



**LISBON MIDDLE  
SCHOOL  
HOME OF THE BRONCOS  
STUDENT HANDBOOK**

**Mission Statement: All students will learn,  
experience success, and be good citizens.**

**502 ASH STREET  
PO BOX 593  
LISBON, ND 58054  
PHONE: 701-683-4108  
FAX: 701-683-4111**

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY / TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

Dear Student,

Welcome to Lisbon Middle School for the 2019-2020 school year. We look forward to assisting you in fulfilling your educational goals. Our goal is to make your years in school as successful and fun, yet educationally challenging, as possible. If you encounter difficulties, please seek out any staff member and we will do our best to help you.

It is our hope that this Bronco planner will help you make the best use of your time. Take the planner to class every day and keep track of all your school assignments as well as other activities you are involved in. Let this time management tool help you have a great school year. Also included in your Bronco planner is information regarding school policies. This will serve to avoid misunderstandings as well as provide general information all students should know. It is not our intent, nor is it possible, to create rules and regulations to cover all situations. Students are expected to follow Bronco STAR expectations and use common sense and proper regard for themselves and others at all times. Additional information can be found in the Lisbon Student and Parent Handbook.

Have a Great Year!

Lisbon Middle School Staff

# PASSWORDS

**For**

**Username**

**Password**

**Computer Log-In**

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**PowerSchool**

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**Office 365**

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**Lisbon Public Schools Academic Calendar for 2019-2020**

**5 DAYS IN AUGUST**

Wednesday, August 7	All School Registration
Thursday, August 8	All School Registration
Wednesday, August 14	Faculty In-service at Wahpeton High School
Tuesday, August 20	Faculty In-service Day
Wednesday, August 21	All Staff In-service Day
Monday, August 26	Classes Begin

**20 DAYS IN SEPTEMBER**

Monday, September 2	No Classes - Labor Day
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**21 DAYS IN OCTOBER**

Thursday, October 17	No Classes – Professional Development Day
Friday, October 18	No Classes – Professional Development Day

**17 DAYS IN NOVEMBER**

Thursday, November 7	Early Dismissal 3:00 P/T Conferences 3:30-9:00
Friday, November 8	No Classes – Teacher Compensatory Time
Monday, November 11	No Classes – Veterans Day
Thursday, November 28	No Classes - Thanksgiving Day
Friday, November 29	No Classes

**15 DAYS IN DECEMBER**

Friday, December 20	Christmas Recess begins at 3:30
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**21 DAYS IN JANUARY**

Thursday, January 2	Classes Resume
Friday, January 17	End of First Semester
Monday, January 20	No Classes – Martin Luther King Jr. Day
	Faculty In-service Day
Tuesday, January 21	Start of Second Semester

**19 DAYS IN FEBRUARY**

Friday, February 21	No Classes – Winter Break (Storm Day 1)
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**21 DAYS IN MARCH**

Thursday, March 19	Early Dismissal 3:00 P/T Conferences 3:30-9:00
Friday, March 20	No Classes – Teacher Compensatory Time

**20 DAYS IN APRIL**

Friday, April 10	No Classes – Good Friday
Monday, April 13	No Classes – (Storm Day 2)

**16 DAYS IN MAY**

Friday, May 22	Last Day of School
Sunday, May 24	Graduation

**184 DAYS** Our Calendar includes: 175 instructional days, 2 parent/teacher conference day, 3 legal holidays, 4 Faculty In-service days. (Two (2) storm days required to be scheduled for our fall calendar.)

## **IMPORTANT PHONE NUMBERS**

Lisbon Elementary School	683-4107
Lisbon Middle School	683-4108
Lisbon High School	683-4106
Toll Free Lisbon Public School	1-888-683-4106
Lisbon Middle School Fax	683-4111
Lisbon Public School Bus Terminal	683-4563
Lisbon Gymnasium	683-5896

### BELL SCHEDULE GRADES 5-8

Call-in Bell.....	8:24AM
School Day Begins.....	8:24AM
Tardy Bell.....	8:29AM
1 <sup>st</sup> Period.....	8:29 - 9:19 AM
2 <sup>nd</sup> Period.....	9:21 - 10:11 AM
3 <sup>rd</sup> Period.....	10:13 - 11:03 AM
Lunch Break.....	11:03 - 11:36 AM
4 <sup>th</sup> Period.....	11:36 - 12:26 PM
5 <sup>th</sup> Period.....	12:28– 1:18 PM
6 <sup>th</sup> Period.....	1:20 – 2:10 PM
7 <sup>th</sup> Period.....	2:12 – 3:02 PM
8 <sup>th</sup> Period (STAR Power).....	3:02 – 3:28 PM
Dismissal.....	3:28 PM

## **ATTENDANCE:**

1. Although the student will still be counted absent, the school recognizes a limited number of reasons for absences. Included are: personal illness, death in the family, emergencies and absences which are prearranged. Absences that would be counted as unexcused would be appointments that come back with no documentation, assignments not completed before leaving on a vacation or long absence, and personal illness longer than 3 days without medical note.

2. Regular school attendance contributes to better learning. Children should be in attendance as much as possible. Please call and let the school know if your student is going to be absent. (If a parent has not called, we will call home to check on the student.) If we do not make contact with the parents, please send a written note along with the student when he/ she returns, signed by the parents, giving the reason for the absence. If students are at medical appointments a note from the corresponding appointment including date, time, and location of appointment must return with the student to school. Students are to bring a note to the office in order to receive an admittance and make-up slip. It would be appreciated if parents would notify the child's teacher or the office of any extended absences, vacations, etc., prior to leaving so arrangements for make-up, etc., can be made.

3. If a pattern of excessive tardiness or absences begins to exist, the school will contact the parent and may arrange a conference. Anytime a student acquires three tardies they will serve detention to make up the lost time. Appropriate social service agencies may also be informed of the child's attendance problem.

4. Students attending or participating in school events are considered present. Students are to speak with teachers for homework prior to the absence. Activity advisors or coaches will notify the office of students involved in activities. PLEASE NOTE – Students must be in school all day in order to compete in after-school activities unless prior arrangements have been made with the principal.

5. **PLEASE NOTE** - If your student needs to leave the building during school hours, one of the following needs to occur prior to your student being dismissed:

1. Parent/Guardian signs student out in office
2. Parent/Guardian sends a note to office
3. Parent/Guardian sends email to office

Students may still walk to appointments, walk home, and you can still call when you're out front of the middle school to have your student sent down as long as one of the previously mentioned methods of communication has occurred PRIOR to the student leaving the building.

Email office: [amanda.gerding@k12.nd.us](mailto:amanda.gerding@k12.nd.us)

There is also a link on the upper left-hand side of the Middle School page on our website [www.lisbonpublicschools.com](http://www.lisbonpublicschools.com)

Student attendance is monitored daily.

After 5 unexcused absences or 3 tardies per semester, a letter is mailed home and the student is referred to the school problem-solving Multi-Tiered System of Support (MTSS) Team and school administrator.

- MTSS Team will work with student & family to determine reason(s) for absences and develop an intervention plan

After 10 unexcused absences or 6 tardies per semester a compliance letter is mailed home and the student is referred to the school problem-solving Multi-Tiered System of Support (MTSS) Team and school administrator.

- MTSS Team will work with student & family to determine reason(s) for absences to review/revise intervention plan.

Consequences for continued absences in same semester include referral to an outside agency (Social Services and/or a Truancy Officer)

- MTSS Team will continue to work with student & family to determine reason(s) for absences to review/revise intervention plan.

## **DISCRIMINATION**

The Lisbon Public School District #19 is committed to a policy of equal opportunity for all employees and students. Discrimination on the basis of sex, race, creed, marital status, age, handicap, national origin, or color is prohibited. (Lisbon School Board Policy -FBB-E)

## **BEHAVIOR EXPECTATIONS:**

It is the position of the Lisbon Schools that a fair and equitable district-wide school behavior policy will contribute to the quality of a student's educational experience. Every person in our school is expected to treat every other person with dignity and respect. Staff and students will all work together to help every person in the school reach their fullest potential. Any action or behavior which interferes with another person's growth will not be tolerated. It is the responsibility of the Lisbon School Board, the Lisbon School principal, and the Lisbon School teachers to safeguard the health and safety of each student. The school and administrator will support district personnel who, in dealing with students on a disciplinary matter, act in accordance with North Dakota statutes, the North Dakota Department of Public Instruction regulations and this policy. (Lisbon School Board Policy - FHD) Students will be encouraged to *"Do Your Best and Help the Rest"* and to actively work on the following goals:

1. Always try.
2. Do your best.
3. Cooperate with other people and treat them with respect.
4. Manage yourself.
5. Respect the rights and property of others.

## **BRONCO STAR BEHAVIOR EVENTS**

At the end of each quarter, students have the opportunity to participate in Bronco STAR Behavior Events. Students are eligible to participate in this event unless one or more of the following have occurred during the quarter:

- Student has acquired at least 1 major discipline referral
- Student has acquired at least 3 minor discipline referrals
- Student has been on the Restricted List for multiple subjects during 3 or more weeks throughout the quarter
- Student has been on the missing assignment list more than 5 times during the quarter

Restricted Lists are calculated twice a week, first on Mondays and again on Wednesdays. Students who are on the Restricted List on Monday have until Wednesday of that same week to improve their grade(s). If they are no longer on the list on Wednesday, that week is not counted against their '3-week total' for the Behavior Event.

Missing assignment lists are printed every day. Students are expected to complete their assignments on time and accurately. If students are needing help, they need to make arrangements with the teacher.

If a student is not eligible to participate in the Behavior Event, that student is required to use that time to make-up missing work or complete current homework.

## **BICYCLES, SKATEBOARDS, AND ROLLERBLADES:**

Bicycle parking areas are provided for children who ride their bicycles to school. When children arrive at school with their bicycles; they should go directly to the bicycle parking area and lock the bicycle. Bicycles should not be ridden in school playground areas. Skateboards, skates, roller blades, roller shoes, etc., are not to be used on school property between 8 a.m. and 5 p.m. on school days.

## **CARE OF BOOKS:**

Textbooks and school equipment belong to Lisbon Public School District #19. Some normal wear and tear is expected each year from student usage. Should the wear and tear become, in the opinion of the classroom instructor, excessive, the student responsible for the damage will be assessed a fine to cover the cost of repairing or replacing the item. In the case of library books, parents can help by reminding the children of the date the books are due.

## **OFFICE TELEPHONE USE:**

There is a phone in the office that is available for student use in *emergency situations only*. In order to limit disruptions to the classrooms, we discourage parent requests to call students out of class for phone calls. The school secretary will relay messages to the students. The student's ride home should be decided on before the student leaves for school in the morning. Please use your own personal discretion for reasons not listed below.

Acceptable reasons to use phone:

- sick/injury
- change of extra-curricular activities made by school
- needing to stay after per principal or teacher request

Unacceptable reasons to use phone:

- after school plans with friends
- cell phone left at home
- text book/homework/instrument left at home
- gym clothes/tennis shoes left at home

## **MEDICATIONS:**

Students must keep medications in the office along with a signed parent/guardian consent form. Medication must be brought to the school by the parent/guardian and picked up from the school by the parent/guardian. Medication may not be transported to the school by a student. Medication will not be given to students if:

- a) the medication was not brought by the parent/guardian
- b) they do not have a signed parent/guardian form on record in the office.

Students may carry their own cough drops and inhalers as long as they do not become a distraction in class.

## **DISCIPLINARY PROCEDURES:**

All students, regardless of grade level are under the supervision of school staff when:

1. Riding a school bus.
2. In the school buildings.
3. On the playgrounds / school grounds.
4. While attending a school sponsored event.

Students whose conduct show disrespect for supervisors and/or property, or are causing a disturbance which affects the work of the individual student, teacher, or other students will be disciplined. Disciplinary action may consist of any of the following or combination of the following:

1. Restricted from recess, free time, etc.
2. Parents called or a Discipline Notice mailed home
3. Parent conferences.
4. Detention: Time a student must make up after school for inappropriate or disruptive behavior. Detention will be served on Mondays, Tuesdays, & Thursdays from 3:30-4:15 PM. Parents will be notified if their student must serve detention.
5. Suspension
6. Formal action through non-school authorities (Juvenile Services)
7. Expulsion



## STATE AND FEDERAL MANDATES

**Assault:** Verbal Assault is defined as abusive, threatening, profane, or obscene language, either oral or written, by a student toward a staff member or another student. Included is cruel teasing and conduct which degrades people because of their race, religion, ethnic background, or physical or mental handicaps. Physical Assault is defined as an act which intentionally inflicts, or attempts to inflict, bodily harm upon another. Any of these acts are subject to disciplinary action.

### **Bullying**

#### **Defined:**

- A. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
1. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
  2. Places the student in actual and reasonable fear of harm;
  3. Places the student in actual and reasonable fear of damage to property of the student; or
  4. Substantially disrupts the orderly operation of the public school; or
- B. Conduct that is received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
1. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
  2. Places the student in actual and reasonable fear of harm;
  3. Places the student in actual and reasonable fear of damage to property of the student; or
  4. Substantially disrupts the orderly operation of the public school.
  5. "Conduct" includes the use of technology or other electronic media.

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

**School property** or the term **on-campus** refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned 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 use alone); and
- d. Sponsors of the activity have agreed to comply with this policy; and
- e. The District has officially recognized through board action as a school-sanctioned activity.

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** includes all employees of the Lisbon Public Schools, 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 intent to inflict harm.

### **Prohibitions**

While at 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, a student may not:

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

Off-campus bullying that is received on school property is also prohibited. The District has limited disciplinary authority to respond to such forms of bullying.

### **Reporting Procedures for Alleged Policy Violations**

- A. **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 him/her 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 file it with 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.

**B. 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:* A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and will inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
2. *Complete and submit an online complaint form:* A complainant will have the option of including his/her name on the form or submitting it anonymously.
  - Form can be found at [www.lisbon.k12.nd.us](http://www.lisbon.k12.nd.us)
3. *File an oral report with any school staff member.*

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

### **Reporting to Law Enforcement & Others Forms of Redress**

Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law.

### **Documentation & Retention**

The District has developed a form to report alleged violations of this policy. 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 s/he:

1. Initiates a report of an alleged violation of this policy; or
2. Receives 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 or graduates from high school, whichever is later. If a student does not graduate from the District, such reports and investigation material shall be retained for six years after the student turns 18.

### **Investigation Procedures**

School administrators 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 class—whether actual or perceived. Reports involving a protected class 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 his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; whether this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

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

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

### **Disciplinary & Corrective Measures**

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

1. Detention;
2. In- or out-of-school suspension or recommend expulsion.
3. Alternative placement.
4. Behavioral adjustment plan;
5. Refer the student to the school counselor;
6. 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 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.

For bullying initiated off campus and received on campus (e.g. cyber bullying), the District only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying received on campus, the District may only take corrective measures as described in items five through eight above.

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 any applicable law.

### **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. Training for all students and 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.

### **Prevention Programs & Professional Development Activities**

In accordance with law, the Lisbon Public Schools shall develop and implement bullying prevention programs for all students and staff professional development activities.

**Dangerous, Harmful, and Illicit Substances:** The possession, transmission, and/ or use of tobacco, drugs, alcohol, or any other controlled substance in the school buildings, on the grounds, buses, etc., or at any school-sponsored activities is prohibited at all times. (Lisbon School Board Policy FHCF) This behavior will result in a minimum of three days out of school suspension.

**Sexual Harassment:** A learning and working environment that is free from sexual harassment will be maintained in the Lisbon School District. It will be a violation for any member of the district staff to harass another staff member or student, or for students to harass employees or other students, through conduct or comments of a sexual nature. This district will not tolerate the harassment of any staff member or student by any third party. This prohibition shall be in effect in any building belonging to or used by the Lisbon School District or on the grounds of any such building, on any property, in any vehicle belong to or used by the Lisbon School district or at any school related activity.

Any person who believes he or she has been the victim of sexual harassment by any employee or student of the school district or any third person with knowledge or belief of conduct which may constitute sexual harassment shall report the alleged acts immediately to a teacher, counselor, or administrator, or directly to the board president. The person receiving the complaint shall refer it to the district Title IX coordinator for investigation. Filing of a complaint or reporting sexual harassment will not reflect on the individual's stature or affect future employment, work assignments or grades.

Administrators and supervisors will make it clear to their staff and students that sexual harassment is prohibited by board policy and is grounds for disciplinary action. Administrators will use staff meetings and in-service sessions and student assemblies to inform employees and students of their rights and remedies under the law.

A substantiated charge against a school district staff member will subject such member to disciplinary action, which may include discharge. A substantiated charge against a student in the school district will be subject to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies.

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature when 1) submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or 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; or 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 education environment.

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

1. Sexual or "dirty" jokes
2. Sexual advances
3. Pressure for sexual favors
4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body
5. Displaying or distributing of sexually explicit drawings, pictures, and written materials.
6. Graffiti of a sexual nature
7. Sexual gestures
8. Touching oneself sexually or talking about one's sexual activity in front of others
9. Spreading rumors about or rating other students as a sexual activity performance

The right to confidentially, both of the complainant and of the accused will be respected consistent with the district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

**Threats and Disruptions:** Threats and/or disruptions which hinder or inhibit the normal school operation or the operation of a school activity will be subject to disciplinary actions. The involved students may be cited with Willful Disturbance of School which falls under the North Dakota Century Code and remanded to the custody of the appropriate law enforcement agency. (North Dakota Century Code 15-49-08)

**Vandalism:** Is defined as damage to or the destruction of school property, the property of students or the property of school employees before or after school, on or away from school grounds. Disciplinary action will be taken when students are involved. Full restitution for the damage caused will be sought from the responsible persons, or in the case of minors, from the minors and their parents, under the laws of this state.

**Weapons/Firearms:** No student will knowingly possess, handle, carry or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Such weapons include but are not limited to any knife, razor, ice pick, chain, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument. Violation of this policy will result in disciplinary action. Bringing a firearm, as defined in 18US.C.921, to school will require that proceedings for the expulsion of the student involved for a minimum of one year be initiated immediately by the principal. (Lisbon School Board Policy FHCG)

## **DRESS/PERSONAL APPEARANCE:**

Students attending class and/ or a school function are expected to be clean, well groomed, and appropriately dressed.

While the dress of Lisbon school students is determined by each student's parents, school personnel will react to dress and appearance when it disrupts classes or school activities (distracting hair, hair coloring, etc. may be considered disruptive). **School personnel will also react when the type of dress constitutes a health hazard.**

Our dress and grooming code is common sense and good taste. State and Federal regulations require students to be clothed and to wear shoes. We want Lisbon school to be a positive place of learning. To encourage this, we feel that short shorts, cut-off shirts, halter tops, grubby sweats, tank tops, headgear and other informal wear are inappropriate dress for school. Clothing which has profanity, beer, weapons, tobacco, alcohol or narcotics signs or insinuations printed on them is also seen as inappropriate. Students violating these standards will be asked to take appropriate action to correct the situation.

## **ELIGIBILITY RULES (7th & 8th):**

Academic success of students at Lisbon Middle School is extremely important. All students participating in co-curricular and extra-curricular activities must maintain academic standards for eligibility as established by ND HS Activities Association.

- A student must be passing all subjects in order to participate in any extra-curricular activity. Eligibility is checked weekly on Wednesday mornings.
- A student who is ineligible is not allowed to ride the team bus to away events.
- In the event that extra-curricular activity participants are dismissed early from school, a student who is ineligible must stay to the end of the school day.
- As soon as a student is passing and/or cleared by that teacher, they are eligible to participate. The student must obtain a note from the passing-subject's teacher stating the student is now eligible.
- Eligibility may be restricted for behavior reasons and will be dealt with on a case by case basis upon discretion of administration
  - Example – If a student has detention they are not eligible to participate in a contest until all detention has been served

## **EMERGENCY DRILLS:**

**FIRE DRILLS** are held periodically to acquaint the students with the proper procedures for leaving the building in case of a fire. The same procedures are followed for any other type of emergency that requires leaving the building.

**TORNADO DRILLS/REVIEWS** are held periodically. These drills require students to remain in the building and learn to protect themselves.

**LOCK DOWNS** will be held twice a year. This drill requires students to remain in the building and go to a safe area.

## **HONOR ROLL:**

Grade 5-8 students who earn a Grade Point Average (GPA) of 3.0 or higher on a 4.0 scale will be placed on the Honor Roll. Music, art, phy. ed. and band grades are not counted towards GPA. Pluses and minuses will not be calculated into the Honor Roll.

## **ILLNESS DURING SCHOOL HOURS:**

If it is necessary to send a student home because of illness, the parents will be called to come and take their child home. If both parents work or if there is no one at home during school hours, the principal and teacher should be notified and given the number of a relative or friend who will care for the student.

## **INCLEMENT WEATHER PROCEDURE:**

Students are allowed to stay indoors at recess time during rainy or extremely cold weather. However, we do expect children to go out most days for free-time, fresh air and exercise. Middle School students will be allowed to wait in the gym before school / at noon when weather conditions warrant.

Parents/Guardians, please make sure your children have boots, mittens, caps, and/ or headgear of some kind.

## **LEAVING SCHOOL AND SCHOOL GROUNDS:**

Middle School students may not leave the school grounds during the day unless:

1. Parent/Guardian has informed the school office in writing either via email or parent/guardian signed note.
2. Parent/Guardian has signed them out from the Middle School Office.
2. They go home for lunch. We must receive notice from parents/ guardians that students are allowed to go home. Students that go home for lunch must go home and not downtown.

## **LOCKERS:**

Grade 5-8 students will be assigned lockers. Students are responsible for the contents of their lockers. We encourage students not to bring large amounts of money or valuables to school. However, items may be brought to the office for safe keeping. The school cannot be responsible for theft. If theft occurs, it will be turned over to the police.

If there is a problem with your locker, notify the office secretary. The secretary will notify the custodian.

Because lockers are school property, if a school official has reasonable suspicion, they can search with or without the consent of the occupying student. Dogs may be used in this search. (Lisbon School Board Policy – FHBC)

## **LOST AND FOUND:**

Lost and found articles will be placed in the lost and found lockers outside the office. If your child loses an article, he/ she should check for it there.

**Valuable Items:** We discourage students from bringing valuable items, such as: iPads, iPods, Kindles, electronic games, CD players/CD's, etc to school for fear of something getting lost, broken or stolen. These items are not allowed in the classrooms unless they are being used for educational purposes with permission of the classroom teacher.

## **MISSING ASSIGNMENTS**

It is the sole responsibility of the student to make sure that all of their assignments are completed and handed in on time. We understand that students get sick and we will allow them a grace period to turn assignments in. If the student is absent due to a sickness, he/she will have 1 grace day per day absent to get assignments turned in.

If students are gone for vacation, scheduled appointment, and/or long scheduled absence from school, students will be required to make sure all assignments are handed in before they leave on said absence. Students will be required to obtain assignments from teacher's ahead of their scheduled days that they will be gone.

Students who do not turn their assignments in on time will be in our ICU room either at 8am or stay late after 3:28 to complete assignments. If students are in extracurricular activities, they will have to complete their assignments before going to practice that day. Through this process students will build responsibility skills, accountability, and be an active learner.

## **PROGRESS REPORTS:**

Report cards will be handed out to the students in K-4 and 5-8 at the end of each 9-weeks period. The last report card for grades 5-8 will be mailed. Progress reports will be mailed at the halfway mark of each grading period **only** when teachers have concerns or comments for the parents.

## **SCHOOL BUSES:**

Students are to ride their own bus to and from school. The only exception to this rule will be when the parents have sent along a note instructing the child to ride another bus. If the parents forget to send a note, they should contact the bus barn and school office giving instructions as to which bus is to be ridden and where the child is to get off. This note should be given to the child's teacher or turned in to the building office, as it is necessary for us to contact the bus drivers. The bus drivers have been instructed not to allow children without permission to ride on any bus other than their regular one.

Riding a bus is a privilege. Students will conduct themselves accordingly or they will not be allowed to ride. The drivers are responsible for maintaining order on the buses. Any student whose behavior is persistently outside the boundaries of safety and order may be barred from riding. In order that students are assured of the safest possible bus ride to and from school, the following regulations will be in effect:

1. Students shall follow instructions given by the bus driver at all times. Drivers are in full charge of buses and students.
2. Students are not to get up or move around when the bus is in motion.
3. Students are to be on time. A reasonable wait time will be allowed.
4. Please inform the driver ahead of time, if possible, of any changes in your riding plans.
5. Please dress according to the season.
6. All students will be delivered to their schools. They will not be allowed to get off anywhere else.
7. Absolute quiet is required when approaching and crossing railroad tracks.

## **USE OF CELL PHONES AND PERSONAL COMMUNICATION DEVICES:**

The Lisbon School District supports the use of all electronic communication devices for educational related uses. Pagers, laser pointers and attachments, cell phones or other electronic devices not part of the instructional program at the Lisbon Public Schools are prohibited from use. Students shall be allowed to possess such devices; however, such devices must not be visible and must remain turned off during the school day. (School day is defined as from the time of arrival until 3:28 PM). Personal camera phones as well as any personal video imaging devices are strictly prohibited without school personnel approval for educational purposes.

Students who violate this policy are subject to disciplinary measures. Permission for personal use of electronic communication devices must be obtained from school secretary and/or principal or devices may be confiscated and brought to the school office.

1<sup>st</sup> Offense: the student may obtain the device from the office at the end of the school day.

2<sup>nd</sup> Offense: students will have a parent come pick the device up in the office at the end of the school day.

3<sup>rd</sup> Offense: students will serve a suspension and turn device into the school office.

Any subsequent offense, students will be serving in-school suspension for a minimum of 3 days.

If at the end of the year, the device is not claimed the student's parent/guardian and company whose name and address appear on the device shall be given 30 days' prior notice of the district's intent to dispose of the device. The district shall not assume responsibility for these items if they are damaged lost or stolen.

## **WITHDRAWAL:**

In the event you plan to move to another school district, please contact the principal several days in advance so that transfer information can be recorded. It is also necessary for one of the parents to stop at the school office and give us permission to release your child's records to another school. Officials of the new school will write for your child's permanent records upon registration at the new school.

**For more Lisbon Middle School policies please reference the Lisbon School handbook. All policies used in the Lisbon Middle School are based on Lisbon School District policies. These policies can be accessed at any of the Lisbon schools.**

**Student Grade:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**School Policies and Procedures**

I have read the material in this handbook and I am familiar with LMS school policies and procedures.

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please remove this page from your planner after it has been signed and give it to your homeroom teacher.