

Drayton Public School
District No. 19
Student Handbook
2024-2025

••• Mission Statement •••

The mission of Drayton Public School is to empower all students' learning through diversified and individualized instruction; both the academic and social-emotional needs in collaboration with our community stakeholders: all school staff, parents, community leaders, and community members at large; in creating students who are resilient.

Drayton Public School

- A. The Drayton Public School System is publicly founded, financed, and attended. As such it follows that race, color, religion, sex, national origin, handicap, economic status, and similar factors shall not influence the welfare of the pupil. It shall be the policy to treat all controversial questions and issues with the greatest degree of impartiality.
- B. The Drayton Public School is a framework of basic principles of education that express the staff's conviction on the school's responsibility for the education of its students. This Handbook has been created to help you get the most out of your career at Drayton High School. The benefits from your school years will be determined by how much you are willing to contribute.

GOALS OF EDUCATION

The goals of education at the Drayton School should help each student complete the following:

- a. Learn to be a good citizen and practice democratic ideas and ideals.
- b. Develop communication, computational and other skills to everyone's ability.
- c. Develop good character, self-respect, and a feeling of self-worth.
- d. Form satisfying and responsible relationships with other people, including those with characteristics different from his/her own.
- e. Gain information needed to make job selections and develop skills to become a productive individual.
- f. Understand and practice the skills of family and community living.
- g. Learn the techniques of managing money, property, and resources.
- h. Develop a desire for learning now and in the future.
- i. Learn how to use leisure time.
- j. Practice and understand the ideas of health and safety.
- k. Become aware of and appreciate culture and beauty in the world.

Drayton Public School Compact

As a parent/guardian of a student at Drayton Public School, I will....

- ✓ Ensure my child is ready for learning through:
 - Proper nutrition
 - Proper hygiene
 - Sufficient rest
 - Proper clothing for all weather/occasion
 - Sufficient exercise
- ✓ Ensure my child has excellent attendance.
- ✓ Stay informed and collaborate with teachers regarding decisions relating to my child's education.
- ✓ Provide a suitable study area in my home free of distractions and support homework habits.
- ✓ Oversee that my child completes all homework/assignments and returns them to school.
- ✓ Positively support my child's extracurricular time.
- ✓ Volunteer in my child's school/activities when needed.

As a student at Drayton Public School, I will:

- ✓ Be respectful of myself, others, and the rights of fellow students. Students will exhibit conduct which specifically supports all student's rights to a free and full education.
- ✓ Be responsible. Be punctual for school and classes, attend school regularly, and obey rules of the school and classroom. Obey school, city, state, and federal laws.
- ✓ Be prepared to learn. Complete assignments to the best of my ability and adapt to different teachers and teaching styles.
- ✓ Be an active learner. Actively participate in conferences and meetings held on my behalf. Take full advantage of the curriculum being offered.
- ✓ Be safe. Treat the property of the school and fellow students with respect and to do my part in helping maintain a clean, safe environment.

As part of the staff at Drayton Public School, I will.....

- ✓ Provide a comprehensive curriculum.
- ✓ Provide classes where dedicated, caring teachers are well prepared to teach.
- ✓ Treat students respectfully and with dignity without regard for race, religion, sex, age, disability, or family.
- ✓ Treat students as unique individuals with different needs, learning styles, and abilities.
- ✓ Provide a building environment that is safe, clean, and comfortable.
- ✓ Look for ways to involve parents/guardians to participate in student's education.
- ✓ Uphold state and federal law and comply with school board policy and regulations.

DRAYTON STUDENT HANDBOOK

- A. This student handbook provides Drayton students and parents with the written policies and regulations under which we will operate during the school year. These policies and regulations are necessary to insure the efficient daily operation of the school and to give everyone involved with the school guidelines to follow should questions arise. It should be noted that it is impossible to list every acceptable and unacceptable behavior for students in school. The school administration reserves the right to determine acceptability of student behavior and to make decisions and administer appropriate disciplinary action when necessary.
- B. The handbook is published in the student's assignment book. This assignment book is a required tool for students that are in grades 4-12. Students will be responsible for reading, understanding, and then adhering to these policies during the school year. If there are any questions concerning anything in the handbook, consult a teacher, counselor, or an administrator for clarification.
- C. It should be emphasized that we expect every student to exhibit certain basic, common sense, unwritten patterns of behavior in their everyday activities and associations around the school. We treat each other with respect, kindness, caring, and consideration. A positive attitude is expected.

ACADEMIC INTEGRITY

- 1. Academic integrity is of the utmost importance. Academic dishonesty consists of cheating on tests, quizzes, written assignments, oral presentations, or any other course work. This may take the form of turning in all or part of someone else's work as one's own, fabrication of data, or using the author's writing without proper documentation (intentional or unintentional plagiarism). Any sourcebook, periodical, database-must be properly credited, whether quoted, paraphrased or summarized. When a student commits academic dishonesty, he/she is then liable for individual classroom consequences.

BUILDING ACCESS

The school doors will be open from 8:00 a.m. to 4:00 p.m. Students who are eating breakfast at the school may enter the building at 8:00 a.m. All other students shall not enter the school building before 8:10 a.m. Students will leave the building immediately after dismissal unless engaged in extra-curricular activities. Students will not be allowed to wait in the building for non-school sponsored activities. The only door that will be open during the school day is the main door. This is to better insure the safety of your children during their day here.

ATTENDANCE

Regular attendance in school is essential for a student to have the opportunity to receive a quality education. To promote attendance, parents/guardians should try to schedule appointments after school hours or on a school break. Family vacations should be scheduled during a time when school is not in session, whenever possible. The student attendance policy of the Drayton Public School District is as follows:

Procedures:

- 1. If a student is absent the parents or guardians are asked to call the office BETWEEN 7:00-8:30 a.m. regarding the absence. The call should be made before school on the morning of the absence. If a call has not been made to the office, the school will initiate a call home and send an automated email of the recorded absence.
- 2. If a student has been absent, he/she will not be allowed into class the following day without an admission slip. Each teacher will write the missed work on the admission slip and it is the responsibility of the student to complete such work. The student shall have one school day for every day missed to complete work. If the work is not completed within the allotted time, the teacher may retain the student after school to complete the work or the teacher may give a failing grade on the work.
- 3. All students must sign out at the office and notify office personnel when leaving the school or school grounds. Students in grades 7-12 must have permission from parent or guardian to be allowed to leave school grounds. Students in grades K-6 will not be permitted to leave school without a parent or guardian coming to the office. If someone other than a parent or guardian needs to pick up a student, the parent/guardian needs to complete a form in the office. Visitors are not allowed to pick child up at the classroom.

4. A student must be in attendance from noon through the end of the school day to participate or attend extracurricular activities that day, including practice. If a student leaves school during the afternoon due to illness or for work, he/she will not participate in any extracurricular events or practice for that day. If a student is absent from school for the whole day due to work or illness, he/she will not participate in any extracurricular events or practices for that day. If a student is absent for any other reason, whether a half-day or whole day, participation in any extracurricular event or practice will be determined by the advisor, coach, teacher, and administration.
5. Students in grades K-6 who are absent from school twenty (20) or more days during the school year may not be promoted to the next grade level. The twenty (20) day limit shall include any fractional days missed and those fractional days will be included in calculating total days of school missed. Although absences may be documented or undocumented, 20 or more days absent from school is the limit.
 - a. A student who has contracted a long-term illness or because of dire extenuating circumstances cannot attend school and is absent 20 or more days, may petition the Board of Education for a waiver of the terms contained in this policy. Parents/Guardians of the student requesting the waiver must present to the Board of Education medical excuses and or other documentation in support of the waiver request. Decision of the Board of Education regarding granting or denying the petition of waiver is final.
6. If a student goes home sick or is sick for the day, they will not be allowed to attend a school function that day.
7. Students in grades K-6 whose poor attendance has caused a notable deficiency in learning may be retained at the present grade level, if in the judgment of the principal such action is advantageous to the student. This decision will only be made after consultation with the teacher(s), the parent(s)/guardian(s), and any special program personnel at some point during the final 30 days of school for the year.
8. Students in grades 7-12 shall be allowed a maximum of ten (10) absences per semester. Fractional days missed will be included in calculating total days of school missed. Although absences may be documented or undocumented, ten (10) absences per semester is the limit. The eleventh (11th) absence may be subject to loss of credit for that class.
9. The following steps may be taken upon reaching the 11th absence:
 - a. The principal may grant exemptions for the 10-day limit.
 - b. Doctor's excuses prohibiting school attendance will be accepted. Any doctor's excuse must be presented upon return to school for it to have any bearing on principal's exemption.
 - c. Parents will be notified by the principal that the student will lose credit in the class(es) where absence limit has been exceeded.
 - d. If the student or his/her parent(s) feel that the absences were unavoidable, they may file a written request to present their information to the principal, the student will remain eligible for credit pending the decision of the Appeal Panel.
 - i. Appeal of the loss of credit will be considered only based on medical records, emergencies, or other unusual circumstance. Loss of credit due to truancy is not a valid basis for appeal.
 - e. The decision of the Appeal Panel may be appealed to the Superintendent within ten (10) days of the Panel's decision. An appeal must be filed with the Superintendent no later than ten (10) days after the semester ends.

The Administration is granted the right to make exceptions to this minimum attendance standard. The Board of Education will be advised of any exceptions to the attendance standards.

Documented Absence

1. Absence caused by illness of the student.
2. Death or serious illness in the immediate family of the student.
3. Emergency medical/dental care, accompanied by a statement from the doctor or dentist.
4. Religious event.
5. Legal entanglements.
6. Act of God.
7. If approved by the Principal or Superintendent prior to the absence whenever possible.

Absences not covered by the Documented Absence definition above will be classified as an undocumented absence. Schoolwork missed by the student during an absence shall be made up regardless of the reason for the absence. A student eighteen (18) years or older or a married student, upon request to the building administrator, may assume responsibility for the verification of absences from school. Students who miss a portion of the school day for an appointment must return to school with documentation from the place where the appointment took place and the time that the appointment took place.

"Truancy" is defined as being absent without the consent of the parent(s) and school officials. When truancy occurs in grades K - 6, building administrators shall visit with the student and parent(s). Involvement of counselors should be considered in repeat cases. Appropriate discipline measures are left to the discretion of the principal.

When truancy occurs in grades 7-12, parents will be contacted by phone or letter as soon as practicable. All K-12 truant students will receive "zeros" in each class or portion of class they miss. Subsequent truanancies will require a conference including the principal, parents, student, teacher and/or counselor.

The building principal is given broad authorization at this point to implement a range of solutions for truancy problems that would include:

- a) Detention
- b) Suspension
- c) Closed campus
- d) Loss of credit/drop from the class.

ROLL CALL, LEAVING SCHOOL EARLY.

- A. Roll call is taken during the first period each morning. It is verified at each period in the individual classes. ONCE A STUDENT HAS BEEN INCLUDED ON THE ROLL CALL FOR THE DAY, HE/SHE IS NOT TO LEAVE SCHOOL PRIOR TO DISMISSAL TIME WITHOUT PERMISSION FROM THE ADMINISTRATION. Leaving without permission will result in an unexcused absence.

TARDY POLICY

- A. Tardiness will not be tolerated. Students, grades 7-12, which are tardy, must report to the class that they are tardy for and be recorded tardy by the teacher of that class. Each student is allowed a total of 2 tardies per each semester. After 2 tardies, the student will acquire 30-minutes of detention per tardy.
- B. In grades K-6, three tardies will constitute one absence. For example, if you have 4 absences and 3 tardies, it will be looked at the same as having 5 absences.

DETENTION

Detention will be spent in the community room students on detention are responsible to report to the designated classroom teacher immediately after school with schoolwork in hand. There will be NO morning detention, unless specifically assigned by the principal.

Students with detention time not made up will not have any privileges at the school until said time is made up. These privileges include, but are not limited to, open lunch period, all extra-curricular activities, senior privileges, homecoming dance and all school dances, along with any function deemed to be a privilege by the principal. Also, all time must be made up before seniors will be allowed to participate in the Graduation exercises.

When assigned detention, or removed from class, you will have the day you are notified to take care of it. If you do not take care of it, you will serve ISS the next school day, with escalating penalties (see 10.D.#6-8) after that. Refusal to serve detention time or to submit to detention alternatives will be ground for suspension from school. Detention must be served to avoid suspension penalties. It is the student's responsibility to notify his/her parents that he/she received detention.

Situations that will cause a student to be put on detention include, but are not limited to:

- a. Dismissal from class by the instructor
- b. Profanity or obscenity
- c. Insubordination
- d. Excessive tardiness
- e. Other behavior deemed by the administration to warrant a detention

Detention Rules:

- a. Must bring schoolwork or a book to read. NO Magazines!
- b. No talking, stay in seat and must work on homework or read a book.
- c. NO drinks or snacks allowed.
- d. No technology use, this includes computers and s.

CODE OF STUDENT CONDUCT

- A. The Student Code of Conduct places most of the responsibility for proper behavior upon the student. Your child is on the verge of becoming an adult and part of this maturation process is the development of appropriate behavior. This is a vital portion of your child's education. We will try to help you child develop the self-discipline needed for him or her to experience success in the future. If, however, your child violates the basic rules, corrective action will be taken.

With the above goal in mind, the following rights and responsibilities are established:

1. The student has the right to expect that all the rights enumerated in state and federal law and in school district policy will be granted within prescribed guidelines. The student has the responsibility to obey school, city, state, and federal laws.

2. The student has the right to be treated respectfully and with dignity by his/her fellow students, the teachers, and other school employees without regard for race, religion, sex, age, disability, or family situation. The student has a responsibility to be respectful of self, others, and property and to respect the rights of fellow students, faculty and school personnel
3. The student has the right to be treated as a unique individual with different needs, learning style, and ability. The student has a responsibility to complete assignments to the best of his / her ability and to adjust to different teachers, class rules, and teaching styles.
4. The parent and the student have the right to participate in decisions affecting the student's educational program. The student and parent have the responsibility to actively participate in conferences or meetings held on the student's behalf.
5. The student has the right to a comprehensive curriculum. The student has a responsibility to take full advantage of the program of study offered.
6. The student has the right to expect a building environment that is safe, clean, and comfortable. The student has the responsibility to treat the property of the school and fellow students with care and respect and to do his / her part in helping to maintain a clean, safe, and orderly environment.
7. The student has the right to attend classes where dedicated, caring teachers are prepared to teach. The student has a responsibility to be punctual for school and classes, and to attend school regularly, obeying the rules of the school and individual classroom.

B. General Guidelines

We want every student to take full advantage of the educational program available. For this to happen, all students must come to school with a positive attitude and a willingness to actively participate in the education and other activities available to him or her. Most students have no problem with school rules. However, an important part of your child's education is their right to choices and the responsibility for the consequences of those choices. To protect the rights of all the children, certain behavior guidelines have been established. The staff has been requested to be on the alert for any student behavior in violation of school rules. Examples of such behavior are littering, use of skateboards or rollerblades on school property or during school time; disrespect of others; destruction of school property; rowdy behavior in the building; and possession of illegal items (substances), or an item that might be considered a weapon.

Student misconduct shall be classified as a minor, moderate, or major violation of conduct standards. Behaviors shall be identified in the student handbook including the lowest level of the misconduct as when determining the level of a conduct violation, the employee with disciplinary authority shall consider the totality of circumstances associated with the misconduct, such as, but not limited to:

- The degree to which the misconduct disrupted the educational environment.
- The degree to which the misconduct infringed on the rights of other; and/or
- The frequency and proximity of the incidents of prior misconduct.

When a school employee is unsure of how to appropriately classify a student conduct violation, he/she will consult with the principal or superintendent, before responding to the misconduct. Neither this requirement nor the disciplinary procedures outlined below shall supersede district policies and procedures containing emergency response and safety measures.

C. Investigation and Disciplinary Procedures

1. **Minor Conduct Violations**—Minor conduct violations shall be handled by the student's classroom teacher or by a school official with disciplinary authority which the student is not under the supervision of a classroom teacher. If the teacher/school official did not witness the misconduct, he/she will investigate to determine if the student was indeed, in violation of conduct standards. Upon determining that a minor conduct standard was violated, he/she shall submit to the building principal a misconduct report, which may be placed in the student's educational record at the principal's discretion in accordance with applicable policy and law.

In addition, teachers/school officials with disciplinary authority are authorized to respond to minor conduct violations by invoking one or more of the following options:

- i. Require student to attend detention.
- ii. Withdraw student privileges.
- iii. Contact student's parents.
- iv. Develop a behavior adjustment plan.
- v. Hold conference with student's parent/guardian; and/or
- vi. Refer to principal for further action.

Types of Minor Infractions:

- i. Excessive Tardies
- ii. Not working in class
- iii. Class disruption
- iv. Inappropriate physical contact
- v. Inappropriate hall behavior

2. Moderate Conduct Violations—Such violations shall be referred to the building principal for investigation and response. A teacher or school official referring a student to the building principal because of a conduct violation shall complete a misconduct report of the principal to review. The principal shall conduct further investigation as deemed necessary and shall include his/her findings on the misconduct report. This report may be placed in the student's educational record at the principal's discretion in accordance with applicable policy and law. If a moderate violation is substantiated, the principal is authorized to respond by invoking one or more of the following options:
 - i. Require the student to attend detention.
 - ii. Impose in-school or out-of-school suspension—this action will be taken in accordance with due process procedures contained in the district's suspension or expulsion policy.
 - iii. Recommend alternative placement—this recommendation shall be submitted to the Superintendent for approval.
 - iv. Referral of student to counselor.
 - v. Create a behavior modification plan.
 - vi. Conference with student's parent/guardian and referring authority.

Types of Moderate Infractions:

- i. Leaving class without permission
 - ii. Use of profane language in school
 - iii. Not using proper procedure when checking out of school
 - iv. Minor vandalism of school property
 - v. Talking to a teacher in a disrespectful manner (or disrupting class by arguing about assigned work)
 - vi. Truancy
 - vii. Openly defying to a teacher's authority
 - viii. Third Minor offense
3. Major Conduct Violations—Such violations shall be referred to the building principal for investigation and response. A teacher or school official referring a student to the building principal because of a conduct violation shall complete a misconduct report for the principal to review. The principal shall conduct further investigation as deemed necessary and shall include his/her findings on the misconduct report. This report may be placed in the student's educational record at the principal's discretion in accordance with applicable policy and law. If a major violation is substantiated, the principal is authorized to recommend more serious consequence (expulsion) in accordance with district policy.

Types of Major Infractions:

- i. Fighting
- ii. Cheating
- iii. Stealing
- iv. Being under the influence of or in possession of alcohol or other mind-altering drugs
- v. Major vandalism to school property
- vi. Profanity or other abusive language directed to any faculty or staff member
- vii. Physically assaulting a staff member
- viii. Causing major physical harm to another student
- ix. Deliberate action that can endanger the life, health, or safety of another student
- x. Possession of weapon on school grounds
- xi. Third Moderate offense

*Administration reserves the right to place items not specifically covered into an appropriate step.

Disciplinary Actions / Consequences

Students who violate school rules or expectations will be subject to disciplinary actions. Following is a listing of possible consequences for inappropriate behavior. Dependent upon the behavior and the severity of the action, one or more of the consequences may be applied.

1. Informal Talk / Conferences – school official talks with the student to try to resolve the situation while reaching an agreement regarding how the student should behave.
2. Detention – A school official may assign detention time to a student following an informal conference consequently for inappropriate behavior.
3. Conference – A formal conference is held with the student and one or more school officials. During this conference, the student will be directed to change his/her behavior. Conference will be followed by communication with the parent(s).
4. Parent involvement – A conference between the student, his / her parent(s), and a school official. Written communication to the home outlining the determination from the conference will follow.
5. Disciplinary Reassignment – The assignment of a student to a separate supervised environment away from the usual activities for the student. This may include a referral to counseling, a schedule change, or other action. Consequences for continued misbehavior will be reviewed with the student and parent(s). This action will become a part of the student's behavioral record.

6. In – School Suspension (ISS) – A type of disciplinary reassignment, student is excluded from regular class or classes and school activities for a short period of time (1 – 5 days). The student’s parent(s) will be notified of this, and the action will become a part of the student’s behavioral record.
7. Out-of-School Suspension (OSS) – Another type of disciplinary reassignment, student is excluded from school and school activities for a longer period (3 to 10 days). The student’s parent(s) will be notified of this, and the action will become a part of the student’s behavioral file. Consequences for continued misbehavior will also be communicated to the student and parent(s).
8. Expulsion – The student will be informed he/she will be receiving an OSS and that a recommendation of expulsion will be made. An expulsion includes the removal of the student from school, from all school activities, and all school related functions. An expulsion is for a generally longer period (to the end of the semester or the end of the school year). The student and his/her parent(s) will be notified of the impending expulsion hearing and information regarding the student’s rights under due process will be explained. The action will become a part of the student’s behavioral record.

Snowballs are prohibited on all school property including the adjoining streets, sidewalks and the playground

MEMBERSHIP, SUSPENSIONS, EXPULSION

- A. A child may not enroll in grade one unless the child reaches the age of six before August first of the year of enrollment. A child may not enroll in kindergarten unless the child reaches the age of five before August first of the year of enrollment. Children reaching the age of 7 must be enrolled in school and children reaching the age of 16 may withdraw from school.
- B. A suspension from school is defined as a temporary dismissal from school or class. An expulsion from school is defined as a dismissal from school or class for the rest of the school year or semester. The Superintendent, Principal, or Board of Education may order suspension or expulsion from school. Upon request, a hearing will be granted for either a suspension or expulsion. The suspension or expulsion will be postponed until after the requested hearing at which the parents may be present. In some cases, a student may be sent home for the balance of the school day despite such a request, but he/she may return the following day if the hearing is still pending. Individual teachers will have the power of suspension for one (1) day for their classes in which a student may be enrolled.
- C. Suspended students may request makeup work and may receive partial or full credit for it from their teachers. The administration and the individual teacher will determine the percentage of credit that may be received. All obligations to the student cease for the balance of the school year if the student has been expelled from school.
- D. Causes for suspension or expulsion shall consist in habitual indolence; insubordination; disorderly conduct; use or possession of tobacco, alcohol or drugs on the school grounds, adjacent areas, or on school trips; vandalism; theft; or other matters of a serious nature. Indolence refers to general laziness; insubordination refers to an unwillingness to submit to authority.

STUDENT EVALUATION, CLASSIFICATION, HONOR ROLL

- A. The grading system shall be: A = Superior (90-100%); B = Above Average (80-89%); C = Average (70-79%); D = Below Average (60-69%); and F = Failure (below 60%).
- B. Students in their first year of high school will be classified as freshman. Students in their second year of high school may be classified as Sophomores if they have at least four (4) credits including two credits from: English I, Biology, and General Math or Algebra. Students in their third year of high school may be classified as Juniors if they have at least nine (9) credits including English I, Biology, one Math credit, 1/2 credit of Physical Education, and three credits from: English II, Biology, Math, and World History. Students in their fourth (4) year of high school may be classified as seniors if they have at least 15 credits and have taken, or are taking, the classes necessary to complete the course requirements for graduation from high school.
- C. In grades 7-12, an Honor Roll will be published each nine-week period. The "B" Honor Roll will include the names of students who have attained a 3.00 to 3.54 average on a 4.00-point scale. The "A" Honor Roll will include the names of students who have attained a 3.55 average or better. The published Honor Roll will list names only, as a matter of student privacy. The name of any person receiving an F, D, U, or I on his/her report card will not be included with the Honor Roll.

GRADUATION REQUIREMENTS, REGISTRATION REQUIREMENTS, AND CORRESPONDENCE SCHOOL

Twenty-two (22) credits are required for graduation. Specific requirements for graduation are:

English	4 credits
Social Studies	3 credits
Mathematics	3 credits
Science	3 credits
Physical Education	1 credit
Defined Electives	3 credits
Electives (see paragraph B)	<u>5 credits</u>
Total Credits Required	22 credits

- A. Students may enroll in the correspondence school for any course. The Administration may grant exceptions to this rule for failed classes and/or hardship situations.
- B. Drayton Public School District does honor credit units earned under the "Dual Credit" provision as defined by the State of North Dakota. Drayton Public School will not assume any financial responsibility (tuition, transportation, books etc.) for any student enrolled in an approved "Dual Credit" college course(s).
- C. Substitutions to the above graduation requirements can be made with district approval.

GRADUATION PROCEDURES, HONOR STUDENT DEFINITION

- A. Students who have secured 22 credits in accordance with school regulation are eligible to participate in the graduation ceremony.
- B. The graduation ceremony is a privilege afforded to all seniors achieving graduation status. However, this privilege could be denied for disciplinary reasons. This will be up to the discretion of the administration.

Honor Students. Students who have maintained an over-all average of 3.2 (on the 4.0 scale) or better will be designated as Honor Students for the Graduation Ceremony. Cumulative averages are based upon the final grades for each school year. Class ranks will be announced conditionally after the first semester of the senior year, with final status determined after final grades. The Valedictorian will be the honor student with the highest-grade point average. The Salutatorian will be the honor student with the second highest grade point average. No honor status will be granted to a student showing an "F" as a final grade on his/her high school transcript.

RETENTION POLICY FOR 7th and 8th GRADE STUDENTS

- A. After midterm of the third nine weeks, when a teacher determines that a student is potentially failing a class, the principal is to be notified in writing; or if the principal determines that a student is failing two or more classes, he/she will request progress reports from English, Math, Science, and Social Studies. Deficiencies and report cards should be considered as an additional method of informing parents of problem areas.
- B. In the first week of May, if the principal perceives that the student is in danger of not passing his/her grade, he/she will hold a preliminary meeting with the Guidance Counselor, and teacher(s).
- C. If the student is failing two or more classes and will not pass his/her grade, a follow-up conference involving the parents will be scheduled. Parents will be notified of the availability of Special Education testing offered by the School District should the parents choose.
- D. The decision regarding the retention of the student shall be made collectively by the Principal, the Counselor, the parents, and the Teachers of Language Arts, Social Studies, Math, and Science.

SCHOOL YEAR

The school year will be 185 days long. School will be in session for 170 actual days with five (5) legal holidays which include Labor Day, Veteran's Day, Thanksgiving, Christmas, and Good Friday. Two days are used for parent teacher conferences.

SCHOOL CALENDAR

The district will publish a yearly calendar outlining the school year illustrating key dates such as: First Day of School, Labor Day, Veteran's Day, Thanksgiving Break, Christmas Vacation, Teacher's In service, Winter Break, Spring Break, Good Friday, Easter Monday, Last Day of School, and Graduation Day.

TEXTBOOKS, RELATED ITEMS, USE OF SCHOOL COPIER

- A. Textbooks, workbooks, and related items will be provided to students free of charge. Special items purchased for an elective course may be charged to the students who wish to make use of them. The school will not provide items of a personal nature such as Physical Education clothing, pencils, paper.

- B. Students who lose or destroy textbooks, workbooks, practice sets, or other items will be assessed the cost for a replacement.
- C. With permission from the School Secretary, students may use the office copier for 20 cents per copy. Students are prohibited from using the copier themselves.

STUDENT LOCKERS, DESKS, BACK PACKS, EQUIPMENT BAGS STORAGE

- A. Lockers and desks are provided for students use free of charge. Lockers and desks remain the property of the School District and are routinely opened and inspected for cleanliness (without prior notice) by faculty, Administration, or maintenance staff. Do not keep anything in lockers or desks that you do not want school officials to see. Abuse to school equipment may result in loss of locker service, assessment for damage, and/or disciplinary action.
- B. Students will be required to leave backpacks in their locker. No backpacks will be allowed in the classrooms.
- C. Students will be required to store their extracurricular bags in a storage area that will be provided. No bags will be stored on the floor outside of the lockers.

CLASS PROCEDURES, STUDY HALLS, LIBRARY

- A. Class sessions are to be used only for assignments from that class, unless permission to do other work is given by that classroom teacher. Other subjects are to be taken care of during study halls or at home.
- B. Visitors are not to be brought to the school without prior permission from the principal. All visitors are to register at the main office.
- C. Study halls are to remain quiet and orderly. Each study hall teacher will make his/her rules known to the students.
- D. Library Books, magazines, etc., are not to be taken from the library unless they are properly signed out. Special permission must be obtained from the librarian to remove an encyclopedia or other reference book from the library. The librarian will decide with the study hall teacher to determine how many students may be in the library area during study hall times.

STUDENT PERSONAL ELECTRONIC DEVICES

1. Device Categories:
 - a. Educational Purpose—Any device for which the primary function is an educational tool to assist in the delivery of curriculum, such as personal computers; tablet devices; e-readers; or other approved devices having an appropriate educational application. Permission to use these devices may be granted to students for educational purposes during instructional time when approved by the principal or designee.
2. This policy applies to all students enrolled in the school and covers the use of all school-owned digital devices, including but not limited to computers, tablets, and any personal devices used within the school premises for educational purposes.
 - a. Computers and digital devices should be used for educational purposes as directed by teachers.
 - b. Students must use school computers and digital devices under the supervision and guidance of a teacher.
 - c. Internet access is provided for educational research and learning activities. Students must adhere to the Acceptable Use Policy (AUP) for internet use, which includes avoiding inappropriate websites, online games and online behavior.
 - d. Students are expected to treat all digital devices with respect. This includes not damaging hardware, installing unauthorized software, or altering system configurations.
 - e. Students are encouraged to practice good digital citizenship. This includes understanding the impact of their online behavior, recognizing the importance of protecting personal information, and being aware of digital footprints.
 - i. Any violation of this policy will result in disciplinary action. The severity of the consequence will be proportional to the nature of the offense and may include loss of computer privileges, detention, suspension, or other appropriate measures as determined by the administration.
 - ii. Students and staff are encouraged to report any violations of this policy to a teacher or administrator. Reports will be investigated promptly and thoroughly.
3. No Cell Phone or Smart Watch School Policy
 - a. The purpose of this policy is to maintain an environment conducive to learning and free from distractions. The use of cell phones during school hours can interrupt the educational process, compromise academic integrity and contribute to social conflicts. This policy aims to minimize these disruptions by regulating the use of cell phones within the school premises during school hours. This includes all forms of smart watches or step tracking devices.
 - i. The policy applies to ALL students at Drayton Public School from the moment they enter the school grounds until they leave at the end of the school day.
 - ii. Cell phones must be turned off and stored in the locker or off school grounds during school time.
 - iii. Cell phone use is prohibited in restrooms, locker rooms, and any other area where privacy is always expected.
 - iv. Cell phones may be used during after-school activities if permission is granted by the supervising staff member.
 - v. In case of emergencies, students may use their cell phones with explicit permission from an administrator

- b. Consequences for Policy Violation
 - i. First Offense: The cell phone will be confiscated and returned at the end of the school day. A warning will be issued.
 - ii. Second Offense: The cell phone will be confiscated and must be picked up by a parent or guardian. The student will receive a detention.
 - iii. Third Offense: The cell phone will be confiscated and must be picked up by a parent or guardian, and the student will serve a one-day in-school suspension
 - iv. Subsequent Offenses: Further violations will result in escalating disciplinary actions, which may include extended suspension or a recommendation for expulsion.
- c. Exceptions
 - i. Exceptions to this policy may be granted for students with medical conditions that require monitoring through a cell phone or for other extenuating circumstances as approved by the administration.
 - ii. Any student needing to use a cell phone during school hours for a legitimate reason must obtain PRIOR approval from the principal.
- d. Definitions:
 - i. Instructional Time—The time identified in the daily schedule when students are assigned to a specific teacher and classroom for instruction or other educational purpose. This includes study hall, special programs, lyceums, class meetings, or any other activity held during the regular school day.
 - ii. Non-Instructional Time—The time before or after the regular school day, passing times between classes, or during lunch.

Students are not allowed to use any electronic device, from any device category, in a manner that is deemed by school personnel to be disruptive or potentially disruptive to the school environment.

Disciplinary action may be taken against any student for using personal electronic devices in any manner that is disruptive to the educational environment, including using the device to harass, threaten, or intimidate; to cheat; to signal others; or in any way violate student conduct rules. Messages and photos on a cell phone are subject to viewing by administration given reasonable suspicion of a crime or school infraction. All school acceptable use policies will apply to personal devices when used on school premises or when participating in school sponsored activities.

DROPPING AND ADDING CLASSES & HOMEWORK POLICY

- A. Students, grades 7-12, may add or drop classes from their class schedule during the first five (5) days of the semester. The final grade of "F" will be recorded on the transcript for any class drops after the first five (5) days of enrollment in the class.
- B. This policy applies to all students enrolled in the school and encompasses all homework assignments given as part of the curriculum across all subjects and grade levels.
 - a. All homework assignments must be submitted by the specified due date and time as set by the teacher. It is the student's responsibility to be aware of and adhere to these deadlines.
 - b. Homework submitted after the deadline will incur a penalty unless an extension has been granted. The standard penalty for late homework is a reduction of 10% of the total possible points for each day late.
 - c. Homework that is more than five days late will not be accepted and will receive a grade of zero, unless there are exceptional circumstances where it has been accepted by the teacher & administration.
 - d. Extensions may be granted at the teacher's & administration discretion for valid reasons such as illness, family emergencies, or other extenuating circumstances. Students must communicate with their teacher as soon as possible to request an extension.
 - e. Documentation may be required to support requests for extensions due to extenuating circumstances.
 - f. In the case of excused absences, students are responsible for arranging to make up missed work. Teachers will provide 1 day per day missed for students to complete missed assignments without penalty.
 - g. Teachers will monitor homework submissions and apply penalties for late submissions as outlined in this policy. Consistent lateness will be addressed through student-teacher conferences and may involve parental notification.
 - h. Students who believe they have been unfairly penalized for late homework may appeal to the school administration. Appeals must be submitted in writing within five school days of receiving the penalty, explaining the reasons for the appeal and any supporting evidence.

STUDENT DRESS REQUIREMENT

The staff and administration are responsible for maintaining an environment that is conducive to learning. In this responsibility, we do not allow extremes in dress or grooming to interfere with the establishment of this environment. Dress should always be age and location appropriate. There are benefits to the school and the individual accruing from a neat, clean, and well-groomed student body. We understand that the primary responsibility for dress and grooming rests with the parents. Therefore, we seek your support by helping to ensure your child dresses in a manner that is not disruptive, revealing, indecent or obscene. The staff and administration have the prerogative to remove a student from a class or school when their appearance is deemed to be a distraction to the educational process or when it presents a health or safety concern. Clothing worn to school should make the student feel comfortable while promoting behavior conducive to the well-being of the individual and others. Examples of unacceptable dress:

- a. Clothing or other items containing written or pictorial messages that are vulgar or suggestive or that belittle any race, religion, nationality, or gender.
- b. Clothing or other items that promote alcohol, tobacco, or illicit drugs
- c. Clothing such as, short shorts, halter tops, tube tops, spaghetti strap tops, "wife-beater" t-shirts, tank tops, tops that expose the midriff, bare back, undergarments, cleavage, and any other clothing deemed inappropriate by the administration.
- d. Footwear is required; however, sandals, flip-flops, and open-toed shoes should be worn only during the 1st and 4th quarters of the year. This type of footwear is not appropriate during the cold weather months (November through March).
- e. Chains, dangling belts, and studded jewelry are not to be worn in school
- f. Hats and outer garments are not to be worn during the school day in the classrooms or hallways.
- g. No blankets.

STORM DAYS

- A. School closing or start time changes will be made through direct communication using telephone contact and text messages.
- B. During times of inclement weather, school closing information will be given over Grafton Radio KXPO 1340, TV Channel 11 (KVLV), and through all call system provided by the school.
- C. Students are required to decide for a "storm home" in town to be used in the event that buses are not able to run the afternoon routes.

ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

- A. A student must be registered for six (6) classes if he/she wishes to participate in extracurricular activities, NDCDE classes DO count. In addition, he/she must have passing grades in all subject areas. Students taking NDCDE courses must stay caught up on their lessons. For every 6 lessons behind, their grade will drop a letter. For example, if you have a C in the class and are 12 assignments behind, for extracurricular activities grade assessment purposes, the student will have a F in the course and not allowed to participate. Grade assessments will be made each week, after the first two weeks of the beginning of the semester. Assessments are made using the cumulative grade, which is computed from the beginning of the semester. Grade assessments will be done on Mondays. Ineligibility will start immediately and run through the following Sunday. At the end of each semester, a grade assessment will be made. Failure for a student to acquire two and one half (2 ½) credits at the end of the semester will become ineligible for two weeks of the following semester.
- B. Extracurricular activities may include all sports, yearbook staff, Homecoming Activities, Junior/Senior Banquet, Class trips, regular school dances, senior privileges, all clubs (*exception: National Honor Society) and organizations and any other area of activity which is not a part of the normal class work. Because the school is a member of the North Dakota High School Activities Association, other rules found in the NDHSAA Constitution and By-laws Handbook will also apply concerning eligibility. Use or possession of tobacco, alcohol, non-prescriptive anabolic steroids, other harmful substances, illegal use or possession of narcotics or habit-forming drugs or disciplinary problems in school will result in suspension from extracurricular activities including game participation and public appearances from the date of infraction or notification for a period of thirty (30) school days and ninety (90) school days for any subsequent offense. Any ineligibility days not served from one school term will be carried to the following term for the student to complete. Law enforcement agencies may notify the district of student infractions over summer break. Those students with summer infractions will be ineligible starting with the first day of practice of the new school term including all competitions scheduled prior to the start of the new term (such as football and volleyball competitions). Awards earned during the then current sports season will be forfeited for any of these infractions.
* Note: National Honor Society has its own eligibility/code of ethics that cover their activities, which will be followed in lieu of this policy. The Drayton School District recognizes the eligibility policies of schools from which transfer students have exited.
- C. Suspended students, participating in an organized sport such as basketball, football, volleyball, or track, may attend regular practice sessions.
- D. Alcohol, tobacco, and harmful or illegal drug violations are enforced for violations occurring either on or off the school campus. Extra-curricular activities are offered to students conditioned that participating students refrain from the use of these substances. Students will have the right to an administrative hearing within three (3) days of a notification of an extracurricular suspension. Administrative hearings may be appealed to the Board of Education.
- E. Students will be responsible for their own meal expenses for out-of-town trips with the exception that some State sponsored events do provide partial payment for some expenses.

- F. A student participating in out-of-town school sponsored events may be sent home early from the trip or event at his/her own expense for reasons of poor conduct; or possession or use of alcohol, tobacco, or other harmful (or illegal) substances.
- G. Required physical examination cards must be presented to the coach before a student may begin athletic practice. WARNING: POTENTIALLY DANGEROUS ACCIDENTS CAN HAPPEN IN ALL SPORTS! Parents and students are warned that the possibility of serious injury or death does exist with athletic programs. Danger of injury is inherent in contact sports, use of athletic equipment, transportation, etc. HEALTH INSURANCE TO PROTECT THE STUDENT IS THE RESPONSIBILITY OF THE PARENT.
- H. For students in grades 7-12 to participate in extracurricular activities, all activity fees must be paid prior to participation in the activity.
- I. A student in grades 4-6 that is participating in a school activity must be doing passing coursework in all subject area. Grade assessments will be made on Mondays and ineligibility will start immediately.

INFECTIOUS DISEASES

The School District will follow suggested guidelines put forth by the North Dakota Department of Health regarding infectious Diseases. Examples of Infectious Diseases include Human T-Lymphotropic Virus Infection (AIDS), Hepatitis B Virus Infection, and Cytomegalovirus Infections. In some cases, persons may be asked to discontinue regular attendance at school if medical authorities so advise. A copy of "Significant Infectious Diseases" published by the ND Dept. of Health is available at the school office. As updates are received, older versions will be amended or replaced.

IMMUNIZATION REQUIREMENTS

NDCC 23-07-17.1 requires that all students present a Certificate of Immunization to the school prior to admittance for the first time. Certificates are available at the Main Office, and they are also available at most doctors' offices or from the County Nurse.

GRIEVANCE PROCEDURE

Grievance(s) regarding this policy may be taken to the principal. If satisfaction is not obtained, the grievance may proceed to the Superintendent and then to the Board of Education.

SCHOOL ORGANIZATIONS

- A. The school will recognize the following organizations of students: Drama Club, Student Council, and Yearbook Staff, Class groups. Any other group of students wishing to organize for a specific purpose must approach the Administration and request recognition. Each organization must have an Advisor who is to be appointed by the school Administration.
- B. All funds belonging to the extracurricular groups must be deposited in the school activity account (NDCC 15-49-10.0). Fund balances remaining at the end of the school year will be carried forward to the ensuing school year. Graduating classes are encouraged to donate remaining funds to another organization or to purchase items for the school (which will be tagged with a commemorative plate indicating which class made the donation).

MOTOR VEHICLES

The speed limit on the school block is 15 MPH. Extreme care and caution are to be exercised. Drivers who operate vehicles in a reckless or careless manner will be reported to their parents and/or the Sheriff's Department.

BICYCLES

All bicycles must be parked in the bicycle stands in the front of the school. Bicycles must remain there until dismissal time. Students who ride bicycles to and from school are expected to know and follow bicycle safety rules and the traffic laws.

BUS REGULATIONS

- A. The district requires students to conduct themselves in the bus in a manner consistent with established standards for classroom behavior and student safety. The administration shall establish specific rules in keeping with this policy and shall take steps to ensure that all bus drivers as well as student riders understand the safety issues involved.
- B. When a student behaves improperly on a bus, the bus driver shall document the incident and report the incident to the Superintendent and/or principal or the athletic director when on an extra-curricular trip. The principal or athletic director will inform the parents immediately of the misconduct and request their cooperation in correcting the student's behavior. Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended indefinitely by the Superintendent in the consultation with the principal or athletic director. This suspension of riding privileges shall not exceed the balance of the school year. In such cases, the parents of the student involved shall be responsible for seeing that their student gets to and from school safely.
- C. All students being transported by school transportation during the winter months shall bring proper clothing to protect them from extreme weather conditions. This precaution is necessary so that the students will be prepared for any mishaps that might occur which would expose them to inclement weather. Proper clothing includes protective head covering, winter coat or jacket, mittens or gloves, and foot gear.

PHONE CALLS

Students will not be called out of class for phone calls unless an emergency exists. Students should notify potential callers that office personnel will only take messages for students and that the student will call back when he/she has a free period.

CHURCH NIGHT

Wednesday evening of each week is set aside as church night. Activities for grades 7-12 are to be concluded and students returned to Drayton by 6:00 PM. No late evening events are to be scheduled.

SOCIAL EVENTS

- A. A limited number of well-planned school parties may be held during the school year. Arrangements must be made through an advisor and cleared with the principal. Out of town high school dates may be brought to the parties if prior arrangements have been made with the principal. With this exception, non-students at the Drayton High School will not be admitted to school parties. School parties must begin after 8:00 PM and end prior to 11:00 PM (9:00 - 12:00 midnight for Prom)
- B. Prom: Open to grades 9-12, including their dates, who also must be in grades 9-12. Dates who are not enrolled at Drayton high School must pre-register with the principal. The school reserves the right to refuse admittance to anyone.
- C. Homecoming: Open to Drayton High School/Cooperative students of grades 7-12 with the same date restrictions as given from Prom. Drayton High School alumni, spouses, and dates are invited to Homecoming.

FIRE DRILLS

- A. There will be several fire drills throughout the school year. It is essential that when the signal sounds, everyone obeys and clears the building promptly by the prescribed routes. Students are not allowed to talk during a fire drill and are to remain out of the building until roll has been taken and the signal has been given to return to the building.
- B. Students will assemble across the street during a fire drill.

PERSONAL VALUABLES, LOST AND FOUND

- A. Students are not to bring large amounts of money or valuable items to school. Even if valuables are locked up or otherwise secured, the school cannot and will not accept any responsibility if they are lost or stolen.
- B. Found articles may be turned in the main office. If you are looking for a lost item, you may inquire and claim such items by properly identifying them.

TRANSCRIPTS

Transcripts of grades may be obtained in the office to have them sent to other school or colleges.

TIME SCHEDULE AND USE OF THE SCHOOL BUILDING, BALL GAMES

- A. Students are prohibited from being in the school building before 8 AM and after 4:00 PM unless they are in the building at the invitation of faculty or attend an extracurricular function. Groups are not allowed to have meetings or otherwise make use of the school facility without proper teacher supervision and permission from the principal. Groups should usually end their activities prior to 9:00 PM.
- B. Students are encouraged to attend ball games and other events occurring in the building in the evenings and on weekends. The school does expect good behavior, good sportsmanship and proper display of courtesy from game spectators. Areas of the building open to public access during the ball games will include the cafeteria area (when concessions are being offered), the east half of the south hallway and the bleacher area of the gym. Other areas are closed except for students who are participating in an event that requires that his/her presence elsewhere in the building (such as pep band, cheerleading, ballplayers, etc.)
- C. No outside beverages or food are to be brought into the building (during normal operating hours, ball games, dances, etc.).

SCHOOL FOOD SERVICES, NOON TIME REGULATIONS

- A. Students may purchase noon lunch tickets at the Main Office. Tickets are on sale from 8:30 to 10:45 AM each day. Meals are offered to students on an "offer vs. serve" basis, with the requirement that students must take 3 of 5 items being served each day.
- B. If a student is unable to pay for meal, he/she should request free or reduced-price meals. Forms to do this are available at the Main Office.
- C. Students are required to be courteous to one another in the lunch line and at the tables. Students found skipping ahead in line will be asked to go to the end of the line. Students abusing hot lunch trays, silverware, tables, etc. may be denied cafeteria services for a time.

- D. Students 7-12 have access to an open lunch period. The school assumes no liability for students that choose to leave campus for lunch. Open lunch period is deemed as a privilege that may be lost. The open lunch privilege will be lost for the week (like eligibility) if you are failing any class.

ACCIDENT BENEFIT

The School District accepts no responsibility or liability for any costs incurred due to accident or injury. Drayton School does provide a minimum coverage accidental injury insurance policy as a "benefit" to students. This insurance, provided at School District expense, does not imply liability and is not intended to replace health/accidental injury insurance provided by the parent.

SEXUAL HARRASSMENT POLICY

- A. A. Students and employees are to have an atmosphere free of sexual harassment, including sexually oriented comments, touches, reactions, etc. Behavior obstructing an individual right to be free of this type of harassment is prohibited. Violators will be subject to detention, suspension, expulsion, and possible criminal charges.
- B. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Use of possession of prohibited substances, illegal drugs and drug paraphernalia on or near the school. School officials may use campus as a basis for suspension or expulsion from school. "Possession" occurs when the substance is on the student's person or in the student's locker, car, handbag, etc., or when he/she owns it completely or partially. Sale, attempted sale, or distribution of illegal drugs, substances, or paraphernalia to schoolchildren on or near campus may be used by school officials as a basis for suspension or expulsion from school. In addition to school penalties, criminal penalties may apply.
- C. Prohibited substances include, but are not limited to: alcohol, alcoholic beverages, marijuana, narcotic drug, anabolic steroids (illegally used), hallucinogens, stimulants, depressants, etc. Common consumer products such as certain glues and aerosols will be treated as prohibited substances under this policy if they are being abused. Prescription drugs being properly used under the direction of a physician are not prohibited.
- D. Information regarding drug and alcohol counseling and rehabilitation is available through the office of the school Guidance Counselor. Compliance with established standards of conduct regarding alcohol and drugs is mandatory.

DRAYTON PUBLIC SCHOOL POLICY—DRUG USE/ABUSE AS IT RELATES TO STUDENTS

Note: Compliance with the standards of conduct is mandatory

The school has a clear responsibility to maintain an atmosphere, which will promote a quality-learning environment. Because the use of drugs, alcohol, and other chemicals among young people has become a major problem in our country and because the use and availability of these substances on school campuses interferes with the educational process, this policy is being adopted and implemented. The policy is designed to help eradicate the influence of drugs, alcohol, and other chemical within the school environment. As such it is designed to promote chemical free health and protect students from misbehavior as well as educating, deterring, and preventing abuse of chemicals. It is also designed to serve as a guide for faculty and staff in implementing intervention procedures for students.

EDUCATION

The federal statute requires all students in all grades served by the local education agency be provided with age appropriate, developmentally based drug and alcohol education and prevention programs which address the following:

- A. Legal consequences of tobacco, alcohol, and drugs.
- B. Social consequences of tobacco, alcohol, and drugs.
- C. Health consequences of tobacco, alcohol, and drugs.
- D. Teaching effective techniques to positively handle peer pressure.

The district will conduct a comprehensive education program. Which will include the teaching about drugs and alcohol in the curriculum in staff orientation and continued training and cooperating in parent and community education. This education program will also include information about treatment so that students may seek and get counseling on alcohol and drug matter at any time without fear of reprisal and with assurance of the confidentiality of the counseling. Referral for treatment when needed should be a constructive and not a punitive action. We recognize that chemical addiction is a treatable disease.

PROHIBITED ACTIVITIES

Federal statute requires that students be provided with a statement that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. It shall be against school policy for any student to do the following:

- A. To sell, deliver or give, or attempt to sell, deliver or give to any person any of the substances listed in this policy or what the student represents or believes to be any of the substances listed in this policy.
- B. To possess, procure, purchase, or receive the substance 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 are any of the substances in this policy.

- C. To be under the influence of (legal intoxication not required), or to use or 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 the policy, or what the student believes are any of the substances in this policy.

This policy applies to any Drayton Public School District student who is on school property, who attends school or at a school sponsored activity or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the school district or the safety or welfare of student or employees.

THE FOLLOWING ARE PROHIBITED SUBSTANCES:

- A. Alcohol or any alcoholic beverages.
- B. Tobacco or tobacco products.
- C. 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 any depressant.
- D. Any glue or aerosol paint or any other chemical substance for inhalation including but not limited to, lighter fluid, and reproduction fluid.
- E. Any prescription or nonprescription drug, not taken in accordance with the authorized use of this policy.
- F. E – Cigarettes and other vapor producing product.

AUTHORIZED USE

Any student whose parent or guardian requests that he/she take or be given any nonprescription medicine, drug, or vitamin will be required to have a prior permission slip signed by the parent or guardian. Any student whose parent or guardian requests that he/she take or be given any prescription medication will be required to have a signed request of the parent or guardian.

VIOLATION

Violation of this policy will result in suspension. Repeated violations will result in expulsion and referral for prosecution. Prohibited substances will be confiscated and may be turned over to the law enforcement authorities. The student may be referred to the school counselor, principal, or superintendent.

Any student who is observed to be under the influence of a prohibited substance will be taken immediately to the superintendent's office. The student's parents will be notified immediately and will be asked to pick up the student. If there appears to be eminent danger to other students, school personnel, and/or the student involved, the principal, or superintendent may have the student removed from school by school, medical, or law enforcement personnel.

We also recognize the responsibility to assist students in recognizing their own addiction. It is realized 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 which may affect the student's ability to learn or the educational climate of the school, the school has the right and responsibility to refer the student for a formal chemical dependency evaluation. To this end the Drayton Public School District encourages faculty members to be observant of student behavior and to participate in a program of intervention. If a faculty member decides that the observed behavior indicates a possible prohibited activity, the student should be (1) referred to the school counselor or (2) reported to the principal or superintendent. If the counselor, principal, or superintendent believes that the student indeed needs assistance, the (counselor), (principal), (superintendent) may call the student in for a conference. The (counselor), (principal), (superintendent) may receive assistance on how to confront students from a certified addiction counselor. If, after conferring with the student, the (counselor), (principal), (superintendent) believes that there is a probability that the student may be chemically dependent, a recommendation that the student receive a formal chemical dependency evaluation will be made to the student and/or the student's parents or guardian.

The School Board of Drayton Public School believes that if a student is involved in a chemical dependency program and is successfully addressing his/her harmful involvement with chemicals, he/she may continue in the regular school setting and continue to participate in any extracurricular program unless participation is in conflict with the rules and regulations set forth by the Drayton Public School and the North Dakota High School Activities Association.

The school may, using 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. A student can expect that any personal problems he/she discusses with an administrator, faculty member, social worker, or counselor will be strictly confidential.

There are four (4) exceptions, which are the following:

- A. Whenever a staff member learns of a condition, which may adversely affect another student, he/she will have to act on that information.
- B. If a student is experiencing health problems and/or emotional problems or abuse, and is unable to or unwilling to seek assistance, then referral should be made. Confidentiality will be maintained subject to the welfare of the student.
- C. If a staff member has reasonable cause to suspect child abuse, the staff member must report to the Children and Family Service Division of the Department of Human Services.
- D. If a staff member is called to testify in a judicial proceeding.

POLICY IMPLEMENTATION

A copy of the standards of conduct and disciplinary sanction will be provided annually to each student. A copy of this entire policy will be given to each

student and parent upon the initial enrollment of the student. A copy of this entire policy will again be redistributed to each student and parent at the beginning of the seventh (7) grade.

This Alcohol and Drug Abuse Policy (as it relates to students) was adopted by the Drayton Public School Board of Education on April 11, 1994

SCHOOL WEAPON POLICY

Students are forbidden to knowingly possess any instrument or object in Drayton Public School, on school property, at school sanctioned activities, on parking lots and areas regularly utilized for parking during school functions, or when students are being transported in vehicles dispatched by the district or in transportation provided for educational trips, that is a weapon as hereinafter defined. A weapon is defined as any object which may be used to intimidate or inflict bodily harm which has no school related purpose, and which shall include but not be limited to the following items: knives of all types, guns, lead pipes, chains, nun chucks, throwing stars, metal knuckles, blackjacks, unauthorized tools, explosives, or other chemicals.

A student violating these rules shall be subject to suspension and expulsion. Upon showing that the student has violated this weapon policy, the student shall be expelled for the remainder of the school year and all grades and credits for classes not completed at the time of the violation of this policy shall be forfeited.

Upon being informed that a student has violated this policy, the school principal or other acting building administrator shall take the following action:

- A. Notify the police department.
- B. Confiscate the weapon.
- C. Impose an initial suspension period for five (5) days.
- D. Commence the procedure for expulsion of the student (see Section 11 Part B Membership-Suspensions-Expulsions in this High School Student Policy Handbook).

**Drayton Public School wishes to acknowledge Grand Forks Public School District for allowing this weapon policy to be copied for our use. July 12, 1993.

BULLYING POLICY

North Dakota Century Code defines Bullying in section 15.1-19-17.

- A. Bullying means:
 - a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities.
 - ii. Places the student in actual and reasonable fear of harm.
 - iii. Places the student in actual and reasonable fear of damage to property of the student; or
 - iv. Substantially disrupts the orderly operation of the public school; or
 - b. Conduct that is received by a student while the student is in a public school, on school district premises in a district owned or leased school bus or school vehicle, or at any public school or school sanctioned or sponsored activity or event which:
 - i. Is so severe, pervasive or objectively offensive that it substantially interferes with the student's educational opportunities.
 - ii. Places the student in actual and reasonable fear of harm.
 - iii. Places the student in actual and reasonable fear of damage to property of the student; or
 - iv. Substantially disrupts the orderly operation of the public school; or
- B. "Conduct" includes the use of technology or other electronic media.

The Drayton Public School District Bullying policy can be found in the main office under the description code ACEA.