory attendance violation occurred. Any absence may be excused if it is supported by either a verbal or written excuse supplied by the student's parent, teacher, or school administrator.
- Unexcused absence is any absence not supported by the verbal or written excuse required for an excused absence.

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

- Approved absence is an absence that the District believes is necessary and/or unavoidable and has received administrative approval. Necessary and/or unavoidable absences may be caused by illness, injury, family emergency, religious observance or instruction, suspension, participation in a school-related activity, court appearances when subpoenaed, or other reasons deemed necessary and/or unavoidable by the principal or Superintendent. Students granted approved absences shall not be subject to the consequences contained in Section III of this policy. The Superintendent or designee shall develop criteria for requesting and granting an approved absence and shall establish make-up work requirements.
- Unapproved absence is defined as an absence that does not meet the above criteria for approved absences. If a student is absent for an unapproved reason, the parent/guardian shall still be responsible for calling the principal's office to explain the absence, and the student will be subject to the consequences contained in Section III of this policy.

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

1. Medical documentation from an appropriate licensed healthcare provider;
2. A copy of a court summons or subpoena;
3. An obituary for funeral leave;
4. Verification of planned or executed family travel (e.g., a boarding pass);

5. A request from an official at the student's place of worship;
6. A request for an absence due to a curricular or extracurricular event submitted by the student's teacher, coach, or extracurricular advisor.

Section III: Accumulated Unapproved Absence

The Board believes that unapproved absences are a form of misconduct and authorizes the Superintendent to establish grade-appropriate disciplinary consequences. Students will be afforded appropriate due process rights based on the severity of the disciplinary penalty that the District is considering imposing. Students shall be required to complete make-up work in accordance with administrative regulations or will receive no credit for incomplete work.

Compulsory Attendance Violations

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

Dissemination: This policy shall be published in all student handbooks.

CARRYING WEAPONS (FFD)

Definitions

This policy defines the following:

Dangerous weapon as defined by NDCC 62.1-01-01(1)

Firearm as defined in accordance with 18 U.S.C. 921 and NDCC 62.1-01-01(3)

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

Prohibitions

Students are prohibited from knowingly possessing or transmitting on school property a firearm, dangerous weapon, or any object that is used, attempted to be used, or threatened to be used to intimidate or cause bodily harm.

Disciplinary Consequences

Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Bringing a dangerous weapon, other than a firearm, to school will require that proceedings for up to 10 days suspension and/or expulsion for up to 12 months be initiated immediately in accordance with the district's suspension and expulsion policy.

Bringing a firearm to school will require that the District immediately initiate proceedings for the expulsion of the student involved for a minimum of one calendar year in accordance with the district's suspension and expulsion policy. The Superintendent may modify the length of a firearms-related expulsion to less than one calendar year on a case-by-case basis based on the following criteria:

The totality of the circumstances, including the severity of the incident and the degree of endangerment of other students and staff.

The age and grade level of the student.

The prior disciplinary history of the student being expelled.

Relevant factors that contributed to the student's decision to possess a firearm in violation of this policy.

The recency and severity of prior acts resulting in suspension or expulsion.

Whether or not the optional provision of educational services in an alternative setting is a viable alternative to modifying the duration of the expulsion.

Input, if any, provided by licensed professionals (psychologists, psychiatrists, counselors) as to whether or not the expelled student would place himself/herself or others at risk by returning to the school prior to the expiration of the expulsion period.

Parents will be notified and all dangerous weapons will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration. Firearms will be confiscated and turned over to law enforcement.

Special Education Students

A student who is defined as having a disability under the Individuals with Disabilities Education Act (IDEA) who has brought a firearm or dangerous weapon to school shall be handled in accordance with IDEA regulations. The District shall make manifestation determinations, disciplinary decisions, and placement decisions of such students in accordance with IDEA regulations.

Non-applicable Provisions

This policy does not apply to students enrolled and participating in a school-sponsored shooting sport, provided that the student informs the school principal of the student's participation, and the student complies with all requirements set by the principal regarding the safe handling and storage of the firearm. The principal may allow authorized persons to display dangerous weapons or look-a-likes for educational purposes. Such a display will be exempt from this policy.

A student who finds a firearm or dangerous weapon on the way to school, on or in school property, or discovers that they accidentally have a firearm or dangerous weapon in their possession shall not be considered to possess it if they turn it over to an administrator, teacher or head coach or immediately notifies an administrator, teacher, or head coach of its location.

NONDISCRIMINATION AND ANTI-HARASSMENT POLICY (AAC)

General Prohibitions

The MLS Public School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.

It is a violation of this policy for any district student, parent, guardian, employee, or third party to discriminate against or harass another district student or employee, based on any status protected by law, if the conduct occurred within the context of an education program or activity, or if the conduct had a continuing effect in the educational setting of a program or activity occurring on or off school district property. The District will not tolerate discrimination or harassment of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any individual affiliated with another who is protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

The District shall promptly investigate any discrimination, harassment, or retaliation complaint and act on findings as appropriate, or as required by law. Outcomes may include disciplinary measures such as termination of employment or student expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process. The District will take steps to prevent recurrence of discrimination, harassment, or retaliation and remedy discriminatory effects on the complainant and others, if appropriate.

Definitions

Complainant is the individual filing the complaint. If the complainant is not the victim of the alleged discrimination and/or harassment, the victim must be afforded the same rights as the complainant under this policy and regulations AAC-BR1 or AAC-BR2.

Disability is defined in accordance with NDCC 14-02.4-02 (5).

Discrimination means failure to treat an individual equally due to a protected status.

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Protected status is defined in applicable state (NDCC 14-02.4-02 (6)) and federal laws.

Employee is defined in accordance with NDCC 14-02.4-02 (7).

Harassment is a specific type of discrimination based on a protected status. It occurs under the following conditions:

For employees: When enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe, persistent, and/or pervasive enough to create a work environment that a reasonable individual would consider intimidating, hostile, or abusive.

For students: When the conduct is sufficiently severe, persistent, and/or pervasive so as to limit the student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.

North Dakota Human Rights Act (NDCC Ch. 14-02.4) provides protection from discrimination in the workplace on the basis of race, color, religion, sex, national origin, age, the presence of any mental or physical disability, status with regarding to marriage or public assistance, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.

Section 504 (Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794) is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.

Sexual harassment is a form of harassment based on sex. It is defined under Title IX as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature, that:

Constitutes *quid pro quo* harassment, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade);

Is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

Constitutes sexual assault, dating violence, domestic violence, or stalking as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f) and the Violence Against Women Act, 34 U.S.C. § 12291(a).

Sexual harassment examples include, but are not limited to, the following:

Sexual or "dirty" jokes;

Sexual advances;
Pressure for sexual favors;
Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
Displaying or distributing of sexually explicit drawings, pictures, and written materials;
Graffiti of a sexual nature;
Sexual gestures;
Touching oneself sexually or talking about one's sexual activity in front of others;
Spreading rumors about or rating other's sexual activity or performance;
Remarks about an individual's sexual orientation; and
Sexual violence, including rape, sexual battery, sexual abuse, and sexual coercion.

Title II of the Americans with Disabilities Act extends the prohibition on discrimination established by Section 504 to all services, programs, and activities of State and local government entities.

Title VI is a federal law that provides protection from discrimination based on race, color, or national origin in employment and employment practices in programs or activities receiving federal financial assistance.

Title VII is a federal law that provides protection from discrimination on the basis of race, color, religion, sex or national origin. Title VII applies to all public school districts with 15 or more employees.

Title IX is a federal law that provides protection from discrimination, based on sex, in education programs or activities that receive federal financial assistance.

Other or different definitions may be set forth in board regulations AAC-BR1 or AAC-

BR2. Complaint Filing Procedure

The Board shall create an informal and formal discrimination and harassment complaint filing procedure in board regulations coded AAC-BR. For Title IX sexual harassment complaints, grievance procedures shall be followed in accordance with federal regulations and board regulation AAC-BR2.

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The procedure provides for an impartial investigation free of conflicts of interest and bias. Nothing in this policy or in the discrimination and harassment grievance procedure prevents an individual from pursuing redress available through state and/or federal law.

Confidentiality

An individual wishing to file an anonymous discrimination and/or harassment complaint must be advised that confidentiality may limit the district's ability to fully respond to the complaint and that retaliation is prohibited. The appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) shall perform a confidentiality analysis to determine when a request for confidentiality cannot be honored due to safety reasons or the district's obligation to maintain a nondiscriminatory educational environment. The complainant must be notified in writing of the confidentiality analysis outcome. A discrimination or harassment investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions such as when the record is protected by FERPA.

Complaint Recipients

If any district employee receives a discrimination or harassment complaint, the employee shall promptly forward it to the appropriate grievance coordinator. All district employees must receive training on their reporting duties.

Grievance Coordinators

Districts must designate at least one employee to be their Title IX Coordinator and authorize such individual(s) to coordinate the district's efforts to comply with its responsibilities under the applicable regulations.

The Title IX Coordinator's responsibilities include overseeing the district's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. The Title IX Coordinator must have knowledge of the requirements of Title IX, of the district's policies and procedures on sex discrimination, and of all complaints raising Title IX issues throughout the District. To accomplish this, the Title IX Coordinator must be informed of any report or complaint raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office.

The Board designates Superintendent Keith Campbell as the Title IX Coordinator. He may be contacted at 101 3rd St. NW, Mohall, Phone # is 701-756-6660 or by email at keith.campbell@k12.nd.us. Districts must notify students, parents or legal guardians, employees and unions of the name and specified contact information for the designated Title IX Coordinator(s). The notification must also state that inquiries about the application of Title IX and its regulations may be directed to the district's Title IX Coordinator or the

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Assistant Secretary of Education, or both. Districts must prominently display the Title IX Coordinator(s) contact information on their website, if any, and in each handbook it makes available to students, parents or legal guardians, employees and unions.

The 504/Title II Coordinator's responsibilities include overseeing the district's response to disability discrimination reports and complaints. The 504/Title II Coordinator must have knowledge of the requirements of Section 504 and Title II, of the district's policies and procedures on disability discrimination, and of all complaints raising Section 504/Title II issues throughout the District. To accomplish this, the 504/Title II Coordinator must be informed of any report or complaint raising Section 504/Title II issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates Keith Campbell Superintendent as the 504/Title II Coordinator. He may be contacted at 701-756-6660 or by email at keith.campbell@k12.nd.us. The address for his office is 101 3rd street nw, Mohall, ND. 58761.

The Nondiscrimination Coordinator's core responsibilities include overseeing the district's response to discrimination and harassment reports and complaints that do not include sex or disability under applicable federal laws, but instead the other protected statuses or sex or disability based discrimination under state law. The Board designates the Superintendent, as the Nondiscrimination Coordinator. They may be contacted at 701-756-6660.

Policy Dissemination

The Superintendent shall display this policy and complementary grievance procedures in a prominent place in each building and publish it in student and employee handbooks.

Training

The board authorizes the Superintendent to develop discrimination and harassment awareness training for students and employees. Employee training requirements are delineated in board exhibit AAC-E3. Discrimination and/or Harassment Training Requirements for Employees

CIVIL RIGHTS DISCLAIMER:

The MLS Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated as the Title IX and Section 504 coordinator to handle inquiries regarding the nondiscrimination policies:

Keith Campbell
101 3rd St NW
701-756-6660
Keith.campbell@k12.nd.us