

Lidgerwood High School
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2023-2024
Student Handbook



Statement of Diversity

Lidgerwood Elementary School admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

Vision Statement

We here at Lidgerwood Public School, we want to ensure that every student achieves their maximum potential in an engaging, inspiring, and challenging Environment.

Mission Statement

To prepare every student to be successful in life.

All policies are not included in this handbook. Items/issues not specifically covered in the handbook can be reviewed at the discretion of the LHS administration.

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Welcome

Welcome to Lidgerwood Public School and the new school year! The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to become an integral part of it. It is our sincerest hope that your experience at this school is positive, encouraging, insightful, and ultimately, successful. We hope you enjoy the school year and take pride in being a part of this school.

Student Handbook Definition/School Operation

This handbook has been put together as a working, administrative management document. The rules and guidelines herein are set forth as exactly that—rules and guidelines. This handbook, and everything within, is subject to revision, change, and editing by the administration of Lidgerwood Public School, with School Board notification. It is impossible to anticipate every circumstance and instance, and therefore, the administrative right to edit, interpret or circumvent handbook guidelines for individual situations is just and final. It is understood that the “spirit” of the law is to be followed and searching for loopholes in the “letter” of this document will not be tolerated at any level. As a registered student of this district, you have submitted to this acknowledgment, and agree to abide by the decisions of Lidgerwood Public School Administration and the Lidgerwood School Board. It is your responsibility to be aware of these guidelines, as well as school policies, which are available online and in the office at any time.

Schoolwide Rules

Lidgerwood Public School expects all students to follow classroom and schoolwide rules that are modeled upon these four pillars:

Respect
Excellence
Accountability
Leadership

Objectives/Learner Outcomes

Students at Lidgerwood Public School will:

1. Apply concepts, generalizations, processes, and strategies considered important to specific content areas, with the ability to utilize technology.
2. Work in a civil, cooperative, and collaborative manner at all times.
3. Conduct oneself in a positive, respectful manner at all times.
4. Communicate effectively and use information in a variety of ways.
5. Gather, evaluate, and use information effectively in a variety of ways.
6. Use critical thinking processes, make decisions, and solve problems.
7. Gain an understanding of civil, governing, and democratic process.
8. Develop interests that contribute to the life-long pursuit of health and wellness.

9. Be provided vocational opportunities that provide real-world exposure to skills, careers, and workplace environments.
10. Realize, through a variety of disciplines and tasks, the need to find new, creative ways to improve life on our planet.

Accountability

As parents, guardians, and patrons of Lidgerwood Public School actively support their school, teachers, administrators, professional support personnel, and board members accept responsibility for fulfilling the purpose of student learning, expectations, and outcomes. Students, parents, and guardians will be accountable for taking full advantage of these educational opportunities.

Student Responsibility

As a student at Lidgerwood Public School, it is your responsibility to be an active participant in your own education. Despite the immense efforts put forth yearly by our staff, it is imperative that each student makes a firm, quality investment in his/her own educational experience at LHS. This can be done primarily by assuming responsibility for your own learning, cooperating, and consistently communicating effectively. We rely on, and fully expect you as a valued student in our school, to do everything you can in order to make our school as successful as it can possibly be.

Parent's Right to Know

Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. If you are interested in learning this information, please contact the school administration office at (701) 538-7341. Upon this request, you will receive a detailed explanation of the licensing, education, and experience of each of our teachers. You will also receive information regarding the names and qualifications of the paraprofessionals at our school.

Non-Discrimination and Anti-Harassment Policy

Lidgerwood Public School is an Equal Opportunity Employer who fully and actively supports equal access for all people regardless of race, color, religion, national origin, sex, age, veteran status, disability, genetic information, marital status, public assistance status, sexual orientation, gender expression/identity, or participation in lawful activity off the employer's premises during non-working hours which is not in direct conflict with the essential business-related interests of the employer in its education/activities and employment practices. Lidgerwood Public School seeks to provide access to all its programs for those interested persons who might have differing levels of ability. Furthermore, Lidgerwood School District policy assures that the district and its employees will not retaliate against any persons who file a complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination regarding these

or any other OCR enforced statutes. Additionally, the School District will discipline any individual who retaliates or takes adverse action against any person who reports alleged discrimination and/or harassment or who testifies, assists, or participates in any investigation relating to a discrimination and/or harassment complaint. If you have concerns or need information regarding the existence and location of services, activities, and facilities that are accessible, please contact the 504 Coordinator, Chris Bastian, and Superintendent at (701) 538-7341. Also, for more information regarding Title IX compliance, contact Superintendent Chris Bastian. Lidgerwood Public School also acknowledges your right to file a discrimination complaint at any time with:

US Department of Education, Chicago Office for Civil Rights, Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661
Telephone: 312-730-1560 Fax: 312-730-1576 TDD: 800-877-833,
email: OCR.Chicago@ed.gov

Please refer to **Appendix A** for the entire Non-Discrimination and Anti-Harassment Policy.

Chain of Command

In the event that an issue or problem may arise in the educational setting, it is imperative that a proper chain of command is followed at all times in order to reach a satisfactory conclusion for all parties involved. This chain is to be followed as such:

- A. Student must speak with the teacher about the incident
- B. Parent/guardian contact and speak with the teacher
- C. If a satisfactory conclusion is not reached from this contact, the student and parent contact High School Principal
- D. If a satisfactory conclusion is not reached, student and parent contact School Superintendent
- E. If a satisfactory conclusion is not reached, student and parent contact School Board President to request a hearing about the specific incident

Chain of Command-Athletics

In the event that an issue or problem may arise in the athletic setting, it is imperative that a proper chain of command is followed at all times in order to reach a satisfactory conclusion for all parties involved. This chain is to be followed as such:

- A. Student must speak with the coach
- B. Parent/guardian contact and speak with the coach
- C. If a satisfactory conclusion is not reached from this contact, the student and parent contact Activities Director
- D. If a satisfactory conclusion is not reached, student and parent contact the School Superintendent

School Closings

Notice of school closings due to inclement weather, plant malfunction, or other adverse

conditions will be broadcast over radio stations WDAY-AM (970), KFGO-AM (790), and KBMW - AM (1450), as well as local television stations WDAY (Ch. 6) and KVLV (Ch. 4 and 11) from 6:45 a.m. to 8:30 a.m. If school is in progress, early dismissal will also be aired over these same radio stations.

**LPS uses an alert system to inform parents and guardians of school closings and other important information. Parents and guardians are asked to provide their phone numbers to the office staff in order to be included in the voicemail and text messaging system. **

When school has been dismissed early due to the weather, parents should meet the bus at the main road, or at least walk out and wave the bus driver on, so the driver knows that the parents are home. Children **will not be dropped off** if parent(s) are not home during severe weather conditions. **In cases of severe weather, rural students will need to report to the STORM HOMES assigned to them at the beginning of the school year.**

If school is late starting due to bad weather or school malfunctions, breakfast will not be provided.

School Day

The school day will begin at 8:25 am and conclude at 3:30 pm. All students are expected to be in school during this time. Although certain rights and privileges are granted to students throughout the school year during this time, the school administration has the right to recall any or all of these and requires all students to be in school during required school time.

School doors will open at **8:00 am** and lock at **5:15 pm**. If students wish to be in the school before, or after, these allowed times, they must be under the direct supervision of a school teacher, coach, advisor, or administrator. School support staff are busy during these times and are not there to supervise students. If you are not under direct supervision, you will be asked to leave and/or will be subject to disciplinary consequences.

The school asks that parents study and review these rules and regulations with their children in order to ensure an understanding of these rules and regulations by all.

Graduation Requirements

Lidgerwood Public School requires students to complete the following credit requirements in order to graduate with a Lidgerwood Public School Diploma:

Language Arts 4

Social Studies (US History, World History, PDP) 3

Mathematics (Algebra) 3

Science (Biology, Physical Science, other) 3

Physical Education 1 – **OR** -- .5 PE and .5 Health

CTE (Financial Literacy .5), Foreign Language, Native American Language, or Fine Arts 3

Electives 5

Total 22

Waiver Procedure

The third science or third math mathematics credit may be waived for graduation requirements pending application and approval by the administration and counselor based on criterion outlined by the ND Department of Public Instruction. 21 units of credit would be required to graduate from High School.

Please refer to [here](#) for North Dakota high school graduation requirements as listed in North Dakota Century Code.

Counseling and Career Guidance Services

As part of its commitment to serving students, Lidgerwood Public School will provide career guidance and counseling services to all students through a partnership with the Southeast Regional Career and Technical Center. A counselor is available every Monday, Wednesday, and Friday, and is on call if necessary, every other day of the week. Students are encouraged to seek assistance from the staff counselor with scheduling, career planning, college selection, college applications, personal issues, or any other situation a student may face and need to speak about.

Registration and Class Changes

After student registration, students are expected to attend classes as scheduled. If a student wishes to change classes, a change must be requested in the office, by the student, **within the first week (5 school days) of class**. If a request is not submitted within that time frame, a student is committed to the class for the entirety of that class. However, if a student registers for an ITV class in the spring, that student is fully committed to that class and may not change from it for any reason, pending administrative counsel.

Online Courses

Online courses offered by NDCDE are available to students at Lidgerwood Public School.

Grade Classifications (credit)

All students begin high school as a **Freshman**.

In order for a student to be classified as a **Sophomore, four (4) units** of credit (excluding Physical Education and Music) must have been earned by the student at the completion of the freshman year.

In order for a student to be classified as a **Junior, nine (9) units** of credit (excluding Physical Education and Music) must have been earned by the student at the completion of the freshman and sophomore years.

In order for a student to be classified as a **Senior, fourteen (14) units** of credit (excluding Physical Education and Music) must have been earned by the student at the completion of the freshman, sophomore, and junior years.

In order to pass a full credit class, students must pass both semesters with grades above an F. If a semester is failed, that semester must be retaken in order to obtain credit. A student may be required to take a full credit of a core class over, at the discretion of the course instructor and administration, in order to fully prepare the student for future academic courses.

Grading

The school year is divided into two semesters. Each semester is divided into two nine-week periods. All grades are recorded in letter grades according to the LHS grading scale. Cumulative student grades are gathered using a 4.0 grading scale. Students and parents are responsible for monitoring student grades.

Grading Scale

100-90-A

89-80-B

79-70-C

69-60-D

59 and below-F

Incomplete/Make-Up Work

All work that is missed or incomplete is expected to be completed, and failure to complete that work is subject to further action by teaching and administrative staff. Students are allowed appropriate make-up time for work. All teachers approach make-up work differently, and students are greatly encouraged to communicate often with teachers about getting make-up work in for appropriate credit. It is the sole responsibility of the student (and parent/guardian) that make-up work is completed to the satisfaction of the teacher it is due for.

Physical Education

Active participation in Physical Education is not only part of a student's grade, but it is

also an important part of the entire school day. If a student is enrolled in a Phy-Ed class, he/she is expected to fully participate in every class activity. If there is a medical reason that prevents this from happening, a signed note from a medical professional must be on file in the office. If there is any other issue that may prevent participation, the student is responsible for communicating that to the PE teacher prior to class beginning. If this procedure is not followed by the student, participation points and disciplinary action will result. As with any active class, PE students must follow instructions of the PE teacher closely, and deviation will always not be tolerated in order to keep PE classes safe and effective.

Honor Roll

Honor Rolls are released every quarter. Students who maintain Grade Point Averages aligned with the 4.0 grading scale are eligible to make the A or B Honor Roll. A student's cumulative GPA will determine Honor Roll placement.

Academic Honesty

The following Academic Honesty Policy provides students with guidelines for appropriate and inappropriate academic behavior.

To reinforce the importance of academic honesty faculty and administrators will implement measures to deter dishonesty. If a violation of the academic honesty policy is suspected, the teacher will work with administrators to evaluate the situation and take appropriate disciplinary action. Students who violate the Academic Honesty Policy the first time may receive a zero on the assignment and will lose the 2nd semester final test exemption in that particular class (faculty and administration will work together in this process). Students should be aware that these consequences will have a serious effect on his or her grade. A second violation of the Academic Honesty Policy may result in the loss of credit for the semester.

Violations of the Academic Honesty Policy include, but are not limited to the following:

- Viewing another student's paper during a quiz or test or knowingly allowing another student to view your paper during a test or quiz.
- Communicating with anyone other than the teacher during a test or quiz.
- Preparing homework for another student or giving/lending assigned work to a student who copies the work or represents it as his or her own.
- Misrepresenting the work of another as your own including use of AI
- Taking work from a teacher's room without permission.
- Taking a picture of an assignment, test, or quiz with a cell phone.
- Knowingly leaving a testing situation with the test in your possession.
- Providing information about a quiz or exam to any student who will be taking it at a later time.
- Receiving information about a quiz or exam from a student who has already completed it.
- Attempting to cheat or cheat on a quiz, exam, or assignment.

Local Scholarships

Lidgerwood Public School is proud to offer a variety of local scholarships to our seniors. It is the responsibility of senior students to obtain appropriate scholarship applications from the School Counselor in the winter/early spring of the school year. The Counselor will also meet with the Seniors to discuss these opportunities.

ND Scholarships

The state of North Dakota also provides an opportunity for students to earn a scholarship for post-baccalaureate education in an **Academic** or **Career and Technical** track. If a student meets the requirements, a \$750/semester (\$6000 total) scholarship will be given to a student enrolled full-time at an accredited institution of higher education in the state of ND, maintaining a GPA of 2.75 or higher. Semesters do not have to be consecutive, but the scholarship must be used within 6 academic years of high school graduation.

Final Tests

Final tests are an essential component of a student's education, and it is vital that both students and parents regard them as such. Final tests are worth 10% of the overall semester grade. Measures should be taken to guarantee student attendance during finals. If parents must need to have their student excused during final test days, they must notify the school administration in writing by one (1) week prior to the expected absence. Students are then required to make arrangements with their instructors for the completion of the final test. Failure to follow this procedure may result in students receiving a failing grade for their semester final test.

1st Semester: All students are required to complete the 1st-semester final tests.

2nd Semester: Students may earn an exemption from 2nd-semester final tests by

- Having the required minimum grade (80% (B-)) or higher on their semester two grade (3rd & 4th quarter average) 7 days prior to the first day of finals. The exact timing will be based on administrative discretion.

Students **will take** 2nd-semester final tests regardless of grade if:

- Students have a total of 8 absences in a class for the entire year. This is counted per class period.
- Students have a total of 8 tardies for all classes combined for the entire year.
- Students have any unexcused absences.

Finals for 2nd semester may also be given at the instructor's discretion. Students in any class may elect to take the 2nd-semester finals in order to improve their grade. Should this occur, final test results will only maintain or improve their current grade going into the test and cannot reduce it. **Please note:** students will take their 2nd-semester test if

they receive an unexcused absence in any class or school event. Second-semester finals may be required for dual credit courses.

Tardies

Being on time for class and other events is a very important habit we want students to acquire while attending LPS. A student will be considered tardy if they miss up to 25 minutes of class. More than 25 minutes will be considered an absence. Students will take their 2nd-semester finals if they have a total of eight (8) tardies for all classes combined for the entire year.

Attendance, Citizenship, and Disciplinary Action

Students at Lidgerwood Public School are expected to remain courteous, respectful, and present for the purpose of obtaining an education at all times. Students shall not, by the use of violence, force, noise, coercion, intimidation, fear, passive resistance, insubordination, or other unbecoming conduct, intentionally disrupt the lawful mission, processes, and function of the school, nor shall any student urge others to act in such a manner at any time. Any student doing so is impeding the rights of others to gain an education and is subject to disciplinary action.

Profanity, at any level or definition, is not allowed or tolerated at Lidgerwood Public School. Students are expected to be respectful and courteous of others at all times. Noise, horseplay, running, excessive contact, assault in any manner, and public displays of affection are not allowed and will be redirected and/or reported to the office for disciplinary action. This list is not exclusive---please do the right thing and be respectful of those around you at all times!

Students are also expected to be respectful of rules and authority at all times. After any class period has begun, students are to be in their classes and will not leave assigned rooms, for any reason, without permission from their teacher. Any and all permission is at the full discretion of the classroom teacher and must be abided by at all times in order to maintain a positive, stable learning environment.

Suicide Prevention Protocol

Suicide is the third leading cause of death for adolescents. Lidgerwood Public School is committed to helping students who show signs of self-harm or suicidal ideation. To combat these growing issues, any student who refers to suicide or self-harm will have their parent/guardian notified and will be referred to the school's superintendent/principal/counselor immediately. A risk assessment screening will be given to the student. The Parent/Guardian will be asked to come to the school and pick up their child. The results of the screening will be shared with the parents and school team (school counselor and administrator). The parents will be asked to consult with their child's pediatrician or counselor. The student will not be permitted to return to

school until he/she is cleared in writing by a medical professional or human service center and deemed able to resume school activities. The outside evaluation is the responsibility of the parent/guardian.

If no parent/guardian can be reached at the time of the crisis, the Suicide and Crisis Hotline will be called, and the student will visit with the Crisis Hotline counselor. As they are doing this, additional attempts will be made to notify the parent/guardian. The Suicide and Crisis Hotline Counselor will take the lead if additional steps need to be taken, including calling Richland County Dispatch.

If a student's medical evaluation is not possible or if the parent/guardian refuses to get one, the student will be allowed to return to school under a 5-day restriction protocol. Restrictions would include hallway escorts, timed bathroom breaks, and no independent privileges. Student safety is our top priority and without a professional evaluation, full supervision is a must.

Each incident will be treated as a new crisis and follow this same protocol.

Resources:

Suicide and Crisis Hotline... Dial 988

Richland County Dispatch... 701-642-7700

Prairie St. John's, Fargo... 877-333-9565

Saint Sophie's Psychiatric Center, Fargo... 701-365-4488

Discipline Matrix

Lidgerwood Public School Discipline Matrix					
Level 1	1	2	3	4	5
Assault on staff or student	Go right to step 4			Minimum	Minimum
Arson				3 day suspension	5 day suspension
Drug or alcohol distribution				Maximum	Maximum
Weapons				Expulsion- Authorities will be contacted	Expulsion- Authorities will be contacted
Level 2	1	2	3	4	5
Use, possession, pharaphenella, or under the influence of drugs, alcohol	Go right to step 4			Minimum	Minimum
				3 day suspension	5 day suspension
Use or possession of tobacco or vaping devices				Maximum	Maximum
				Expulsion	Expulsion
Level 3	1	2	3	4	5
Fighting	Go right to step 3		Minimum	Minimum	Minimum
Verbal assault on staff			Detention	1 day suspension	5 day suspension
Bullying/threatening					
Vandalism or theft					
Pornography			Expulsion	Expulsion	Expulsion
Trespassing or violations of law					
Fireworks					
Acceptable use policy violation					
Level 4	1	2	3	4	5
Disruption	Minimum	Minimum	Minimum	Minimum	Minimum
Insubordinate behavior	Administrative Conference	Detention	1 day suspension	2 day suspension	3 day suspension
Cheating					
Disturbance					
Forgery/dishonesty/stealing	Maximum	Maximum	Maximum	Maximum	Maximum
Profanity	1 day suspension	2 day suspension	3 day suspension	4 day suspension	5 day suspension
Removal from class					
			Positive Behavior Interventions and Supports will be put in place to help support the student.		

Level 5	1	2	3	4	5
Interference with learning	Minimum	Minimum	Minimum	Minimum	Minimum
Disruptive objects	Administrative Conference	Detention	Detention	Detention	1 day suspension
Loitering					
Gambling					
Running in the hallway	Maximum	Maximum	Maximum	Maximum	Maximum
Public display of affection	1 day suspension	2 day suspension	3 day suspension	4 day suspension	5 day suspension
Sliding downstairs/banister					
Dress code violation					
Administrative discretion can be used. The goal is to be fair and consistent.					

Attendance

In North Dakota, school attendance is compulsory for all children under the age of 16, and is the sole responsibility of the students and parents/guardians. Developing punctual attendance habits is one of the most important aspects of our educational system.

Defined Absence

Absence is missing required time at school for any reason. Absences are recorded in PowerSchool by periods. **Any student missing more than ten (10) days of school in ONE SEMESTER of twenty (20) days of school in ONE SCHOOL YEAR is subject to an attendance hearing with the school administration.** These days include personal leave, college visits, emergency work leave, and other excused absences. Failure to correct absenteeism and/or makeup missed time may lead to an attendance review plan, denial of credit, and/or grade retention. Prior to denial of credit and retention, the student will have the opportunity to have a hearing with the School Board to explain missed school time.

Whenever a student is absent from school, no matter the time of day, parents/guardians must contact the school as soon as possible by telephone. Failure to call/report the absence to the office results in an unexcused absence and disciplinary action.

Students must obtain an admit slip in the office prior to returning to class and admit slips must be signed off with work completed in a timely fashion. Failure to do this will result in disciplinary action. Students are responsible for any and all missed work.

Typically, illness is the only type of regularly excused absence. **If a student is ill for 3 days or more in succession, a signed medical document must be brought into the office prior to a student being readmitted to class.** This is to eliminate the abuse of sick leave for students. If there is an issue with this, parents/guardians must call and speak directly with the school administration prior to student readmission.

Students may submit signed notes to the office for parental-approved leave. If this becomes excessive, the administration may contact parents and/or no longer allow such leave without medical documentation.

Special absences, such as prolonged illness, death in the family, and emergency family work of absolute necessity, are valid and subject to administrative approval.

Special absences of a personal nature, such as family vacations or state athletic event attendance without school participation, require school work to be obtained (as available) and completed (if available) prior to student absence. If not available ahead of time, it is the responsibility of the student to coordinate proper work turn-in per teacher instruction.

Leaving School

Students are not allowed to leave the school building at any time without checking into the office. Except for senior privileges, all students must have a “blue slip” in order to leave the school building. Failure to follow this procedure may result in disciplinary action, a call home, or a call to local authorities.

Truancy

Truancy is willful skipping/absence from school. If a student is found to be missing from school without reason or leaves school without permission and cannot be contacted, they will be deemed truant. Truant individuals will be reported to local authorities.

Work Release

Students are not allowed work release from the school day. There may be exceptions for high school students enrolled in cooperative work agreements. Otherwise, students are not allowed to leave school for work except for emergency situations/work of absolute necessity.

Senior Privileges

Seniors who are passing all classes, are not on the citizenship list and do not have excessive absences, will be given the opportunity for senior privileges. These include utilizing the multi-purpose room during study hall and being able to check out of the building one study hall period a day. These privileges are given by the administration at the end of the first three weeks and are able to be rescinded at any time—either on a student-by-student basis or wholly as a class, as determined by administration. A privilege form must be signed by students and parents prior to privileges coming into effect.

Lunch

Students are required to eat lunch, either served or brought individually, in the multi-purpose room. When students are done eating, they must clean their area, neatly dispose of waste food, and remain at lunch tables until the 5th-period bell rings.

Students are allowed to use the restroom but may not remain in the office or high school hallways. Students who bring their own cold lunch must eat it in the multipurpose room during regular lunch times.

Food and Drink

Snack food and drinks with lids are allowed in the high school. Snacks include but are not limited to muffins, yogurt, fruit and vegetables, baked chips, granola bars, etc.

Snacks do not include items from our breakfast or hot lunch or items. **No sunflower seeds!** Administrative discretion will be used to maintain the proper balance of cleanliness. **There is no food allowed in the library, computer lab, music room, or gym.**

Detention

In order to ensure expectations are met and regular prompt attendance, students who violate school rules and regulations will be placed in detention for an appropriate length of time. **Detention will take priority over any other activity, including work, sports, and school activities.**

Students who fail to make up detention will be given In-School Suspension for each hour of detention intentionally missed. Detention will begin before or after classes as scheduled by administration and will include grace time/more than one day to afford students some ability to plan ahead.

Students will report to detention at the room assigned promptly at 3:30. Students who are late may be turned away, with additional time given for the next detention period. Students must bring enough work to remain busy, and may not sit idly. Headphones and phones/personal devices are not allowed (including using a phone as a calculator). Those using a computer must sit so the monitor can see his/her screen. If a student runs out of work, additional school improvement duties may be assigned. Students are not allowed to sleep, lay down, or move about the room. Students are not allowed to leave the room for any reason other than sickness and must use the restroom accordingly before reporting. * See discipline matrix.

Suspension

Suspension may be assigned by the school administration, either in-school or out-of-school. The term can be anywhere from 1 day to two weeks (10 days). It shall be used for chronic problems and insubordination, serious misbehavior, or actions that threaten the welfare of anyone or anything in the school environment. All students in suspension, either in or out of school, are not allowed to participate in any extracurricular activities, contests, practices, or events until they are readmitted to regular school attendance.* See discipline matrix.

Expulsion

Expulsion, or the permanent removal of a student from school, is a rare and drastic measure. It is considered a last resort and will be administered by the School Board, or its designee, upon administrative request.

Removal from Class

Repeated issues within a class period or room may result in the removal of students from a class. Parents will be notified of any permanent student removal from class and the student shall have the right to request a hearing regarding the dismissal from class.

Due Process

Student suspension and expulsion from class are subject to requirements of procedural due process as it applies to students. Students have the right to an informal hearing with the school administration regarding any disciplinary action. Students and parents have the right to request additional hearings with the administration and school board after said informal hearing. A request for a hearing must be obtained within a reasonable amount of time from the infraction.

(See Lidgerwood Public School Board Policy FFK and FFK-BR)

Use and Care of School Property

All school equipment is to be used with care and respect. Any student willfully or negligently damaging equipment will be required to replace that equipment.

Lockers are the property of Lidgerwood High School and are subject to search at any time. Students are responsible to keep their lockers clean and well-kept to avoid damage. Stickers/anything leaving indelible marks are not allowed on lockers and may be subject to fines for cleaning or removal. Students are not allowed to keep food or drink in lockers, and they may not sell things out of lockers. The same is in effect for gym lockers. School lockers do not lock, so do not keep valuable personal items there.

Books and materials are provided on loan to students, and students are responsible for their upkeep and care of them. Students damaging books willfully or due to neglect, as well as loss, are responsible for paying for replacement as provided by the school.

Dress Code

Shorts, capri pants, and open-toed shoes (sandals, summer shoes---open formal footwear is allowed) are allowed for **the first quarter and the final quarter of school**. Students not adhering to this will be sent home to change.

All students are asked to use good judgment in what they wear to school, as well as issues with personal neatness and appearance. Any clothing that depicts any type of

controlled substance or is deemed inappropriate in any way by the school administration, is not allowed. Students wearing these clothes will be asked to change them, and repeated violation is ground for disciplinary action. In addition to the above, students will adhere to the following guidelines for dress at Lidgerwood Public School:

1. Clothing such as short shorts, running shorts, halter tops, tube tops, spaghetti strap tops, or those which *expose a bare midriff*, bareback, undergarments, cleavage, and any other clothing deemed inappropriate by the administration will not be permitted.
2. Any clothing displaying any type of controlled substance, suggestive behavior, or obscene language must be removed immediately.
3. Hoods and bandanas will not be worn in the school building.
4. Chains and spike jewelry of any type are not allowed.
5. Heavy jackets, cloaks, and long coats, and blankets are not allowed in classrooms. Keep all outerwear in the assigned locker.
6. Sunglasses are not to be worn in the building unless medically prescribed.
7. Individual classroom rules in addition to these may apply.

Events

Expectations for student dress, behavior, and decorum are the same at all school events as they are in the hallways. This includes school events held at different schools and venues away from Lidgerwood. Please represent our school in a positive way!

Field Trips

Field trips can be a great learning opportunity and a fun change of pace for students and teachers alike. If a field trip is occurring in school or class, students must attend unless gone for an excused absence. If a medical condition exists that makes the trip difficult, please bring it to the attention of the teacher and/or administration. Skipping field trips is not allowed, and teachers may assign work to make up for missed time if a student is absent.

Class Meetings

At times it is necessary to hold class meetings. If your class desires to have a class meeting, contact your advisor first. Your advisor will then clear it through the office. Please arrange class meetings one week in advance and notify the office of the meeting date and time.

Student Council

The Student Council will consist of 4 Seniors, three 3 Juniors, and 2 students each from grades 10-7. The Student Council will elect one member to serve as President, as well as auxiliary positions as needed.

School Dances/Parties

All school parties, dances, etc. are to be chaperoned by parent(s) and faculty members. After a student has once entered the building, he/she is to remain until he/she decides to leave permanently. He/she will not be given re-admittance. The class or organization is responsible for all clean-up immediately after the function. Any class or organization wishing to sponsor a party must notify the office no later than 5 days in advance and have the approval of the administration. All students are expected to conduct themselves as ladies and gentlemen during these activities and are, of course, subject to all regulations and punishment. All school parties and dances must be concluded by 12:00 a.m.

A Lidgerwood School student attending a Lidgerwood School-sponsored party or dance, including Prom and Homecoming, may be accompanied by one guest subject to the following rules and regulations.

- The guest must be reported in writing to the school office at least two (2) days in advance of the school activity.
- All guests are subject to administrative approval and school rules.
- Any guest attending must be under the age of 21.
- All guests are subject to the same rules and regulations that govern Lidgerwood School.

Activity Passes

Student and community patron activity passes are available for purchase in the school office. Students are encouraged to purchase activity passes during registration. Holders of activity passes are admitted to home Warbird events in both Lidgerwood and Wyndmere. Students who do not have activity passes must purchase a student admission each time they attend an event where admission is charged. Athletic team participants who are performing, band members playing, drill team, cheerleaders, and students working concessions will be the only students allowed admission without an activity ticket or payment.

NDHSAA Eligibility

Please see **Appendix B** for the updated NDHSAA Eligibility By-Laws and due process procedures.

LHS Academic Eligibility

Academic eligibility will affect interscholastic competition events sponsored by the NDHSAA.

1. A student must have **passed all academic classes at the end of the year** the previous semester or that student will be ineligible for the first two weeks of the next semester.
2. A student can not be failing any classes at the time of the Monday

- morning, 8:00 am eligibility check. If a student is failing they will be ineligible and will have one week to raise their grade to become eligible.
3. All students will be **monitored for academic eligibility**, beginning the **third week of each semester**. If a student is found to be academically ineligible, that student will be ruled ineligible to compete in activities for the following week (Monday-Sunday).
 4. In-School notification: **6 weeks of ineligibility** from the day of notification, will carry over from spring to the fall in the event the full 6 weeks are not served before Graduation.
 5. Summer Rules: For notifications that take place during the summer, students will be ruled ineligible six weeks from the date of notification.
 6. Students in Grades 7 - 8 must be passing in **all subjects** in order to compete in interscholastic competitions and will follow the same structure as above for ineligibility times.
 7. Students cited for other criminal acts as defined by State and Federal Laws will have the same suspension rules applied above, excluding motor vehicle citations.
 8. Head Coaches will be allowed to set team rules that exceed these standards with School Board Approval from both school districts in the Lidgerwood / Wyndmere Coop. Coaches are obligated to notify parents of these standards at a pre-season parent meeting.

Statement on Citizenship All students are expected to set examples of dependability and acceptable conduct. An administrator or coach may determine a need for imposing ineligibility in or attending school-sponsored activities due to poor citizenship.

LHS Citizenship Grading Rubric

Outstanding (A)	Satisfactory (B)	Needs Improvement (C)
Almost Always:	Usually:	Sometimes:
<ul style="list-style-type: none"> • At School • On time • Takes responsibility for their actions • Come prepared • On task • Follows directions, class rules, and/or school rules • Has cell phone put away • Uses their Chromebook appropriately • Treats people with respect 	<ul style="list-style-type: none"> • At School • On time • Takes responsibility for their actions • Come prepared • On task • Follows directions, class rules, and/or school rules • Has cell phone put away • Uses their Chromebook appropriately • Treats people with respect 	<ul style="list-style-type: none"> • At School • On time • Takes responsibility for their actions • Come prepared • On task • Follows directions, class rules, and/or school rules • Has cell phone put away • Uses their Chromebook appropriately • Treats people with respect
D's and F's are reserved for administrative discretion only.		

Sportsmanship

Lidgerwood Public School believes athletic activities play a large part in the educational mission and goals of the district. Administrators, coaches, players, and fans will exhibit good sportsmanship at all practices, contests, and events both in and away from Lidgerwood Public School. Exhibiting a lack of sportsmanship in any way may lead to removal and/or other disciplinary action.

Cell Phone Policy

Students are not permitted to use cell phones, other electronic devices, or headphones/earbuds during class. Use of a cell phone includes talking or sending pictures, use of social media, texting, or calling. All teachers will have a designated place for cell phones to be put when students enter class.

Use of cell phones or image recording devices in locker rooms and restrooms at any time is strictly prohibited. Students in violation of any portion of this policy will be subject to disciplinary procedures and confiscation of their cell phone or other electronic devices.

Disciplinary action may be taken against any student using a prohibited device during class time. The building principal is authorized to make exceptions to the prohibitions set forth in this policy for health, safety, emergencies, or as required by an individual education program.

Cell phone/personal device usage is a privilege at LHS. Students can use them prior to the school day starting, in between classes, during lunch hour, and after school. Students are not allowed to have earphones in while in class or in the hallways during the school day. Any and all electronic devices and headphones may be confiscated, with parental retrieval, revoking of Chromebook and internet access, and further disciplinary action if necessary

Internet Acceptable Use Policy

Lidgerwood High School provides free, high-quality internet access to all students as a tool for learning. The acceptable use policy document is located in **Appendix C**. All students and parents/guardians must sign this policy prior to student access to the school network. Without this use agreement, students will not be able to access digital and/or online content, which is a necessary component of today's educational experience. Please sign and return this policy as soon as possible.

7-12 Chromebook Acceptable Use Policy

Lidgerwood High School provides students in grades 7-12 with their own take-home Chromebook. These devices will be registered in the school Google domain to each

student at the beginning of the year, and serial numbers/engraved numbers are recorded for the purpose of security. Students are responsible for their Chromebook at all times, and the use policy for these devices is in **Appendix D**. No student will be issued a Chromebook or allowed to check out a Chromebook until the signed policy is on file in the office. When in the learning environment, the use of Chromebooks (and any/all other electronic devices) is at the full discretion of the teacher. Lack of preparation on the part of the student does not allow him/her to use a device when it is not allowed by the instructor.

Bullying Definition, Policy

15.1-19-17. Bullying - Definition.

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:

1. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
2. Places the student in actual and reasonable fear of harm;
3. Places the student in actual and reasonable fear of damage to property of the student;
4. Substantially disrupts the orderly operation of the public school;

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 district sanctioned or sponsored activity or event and which:

1. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
2. Places the student in actual and reasonable fear of harm;
3. Places the student in actual and reasonable fear of damage to property of the student;
4. Substantially disrupts the orderly operation of the public school.

****Conduct includes the use of technology or other electronic media.**

Weapons

The Lidgerwood School Board determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district.

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any

school-sponsored activity. Such weapons include but are not limited to any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot,

bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument.

Violation of this policy will result in disciplinary action. All 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.

Bringing a firearm, as defined in 18 U.S.C. 921, to school will require that proceedings for the expulsion of the student involved for a minimum of one year be initiated immediately by the principal. The Superintendent may recommend a modification of the expulsion on a case-to-case basis. This modification shall be based on the circumstances revealed in the investigation into the incident conducted by the Superintendent or other person designated by the Superintendent to conduct the investigation. **(Alternate education may be provided for students who are expelled under this section.)** The Principal or Superintendent will notify law enforcement.

A student who is defined as having a disability under the Individuals with Disabilities Education Act may be placed in an alternative educational setting for up to 45 calendar days, during which time a determination will be made as to whether bringing the firearm to school was a manifestation of the student's disability. Discipline and placement of the student will be in accordance with the Individuals with Disabilities Education Act.

Other violations of this policy will require that proceedings for the suspension and/or expulsion until the end of the current school term be initiated immediately by the Principal.

Proper due process proceedings as defined in North Dakota Century Code Policy FHDA (Suspension and Expulsion) will be observed in all suspensions and expulsions under this policy.

Cross Ref: Policy FHBC Searches of Lockers
Policy FHBD Searches of Students
Policy FHDA Suspension and Expulsion

Alcohol, Drug Use, and Controlled Substances

(Student Note: Compliance With the Standards of Conduct is Mandatory)

The possession of, use of, and distribution of any alcoholic beverage, non-prescription (illegal) drugs, or the abuse of these items as defined in Federal and State laws are

prohibited. The North Dakota High School Activities Association guidelines pertaining to these substances also apply to our high school students. (See LPS District Policy on Tobacco Products) Students in violation **of school grounds and not attending a school-sponsored activity** will be subject to Federal and State laws, the North Dakota High School Activities Association policy, and the Local School District policy. **These students cannot participate in any school-sponsored activities for a period of six weeks on the first offense and a period of eighteen weeks on the second offense within a school year.** The only exception is High School Graduation exercises.

Students in violation **on school grounds or at school-sponsored activities** will be subject to the same rules above, **in addition to being automatically placed in, in-school suspension for three days.**

The student has a **right to due process** regarding a **hearing and appeal** as defined earlier in this handbook. **Patrons wishing to report a violation** regarding alcohol, tobacco or drugs **must be willing to submit the report in writing** to the administration and be **willing to testify at a hearing.**

Philosophy

The school has a clear responsibility to maintain an atmosphere that 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, is wrong and harmful, and because the use and availability of these substances on school campuses interfere with the educational process, this policy is being adopted and implemented by the Lidgerwood Public School Board of Education. This policy is designed to help eradicate the influence of drugs, alcohol, and other chemicals within the school environment. As such, it is designed to promote chemical health awareness to protect students in the school environment by imposing consequences for misbehavior, and by educating students to deter and prevent the use or abuse of chemicals. It is also designed to serve as a guide for faculty and staff in implementing intervention procedures for students.

Education

The Lidgerwood Public School District will teach about drugs and alcohol in an age-appropriate developmentally based education and prevention program in every grade K - 12. This program will include information about drug and alcohol counseling and rehabilitation programs available to the students. The District will also conduct staff orientation and continued training and provide parent and community education. (This will be a cooperative effort with the Richland County Drug-Free Schools Consortium Coordinator.) This education program will also include providing an information service for referral to counseling and/or treatment so that students may seek and get counseling on alcohol and drug matters at any time without fear of reprisal and with the assurance of the confidentiality of the counseling.

Referral for treatment when needed should be a constructive and not punitive action. We recognize that chemical addiction is a treatable disease.

Standards of Conduct and Disciplinary Sanctions

Prohibited Activities

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful, it is the responsibility of the school to establish rules that will eliminate such use from the school setting. Therefore, it shall be against school policy for any student:

1. To sell, deliver, 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.
2. To possess, procure, purchase, or receive, or attempt to possess, procure, purchase, or receive, the substances listed in this policy, or what the student believes to be any of the substances in this policy. A student will be determined to be "In Possession" when the substance is on the student's person or in the student's locker, car, or handbag, or when he/she owns it completely or partially.
3. 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 this policy, or what the student believes to be any of the substances in this policy.

This policy applies to any student enrolled at Lidgerwood Public Schools who is on school district property or who is in attendance at school or at a school-sponsored activity. This policy also applies if the student's conduct at any time or at any place interferes with or obstructs the missions or operations of the Lidgerwood School District or the safety or welfare of students or employees.

Prohibited Substances

1. Alcohol or any alcoholic beverage;
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03. 1- 05 through 19-03. 1-13 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.
3. Any usable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to, lighter fluid, "White Out" or other correction fluids, and duplicating fluid;
4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, "No-Doze " pills, cough medicines, and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the authorized use policy, as

stated in the next section.

5. Any and all tobacco products including but not limited to cigarettes, cigars, snuff, and chewing tobacco.

Authorized Use Policy

Any student whose parent or guardian requests that he or she be given any prescription or nonprescription medicine, drug, or vitamin shall follow proper procedures. This requires prior permission signed by the parent or guardian for aspirin and/or other over-the-counter drugs and the signed request of the physician and parent for any other medication.

Violation

Any student that violates these standards of conduct is subject to disciplinary sanctions up to and including expulsion and referral for prosecution. Illegal substances will be confiscated and will be turned over to law enforcement authorities. The student will be referred to the Student Assistance Program.

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

Intervention

We also recognize the responsibility to assist students in recognizing their own addictions. 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 a right and a responsibility to suggest to the student and the student's parent(s) or legal guardian that a formal referral to an appropriate professional be made. To this end, the Lidgerwood School District encourages faculty members to be observant of student behavior and to participate in a program of intervention. If the faculty member decides that the behavior indicates a possible prohibited activity, the student should be reported to a school administrator. If the school administrator believes that the student indeed is in need of assistance, the school administrator may call the student in for a conference. The school administrator may receive assistance from a certified addiction counselor or other outside helping professional, in confronting the student.

If, after conferring with the student, the school administrator sees behavioral or academic evidence that the student may be experiencing an alcohol or drug problem,

the student/or the student's parent(s) or legal guardian will be told the student should receive a formal evaluation from an appropriate professional.

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 receive a formal evaluation and attend the suggested evaluation or therapy at the student's/parent's expense as a condition for continuing to attend school.

The Board of Education of Lidgerwood School District 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 extra-curricular or co-curricular program unless participation is in conflict with rules and regulations set forth by the Lidgerwood Board of Education and the North Dakota High School Activities Association.

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.

The school may, through the use of available resources, provide information about drug and alcohol counseling and rehabilitation and re-entry programs that are available to students.

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

There are exceptions:

1. If a staff member learns of a student's condition which may adversely affect that student or another person, the staff member must act on the information.
2. If a student is experiencing health and/or emotional problems because of controlled substance use or abuse and is unable or unwilling to seek assistance, then a referral should be made. Confidentiality will be maintained subject to the welfare of the student.
3. If a staff member has reasonable cause to suspect child abuse, the staff member must report to the Children and Family Services Division of the Department of Human Services.
4. If a staff member is called to testify in a judicial proceeding.

Implementation

A copy of the standards of conduct and disciplinary sanctions will be given to each student and parent. 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 distributed to each student and parent at the beginning of the 7th Grade.

Student Lockers

Student lockers are property of the Lidgerwood Public School and are subject to random or targeted search at any time. Students are not to use anything that may leave indelible marks on their lockers or put stickers or other permanent items on their lockers, or they will be subject to fines for removal/replacement if necessary. Students are not allowed to put any offensive, rude, or suggestive decorations on their locker. The outside of their locker may only be decorated with school-sponsored activities or name banners.

School lockers are not locked, and LHS is not responsible for personal items in lockers. If something is valuable, do not keep it in your school locker. Gym lockers can be locked and provide some measure of security. Gym lockers are subject to the same rules as school lockers.

Student Driving and Parking

Students can use personal, licensed modes of travel to come to school and are properly permitted to do so by state law. Any vehicles that are unlicensed, improper, or not permitted to be driven by a student will not be allowed to be at school and will need to be removed by a parent/guardian immediately. Students are to utilize the gymnasium parking lot and must park in the assigned parking spaces. **All traffic laws are applicable to the parking lot.** Parking in the shop/ag tech lot is not allowed at any time. Parking on the street in front of the school is reserved for school staff and visitors. Students are expected to be safe and follow all traffic safety rules and regulations. Students failing to do so will be reported to local authorities immediately and be subject to repair and/or replacement of any damaged school property, as well as other disciplinary action deemed appropriate by the school administration.

School Bus Rules and Regulations

Our school bus drivers are well qualified to operate our school buses safely by completing bus driver tests, attending annual drivers' workshops, and passing a bus driver physical examination every two years. Bus drivers and the school administration shall inform students each school term about current school bus rules and regulations, what is unacceptable behavior, and the appropriate corrective action that will be taken if these rules and regulations are not adhered to.

The foremost problem affecting SAFE bus transportation is a lack of student discipline. Any behavior that distracts a bus driver while operating the bus could cause an

accident. It is therefore imperative that parents and students understand the rules and regulations, and the consequences of violating these rules and regulations.

The following rules and regulations apply to all students riding a bus at all times:

1. Follow the driver's directions the first time they are given.
2. The driver may assign seating at any time.
3. Keep hands, feet, and objects to yourself.
4. Stay in your seat with your feet on the floor while the school bus is moving.
5. There shall be no foul language, swearing, or loud talking or making loud noises on the bus.
6. The driver has the same authority as a teacher.
7. Do not litter or damage the bus.
8. Leave all windows closed unless permission is obtained from the driver to open a window.
9. Do not stick your head, hands, or feet out of the bus window at any time.
10. Obtain permission from the driver before eating or drinking beverages.
11. Only students assigned to a particular bus route should ride that bus route. If a student needs to ride on a route they are not assigned to, they should have either a written note from their parents for the driver, or the parents may call the driver if that is more practical. If the parent is unable to reach the driver by phone, then they should notify the school office.
12. A student will not be allowed to get off the bus at another stop or walk home from other than their assigned stop without a written note from their parents for the driver, or the parents may call the driver if that is more practical. If a parent is unable to reach the driver by phone, then they should notify the school office.
13. The driver will not wait any longer than three (3) minutes for a student before proceeding to the next scheduled stop.
14. Students are expected to walk a reasonable distance to meet the school bus at an authorized stop.
15. A student shall inform the driver when they do not plan to ride the bus in the morning or evening.
16. When a bus approaches a railroad crossing, ALL CONVERSATION MUST STOP until the bus has crossed the track.
17. Students must be dressed appropriately for the weather or they will not be allowed to board the bus. Remember, weather conditions can change very rapidly, so please be prepared.
18. No pets, insects, or other live animals will be transported on a school bus at any time.
19. Students shall be courteous to the bus driver, fellow riders, and to other vehicles following or being passed by the bus.
20. The emergency exit door shall not be used except in case of emergency or while conducting a safety drill.
21. Parents cannot expect the bus to operate on roads that are not properly maintained or on roads or driveways where adequate space is not available to

turn the bus around if necessary.

22. The school administration and bus driver may impose additional reasonable rules and regulations as they become necessary.

IF THE ABOVE RULES AND REGULATIONS ARE VIOLATED, THE FOLLOWING COURSE OF ACTION WILL RESULT:

1. The bus driver will reprimand the student and report the violation to the student's parents as a result of the first violation.
2. Should the same student commit another violation, the driver will report the violation to the principal who will discuss the problem with the student and the student's parents.
3. The third violation will result in the forfeiture of bus riding privileges for a period of time to be determined by the school administration.
4. A fourth violation will result in complete suspension for the remainder of the school term.

THE FOLLOWING RULES AND REGULATIONS, IF BROKEN, WILL RESULT IN IMMEDIATE DISCIPLINARY ACTION BY THE SCHOOL ADMINISTRATION:

1. Absolutely no fighting on the bus.
2. Use or possession of tobacco, alcohol, or drugs on the bus is strictly prohibited.

Extra-Curricular Bus Rules

1. School Buses will leave school at scheduled times. BE ON TIME OR BE LEFT.
2. All students will have appropriate clothing for severe weather conditions. If you're not dressed appropriately, you don't ride. The bus driver makes this determination. You must have pants and a coat with during winter months.
3. Bus drivers may or may not allow the eating of candy and pop on extra-curricular activity trips. If this creates a discipline problem or if students do not put their trash in the containers provided, the bus driver will no longer allow such privileges.
4. While the bus is en route to, or from an activity, the bus driver will have complete charge and control on the bus.
5. All students will remain at the activity site. Only the school official in charge may give permission for a student to leave the site.
6. All students will ride from and return to their home school on the bus provided. A parent or legal guardian must notify the school official in charge (advisor, coach, bus driver) IN WRITING (or signed off on a sign-off sheet from coach/advisor) if a student is to ride home with the parent or 25 another responsible adult. NO EXCEPTIONS WITHOUT PRIOR

ADMINISTRATIVE APPROVAL.

7. Fighting, or the use or possession of tobacco, alcohol, or drugs while on the bus or during any activity will cause immediate loss of bus privileges for a period to be determined by the school administration.

8. The first time a bus driver submits a student's name to the athletic director and secondary principal for discipline reasons, such students will not ride or take part in their next scheduled activity, practice, or game. The second notice regarding this same student will result in the loss of these privileges for one week. The third notice will result in the immediate termination of all such privileges for the remainder of the school year.

9. Bus drivers and school officials may have additional rules that they feel are reasonable and necessary.

School Visitors

All school visitors, even parents/guardians, siblings, and family members, must check in to the office prior to making their way through the school building. Upon arrival, guests must buzz the office to unlock entrance doors and come to the office before going anywhere else in school. Failure to follow this procedure will result in immediate removal from school. Repeated/intentional failure to follow procedure can/may result in banning from school premises and contact with local authorities.

Medication

Office personnel are trained to administer medication to students according to Physician orders. Any and all medication, including all over-the-counter medications, must be turned into the office and kept in the school vault at all times, with the exception of personal student inhalers (or others on a case-by-case basis, as brought to the attention of administration). OTC meds must be in a secure container with a student's name and instructions for dosage. Prescription meds must be in a current, correctly-labeled prescription container for that student. All student medications not reclaimed at the end of the school year will be destroyed. Students may obtain an OTC pain reliever in the office (ibuprofen) with written permission from a parent/guardian. Parents/guardians must fill out the appropriate school form, located in the office, in order for this to be allowed.

Emergency Drills

State regulations require that a predetermined number of fire, tornado, and lockdown drills be conducted throughout the school year. All teachers are given a set of guidelines regarding evacuation in case of a fire, as well as being informed concerning the necessary precautions which are directly related to fire prevention and fire safety. Fire and tornado procedures are posted in all classrooms. Lockdown procedures are reviewed at the beginning of each school year and are practiced multiple times. Lockdown/emergency resource buckets are in each classroom and are stocked yearly.

All students and staff are required to participate in any, and all, emergency drills willingly. Failure to do so endangers not only the student, but others as well, and is deemed a serious offense with immediate disciplinary consequences.

Open Door Policy

Purpose

To protect the students and district employees from false allegations.

Applicability

This policy applies to teachers and other district personnel anytime they are working in their official capacity for the Lidgerwood Public School District.

Prohibitions

The door(s) of a room with only one student and only one teacher or only one student and only one school district employee will remain open at all times.

Teachers and other district employees in a room with more than one student are also encouraged to keep doors open. Administration may, at its sole discretion, require a teacher or other district employee in a room with more than one student to keep the door(s) open.

Exceptions

This policy does not apply in areas where students have a reasonable expectation of privacy, such as, but not limited to, locker rooms and restrooms. Teachers and other school district employees should avoid one-on-one ratios with students in such areas. Administration may make an exception to the student/staff one-on-one ratio rule for school district employees who are responsible for the personnel, physical care of a student(s) as part of an IEP or 504 accommodations. Prior administration approval is needed for reasonable exemptions.

Policy Violations

Any staff member that violates this policy may be subject to disciplinary consequences, including, but not limited to termination of employment or recommendation for discharge in accordance with any applicable policy and law

Appendix A Non-Discrimination and Anti-Harassment Policy

NONDISCRIMINATION & ANTI-HARASSMENT POLICY AAC

General Prohibitions

The Lidgerwood 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 and/or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. It shall be a violation of this policy for any district student or employee to harass or discriminate

against another district student or employee based on any status protected by law. The District will not tolerate harassment or discrimination of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any person affiliated with a person protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated. The District shall promptly investigate any harassment or discrimination complaint and act on findings as appropriate, which may include disciplinary measures such as, but not limited to, termination of employment or expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process.

Definitions

Complainant is the individual filing the complaint. When the complainant is not the victim of the alleged harassment/discrimination, the victim will be afforded the same rights as the complainant under this policy and regulation AAC-BR.

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

Discrimination means failure to treat a person equally due to a protected status. 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:

- a. For employees when enduring the offensive conduct becomes a condition of continued employment or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive;
- b. For students when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.

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

- a. It is quid pro quo, 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).
- b. It creates a hostile environment meaning unwelcome sexual conduct or communication that is sufficiently serious to deny or limit a student's ability to

participate in or benefit from the school's program(s). For employees a hostile environment is created when submission to unwelcome sexual conduct is made either explicitly or implicitly a term or condition of an individual's employment.

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

- a. Sexual or "dirty" jokes
- b. Sexual advances
- c. Pressure for sexual favors
- d. Unwelcome touching, such as patting, pinching, or constant brushing against another's body
- e. Displaying or distributing of sexually explicit drawings, pictures, and written materials
- f. Graffiti of a sexual nature
- g. Sexual gestures
- h. Touching oneself sexually or talking about one's sexual activity in front of others
- i. Spreading rumors about or rating other's sexual activity or performance
- j. Remarks about a person's sexual orientation
- k. Sexual violence includes, but is not limited to, rape, sexual battery, sexual abuse, and sexual coercion

Complaint Filing Procedure

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

Confidentiality

An individual wishing to file an anonymous harassment and/or discrimination complaint shall be advised that confidentiality will limit the district's ability to fully respond to the complaint and that retaliation is prohibited. The Superintendent 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. A harassment or discrimination investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions such as when the record is protected by FERPA.

Responsible Employees

The Superintendent shall identify school employees responsible for receiving and reporting discrimination and harassment incidents and complaints. These individuals shall be listed in student handbooks and shall receive appropriate training on their

reporting duties.

Policy Training and Dissemination

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

Nondiscrimination Coordinator

The Board designates the Superintendent as the Title IX and Nondiscrimination Coordinator. S/he can be contacted at:

PO Box 468
Lidgerwood, ND 58053-0468
701-538-7341

The Title IX/Nondiscrimination Coordinator and any other school official responsible for the investigation of discrimination complaints shall receive appropriate training.

Complementary Documents

AAC-BR, Discrimination & Harassment Grievance Procedure
AAC-E, Filing a State or Federal Discrimination & Harassment Complaint · FGDB,
Student Handbooks End of Lidgerwood School District #28 Policy AAC

DISCRIMINATION & HARASSMENT GRIEVANCE PROCEDURE

The following procedure is designed to resolve harassment and discrimination complaints as defined in board policy in a prompt and equitable manner. Board policy requires all students and staff to fully cooperate when asked to participate in a harassment investigation. The procedure contained in these regulations supersedes the district's complaints about personnel and bullying policies.

Retaliation Prohibited

The District prohibits retaliation for an individual's participation in and/or initiation of a harassment/discrimination complaint investigation, including instances when a complaint is not substantiated. The consequences for violating this prohibition are delineated in the policy.

Complaint Filing Format and Deadlines

Complaints can be filed verbally or in writing and should be filed as soon as a victim or witness of alleged harassment and/or discrimination becomes aware that alleged harassment or discrimination occurred. Complaints must be filed within statutory deadlines contained in the law.

To Whom Complaints May be Filed

Complaints may be filed with any responsible employee. Each district school shall print a list of responsible employees in its student handbook. Responsible employees are required to report any discrimination/harassment to the Superintendent when they knew (e.g., received a complaint, directly observed it) or should have known it was occurring (e.g., overheard students talking about an incident, saw discriminatory or harassing graffiti or vandalism on school property). Failure by a responsible employee to report under this regulation may result in disciplinary action.

Initiating Complaint Resolution Procedure

After receiving a discrimination/harassment complaint or gaining knowledge of potentially discriminatory/harassing conduct, the Superintendent shall contact the complainant/victim, determine if an informal or formal investigation is appropriate, and determine if the complainant/victim requests confidentiality. Requests for confidentiality shall be handled in accordance with policy AAC.

Prohibition on Meeting with the Accused

At no time during the informal or formal resolution process shall the complainant be required to meet with the accused. If any school official listed in this regulation as responsible for conducting or overseeing the investigation is the accused, the Superintendent or Board President (if the Superintendent is the accused) shall designate a different individual (which may be a third party) to carry out the accused's responsibilities associated with the investigation.

Third-Party Assistance

School officials responsible for conducting/overseeing discrimination/harassment investigations are authorized to receive assistance from the district's legal counsel throughout the process.

Investigation Timeframes

The informal resolution procedure shall be completed within 30 days of a responsible employee reporting the complaint or incident to the Superintendent unless the investigator documents reasons for delays and communicates these reasons with the complainant and accused. The formal resolution procedure shall be completed within 60 days of a responsible employee reporting the complaint or incident to the Superintendent or a complainant or accused terminating the informal complaint procedure unless the investigator documents reasons for delays and communicates these reasons with the complainant and accused.

Interim Measures

Pending the final outcome of an informal or formal investigation, the District shall institute interim measures to protect the complainant and inform him/her of support services available. These interim measures should have minimum impact on the complainant.

Informal Resolution Procedure

This procedure shall not be used when the alleged discrimination or harassment may have constituted a crime. This procedure shall only be used when mutually agreed to by the complainant and the Superintendent.

During this process, the Superintendent shall only gather enough information to understand and resolve the complaint. Based on this fact-gathering process, the Superintendent shall propose an informal solution, which may include, but not be limited to, requiring the accused to undergo training on harassment/ discrimination, requiring all students and staff to undergo such training, instituting protection mechanisms for the complainant, and/or holding a formal meeting with the accused to review the harassment/discrimination policy and discuss the implications of violating it. Both the complainant and the accused must agree to the informal resolution before it can be instituted.

The Superintendent shall monitor the implementation and effectiveness of recommendations and initiate the formal resolution procedure below if harassment/discrimination persists.

Both the complainant and the accused have the right to terminate the informal procedure at any time to pursue a remedy under the formal grievance procedure.

Formal Resolution Procedure

Whenever alleged discrimination or harassment may have constituted a crime, the Superintendent should contact law enforcement and enter into a memorandum of understanding concerning sharing of evidence and coordination of the investigation. The fact-gathering portion of the investigation shall be carried out by the Superintendent and shall consist of interviews with the complainant, the accused, and any others who may have witnessed or otherwise have knowledge of the circumstances giving rise to the alleged complaint and may involve gathering and review of information relevant to the complaint. Both the complainant and accused will have equal opportunity to present evidence and name witnesses. Witnesses shall be instructed not to discuss this matter with others.

The fact-gathering portion of the investigation shall be completed within 15-20 calendar days or as soon as practical. After gathering this information, the investigator shall

determine if a recommendation for expulsion for an accused student or discharge for an accused teacher should be made. If this recommendation is made, the hearing shall be held in accordance with district policy and law, except that both the complainant and accused shall have an equal right to attend the hearing, have parents/spouse (for employees) and a representative present, present evidence, and question witnesses. The complainant may choose to watch the hearing remotely and appoint a representative to participate in the hearing in his/her stead.

Investigation Report:

After the fact-gathering process and, if applicable, hearing is complete, the Superintendent or hearing officer (if a hearing was held) shall complete a written report containing a determination of whether allegations were substantiated, whether the discrimination/harassment policy was violated, and recommendations for corrective action, if any. These determinations shall be made on a case-by-case basis. The Superintendent/hearing officer shall assess if discrimination/harassment more than likely occurred or did not occur based on, but not limited to, the following criteria:

1. Whether evidence suggests a pattern of conduct supporting or disproving the allegations or harassment or discrimination.
2. Whether behavior meets the definition of harassment, sexual harassment, and/or discrimination as defined in board policy.
3. Ages of the parties involved.
4. Relationship between the parties involved.
5. Severity of the conduct.
6. How often the conduct occurred, if applicable.
7. How the District resolved similar complaints, if any, in the past.

Any disciplinary action shall be carried out in accordance with board policy, law, and, when applicable, the negotiated agreement.

The investigation letter shall indicate if any measures shall be instituted to protect the complainant. Such measures may include, but not be limited to, extending any interim protection measures taken during the investigation. The letter shall also inform the complainant of support services available.

The investigation letter shall contain a monitoring plan to evaluate the effectiveness of the resolution and help prevent a recurrence.

The resolution listed in the investigation report shall be final and binding; however, nothing shall prevent the parties from seeking judicial redress through a court of compensation jurisdiction or through any applicable state or federal complaint procedures.

End of Lidgerwood School District #28 Board Reg. AAC-BR

FILING A STATE OR FEDERAL DISCRIMINATION & HARASSMENT COMPLAIN

Most employment-related discrimination or harassment complaints:

- Statute of limitations is 300 days (NDCC 14-02.4-19)
- Complaints should be filed with:

North Dakota Department of Labor
Human Rights Division
600 East Boulevard Ave, Dept. 406
Bismarck, ND 58505-0340
Phone: (701) 328-2660 or 1-800-582-8032

Employee, student, or other person claiming to be aggrieved by a discriminatory practice with regard to public services or public accommodations:

- Statute of limitations is 180 days (NDCC 14-02.4-19)
- Complaints should be filed with:

North Dakota Department of Labor
Human Rights Division
600 East Boulevard Ave, Dept. 406
Bismarck, ND 58505-0340
Phone: (701) 328-2660 or 1-800-582-8032

Student harassment or discrimination complaints related to programs and activities that receive federal financial assistance:

- Statute of limitations is 180 days for most claims (28 CFR 35.170 and 34 CFR 100.7). There may be an exception for Section 504 claims.
- Complaints should be filed with:

Chicago Office for Civil Rights
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661
Telephone: 312-730-1560 Fax: 312-730-1576 TDD: 800-877-8339
email: OCR.Chicago@ed.gov

End of Lidgerwood School District #28 Exhibit AAC-E

Appendix B—NDHSAA Eligibility Bylaws

[*Click Here*](#)

Appendix D—Technology, Internet, and Device Acceptable Use Policy

Lidgerwood Public School provides devices and internet access in order to educate our students, and help them become efficient, productive, safe, and technologically literate in our modern world. By using this technology, we aim to become more effective in serving our students' needs. In order to assure these resources are used appropriately, Lidgerwood Public School reserves the right to review, restrict, and remove postings, material, and/or access for any users while on the school domain. The following user responsibilities are expected of all students at Lidgerwood Public School:

1. Personal Safety

- a. You will not post any contact information (including name, address, phone number, etc.) of yourself or any other person on any forum, page, or online form.
- b. You will not agree to meet someone you met online, or facilitate such a meeting, at any time. Any contact or receipt of contact of this nature must be reported to school officials immediately.

2. Illegal Activity

Students will not attempt to gain unauthorized access to this or any other computer system or go beyond authorized access by entering another person's login information.

- a. Students will not deliberately attempt to disrupt the system or network in any way or destroy data by any means.
- b. Use of the Lidgerwood School domain to facilitate any type of illegal or criminal activity is strictly forbidden.

3. System Security

Students are responsible for their own accounts and should take all reasonable precautions to protect them. Passwords should be kept private and/or changed if needed to prevent unauthorized access.

- a. Any strange findings that look like unauthorized access must be reported to the school administration immediately.

4. Appropriate Use

Lewd, profane, obscene, vulgar, inflammatory, threatening, or any other form of inappropriate behavior and language is not to be used online or with school devices. Any form of disrespect, misbehavior, harassment, or other inappropriate action is grounds for disciplinary action, including removal from school network access, computer usage, suspension, or expulsion.

- a. Taking part, in any form, of violent, derogatory, or harassing behavior in the online forum/system is strictly prohibited, and grounds for disciplinary action. Nature, tone, and intention of online actions can be arbitrary and/or ambiguous, and therefore may not exclude you from disciplinary action. If it looks suspicious, derogatory, or wrong, do not link your name or online identity to it.
- b. System is only to be used for educational activities.
- c. Downloading of files/applications is strictly prohibited without administrative authorization.
- d. Plagiarism and copyright infringement are prohibited, illegal, and cause for disciplinary action.
- e. Access to any unacceptable material, including but exclusive to

pornography and/or material depicting violence or discrimination of any kind, is strictly prohibited and grounds for disciplinary action.

f. If you mistakenly access any inappropriate material, at any time, you must inform the school administration immediately. Failure to do so will not protect you from a claimed or verified infringement of this policy.

g. You should expect no privacy of the contents of any personal files or material on the LPS system. Routine maintenance and/or incidental failure of system components may lead to loss of personal material at any time. Great efforts have been put in place to prevent this from happening, but it is always possible. Students must adequately protect themselves by backing up material via external media or cloud-based sources. Likewise, policy violations are subject to search and seizure of any and all online material in the student's possession.

h. Lidgerwood Public School will cooperate fully with local, state, and federal authorities in any investigation related to illegal activities conducted throughout this school system.

i. Any infraction of this use policy will result in immediate notification to parent/guardian, followed by appropriate action as deemed necessary by the school administration. These actions may include but are not exclusive to:

- i. Suspended system rights and/or termination
- ii. School Disciplinary action (Detention, Suspension, etc.)
- iii. Appropriate Legal Action
- iv. Student responsibility for the cost required to repair damaged system components or to purchase a replacement

Chromebook Use

Students in grades 7-12 are given a personal Chromebook to use during the school day and to take home for use on school work and personal work. All afore-mentioned acceptable use policies apply to the use of school Chromebooks while in school. While we are not able to monitor the use of Chromebooks outside of the school setting, we expect students to use them appropriately when outside of school as well and ask parents/guardians to help us with this endeavor.

Chromebook screens are made of glass and will break if the device is not cared for properly. A carrying case is highly recommended to protect devices from accidental breakage. The user is responsible for screen replacement cost, regardless of fault. If a student damages or loses their Chromebook they will be financially responsible for the cost required to replace or repair the Chromebook. Failure to pay will result in restriction of Chromebook privileges and further action by the school district. If a student loses or breaks their Chromebook charger there will be a \$25 replacement fee.

Only a soft cloth should be used to clean the device. Avoid using any household cleaners. A damp cloth with water may be used to clean the screen if the device is off.

Do not subject the device to extreme heat or cold.

Do not store the device in unlocked or unattended vehicles.

Users may not use the device to record or photograph any individual without that person's consent.

Chromebooks are subject to routine maintenance and monitoring and must be immediately surrendered to school personnel upon any request. LPS reserves the right to confiscate these devices at any time.

Lidgerwood Public School is not responsible for the financial or personal file/information loss that may be deleted from Chromebooks.

If a Chromebook is left at home, or uncharged, users are responsible for completing all work required of them as if they had access to their device. Users are solely responsible for the device and its battery life.

A user's Chromebook location should be known at all times.

Chromebooks belonging to other users are not to be used or tampered with in any fashion.

It is the sole responsibility of the user to keep his/her Chromebook safe, secure, and free from damage.

Unattended Chromebooks should be turned into the office immediately.

Students found in breach of this Chromebook agreement are subject to disciplinary action, financial obligation, confiscation of the device, removal of content, or referral to law enforcement for illegal activity.

In the event of temporary or permanent device confiscation, the student is still responsible for any and all school work that requires the use of a device.

I have read the Lidgerwood Public School Technology, Internet, and Device Acceptable Use

Policy, and agree to use school devices, technology, and internet/system access in a responsible, legal manner. I understand that, as a student and parent/guardian of said student, I accept these rules and regulations in order for my student to gain access to Lidgerwood Public School technology, devices, and internet/system access.

Student Handbook Acknowledgement Form**Lidgerwood Public School****Grades 7 - 12 Student Handbook**

(Student Name, print)

I have read the Lidgerwood Middle/High School Student Handbook with my child and we understand the rules, the regulations, and policies and agree to full compliance.

Student signature, date

Parent signature, date