

MLS JH/HS STUDENT HANDBOOK

2026-2027



TABLE OF CONTENTS

	Page
School Mission - Philosophy - Objectives	4
I. SCHOOL HOURS SCHEDULE	5
II. WELCOME	5
III. ACCREDITATION	5
IV. STUDENT EDUCATION RECORDS AND PRIVACY	5
V. COURSE ENROLLMENT REGULATIONS	6
A. Number of Courses Required each Semester	
B. School to Work	
C. Dropping or Adding a Course	
D. Graduation/College Entrance Requirements	
E. Course Credit Requirements	
F. Grade 7-8 Failing/Promotion Procedures	
VI. ACADEMICS	6
A. Test and Examinations	
B. Grade Scale	
C. ICU	
D. National Honor Society	
E. Honor Graduate Selection Process	
F. Honor Guard for Graduation	
VII. ATTENDANCE / ABSENCE PROCEDURES	8
A. Admission Procedures after an Absence	
B. Advanced Make-Up	
C. Check-In	
D. Check-Out	
E. Penalty for Unexcused Absence & Suspension	
F. Absence for Employment	
G. Absence for College Visit/Career Exploration	
H. Tardies	
I. Proficiency Day(s)	
VIII. CONDUCT AND BEHAVIOR	11
A. Students of Legal Age	
B. Dress Code	
C. Lunch/Cafeteria Guidelines	
D. Locker Assignments	
E. Lost and Found	
F. Academic Dishonesty	
G. Cell Phone/Electronic Usage	
H. Student Use of Personal Technology (cell phones & electronics usage)	
I. Acceptable Use of School Technology	
J. Citizenship	
K. Detention	
L. School Parties and Functions	
M. Fines/Property Damage	
N. Car Parking and Student Driving Controls	
O. Bus Conduct	
P. Video Surveillance & Recording	
Q. Bullying	
R. Gambling	
S. Student Attendance at Extra-Curricular Activities	
IX. INTERSCHOLASTIC COMPETITION	16
A. Eligibility Requirements	
B. Eligibility Timelines	
C. Student Participation Objective Policy	
D. Multi-Sport Participation	
E. Accident / Athletic Injury Insurance	
F. Transportation Regulations	
G. Ticket Sales	
H. Sportsmanship	

I. School Organizations	
1. Student Council	
2. Band & Choir	
3. Yearbook Staff	
4. FFA	
5. Family, Career and Community Leaders of America - FCCLA	
6. Future Business Leaders of America - FBLA	
7. Speech and Drama Club	
J. Guidelines for Lettering	
1. Football	
2. Basketball - Girls and Boys	
3. Track - Girls and Boys	
4. Golf – Girls and Boys	
5. Volleyball	
6. Baseball/Softball	
7. Trap Shooting	
8. Student Managers/Stats	
9. Music - Band	
10. Music - Chorus	
11. Speech	
12. Drama	
 X. DRUG - ALCOHOL - TOBACCO POLICY	 18
A. Penalties for Violation of Drug/ Alcohol Rules	
 XI. SUSPENSION AND EXPULSION	 20
A. Hearing on Expulsion from School	
B. Weapons on School Property	
C. Disturbance of a Public School (NDCC 15-49-08)	
D. Interrogations by Law Enforcement and Other Officials	
 XII. WELLNESS AND IDENTIFICATIONS	 21
A. Wellness Policy	
B. Concussion Management	
C. Suicide Prevention	
D. Homeless Students	
E. Chain of Command	
F. Civil Rights Disclaimer	
 APPENDIX/PERTINENT SCHOOL POLICIES	 24
1. 504 Policy	
2. Tobacco Use	
3. Student Alcohol & Other Drug Use	
4. Attendance and Absences	
5. Carrying Weapons	
6. Nondiscrimination and Anti-harassment Policy	
7. Video Surveillance & Recording in Schools	
8. Bullying	

**Where MLS School Board policies are referenced in handbook - please refer to complete policy online at <https://www.mls.k12.nd.us/our-district/school-board/school-board-policy>

If you would like to request a printed copy please contact the main office at 756-6660 or email Heidi Newgard at heidi.newgard@k12.nd.us

Mission --- Philosophy --- Objectives

MLS Public Schools
2025-2026

Mission:

The Mission of MLS is to

Make
Learners
Successful

Philosophy:

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

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

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

Goals and Objectives:

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

SCHOOL HOURS SCHEDULE

7:30 Business Office Opens
8:05 - 8:20 School Buses Arrive
8:20 - 8:50 ICU Time
8:50 Go to 1st Hour Class Bell Rings
8:20 - 11:26 Morning Classes-in-Session
LUNCH BREAK/CLASS SCHEDULE:
11:26 - 11:51 Lunch Break 1 11:29 - 12:19 Class
12:19 - 12:44 Lunch Break 2 11:54 - 12:44 Class
12:47 - 3:20 Afternoon Classes-in-Session
3:20 Dismissal Time/Announcements
3:27 School Buses Leave from Bus Zone
4:00 Business Office Closes

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

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

All doors to the school lock automatically at 8:30 am in the morning.

Students who are not on the ICU list will not need to report to school until 8:53 am.

-If they ride the bus and arrive before that time, students will be required to be in supervised areas (new gym and multi-purpose area) until 1st period begins.

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

WELCOME

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

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

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

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

ACCREDITATION

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

STUDENT EDUCATION RECORDS AND PRIVACY (Policy FGA)

1. All provisions of the General Education Provisions Act - known as the "Family Educational Rights and Privacy Act" (FERPA) will apply in the general Welfare of all students of the MLS Mohall Public Schools.
2. Mohall Lansford Sherwood Public School District No. 1 has an established inspection procedure which provides the parent(s) an opportunity to review the accuracy of their student's school records.
3. **Directory Information** (Policy FGA Exhibit E) The district may disclose directory information without parent consent unless parents have opted out. Opt out notices are available at the school main office. You have ten days to complete and return opt out forms beginning on the first day of enrollment each year. Directory information (Exhibit FGA-E) includes DOB, honors, awards, grade level, name, activities, photo, school email, telephone number, etc.

COURSE ENROLLMENT REGULATIONS

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

Number of Courses Required each Semester:

Each student in Grades 7-12 is expected to enroll in seven (7) courses each semester. Special arrangements will be evaluated by the principal for students who may not be able to meet these requirements.

School to Work:

Opportunities are available for seniors to participate in a "school to work" experience and earn course credit. These opportunities are meant to provide the student with work experience in the community beyond their current or past employment experiences (not to be done with current or past employer), to provide exposure to other experiences in a variety of career fields. These opportunities available upon request during registration, on a first come first serve basis as there are a limited amount of placements available within the community. Students must be on track for graduation to participate in the school to work experience. Rare exceptions may be made at the discretion of the principal.

Dropping or Adding a Course:

A change in career goals or other extenuating circumstances may make schedule changes desirable, but generally such changes are discouraged. Students are encouraged to make careful selections when completing their pre-registration. Any schedule revisions will require principal approval. A student WILL NOT be permitted to add or drop a class after the start of the 3rd day of school for that semester.

Graduation / College Entrance Requirements:

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

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

The principal/superintendent may follow ND Century Code for graduation if they deem it necessary.

Course Credit Requirements for High School:

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

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

Grade 7 - 8 Failing/Promotion Procedure:

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

ACADEMICS

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

Tests and Examinations:

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

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

Traditional Grade Scale:

Classes in grades 7-12 using traditional grading will use this scale:

100-93	A
92-87	B
86-79	C
78-70	D

Standards Based Grading Scale:

Classes in grades 7-12 using Standards Based Grading (SBG) will use this scale:

4	Advanced
3.5	Above Proficiency
3	Proficient/On Level
2.5	Nearing Proficiency
2	Limited Proficiency
1	Developing
M	Missing
N	No Evidence

More information is available on SBG at MLS on the website at:

<https://www.mls.k12.nd.us/for-parents/standards-based-grading>

ICU:

- Any school work that is late (as assigned/determined by the teacher) will be put on the ICU list by that classroom teacher. The student is then responsible for communicating with the classroom teacher on what is missing and getting their work turned in. The student is also responsible for communicating with the teacher when the work is completed to get their name off of the ICU list.
- When a teacher puts a student on the list the teacher needs to inform the student and make arrangements for the student to get help on the assignment, if needed, that day. If the student remains on the ICU list the following day, that student will be required to report to ICU the following morning.
 - Students and parents will know when an assignment has been entered on the ICU list via an email that is automatically sent when the missing assignment is entered on the list.)
- Daily- All 7th period teachers will remind/inform the students that are in their 7th hour class that they are still on the ICU list (after having one day to complete the missing work) and need to attend ICU the following morning.
- Students who need to report to ICU will report to the on-duty ICU teacher before/at 8:20am. Once reporting to the on-duty ICU teacher they will help the student plan to see teachers they have missing work for during ICU time.
 - The on-duty ICU teacher will be announced the week prior and will also be posted by the office window so students know where to report.
- ICU Absences/Consequences (FOR ENTIRE SCHOOL YEAR, DOES NOT RESET AT CHRISTMAS)
 - First Offense
 - Call home from teacher
 - Student has to "make up" the ICU period they missed during lunch or after school (the teacher chooses)
 - Eat lunch in cafeteria/No gym privileges at lunch
 - Second Offense
 - Call home from **administrator** (teacher contact administrator about 2nd offense)
 - Student has to "make up" the ICU period they missed during lunch or after school (the teacher chooses)
 - Student has 30 min detention (in addition to ICU period "make up")- served within 24 hours
 - Eat lunch in cafeteria/No gym privileges at lunch
 - Loss of next extracurricular activity
 - Third Offense
 - Call home from **administrator** (teacher contact administrator about 3rd offense)
 - Student has to "make up" the ICU period they missed during lunch or after school (the teacher chooses)
 - Student has 30 min detention (in addition to ICU period "make up")- served within 24 hours
 - Eat lunch in cafeteria/No gym privileges at lunch
 - Behavior/Expectation standard marked a "1" (student will be ineligible for the week)
 - Take all proficiency day tests for that class
 - Student is assigned an ICU coach that they need to check in with daily
 - Fourth Offense

- In person meeting with parents, administrators, teacher, and student
- Student has to "make up" the ICU period they missed during lunch or after school (the teacher chooses)
- Student has 30 min detention (in addition to ICU period "make up")- served within 24 hours
- Eat lunch in cafeteria/No gym privileges at lunch
- Behavior/Expectation standard marked a "1" (student will be ineligible for the week)
- Loss of extracurricular activities for a **set period**- (include dances, field trips, athletics, etc.) until all work is off the ICU list
- ISS for academic recovery
- Daily check-ins with ICU coach until responsibility improves
- Students who are not on the ICU list will not need to report to school until 8:53 am.
 - If they ride the bus and arrive before that time, students will be required to be in supervised areas (new gym and multi-purpose area) until 1st period begins.

Classroom Test/Quiz Retakes:

1. A "1" on an assessment in standards-based grading (SBG) classes, or a failing grade (69% or lower) in traditionally graded classes will require a retake of the assessment.
 - a. A "2" on an assessment in standards-based grading (SBG) classes, or a low grade in traditionally graded classes will be optional.
2. The re-take must be completed within 2 weeks of the original assessment date.
3. All practice (homework) must be completed and checked by the teacher prior to the assessment retake.
4. A study session must be completed with the teacher (during the morning ICU time), prior to the retake. Students are required to attend the ICU time arranged with the teacher to complete this study session-failure to attend results in an unexcused absence from ICU time. (See more info under the "ICU" section above.)
5. A second re-take, if needed, can only be completed on Proficiency Day (formerly known as Semester Test Day)

National Honor Society:

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

Honor Graduate Selection Process:

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

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

Honor Guard for Graduation

The highest ranking boy and the highest ranking girl in the junior class as determined by their GPA academic scores in the last couple weeks of school will be designated as the "Honor Guard Marshals" who will lead the seniors in the graduation processional. If there should be a tie in the GPA, selection will be determined by the composite ACT score. If this is also a tie, selection will be determined by drawing lots. If any chosen honor guard is unable/unwilling to participate the next highest ranking student will be chosen (boy or girl).

ATTENDANCE AND ABSENCE PROCEDURES (Policy FFB)

Noting that regular school attendance is critical to learning, the Board of Education has instituted a

mandatory attendance policy.

The following regulations will apply to student absences:

- 1) Attendance is the responsibility of the student and his/her parents or guardians. This responsibility includes being aware of the standards for attendance, informing school officials of the reason for being absent, and developing an acceptable pattern of attendance.
- 2) An extended illness where a student misses several consecutive days will be counted as a one day absence when verified by a doctor, or at the discretion of the superintendent/principal.
- 3) Students who miss a class(es) due to the following reasons should not be counted absent:
 - a. The school bus that the student rides does not run or is late.
 - b. The student is absent to participate in a school sponsored activity.
 - c. The student is in attendance at a funeral.
- 4) The administration is responsible for keeping parents/guardians informed of attendance patterns not meeting acceptable standards.
 - a. On the day of the sixth (6th) absence from a class period during a semester a message will be sent to the student's parents/guardian notifying them of the absences. The parents/guardians will again be notified when the student has nine (9) absences from a class period.
 - b. If a student misses 10 days of a class during a semester the administration will request a meeting with the parent. Missing more than 10 days of a class during a semester may result in disciplinary consequences established by the administration. This may include detention to make up missing time, loss of credit, or other consequences deemed necessary by the administration.
 - c. If a student misses more than 20 minutes of a class, he/she is considered absent under this policy. If a student is not in class they are marked as absent, excused or unexcused as determined by the administration.
 - d. Administrators are granted the right to make exceptions to this minimum attendance standard in unusual circumstances.

Admission Procedures After An Absence/Advanced Make-Up:

After an absence, a student should give his/her excuse note (or parents should email or call) to the office and an admittance slip will be issued. The slip will be presented to each teacher of the courses missed for the make up assignment. Time allowed for completion of the assignments is the same as the number of days absent (ex- 1 day absent, 1 day to make up work after returning to class). Teachers are given the discretion to extend this timeframe as they see fit, based on the student. Students are expected to seek out their teachers if additional time is needed. Exceptions, such as absence beyond the end of a term, or absence of more than five days, will be handled through the Administrative Office.

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

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

The responsibility for making up lessons rests with the student, not the teacher. Work from both excused and unexcused absences may be made up. If a student knows ahead of time they are going to be absent (ex- family vacation, school event, etc.) the student needs to request the work prior to leaving (for any type of absence). Advanced leave slips will be issued to students who will be absent on a particular day by the office, upon receiving written permission from his/her parent or guardian.

Check-In:

Students who come to school late must enter through the main office door and sign-in at the Main Office before going on to class. An admit slip will be required for the classes missed. Students who come back to school after leaving (at any point in the day) must enter through the main office door and sign in at the Main Office before going back to class.

Check-Out:

Students must sign out at the office prior to leaving the school (for any reason, except if leaving under supervision of a coach/advisor for a school activity) during regular school hours. A note, phone call, email, or in person request stating the student's name, reason for dismissal, and time of dismissal, by a parent/guardian must be presented before the student leaves.

If a student becomes ill, he/she should contact the Main Office. If this is not possible, the student may be excused by the instructor in charge, who will then notify the office.

Leaving the school without authorized permission will result in an unexcused absence.

Participants in extra-curricular activities must be present in school for at least one-half of the time of the day that the student would have been in school prior to leaving for activity, in order to participate in a school sponsored activity in the afternoon or evening. Any exception to this policy must have prior approval from the principal. Exceptions may be made for previously held appointments for doctor/dentist, funerals, etc.

No student should ever be sent downtown during school hours by an instructor without prior written parent permission and prior administration approval. Students must always be given written permission to perform such duties by the instructor that will need prior approval by the administration. Students are also required to sign in and out at the office at this time.

Penalty for Unexcused Absences & Suspensions:

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

Unexcused absences may result in school consequences such as detention, suspension, expulsion, or loss of other privileges.

Students on suspension are expected to complete coursework missed and follow handbook policy regarding admission procedures after an absence.

Absence for Employment:

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

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

Absence for College Visits/Career Exploration:

Seniors will be allowed 2 absences & Juniors will be allowed 1 absence to be used specifically for college visit/career exploration day(s). Students must bring back documentation of the visit (including verification of visit/date/time).

Tardies:

Students are expected to be in their designated seat when the class-start bell rings, or a student will be considered Tardy. If the student was with an instructor, that instructor may provide an excuse to the admitting instructor.

Tardies are considered EXCUSED when the student is:

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

The principal will make the decision on excused or unexcused tardiness.

When a student accumulates 3 unexcused tardies in a class, in a semester, the teacher will assign 30 minutes detention (to be served with that teacher) for each tardy, from the 3rd tardy on. Arrangements will be made between teacher and student to serve the time the day of the tardy or following day (before or after school).

Proficiency Day (Formally Semester Tests):

The purpose of proficiency days is for students to demonstrate learning of the standards covered throughout the semester.

Classes with Traditional Grading Scale:

7th through 12th graders with a C or better will not have to take an assessment in that class

Classes with Standards-Based Grading:

Students who earn a "1" on any individual standard(s) in a class will be required to re-assess that/those standard(s) during that day

Dual Credit Courses:

High School students who are taking a college class/dual credit course must complete the final exam for that course.

CONDUCT AND BEHAVIOR

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

Students of Legal Age (Policy FGDC):

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

Dress Code (Policy FFH):

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

General Rules

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

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

Permitted clothing shall be worn as designed/manufactured.

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

Upper Garments - The cut of sleeveless garments must not expose undergarments or be otherwise immodest. Sleeveless garments must not be torn or ragged on the edges and fit properly on the person wearing the garment. Strapless garments are prohibited. Bare midriffs, immodestly low cut necklines which show cleavage, or are off the shoulder, are prohibited. Garments must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending.

Lower Garments - Undergarments shall not be visible. Spandex shorts are not permitted. Skirts, dresses, and shorts must be properly fitted and may not be shorter than mid-thigh.

Headwear- Hats/Beanies/Hoods etc. are allowed during the school day, following the general rules as stated above.

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

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

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

Penalties/Sanctions

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

Unusual Circumstances

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

Hot Lunch - Cafeteria Guidelines:

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

All food/beverages brought into the school for consumption at any time (including for lunch) must follow the USDA Smart Snacks in School Nutrition standards.

Off Limit Areas-- Most areas of the school are off limits to students during the lunch period. Students are to assemble in the Multi-Purpose Area or new gym during lunch, or where supervision is provided.

The administration may make lunch open campus for-Seniors.

All food for lunch must be eaten during the assigned lunch period. (No lunch food is allowed in classrooms.)

Student Locker Assignment and Control:

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

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

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

Lost and Found:

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

Academic Dishonesty:

When a student is found to be participating in academic dishonesty, cheating, plagiarism, or otherwise (including the inappropriate use of AI to complete assigned work), this will be the process that will be followed:

First Offense

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

Second Offense

The incident is logged in Infinite Campus and the Principal is notified. The student's parents are contacted by the principal. A meeting is set up between the student, their parents, the principal, and the teacher(s) involved. The student is given detention and required to make up the assignment or complete a similar assignment.

Third Offense

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

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

Student Use of Personal Technology (Policy FFI): (Cell Phone and Electronics Usage)

Only school issued computers/devices will be used by students during the school day and must operate through our school network. Permission may be granted by the administration for exceptions (ex- certain technology classes may require different devices).

According to ND State Legislation any student in school at MLS is required to: (pertains to all smartphones, cellphones, bluetooth-enabled devices, tablets, smartwatches or other wearable devices, gaming devices and any other device as defined under NDCC 15.1-07-41.

- Have devices noted above silenced (vibration included) or turned off during school hours (referenced below)
- Have devices securely stowed away (in Yondr Pouch issued by district to student-students are responsible for the condition of the Yondr pouch to remain in working condition)
- Inaccessible to students (during school hours) from beginning of school bell (8:20 for ICU students, 8:50 for non-ICU students) until dismissal bell @ 3:20 while in the building
- Rare exceptions can be made (ex-medical ,monitoring for diabetes), these students will be issued a nonlocked Yondr Pouch to use
- Students can unlock pouches when leaving the building or at the dismissal bell on school approved stations

Consequences for not following above requirements set for by the state of North Dakota: (consequences are enforced for infractions including (but not limited to) using burner phones, turning in burner phones, unlocking devices not using school approved unlocking stations, not locking the pouch when required/asked to do so)

- Level One Infraction:
 - First Violation:
 - confiscate device, contact parent, administrator returns device to student at the end of the school day.
 - Second Violation:
 - confiscate device, contact parent, administrator returns device to parent during a conference/ meeting, develop a compliance plan
 - Third Violation:
 - confiscate device, contact parent, administrator returns device to parent during a conference/ meeting, develop a compliance plan, 30 minutes detention to be served before or after school within 24 of meeting with parents
- Level Two Infraction:
 - Fourth Violation:
 - confiscate device, contact parent, administrator returns device to parent during a conference/ meeting, develop a compliance plan, 1 day ISS to be served the following day
- Level Three Infraction:
 - Fifth Violation
 - confiscate device, contact parent, administrator returns device to parent during a conference/ meeting, develop a compliance plan, 3 days ISS to be served the following days
- Level Four Infraction
 - Sixth Violation
 - confiscate device, contact parent, administrator returns device to parent during a conference/ meeting, develop a compliance plan, 3 days OSS to be served the following days
- Level Five Infraction
 - Seventh Violation
 - confiscate device, contact parent, administrator returns device to parent during a conference/ meeting, develop a compliance plan, 10 days OSS to be served the following days and recommendation for expulsion. Due process procedures shall be followed according to policy FFK

Acceptable Use of School Technology (Policy ACDA):

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

1. Accessing, downloading, or publishing inappropriate Internet material;

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

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

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

Citizenship (Behavior/Expectations):

In an attempt to ensure grades correctly reflect a student's academic knowledge, MLS Staff will not grade behaviors. In order to continue to hold students to high standards of character citizenship, citizenship standards will be used to reflect those behaviors. These characteristics could include, but are not limited to, Personal Responsibility, Self-Regulation, Classroom/Social Responsibility, and Collaboration. Standards will be rated on a scale of 1-4. A 4 rating is considered above average, 3 is average, 2 needs improvement, 1 is below acceptable.

Students who receive a 1 on the citizenship rubric will be subject to appropriate consequences as deemed by the administration.

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

Detention:

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

School Parties and Functions:

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

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

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

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

Fines/Property Damage Costs:

Library Books kept out by students after the due date of return must pay a library book fine for each day the book is overdue. Books lost must be paid for.

Students are held responsible to make payment for property damage to textbooks, desk top markings, athletic equipment, and technological equipment. The amount of payment is determined by the Superintendent's office.

and is payable at the Main Business Office.

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

Car Parking and Student Driving Controls:

Students will properly park their cars in front of the main building, in the east parking lot, or along the street on the east side of the school.

No cars are allowed to park in the bus zone between the hours of 8:00 a.m. and 3:30 p.m. No one should ever park in loading zones and/or fire lanes. Students are not allowed to park on the north side of the school past the "No Parking" sign (area located north of the business and science rooms, east of the ag shop.)

The MLS School shall enforce the following regulations in regard to noon-hour driving by students (only applicable to students with open lunch):

1. Parents must provide the high school principal with written permission for their student to drive during the noon hour.
2. Students shall follow the accepted/required rules of driving a vehicle such as seat belts, speed limit, following directions and driving behavior.
3. The principal and superintendent are responsible for determining the grade level of students that are allowed to have open lunch privileges.
4. Students are responsible for following all other school rules during the noon hour and are not permitted to bring food back for other students
5. Violations will result in revocation of noon-hour driving privileges/open lunch privileges until a meeting between parents/guardians and the principal. The school district retains the right to revoke a student's driving privileges

Bus Conduct (Policy FFC):

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

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

Video Surveillance & Recording (Policy ACDB):

The MLS district uses electronic surveillance systems in order to help ensure that school premises and individuals on school premises are safe and secure. Any person entering a school facility, on school property, [or] at a school function, [or riding a school bus] is subject to being videotaped.

Cameras may be used for the following purposes:

- a. To protect the school premises from property damage;
- b. To deter property damage;
- c. To ensure the safety and security of individuals who are on the school premises;
- d. To monitor and deter criminal activity from occurring. Cameras will have no audio capabilities and will be installed on a closed circuit network.

Bullying (Policy ACEA):

The Mohall Lansford Sherwood School District is committed to providing all students with a safe and civil school environment in which all members are treated with dignity and respect. Bullying of or by a student or school staff member is against federal, state, and local policy and is not tolerated by the Board. Bullying behavior can seriously disrupt the ability of the district to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that students and school staff members shall not engage in bullying behavior while on school property.

While on school property a student or school 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 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 their name on this form or filing it anonymously. The District will place the form in the library. The form may be returned to any school staff member or filed in a school building's main office.

- 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.

Gambling:

Gambling (of any form) is not allowed on school property (building, buses, etc.) at any time. Failure to abide by this expectation will result in disciplinary action at the discretion of the principal.

Student Attendance at Extra-Curricular Activities:

Students are encouraged to attend any and all extra-curricular activities to support their fellow students. Behavior/conduct at these activities are expected to follow the expectations for behavior/conduct within the school day. Students that attend these extra-curricular activities are expected to sit in the assigned student section or with their parents.

INTERSCHOLASTIC COMPETITIONS

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

Eligibility Requirements:

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

1. Have been in attendance as many days as he/she missed at the opening of the semester.
2. Have earned 2.5 academic credits during his/her last semester. (Grades 9-12) Have passed 3/4 of his/her academic subjects during the last semester. (Grades 7-8)
 - a) Failure to pass in the required academic subjects taken at the end of a semester will make a student ineligible for a period of four (4) weeks the following semester.
3. Be failing no more than 1 class during the current semester (Grade 7-12)
 - Clarification: Students meeting the requirements listed in #3 above must be maintaining or making improvements in the class in which they are failing. Failure to do so will result in ineligibility 4. A seventh or eighth grade student must be passing in all subjects in order to be eligible to play on a high school team.
5. Have not received a "1" in any behavior/expectation standard, in any class.
6. Do not have any late missing assignments

Eligibility Timelines:

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

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

Student Participation Objective Policy:

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

Multi-Sport Participation:

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

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

Accident/Athletic Injury Insurance:

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

Transportation Regulations: (Policy IEAF)

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

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

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

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

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

Ticket Sales - Athletic Events:

Students may purchase a season ticket (at the current school year rate) for all athletic contests or they may pay at the door. All other events may require an admission charge at the door.

Sportsmanship:

What do the Mavericks mean by fan sportsmanship?

- Cheer for your Mavericks, not against the visitors
- Don't get personal in your comments about players, coaches or officials
- Follow all directives of administrators in charge of the games
- No profanity, vulgarity, racist or sexist comments

Failure to abide by these rules will result in removal from the contest

School Organizations:

Student Council

The Council is our administrative organization.

Number of members allowed is as follows:

Grade 7 - one Grade 10 - three
Grade 8 - one Grade 11 - four
Grade 9 - two Grade 12 - four

Band and Choir

Students are encouraged to participate in the music program—MLS has a concert band and chorus. Membership is obtained by enrolling in the courses.

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

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

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

Yearbook Staff

The Yearbook is published by the annual staff. This extra-curricular activity provides an opportunity for students with strong journalism skills. Interested students should contact the yearbook advisor.

FFA

FFA is an organization composed of students who are interested in vocational agriculture. Students who wish to participate/compete in FFA must be enrolled in at least one vocational agriculture class.

Family, Career and Community Leaders of American - FCCLA

FCCLA is an organization composed of students enrolled or interested in family and consumer science.

Future Business Leaders of America -FBLA

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

Speech and Drama

Students interested in the performing arts may take part in the speech and drama. Drama presents local productions and competes in area and state events. Speech participates in various speech contests in the area. Students participate in regional and state competition with a one act play and various other speech categories.

Guidelines for Lettering:

Football

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

Basketball – (Girls and Boys)

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

Track – (Girls and Boys)

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

Golf - (Girls and Boys)

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

Volleyball

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

Baseball/Softball

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

Trap Shooting

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

Student Managers/Stats

1. Be at all required practices and games

Music - Band

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

Music - Chorus

1. Two semesters participation in chorus, and
 2. Perform a solo or be a member of an ensemble in District competition, OR
 3. Four semesters participation in chorus
- A pin will be presented for every two semesters participation after the letter has been earned.

Speech

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

Drama

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

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

DRUG, ALCOHOL, TOBACCO, and CONTROLLED SUBSTANCES

Students who are found in possession of or using drugs, alcohol, tobacco, or other controlled substances on school

property will be required to complete an online class (assigned by the principal) in order to educate the student about the health risks associated with substances they are using/in possession of. This online class will be completed before or after school hours within a two week time frame of the infraction. Proof of course completion will be turned into the principal prior to the deadline.

DRUG, ALCOHOL, TOBACCO, and CONTROLLED SUBSTANCE (Policy FFA and Tobacco in Policy ABBA)

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

Prohibited Activities (see definition in policy FFA); Use or possession of alcohol/tobacco/illegal drugs or other illegal substances on school property or at school- sponsored activities or whose off-campus conduct is reasonably predicted to substantially disrupt the operations of the District safety, or welfare of students or employees, will result in an automatic 3 day suspension from school and an unexcused absence. Additional violations will result in further school actions.

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

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

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

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

Information from Law Enforcement Officials:

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

Information from Sources Other than Law Enforcement Officials

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

Investigations by School Officials

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

The Principal shall notify the student and the parents/guardians as soon as practicable that there has been a possible violation of the NDHSAA and/or MLS Mohall Public School policies. The parents and student will be asked to meet with the school administration to discuss the alleged violation.

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

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

Clarification -- A student may voluntarily submit to ineligibility prior to a report from Law Enforcement Officials. In such cases, the period of ineligibility will commence on the day such notification is made to the principal (b) A Due Process Administrative Hearing may be requested by the accused student and his/her parents or guardians. This can be found in ND Century Code.

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

If a Hearing is requested, the Administrative Hearing Board will hear testimony and render a decision and submit a written report to the parents within 24 hours. If found guilty, the period of ineligibility would begin from the date of

the Administrative Hearing.

The decision of the Administrative Hearing Board may be appealed to the Mohall Lansford Sherwood Board of Education.

Penalties for Violation of Drug/Alcohol Rules:

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

1. Length of Penalty:

- (a) First Offense -- 6 weeks suspension
- (b) Second Offense -- 18 weeks suspension

2. Activities Affected:

- (a) All activities in which there is competition with other schools
- (b) All activities that come under the sponsorship of the North Dakota High School Activities Association (c) FCCLA/FFA etc: All activities sponsored by a MLS group which involve interaction with other schools or groups

3. Off-Season Violations

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

SUSPENSION AND EXPULSION (Policy FFK)

Only the appropriate building principal and the superintendent shall have the authority to suspend students. Students who are suspended will be required to complete an online education course (assigned by the school) related to the area of suspension prior to returning to class.

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

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

- 1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property 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 individual, except in self-defense
- 4. Possessing or transmitting on school property or at a school function, a firearm, dangerous weapon, or any object that is used, attempted to be used, or ~~to~~ threatened to be used to intimidate or cause bodily harm
- 5. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogen 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/vulgar language when it is obscene, defamatory, inciteful to violence or disruptive of the educational process
- 10. Threats of violence, bomb threats, or threats of injury to individuals or property
- 11. Student behavior that is detrimental or disruptive to the educational process, as determined by the principal
- 12. Being a responsible students adjudicated or convicted of a sexual offense as defined under N.D.C.C. chapter 15.1-19
- 13. Being found in violation of policy AAC and/or in violation of Title IX of the Education Amendments, prohibiting sexual harassment

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

Hearing on Expulsion from School: (FFK-BR)

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

1. The student and the student's parents or guardians shall be notified in writing of the specific charges against the student. They shall also be notified of a time and date set for a hearing on the matter before the School Board. The Hearing shall be scheduled within a 10 day period of time following notification.
2. If the student and his/her parents or guardian wish to contest the charges, the student has the right to be represented by a lawyer or other adult at the student's expense. This is not a court proceeding, there are no specific rules of evidence or procedure that must be followed. The intent is to determine whether the proposed expulsion is supported by the evidence. The hearing is subject to FERPA rights and shall be closed to the public.
3. The decision reached by the School Board shall be based exclusively on the evidence presented at the hearing. The action of the student does not have to be proven beyond a reasonable doubt but it must be supported by evidence. If the evidence supports the charge against the student, an expulsion order appropriate to the charges/misconduct shall be issued. Written notice of the decision shall be mailed to the student, the parent or guardian and placed on file in the superintendent's office.

Weapons on School Property:

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

Disturbance of a Public School (NDCC 15.1-06-16):

The MLS Mohall Lansford Sherwood School Board has lent its support to the following North Dakota State Law:
It is a class B misdemeanor for any person to:

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

Interrogations by Law Enforcement and Other Officials:

Law Enforcement Officials (Policy FGCC):

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

Social Service Officials:

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

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

WELLNESS & IDENTIFICATIONS

Wellness Policy:

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

The District shall comply with USDA Smart Snacks in School Nutrition standards for all foods and beverages sold on school grounds during the school day to students. Students in grades 9-12 can have caffeinated beverages (following sugar guidelines) during the school day that are purchased in the school vending machines or are the same product as offered in the vending machines or are offered through group fundraisers (prior approval by administrations is needed to ensure that such offerings meeting Smart Snacks guidelines). Students in grades 7-8 are NOT permitted to have any caffeinated beverages of any kind throughout the day.

No food or beverages shall be allowed in classrooms that were purchased from outside the school grounds, unless

they meet these guidelines and permission is given by teacher.

Concussion Management (Policy FCAF):

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

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

Suicide Prevention:

MLS Staff has used the Jason Foundation for Suicide Prevention Training and Awareness. MLS recommends all staff download the "A Friend Asks" application. Suicide Prevention Coordinator is Chaleigh Clark, please see her for any questions regarding training or protocols. The staff will participate every other year in suicide prevention training. The National Suicide Prevention Hotline number is 800-273-8255.

Homeless Student Policy-(Policy FDB):

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

The District identified Homeless Student Liaison is Leah Holsten.

District Chain of Command (for students and parents) for grades 7-12

Chain of command refers to an organization's hierarchy of reporting relationships from the bottom to the top. The chain of command not only establishes accountability, it also lays out an organization's line of authority and decision making responsibility. The following table has been developed to help you when you have an area of concern within the MLS District.

Refer to policy BGA in reference to contacting board members about complaints.

This Chain of Command **MUST BE FOLLOWED IN THE ORDER SHOWN IN THE TABLE BELOW.**

Area of Concern	Level 1	Level 2	Level 3	Level 4
Academics/Curriculum	Teacher	Dean of Students	Superintendent	School Board
Athletics	Coach	Athletic Director	Superintendent	School Board
Athletic Facilities	Athletic Director	Superintendent	School Board	
Attendance	H.S. Office	Principal	Superintendent	
Discipline	Teacher	Dean of Students	Superintendent	School Board
Facilities	Dean of Students	Superintendent	School Board	
Guidance	School Counselor	Superintendent	School Board	
Instruction	Teacher	Dean of Students	Superintendent	School Board
Special Education	Teacher	Spec. Educ. Supervisor	Superintendent	School Board
Transportation	Bus Driver	Dean of Students	Superintendent	School Board

Civil Rights Disclaimer:

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

Heidi Newgard
101 3rd St NW
701-756-6660
heidi.newgard@k12.nd.us

Appendix

Pertinent School Policies

2026-2027

All of the policies listed below are viewable in their entirety on the MLS website at <https://www.mls.k12.nd.us/our-district/school-board/school-board-policy>

If you would like to request a printed copy please contact the main office at 756-6660 or email Heidi Newgard at heidi.newgard@k12.nd.us

Hand Book Sign-off Sheet

I, _____, parent/guardian of

_____ have received the MLS Student Handbook for 2026-2027 and understand that I am responsible for reviewing and discussing it with my child.

I, _____ (student) have received the MLS Student Handbook for 2026-2027 and understand that I am responsible for reviewing and understanding the handbook.

Parent Signature

Student Signature

Grade

Date

Sign and Return to the office by –Friday, August 21, 2026