

# Ely Elementary Student Handbook



207 2<sup>nd</sup> ST SW

Rugby, ND

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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### 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.

### 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, major field of study, sports/activities participation, height and weight of athletic team members, dates of attendance, degrees/honors/awards received, grade level, most previous recent school attended, photograph, school email address, and student ID. 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.

### 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.

### 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.

**Principal Plan and/or Home Bound 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 Substance Warning**

Parents and students are hereby notified that required yearly asbestos inspections are performed in all buildings of the Rugby Public School District. 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 Mike 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.

#### Violation of Local, State, Federal Law, Use or Possession of Firearms, and Threats

Violations of local, state, or Federal law will be reported to the appropriate local, state or Federal authority. If such violations overlap with school policies/penalties, the usual school penalty will also apply. North Dakota Law (NDCC 15-49-13) pertaining to the possession of a firearm by a student on school property or at school functions, requires immediate suspension from school and expulsion for one year, with the exception that the expulsion may be modified on a case-by case basis and with the exception that the provisions of IDEA (Special Education) do apply. The school district will follow this same procedure for bomb scares and other threats to the security of students, other personnel, and to the facilities themselves.

#### Daily Schedule

Start Time: 8:45 Dismissal: 3:15

#### 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.

#### Protection of Pupil Rights Amendment

PPRA, 20 U.S.C. § 1232h, requires RPSD to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations or beliefs of the student or parents;
8. Income, other than as required by law, to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes, and certain physical exams.

#### PowerSchool, Empower, and Classroom Webpages

PowerSchool, Empower, and classroom webpage information can be accessed through the links located on the Ely web page.

#### Non-Custodial Parents

Non-Custodial parents have the right to examine student records and receive reports from the school concerning their son or daughter upon request. Any variation from this policy requires a written notice and/or court order where appropriate.

#### 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.

#### 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.

#### Acceptable Use

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.

### Immunizations

The law requires that all students entering any grade in school must have on file or submit a completed Certificate of Immunization signed by a physician, public health nurse, or the parent/guardian as required before they can be admitted to school except when an exemption exists. Exemptions exist in cases of medical, philosophical, moral or religious grounds, or due to history of disease. Exemption requires a certificate signed by parent/guardian or physician.

### Lost and Found

The school maintains an area where items which are found can be turned in and lost items can be reclaimed. Items found should be turned in to the school office. All personal items should be marked with names so that, if lost, they can be promptly returned.

### 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.

### Locked Door Policy

For security purposes, all exterior doors will remain locked throughout the school day. Under special circumstances, visitors will use the main entrance (west side) of our building; utilize the intercom system located on the right side of the door and wait to be buzzed in by office staff. Once inside our school, visitors will be required to check in at the main office upon arrival. Anyone picking up a child at arranged dismissal times is expected to wait outside until the students have been dismissed.

### 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.

### Social and Emotional Instruction

Grades K-6 will receive social and emotional instruction on a weekly basis from both classroom instructors and our elementary counselor. We have implemented the 7 Mindset curriculum to teach/reinforce the following:

- Dream bigger and increase expectations with a more optimistic view of the future
- Discover unique talents and passions and align them with personal goals
- Develop empowering relationships and learn to work with, for, and through others
- Take responsibility of your life by becoming 100% accountable
- Appreciate what you have in life and bounce back more quickly from setbacks
- Embrace social responsibility and the importance of giving back
- Write a personalized life plan and take action toward realizing your goals and dreams

### 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

### Mastery Indicators

Progress will be reported on mastery indicators found below:

*Level 4.0 = Above and beyond the standard*

*Level 3.5 = In addition to 3.0 performance, the student shows partial success at Level 4.0 elements*

*Level 3.0 = At proficiency level*

*Level 2.5 = Successful with Level 2.0 elements and partially successful with Level 3.0 elements*

*Level 2.0 = Successful with foundational skills/knowledge*

*Level 1.5 = Partially successful with level 2.0 elements*

*Level 1.0 = With guidance/assistance and not independent*

Approaches to learning		
Score 4.0	In addition to Score 3.0, the student will: -Advocate for others and self when appropriate -Demonstrating positive leadership within group settings	In addition to Score 3.0, the student will: -Actively seeks additional opportunities for independent study and inquiry -Demonstrate initiative in learning and challenges -Use self-direction or creativity to solve problems
Score 3.0	At all times, the student is successful with Level 2.0 elements.	
Score 2.0	Typically, the student will: -Respect others and self	Typically, the student will: -Completes assignments on time

	-Be cooperative in group settings -Exercise academic integrity -Be honest with adults and peers -Be aware of and sensitive to all types of diversity	-Engages in classroom instructional activities -Seeks help when prompted to do so -Accepts responsibility for his/her choices
Score 1.0	Seldom is the student successful with Level 2.0 elements.	

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 2.0 (in any two areas or two consecutive weeks) will be ineligible until they meet the requirements set forth by the policy. If you provide less than a 2.0 for a student you must provide a comment with rationale.

Empower 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.

### Trimesters

Trimester midterm progress and end of term reports will be generated via PowerSchool.

### Report Cards

Report cards will be distributed at the end of each trimester.

### 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 and classroom teacher. Visitors are expected to conform to the rules and regulations of Ely Elementary. 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.

### 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.

### School Attendance

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.

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.

## Excessive Absences & Tardies

Good attendance involves coming to school every day and being in your assigned room and seat by 8:45. Excessive absences for students who are not yet 16 years of age will be processed using the following steps:

1. Letter sent to parents after a student is tardy 5 times or absent 5 days.
2. A second letter sent to parents after an additional 5 tardies or 5 absences.
3. In the event of additional absences, the parents of the student will be referred to Pierce County Social Services and the charge of Educational Neglect will be filed.

Excused absences will be granted for personal illness, family emergency, family death, funerals, trips requested by families, school sponsored activities, dental and doctor appointments.

### Late Arrival/Early Dismissal

Students arriving late need to sign in at the office to receive an admit slip before entering a classroom. Likewise, students leaving early need to be signed out at the office by an authorized adult.

### Make-Up Work

Please notify the office when you call to excuse your child's absence if you would like your child's make-up work. The work can be picked up in the office from 3:00-3:45.

### 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.

### Rugby Public Schools 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.
- Hats, sunglasses or any head gear may not be worn while in the building during the school day (Exception to this rule may be made to accommodate for disability/medical related reasons or for sincerely held religious beliefs, practices, or observances).
- 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.

## Birthday Party Invitations

Birthday invitations should not be passed out at school unless the entire class is invited. This policy will help avoid disappointment for those not invited.

## Drop Off/Dismissal & Locked Door Practice

All parents/visitors/patrons are required to use the main office (west) entrance when visiting our school and must check in at the office. People picking up children at dismissal will need to wait in the west lobby until students are dismissed for the day. Students and adults trafficking to and from the school are to use the crosswalks and follow the bus duty personnel’s prompts.

## Student Placement

Using the following criteria assists in making classroom assignments:

1. Reasonable balance of boys and girls.
2. Equitable number of students per teacher.

We cannot guarantee placement of students with individual teachers based on a personal preference of the student, parent or teacher. Parents are invited to confer with the principal regarding special concerns.

### Arrival at School

City students should not arrive at school before 8:30 a.m. unless they have specific business. City parents are asked to cooperate by not sending students to school earlier than necessary. The time between 8:00 a.m. and 8:40 a.m. is utilized by the staff for preparation of lessons, individual student help and conferences.

### Food Services

Ely Elementary students will be dismissed to the playground for play and then they will be brought in to eat. Following lunch, students will return to class. Research indicates that there are many benefits to this type of scheduling. Schools report greater nutrient consumption, as children eat a more balanced diet; there is typically less plate waste or food thrown away, as children are more ready to eat and are not in a hurry to get outside to play; better classroom performance, as children are focused on lunch rather than the playground and return to class feeling more full and settled.

### Money Sent to School

Send money only upon request. If cash is sent, place it in an envelope with the child's name and homeroom teacher's name on it. Money and other valuables should not be left in desks. The school can assume no liability for lost or stolen articles. Special consideration should be given to items brought for show and share.

### Activity Tickets

Activity tickets are available from the high school office. Activity tickets will admit students to all school sponsored athletic events.

### Curriculum

Students in Grades K-6 receive instruction as prescribed by the local Board of Education, Department of Public Instruction regulations and state and federal statutes. Grades K-6 will operate in self-contained classroom settings with special instructors for: music, physical education, life skills, computer and library. Instruction includes communication skills (reading, English, phonics, speaking, handwriting), science, health and safety, social studies, math, art, physical education and music. No students will be kept from special classes for make-up work or for disciplinary reasons.

### Student Supports

An Intervention Team consisting of school personnel meets on a regular basis to review referrals made by teachers or parents for assistance in determining individual student needs. This assistance could include recommendations for the following services: Title 1, speech/language therapy, learning disabilities and guidance. Services are also provided for gifted and/or talented.

### Library

The library is a happy and inviting part of our school. It is open 8:10-3:50 daily. Our goals are to help students find books to read for their enjoyment, to expose students to both fiction and nonfiction books, to increase students' vocabulary, and to have students learn library skills. Materials that are checked out are the students' responsibility. In the event items are lost or damaged, a fine will be assessed to the borrower. Our hope is that students will become lifelong readers and will use their school library to enhance their knowledge.

## Physical Education

Law requires Physical Education for all students. Written parental excuses are required of all students missing physical education classes. The parental excuse for the second consecutive missed class must be accompanied by a medical excuse from a doctor or the county nurse. If no medical excuse is present on the second consecutive missed day, the student will be referred to the principal for further investigation. Students must have tennis shoes. Girls should not wear dresses on days that physical education is scheduled. Students may be sent to the office if not properly dressed for physical education.

## Discipline

We feel that children must learn to respect the rights of themselves and others. Parents are asked to cooperate in developing the communication with school staff that will result in proper conduct and that in turn will result in the best learning environment for each child. In the event of serious infractions of laws or school rules, the following procedure will be followed:

1. Student will be referred to the school principal.
2. The school principal will notify the parents by phone or in writing.
3. Appropriate disciplinary action or counseling will be initiated.
4. Repeated major infractions or a very serious infraction will result in suspension or expulsion from school.

Suspension and expulsion policies will be consistent with legal guidelines of student rights. Parents or guardians are responsible for any damage to school property by their children.

## Students in Building During Breaks

If students are to remain in the building during a regular break, they must bring a note from their parents or guardian.

## Students Leaving Grounds

Students who do not go to their own homes for lunch must bring a signed and dated note each time the parent desires that the student leave the grounds for any reason. The homeroom teacher must initial this note. The student will give the initialed note to the playground supervisor before leaving the grounds. Bus students are not to leave the grounds between the time buses arrive and school begins or dismissal and the time buses leave. No students will leave the grounds during recess periods without special permission from

## Bicycles

Bicycles are to be kept in the designated racks. They also should be locked. Bikes are not to be ridden on school grounds. We ask that parents remind their children of traffic laws and encourage them to wear helmets. Rugby Public Schools assumes no responsibility for bicycles.

## Animal Regulation

Animals-pets, livestock and wildlife are not to be brought to school. We realize that animals are important in the lives of children and parents, but the school needs to defer to the safety of all students.

## Playground Rules

It would prove foolhardy to attempt to cover every situation that may occur on the playground. The following considerations should be noted and understood by students: The most important rule is to use common sense and respect the rights of others.

1. No activities will be allowed which are considered dangerous
2. No hard balls (baseballs, footballs, super balls, etc.)
3. No snowballs or sliding on the ice
4. No activities involving tackling or wrestling
5. No skateboards, roller blades, ripsticks or scooters on school grounds.
6. Do not enter the street
7. No knives, guns or similar items
8. No harassment of others, fighting, physical or verbal abuse
9. Students will remain within the fenced area of the playground at all breaks and before school

Changes or additions will occur as need dictates.

## Recess Cancellation

Outdoor recess playtime is normally cancelled when the temperature and wind speed create a wind chill factor of -15 degrees Fahrenheit. Children will be expected to wear gloves/mittens, hats, boots, snow pants / coveralls, and coats that are suitable for prolonged cold weather conditions.

## School Property Facilities

Students should make every effort possible to insure that school property is kept presentable and functional. This can be achieved by adhering to the following:

1. Do not write or otherwise mark on any buildings, walls sidewalks or other school property.
2. Help the staff by reporting to a teacher or the office any violation of the above that you may see.

## Accidents and Medications

In the event of an accident at school, the adult in charge will provide first aid. If the injury is serious, parents will be notified immediately. If the nature of the injury is extremely serious, medical attention will be sought immediately. If medication must be taken during school hours, the medication should be brought to the school office along with the following written information: authorization with written directions from a licensed physician, dentist or other medical professional, student's name, name of medication, dosage to be administered, statement giving the school permission to administer the medication, date and parent's signature. Students will take the medication in the office except as otherwise prescribed. The giving of aspirin/Tylenol or other non-prescription medication is not approved without the prior consent of a parent or guardian.

## 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.

#### Messages

Should it be necessary to get a message to a student, we ask that parents contact the school office before 2:30 p.m. We will not call students or teachers out of class unless an emergency occurs.

#### Phone Usage

Students will be permitted to use the phones with permission of the school staff. It is important that the school lines be kept open for emergencies and incoming calls. Students should make arrangements with family and friends prior to the school day rather than during the school day. Any arrangements after school should be made known prior to the school day.

#### Private Lessons

Music lessons and other private lessons that are not a part of the school curriculum should be scheduled during non-school hours.

#### School Transportation Programs

##### Rural Transportation

- Rural transportation is provided to district patrons on a permissive basis in accordance with local reorganization provisions and with North Dakota State law 15.1-12-22. Students are permitted (but not entitled) to use transportation services in accordance with school policy.
- Students are expected to be properly attired when riding school buses. The responsibility for proper attire will rest with the parent. Proper attire during cold/inclement weather will include adequate protection for the whole body, including feet, hands and head. Rural bus riders are required to have a "storm home" in town at which they may stay if the buses cannot leave town during inclement weather. The names for the storm homes are recorded with the secretary at school.
- Students are required to conduct themselves properly on the bus, the same as they are expected to do while in attendance at school. Once seated, students are to remain in their seat. Hands, heads, etc., are not to be stuck out open windows. Aisles are to be kept clear. Students are to be quiet at railroad crossings. All State and Federal requirements

regarding Sexual Harassment, etc., will be rigidly enforced, the usual consequence consisting of revocation of riding privileges. Prohibited activities include: loud noises, throwing items, standing while vehicle is in motion, harassing or intimidating other riders, using vulgar or profane language, being disrespectful to the driver, possessing or using water balloons and/or harmful/illegal substances, insubordination, fighting, vandalism, etc. The usual penalty for a first time offense will be a seating assignment/reassignment or revocation of bus riding privileges for 1-5 days. The second offense may result in revocation of riding privileges and restitution will be required before reinstatement of riding privileges is considered. Liability for injuries sustained by others because of prohibited activities rests with the offender. The district will initiate whatever action deemed necessary to provide a safe, pleasant ride to and from school for its student population.

- The driver has authority on the bus equivalent to that of a teacher in school. The bus driver will determine whether a seating arrangement is needed and will make changes in the seating arrangement at his discretion. The driver is instructed to bring the bus to a stop if students are in non-compliance with the rider requirement given above.
- From time to time the school district will transport non-rural students to rural residences. If this is done on a regular basis, a permission slip should be secured from the Superintendent's office.
- Waiting time at rural stops will be three minutes. If the driver does not see a signal from the home within this time, he will proceed on to the next stop. To keep the buses on schedule and to minimize riding time for those at the beginning /ends of the routes, it is preferred that arrival time be anticipated and that students be standing ready for the bus when it arrives.
- A turn-around should be provided in each yard if the bus is to come in. The school will permit a limited amount of backing up in the yard but will not assume responsibility for property left in the way of the bus if it has to back up to turn around. If patrons do not want the bus to come into the yard when the ground is soft, please let the driver know ahead of time and he will wait out on the road.
- If a student is not riding in the morning, please call the bus driver the night before, if possible. If the determination not to ride is not made until morning, call the school "dispatcher" at 776-5201. The dispatcher comes on duty at 7:30 a.m., but at times other school personnel may be in early and will answer calls.
- Sick or injured riders should not board the bus. Sick or injured students should contact their parents for transportation. If a student should become sick or injured, the driver will attempt to locate his/her parents via school dispatch, requesting that the parent meet the bus for transfer. If an illness or injury should necessitate a trip to town, the ambulance will be summoned. Ambulance costs will be the responsibility of the parent.

#### Other transportation matters

- Patrons are asked to minimize traffic in any way that they can at the school sites in the mornings and after school.
- If parental deliveries/pick-ups are made at the north and east sides of Ely, there is less traffic in the bus area. ADA (disabled persons) deliveries/pickups may be made at the west side by the main entrance. Buses have been instructed to go around you. If the driver is disabled, the vehicle may be left in the "blue" parking place for the full time of the

visit. If the driver is not disabled, please move the vehicle as soon as possible so that buses will have a clear path through the bus lane, or so that other handicapped persons may use the parking place.

- **Rural route bus riders:** In the event of a severe winter storm and buses do not run, please provide an in-town storm home. Please provide the name, address, and phone number of the person(s) who have agreed to take responsibility for your child and consent to the release of their address and phone numbers in the event that school buses do not run. This information is to be submitted at the time of registration.

#### **Fire and Tornado Drill**

State law requires fire and tornado drills so that students are prepared for these types of emergencies. The school will conduct exercise drills for these events. In each classroom the normal exit to be used from that room in case of fire will be posted. Similarly posted will be tornado shelter information for the occupants of the room. At the first observation of a fire or tornado emergency, students are asked to move quickly to the appropriate exit or shelter.

#### **Storm Announcements and Instant Messaging**

In the event of inclement weather, our school will post announcements on KZZJ 1450 AM radio and send out notifications via our school app.

#### **RPS Web Site Address:**

**<http://www.rugby.k12.nd.us>**

## 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 ELY ELEMENTARY 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.**

\_\_\_\_\_  
**Student’s Name in Print**

\_\_\_\_\_  
**Signature of Student/Parent/Guardian**

\_\_\_\_\_  
**Date Signed**

**(To be placed in Student’s file)**

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**Present to School Secretary**

**Internal Medication Form**  
**PERMISSION FORM**

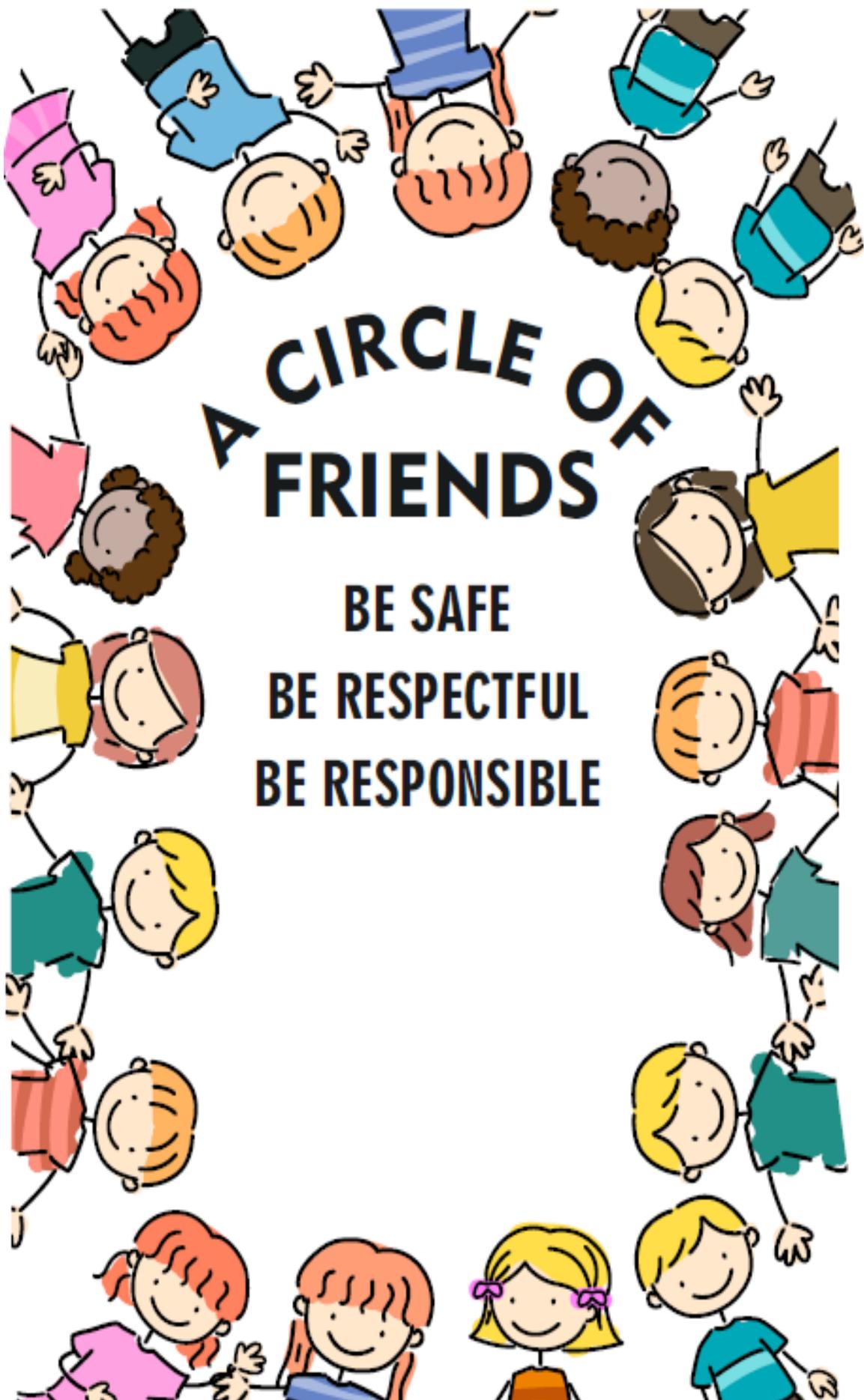
\_\_\_\_\_ has  
permission to have \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(name and description of medication)

administered to him/her as directed.

Dosage	Amount	Time
_____	_____	_____

Signed: \_\_\_\_\_  
(Parents) (Date)



# **A CIRCLE OF FRIENDS**

**BE SAFE  
BE RESPECTFUL  
BE RESPONSIBLE**