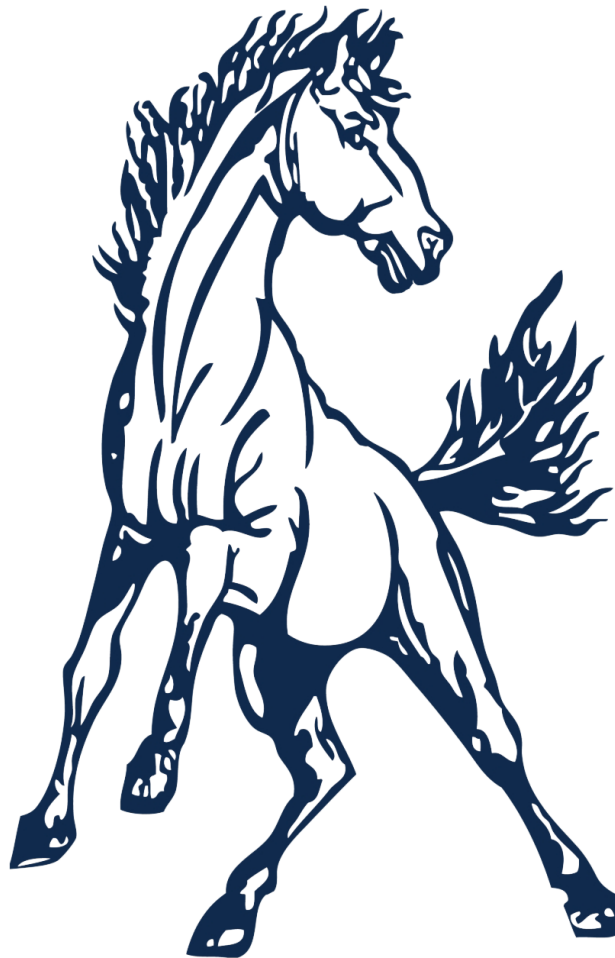


2024-2025
Surrey Public School
STUDENT HANDBOOK



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MISSION STATEMENT

Our mission is to provide a foundation to prepare students to become productive, responsible citizens.

SCHOOL BOARD POLICY

The Surrey School Board has a written policy manual that is continuously in the process of being updated. Many, but not all, of those policies are included in this handbook. A copy of the Surrey School Board policy is available for use in the school office. A copy is also available for use in the school library.

ACCREDITATION

Surrey Public School is an accredited school in accordance and in compliance with state guidelines.

DISCRIMINATION

The Surrey Public School District, in the County of Ward and State of North Dakota, supports the provisions of Title IX of the Educational Amendments to 1972, Title VI of the Civil Rights Act of 1963 and Section 504 of the Rehabilitation Act of 1973 which commit all schools to the elimination of discrimination on the basis of race, color, national origin, sex, and handicap, in employment and in those programs and activities offered to its students. It is the expressed intent of the Surrey Public School District to provide equal opportunity for all students, free from limitations of race, color, national origin, sex, and disability.

This concept of equal opportunity will serve as a guide to the governing board, the administration, and staff in making decisions related to the employment of personnel, school facilities, curriculum, activities, and regulations affecting students and employees.

Any student or employee of the district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in a district education program or activity, on the basis of race, color, national origin, sex, or handicapping condition, may file a written complaint with the compliance administrator or follow other procedures outlined in the complaint procedure.

A copy of the Board policy is available for review in the office. The compliance administrator for Board Policy dealing with these policies is David Gerding, Superintendent, Surrey Public School, 200 2nd St. SE, Surrey, ND 58785, Telephone (701) 838-3282.

SEXUAL HARASSMENT STATEMENT

Sexual harassment is a form of sex discrimination prohibited by the Surrey Public School District. It is the policy of the Surrey Public School District to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any student or employee to harass a student or an employee through conduct or communication of a sexual nature as defined in the Surrey Public School District Sexual Harassment Policy. Inquiries concerning sexual harassment should be referred to a principal or the superintendent.

ACCESS TO STUDENT RECORDS

Under the Family Educational Rights and Privacy Act (20 USC 1232g), parents or 18-year-old students have the right to review and inspect all school records pertaining to the student. A summary of directory information is printed at the back of this handbook.

ABSENCE POLICY

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

Definitions

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

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

Examples of an excused absence may include illness, injury, family emergency, suspension, participation in a school-related activity, court appearances when subpoenaed, or other reasons deemed necessary and justifiable by the building principal or Superintendent. ALL EXCUSED ABSENCES REQUIRE THE EXCUSED ABSENCE FORM. All absences will be considered general absences until verified as excused.

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

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

Documentation Requirements

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

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

Compulsory Attendance Violations

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

Absences

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

Students shall be subject to academic sanctions due to unexcused absences. Accumulated absences in excess of 10 may result in academic consequences.

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

ACCIDENTS

In case of an accident on the school premises, the school is equipped to render first aid. In the event of a more serious accident, parents will be notified and asked to seek medical attention for their child. If parents cannot be located, the student will be taken to a medical facility. An accident report will be completed and kept on file in the office. Please notify the school if your student has severe allergies or reactions to medication.

In previous years each student attending Surrey Public School had been enrolled in the North Dakota High School Activities Association Group Accident Benefit Fund. NDHSAA has discontinued this benefit. Therefore, students are not covered by any school insurance.

ACTIVITY ELIGIBILITY

Surrey School is a member of the North Dakota High School Activities Association and meets all the Association's rules. Students in grades 5-12 may fail no more than one class to retain eligibility. Eligibility will be checked on Wednesdays at 8:00am on a weekly basis, beginning with the 4th week of a semester. Eligibility will continue to be taken on a weekly basis for the remainder of the semester, giving students an opportunity to regain their eligibility within a week.

This policy pertains to all students involved in any school activities, such as, but not limited to elementary sports, annual staff, cheerleading, drama, music sports, science club, speech, student council, etc. Eligibility status needs to be maintained by all individuals who are taking part in any extracurricular activities. These activities may be defined as anything that involves the student with the school, but not necessarily with a particular class. Any student who does not meet all NDHSS guidelines in reference to illegal substances will not be eligible to participate. Any student who does not meet academic requirements as established by the Surrey School Board will not be eligible to participate. (See Guilt by Association, also Suspension.)

Help will be made available, at the convenience of the classroom teacher, either before or after school for all students not maintaining eligibility status.

ANIMAL POLICY

The Surrey Public School District has become aware of the dangerous situations that have arisen due to animals being brought into the school. To protect both the children and animals and in accordance with the recommendations of the Southwestern District Health Unit, the following procedure has been adopted for the Surrey Public School District. Any animal that the teacher has given permission to be brought into the school must have vaccinations. The vaccination form(s) must be presented to the principal for verification before any pets or animals are allowed in the school.

ATHLETICS

Athletics in our school provide an opportunity for participation and perfection. Emphasis is placed on improving the ability of each person to think and act in critical situations. Any student who possesses a desire to participate in a sport and who desires to make personal sacrifices in following the required regulations has an excellent opportunity to make the team.

Students will be allowed to participate in a maximum of 2 activities per season. This will not include clubs or music activities, but is limited to baseball, basketball, cross-country, cheerleading, football, track, volleyball, wrestling, and softball. Each student athlete is responsible for reading and adhering to the Surrey athletics code of conduct. Please see your coach or the Surrey Athletic Director for a copy of the Sports Information Brochure for code of conduct information.

ATTENDANCE GUIDELINES

Surrey Public School is charged with the responsibility of educating children who attend this school. The school cannot effectively educate children if they are not in school; therefore, students are expected to attend classes regularly and to be on time to benefit from the instructional program.

Test results alone may not be a proper indication of the skill students achieve in any course. Benefits of lectures, discussion, and participation cannot be replicated. To receive credit or pass to the next grade level, a student must attend class a number of times to allow for class participation and to exhibit knowledge of the subject matter.

Attendance guidelines are as follows:

1. Students in grades 7-10 must be enrolled in 7 classes. Students in grade 11 who have successfully passed all classes during their freshman and sophomore years will take a minimum of six credits their junior year. Juniors who did not meet this requirement (received an F in any required or elective class), will be required to take seven credits. Students in grade 12 must be enrolled in six (6) classes. A student falling below 6 enrolled classes due to a loss of credit related to excessive absences is no longer considered a viable student and may not remain enrolled as a student at Surrey Public School. A student must be in attendance six (6) periods per day to be considered a full-time student according to the State of North Dakota.
2. Surrey School does not operate under an open campus. **NO ONE LEAVES THE BUILDING DURING THE SCHOOL DAY WITHOUT PERMISSION FROM THE OFFICE.** Consequently, a student losing credit due to absences in a class, which is proceeded or followed by another class is to remain in the school and may be placed in an alternate setting by the principal.
3. The teacher's record book is the official record of attendance. Teachers will keep PowerSchool up to date.

BICYCLES, ETC.

Students using bicycles, skateboards, scooters, rollerblades, etc. must be parked in the bike racks and remain there until dismissal. The school will not responsible for loss, theft, or damage to anything parked on school property.

BILLS/SCHOOL CHARGES

Students should not charge more than \$20. All charges will be available for viewing and payment on PowerSchool. Parents should keep a positive balance in their student's lunch account. Parents are encouraged to fill out Free or Reduced Lunch applications to help defray lunch costs. Participation fees for extracurricular activities must be paid before students can begin practice for the activity.

BUILDING CARE AND USE

Students, staff, and patrons should take pride in keeping both the building and school equipment as neat and clean as possible. Anyone using the building is responsible for clean-up following an activity.

BULLETINS- NO SCHOOL ANNOUNCEMENTS

When school will not be open due to an emergency or weather event, phone alerts will be made to families, **please listen to the entire message before calling the school.** Announcements will also be made on the website, local radio or television stations between 6:30 A.M. and 8:00 A.M.

BULLYING/HARASSMENT

Students should be aware that teasing and joking around may be viewed by the staff and administration as harassment. Harassment may be defined as any mean word(s), look or act that threatens or hurts a person's body, feelings, or belongings. Students are subject to all disciplinary consequences depending on the severity and/or repetitiveness of the harassment.

Sexual harassment may be defined as any unwelcome sexual advance, requests for sexual favors, and other verbal or physical conduct of a sexual nature, which creates an unpleasant environment. Students should report any unwelcome verbal or physical advances of a sexual nature to a teacher, principal, or counselor. Refer to the complaint procedure for Sexual Harassment.

BULLYING POLICY

The Surrey Public 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 School Board. Bullying behavior can seriously disrupt the ability of the School 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 of North Dakota and the School District that students and school staff members shall not engage in bullying behavior while on school property.

Definitions

For the purposes of this policy: *Bullying* is defined in NDCC 15.1-19-17 as:

- a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - ii. Places the student in actual and reasonable fear of harm;
 - iii. Places the student in actual and reasonable fear of damage to property of the student; or
 - iv. Substantially disrupts the orderly operation of the public school; or
- b. Conduct received by a student while the student is in a public school, on school district premises, in a District owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - ii. Places the student in actual and reasonable fear of harm;
 - iii. Places the student in actual and reasonable fear of damage to property of the student; or
 - iv. Substantially disrupts the orderly operation of the public school.
- c. Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property and which:
 - i. Places the student in actual and reasonable fear of:
 - Harm; or
 - Damage to property of the student;

- ii. Is so severe, pervasive, or objectively offensive that the conduct substantially interferes with the student's educational opportunities or substantially disrupts the orderly operation of the public school.

Conduct includes the use of technology or other electronic media (e.g., cyberbullying).

Electronic communication is defined in NDCC 12.1-17-07(5) as a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.

Protected status are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following statuses are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.

School property is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

School-sanctioned activity is defined as an activity that:

- a. Is not part of the district's curricular or extracurricular program; and
- b. Is established by a sponsor to serve in the absence of a district program; and
- c. Receives district support in multiple ways (i.e., not school facility uses alone); and
- d. Sponsors of the activity have agreed to comply with this policy; and
- e. The District has officially recognized through Board action as a school-sanctioned activity.

School-sponsored activity is an activity that the District has approved through policy or other Board action for inclusion in the District's extracurricular program and is controlled and funded primarily by the District.

School staff include all employees of the Surrey Public School, school volunteers, and sponsors of school-sanctioned activities.

True threat is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

Prohibitions

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 or 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 School District.

Reporting Procedures for Alleged Policy Violations

Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform them as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall report it to the Board President. Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

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:

1. Completing a written complaint form (Board Policy Exhibit 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 a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated dropbox located in each school.
2. The online form at <https://forms.gle/B81YvwrhaiBrGHDJ8> is also available for easy reporting.
3. File an oral or written report with any school staff member.

Bullying may be a repeated or, in rare cases, one-time exposure to deliberate, negative behavior by one or more individuals that is unprovoked.

Single incidents and conflicts between two or more individuals do not automatically constitute bullying behavior. Districts should investigate each situation to determine if the alleged behavior meets this policy's definition of bullying. If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

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

Documentation & Retention

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

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

The form should be completed by an administrator when they:

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

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

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

Investigation Procedures

All bullying complaints will be addressed by the school counselor. If it is determined through their investigation to be an act of bullying, it will be turned over to the appropriate principal for further action.

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

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

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

other investigatory steps that the administrator deems necessary:

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

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

Reporting to Law Enforcement & Others Forms of Redress

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

Disciplinary & Corrective Measures

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

1. Require the student to attend detention.
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the District's suspension and expulsion policy shall be followed.
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve recommendations for alternative placement only if the student has been given notice of the charges against him/her and an opportunity to respond. Alternative placement of special education students will be handled in accordance with applicable policy.
4. Create a behavioral adjustment plan.
5. Refer the student to a school counselor.
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff.
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim.
8. If applicable, contact the administrator of the website or social media platform on which the bullying occurred to report it.

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

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

Victim Protection Strategies

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

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

BULLYING REPORTING GUIDELINES

The following are signs that may indicate that a student has become a victim of prohibited behavior contained in the District's bullying policy. The examples serve as guidelines only and in no way encompass all indicators that a student has become victim of bullying. Students with knowledge/ reasonable suspicion of any conduct indicating a violation of the bullying policy should report it in accordance with the procedure in the bullying policy, and school staff with knowledge/reasonable suspicion of such conduct shall report it in accordance with the procedure in the bullying policy.

Reporting Guidelines

Students should file a report under the bullying policy and staff shall file such a report when there is:

- Any report by a student that s/he is concerned about his/her safety because of intimidation, hostility, or actions by a student or staff member. Such students often avoid certain locations in the school to limit contact with a bully (e.g., locker rooms, restrooms, parking lots).
- Any report by a student that his/her property has been damaged, or s/he is concerned that his/her property will be damaged because of intimidation, hostility, or actions by a student or staff member.
- Any indication that a student is being deprived of educational opportunities (e.g., grades rapidly decline, a pattern of absenteeism, avoids certain locations in the school.)
- Any indication of verbal, nonverbal, physical aggression, intimidation, or hostility based on a protected class, i.e., race, color, religion, sex, national origin, age, disability (physical or mental), or status regarding marriage or public assistance.
- A student has filed a report under the bullying policy or participated as a witness in a bullying investigation and has since become the subject of verbal, nonverbal, or physical aggression or hostility by other students or staff.

CAFETERIA

The Food Service program provides both a breakfast and lunch program. The breakfast schedule is from 7:30 to 8:00, and lunch services are scheduled from 10:54 to 12:17. Lunch bills should be paid in advance in the secretary's office. Students should not charge more than \$20.00. Fee schedules and menus are subject to change.

Cafeteria guidelines are as follows:

1. Cafeteria space is limited to students and staff during their designated mealtimes.
2. Be patient and courteous in the lunch line.
3. Deposit all lunch litter in designated wastebaskets.
4. Return all trays and utensils to the dishwashing area.
5. Leave the table and floor in a clean condition for others.
6. Do not take food from the eating area.
7. Do not bring soda pop or energy drinks to the lunchroom during mealtimes.
8. Students may eat school hot lunch or bring cold lunch from home.
9. Lunch deliveries will not be accepted at the office and will be rejected.
10. Surrey School is a closed campus. Students may not leave the building to retrieve food items.
11. Students grades 7-12 will remain in the multipurpose room during their designated lunch time.

12. Students grades K-6 will remain at their designated spot at the table until dismissed by their teacher.
13. Students who do not remain in the designated areas are subject to detention.

CHEATING POLICY

The following guidelines have been established for ALL parties knowingly involved in a cheating incident including but not limited to students copying or stealing others' work, plagiarism, foreign language students using a translator, using AI generated responses as your own, willingly sharing work with others, etc.

1st offense - The student will receive a 0% on the assignment, the parent will be called by the teacher and the principal will be informed of the situation.

2nd offense (in the same class or any class currently enrolled) - The student will receive a 0% on the assignment, a meeting will be held with the student, parent, teacher, and principal.

3rd offense (in the same class or any class currently enrolled) - The student will receive a 0% on the assignment, a meeting will be held with the student, parent, teacher, and principal, and other disciplinary action may be taken.

CHURCH NIGHT

Wednesday night has been designated as church night. School activities will be scheduled so that the building is locked at 6:00 P.M.

CLASSROOM GUIDELINES

Classroom guidelines are determined by each teacher. Students are expected to abide by those rules and expectations established by the classroom teachers. Students are responsible for keeping desktops free of markings, picking up litter, and putting away materials used during class. Each student should work until they are dismissed by the teacher. Teachers may detain students for short periods of time, even after the bell has rung. Students may leave during class only if a hall pass has been issued by the teacher. Students are expected to return promptly to class.

CLUBS AND ORGANIZATIONS

All clubs, organizations, and special groups have faculty advisors. Meetings of those groups should be requested 5 days in advance, approved by the principal, attended by advisors, and held in designated areas.

COLD WEATHER CLOTHING

During the wintertime, it is extremely important that your child come to school dressed warmly. Students that do not wear/bring proper winter attire may be restricted from school activities to ensure the child's safety. Parents will be called and will be responsible for bringing proper attire promptly. School bus drivers may prohibit children from entering a bus if they are not adequately dressed for the weather.

DETENTION

Detention is defined as requiring a student to remain before or after normal school hours for disciplinary reasons. Detention may be given by the principal or by any teacher. Detention will be served at the discretion of the classroom teacher. Failure to serve detention will result in double detention time. A student refusing to serve detention will be referred to the principal for insubordination and will serve in-school or out-of-school suspension.

Lunch detention will be given for disciplinary reasons and will be served in the lunch detention room.

Students will eat lunch and sit quietly. Students will not be allowed to work on homework or visit. Cell phones will be turned in to the lunch detention supervisor. No bathroom breaks will be allowed during lunch detention.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Surrey Public School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Surrey Public School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.

The primary purpose of directory information is to allow the Surrey Public School to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production, the annual yearbook, honor roll or other recognition lists, graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require school districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings - unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

If you do not want Surrey Public School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **8/29/2024**. Surrey Public School has designated the following information as directory information. *NOTE: an LEA may, but does not have to, include all the information listed below. This list must be consistent with policy.*

- Address, date and place of birth, dates of attendance, degrees, honors, and awards received, electronic personal identifier, grade levels, institutional email address, major field of study, participation in officially recognized activities and sports, photograph, student's name, telephone listing, the most recent educational agency or institution attended, weight and height of members of athletic teams.

To request to withhold directory information for the 2024-2025 school year, please submit in writing the student's name, grade, the date of the letter submission, and selection of one of the following:

- Please do not release **any** directory information. (See definition above)
- Please do not release the following **part or parts** of directory information: (list all that apply)
- Please do not release directory information to: Military Recruiters, Colleges & Universities, other (specify)

NOTE: If the student is a high school senior or is otherwise scheduled to graduate, this opt-out request will continue to remain effective after the student has graduated from high school.

DUAL CREDIT COURSEWORK

High School students with approval from the administration, may enroll in dual credit classes providing they meet the prerequisites for the class offered. These college classes are limited and provide an additional source of curricula for the Surrey students. Students who enroll in dual credit classes must sign a commitment to the class, which may include a financial commitment to the school. See Dual Credit Contract available at the school.

High School students on track with graduation and meeting the criteria with an affiliated college may enroll in a 3-hour college dual credit course to equal a 1/2 credit high school course. Surrey School does not pay for dual credit classes or required materials/technology for the class.

Distance Learning (such as during Covid) is no longer available.

EMERGENCY PROCEDURES

In the event of a schoolwide emergency, including such things as a bomb threat or an intruder, Surrey School will immediately implement established emergency procedures. The administration has developed these procedures in cooperation with local law enforcement.

EXCEPTIONAL STUDENTS

Surrey School recognizes individual differences in its pupils. Special programs are offered by the Surrey School and through Souris Valley Special Services. If you have any questions concerning these programs, please contact your principal.

FEEES

All are subject to change. Any amount can be prepaid for meals. Students should not charge more than \$20. Participation fees for extra-curricular activities must be paid before students can begin practice for the activity.

Varsity & Junior Varsity Games		Breakfast		Lunch	
Adults	\$7.00	Adults	\$2.30	Adults	\$4.25
Students	\$4.00	Students	\$1.80	Students	\$3.35

Optional Fees

Behind the Wheel Driving	\$150.00 (Initial enrollment)
Behind the Wheel Driving	\$175.00 (Repeat enrollment)
Instrument Rental	\$75.00 per year with renter responsible for all repairs and damages
Activity Ticket grades 1-12	\$20.00
Adult Activity Ticket	\$75.00
Athletic Participation 5-12	Grades 5-6 \$20.00 per activity (No refunds)
	Grades 7-8 \$40.00 per activity (No refunds)
	Grades 9-12 \$60.00 per activity (No refunds)
Special order items	Payment required in advance – no charges

FIELD TRIPS

Field trip permission forms are required before every field trip. If a student does not attend a required field trip, the parent will be responsible for the student for that day unless prior arrangements have been made with the principal.

FIRE DRILLS

The laws of North Dakota require schools to observe certain rules and practices to protect the safety of the students. A fire drill is designed to prepare everyone in the building for proper action in case of a fire. Exit routes will be distributed at the beginning of the school year. The following procedures will be followed in case of a fire or a fire drill:

1. The teacher will dismiss all students in an orderly fashion.
2. The teacher and students will follow the planned exit route for their area.
3. Groups will move away from the building as far as possible.

4. The teacher will take roll.
5. Re-entry of the building will take place when notified by administrative personnel.

FLAG ETIQUETTE

During the playing of "The Star-Spangled Banner," remove all headgear, face the flag, and stand at attention with the right hand over the heart until the last note has been played. When an Honor Guard is used to present the colors, all in attendance should maintain a position of attention from the beginning to the end of the presentation.

GRADUATION REQUIREMENTS

Surrey students are required to have twenty-two units of credit for graduation and will comply with graduation coursework requirements set forth by North Dakota Century Code 15.1-21-02.2. which currently include the following:

- Four units of English language arts from a sequence that includes literature, composition, and speech;
- Three units of mathematics, which may include one unit of computer science approved by the superintendent of public instruction;
- Three units of science, consisting of:
 - One unit of biology;
 - One unit of physical science; and
 - One unit or two one-half units of any other science which may include one unit of computer science or cybersecurity approved by the superintendent of public instruction;
- Three units of social studies, including:
 - One unit of United States history;
 - One-half unit of United States government and one-half unit of economics; or One unit of problems of democracy; and
 - One unit or two one-half units of any other social studies, which may include civics, civilization, geography and history, multicultural studies, North Dakota studies, psychology, sociology, and world history;
- One unit of physical education; or One-half unit of physical education and one-half unit of health;
- Three units of:
 - Foreign languages;
 - Native American languages;
 - Fine arts; or
 - Career and technical education courses; and

Any five additional units.

The guidance counselor will discuss specific prerequisites and requirements for class registration. Notification of completed correspondence courses must be received at least one week prior to graduation. All graduating seniors must complete eight (8) semesters of high school to participate in graduation exercises.

Class valedictorian is determined using the 4.5 scale and is the GPA calculated using grades from the first seven semesters of high school except $\frac{1}{4}$ credit classes. In order to receive the valedictorian award, a student:

- Must have earned at least 15 units of credit to be classified as a senior.
- Must have earned the highest-grade point average (GPA) in his/her graduating class.

- Must have attended Surrey High School for at least the last four consecutive semesters.

Class salutatorian is determined using the 4.5 scale and is the GPA calculated using grades from the first seven semesters of high school except $\frac{1}{4}$ credit classes. In order to receive the salutatorian award, a student:

- Must have earned at least 15 units of credit to be classified as a senior.
- Must have earned the second highest grade point average (GPA) in his/her graduating class.
- Must have attended Surrey High School for at least the last four consecutive semesters.

Students not completing the requirements above will not be able to participate in graduation exercises.

GUIDANCE

A counselor is available to help students grow emotionally, socially, and academically. The counselor will be available to discuss a 4-year educational plan and other matters connected to a successful and enjoyable school life.

GUILT BY ASSOCIATION

Any student attending a party or present in a place where alcohol or drugs are being used illegally, will automatically be suspended from all extracurricular activities for two weeks for the first offense, six weeks for the second offense, and eighteen weeks for the third offense. (see Eligibility, see Suspension)

HOMEWORK

Homework is a part of our policy of striving for higher standards and excellence in education. Students should expect homework to be part of their classroom experiences.

HONOR ROLL

Honor Roll is run for students grades 7-12. The Honor Roll is based on the student's grade point average (GPA).

These courses are divided into 2 categories for the purpose of determining GPA which are:

- Major work courses (MWC) are designed to challenge students with high ability and/or motivation. Weighted classes are as follows: Accounting II, physics, chemistry, anatomy/physiology, algebra II, pre-calculus, and college level classes. These courses are on the weighted 4.5 scale.
- Regular work courses (RWC) are structured to meet the educational needs of all students. These courses are on the 4.0 scale.

Honor Distinction. The honor roll will be computed at the completion of each nine weeks. Students with one or more "F" will not be eligible for Honor Roll. Weighted grade points earned by students enrolled in MWC will be used. A cumulative grade point average of 3.00 to 3.49 will be recognized as "Honors." A cumulative grade point average of 3.50 to 4.00 will be recognized as "High Honors."

Honor Distinction for Graduation. The cumulative GPA will be computed at the completion of the first semester of the Senior year. Weighted grade points earned by students enrolled in MWC will be used. A cumulative grade point average of 3.00 to 3.49 will be recognized as "Honors." A cumulative grade point average of 3.50 to 4.00 will be recognized as "High Honors."

INCLEMENT WEATHER

In the event of early dismissal, students are encouraged to leave their vehicles in the school parking lot and to ride home on district-provided school buses. The district will not assume responsibility for students

selecting other means of transportation.

Remote/Virtual Learning Requirements

The District may temporarily offer virtual instruction when weather or other conditions require the Superintendent or designee to cancel hours of in-person instruction.

Definitions

- *Virtual instruction* means teaching and learning that takes place remotely and can be synchronous or asynchronous.
- *Weather or other conditions* means inclement weather, other unforeseen circumstances that render the school building unusable or inaccessible, or other conditions that temporarily warrant remote instruction for one or more students.
- *Cancel hours of instruction* means that a school district has decided not to provide in-person instruction for one or more students for all or part of a previously scheduled school day. This may include one or more students not being able to attend school due to extenuating circumstances because of weather or other conditions.

INTERNET/TECHNOLOGY

Vision Statement

It is the vision of the Surrey Public School District to maximize learning for students through the use of current technology. By including technology in our K- 12 curriculum, we can continue to instruct students in the basics, promote self-worth, promote active student-centered learning, and equip students with present and future skills. The use of technology as a tool improves the ability of students, teachers, administrators, and the entire community to gather, use, and distribute information more efficiently and more effectively.

Policy

The following information is in reference to Staff and Student (“users”) use of electronic communication tools include resources including but not limited to:

- Computers and related peripherals (including printers, portable hard drives/USB/flash drives, mp3 players, etc.)
- Local and wide area networks, including wireless networks (Internet and email)
- File and application servers
- Video networks, digital video camcorders, and cameras
- Telephones, cell phones, PDAs, fax, and copy machines
- Televisions, VCRs, DVDs, laserdisc players, etc.

Use of these technologies must be consistent with academic actions of the Surrey Public School. Users are expected to adhere to the district policies as they apply to district and personal technology resources. Users are also required to comply with all local, state, and federal laws, which include regulations against computer/network hacking, software piracy, copyright infringement and other illegal behaviors.

Surrey Public School prohibits technology uses, whether district or personal technology used on district property, which could injure a person either physically or emotionally. Prohibited uses include but are not limited to:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws including plagiarizing, downloading, or exchanging pirated software, music, or other files.

- Using others' passwords, tampering with, or forging names on electronic mail or other online environments.
- Trespassing in others' folders, work, or files.
- Hacking with intent to damage or for the purposes of circumventing standard configurations.
- Intentionally wasting network resources.
- Storage of games and excessive picture, music, and video files.
- Unauthorized posting of personal information about others, including phone numbers, names, etc.
- Performing any action, which results in a compromise of the system security.
- Inappropriate use of personal handheld electronic devices, including cell phones.
- Using the network for any illegal, unethical, or commercial activities.
- Negligence regarding confidential data.

Electronic mail and internet use expectations include:

- Users must adhere to this policy at all times when using the Internet and/or email, including afterhours, weekend and/or holiday use.
- District email accounts will be provided to all employees.
- Student email accounts will be provided through EduTech on request. Student accounts may be revoked if used inappropriately as outlined in the EduTech Acceptable Use Policy or this policy.
- Users are prohibited from using District or District provided (EduTech) email or Internet access for commercial or personal gain.
- Material hosted on District servers and published on the Internet may be reviewed for appropriateness. Materials that represent Surrey Public School and are hosted on non-district servers should adhere to this policy.

Internet Safety and Use of Filters

Surrey Public School participates in Internet filtering services to help prevent access to Internet content that is obscene, pornographic, or harmful as defined by the Child Internet Protection Act. By default, filtering measures shall be in operation at all times during the use of the District's computers. Some filtering protection measures may be disabled by an authorized administrator, supervisor, or other authorized person in order to provide access to valid research or for other lawful purposes. In cases where Surrey Public School staff provide minimally filtered access to students, the teachers are expected to supervise students and can be held responsible for any student act that violates the acceptable use policy. Problems with the filtering system should be reported immediately to the District Technology Department. Although the District provides a filtering system to limit user access to potentially objectionable material, no filtering system can provide complete protection and it is the user's responsibility to access Internet resources appropriately. Staff are responsible for supervising students using Internet resources.

Internet safety precautions are the responsibility of all users. Safety tips include:

- Keep your personal information (name, phone numbers, address, passwords, etc.) private.
- Don't read email or download attachments from people you don't know.
- Understand that nothing done on the Internet is private.
- Tell a trusted adult or supervisor if someone says things or sends you something that you consider inappropriate (do not respond to the person either directly or indirectly).
- Never meet online-only friends in person (you have no way to confirm the real identity of someone you meet online).
- Practice proper etiquette while online and avoid conflicts with other users.

Privacy

Privacy is not guaranteed when using Surrey Public School technology, including the network. Files, communications (including email), and use history may be reviewed to maintain system integrity and ensure that users are adhering to the acceptable use policy and guidelines. The District will cooperate with local, state, and federal authorities when necessary. All activity could fall under North Dakota open record laws, which means that someone can ask to review this information at any time.

Security

Network and computer security systems help maintain the integrity of the District technology resources. Any attempts to circumvent, disable, or misuse security systems are prohibited. If users feel they can identify a security problem they should notify the Technology Department.

Vandalism

Vandalism includes any malicious attempt to harm or destroy any Surrey Public School property or software or the data of another user on a computer, local network, or global network. Vandalism is prohibited and may result in cancellation of privileges or other disciplinary action.

Sanctions

The building administrator, supervisor, and/or teacher is responsible for applying sanctions when the Staff and Student Acceptable Use Policy has been violated. Possible sanctions include, but are not limited to:

- Loss of access to District or personal technology resources.
- Removal of students from classes with loss of credit.
- Expulsion
- Restitution for costs associated with repair of equipment or software or associated with improper use of District equipment or systems.
- Additional disciplinary action may be determined at the site or district level in line with existing discipline procedures.
- When applicable, law enforcement agencies may be involved.

Documentation of all violations of this acceptable use policy may be placed in the permanent student files.

Legal Disclaimer

Surrey Public School will not be responsible for damages users may suffer, including loss of data resulting from delay, non-delivery, or service interruptions; damages to personal property used to access school computers, networks, or on-line resources; or unauthorized financial obligations resulting from use of school accounts to access the Internet. Surrey Public School specifically denies any responsibility for the accuracy or quality of information obtained through Internet services. Since all transactions conducted through District technology resources could be perceived as authorized District activities, users of District technology resources are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws through the use of District technology resources may result in legal action against the offender by the District, injured third parties and/or governmental authorities. If such an event should occur, the District will fully comply with any requests for information related to the legal proceeding, subject only to prohibitions of law. The Surrey Public Schools will not be held liable for the actions of users which violate the conditions of this document.

The Surrey Public Schools reserve the right to inspect, review, or delete contents if it has reasonable cause to suspect that a student is using technology for illicit or illegal purposes, is in violation of policy, or for general maintenance. School authorities may conduct such inspection when they deem it necessary, without notice, without consent, and without search warrant.

INTERVENTION

Intervention is defined as requiring a student to remain after or come before normal school hours for extra teacher support. Intervention may be given by any teacher. Intervention will be served at the discretion of the classroom teacher. Failure to serve intervention may result in detention.

LOCKERS

Each student will be assigned a locker. The school is not responsible for items taken from the lockers or damage to a locker or items in a locker while checked out to a student. No decorations are allowed on the outside of lockers unless done for school-related events and by school employees.

Ownership and control of all lockers is retained by the School District. Access to all lockers under certain conditions is a legal right of school officials whose responsibility is “in loco parentis” to protect the health, safety, and welfare of all students enrolled. (See Board Policy)

A student issued locker is a privilege and they should be treated with respect. Students will be responsible for any and all damage caused to their locker or any other locker they have damaged. If a student has damaged a locker, the locker privilege will be revoked.

LOST AND FOUND

The school is not responsible for or liable for lost, stolen, or items left behind and unclaimed. Students may check with their classroom teachers for lost items.

MAKE-UP WORK

1. General absences - The student is required to see each teacher for make-up work. The student is given one day for completion of assignments for each day of absence.
2. School-related absences - Students involved in approved school activities, trips, or provisional leave from school must consult teachers and are responsible for making up their assignments prior to the absence or at the discretion of the teacher.
3. Extended absences - Parents of students absent due to illness, emergency, etc., are urged to contact the principal to get work the student is missing or to arrange for other alternatives.
4. Incomplete quarter grades - must be made in four weeks following the grading period.

MEDICINE

Any student whose parent requests that he/she be given any prescription or nonprescription medication, drug, or vitamin shall follow the procedures of Board Policy. If medication must be administered during school hours, parents must bring any/all of the previously mentioned medication to the office in the original bottle. A medication form must be filled out and signed by the parent. **Medication will be dispensed by trained staff.** Other school staff are not allowed to keep or dispense student medications under any circumstances.

OUT-OF-TOWN BUS TRIPS

A school bus will transport participants to out-of-town activities (games, performances, etc.) at little or no charge to the individuals. Each bus will be chaperoned by a teacher(s) or other responsible adult(s). **ANY STUDENT WHO SIGNS UP AND RIDES THE BUS TO AN OUT-OF-TOWN ACTIVITY MUST ALSO RETURN WITH THE BUS.** A student must ride the bus if he is a member of the participating organization unless special permission has been given by the coach or advisor with parent communication.

Reasonable dress and appropriate conduct are always expected. A student may be refused a ride on an extracurricular bus if he is not dressed appropriately. Proper weather attire is required for safety.

PARTIES

High School organizations may sponsor a dance/party. Junior High and High School students may not attend each other's functions. Students who leave the building during the party will not be readmitted.

Elementary classrooms allow room parties on Halloween, Christmas, and Valentine's Day.

PATRON GRIEVANCE

Constructive criticism of the schools is invited by the School Board whenever it is motivated by sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. The Board has, however, confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaint. Therefore, **whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the administration for study and possible solution.**

Since individual Board members have no authority to resolve complaints, other than by formal Board action, administrators are expected to follow up on all complaint referrals and to advise the Board of the nature of the complaint and the action(s) taken. The Board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant.

Complaints in which specific resolution procedures are provided shall be directed through those channels. This includes complaints about personnel and complaints about instructional materials.

Complaints should be resolved at the lowest possible level of authority. The steps to follow are as listed below:

1. Patron with complaint should consult the individual with which the patron has the grievance. If the complaint concerns coaching, the athletic director must also be present at this meeting.
2. If the grievance cannot be resolved between the patron and the school personnel, the patron shall consult the principal to arrange a meeting between the patron, school personnel, and principal. The principal shall give written notice, within (5) days to all parties involved with a decision or procedure for resolution.
3. If the decision on resolution of the principal does not resolve the grievance of the patron, the patron shall consult the superintendent to arrange a meeting between the patron, school personnel, and superintendent. The superintendent shall give written notice within (5) days to all parties involved with a final decision or procedure for resolution.

Complaints about the superintendent shall be directed to the Board president, who shall follow the same procedure. This procedure is intended to minimize the risk of a possible action of libel or slander, to retain the impartiality of the Board, and to maximize compliance with North Dakota Law.

PERSONAL ELECTRONIC DEVICES

Surrey Public Schools assumes no liability for damaged, destroyed, lost and or missing cellular phones or electronic devices. Students and their parents are responsible for the safe keeping of all such devices including cellular phones, listening devices, image taking devices, or any type of electronic game or similar device.

Cell phones and electronic devices, including ear devices and smart watches will only be allowed to be used in the MPR and Walhaug Center during lunchtime. The use of cell phone and electronic devices

during lunch is a privilege, not a right. If the policy is abused, the privilege can and will be taken away.

Students are not allowed to possess their phones during class. Phones and personal electronic devices must be left in the student's locker. Phones and personal electronic devices are not allowed to be on person and MUST be kept in lockers. Students who are caught using or having their phone or personal electronic device on their person, will have them taken away by the classroom teacher or staff member. Any student refusing to turn over their phone or personal electronic device will constitute insubordination and result in the student serving one day of ISS. Students will be issued Chromebooks to use for their academic needs. Student cell phones will not be allowed to be used as a substitute for Chromebooks not brought to school or brought in without being charged.

PLEASE NOTE THAT THE OFFICE CLOSSES AT 3:30 PM. If parent is required to pick up phone or other personal electronic devices, no exceptions will be made, and the phone will stay in main office until the next business day. If phone is lost on a Friday and parents are unable to make arrangements to pick up the phone or other personal electronic devices, it will stay in the office until Monday.

First Offense - A student found in violation of cell phone policy will give their device to the teacher and will be able to pick it up at the end of the day. Teacher will notify parents of violation. The teacher will document the incident as the student's first offense by using a "Cellular Phone and Electronics" incident form.

Second Offense - A student found in violation of cell phone policy will give their device to the teacher, they will serve one lunch detention and the parents must pick up device from the front office. Teacher will notify parents of violation. PLEASE NOTE THAT THE OFFICE CLOSSES AT 3:30 PM. The teacher will document the incident as the student's second offense by using a "Cellular Phone and Electronics" incident form.

Third Offense - A student found in violation of cell phone policy will give their device to then teacher, they will serve three lunch detentions and the parents must pick up device from the front office. Teacher will notify parents of violation. Administration will also contact parents to discuss resolution. PLEASE NOTE THAT THE OFFICE CLOSSES AT 3:30 PM. The administrator will document the incident as the student's third offense by using a "Cellular Phone and Electronics" incident form.

Fourth Offense - A student found in violation of cell phone policy will give their device to the teacher, they will serve five lunch detentions. The parents must pick up the device from the front office. Administration will notify parents of violation and request a parent and student meeting. PLEASE NOTE THAT THE OFFICE CLOSSES AT 3:30 PM. The administrator will document the incident as the student's fourth offense by using a "Cellular Phone and Electronics" incident form.

Fifth Offense - A student found in violation of cell phone policy will give their device to the teacher, they will serve one day of ISS. The parents must pick up the device from the front office. Administration will notify parents of violation. PLEASE NOTE THAT THE OFFICE CLOSSES AT 3:30 PM. Student will now be required to turn phone into the office upon enter the school building each day. The administrator will document the incident as the student's fifth offense by using a "Cellular Phone and Electronics" incident form. Every violation after the fifth will increase by one day of OSS.

It will be considered a recordable offense regardless of what type of electronic device a student is found in violation of in order of events as documented by administration.

POP/BEVERAGE AND FOOD

Drinks with lids, excluding soda pop and energy drinks, may be consumed by students in the classroom.

No other open-container drink may be possessed or consumed in the classrooms during school hours.

With classroom teacher's discretion, students may be allowed to consume healthy foods in their classroom. Students are expected to be respectful with noise and cleanliness. Students should not leave class to get snacks but should come prepared.

PROM

The Junior Prom, scheduled for the spring, is held from 8:00pm-11:00pm. Juniors, seniors, and their dates are welcome to attend. The Junior class will be responsible for decorating the dance. The prom committee, prom advisors, and others at the advisor's discretion will decorate and be required to remain and decorate until 5:00pm or until the prom advisor(s) dismisses students. Students will not be dismissed early for jobs or other obligations. Junior High students will not be allowed at prom. Prom guests are to be under the age of 21 and in good standing with their own school.

PROPER ATTIRE AND APPEARANCE

Students are required to wear proper attire with regards to decency, respect, and the weather. Students should dress modestly. Shirts advertising alcohol, tobacco, drugs, sexual or vulgar undertones are not considered proper school attire. Clothing revealing undergarments or excessive amounts of skin are considered not appropriate in school. Hats are not to be worn in school. Proper attire is required for graduation ceremonies; students improperly dressed will not be allowed to participate. Students will be expected to supply suitable apparel for participation in P.E. classes. The principal shall have final judgment on determining proper school dress and may require students to change, cover themselves, or go home to change clothes.

RECESS

Elementary students are expected to go outside for recess during scheduled recess times. Students must have proper attire (see Cold Weather Clothing). Students will stay inside when the temperature or windchill reaches -15F.

REPORT CARDS

The Surrey Public Schools grading system is as follows:

- A 92-100
- B 83 – 91
- C 74 - 82
- D 65 - 73
- F 64 and below
- I Incomplete

Report cards will be available on PowerSchool. Any incomplete placed on a student's report card will be changed to a failing grade if not corrected within four weeks of issuance. Parents are encouraged to call their child's teacher should there be questions regarding student progress. Parent-Teacher conferences will be available two times during the school year, but you may request more frequent communication with your child's teacher.

SCHOOL BUS PASSENGERS

The primary objective of Surrey Public School bus transportation system is to offer a safe and reliable mode of transportation for students within the district. However, students utilizing district transportation are subject to regulations. Students that engage in unacceptable behavior are endangering the safety of all occupants as it distracts the bus driver from safely operating the bus. Videotape from the bus cameras may

also be used to monitor and identify student behavior issues. Students will be cited for the following rule violations:

1. Failure to remain seated while bus is in motion
2. Hanging out the window
3. Refusing to obey the school bus driver
4. Fighting/Horseplay
5. Vandalism, which damage is paid for by offender
6. Profane language, yelling or screaming
7. Use of alcohol/Tobacco products
8. Throwing objects inside or outside of the bus

If your child is reported for any of the above infractions, the school bus driver will take the following disciplinary action:

- **First Offense:** The student will be reported to the principal. Parents called.
- **Second Offense:** The student will be denied bus privileges for one week. This would include any bus trips during that week, including activities. Parents, student, and driver will meet with administration before student is allowed back on the bus.
- **Third Offense:** The student will be denied bus privileges for one month. This would include any bus trips planned during that month, including activities. Parents, student, and driver will meet with administration before student is allowed back on the bus.
- **Fourth Offense:** The student will be denied bus privileges for the remainder of the year. This would include any bus trips, including activities.
- **Severe Offense:** A severe violation of the rules will result in the student instantaneously forfeiting their bus privileges for the balance of the year. The student will surrender the aforementioned rule sequence on a severe bus rule violation. This would include any bus trips, including activities.

School bus safety is an ongoing concern, therefore please discuss/study the Surrey School Bus rules and regulations with your children. The implementation of school bus expectations for Surrey Public School students is a reflection of the District's interest in the personal safety and welfare of all students.

SCHOOL HOURS

Surrey Elementary School hours are 8:10am-3:20pm. Upon arrival, students will put their belongings in their lockers and go to recess or breakfast. Please do not drop students at the school before 7:30am. Breakfast program runs from 7:30am-8:00am and recess begins at 7:40am.

Surrey High School hours are 8:00am-3:30pm. Upon arrival, students will put their belongings in their lockers and go to the multipurpose room for breakfast or to wait in the stands until the first bell. Students should not arrive at the school before 7:30am unless for a prearranged practice or meeting. Breakfast program runs from 7:30am-8:00am.

Students not participating in a supervised school-sanctioned practice or activity are expected to leave school promptly at dismissal and there is no after school supervision.

SCHOOL SPIRIT

A successful school includes a unity of spirit, teamwork, and cooperation among classes. The welfare of the

entire student body, not the welfare of any particular class, is of the greatest concern. School spirit may be divided into the following categories:

- **Courtesy** toward teachers, fellow students, and the officials of school athletic activities.
- **Pride** in everything our school endeavors to accomplish and has accomplished.
- **Sportsmanship** in winning and losing gracefully.
- **Respect** will be displayed by spectators by standing for the school songs.

SCHOOL SONG

Onward Surrey, onward Surrey, on to victory.
We're from Surrey, we're from Surrey, and we'll always be.
Firm the purpose, square the shoulders, may we ever be
Proud to bear our high school flag to victory!

To the blue and white forever, colors of our team.
To our own beloved high school, true we'll always be.
Firm the purpose, square the shoulders, may we ever be
Proud to bear our high school flag to victory!

SEMESTER TEST EXEMPTIONS

Semester tests are exams that show how much knowledge students have retained throughout the duration of a course and give students a chance to review information, helping it to be retained in the long-term memory. It will be assumed students are taking their finals, but can be exempted from them if the following criteria are met...

1. NO MORE than 4 TOTAL absences for the semester – the ONLY exclusions are medical absences with a note from an appropriate licensed healthcare provider within one week of absence, funeral, and school-related absences, AND
2. A current grade of an A or B in the class, AND
3. No ISS, OSS, or removal from the class, AND
4. 2 or fewer tardies in the class where exemption is requested.

Each grade level will be required to take at least one class final per semester. The following requirements apply: Freshmen- Math, Sophomore- Physical Science, Juniors- English, Seniors- POD

SEXUAL HARASSMENT/HARASSMENT

Sexual harassment is recognized as a form of sex discrimination and thus is a violation of the law. Sexual harassment, which is in violation of Surrey School Board Policy, includes harassment from employee to student, student to employee, or student to student through conduct or communication of a sexual nature. Any violation will be grounds for disciplinary action.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature if the following occur:

1. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement, or grade.
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education.

3. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Sexually oriented verbal "kidding," abuse, or harassment.
2. Pressure (subtle or otherwise) for sexual activity.
3. Repeated remarks with sexual or demeaning implications.
4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns.

Any person who believes they have been the victim of sexual harassment by any employee or student at the School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged act(s) immediately to the appropriate School District official as designated in the Surrey Public School District Policy Manual. If the official designated is the person alleged to have sexually harassed another, the complaint may be made to any other administrator or directly to the Board president. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments, or grades. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the School District's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when this conduct has occurred. A substantiated charge against a student in the School District will subject that student to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies. The concept of harassment refers not only to sexual harassment, but also to any behavior that is demeaning to another individual.

STUDENT AUTOMOBILES

The use of motor vehicles for the purpose of traveling to and from school property is a privilege. A student may drive a vehicle to school as long as he observes safe rules of operation and follows school regulations as printed in the Board policy. Failure to do so may result in a loss of driving privileges on school grounds.

A student driving a car to school must see that the vehicle is carefully and properly parked in the lot on the South side of 2nd street. Parking spaces on the North side of 2nd street are reserved for staff members, substitutes, and school visitors. Cars will not be parked along the football field fence. Any violation by student automobiles may result in towing. **STUDENTS ARE NOT ALLOWED TO ENTER ANY VEHICLE DURING SCHOOL HOURS** without approval of the office. The principal will keep track of parking violations and those disregarding parking and driving rules will be dealt with on an individual basis.

STUDENT BEHAVIOR

Good discipline in school is extremely important to the school program. Without good discipline, the school cannot discharge its primary responsibility in the development of citizenship. Without good discipline, students cannot realize their greatest opportunities for growth. Good discipline in the classroom consists of business-like behavior, which encourages active, cooperative participation by each student. Students are expected to conduct themselves according to the following guidelines. These apply to the entire school building, any school grounds or property, school buses, school activities, and even school events that take place away from the home school property. Students must refrain from unacceptable acts or activities including but not limited to the following:

- Smoking, E-cigarettes, or vaping

- Insubordination
- Possessing or using any tobacco product or vaping devices
- Fighting
- Disrespecting staff and other students
- Disrupting school climate through extreme appearance
- Destroying or defacing school property
- Wearing headgear at any time during the school day
- Addressing teachers or other school personnel with anything except proper name and title (Miss, Mrs., Ms., or Mr.)
- Using vulgarities, profanity, or crude mannerisms
- Possessing, consuming, or being under the influence of alcohol or any other mood-altering drug
- Running in the building or exhibiting rowdy behavior
- Littering
- Misusing lockers
- Displaying inappropriate affection
- Possessing or using anything that might be considered a weapon
- Throwing of any objects
- Leaving the building during school hours without administrative authorization.

Infractions of the above guidelines will necessitate disciplinary action and may result in school suspension, at the discretion of the principal. Extreme or excessively inappropriate behavior may result in expulsion.

STUDENT CLASSIFICATION

High school students will be classified according to the number of units they have earned and completion of required classes. Students in their third year of high school are eligible for prom.

Classification will be determined at the beginning of the fall quarter and will not change until the following fall. A student will be classified as a 9th grader if 0-5 units have been earned while 10th graders will have earned 6-10 units, 11th graders will have 11-15 units, and seniors will have 15 or more units.

Retention may be considered in Grades 7-8 if:

1. The student's best interest is served.
2. The student fails more than 1 yearly subject.
3. The student has missed more than 10 days of school each semester.

A student being considered for retention will have the following steps taken on his behalf:

1. The student will be identified as early as the beginning of the 4th 9-week period.
2. The principal will be notified of any student who may fail.
3. The parents will be notified of possible retention.
4. A conference will be held to discuss future action.

The final decision regarding the retention of any student will be discussed with the parents, staff, and principal. The final decision for retention shall be the principal's decision.

STUDENT HEALTH CHECKS

Students may receive a vision, hearing, and/or scoliosis screening. Head lice checks may be conducted as needed.

SUSPENSION

During any in-school (ISS) or out-of-school suspension (OSS), the suspended student will be prohibited from participating in any school-sponsored activities. These activities shall include but are not limited to home and away athletic contests, practices, concerts that are not a part of classroom requirements, plays, parties, dances, prom, banquets, or award ceremonies. Any student that has been suspended during the semester forfeits semester test exemption privileges. (See Eligibility, See Guilt by Association, See Test Exemptions)

A student may be suspended or expelled from school when he/she is found in violation of the following or the like:

1. Violating school policies or regulations. These policies and regulations apply to any student on school property or at any school-sponsored activity whose conduct interferes with the safety or the welfare of students or employees.
2. Conducting himself in a manner disruptive to school operations.
3. Exhibiting inappropriate conduct, such as insubordination, viciousness, immorality, persistent violation of school rules, or persistent misbehavior.
4. Breaking North Dakota High School Activities Association (NDHSAA) rules which involve suspension.

A principal may suspend a student for up to five (5) days or recommend a longer suspension or expulsion of a student who does not appear to benefit from other forms of discipline. The student and/or parents have the right to a hearing. See Board Policy for additional information.

TARDY POLICY

A student is considered tardy if they arrive after the bell but within the first ten minutes of their class. An absence is recorded when a student arrives more than 10 minutes late to class or leaves 20 or more minutes early. The teacher will keep track of daily tardies. The classroom teacher should notify the principal of the 3rd and 5th tardy of a student. Upon notification from the teacher, the principal will send written notification to the parents.

The following tardy guidelines are established for unexcused tardies:

1. The 1st tardy per semester is a warning.
2. The 2nd tardy- a thirty-minute detention will be administered. The student will serve the detention with the teacher in which class the student was late. The detention will be served at the teacher's discretion.
3. The 3rd tardy- a forty-minute detention will be administered. The student will serve the detention with the teacher in which class the student was late for. The detention will be served at the teacher's discretion.
4. The 4th tardy and any tardies thereafter, - a fifty-minute detention will be administered. The student will serve the detention with the teacher in which class the student was late for. The detention will be served at the teacher's discretion.

Tardies between class periods are inexcusable. If a student is detained by an instructor, the instructor shall sign a pass--excused or unexcused--allowing the student to enter the next class.

TEACHERS' WORK ROOM

The teachers' room is set aside as a private work area for the faculty. Students will not enter the teachers' workroom at any time, including before and after school.

TELEPHONE – 701-838-1262

Students should not use the telephone during class. **Permission to use the telephone should be given only in case of emergency.** Students will not be called from class unless it is an **emergency**. Arrangements for after school/after activity transportation should be made prior to the start of the school day.

TEXTBOOKS

Students are encouraged to use book covers. Reasonable damage is expected as a result of daily use; however, fines will be assessed for unreasonable damage to and replacement of textbooks. A minimum of a \$60 fine will be levied and **MUST BE** paid to the office.

VISITORS

To provide the best possible learning environment for our students, student visitors are not allowed at Surrey School. **ALL** adult visitors **MUST** get a visitor's pass at the office upon entering the building including subs, student teachers, and guest speakers.

To maximize student safety, only students currently enrolled at Surrey School are permitted on campus during instructional hours. Parents should make appointments if they need to visit with a school counselor or an administrator during school hours. Parents of students may walk their student to their classroom on the first day of school only.

WEAPONS

Weapons are not allowed on school grounds. Refer to Board Policy for additional information.

WITHDRAWING FROM SCHOOL

Should it become necessary to withdraw from school, a student must report to the main office to complete a withdrawal form. No student will officially be withdrawn from school until the proper procedure has been followed.

WORK PERMITS

Work permits are available through the principal's office. To qualify for a work permit, a student must have and maintain a C (2.00) average with no failing grades. Should a student's grade point average fall below a C (2.00), or should a student receive an F, the work permit may be revoked. This regulation is based on a student's last grading period.



STUDENT BULLYING REPORT FORM

Instructions:

Please complete **both** pages, responding only to the questions that you feel comfortable answering and are able to accurately answer. You may choose to include your name at the bottom of the form or may submit it anonymously. Please note that the district's ability to investigate an anonymous complaint may be limited, and the District prohibits retaliation against anyone who files a bullying report.

Describe what happened/what is happening:

When did it happen?

- ☐ Before school
☐ During school
☐ After school
☐ Unsure

Date:

Time:

☐ am ☐ pm

Where did it happen?

- ☐ In the school building (list specific room):
☐ On the school playground
☐ In the school parking lot
☐ On the school bus
☐ Online

☐ At a school event (list specific event):

☐ Other (please specify):

☐ Unsure

Who was committing the bullying (if you don't know the bully's name(s) describe him/her?)

Who was the victim of the bullying (if you don't know his/her name, describe him/her?)

Did anyone else witness the bullying (if yes, please list)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
Were you or others physically hurt (please explain)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
Was there damage to anyone's personal property?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
Have you or the victim missed any school or made any changes to your daily routine as a result of the incident(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
Have you told anyone about the bullying?	<input type="checkbox"/> Parent <input type="checkbox"/> Babysitter <input type="checkbox"/> Brother/sister <input type="checkbox"/> Other family member:	<input type="checkbox"/> Teacher <input type="checkbox"/> Other school staff: <input type="checkbox"/> Other:
Have you previously filed a bullying report (this information is used to determine if retaliation is occurring)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Your name:		
Your grade and age:		
How can we contact you?	<input type="checkbox"/> Phone:	
	<input type="checkbox"/> Email:	
	<input type="checkbox"/> Other:	

Remember to hit “save” before closing this form. Please print the form and return it to any school staff member, the main office or place it in the bullying report drop box.