

Rugby High School

1123 South Main Ave

Rugby, ND 58368



Our Motto: Every Student Every Day

Our Mission: To cultivate relationships and promote growth with every student every day.

Our Vision: Our vision is to create a safe and caring environment in which all learners are engaged with authentic, innovative, standards-referenced learning centered on collaboration, communication, creativity, and critical thinking. Every learner will be empowered to pursue personal excellence and make a positive impact in an ever-changing world.

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### The Week's Events

The Week's Events can be found on the school's web page. The Week's Events is a source for quick access to information about the hot lunch program, school events, leave times for activities and other events happening at the school for the current week.

### The Building Use

Want to know sports schedules, school holidays, or activities scheduled in the school building? The Building Use/Activities Calendar can be found on the school's web page.

### Grading Portal Access

PowerSchool and EMPOWER can be accessed through the links located on the high school web page.

### Parents Right to Know

As required by the Every Student Succeeds Act (ESSA), parents of students attending Rugby Public Schools are hereby notified of their right to request certain information regarding the professional qualifications of the student's teachers and paraprofessionals.

Any parent seeking information on the professional qualifications of their child's teacher(s) or para(s) should contact Jared Blikre, Principal of Rugby High School at 776-5201.

### School Membership (Compulsory Education)

North Dakota State law requires all children between the ages of 7 and 16 to be in attendance every day school is in session with limited exceptions. Students reaching the age of 16 may withdraw from school with parent approval.

### School Attendance

The Rugby School District believes that regular school attendance is the joint responsibility of the student and their parent(s) or guardian(s), and it is essential for student success in school. The District shall abide with compulsory attendance requirements in state law for students ages seven through sixteen. In order to comply with and enforce these requirements, the Board establishes the following attendance policy.

### Definitions

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

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

Examples of an excused absence may include illness, injury, family emergency, religious observance or instruction, suspension, participation in a school-related activity, court appearances when subpoenaed, or other reasons deemed necessary and justifiable by the building principal or Superintendent.

- Unexcused absence is any absence not supported by the verbal or written excuse required for an excused absence, and shall count in determining when a compulsory attendance violation occurred. If a student is absent for an unexcused reason, the parent/guardian is responsible for promptly calling the principal's office to explain the absence, and the student shall be subject to the consequences contained in the Absences section of this policy.

Examples of an unexcused absence may include, but are not limited to, truancy, oversleeping, routine errands, car trouble, haircuts, beauty shop appointments, car maintenance and repair, senior picture appointments, and any undeclared absences.

### Documentation Requirements

School administration may require documentation to verify an excused absence, including, but not limited to:

1. Medical documentation from an appropriate licensed healthcare provider;
2. A copy of a court summons or subpoena;
3. An obituary for funeral leave;
4. Verification of planned or executed family travel (e.g., a boarding pass);
5. A request from an official at the student's place of worship; or
6. A request for an absence due to a curricular or extracurricular event submitted by the student's teacher, coach, or extracurricular advisor.

### Compulsory Attendance Violations

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

### Absences

The Board recognizes that prompt, regular attendance is extremely important. Absenteeism not only adversely affects the learning process of a student but also may impede their normal progression through the grades. The Board expects each student to attend all scheduled classes and daily activities except when a school administrator has excused a student. The Superintendent or designee shall establish criteria for requesting and granting approved absences, make-up work requirements, and parental notification processes for students with accumulated absences.

Students shall be subject to academic sanctions due to unexcused absences. Accumulated absences in excess of 10 may result in academic consequences. Attendance shall be a factor used in computing students' grades. Students who are absent for unapproved reasons shall be subject to academic sanctions (which may include, but not be limited to, a point, percentage, or grade reduction) and/or intervention counseling in accordance with administrative regulations. The Superintendent or designee shall develop regulations on grade-appropriate academic sanctions and other intervention strategies for unapproved absences. These regulations shall contain provisions that allow students to remedy some or all of the adverse academic consequences associated with unapproved absences.

I. Maximum Absence Rule - a student will not receive credit for any class in which absences exceed 10 for one semester except under the direst of circumstances. All absences will be counted in the accumulation of the maximum number, except as otherwise provided herein. Excused absences listed in Sections III and IV do not count toward the 10 day maximum rule.

When a student is to be absent from school, the parent / guardian is asked to call the attendance secretary by 10:00 a.m. on the day of the absence to indicate why the student will be absent and to estimate the length of the absence. If a parent / guardian have not called the school by 10:00 a.m., the attendance secretary will call to contact a parent / guardian. Phone - 776-5201

Immediately upon returning to school after an absence, a student must obtain an admittance slip from the office. When a student is late in coming to school, they must sign in at the main office and obtain an admittance slip. The student shall present the slip to the instructor upon reporting to class.

II. Unexcused Absences. Count in the 10 day maximum rule.

a. Truancy

1. being absent from one or more classes without the consent of parents / guardians and /or school officials.
2. Failing to report to the office after being sent there.
3. Leaving class without permission of the teacher.

4. Abusing of pass usage.
  5. Failing to leave campus after checking out.
  6. Failing to attend class after returning to school.
  7. Leaving school after the school day has commenced, other than during noon break, without receiving permission from the office.
- b. Removal from class
  - c. Unverified appointments
  - d. Out of State Family trips / Family Farm & Business Leave which are not prearranged.
  - e. Students with unexcused absences may be assigned two hours detention for each hour of class missed.

III. Excused Absences. Excused absences do not count in the 10 day maximum rule.

- a. Personal Illness. (A doctor's excuse is necessary for extended illness or hospitalization.)
- b. Family death
- c. Family emergencies.
- d. Funerals of family, friends, or relatives
- e. Required court appearances
- f. School bus not running due to weather (administrative approval).

IV. Excused Absences Which Must be Prearranged. Excused absences do not count in the 10 day maximum rule. A prearranged absence is one in which the work must be made up 24 hours in advance of the date in which the student will miss.

- a. School sponsored activities
- b. Church activities approved by the principal.
- c. Out of state Family trips requested by parents and approved by the principal. (Extended Leave)
- d. Medical / dental appointments which aren't emergencies.
- e. One college visitation day per school year
- f. Family Farm or Family Business leave.

Out of State Extended Leave - If a parent wishes to take a student from classes for an out of state family trip, and the leave may jeopardize the 10 days per semester rule, the student may file a Request For Extended Out of State Leave Form. The leave form is available in the high school office. The form must be submitted to the office at least 24 hours in advance of the absence. If the following conditions are fulfilled and if the Extended Out of State Leave Form is submitted in advance, an excused absence may be granted. Parents are encouraged to keep these absences at a minimum because school attendance has an effect on student performance.

- a. The student must secure parental approval and signature.
- b. Student must be accompanied by an adult on each activity.
- c. The student must secure assignments from the teachers.

Family Farm or Family Business Leave - If a parent wishes to take a student from classes for family farm/business work, the student must file a Request For Family Farm / Family Business Leave Form. The leave form is available in the high school office. The form must be submitted at least 24 hours in advance of the absence. Due to the special circumstances of family farms and businesses, after the initial permission slip is signed, the parent may call in to release the student for work. If the following conditions are fulfilled and if the work leave slip is filed in advance, an excused absence may be granted. Parents are encouraged to keep these absences at a minimum because school attendance has an effect on student performance.

- a. The student must secure parental approval and signature.
- b. Student must be accompanied by an adult on each activity.
- c. The student must secure assignments from the teachers

## V. Attendance Incentive Policy

Semester assessments will be given in every class. Students may be exempt from semester assessments if they meet the following criteria:

1. Missing no more than four class periods will exempt a student from taking the semester assessment in that class.
2. Accumulation of a fifth unexcused tardy in a semester will require the student to take all of their semester assessments.
3. Any unexcused absence in a semester will require the student to take all of their semester assessments.
4. Any form of school suspension will require a student to take all their semester assessments.
5. Any failing grade will require a student to take that semester assessment.
6. School related absences will not count towards the exemption policy. All other absences will count towards the exemption policy.
7. If a student has an A average for the semester the student will be exempt from taking the semester assessment in that class; unless the student has been suspended or has an unexcused absence.

Instructors may require students to take a semester assessment with prior written notice on a course syllabus. Students may elect to take a semester assessment from which they are exempt. Administration reserves the right to use discretion.

## VI. Excessive Absences

- a. Excessive absences for students who are not yet 16 years of age will be processed using the following steps:
  1. At five absences in a semester, the student and the student's parents will be notified of possible credit loss if student goes over the 10 day limit.
  2. At ten absences in a semester, the student and the student's parents will be notified and warned that at eleven absences the parents and student will be referred to Social Services.
  3. At eleven absences, the parents of the student will be referred to Social Services, and the charge of Educational Neglect will be filed.
  4. All hours in which the student is absent past 10 days in a semester, will be made up before or after school, or the student will receive no credit for the semester.
- b. Excessive absences for students who are 16 or older will be processed using the following steps:
  1. At five absences in a semester, the student and the student's parents will be notified of possible credit loss if student goes over the 10 day limit.
  2. At ten absences in a semester, the student and the student's parents will be notified and warned that at the eleven absences the student will be dropped from the rolls of Rugby High School.
  3. At eleven absences in the semester, the student will be dropped from the rolls of Rugby High School.

## VII. Tardiness (Late to Class)

Students are expected to be on time for class at the beginning of the day and at the beginning of EVERY class period. Students who are tardy for class will have the following consequences:

- Accumulation of a 4<sup>th</sup> tardy within a quarter will warrant a 40 minute Tardy Detention.

VIII. Students 18 years of age or older. An emancipated student 18 years of age or older, upon request to the building principal, may assume responsibility for the verification of absences from school.

## MAKE-UP WORK

Students who return from an absence will have time to make up work that has been assigned during their absence. Generally, this policy provides two days' time to complete make-up work for each of the first two

days absent. For absences that extend beyond two days, one extra day will be allowed for make-up for each consecutive day of absence beyond the first two.

Examples follow: If a student is absent for two consecutive days, he has through the fourth day following his return to complete his make-up work. However, if he was absent for six days he will have eight days to complete his make-up work. In hardship situations, the principal may grant extensions for homework beyond the time stated by the policy. Any homework or tests assigned prior to the student's absence are due, or are to be taken on the first day of the student's return.

### Conduct Subject to Suspension/Expulsion

Conduct, including but not limited to the following, exhibited while on school property, during a school-sponsored activity, or during a school-related activity is subject to suspension or expulsion:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property;
3. Causing or attempting to cause physical injury to another person except in self-defense;
4. Possessing or transmitting a firearm, dangerous weapon, or any object that is used, attempted to be used, or threatened to be used to intimidate or cause bodily harm;
5. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
6. Disobedience or defiance of proper authority;
7. Behavior that is detrimental to the welfare, safety, or morals of other students;
8. Truancy;
9. Offensive and vulgar language, when it is obscene, defamatory, or inciteful to violence and disruptive of the educational process;
10. Threats of violence, bomb threats, or threats of injury to individuals or property;
11. Any student behavior that is detrimental or disruptive to the educational process, as determined by the principal.

A suspension from school is defined as a temporary dismissal from school or class; it includes in-school suspension from classes and out-of-school exclusion from classes and activities. An expulsion from school is an exclusion beyond 10 school days. Suspension from school may be ordered by the superintendent or principal. Principals may recommend expulsion of students. The Superintendent will serve as the hearing officer for expulsion hearings unless not qualified, in which case, the school board will appoint an alternative. Suspension or expulsion of students with disabilities will comply with the IDEA and Section 504 of the Rehabilitation Act.

### Credit Requirements

Grade level classification depends upon the number of credits earned. Classifications are related to credit as follows:

- Freshman..... 0-3.75 credits
- Sophomore ..... 4.0-8.50 credits
- Junior..... 8.75-12.75 credits
- Senior..... 13.0 and above credits

### Drop/Add Course(s)

A change in career goals or other extenuating circumstances may make schedule changes desirable, but generally such changes are discouraged. Students are encouraged to make careful selections when completing their pre-registration. A student WILL NOT be permitted to add or drop a class after it has been in session for five days.

## Minimum Class Load

- Students must enroll in classes for a minimum of seven periods per day.
- Subjects occupying two periods of the day or earning two credits will be counted as two classes.
- A student enrolled in a fifth year of high school may receive exemption from the minimum class load requirement.

## RHS GRADUATION REQUIREMENTS

<b>RHS 24 Credit Graduation Requirements</b>	<b>High School Diploma</b>	<b>College Bound Track</b>
<b>Language Arts Requirement - 4 credits</b>	1 Language Arts credit	1 Language Arts credit
	1 Language Arts credit	1 Language Arts credit
	1 Language Arts credit	1 Language Arts credit
	1 Language Arts credit	1 Language Arts credit
<b>Social Studies Requirement - 3 credits</b>	World History	World History
	U.S. History	U.S. History
	Problems of Democracy	Problems of Democracy
<b>Mathematics Requirement- 3 credits</b>	Algebra 11-12	Algebra
	Algebra 13-14	Geometry
	Consumer Math or Geometry	Algebra 2
<b>Science Requirement - 3 credits</b>	Physical Science	Physical Science
	Biology	Biology
	1 additional lab science	1 credit from a lab science: (Applied Science does not qualify)
<b>Physical Education / Health Requirement 1 credit</b>	Physical Education .5 credit	Physical Education .5 credit
	Health .5 credit	Health .5 credit
<b>Fine Arts / Foreign Language / Vocational Requirement - 2.5 credits</b>	2.5 credits from the following:	2.5 credits from the following:
	Agriculture Ed.	Agriculture Ed.
	Buisness Ed.	Buisness Ed.
	Fine Arts (Music / Art)	Fine Arts (Music / Art)
	FACS	FACS
	Foreign Language	Foreign Language
<b>Minimum of 7.5 Elective Credits</b>	7.5 credits of your choice	7.5 credits of your choice

## North Dakota Academic Scholarship

The amount of each scholarship is \$750 per semester or \$500 for each quarter or clock-hour term based on full-time enrollment in an accredited higher education institution in North Dakota, both public and private. The scholarships are renewable provided the student maintains a 2.75 grade point average based on a 4.00 scale reviewed each semester and maintains progress toward program completion. Students may qualify for the North Dakota Scholarship, the North Dakota Academic Scholarship or the North Dakota Career and Technical Education Scholarship. The students may be eligible for up to \$6,000 within six academic school years (do not have to be consecutive semesters, quarters, or clock-hour terms) after graduation from high

school which may be applied to a graduate or professional program. Application deadline will be June 1 of each year, with high school graduates notified of their eligibility for either scholarship by June 30.

An accredited institution of higher education is a post-secondary institution offering at least a 2-year degree regardless if all programs are 2 years or more in duration. A student may use either the North Dakota Academic Scholarship or the North Dakota Career and Technical Education Scholarship at the following institutions:

#### State Universities

Dickinson State University, Mayville State University, Minot State University, North Dakota State University, University of North Dakota, Valley City State University

#### Two-Year Colleges

Bismarck State College, Candeska Cikana Community College, Fort Berthold Community College, Lake Region State College, Dakota College at Bottineau, North Dakota State College of Science, Sitting Bull College, Turtle Mt. Community College, Williston State College, Untied Tribes Technical College

#### Private Colleges

Jamestown College, MedCenter One College of Nursing, Trinity Bible College, University of Mary, Rasmussen College

#### ND Scholarship - Eligibility Requirements

1. Complete: 1 unit of Algebra II; 1 unit of math for which Algebra II is a prerequisite; 1 unit of any other math which may include Computer Science; 2 units of the same foreign language, the same Native American language, American Sign Language, or 2 units of CTE from a coordinated plan of study or an education pathway consisting of 1 unit in teaching profession and educational methodology plus at least 1 unit in AP or dual-credit psychology, child development, peer-to-peer leadership, or child-related careers; 1 unit selected from foreign language, Native American language, American Sign Language, fine arts, or CTE
2. Any 5 additional units
3. Complete 1 unit of an AP course and exam,  $\frac{1}{2}$  unit of a dual credit course, or 1 unit of an early entrance college course from a college which has a physical presence in North Dakota
4. Earn a composite score of at least 24 on ACT

#### ND CAREER AND TECHNICAL EDUCATION SCHOLARSHIP - ELIGIBILITY REQUIREMENTS

1. Complete: 1 unit of Algebra II and any other 2 units of math which may include 1 unit of Computer Science; 2 units of a coordinated plan of study or an education pathway consisting of 2 units in teaching profession and educational methodology plus at least 1 unit in AP or dual-credit psychology, child development, peer-to-peer leadership, or child-related careers; 1 unit selected from foreign languages, Native American languages, American Sign Language, fine arts, or CTE
2. Any 5 additional units, 2 of which are in the area of CTE
3. Earn a composite score of 24 or higher on the ACT or score of at least "5" on each of the 3 designated WorkKeys assessments

#### COMMON REQUIREMENTS FOR BOTH SCHOLARSHIPS

1. North Dakota resident student graduating from a ND high school or from a high school in a bordering state according to provisions set forth in ND Century Code 15.1-29, or a nonpublic school in a bordering state while residing with a custodial parent (NDCC 15.1-21-02.6), or completes a program of home education supervised in accordance with chapter 15.1-23
2. Any 4 units of English

3. 3 units of Science: Physical Science (1 unit), Biology (1 unit), and two 1/2 units of any other science; OR, Biology (1 unit), Chemistry (1 unit) and Physics (1 unit).
4. 3 units of Social Studies: US History (1 unit), Problems of Democracy (1 unit) OR U.S. Government (1/2 unit) plus Economics (1/2 unit), any other (1 unit or two 1/2 units)
5. Physical education (1 unit) or physical education (1/2 unit) and Health (1/2 unit)
6. Earn no grade lower than a “C” on any unit required for the scholarship
7. Earn a cumulative GPA of 3.0 or higher on a 4.0 scale

\*\*\*\* DEADLINE FOR SCHOLARSHIP APPLICATION IS JUNE 1\*\*\*\*

#### ITV (Interactive Television Courses)

Students must receive approval from the principal or counselor to enroll in courses through ITV. To enroll for an ITV course the student must have a “B” or higher cumulative GPA. The student must also have the demeanor to have the discipline necessary to be self-directed.

#### Dual Credit Courses

The dual credit program allows eligible high school juniors and seniors to take college courses and earn high school credit once the college work has been completed. Students who are college bound and academically able can reap these benefits:

- More gradual transition into college
- Investment of study time which serves two purposes
- Challenging course-work option for gifted students
- Cost-effective way to invest in credits while still living at home
- Potential to shorten the duration of campus-based study
- Possible early registration privilege at degree-granting institution.

Students must meet certain requirements before being accepted for ‘Dual Credit Courses.’ Students must receive approval from the principal or counselor to enroll in dual credit courses. To enroll for a dual credit course the student must have a “B” or higher cumulative GPA. The student must also have the demeanor to have the discipline necessary to be self-directed. The principal and the college of choice would have to approve the application. All costs associated with Dual credit would be borne by the student. All tuition, textbooks, and registration fee payments are to be made to the college. If the teacher of record is a Rugby High School teacher, textbooks for the course will be provided by the school. Non-Rugby instructors do not use PowerSchool. Instructors will provide contact information.

#### Courses Not Offered Through RHS

A Rugby High School student may receive approval for correspondence course enrollment under the following conditions.

1. To pursue a course of study not offered by RHS.
2. Financial responsibility for correspondence course work rests with the student. Administration will use discretion.
3. Correspondence credit may be accepted for a required course only if the student has failed the required course and opts to enroll in a correspondence course to meet the requirement.
4. Students must receive approval from the principal or counselor to enroll in courses through correspondence (independent study).

#### Virtual Courses (ND Center for Distance Education and Other Approved Providers)

Rugby High School supports virtual learning options when they align with a student's academic plan and are used responsibly. The following policy outlines eligibility, expectations, and procedures related to virtual coursework:

#### Eligibility and Approval

- The district will not pay for any virtual course that is already offered at Rugby High School. Students may not enroll in a virtual course to avoid a teacher or a course setting.
- Students must be in good academic standing (no failing grades, acceptable attendance, and no major disciplinary concerns) to be eligible for virtual courses.
- A student who does not meet the academic standing requirement may appeal to the building principal. If the appeal is granted, a written support plan must be developed and agreed upon by the student, parent/guardian, and administration.
- Exception: Students who are not in good academic standing but require a course for credit recovery may be approved to take a virtual course if deemed necessary by the administration.

#### Enrollment Procedures

- Students must follow the same drop/add deadlines and procedures as those used for on-campus courses.
- Requests for virtual courses must be submitted in advance by the principal or designee.

#### Retakes and Course Completion

- The district will cover the cost for one retake of a previously failed virtual course. Any additional attempts will be the responsibility of the student and family.
- If a student fails to maintain progress in a virtual course (e.g., missed assignments, lack of communication with the instructor, failing grade status), the school district reserves the right to remove the student from the course immediately and record a failing grade if appropriate.

#### Course Identification

RWC (Regular Works Classes) – These sections are designed to meet the basic educational needs of all high school students without consideration of special ability.

PWC (Practical Works Classes) – These sections provide for the specific needs of students with educational deficiencies.

DC (Dual Credit Classes) – These classes allow eligible high school juniors and seniors to take college courses and earn high school credit once the college work has been completed.

#### HONOR ROLL

The honor roll will be computed at the completion of each Semester.

Accumulative grade point average of 3.5 and above will be recognized as "High Honors". Accumulative grade point average of 3.0 - 3.49 will be recognized as "Honors". If an I, U, D, or F is recorded on a report card, there will be no consideration for inclusion on the Honor Roll. Students must be enrolled in at least 5 courses to qualify for Honor Roll. Modified courses taught through the Resource Room do not qualify for the Honor Roll status.

To qualify as a senior honor graduate, students must achieve a 3.5 overall (4 years) grade point average, computed through the first semester of the senior year. A student must have a minimum of 22 credits that receive a grade point average.

#### STANDARDS-REFERENCED EDUCATION

The Rugby School District's School Board, Educators, and Administration are committed to the core ideas of a standards-referenced system through:

- Powerstandards in all content areas at each grade level

- Classroom instruction and assessments aligned to Powerstandards
- Multiple opportunities provided to students to demonstrate mastery of Powerstandards
- Formative assessment practices used to improve instruction
- Proficiency scales are developed and used to determine a student’s level of mastery
- Regular progress reported on Powerstandards
- Behavior and work habits reported separately from the grade

### Homework

Definition: Homework or assigned work that is not completed in class is meaningful work that may include practicing concepts, reinforcing or reviewing classroom instruction, gaining familiarity on a new topic, and/or studying for tests.

Homework is...	Homework is not...
<ul style="list-style-type: none"> <li>• Intended to provide practice</li> <li>• Used to communicate progress to students and parents</li> <li>• Differentiated or modified based upon an individual student’s needs and/or socioeconomic factors</li> <li>• Developmentally or age appropriate</li> <li>• Grade level appropriate (10 minutes per grade)</li> <li>• Tied to standards or driven by standards</li> </ul>	<ul style="list-style-type: none"> <li>• Intended to be a significant portion of the final grade</li> <li>• To be used as a punishment</li> <li>• Busywork</li> </ul>

### Second Chance for Learning

- Students will have multiple opportunities to demonstrate growth or mastery of a Powerstandard
- Corrective instruction, additional practice, etc. must occur prior to an additional opportunity
- Full credit should be given for any additional opportunity
- The most accurate score will be used for grading purposes

### Grade Reduction and Enhancement

- Zeroes, incompletes, and no evidence should not be permanent
- Deadlines prior to the end of each grading term are at the discretion of the educator
- Educators may make use of incompletes at the end of grading terms under special circumstances (i.e. student illness or hardship)
- Late work should be accepted in most circumstances. (students should be given the opportunity to turn in missing work for full credit)
- Grades will not be based on a curve
- Bonus points should not be used if not related to content or a specific skill

### Academic Eligibility for Grades 5-8

The following behaviors will be reported separately from the academic grade in an effort to increase the accuracy of a student’s grade. All students will be assessed on Approaches to Learning. Students will be assessed by their educators on a regular basis. Students in grades 5-8 will receive a weekly report in the grading system.

An eligibility report will be run every week to get results of student progress and Approaches to Learning in all classes. Any student with an Approaches to Learning score below Developing (in any two areas or two

consecutive weeks) will be ineligible until they meet the requirements set forth by the policy. **Teachers are required to notify parents when marking a student unsatisfactory.**

The grading system will be checked at 4:00 on each Tuesday. If a student is found to be ineligible at 4:00 on Tuesday, the student will not be able to participate from Wednesday through the following Tuesday. Parents of a co-curricular student will be notified if a student is not eligible.

### Approaches to Learning Behavior Rubric

<b>Behavior Categories</b>	<b>Unsatisfactory (Below Eligibility)</b>	<b>Developing (Eligible)</b>	<b>Proficient (Eligible)</b>	<b>Exemplary (Eligible)</b>
<b>Respect &amp; Integrity</b>	Rarely shows respect or honesty	Occasionally respectful and honest	Consistently respectful and honest	Advocates for fairness and models respect for others
<b>Group Cooperation</b>	Disruptive or unwilling to cooperate	Cooperates with support or reminders	Works well with others without conflict	Leads positively in group settings
<b>Academic Integrity &amp; Responsibility</b>	Frequently off-task or dishonest	Sometimes completes work and follows rules	Completes assignments on time; takes responsibility	Takes initiative and seeks academic challenges
<b>Help-Seeking &amp; Engagement</b>	Avoids help and disengages	Asks for help when prompted	Seeks help when needed; actively engages	Seeks out independent study and inquiry
<b>Inclusiveness &amp; Sensitivity</b>	Unaware or disrespectful of differences	Occasionally aware or respectful	Sensitive to diversity and inclusive	Models and promotes awareness of diversity
<b>Problem Solving &amp; Initiative</b>	Gives up easily or needs constant guidance	Needs guidance to solve problems	Uses logic and direction to resolve issues	Uses creativity or self-direction to solve problems

### Academic Eligibility for Grades 9-12

Weekly each student, before making a public performance or representing the Rugby school system in any co-curricular activity must be eligible. All NDHSAA academic eligibility rules will be in effect. The student will be ineligible to participate under the following conditions:

1. If a student receives one "F" in a given week, he/she will be ineligible.
2. If a student receives an "I" for 2 consecutive weeks in the same class, he / she will be ineligible.
3. If a student receives two "I's" in a given week, he/she will be ineligible.
4. If a student received a "U" rating in a given class two weeks in a row, the student will be ineligible. "U" or unsatisfactory behavior is defined as behavior that involves insubordination, habitual indolence, disorderly conduct, or violation of established classroom rules.

5. If two "U" ratings are received by a student in a given week, he/she will be ineligible.
6. Any student that receives an "F", "I", or "U" is not eligible for Sr. Privileges or SRB Commons Privileges.
7. If a student receives an ejection from a co-curricular activity, NDHSAA penalties will be imposed. The ejected student will also be ineligible for participation in all co-curricular activities for 6 school days following the ejection.

Powerschool will be checked at 4:00 on each Tuesday. If a student is found to be ineligible at 4:00 on Tuesday, the student will not be able to participate from Wednesday through the following Tuesday. Parents of a co-curricular student will be notified if a student is not eligible.

#### Privilege Expectations for Grades 10-12

A weekly report will run to check for student privileges for each student at 4:00 on each Tuesday. The student's SRB teacher will notify students the following school day of a loss of privileges. Students are expected to check with their SRB teacher or receive an absence for the SRB period. Students must have their green permission slip signed at the beginning of the year to have privileges. A loss of privileges will fall under the below conditions:

1. If a Senior student receives one F in a given week, he/she will lose privileges.
2. If a Sophomore or Junior student receives one "C-" or lower, he/she will lose privileges
3. Any student that receives an "F", "I", or "U" is not eligible for Sr. Privileges or SRB Privileges.
4. Any student who has been placed on intervention by a teacher, is not eligible for SRB privileges.
5. Any student who has excessive tardies or unexcused absences is not eligible for SRB privileges.

If a student is found to lose their privileges at 4:00 on Tuesday, the student will not be able to have their privileges from Wednesday through the following Tuesday.

The following grading scale is used by Rugby High School staff for grades 9-12:

A	94-100	C	78-81
A-	92-93	C-	76-77
B+	90-91	D+	74-75
B	86-89	D	70-73
B-	84-85	D-	68-69
C+	82-83	F	0-67

Report cards are distributed at the end of each semester.

#### Student Visitors

Students desiring to bring a visitor to school during regular school hours must receive permission beforehand. Initial permission for the visitation to occur must be secured from the principal. Permission from each classroom teacher visited must also be obtained.

Visitors are expected to conform to the rules and regulations of Rugby High School. It will be the responsibility of the host to see that his guest is properly aware of school procedures and the standard of conduct expected.

#### Hall Conduct

Hallway congestion between class periods necessitates cooperation from each student to do his part in maintaining order by keeping to the right side of the hallway whenever possible, keeping voices down, and avoiding child's play. Running, pushing, shoving, general roughness, and foul language are prohibited. For the protection of all students, it may be necessary for staff members to assign detention or other disciplinary measures to maintain order in the hallways.

## Conduct / Behavior and Discipline

The Rugby Public School Board recognizes that a successful education is dependent upon many people. An appropriate education is based upon a foundation that includes parental involvement and support. Parents are expected to accept responsibility for appropriate discipline concerning their child(ren) which would assist in a meaningful education.

Students will be expected to conduct themselves in a manner fitting their age level and maturity, in a manner that will not impede on the orderly conduct of district schools, and will be expected to respect the rights of others on district property, including, but not limited to, district owned/leased/chartered vehicles, at school-sponsored events, and off-campus when student conduct has or is reasonably predicted to have a substantially disruptive effect on district operations and/or the educational environment. Students shall face a detention or suspension for abusive language, disrespect, swearing or insubordination. Please refer to the section entitled Suspensions and Expulsions for further information on these topics. The goals of the Rugby Public School District includes a goal to offer an appropriate education which includes respect for self, others and property.

## Harassment and Bullying

The District's policies on Nondiscrimination and Anti-Harassment, as well as Bullying, are being included in full in this handbook:

### Nondiscrimination and Anti-Harassment policy (AAC)

#### General Prohibitions

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

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

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

## Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- 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 an individual's sexual orientation; and
- k. Sexual violence, including rape, sexual battery, sexual abuse, and sexual coercion.

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

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

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

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

Other or different definitions may be set forth in board regulations AAC-BR1 or AAC-BR2.

#### Complaint Filing Procedure

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

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

#### Confidentiality

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

#### Complaint Recipients

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

#### Policy Training and Dissemination

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

## Grievance Coordinators

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

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

The Board designates the Superintendent as the Title IX Coordinator. They may be contacted at: 1123 South Main Ave, Rugby, ND 58368, 701-776-5201. Districts must notify students, parents or legal guardians, employees and unions of the name and specified contact information for the designated Title IX Coordinator(s). The notification must also state that inquiries about the application of Title IX and its regulations may be directed to the district's Title IX Coordinator or the Assistant Secretary of Education, or both. Districts must prominently display the Title IX Coordinator(s) contact information on their website, if any, and in each handbook it makes available to students, parents or legal guardians, employees and unions.

The 504/Title II Coordinator's responsibilities include overseeing the district's response to disability discrimination reports and complaints. The 504/Title II Coordinator must have knowledge of the requirements of Section 504 and Title II, of the district's policies and procedures on disability discrimination, and of all complaints raising Section 504/Title II issues throughout the District. To accomplish this, the 504/Title II Coordinator must be informed of any report or complaint raising Section 504/Title II issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates the Superintendent as the 504/Title II Coordinator. They may be contacted at 1123 South Main Ave, Rugby, ND 58368, 701-776-5201.

The Nondiscrimination Coordinator's core responsibilities include overseeing the district's response to discrimination and harassment reports and complaints that do not include sex or disability under applicable federal laws, but instead the other protected statuses or sex or disability based discrimination under state law. The Board designates the Superintendent, as the Nondiscrimination Coordinator. They may be contacted at 1123 South Main Ave, Rugby, ND 58368, 701-776-5201.

## Filing a Federal/State Harassment Complaint

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

Discrimination and/or harassment 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  
230 South Dearborn St., 37th Floor  
Chicago, IL 60604  
Telephone: (312) 730-1560  
E-mail: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)  
Website: [www.ed.gov/ocr](http://www.ed.gov/ocr)

Bullying policy (ACEA)

For purposes of this policy:

1. "Bullying" is defined in NDCC 15.1-19-17 as:
  - 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; or
    - (4) Substantially disrupts the orderly operation of the public school; or
  - b. Conduct 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; or
    - (4) Substantially disrupts the orderly operation of the public school; or
  - c. Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property which:
    - (1) Places the student in actual and reasonable fear of:
      - (a) Harm; or
      - (b) Damage to property of the student; and

- (2) Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student's educational opportunities or substantially disrupts the orderly operation of the public school.
2. "Conduct" includes the use of technology or other electronic media.
  3. "Electronic communication" is defined in NDCC 12.1-17-07(5) as a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.
  4. "Protected status" are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following statuses are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
  5. "School property" is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
  6. "School-sanctioned activity" is defined as an activity that:
    - a. Is not part of the district's curricular or extracurricular program; and
    - b. Is established by a sponsor to serve in the absence of a district program; and
    - c. Receives district support in multiple ways (i.e., not school facility use alone); and
    - d. Sponsors of the activity have agreed to comply with this policy; and
    - e. The District has officially recognized through board action as a school-sanctioned activity.
  7. "School-sponsored activity" is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
  8. "School staff" include all employees of the Rugby Public School District #5, school volunteers, and sponsors of school-sanctioned activities.
  9. "True threat" is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

#### Prohibitions:

A student or staff member may not:

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

#### Reporting Procedures for Alleged Policy Violations:

1. Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously, shall contact the building principal to inform them as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall report it to the Board President.

Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be

subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

2. Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:

- a. Completing a written complaint form (ACEA-E4). A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
- b. Complete and submit an online complaint form. A complainant will have the option of including their name on the form or submitting it anonymously.
- c. File an oral report with any school staff member.

Bullying may be a repeated or, in rare cases, one-time exposure to deliberate, negative behavior by one or more individuals. Single incidents and conflicts between two or more individuals do not automatically constitute bullying behavior. Districts should investigate each situation to determine if the alleged behavior meets this policy's definition of bullying. If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

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

#### Documentation and Retention:

The District shall develop a form to report alleged violations of this policy (ACEA-E3). The form should be completed by school staff when they:

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

The form should be completed by an administrator when they:

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

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

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 years old or graduates from high school, whichever is later.

#### Investigation Procedures:

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

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

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

1. Identification and collection of necessary and obtainable physical evidence (NOTE: In some cases, physical evidence may be unobtainable, e.g., a private social networking profile).
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator.
3. Interviews with any identified witnesses.
4. A review of any mitigating or extenuating circumstances.
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

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

#### Reporting to Law Enforcement and Others Forms of Redress:

Law enforcement must be notified by a school administrator or the Board President if there is reasonable suspicion that a bullying incident constituted a crime on or off school district property. Nothing in this policy shall prevent a victim/their family from seeking redress under applicable state and federal law.

#### Disciplinary and Corrective Measures:

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

1. Require the student to attend detention;
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district’s suspension and expulsion policy shall be followed;
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond. Alternative placement of special education student will be handled in accordance with applicable policy;
4. Create a behavioral adjustment plan;
5. Refer the student to a school counselor;

6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
8. If applicable, contact the administrator of the website or social media platform on which the bullying occurred to report it.

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

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

#### Victim Protection Strategies:

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

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
3. Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to counseling services for the victim and perpetrator.
5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

#### Dissemination and Education:

The District shall review and revise this policy as it determines necessary. A copy of this district bullying policy and any amendments must be filed with the Department of Public Instruction.

The District shall place this policy, in its entirety, in student and staff handbooks and ensure that it is explained and discussed with its students each school year. The District shall also develop and implement bullying prevention programs for all students and staff professional development activities. School administration may develop guidelines to assist students and staff with identifying bullying conduct.

#### RHS Dress Code

The Rugby Public School along with parents and community are responsible for encouraging all students to develop habits of proper dress and grooming. These standards are based on respect for one another and the need to establish a safe, orderly, caring, challenging and business-like learning environment. It shall be violation of the Rugby Public School policy for any student to wear attire that interferes with the educational process, is disruptive to the school environment, is provocative, or could endanger the health or safety of that student or others during school hours and school activities.

## Dress Code Guidelines

- Student dress and grooming will be neat and clean.
- No clothing that exposes undergarments or inappropriate body parts.
- Skirts, dresses, and shorts must be properly fitted and may not be shorter than mid-thigh.
- No spaghetti strap or halter top shirts without an over shirt will be permitted. Shoulder straps have to be a minimum of one inch wide. No shirts or blouses that expose cleavage will be permitted.
- No bare midriff shirts or blouses will be permitted, "Tops must touch bottoms".
- No see-through or mesh garments may be worn which exposes undergarments or inappropriate body parts.
- It is not the intention of the school system to limit freedom of expression or communication of ideas, which may be protected by the First Amendment, but any act including the wearing of potentially disruptive insignia or apparel, which may create a material and substantial disruption of school activity, is prohibited. Articles of clothing such as T-shirts with writing or pictures on them are prohibited if such material is suggestive, obscene, or advertises or promotes the use of alcohol, tobacco or other harmful or illegal substances. Students wearing or displaying such items will be asked to remove, cover, or return home to change. Defiance and/or repeated offenses will result in disciplinary action.
- Students and employees diagnosed as chemically sensitive are to be protected from exposure to certain chemical products, which may include cosmetic products; and at times it may be necessary to prohibit the use of these products in certain classes or activities.

## Alcohol and Other Drugs

The use of alcohol and other drugs is wrong, harmful, and not permissible.

It shall be against school policy for any student to:

1. Sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or sell, deliver, or give, or attempt to sell, deliver, or give to any person substances the student represents or believes to be a substance(s) listed in this policy.
2. Possess, procure, purchase, or receive, or to attempt to possess, procure, purchase or receive the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.
  - i. "Possession" means: a). Actual physical possession of the alcohol or drug while on school property; b). Use or consumption of the alcohol or drug while on school property; c.) In the student's locker, car, handbag, backpack, or other belongings while on school property; or d.) Appearance by a student on school property after having consumed or ingested alcohol or a drug that is noticeable by breath odor, speech alterations, unsteadiness of gait or posture, or like symptoms of chemical intoxication.
3. Be under the influence of (legal intoxication not required), use, consume or attempt to use or consume the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.
  - i. "Use" means that a student is reasonably known to have ingested, injected, inhaled or otherwise taken into the body a prohibited substance, or is reasonably found to be under the influence of such a substance.
4. Knowingly or intentionally aiding or abetting in any of the above activities.

This policy applies to any student who is on school property, who is in attendance at school or at a school-sponsored activity, or whose off-campus conduct is reasonably predicted to substantially disrupt the operations of the school district, district safety, or welfare of students or employees.\

## Prohibited Substances:

1. Alcohol, powdered alcohol, or any alcoholic beverage as defined in NDCC 5-01-01;
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 depressant, and all other illicit drugs;
3. Any glue, aerosol paint, or any other chemical substance used for inhalation;
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, sports or muscle-building supplements, and sleeping pills not administered and/or taken in accordance with appropriate consent and authorization from parents, school administration, and if applicable, a health care provider,

## Violations

Any student that has reason to believe another student has violated this policy must notify a school official. When a principal/Superintendent has reasonable suspicion that a student has violated this policy, they may search the student in accordance with the district's policy on searches of students' person or personal property. As part of this search, the principal or Superintendent may require the student to submit to a drug/alcohol test if:

1. The principal and/or Superintendent has reasonable suspicion that the student is under the influence of drugs/alcohol;
2. The mandatory drug/alcohol test is reasonable at inception based on criteria established by the Board and not excessively intrusive in light of the age and sex of the student.

Disciplinary sanctions will be imposed on, and additional actions may be taken in response to any violation of this policy. These sanctions may include suspension or expulsion, intervention, and notification of proper authorities for prosecution. Additional information regarding intervention can be found in District policy FFA.

Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities.

## Tobacco-Free policy

Definitions – For purposes of this policy:

- Electronic smoking device means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. Electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, e-hookahs, mods, tank systems, Juul, Suorin, or under any other product name or descriptor. Electronic smoking device also includes any component part of a product, whether or not marketed or sold separately, including but not limited to, e-liquids, e-juice, cartridges, or pods.
- Imitation tobacco product means any edible non-tobacco product designed to resemble a tobacco product, or any non-edible non-tobacco product designed to resemble a tobacco product and intended to be used by children as a toy. Imitation tobacco product includes, but is not limited to, candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snus, and shredded beef jerky in containers resembling snuff tins.
- Lighter means a mechanical or electrical device typically used for lighting tobacco products.
- Possession of tobacco products means: a. Actual physical possession of the tobacco product while on school property; b. Use or consumption of the tobacco product while on school property; c. Tobacco product located in the student's locker, car, handbag, back pack, or other belongings while on school

- property; or d. Appearance by a student on school property after having consumed or ingested the tobacco product that is noticeable by breath odor.
- Smoking means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco, nicotine, or plant product intended for inhalation, including hookah and marijuana, whether natural or synthetic. “Smoking” also includes the use of an electronic smoking device. This excludes any FDA-approved nicotine replacement therapy.
  - School property is defined in NDCC 15.1-19-10 (6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
  - Tobacco product means any product containing, made, or derived from tobacco, or that contains nicotine, whether synthetic or natural, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to: a cigarette; electronic smoking device; cigar; little cigar; cheroot; stogie; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; snuff; snuff flour; snus; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco product also includes any electronic smoking device.
  - Tobacco use means smoking and the heating, inhaling, chewing, absorbing, dissolving or ingesting of any tobacco product.
  - Visitor means any person subject to this policy that is not a district student or staff member. This includes school volunteers, independent contractors, individuals performing services on behalf of the District, and individuals attending school-sponsored events or activities.

#### Rationale for Regulating Possession & Use

The health hazards of tobacco use have been well established. This policy is established to: 1. Reduce the high incidence of tobacco use in North Dakota. 2. Protect the health and safety of all students, employees, and the general public. 3. Set a non-tobacco-use example by adults. 4. Assist in complying with Smoking restrictions in state and federal law (NDCC 23-12-10 and 20 USC 7973). Tobacco use is the leading cause of preventable death and disability in North Dakota. To support and model a healthy lifestyle for our students, the Rugby School Board establish the following tobacco-free policy.

#### Prohibitions

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

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

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

gifts (such as curriculum, book covers, speakers, etc.) or funds from the tobacco industry or from any tobacco products shop.

#### Exceptions

It shall not be a violation of this policy for an individual to possess or provide tobacco, electronic smoking devices, imitation tobacco products, or lighters to any other individual as part of a genuine indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice off of school property. It shall not be a violation of this policy to use a tobacco product as part of an educational experience related to indigenous tobacco practices when such use and education experience has been approved by administration. It shall not be a violation of this policy for tobacco products, electronic smoking devices, imitation tobacco products, or lighters to be included in an instructional or work-related activity on school property if the activity is conducted by a staff member or an approved visitor, the activity does not include smoking, chewing, or otherwise ingesting the tobacco product, and has been approved by administration. It shall not be a violation of this policy for non-students 18 years and older to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose

#### Communicating to Students, Staff, & Public

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

#### Responsibility for Violations

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

#### Tobacco Cessation Services

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

#### Co-Curricular Activities

Rugby High School offers a variety of co-curricular activities. These programs are offered for student development, enjoyment and fulfillment. NDHSAA rules and regulations will be followed for all RHS activities, regardless of their NDHSAA status: Student Council, FFA, Science Club, Speech, Yearbook Staff, Track, Volleyball, Music, Panther Dancers, National Honor Society, Cheerleading, Basketball, Football, Wrestling, Golf, Baseball, Cross Country, Drama, Homecoming, Prom, and Dances. An advisor / coach are required for each activity.

The use or possession of tobacco, alcohol or any controlled substance as defined by North Dakota law is prohibited. Any co-curricular participant who is in violation of student conduct policies shall be suspended from participation in interscholastic contests or co-curricular activities from the date of notification given the

student by a school administrator for a period of six consecutive school weeks for the first offense and a period of eighteen consecutive school weeks for any subsequent offense. Students who violate these rules will not be eligible to participate in any co-curricular contest or activities for the time period specified. These co-curricular activities include athletic contests, Parade of Champions, cheerleading and dance team performances, speech and drama activities, contests associated with Science Olympiad or other academic contests, non-classroom music performances; and the school prom, senior banquet, homecoming coronation, and school dances. The administration reserves the right to include student activities which may have been omitted.

Special honors and awards associated with these co-curricular activities will not be presented to ineligible students during the suspension period. These awards and honors include those presented at the athletic banquet, FFA banquet, Honor Society.

#### Co-Curricular Dress Code Guidelines

These guidelines are to be followed at all times during the school day and especially enforced for all school sponsored events and activities. If not pursued or respected by student, punishment may be allowed for their actions including being exempt from the school-sponsored activity. Excluded events for spaghetti straps and halter-tops guidelines include formal or semi-formal school dances such as Prom and Snow Fest.

#### Rugby Public School District Student Code of Conduct

Participation in extracurricular and co-curricular activities is a privilege not a student right. Students who participate in extracurricular activities represent the student body, school district, and community on the state and national level. As such, behavior of these students is a reflection on the entire community. Both on- and off-campus behavior may be subject to disciplinary or punitive consequences.

This policy supersedes NDHSAA regulations, and any student involved in NDHSAA sponsored events must also adhere to the regulations set forth by NDHSAA and will be subject to any applicable NDHSAA disciplinary requirements. The policy will follow whichever rules are more severe (NDHSAA or Rugby Public School District).

### PARTICIPATION RESTRICTIONS

Any student who is subject to disciplinary sanctions under this policy is also prohibited from participating in any public recognition or activity during the suspension but will be allowed to continue to practice. Students who violate this policy are ineligible to participate in any co-curricular contest or activities for the duration of their suspension. These co-curricular activities include athletic contests, cheerleading and dance performances, FFA, student council, honor society, yearbook, study abroad, Parade of Champions, speech and drama, contests associated with Science Olympiad or other academic contests, non-classroom music performances, prom, senior banquet, homecoming coronation, and school dances. The administration reserves the right to prohibit students who violate this policy from participating in activities not listed in this policy. Special honors or awards associated with these co-curricular activities will not be presented to ineligible students during the suspension period. These awards and honors include, but are not limited to, those presented at athletic banquets, FFA banquet, and honor society. Music performance exceptions apply only to those students who are required to participate due to grading purposes.

### DISCIPLINARY SANCTIONS

Any students found in violation of this policy will be subject to discipline as determined by the school administration using the guidelines below. Prior to disciplining a student, the student will be given notice of the violation by administration and an opportunity to respond to administration's findings.

Any student who is suspected by administration of engaging in prohibited conduct will be subject to an investigation by the administrative team, referred to law enforcement if the misconduct is believed by

administration to constitute a crime, and, if administration finds that the student violated this policy, the student will be disciplined as deemed necessary and appropriate after taking into account the following:

- The age of the student
- Past disciplinary record
- The frequency and proximity of the incidents of prior misconduct
- The degree to which the policy violation reflected poorly on the District
- The degree to which the policy violation disrupted the educational environment or activity in which the student is participating
- Students convicted of a crime: Any student who admits to or is convicted of an act that is classified as a misdemeanor should be suspended for four-weeks from activities. Any student who admits to or is convicted of an act that is classified as a felony, should be suspended for six-weeks from activities. Administration reserves the right to assign more lenient or stringent sanctions after considering the circumstances surrounding the criminal conviction and documenting the reason for modifying the disciplinary sanction.

Suspension from extracurricular and co-curricular activities does not preclude the District from taking additional disciplinary action under applicable district policies on student conduct and suspension and expulsion from school.

#### Concussion Management

The District shall comply with the concussion management program requirements contained in law (NDCC 15.1-18.2). The District has placed concussion signs and symptoms; removal from practice, training, and/or game requirements; return to play requirements; and staff, student, and parental training requirements in administrative regulations (FCAF-AR). The Board has also established the following definitions and requirements for the purpose of implementing the concussion management program law.

#### Definitions

Law requires that all school-sponsored and sanctioned athletic training, practices, and games be governed by a concussion management program. The District has developed the following definitions for purposes of determining what constitutes athletic sponsorship and sanctioning:

- School-sanctioned athletic activity is a sport that:
  - a. Is not part of the District's curricular or extracurricular program;
  - b. Is established by a sponsor to serve in the absence of a District program;
  - c. Receives District support in multiple ways (i.e., not school facility use alone);
  - d. Requires participating students to regularly practice or train and compete;
  - e. The District has officially recognized through board action as a school-sanctioned activity.

The Board shall make all sanctioning decisions on a case-by-case basis, based on the criteria in this paragraph. As a condition of receiving school sanctioning, sponsors of the athletic activity shall agree to comply with this policy and the concussion management law. This includes agreeing to provide appropriate training and providing appropriate information to parents and students as required by law. The sponsor shall provide to the District documentation certifying that this training has occurred and students/parents have viewed required informational material on concussions prior to beginning the activity.

- School-sponsored athletic activity is a sport that the District has approved through policy or other board action for inclusion in the District's extracurricular program, is controlled and funded primarily by the District, and requires participating students to regularly practice, train, and compete.

## Removal Decisions

Under the concussion management law, the District is authorized to designate removal-from-play authority to individuals who have direct responsibility for student athletes during practice, training, and/or games if a student reports or exhibits a sign or symptom of a concussion. The Athletic Director shall make this determination, and the Athletic Director shall ensure that such designees are aware of this responsibility and have undergone appropriate training in accordance with law before commencing duties.

Law also authorizes licensed, registered, or certified healthcare providers whose scope of practice includes recognition of concussion signs and symptoms to make removal decisions. The Athletic Director may consult with area medical personnel to determine who has such credentials and who would be willing to assist in this regard. The District must compile a list of such individuals, which may be provided to all coaches. This measure in no way guarantees that a healthcare provider trained and credentialed in accordance with law will be present at athletic training, practices, and/or events nor shall the voluntary creation of this safety precaution be construed to create or assume any potential liability under local, state, or federal law or regulation.

High school students and minors who serve as coaches or officials are encouraged to work with an adult who has removal from play authority prior to removing a student from play.

If two or more individuals with removal-from-play authority disagree on whether or not a student must be removed, the determination must be made in the interest of the student's safety, meaning that the student shall be required to sit out and comply with return-to-play requirements contained in law.

## Return to Play

The Board designates the Athletic Director to receive return-to-play documentation from a healthcare provider. This designee shall review the documentation, determine if the healthcare provider has placed any conditions on return-to-play, contact the healthcare provider for any necessary clarification on the authorization document, and communicate such information to applicable coach(es) and assistant coach(es). This designee shall also file return-to-play authorization documents in the student's educational record. This documentation must be retained for seven years after the student's enrollment or six years after a student turns 18, whichever is later.

## Lockers

Each student will be assigned a locker when s/he registers for school. The locker is the property of Rugby High School and is made available for students to store books and personal effects. No money or valuables of any kind should be kept in a locker. The school will not be responsible for personal items taken from a locker, but if the locker has been tampered with, the incident should be reported to the office immediately.

Students shall have no reasonable expectation of privacy in publicly -owned lockers that are provided for convenience only and which cannot be used to harbor items that may be illegal or that may adversely affect the health, safety, and welfare of the general student or employee population. Lockers may be subject to suspicionless searches, inspections for purposes such as routine maintenance, or searches where there is suspicion that locker(s) contains objects/substances that are illegal, violate school policy, or may be detrimental to the health, safety, or welfare of district students.

## Posters

Posters and other material for hallway bulletin boards may be placed on those bulletin boards only after securing office approval. This policy will pertain to all materials attached to hall walls and other display areas throughout the school. Signs, posters, etc. with graffiti on them will be removed on a daily basis.

## Hall Passes

Students moving in the hallways while classes are in session must have a pass giving them permission to be away from their assigned room. These passes are to be obtained from the faculty member assuming responsibility for the student during the time the student is away from his assigned area. Exceptions to this are "SRB-to-office"; "SRB-to-guidance"; and "SRB-to-commons" passes.

## Senior Privileges

### Open Campus Privileges

1. Seniors participating in the Open Campus Program may be excused from SRB.
2. Seniors participating in the Open Campus Program must have a permission slip from their parents / guardian releasing the school district from any liability during the time of the privileged absence.
3. Seniors participating in the Open Campus Program must maintain a passing average in each class every week. Eligibility will be determined weekly.
4. Seniors participating in the Open Campus Program can have no unsatisfactory reports on attitudes or conduct from school staff.
5. Seniors participating in the Open Campus Program must maintain good student deportment beyond school limits while exercising open campus privileges.
6. Seniors participating in the Open Campus Program cannot have any excessive tardies or unexcused absences for the nine weeks.
7. Seniors must attend all class meetings, lyceums, and other school activities when scheduled during SRB.

Individual abuses of this policy will be treated on an individual basis. If the responsibilities listed above are not complied with, senior privileges will be forfeited and reinstatement can occur only with permission of the administration. Reinstatement cannot occur until at least 5 days of SRB has been served.

## Telephone

Free-use telephones are available in the main office. It will be each student's responsibility to limit the length of their calls because others may be waiting to use the phone.

Students sometimes must receive calls at the school, but no student will be called from the classroom unless the office is aware of an emergency. It is a good idea to inform parents of the time set aside for lunch so that they may reach you then if necessary.

## ELECTRONIC DEVICES/PERSONAL TECHNOLOGY

### Definition and Prohibited Devices:

- Electronic devices include, but are not limited to, headphones, earbuds, radios, recorders, CD players, MP3 players, iPads, iPods, electronic readers, tape players, pagers, cellular phones, smart watches, boomboxes, wireless speakers, and electronic games. All electronic devices besides school-issued Chromebooks and approved personal laptops are strictly prohibited upon entry to the building.
- Teachers who require headphones for their supply lists must specify that only wired, non-Bluetooth headphones are allowed. Bluetooth-connected headphones and earbuds are not permitted.

### Device Storage and Pouches:

- All students will be issued a pouch. Cell phones must be placed and locked inside the pouch each day upon entering the building, including time before school starts.
- Students will unlock their pouches upon leaving the building. Students with off hours may unlock their pouches if they leave the building; if they remain, phones must stay in the pouches until the end of the school day (3:20 PM CST).

- Any student seen in possession of a cell phone that is not locked in a pouch will have the phone immediately confiscated and receive consequences.

#### Lost Pouches:

- Students who lose their pouches may leave their phone at home or in the office. Alternatively, they can purchase a replacement for \$20.

#### Access During Lunch:

- Students may access their phones if they leave the building for lunch. They must exit and enter through the main office to have their pouch unlocked and re-locked upon re-entry.

#### Medical Accommodations:

- Medical device use requires prior administrative approval. Students with medical devices that need a connection to another device will receive a special medical pouch for their medical needs (e.g., insulin monitoring).

#### Emergency Communication:

- Parents must contact the school secretary to relay messages to their children. Contacting students via cell phone during class is prohibited and may result in disciplinary action. Parents are encouraged to send emails to their students' school-issued Chromebooks.

#### Privacy and Camera Use

- Under no circumstances are cameras or camera phones to be used in locker rooms, washrooms, dressing areas, and offices. This could also be a violation of the criminal code.
- Students may not capture images of any person on school property without written consent from the individual, or in the case of a minor, their parent.

#### Consequences:

- Students violating the device-free policy will receive in-school suspension for the rest of the school day for each offense, with no maximum number of occurrences.

#### Acceptable Use Policy

The Rugby Public School District #5 believes network access plays an important role in the education of students; however, the network also contains content that is not appropriate for students and staff. The District has taken precautions, in accordance with federal law, to restrict students and staff access to obscene, pornographic, and/or harmful information through the use of software designed to block sites containing inappropriate material. While the District has taken preventive measures, it recognizes that it is not possible to fully guarantee that students and/or staff will never access objectionable materials.

#### Education:

The District shall provide education to students and staff about appropriate online behavior, including interacting with other individuals on social networking websites, as well as, cyberbullying awareness and response.

#### Monitoring Use:

Network access is a privilege, not a right. Network storage areas shall be subject to the same scrutiny as school lockers for students. Students and staff shall have no expectations of privacy when using district computers and/or networks and shall use this technology solely for purposes related to official job duties. Network administrators may view files and communications to maintain the integrity of the system and to ensure proper and responsible use of the system. Teachers and administrators will exercise supervision of student use.

#### Prohibitions:

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

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

#### Violations:

Violations of this policy, or any federal or state law, rule, or regulation, may result in loss of network privileges, as well as further disciplinary action up to and including suspension or expulsion for students or termination of employment for staff, as determined by the Superintendent or designee.

#### Consent:

All students and staff must consent to this policy in writing prior to accessing district networks, computers, and/or other technologies.

#### Student Insurance

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

#### Physical Education

One half credit of Physical Education is required for graduation from North Dakota high schools. Written parental excuses are required if and when a student misses PE. The parental excuse for the second consecutive missed class must be accompanied by a medical statement from a doctor or the county nurse. If no medical excuse is presented for the second consecutive missed day, the student will be referred to the principal for investigation.

#### Access to School Records (FERPA)

School records regarding individual students will be treated in accordance with the Family Educational Rights and Privacy Act of 1974. Parents and 18 year old students may review the student's educational records. If copying is requested, costs are borne by the recipient. Principals will receive requests for corrections; appeals will be heard by the superintendent. Education records containing personally identifiable information are not generally released without written permission from the parents/adult students, with the exception of another

school to which a student transfers. Seniors may make their own requests to have transcripts forwarded to colleges and other educational institutions. Federal law does permit school districts to declare general information as directory information, which may be publicly released without parental permission. General information will include: name, address, telephone number, birth date and place, sports/activities participation, height and weight of athletic team members, dates of attendance, degrees/honors/awards received, grade level, most recent school attended, photograph, school email address, and student ID number. Releases generally include program information at public events, newspaper releases for accomplishments, posting of the honor roll, etc. Limited commercial releases are permitted if there is a perceived benefit for RHS students. Persons not wanting this information published may make their written request to the school office.

### School Sponsored Trips

Rugby schools have a policy regarding travel to and from school-related activities. The policy is stated in entirety on the district's "School-Sponsored Trips" form. Among the considerations of this policy are:

1. Students representing Rugby schools at academic or co-curricular events are directly responsible to the faculty activity supervisor.
2. Use or possession of alcohol, tobacco, drugs, or other illegal substances is prohibited.
3. Students are subject to all applicable district policies and regulations while on field and/or school-sponsored trips (e.g., general student conduct policies)
4. Chaperones must be contacted before a student or students leave the group.
5. A curfew will be set by a supervisory faculty member.
6. Any student on a school-sponsored trip found with alcohol, tobacco or a controlled substance in his/her possession or in his/her assigned room will be suspended from further competition or public appearance in accordance with NDHSAA and Rugby School policy unless the performance is an outgrowth of the classroom, such as in-town band or choir concerts, pep band, and the school newspaper. Drama, musical and speech productions or performances are not to be considered as an outgrowth of the classroom since these rehearsals and practices will not be held during regular school hours.
7. Any student representing the school on any activity trip must ride a school sponsored vehicle to and from the activity. The only exception to the rule may be: an administrator has the right to authorize the coach/driver of the activity to release a student to the custody of the student's parent/guardian providing the parent/guardian is present at the conclusion of the event. For such a release to be considered, a statement of release must be signed by the parent/guardian and filed with the school's administration before the group leaves Rugby for the activity under consideration.
8. Any student who is part of an activity group that will be involved in an overnight travel trip must complete the Rugby High School Parental and Student Consent Form. This completed form must be on file with the activity advisor chaperone before the group leaves Rugby.
9. Students traveling on athletic trips, field trips, etc. are subject to the same rules and regulations, regarding student conduct, etc., given for the rural routes.
10. At the discretion of coaches/chaperones, students participating in out-of-town occasions may be sent home at their own expense for non-compliance with rider requirements or for violation of alcohol, drug, tobacco, and other harmful substance rules.

### Wednesday and Sunday Nights

Wednesday evening and Sunday is reserved for church and family activities. Games and other student events will not be scheduled on Wednesday nights or Sunday. Practices for the various activities will be concluded by 5:45 pm on Wednesday.

Graduation ceremony and certain co-curricular activities that RPS participates as an associate member can be approved to be held on Sunday. Administrative approval is needed for all Wednesday evening and Sunday activities.

### Activity Tickets

Activity tickets may be purchased at the central office for the cost of \$50.00. A list of student names that have purchased activity tickets will be given to the ticket takers at the various activities. Single admission tickets are available at each event for students not wishing to purchase a season ticket.

### SCHOOL PARTY & DANCE REGULATIONS

School parties/dances must be sponsored by recognized Rugby High School student organizations. The following regulations will govern such events:

1. All parties at Rugby Public School must end by midnight.
2. Doors will be locked 30 minutes after the function starts and no students will be allowed to enter.
3. Students leaving the dance will not be permitted re-entry.
4. Only currently-enrolled Rugby High School students may attend school-sponsored dances. (Exceptions may be made for Homecoming, Prom, etc.).
5. All non-Rugby High School guests must be registered and approved by the Principal or designee.
6. No guest 21 years of age and older may attend.
7. No Junior High students are allowed at High School functions.
8. No High School Students are allowed at Junior High functions.
9. Any other restrictions set down by the sponsoring organization must be adhered to.

### LIABILITIES

Students will retain their own liabilities for property damage or personal injuries caused by acts of aggression or by other acts that are contrary to public laws or school district policies.

### General Transportation Issues

1. Student Drivers. At no time is the school district to be put in the position of having students transport other students while they are in the care, custody, or control of the school district. Drivers for school sponsored vehicles must be adults who have been approved by school district officials to provide transportation. Parents/guardians are hereby notified that no permission is given for your student to be transported by another student.
2. The following items are prohibited on the school busses: alcohol, tobacco, illegal drugs/substances, firearms, knives, and other weapons/items deemed to pose a safety threat to bus riders. Violation of this prohibition may result in suspension or termination of bus riding privileges.
3. Students should have warm coats, gloves, overshoes and caps when riding buses during cold winter months. WARNING! During cold or inclement weather, school buses are subject to breakdowns; students who are not prepared for cold weather may suffer serious injury or death while waiting for help. It will be the responsibility of parents (and students themselves) to see that students are properly dressed for rides to and from school.
4. The Speed Limit on school property is 15 mph. Extreme care and caution is to be exercised. Drivers who operate vehicles in a reckless or careless manner will be reported to their parents and/or law enforcement.
5. Snowmobiles are not to be driven or parked on school property.

### Parking

Students should park in designated parking areas. Students should not park in the bus loading zone, on the pavement in front of the shop doors, in front of the mechanics building, on sidewalks, on the grass at the swimming pool, or outside the designated parking areas in the north parking lot. Parking violators may be ticketed by the Rugby Police Department.

## Library

The library opens at 8:10 a.m. and closes 30 minutes after school has been dismissed. Most library materials circulate for one or two weeks, but some must remain in the library. If a student chooses to check out a book for a specific period of time that book is his responsibility: if it is lost, damaged or late in being returned, a fine will be assessed to the borrower.

The library should remain quiet, and this can be accomplished only if each student makes an effort to cooperate. Those who are not willing to help create the proper atmosphere may have their library privileges removed.

## School Nutrition

The RHS Food Service Program provides daily meals that meet USDA nutrient standards. Foods served in the cafeteria are to be consumed in the commons area. Administrative discretion may apply. Students bringing their own lunch may be seated in the cafeteria. Vending machines are filled with foods and drinks that are "Smart Snack" compliant.

A meal account id number is necessary to be able to use School Food Services. Money can be deposited into meal accounts in the school office or online. Students and parents may deposit money into meal accounts by using RevTrack, a credit card payment processing system available on our district website. Student lunch balances can be viewed and lunch balance e-mail notifications can be set up in the parent's account in Power School.

## Education for Special Education Students

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

## Homebound Services

Any student desiring special accommodations which may not meet Federal requirements for services under Section 504 (Physical or Mental disability) may request adaptations and accommodations under a local Principal Plan. Principal Plans may be offered to assist special needs students not wishing to pursue Federal remedies and/or who may wish to choose a more informal method of obtaining services. They may vary from an informal discussion of accommodations between the student and his/her principal, to a written plan involving discussions between the principal, student, parents and possibly other school staff. Students on a Principal Plan may elect to pursue Section 504 services at any time while the Principal Plan is in action.

Home Bound services: A student who has been hospitalized, who has been under a doctor's care, or who has had cause to miss extended periods of school because of mitigating circumstances may be considered for the district's "Home-Bound" program. Home-Bound Services may be offered under the auspices of a Principal's Plan, Section 504, a hospital placement, or IDEA.

## Asbestos Notification and Hazardous Substances

Parents and students are hereby notified that required asbestos inspections were performed in all buildings of the Rugby Public School District in the fall of 1988. Inspection findings and the Asbestos Management Plan are on file for public inspection. Any or all asbestos containing materials in the schools have been properly abated and are kept enclosed or encapsulated as required by law. Students and employees who feel they may have been exposed to asbestos fiber are warned never to smoke. Annual inspections are conducted as required

by law. The program manager for the Asbestos Management Program is Michael McNeff, Superintendent of Schools.

Students are not authorized to use any chemicals or other hazardous substances kept on the school premises for use by custodians and other school employees. Chemicals used as a part of regular course work are to be used only under the supervision of faculty. Students are required to be acquainted with all safety procedures before using hazardous substances.

### Immunizations

North Dakota statute requires that a student must present or have on file a record indicating compliance with the immunization law. Legal minimum requirements for admission to school are:

Vaccine Type	Number of Doses Required Per Grade		
	K-6	Grades 7-10	Grades 11-12
DTaP/DTP/DT/Tdap/Td*	5	5	5
Hepatitis B	3	3	3
IPV/OPV+	4	4	4
MMR	2	2	2
Varicella (Chickenpox)	2	2	2
Meningococcal~	0	1	2
Tdap^	0	1	1

- One dose of DTaP (pediatric diphtheria, tetanus, and acellular pertussis) vaccine must have been given on or after the 4<sup>th</sup> birthday. Only four doses are necessary if the 4<sup>th</sup> dose was administered on or after the 4<sup>th</sup> birthday. Three doses of Tdap (adolescent; adult tetanus, diphtheria, and acellular pertussis) /Td are required for children ages seven or older who were not previously vaccinated. Tdap should be used as the first dose followed by two doses of Td for children age seven or older not previously vaccinated.
- For polio vaccination, in all-IPV or all-OPV schedule: one dose must have been given on or after the 4<sup>th</sup> birthday. The final dose in the series should be administered on or after the 4<sup>th</sup> birthday and at least six months after the previous dose. If four doses are administered prior to age four a 5<sup>th</sup> dose should be administered on or after age four. Only three doses of IPV are required if the 3<sup>rd</sup> dose is given on or after the 4<sup>th</sup> birthday. Children born before August 2005 only need four doses separated by at least four weeks. These children do not need a dose after the age of four.
- Any doses of OPV administered after April 1, 2016, should not be counted as valid, because it was bivalent or monovalent vaccine, rather than trivalent. The child should be revaccinated with IPV vaccine, accordingly.
- One dose of meningococcal conjugate vaccine (MCV4) must have been given on or after the tenth birthday. The second dose of MCV4 must be given on or after the sixteenth birthday. If the first dose of MCV4 is given after the sixteenth birthday, then only one dose of MCV4 is required for eleventh and twelfth grade.
- One dose of Tdap must have been given on or after the eleventh birthday.

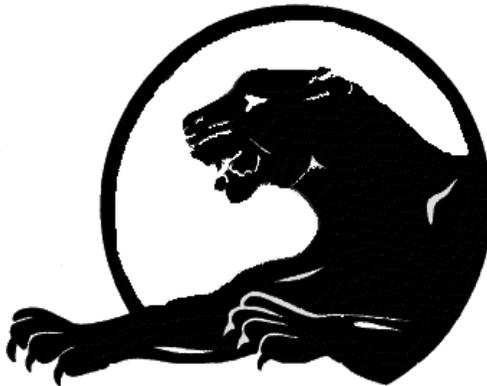
EXEMPTIONS to the above requirements exist in cases of medical, philosophical, moral or religious grounds, or due to history of disease (for hep B, varicella, measles, mumps, or rubella). Exemption requires a certificate signed by parent/guardian or physician. ALL instances of compliance must be verified by a health authority.

### Sportsmanship

What do the Panthers mean by fan sportsmanship?

- Cheer for your Panthers, not against the visitors
- Don't get personal in your comments about players, coaches or officials
- No profanity, vulgarity, threatening, or discriminatory comments
- Failure to abide by these rules will result in removal from the contest

## PANTHER PRIDE



Fight the team across the field,  
Show them Rugby's here.  
Send the earth reverberating  
With a mighty cheer.  
Rah! Rah! Rah!

Hit them hard and see how they fall;  
Never let that team get the ball.  
Hail! Hail! The gang's all here,  
So let's beat the opponent now!

Break Strain Lyrics:  
(Go, Go Panthers, Go!)  
(Go gang, Go!)

ACKNOWLEDGMENT AND RECEIPT OF THE RHS HANDBOOK INCLUDING DRUG-FREE, TOBACCO-FREE, BULLYING, NONDISCRIMINATION AND ANTI-HARASSMENT, and ACCEPTABLE USE POLICIES OF RUGBY PUBLIC SCHOOLS

I acknowledge that I have received, read, and understand this Handbook and the Drug-Free, Tobacco-Free, Bullying, Nondiscrimination and Anti-Harassment, and Acceptable Use policies of Rugby Public Schools (FFA, ABBA, ACEA, AAC, ACDA). These policies are located on the School District's website. I further acknowledge that I have access to other School District policies as included on the School District's website and in the District office.

I understand that failure to comply with the policies and this Handbook could result in disciplinary action up to and including suspension and expulsion.

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Student's Name in Print

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Signature of Student/Parent/Guardian

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Date Signed

(To be placed in Student's file)