



# Williston Middle School

*Attitude, Pride, and Respect  
Inspire Learning for Tomorrow*

## WMS Mission Statement:

All students at Williston Middle School will learn to use their minds well. Students will grow to reach or exceed higher academic standards, develop literacy skills, communicate well, work collaboratively, solve real world problems, think creatively, and make choices based on sound character.

## STUDENT AGENDA • PARENT HANDBOOK

2009-2010



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P.O. Box 1407  
Williston, N.D. 58802-1407  
572-5618 • Main Office  
774-3109 • FAX

**Principal:** Marcia Armogost (a.k.a. "Mrs. A")

**Assistant Principal:** Duane Noeske

**Counselor:** Katie Peterson

This is your copy of the Williston Middle School Agenda. The Student Agenda is designed to provide students and parents of Williston Middle School with information regarding the operation of the school. In addition, the Student Agenda provides teachers and parents with an opportunity to review the student's progress and effort throughout the school year. The purpose of the Student Agenda is to help students become better organized in each class.

The policies and procedures contained in this handbook are the result of effort by the school board, administrators, and faculty. This information is intended to help students and their families know and understand the general procedures followed on a day-to-day basis.

Many of the policies in this handbook are a condensed version of the school policy, which can be obtained from the school upon request. Policies are also available at [www.williston.k12.nd.us](http://www.williston.k12.nd.us). The administration reserves the flexibility to deviate from outlined procedures to meet extenuating circumstances.

# WELCOME TO WILLISTON MIDDLE SCHOOL

**School Colors:** Orange and Black

**School Mascot:** Coyote

Welcome to Williston Middle School...Pride of Williston and home of the Williston Coyotes! It is our hope that the policies, guidelines, and procedures contained within, will contribute to the mission of Williston Middle School. Our motto states "Attitude, Pride and Respect Inspire Learning for Tomorrow."

Always remember...Williston Middle School is your school; a clean and bright school, a school with excellence. We challenge you to do your best to support the school and to take pride in keeping it looking great! We also challenge you to do your best to always make yourself look great, by making good grades, getting involved in activities, displaying good sportsmanship, and being courteous and considerate of your teachers and classmates. ALL people in our school have the right to be treated with dignity and respect. Our teachers and staff are committed to helping you become a responsible and caring person.



**YOU ARE OUR NUMBER ONE PRIORITY.  
BE THE BEST YOU CAN BE!**



## **Williston Public School District #1**







### **Vision**

Importing Potential, Exporting Excellence

### **Mission**

Williston Public School District #1 creates a learning partnership of home, school, and community that promotes each individual's strengths and talents, life-long learning and personal excellence.

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## ATTENDANCE

The Williston Public School District 1 recognizes regular attendance as necessary to achieve consistent educational process. North Dakota Sate Law requires all children between the ages of 7 and 16 to be in attendance every day school is in session, with the exception for illness and certain other incapacities. It is the responsibility of the school administration to monitor student attendance and communicate with students and their parents/guardians to ensure that their children are in school unless a valid reason for absence exists. The parent/guardian must notify the school when their child is absent.

It is the responsibility of every student at Williston Middle School to attend school every day that you are physically able to do so. Our "mission" is to provide the best education possible for Williston Middle School students. Expectations for student attendance remain high. We believe that students will not experience success if they miss important classroom instruction. Thus, it is important that you also place a **high priority on school attendance.**

Schoolwork missed during an absence shall be made up regardless of the reason for the absence. The effort to make up school work is the responsibility of the student upon returning to school. Family vacations should not be scheduled during the school year. In the event a student needs to be absent due to a family matter, arrangements must be made in advance with the principal and teachers. The student shall make up the missed work in advance when possible.

### **The Williston Public School District 1 - Three Types of Absences:**

**Excused-** Excused absences shall be those caused by illness, injury or emergency or those absences granted by the principal. In the case of an absence granted by the principal, the schoolwork may be required to be made up ahead of time. The responsibility for making the absence deemed "excused" rests with the parents and students.

**Unexcused: with Parent/Guardian's Knowledge and/or Consent-** If a student is absent with parent/guardian consent for reasons other than those stated above, the parent/guardian is expected to call the main office to explain the absence and the student will be subject to a penalty, since you will be in willful violation of School Board regulations. If the absences become habitual and the principal is not satisfied that the absences are excusable, the principal shall file a Report of Suspected Child Abuse or Neglect with the Williams County Social Services and the State's Attorney for appropriate action. Habitual absences are defined as 5 or more absences per each nine-week period.

**Truancy-** Truancy is defined as being absent from school without the consent of parent/guardian or school officials. When truancy occurs, the principal may contact police authorities, as the child's safety is most important. In addition the principal will call parents/guardians and appropriate disciplinary action will be taken.

Note: Student days in the Choices Room and / or Out-of-School Suspension will not be counted as days of absence under this policy. In addition, school sponsored activities, e.g. athletic events, are not counted as days of absence but class work must be made up.

In addition, the student is expected to arrive at school and class on time and to attend all classes as scheduled. If a student is late for school, you must report to the Main Office and have your name removed from the absentee list. **TARDIES:** A student who is tardy to school or class is subject to disciplinary action. Excessive tardiness may result in a truancy charge. Tardiness at the start of the school day will be the responsibility of the Main Office. Students will be asked to "payback" the same amount of time tardy in an after school detention. (For example, late to school 8 minutes, student serves 8 minutes after school in detention.) All tardiness to class during the school day will be the responsibility of the classroom teacher. Teachers should assign penalties such as detention to any student who is tardy. Should that student fail to serve the penalty assigned, disciplinary action from the principal will result. This may result in loss of school time that could affect the attendance and grade of the student. The principal shall deal with excessive tardiness.

**TO REPORT AN ABSENCE:** Call 572-5618. If a parent does not have a phone, it is the parent's responsibility to properly notify the school that a phone call cannot be made. Special arrangements can be made on a case-by-case basis. Without such notification, the student's absence will be unexcused. The cut-off times for attendance and tardiness are 10:30 AM and 2:00 PM. A student needs to be in school until 10:30 AM to receive credit for the morning attendance. To receive credit for a full day, a student needs to be at school all morning and until 2:00 PM. Parents will receive notification letters from the principal when their child/children has been absent/tardy for 8 and 16 days during the school year, regardless of the whether absences are excused or unexcused. A student who misses more than 16 days for school year and has poor grades may find that promotion to the next grade may be in jeopardy.

Parents are encouraged to make personal or medical appointments for their children before or after school hours. Student may be counted absent or tardy for any personal or medical appointments made during school hours.

**REMEMBER!** Make the call to the school on the day of absence. Do not put your child's grade in jeopardy by forgetting to call. District policy requires that all parents are notified as days absent reach certain limits. In the event that parents do not call the school and/or absences continue, the principal is required to file a report with Juvenile Services. It will be the decision of Juvenile Services to proceed with a hearing, disciplinary action, etc.

THE MESSAGE IS CLEAR-

Good attendance results in more responsible behavior, and the fewer problems that could adversely affect one's education.

### **HOMEWORK REQUEST POLICY**

Class work for an absent student may be requested through the Main Office provided that the student will be absent at least 2 days. Teachers will be contacted and work sent to the office at the end of the school day. When picking up the work, parents should know where the student's locker is located and the combination, in order to take home necessary schoolbooks.

## **STUDENT ILLNESS DURING SCHOOL**

If you become ill during the school day, you should request permission from the teacher to go to the Main Office. Authorized personnel will examine you, and if necessary, an ambulance will be contacted. If you are ill and one of your parents is at home, you will be excused from school to go home and will be excused for that day only. If no one is home, other arrangements will be made. Students who remain in washrooms claiming illness are considered truant. Our main concern is your safety and remaining in the washroom without permission is not safe. Should you become ill in the washroom you should have someone notify the office for help. You should never leave the school in case of illness or accident without being excused by the Main Office or the principal.

## **MEDICATION**

When a child is placed on medication and the medication is to be taken during school hours, a note from the parent/guardian granting the school permission to administer is required. The following information must be included in the ORIGINAL PHARMACY LABELED CONTAINER: child's name; name of medication; amount of dosage; time of administration; name and strength of medication and route; instructions for administration, special care (such as refrigeration); and name of physician or other legally designated health care professional.

Written permission of parent/guardian is valid for no longer than one year. The medicine must be delivered to school by the parent/guardian in the original bottle from the pharmacy with the child's name. The parent/guardian may withdraw the permission at any time. At the end of the school year, any medication not picked up the parent/guardian will be properly disposed of.

Acetaminophen or Ibuprofen may be given in the Main Office with a signed parental card on file. If no signed card on file, the office may request a verbal consent from parent/guardian to administer for one time only. A signed card must be on file for continued administration of the above drugs.



## **GENERAL...FACTS YOU NEED TO KNOW**



(Listed in alphabetically)

**ACCIDENTS AND INJURIES** - All accidents and injuries should be reported immediately to the main office staff. An accident report must be submitted and sent to the district office.

## **AFTER SCHOOL PROGRAMS**

Many activities are available after school for students to get involved in. Perhaps athletics is your interest or taking advantage of tutoring to get your homework done for the day! But maybe you just need "something to do." Each month our school has special activities for kids after school. Examples may include dances, working with computers, or learning a new hobby. Get involved!

## **BICYCLES**

Students who ride bicycles to school are encouraged to lock them in the bicycle racks provided in front of the school. Failure to lock your bike may result in theft or vandalism. If this should occur, the police will be notified to handle the situation.

## **BOOKS (Textbooks)**

As a student you are borrowing your school books for the school year. It is your responsibility to take good care of them. This includes writing your name in the cover as directed by your teacher. If your book should be left behind in a classroom, your name will help get it back to you. Cover your book with cloth, paper, or a book cover for extra protection. You will be responsible for damages and or lost books at the end of the year.

## **BULLETINS AND POSTERS**

You will need to have the administrative approval to post notices, posters, or any kind of publicity on school property.

## **BREAKFAST**

Our kitchen will be serving nutritious breakfast items in the commons area from 7:45 AM to 8:00 AM each morning. Students who want to eat breakfast will enter the building through the SW doors (Number 3). Upon entering students proceed through the serving lines and take a seat to eat. Students are NOT to enter the area if they are not participating in the breakfast program due to limited seating.

Supervising teachers will expect the same behavior from students as exhibited during lunch periods. Students must remain seated at all times as they eat. No food can leave the commons area, e.g. taken outside or to class. Once finished eating, students will remain seated in the commons area and go to classes when dismissed by the supervisors.

## **CAFETERIA / LUNCH**

Williston Middle has a closed campus for lunch. The kitchen serves a variety of excellent well-balanced lunches. The hot lunch changes daily according to the Williston School Cafeteria menu. Students may bring a sack lunch or buy a hot lunch, both of which must be eaten in the commons. Our food service staff uses a computerized program for recording and keeping track of hot lunch meals. You may put any amount in your account, which is paid to food service personnel in the commons area. Those students who have a greater than \$5.00 negative balance will not be allowed to eat for that school day until payment is made. Free and reduced meals are available if income guidelines are met. Free and reduced application must be turned in yearly. Please be advised that extra entrees and/or beverages are not included in free and reduced service.

Students are expected to behave as ladies and gentlemen at all times during the lunch hour. Students are to sit in the area designated. Please remain seated while eating. Cafeteria tables should be kept free of crumbs, papers, or spilled liquids. Kitchen workers should be called whenever things are broken or spilled, so that cleanliness can be maintained. Trays are to be taken to the designated area after all paper has been removed and placed in the proper receptacles. You are then to return to your seats. You are not permitted to run or wander around the commons and/or halls at any time. Students will be allowed to go outside after lunch when the weather permits with teacher supervision.

For safety of all at WMS, we need to maintain noise level during lunch that will allow all people in the commons to hear safety announcements via our intercom system. All drill and Codes Emergencies are announced via intercom. Thus, we ask students to monitor their own noise level. The “stop light” is set at a safe level so student can enjoy lunch conversations and yet maintain the noise at a level that announcements can be heard. It allows students to know when to quiet down a bit without having to be told by a lunchroom supervisor. This promotes the freedom and independence that young adolescents would like and yet provides the safety for all at WMS.

The principal grants off campus lunch privileges for special occasions, e.g. birthday celebration. This is privilege and will be granted only when you have shown good citizenship at school and it must be approved at least one day in advance of the day requested. All students involved must have written permission slips stating not only permission to leave for lunch but also permission to “ride in a vehicle with another parent.” No student(s) may walk to a restaurant, rides must be provided by a parent/guardian. All students leaving the campus must sign out upon leaving and sign in upon returning in the Main Office. Remember it is always the student’s responsibility to be back to school on time!

## **CAMPUS (Leon B. Olson Campus)**

The middle school shares a common campus with the high school. There is to be NO mixing of students between schools on the shared campus unless under the direct supervision at all times with an adult. Exceptions may be granted ONLY by the principals of either campus.

## **CARE OF SCHOOL PROPERTY**

We have pride in the facilities made available for your education. You should strive to see that lockers, walls, floors, restrooms, etc. are not defaced. We respect our staff and desire to make their jobs easier by taking pride in what they do for our school. If a student commits vandalism, disciplinary action will be taken, and you may be required to pay for damages. The administration and possibly the Board of Education will consider extreme cases, and any student involved is liable for suspension or expulsion.

## **COUNSELING**

A counseling and guidance program is available to all students. It is designed to help you determine and understand your interests, abilities, limitations, and opportunities in order to make wise choices and identify your goals, talents and strengths. Private counseling is available by appointment with the counselor. However, an "open door" policy exists with the ability for students to stop in when the counselor's door is open.

## **DRESS CODE**

It is the responsibility of parents to have their child dressed for school appropriately, reflecting good taste and proper modesty. As a general guideline, students should dress appropriately for the weather. If you are in doubt about something, please feel free to ask. Inappropriate wearing apparel will result in student's removal from class until the problem is corrected and/or possible disciplinary action.

In addition, there may be required dress for certain activities such as school dances or award programs. These activities are voluntary with students choosing to participate. However, to participate in such activities, certain dress codes may be required. Students and parents will receive ample notification of requirements.

The following are general guidelines:

- ✓ Hats are never to be worn in the school building. "Hats off to Williston!"
- ✓ Jackets, coats, gloves, or other forms of outerwear are not to be worn in the classroom.
- ✓ We promote a healthy lifestyle for our students thus, T-shirts or other attire or pins that advertise or promote alcoholic beverages, smoking, drugs, or profanity is unacceptable at our school. Shirts with disregard for human life are inappropriate.
- ✓ Tops that expose the midriff are unacceptable. Mesh shirts or tank tops. (Scooped neck and sleeveless) must be covered with an over-blouse/shirt or must be worn on top of another shirt.
- ✓ Skirts and shorts must be mid-length or longer. No beach wear or pajamas and slippers are permitted.
- ✓ Any form of torn clothing, clothing that drags on the floor, or chains are considered safety hazards and can not be worn.
- ✓ Baggy or low cut pants or shorts which expose undergarments or skin are unacceptable.
- ✓ Sunglasses (unless authorized by a doctor) may not be worn in school.
- ✓ In the interest of safety and good health, shoes must be worn at all times.
- ✓ Any bizarre or extreme dress or appearance, which is disruptive to the educational process, is prohibited. This would include writing on clothing that is inappropriate.
- ✓ Student athletes are to be dressed appropriately when attending events. Williston Middle School may forfeit any game where the team is dressed in a manner that is not in good taste.

## **DRILLS- FIRE, TORNADO, and EMERGENCY CODES**

Schools are required to have regular drills for the safety of all our students and staff. At the beginning of each school year, students will be directed on the proper behavior during the drills. During safety drills the principal, office staff, and/or the teachers will direct students. Signs are printed in each room with drill information. Safety is a #1 priority at our school, thus these drills are important simulations.

For the safety of all students, WPSD #1 has established emergency codes. These codes will be practiced periodically throughout the year.

Code Yellow- An email will be sent to the staff announcing precaution and vigilance on the part of all staff members. No announcement made to students.

Code Orange - For the duration of a code orange, students and classes will go about their normal routine. Students will not be allowed to exit classrooms, or pass to another area until such time that an "all clear" has been announced by a building administrator.

Code Red – For the duration of a code red, students will remain in a locked classroom with lights off and total silence until such time that an "all clear" has been announced by a building administrator. Any evacuation procedures will be determined by the Chief of Police of Williston.

## **ENTRANCES AND EXITS**

All students must enter the building through the doors on 14<sup>th</sup> Street West only (Entrance #1). You may enter at 7:55 AM. At 8:00 AM you may go to your locker and proceed to your first class.

Students who are eating breakfast may enter the school through the commons entrance. Students enter hallways when dismissed by supervisors at 8:00 AM from the commons area and proceed to their first class.

Students have approximately ten minutes to clear the halls after their last class for the day. This allows our custodial staff to begin their duties. Once out of the building, students should not need to reenter the school building for any reason unless accompanied by a parent or for a sponsored school activity. Our front doors are locked at 4:00 PM each day. Students are not allowed in the building past 4:00 PM unless under the direct supervision of an adult.

## **FEES**

Textbooks are provided free for all students unless lost or damaged. Certain fees may be charged for the following: assemblies, publications, lab materials, and elective/ encore materials. Fee information will be available with the student schedule at the beginning of each school year.

## **HALLWAY CONDUCT AND PASSES**

Orderly hallway conduct is required. Often student projects are displayed in our hallways and we respect each student's work by not damaging displayed materials. Running, pushing and shoving are not permitted as this behavior is a safety issue. Passes are granted by teachers. Students using the classroom pass must have the pass visible at all times. No student should be in the hallway without a signed pass.

## **LOCKERS/PHY ED LOCKERS**

This is your area to keep school materials and personal items. Lockers should be kept clean and neat. Do not stick things on your locker that cannot be removed easily or are in bad taste. Do not kick or force it to close. If you have trouble with your locker, see the office. Only you have your locker combination. If you give it to others, you lose this security. Money or other valuables, including expensive clothing and jackets, should not be brought to school. The school cannot be responsible for lost articles of any kind. You are not to share lockers. Also, please make sure you do not leave your locker unlocked. According to North Dakota State Law, school lockers remain the property of the school and school authorities have a responsibility and a right to examine the contents of the locker for reasons of health, safety and security.

## **LOST AND DISCOVERED**

Williston Middle School cannot accept responsibility for items owned personally by students. If you find an item, please turn it in to Lost and Found located in the Main Office. Clothing not claimed from the Lost and Found is donated to Charity.



## **MESSAGES AT SCHOOL**

Parents are asked to keep telephone calls for emergency purposes only. A student will NOT be called from class to answer the phone except in emergencies. Students may be called to receive messages at the Main Office during hallway passing, lunch and/or after school.

## **PASS SYSTEM**

Any student, who has permission to leave the classroom while classes are in session, MUST have a VISIBLE pass with them at all times. This pass is obtained from the teacher of the classroom from which you are enrolled. The pass is obtained by requesting permission form that teacher. Each student is responsible for signing out and back in on the sheet provided in each classroom.

## **PASSING TO CLASSES**

You will have no trouble getting to class on time if you follow these simple procedures:

1. Use north stairwell to travel down and south stairwell to travel up during the school day.
2. Keep to the right at corners and on the stairs.
3. Walk at a steady pace, do NOT run.
4. Keep your locker clean and organized.
5. Plan you day's work ahead of time- have your books and materials with you so you don't need to make a locker stop after each class.

## **POP, SEEDS, and GUM**

Pop, soda, or other beverages may not be purchased during the school day. All food and beverages must be consumed in the commons area during designated lunch periods. Seeds are not to be eaten in the school building at all. Some teams allow snacks for special occasions. GUM chewing is not allowed in certain areas of the school building including the Library Media Center, and the Physical Education classrooms. Do not put gum on to lunch trays or under lunch tables and chairs. Teachers have the right to allow or disallow gum chewing in their classroom at any time. We expect students to be responsible in their decisions regarding gum.

## **SKATEBOARDS, IN-LINE SKATES, "HEELIES"**

These items are not allowed on school property and should be kept at home.

## **SCHOOL DAY**

Our day begins at 8:05 AM and concludes at 3:21 PM.

## **SAFETY/SECURITY**

The safety of all Williston Middle students and staff is our #1 priority. Students are required to cooperate with well-established security measures. In the event of an emergency a Code Orange or Code Red will be issued from the main office. Both code situations will be used for the protections and safety of all individuals in our school building. Since these are potentially serious situations, all drills to practice the code alerts, must be taken with a respectful attitude. Student behavior expectations are at the highest standards with no exceptions.

## **SNOWBALLS**

Throwing snowballs is dangerous to others and to the building thus, it is **NOT** acceptable behavior.

## **STUDENT AGENDA**

To organize student work, you will use a student agenda. This tool will enhance your grades and classroom performance. The agenda is also a textbook for Project "GO!" The student agenda is required to be carried at all times to all classes. If you lose your student agenda, you MUST replace it immediately as it is KEY to your success at WMS.

## TELEPHONES / CELL PHONES

**Students are not allowed to use the office telephones.** A public phone in the commons is for student use before and after school. (DIAL 9) **Cell Phones** - The use or visibility of cell phones during the school day at Williston Public Schools will not be allowed. They may be carried by the student for use before or after school when off school grounds, but they are not to be visible, switched on, nor used during the school day in any of our facilities. If a student is caught violating this policy, they will face the following consequences:

**1st offense – cell phone is taken and held by office staff, returned to student at end of day and student reads policy in student agenda**

**2<sup>nd</sup> offense – cell phone is taken and held by office staff, the parent has to come in and pick it up from the Main Office**

**3<sup>rd</sup> offense – up to the discretion of the principal, with option of suspension and assistant principal may keep phone for up to one calendar week.**

## TOYS, MP3's, RADIOS, CD PLAYERS, LASER POINTERS, ETC.

Radios, cassette players, MP3's, CD players, jam boxes, tape players, cameras, squirt guns, whistles, laser lights, noise makers, and electronic games are not to be brought to school or extra-curricular events. These items are disruptive to the educational process. The items will be kept in the office and the principal will decide when the item will be returned. In the event that any items are brought to school and they are lost or stolen the **school can not be responsible to recover the missing items**. It is our recommendation that **ALL valuables remain at home**.

## VISITORS

All visitors must report to the main office immediately upon entering the building. Visitors must wear a **Visitor Pass** at all times in clear view while they are in the building. Students are not to bring visitors such as friends from other schools or family members to school. This can be disruptive to the educational process and other students.

## WEB SITE

Love the Internet? Check us out.... Williston Public Schools District 1 has a web site with valuable school information including the school year calendar at **[www.williston.k12.nd.us/](http://www.williston.k12.nd.us/)**. In addition, there is a link on the district page to JHS where you will find information specific to our school.



## AWARDS

Numerous awards are available for students who do their best in their classes. COYOTE BUCKS can be obtained for a variety of achievements and display of our school mission.

## INTERDISCIPLINARY TEAM ORGANIZATION

Our school format provides interdisciplinary team organization. All students in a particular team share in common the same core academic teachers. These teachers meet as a group for one period per week. Student progress may be checked by calling the team leaders to facilitate a meeting during this time. Our teams are designated by colors: 7th grade teams are Blue and Green and 8<sup>th</sup> grade teams are Red and Purple. Encore classes are those classes not required but "elected" by students.

## **MEASURES OF ACADEMIC PROGRESS (MAP)**

Williston District I Schools use a computerized program to measure student progress in mastering basic skills. We administer this on regular intervals to obtain information for individual or an entire grade level on satisfactory progress in mastering these skills. This provide information teachers use for instructional planning for individual students or an entire class. (Northwest Evaluation Association (NWEA) created the MAP program)

## **MIDDLE SCHOOL HONOR ROLL / NATIONAL JUNIOR HONOR SOCIETY**

**HONOR ROLL:** At the close of each grading period, the office compiles an A and A/B Honor Roll. All classes “count” toward honor roll computation. A student may have a grade of “C” but not “D” or “F” to be eligible. The names are posted around the school and in local media.

**NJHS (National Junior Honor Society):** The National Junior Honor Society chapter of Williston Middle School is a duly chartered affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each year. Students in the 7<sup>th</sup> or 8<sup>th</sup> grades are eligible for membership. For the scholarship criteria, a student must have cumulative grade point average of 3.5 or better on a 4.0 scale. Those students who meet these criteria are invited to complete a Student Activity Information form that provides the Faculty Council with information regarding the candidate’s leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate’s character, the Faculty Council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional comments on a candidate’s service activities, character, and leadership. These forms and the Student Activity Information form are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule. Following notification, a formal induction ceremony is held at the school to recognize all newly-selected members. Once inducted, new members are required to maintain the same level of performance (or better in all four criteria that led to their selection.) This obligation includes regular attendance at chapter meetings held at least quarterly during the school year, and participation the chapter project(s). PLEASE NOTE: Membership in NJHS at our school does not automatically insure membership at the high school level. Students or parents who have questions regarding the selection process or membership obligations may contact the chapter advisor.

## **LIBRARY MEDIA CENTER**

The library is open from 7:45 AM to 4:00 PM each school day. A student using the library is expected to respect the following guidelines:

- No outerwear, coats or jackets are allowed in the library. Gym bags and books should be left at the front table when brought in after school.
- Current student I.D. number is needed to check out materials.
- A student with a library delinquency may not check out materials.
- A student needs a pass in the hallway to come to the library.
- A student does not need a pass to come to the library if he/she spends his/her entire lunch hour in the library.
- Magazines and newspapers are to be read in the library.
- Students do not need to ask to use the card catalog.
- Students do need to ask to use the computers for word processing and the internet or to check email. Students need to have an Acceptable Use Policy form signed before applying for an e-mail account or any computer usage.

### **CHECK OUT POLICIES:**

- Books may be checked out for three weeks. Three books may be checked out to a student.
- Overnight materials are due before first hour starts the following day.
- Reference materials do not circulate.
- Lost materials are charged at the cost of replacing the item.
- A copy of a magazine article may be made. No magazines are allowed for check-out.

### **MID TERM REPORTS**

Mid term grades will be given to each student by each teacher at the mid point of each nine weeks. Parents are requested to sign your child's midterm report if requested and to assist in communication between school and home. Reporting dates for the 2009-2010 school year are as follows: September 25, December 2, February 8, and April 22.

**NORTH DAKOTA STATE ASSESSEMENTS:** These annual assessments in Reading, Math, and Science will take place during the time period of October thru November.

**MAP TESTING:** These assessments will take place in Science in the Fall and Reading and Math in Winter and Spring.

### **PHYSICAL EDUCATION**

Physical Education is a required course in North Dakota. Thus, only a medical excuse will excuse a student from participation. The medical excuse is the responsibility of the parent and student. Students who have a medical excuse: If partial exemption, you will participate in selected activities; if the excuse is total exemption you must complete written assignments. All students will dress for Phy. Ed.

### **POWERSCHOOL PARENT/STUDENT ACCESS**

Access obtained by opening a web browser and going to <http://williston.ps.state.nd.us/students> and entering your password. After you log in, the options currently available include: grades and attendance, grade history, attendance history, email notifications, teacher comments, and school bulletin. ALL information is **password protected** and since it is web based, allows parents/students access to their school and classroom information 24 hours a day 7 days a week!

### **PRIME TIME**

The first period of our school day is Prime Time. It is an Advisory Program in which teachers mentor students. Academic activities such as silent reading, tutoring, teaching organizational skills, and counseling programs take place. In addition, school announcements, assemblies/pep rallies/honor programs, club meetings, competitions, and "pride" activities occur.

### **PRINCIPAL'S OFFICE**

The principal at our school has an open door policy and invites all students to visit. Why would you visit? Perhaps to ask a question or share an idea, boast about a great grade, share your improvement in a class, show off a fist full of Coyote Bucks, grab a jelly bean or just say hi. And although discipline does occur here, this is not the primary activity of the principal's office. The door will be locked if there is a private matter taking place.

### **REPORT CARDS**

Teachers report student progress four times a year, every nine weeks. Report cards will be distributed within one week after the grading period ends. The final report card of the school year will be mailed to student homes. Report card days for the 2009-2010 school year are as follows: November 5, January 14, March 22, and May 28.

### **STUDENT-LED CONFERENCES**

Student-led conferences are held with parents both in the fall and spring of the school year.

## **SUPPORTING STUDENT LITERACY (SSL)**

Each day, after Prime Time, our entire staff and student body is reading and writing! This is part of our school improvement plan. Research is clear that when students are allowed to read and write for pleasure each day and see adults modeling reading and writing, these skills improve. We will have our entire staff reading and writing with students, including as many staff people as possible.

## **TECHNOLOGY / COMPUTER USE**

We believe that computer use by students is an important privilege. The school will attempt to provide opportunities for computer use as often as possible. With increasing technology, there is also an increase in the responsibility of students to be ethical in the use of the computers. Student misuse or unethical practice may result in the disciplinary and/or legal action and the loss of computer use. The entire Williston Public School District 1 technology policy can be viewed on the web at [www.williston.k12.nd.us/](http://www.williston.k12.nd.us/).

The Williston Public School District 1 (WPSD) Network allows users access to a wide range of information sources locally through the Local Area Network (LAN) and worldwide through the Wide Area Network (WAN) also known as the Internet. Our goal in providing this service is to promote educational excellence in our schools by facilitating resource sharing, innovation, and communication.

The Internet allows access to computers all over the world. Some systems may contain inappropriate material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal. Internet filtering software has been installed by the Internet Service Provider to prevent access to inappropriate sites; however, no software can be effective 100% all of the time. WPSD does not have control over the content of information residing on the Internet and will not be held accountable for the content. Students who knowingly bring such materials into the school environment will be dealt with according to the disciplinary policies of the individual school building and WPSD. Access to the network will also be terminated.

Acceptable use policy is in place for all current Middle School students. Computer use privileges will be removed for unacceptable use. (Please refer to Williston Public Schools District 1, Acceptable Use Policy for Networks).

## **NETWORK ETIQUETTE**

- Be polite.
- Use appropriate language.
- Keep your personal address, phone number, or password to others private.
- Use the network in such a way as to not disrupt others.
- All communications and information accessible via the network should be assumed to be private property.
- Illegal activities are strictly forbidden.
- Discuss on-topic subjects in appropriate topic-designated discussion areas.



## **CONDUCT AND DISCIPLINE POLICIES**



In any society, general rules and policies are necessary for orderly operation and for insuring the safety of all members. Good discipline and order are positive aspects of school rather than negative. It is the duty of the school to help students adjust - rather than punish - and to turn the unacceptable behavior into acceptable. Good discipline is the absence of distractions, frictions, or disturbances that interfere

with the functioning of the individual, class, or school. It is the presence of a friendly, yet business-like atmosphere where all work together for the common good. The following information **applies not only to the school day, but also includes all extracurricular activities involving the school, on the buses, or on school corporation property.**

It is the intent of this school that any problems arising from the normal operation of Williston Middle during the school day or at extracurricular activities to be handled on the lowest level possible with the least force and embarrassment necessary to bring about the proper behavioral changes. If a problem arises at the classroom level, students and parents work first with the teacher to correct the difficulty. Only after a student/parent/teacher conference is the problem be referred to the principal.

A student identified as a chronic disciplinary problem may be suspended or recommended for expulsion on the basis that despite prior intervention, such student has persistently violated the rules of the school even though each prior violation may not alone have warranted suspension or expulsion.

### **WE EXPECT STUDENTS TO:**

- Always remember that each person is important and deserves our utmost respect.
- Do as they are asked the first time they are asked.
- Respect legitimate authority by following school rules as well as the laws of the community, state and nation.
- Respect the personal property of others and the school as well as consider the needs and rights of the school and all members of the school community.

### **WE EXPECT PARENTS TO:**

- Assume primary responsibility for the child and his/her behavior.
- Acknowledge the child's responsibility to the school as well as the home.
- Recognize that school must primarily concern itself with education.
- Cooperate in conferences regarding health, behavior or academic progress of their child.

### **WE EXPECT STAFF MEMBERS TO:**

- Set high standards for student behavior.
- Exhibit a respect for students that positively helps them develop good character traits.
- Plan a flexible program to meet the individual needs of students.
- Communicate with parents when a child's behavior and or academic progress needs improvement.

## **STUDENT RULES OF CONDUCT**

The following are a list of **UNACCEPTABLE BEHAVIORS** that we hope you never experience in our school. Our school beliefs are grounded in respect, good attitude and pride, therefore, the following behaviors are unacceptable to our students and staff of Williston Middle School.

## **BOTTOM LINES**

These are behaviors which are NOT tolerated in our school and most likely result in out of school suspension.

### **THE FOLLOWING ARE BOTTOM LINE BEHAVIORS:**

#### **RESPECT and VIOLENCE ISSUES:**

**VIOLENCE/THREATS:** Williston Middle School has a zero tolerance policy for any student who threatens the health and safety of another individual. Physical violence, verbal or written threats, or any activity which could cause harm to others, will lead to disciplinary action.

**FIGHTING/HORSEPLAY:** Williston Middle School does not allow ANY FIGHTING among students. A student who takes any physical action toward another student is considered a participant in a fight. Students are to keep their hands to themselves at all times. Pushing, shoving and other aggressive behavior will not be tolerated and will result in disciplinary action.

**HARASSMENT/EXTORTION:** Harassment by students at Williston Middle School is prohibited. Any student who is a victim of harassment or related activities is expected to report such actions to the principal. Physical or verbal threats against other individuals will not be tolerated. Students are to respect the individual rights of others at all times. When a student or group of students verbally and continually torment another student, the action will be considered harassment. This also includes bullying. Bullying is defined as "A person is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons." Bullying is unacceptable as it leads to disrespect and threats to other individuals.

#### **ILLEGAL ACTIVITIES:**

**SMOKING/POSSESSION OF TOBACCO & RELATED PRODUCTS:** Williston Middle School prohibits smoking and possession of tobacco related products by students. This also means students may never bring matches or lighters on school property or buses; to do so is a safety violation.

**DRUGS AND ALCOHOL:** The Williston School District does not tolerate the use or possession of illegal drugs or look-alike drugs, marijuana, narcotics, controlled substances, alcoholic beverages or intoxicants of any kind, as well as drug apparatus or paraphernalia. Using, possessing, or being under the influence of any of the items listed above, by any student while on school property or at any function connected with Williston Middle School, will result in suspension, notification of civil authorities, and initiation of expulsion procedures in accordance with Williston School District Drug and Alcohol Policies.

**POSSESSION OF ILLEGAL OR DANGEROUS OBJECTS:** Williston Middle School forbids the possession and/or use of any items that are considered illegal or dangerous. Possession and/or use of any item that could be considered a weapon or explosive (including fireworks) will result in disciplinary action and notification of civil authorities.

**OBSCENE/ILLEGAL ACTIVITIES:** Students are prohibited from engaging in any activity that is considered to be obscene or any activity that is prohibited by local, state, or federal law.

**FALSE FIRE ALARM:** Misuse of fire alarms or fire equipment is a violation of public codes. The fire alarms and equipment are to be used only in case of fire. Violators will be disciplined.

## UNACCEPTABLE BEHAVIORS

These behaviors are not “bottom lines” but may result in out of school suspension.  
(listed alphabetically)

**CHEATING / PLAGIARISM:** The copying of work written by someone other than yourself and handing it in as your own is called plagiarism, a serious moral and legal offense, which may result in disciplinary action. In addition, when using internet references, to merely copy and paste information, is plagiarism and not tolerated for school assignments.

**DAMAGE TO PROPERTY/VANDALISM:** Williston Middle School will not tolerate damage to school property or intentional damage to property and/or possessions of another individual. Any littering on school property is prohibited. Such damage will result in disciplinary action and compensation for damages. In addition, the student may face possible prosecution by civil authorities.

**DISRESPECT TO SCHOOL EMPLOYEES:** All students are to show respect at all times. Threats or offensive language directed toward a staff member or striking and causing injury to a school employee will not be tolerated.

**DISRUPTIVE ACTIVITIES:** Students are not to be participating in any activity that could be considered disruptive to the educational process. The school will not tolerate any reference to violence or gang affiliation.

**GAMBLING/SELLING:** Any form of gambling is strictly prohibited. This includes card games, flipping coins, or selling chances for personal gain. Students are also prohibited from unauthorized selling of any item at Williston Middle School.

**HALLWAY MISCONDUCT:** Orderly hallway conduct is required of all students at Williston Middle School. Running, pushing, or shouting in the hallways is prohibited at all times. Students are to move to assigned classrooms without loitering. Use of lockers between classes is discouraged and may result in tardiness to class. Any student who is in the hallway during class time must have a signed pass signed by a teacher.

**INSUBORDINATION:** All students are to follow all instructions and directions, both written and verbal, given to them by teachers, the principal and staff members (secretaries, custodians, cafeteria personnel, bus drivers, etc.) at ALL times. Failure to follow the instructions or directions of any staff member causes the student to be considered as insubordinate. Students are expected to follow the classroom rules of conduct of their teachers at ALL times.

**PHYSICAL DISPLAYS OF AFFECTION:** Williston Middle School prohibits romantic gestures such as holding hands, kissing, hugging, or other physical displays of affection.

**PROFANITY:** Profanity and/or obscene language (written or verbal) by any Williston Middle School student will not be tolerated.

**THEFT OF PROPERTY:** Williston Middle School will not tolerate theft of school property or possessions of another individual. Such thefts will result in disciplinary action and compensation for losses. In addition, the student may face possible prosecution by civil authorities.

**TRESPASSING:** Trespassing is unauthorized presence on school property without the direct supervision of school personnel. No student is to be on any Williston School District property during or after school hours, unless under the supervision of school personnel.

**TRUANCY:** It is the responsibility of all students at Williston Middle School to attend school every day that he/she is physically able to do so. All students are expected to be in their assigned area or assigned activity from the time they arrive on school property until they leave school property. Williston



Middle School has a closed-campus policy in effect for all students. After arriving at school, no student is permitted to leave the building at any time during the day, unless permission is granted by the principal. When weather permits during the lunch period, students may go outside in a designated area. A student who is not in attendance when he/she is physically able or who is not in his or her assigned area or activity while in the school is considered truant. Credit may not be given for work missed due to truancy.

## **DISCIPLINARY ACTION**

**Violation of Student Rules of Conduct could result in one or more of the following actions being taken by school authorities.**

**STUDY OF RULES / RESTITUTION:** Teacher restitutes and/or clarifies the expected behavior. The principal may also retribute and work with behavior/attitude adjustments.

**PARENT CONFERENCES / PHONE CALLS:** Parents are often asked to come to school for conferences when student behavior is unacceptable. Teachers and/or the principal can facilitate these conferences.

**DETENTIONS:** A teacher may assign a student 30 or more minutes of detention on designated days during the week. Failure to serve detentions may result in additional detention served and/or Choices Room. It is the student's responsibility to contact parents/guardian to communicate detention time to be served. Parents may request a change of time from the teacher. Since transportation is a parental responsibility, we suggest that students not inconvenience their families and avoid behavior that results in detentions. In addition, detentions are also assigned by the Main Office at the start of the school day for tardiness (see attendance policy).

**CHOICES PROGRAM:** If a student "chooses" to behave inappropriately in the school setting and thus be a disruption to other students' education/experience, the student will be assigned to the Choices Program. Time in Choices room can be from a single class period to several days. During this time the student will be allowed to do his/her schoolwork, eat lunch, and also write a contract for improvement. The student will "choose" when it is appropriate to return to the classroom based on behavior in the Choices Program.

**COMMUNITY SERVICE:** A student may be required to do community service for period of one to three school days. This assignment is usually the result of repeated behavior offenses in which other consequences have not been successful to improve behavior. This is a district program that is used at the MS and HS and is recognized as a valuable resource by our juvenile services.

**OUT OF SCHOOL SUSPENSION (OSS):** A student may be suspended from attendance at Williston Middle School for a period of one to five school days. Violations of BOTTOM LINES may carry an automatic penalty of suspension from school. Repeated or severe violation of any rules for student behavior could result in suspension. Parents are responsible for at-home supervision of suspended students. Students are NOT allowed on school property during the out of school suspension penalty without permission of the principal. This includes after school activities.

### **CITATION FOR WILLFUL DISTURBANCE**

The principal may cite students or adults for willful disturbance of schools under North Dakota Century Code 15-49-08. Any person, whether pupil or not, who willfully molests or disturbs a public school when in session, of who willfully interferes with or interrupts the proper order or management of a public school, by act of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any person from performing his duty, or who, in the presence of the school children, upbraids, insults, or threatens the teacher, shall be guilty of a class B misdemeanor.

**EXPULSION FROM SCHOOL:** A student may be expelled from attendance to Williston Middle School for one or more semesters. Expulsion is preceded by suspension from school and a due process hearing. Repeated or severe violations of any rule for student behavior could result in a request for expulsion.

## **GUIDELINES FOR STUDENT CONDUCT / ATTENDANCE**

<u><b>ACTION</b></u>	<u><b>CONSEQUENCE</b></u>
Tardy	Minute for minute in after-school detention. Parent contact made.
Unexcused Absence (Skipping/Cutting school)	Choices Program.
Excessive absence or truancy	Parent Letter. Referral to Social Services, Juvenile Court.
Disrupting educational process	Choices Program. Community Service. If major, or frequent Out-of-School Suspension. Police referral.
Insubordination or defiance school authority	Choices Program. Community Service. Out-of-School Suspension. If major, Police of referral.
Fighting (1 <sup>st</sup> time)	If minor, Choices Program. Community Service. If major, Out-of-School Suspension and/or Police referral.
(2 <sup>nd</sup> time)	If minor, out-of-school suspension. If major, substantial Out-of-School Suspension and Police referral or filing of assault/unruly charges.
Possession or Use of alcohol/drugs on school property or at school function	Out-of-School Suspension. Police referral.
Possession or Use of tobacco on school property or at school function	1 <sup>st</sup> Offense: Out-of-School Suspension. Police referral. 2 <sup>nd</sup> Offense: Substantial Out-of-School Suspension. Police referral.
Misbehavior at school function/activity	Parents called to pick student up. May lose privilege to attend future functions/activities. If major, Police referral.
Possession of a weapon	Out-of-School Suspension. Possible expulsion from school. Police referral.
Sexual and/or discriminatory harassment	Choices Program, Community Service if available, or Out-of-School Suspension depending on the circumstances. Possible Police referral.
Skipping out on a teacher's assigned consequence (detention)	Choices Program. Community Service if available.
Swearing or use of profanity	Choices Program. Community Service if available.
Swearing or obscene gesture at staff	Choices Program. Community Service if available. Out-of-School Suspension. Possible Police referral.
Theft on school property referral.	Choices Program, Community Service if available, or Out-of-School Suspension. Police Restitution must be made.

Vandalism or willful destruction of school and/or property

Choices Program, Community Service if available, or Out-of-School Suspension. Police referral. Damages must be paid for.

NOTE: Parents are contacted if their child is placed in Choices Program or Community Service. If a student is suspended out of school, the parents are contacted immediately to pick up their child. Students who are suspended (Choices OR OSS) also forfeit to participate in school events during the dates of their suspension. Students charged with the Police will be escorted out of the building and the police will contact parents as to further actions.

## **ACTIVITIES**

There are numerous activities available for student participation throughout the school year. It must be clearly understood that participation in these activities is a privilege, not a right, and with privileges come certain responsibilities. Williston Public School District 1 is a member of the North Dakota High School Activities Association and is bound by their rules. The Williston School Board has in its power the right to establish rules in excess of NDHSAA rules for the best interests of the school program.

Generally, in addition to boys' and girls' athletics and cheerleading, there are activities in vocal music, instrumental music, publications, service groups, student government and academic competitions. Students are advised to listen and watch for announcements throughout the school year. Announcements will indicate when activities begin, criteria for joining, dates and items of tryouts/auditions/practices and rehearsals, and any other pertinent information.

Guidelines have been established for extra-curricular activities. Students and parents will be expected to read and sign an agreement stating that they know and will abide by the rules set down in these guidelines. Each activity may also have rules or a constitution of its own in addition to the rules mentioned above.

### **WILLISTON PUBLIC SCHOOL DISTRICT #1** EXTRA CURRICULAR PARTICIPATION/ATTENDANCE POLICY THIS POLICY IS IN FORCE TWELVE MONTHS PER YEAR

The use or possession of tobacco, alcohol, non-prescription anabolic steroids, inhalants or any controlled substance as defined by North Dakota Law is prohibited. Any extracurricular participant/attendee who is in violation of the foregoing shall be suspended from participation in or at interscholastic contests or activities for a minimum period of six weeks for the first offense and a period of eighteen weeks for any subsequent offenses.

Any student who is in violation of the code of conduct shall be suspended from participation in, or attendance at interscholastic contests or activities for a period of time up to six weeks for the first offense, and up to eighteen weeks for any subsequent offenses, at the sole discretion of the Principal. This policy is in effect for the entire school year (and summer).

#### **I. Administration of Rule:**

Definition of School Year: A school year ends on the last day of the school year. A new year shall begin on the first day of fall activities.

1. It is the responsibility of the student and/or parent to immediately notify the school (Activity Director, principal or assistant principal) in writing via United States Postal Service or similar parcel or mailing agency, of the violation of the aforementioned rule(s). Upon the day of receipt of this officially mailed and receipted letter of the violation, the period of suspension from activities will begin (6 or 18 weeks). In the event that the violation occurs during the summer

non-school months, any penalty assessed will begin on the first day of school for students, unless the violator is an active participant in a fall activity, upon which time the suspension shall begin on the first day of practice. Should the violation occur near the end of the school year, and the suspension cannot be served in total prior to the end of the current school year, the remainder of the suspension must be served at the start of the first day of official attendance of students in the next school year, unless the violator is an active participant in a fall activity, upon which time the suspension shall begin on the first day of practice for the fall sport.

2. In the event that a possible violation is reported to school authorities by a representative of law enforcement or a school coach and the student/parents have not apprised the school authorities by written correspondence of the violation, the following procedure will be utilized.
3. The student and their parent will be sent a written notification of the alleged violation. The notice will contain the allegations, the potential punishment, as well as an outline of the procedure to be utilized in the event the student denies the violation.
4. The student and parents will be required to attend any meeting regarding allegations of violation of the code of conduct, or NDHSAA policy. Failure to attend may be deemed an admission that a violation did occur.
5. If student admits the violation, the Activity Director, Principal, or assistant principal will immediately institute the required penalty. The principal shall immediately notify the parents in writing of the official action. The suspension begins as of the date of the admission.
6. If the student does not admit guilt, the school shall set a hearing time, place and date to include:
  - a. The Accuser
  - b. Student
  - c. Parents
  - d. Other representatives the student wants present
  - e. Activities Director
  - f. One of the student's coaches/activity instructors
  - g. Principal
  - h. Assistant Principal (Administrative team=EFGH)

*No public activity participation or attendance at a school activity will be permitted until the guilt or innocence is determined by the hearing or by the courts if that course of action is requested by the student/parent (NDHSAA Rule, Article 13, Section 12.)*

7. The Activity Director, with the advice and recommendation of the Principal, Assistant Principal, and Coach/Activities Instructor, will determine whether the student committed the alleged violation.
8. The Principal or Activity Director will inform the student and parents of the decision within three school days of the hearing. If the decision is that a violation has occurred, the suspension will begin as of this date of the notice to that effect, mailed to the parents and student.
9. During the six/eighteen week suspension the individual will not travel with any activity or team nor be present or on the bench or sideline during any contest.

## **II. Extra Curricular Eligibility:**

1. Suspensions are six weeks long for the first violation and eighteen weeks for each subsequent violation. All students who are under suspension will not be allowed presence at any school activities which are held after normal school hours or days.
2. Academically, a middle school student must also be passing 75% of his or her classes in order to be eligible to participate in middle school activities. Middle school students participating in high school activities must be passing all classes.

Student spectators wanting to attend an event out of town will have to meet the same qualifications as extracurricular participants; if said student spectator does not comply with these stipulations and does go to an event(s), those school days missed will count against the student test days and attendance.

Students who are academically ineligible will not be allowed to dress, participate, be part of the bench, nor will they be allowed at, or to travel to away events during their time of ineligibility.

### III. Alcohol, Illicit Drug, and Smoking Rehabilitation:

(This policy is accumulative over the entire school year.)

1. For an alcohol or drug offense, attendance at a school-approved drug awareness class is required. For smoking or chewing tobacco, attendance at a school-approved smoking cessation program is required. Rehabilitation/attendance at a licensed addiction center program and successful completion of the same will substitute as the requirement to attend the drug awareness or smoking cessation class before re-entry into any school activity (as long as the 6/18 suspension period has been served).

### IV. Code of Conduct:

1. All extracurricular activities participants or attendees will be covered by a Code of Conduct.
2. Any student involved in theft, assault, significant classroom conduct/disruption or damage to school property or is referred to juvenile or adult authorities for theft, assault, significant classroom conduct/disruption or damage to property shall be subject to up to a six or eighteen week suspension at the sole discretion of the Principal.
3. In addition, all student participants or attendees of an activity will adhere to the "Code of Conduct and Sportsmanship". The code will be clearly printed in each student handbook and failure to adhere to the expectations of the code will result in up to a six or eighteen week suspension from attendance or participation in extra-curricular activities, or those held beyond normal daily school hours at the sole discretion of the Principal.

*As part of the activities policy, each participant is required to sit out a minimum number of events if found to be in violation of the alcohol/tobacco/drug or code of conduct portion of this policy.*

#### **Student Fan Behavior**

Any student attending an extracurricular event and acting in an inappropriate manner will be subject to disciplinary action. Disciplinary action may include, but is not necessarily restricted to:

**First offense** - being suspended from attending extracurricular events for six-weeks.

**Second offense** - being suspended from attending extracurricular events for eighteen-weeks.

**Third offense** - being suspended from attending extracurricular events for the remainder of the academic year. Other consequences may include suspension and expulsion.

Any student who violates the code of conduct or drug/alcohol laws will be subject to the same consequences as students who participate in extracurricular activities. This includes suspension from school-sponsored events such as prom, graduation ceremonies, etc.

#### **N.D.H.S.A.A. CHEMICAL RULE:**

"The use or possession of tobacco, alcohol, non-prescription anabolic steroids, inhalants or any controlled substance as defined by North Dakota Law is prohibited. Any extra-curricular participant who is in violation of the foregoing shall be suspended from participation in interscholastic contests or

activities for a minimum period of six consecutive school weeks from the first offense and a period of eighteen consecutive school weeks for any subsequent offense."

A hearing with the student (parents may be present) will be conducted. Student rights and due process will be explained with all options available to them discussed. If a student is found guilty of the reported infraction, a 6 or 18 week suspension will be implemented. During the suspension no travel with the team or presence on the sideline or bench will be permitted. Should the student not be involved in an extracurricular activity at the time of the infraction, they will be required to sit out a specific number of events as stated in the policy.

The possession or use of alcoholic beverages, tobacco, or drugs on the school premises is prohibited. The use, or suspected use, of alcohol or drugs will result in a suspension/expulsion, and other action as prescribed by school officials. School policy states that a student in violation of drugs and alcohol must undergo a chemical dependency evaluation at NWHSC, Mercy Hospital, or recognized addiction-counseling service. The cost of the evaluation is the student's responsibility. Arrangements must be made prior to being readmitted to class.

#### **N.D. HIGH SCHOOL ACTIVITIES ASSOCIATION RULES ON ACADEMIC ELIGIBILITY REQUIREMENTS FOR ACTIVITY PARTICIPATION:**

A seventh or eighth grade student must be passing in all his/her classes in order to be eligible to participate in extracurricular activities at the high school level.

A student shall be doing passing work in at least four classes at the end of each semester to be considered eligible to participate. Students who are not passing four classes will be ineligible for a minimum of four weeks. To become eligible after the four-week academic suspension, a student must have passing grades, computed from the opening of the semester, in four classes. Students who are determined ineligible after the four week suspension will have their academic eligibility checked on a weekly basis, and will become eligible to participate after having passing grades in four classes.

**Students who are academically ineligible will not be allowed to "dress" and be part of the bench, nor will they be allowed to travel to away events during their time of ineligibility.**

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#### **ATHLETICS:**

**ELIGIBILITY:** Each student must meet all requirements of the North Dakota School Athletic Association, pass a physical exam given by a licensed physician during each year of attendance and maintain passing grades in five solid subjects for each grading period, for the present and preceding semesters. Failure to do so may result in loss of participation ("benched"). Each student must meet all school requirements as they pertain to conduct, attendance, etc.

**OFFERINGS:** The following sports programs are available: Boys- Football, Cross Country, Tennis, Wrestling, Basketball, and Track. Girls- Cross Country, Golf, Volleyball, Swimming, Basketball, Tennis, and Track and Cheerleading.

#### **EXTRA CURRICULAR CLUBS and ACTIVITIES:**

**ELIGIBILITY:** All students are encouraged to be involved in activities at WMS. These activities make school not only enjoyable but also fine-tune your talents and strengths for future involvement.

**OFFERINGS:** The following clubs or activities are available: Art Club, Science Club, Coyote Choir; Jazz Band, Student Council, SADD (Students Against Destructive Decisions). Other clubs can be provided if there is student interest and an adult sponsor (e.g. chess, ping pong, skateboard, etc.



## MISC. PARENT INFORMATION



(listed alphabetically)

### **ASBESTOS**

Records of all environmental and EPA regulated projects (radon, lead in the water, asbestos) are kept on file in the District Office. The last three-year re-inspection was April 22, 2003. Any questions in relation to these issues in our school can best be answered by contacting Superintendent Dr. Viola LaFontaine at 572-1580.

### **DROPPING OF STUDENTS/TRAFFIC PATTERN/PARKING**

Vehicles are to enter ONLY at the west end of the drive to drop off students. The drive is two lanes with no parking allowed during arrival or dismissal of school. The two lanes merge into one lane at the east exit. During arrival or dismissal times there is a right hand turn only. Designated visitor parking is for those who remain in the school longer than a few minutes. If you need to merely run to drop off materials etc and it is NOT during arrival or dismissal, short term parking is appropriate on the north side of the drive. The south side, closest to school building, is the fire lane- NO PARKING ALLOWED.

**EQUAL ACCESS POLICY:** Every pupil of the Williston Public School District will have equal opportunities regardless of race, color, creed, sex, national origin or handicapping conditions. All students are offered access to all school district programs, clubs and activities within the limits of their capabilities and legal constraints. The school district will fulfill all requirements of the Title IX and Section 504 extending equal opportunity to all students and employees. Questions regarding program access should be directed to the building principal.

US Department of Education Office for Civil Rights – Chicago Office  
500 W. Madison Street Suite 1475  
Chicago, IL 60661  
Phone # 312-730-1560 Fax # 312-730-1576 TDD # 312-730-1609  
E-mail [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

### **FAMILY EDUCATION and PRIVACY ACT (FERPA)**

Record information will not be released to most persons or agencies without the written consent of parents. Nonetheless, it is policy of the school district to forward school records, without parents' consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the records.

Federal law allows a school district to identify certain information as "directory information." Directory information may be released without prior consent by parents or an adult student. Williston Public Schools consider the following to be directory information: name, address, birth date, height and weight for extracurricular purposes, date of attendance, honors and awards, clubs and teams to which the student belongs, and pictures of the student participating in school events. Directory information does not include grade and GPA, social security number, student ID number, race, gender, or ethnicity. We believe it is in the student's best interest to have some information released in school and community newspapers because of the recognition it gives them. We make every reasonable effort to protect our students' privacy.

If parents DO NOT want this information released without consent, please notify the district office in writing by October 1<sup>st</sup> of each school year. If we do not receive your notice by this date we will consider this to mean that you have no objection to the release of this information.

### **IMMUNIZATIONS / PUBLIC LAW**

The law requires all children enrolling in a school corporation to be completely immunized against: TDap (Tetanus-Diphtheria-Pertussis), MMR(Measles, Mumps Rubella), Polio, Hepatitis B, Chicken Pox, and Menactra. Attendance in this school is contingent on meeting this requirement. A student may be excluded from school until proof of immunization is completed.

**INSURANCE**

The Williston Public School District #1 **does not** have special accident insurance coverage for students. It is suggested that each family/student contact their personal insurance agent/broker to determine their individual needs for accident insurance coverage.

**LAW ENFORCEMENT AGENCIES** - It is the policy of District # 1 that reasonable cooperative effort be maintained between the school administration and law enforcement agencies. The sole purpose is to create a safe educational environment. Law enforcement officials may be summoned to conduct an investigation of alleged criminal conduct when necessary to prevent injury to persons or property. The drug dog will be periodically brought onto the school premises to check lockers, etc. (The School District's administrators shall at all times act in a manner that protects and guarantees the rights of students and parents.)

**PARENTS' RIGHT TO KNOW**

Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. If you are interested in learning this information, please contact our office at 572-5618 and request our brochure. The brochure contains detailed information of licensing educations and experience of each of our teachers. You will also receive information regarding the name and qualifications of paraprofessionals at our school.

**PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

Through federal education law, parents have certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical screenings. Federal law has identified 8 specific areas in which consent must be obtained by parents prior to a survey if the survey is funded in whole or in part by a program of the U.S. Department of Education. This requirement also applies to the collection, disclosure or use of student information for marketing purposes, and certain physical screenings. Any questions, please contact our office at 572-5618.

My Growth and Success

Name \_\_\_\_\_ Team \_\_\_\_\_

NDSA

MAP

	NDSA				MAP				
	Last Year	My Goal	This Year		Last Spring	My Goal	Winter	My Goal	This Spring
Reading									
Math									
Science									

**This is YOUR year to shine!  
 Make the best of each day,  
 each class period, as well as each  
 and every moment. You pass  
 this way only once in your life.  
 What will your legacy at WMS be?**

