

## Welcome

Dear Parents/Guardians and Students,

Welcome to Killdeer Elementary School! We are excited to start another new school year. We have many new faces at our school this year. We hope you and your student(s) have a positive educational learning experience this coming year.

This handbook has been especially prepared to help answer questions students and parents may have concerning the rules, policies, discipline, procedures, activities and general information needed for the successful daily operation of Killdeer Elementary School. We hope it is helpful to you and answers some of the questions you may have. Please review the important information provided in this handbook with your student(s). If you should have any questions or concerns about the handbook or other information please contact us at the school at 764-5877 or by e-mail. Please remember that our school day begins at 8:25 and continues to 3:15. It is important that your child be in school before 8:25 or they will be marked tardy.

Regular attendance during the elementary school years sets up a good pattern for your child's entire school career. Show your child/ren that school comes first by trying to keep days off to a minimum. Try to schedule routine doctor and dentist appointments for after school or on days when there is no school scheduled.

We want all students to be challenged and reach their fullest potential. It becomes our responsibility to help them develop those skills and attitudes, which will assist them in becoming life long learners and responsible citizens. A cooperative effort between home and school is vital in the educational development of all children. The stronger this relationship becomes, the greater the chances are of a child being successful. We will be making efforts throughout the school year to keep in contact with you and inform you of your child's progress and activities. Please feel free to contact us if you have any questions about your child's/children's progress. We would also love to hear from you if you have some time to spend at the school helping us meet the needs of all of our students.

You will have the opportunity to follow your child's progress online through our "Power School" grading system. All parents of students in grades K-6 will be given a password to access this information. Students in grades 5 & 6 will be given a password so they too may access their progress throughout the year.

As parents, under the provisions of the Parent's Right to Know Clause in the No Child Left Behind Act, you have the right to request information regarding the professional qualifications of teaching staff in our building. This information will be given to you by contacting our district administrator's office.

Let's all work together to have a marvellous year at Killdeer Elementary School!

Andrew Cook, Elementary Principal

## **Killdeer Public Schools Mission Statement**

THE MISSION AT KILLDEER PUBLIC SCHOOL IS TO ENSURE OUR STUDENTS ACQUIRE THE KNOWLEDGE, ATTITUDE, ETHICS AND SKILLS NEEDED TO BECOME PRODUCTIVE CITIZENS IN OUR SOCIETY.

### **Philosophy and Objectives**

The Killdeer Board of Education believes that each person should be accepted into the educational program as he/she is, that he/she should be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioral developments that will effect continuing satisfactory adjustments to life. Every student should have the opportunity to enhance their education to the utmost of their ability.

In the practical application of this philosophy, opportunities shall be provided:

1. to help each student and faculty member to achieve his or her emotional, social, physical and intellectual development.
2. to cause each student and faculty member to develop skills and knowledge commensurate with his or her goals, responsibilities and opportunities in life.
3. to provide a school environment which encourages understandings and attitudes, which lead to more positive human relationships.

Objectives stemming from this philosophy and purpose are:

1. to provide a curriculum designed to enable us to achieve the desired development.
2. to employ and retain staff members who are qualified and subscribe to the idea of total individual development.
3. to provide facilities, equipment, organization and administrative support to enhance the desired educational process.

We recognize that the school district has only partial responsibility for the education and development of its students. We must work with the individuals involved, their families and other institutions, which share this responsibility, and we must be sensitive to their responsibilities and objectives.

### **Killdeer Elementary Belief Statement**

We, the staff and students of Killdeer Elementary, believe we should strive to:

- \* Respect Others
- \* Show Pride In Others And Ourselves
- \* Challenge Ourselves To Do Our Personal Best
- \* Be Safe
- \* Involve Our Parents And Community
- \* Encourage Life Long Learning

## 2019-2020 Killdeer Elementary Staff

Gary Wilz: ..... Superintendent  
Andrew Cook: ..... Elementary Principal/Curriculum  
Rose Hurt: ..... Business Manager  
Kerry Diaz: ..... Executive Assistant  
Stacey Brew:..... Executive Secretary  
Jessica Klym: ..... Administrative Secretary  
Janell Jepson:..... Secretary  
Cortney Cook:.....Preschool  
Skyler Niebuhr:.....Preschool  
Sarah Doe & Jackie Gjermundson:..... Kindergarten  
LeeAnn Knutson: ..... Kindergarten  
Cheyenne Olson: ..... Grade 1  
Abbie Elkins & Breanna Wharton:.....Grade 1  
Julie Carlson & Allison Sampsel: ..... Grade 2  
Malinda Cotton:..... Grade 2  
Julee Gartner & Angela Weigum:..... Grade 3  
Greta Pennington:.....Grade 3  
Andrea Dvorak & Angela Walker: ..... Grade 4  
Sande Pittsley/Macinda Klatt:.....Grade 4  
Becky Boltz & Ashlee Holcomb:.....Grade 5  
Emily Vernlund:.....Grade 6  
Brittney Wheeling & Ashlyn Helfrich: ..... Grade 6  
Becki Andersen: ..... Elementary P.E.  
Annie Nies:.....Elementary Music  
Jessica Buckman:..... Speech  
Cori Kilber:..... Speech Para  
Angela Ott: ..... Elementary LD  
Vickey Carney:.....SPED  
Chris Larsen:.....Guidance  
Pam Wilz: .....Elem. Technology/Testing/Inter.  
Janell Smith & Clayton Johnsen:..... Interventionist  
Denise Saylor: ..... Student Performance Strategist  
Mikle Housel:.....Elementary Band  
Eric Carlson: ..... Bus Supervisor  
Sande Pittsley:.....Full Time Substitute  
Pam Boepple:.....Librarian  
Heather Travis:.....Library Para  
Kristina Simmons & Cheryl Dassenko:...Preschool Para  
Lindsay Kluver & Shantel Lorenz: ..... Elementary Para  
Annette Rohde & Sam Clyde: .....Elementary Para  
Laura Sadowsky & Paige Hoots:.....Elementary Para  
Sue Pelton & Cindy Hanson:.....Elementary Para  
Nick Klatt:.....Head Custodian  
Wade Barnes:.....Custodian  
Esmeraldo & Erlinda Ello: .....Hot Lunch/Custodian  
Margaret Kerr: ..... Head Cook  
Shelly Bell & Maria Guerra: .....Hot Lunch/Custodian  
Sammi Roberts & Regina Jardee:..... Hot Lunch  
Ronda McClellen:..... Cook's Helper



## **General Information** – arranged in alphabetical order

### **Absentees**

After a total 7 days of absences or tardiness per semester a student, parent/guardian and administrator conference **will** be held to discuss causes of absences and to consider remedies. Students must not be absent more than 20 days throughout a school term if they are to receive credit for the year. Students whose poor attendance has caused a notable deficiency in learning may be retained at their present grade level if, in the judgment of the Principal, such a course is advantageous to the student. This decision is to be made after consultation with teacher/s and parent/s. Exceptions, which may be approved, include: excessive illness and/or hospitalization substantiated by a statement from a doctor or other circumstances approved by the principal. According to school policy, all schoolwork will be made up regardless of the reason for the absence. Absences for extended family trips, unless deemed a family emergency, shall be considered unexcused. Should it be deemed necessary for a student to be absent from school due to a family trip, arrangements should be made by the students or parents to get and complete as much of the work in advance as possible.

### **Absentee Calls**

The safety of our students is very important. Therefore, we ask that when students are absent from school for any reason that a parent or guardian calls the school by 9:00 AM or sends a note with a sibling to report the absence. If the school does not receive a call by 9:00 AM, a representative of the school will call your home or place of business to verify the child's absence. We are reluctant to call parents at work, so we ask that parents call the school's central office at 764-5877 by 9:00 AM.

### **Absentees/Tardies**

A student arriving before 10:10 - Tardy

A student arriving after 10:10 - 1/2 Day Absent

A student leaving before 1:55 - 1/2 Day Absent

A student leaving after 1:55 - Full Day Attendance

Absentees/Tardies are documented daily by homeroom teacher and building principal.

### **Accidents and First Aid**

In the event of an accident on the school premises, the adult in charge will render first aid. If the injury is thought to be serious in nature, parents will be notified immediately and the individual will be taken to the nearest medical clinic or hospital for immediate treatment. Accident reports will be filled out by the adult in charge and housed in the main office as reference to the incident.

### **Alcohol & Drug Use/Abuse Policy**

The school has a clear responsibility to maintain an atmosphere, which will promote a quality-learning environment. Because the use of drugs, alcohol, and other chemicals among young people has become a major problem in our country and because the use and availability of these substances on school campuses interfere with the educational process, a drug and alcohol policy has been adopted and implemented. The policy is designed to help eradicate the influence of drugs, alcohol, and other chemicals within the school environment. As such it is designed to promote chemical health and protect students in the school environment by imposing consequences for misbehaviour as well as educating, deterring, and preventing abuse of chemicals. It is also designed to serve as a guide for faculty and staff in implementing intervention procedures for students. A complete copy of the student alcohol and drug use/abuse policy is on file in the school's main office.

## **Education**

This District will teach about drugs and alcohol in the curriculum, make available to students information about drugs and alcohol counselling and rehabilitation programs available to students. The District will also conduct staff orientation and continued training, and parent and community education. (This will be done in cooperation with the community Chemical Health Committee when one becomes available.) This education program will also include providing an information service for referral to counselling and/or treatment so that students may seek and get counselling on alcohol and drug matters at any time without fear of reprisal and with assurance of the confidentiality of the counselling./ Referral for treatment when needed should be a constructive and not a punitive action. We recognize that chemical addiction is a treatable disease.

## **Prohibited Activities**

1. To sell, deliver, promote/advertise, or give, or attempt to sell, deliver, promote/advertise or give to any person any of the substances listed in this policy or what student represents or believes to be any of the substances listed in this policy.
2. To possess, procure, purchase or receive, or attempt to possess, procure, purchase, or receive, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances listed in this policy. A student will be determined to be "in possession" when the substance is on the student's person or in the student's locker, car, or handbag, or when he owns it completely or partially.
3. To be under the influence of (legal intoxication not required), or to use or consume or attempt to use or consume, the substances listed in this policy or what is represented by or to the students to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.

This policy applies to any student who is on school property, who is in attendance at school or at a school sponsored activity or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the School District or the safety or welfare of students or employees.

## **Prohibited Substances**

Alcohol or any alcoholic beverage; Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code Section 801, et.seq..including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.

2. Any abusable glue or aerosol paint or any other chemical substance, for inhalation, including but not limited to lighter fluid, white out, and reproduction fluid.
3. Any prescription or non-prescription drug, medicine, vitamin, or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, "no doze" pills, cough medicine and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants, and sleeping pills not taken in accordance with authorized policy.

## **Authorized Use**

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall follow the procedures of Policy-Administering Medicine to Students, which requires prior permission signed by the parent for aspirin and/or Tylenol and the signed request of the physician and parent for any other medication.

## **Violation**

1. Violation of this policy may result in suspension. Repeated violations may result in expulsion. Prohibited substances will be confiscated and may be turned over to law enforcement authorities. The student may be referred to the school counselor.
2. Any student who is observed to be under the influence of a prohibited substance will be take immediately to the principal's office. The student's parents will be notified and asked to pick up the student. If there appears to be imminent danger ox other students, school personnel, and/or student involved, the principal may have the student removed from the school-by-school or law enforcement personnel.

## **Intervention**

1. We recognize the responsibility to assist students in recognizing their own addiction. It is realized that the public school has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or the educational climate of the school, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis. To that end, the Killdeer Public Schools encourages faculty members to be observant of student behavior and to participate in a program of intervention. Faculty members may use the check list in Section IX, policy book (Record of Observable Behavior) to determine whether observed behavior indicates a possible prohibited activity, the student should be:

- a) referred to the school counselor or
- b) reported to the principal.

2. If the counselor or principal believes that any student is in need of assistance, the counselor or principal may call the student in for a conference. (The counselor or principal may receive assistance in how to confront students from a certified addiction counselor).

3. If, after conferring with the student, the counselor or principal believes that there is a probability that the student may be chemically dependent, the student and the student's parent(s) guardian will be told that it is necessary that the student receive a formal chemical dependency diagnosis. At no time will the district become responsible for any cost of the student's treatment or medical bills.

4. The school will make a reasonable effort to cooperate with a therapy program if one is recommended if a student is involved in a chemical dependency program and is successfully addressing his/her harmful involvement with chemicals, he/she may continue in the regular school setting and continue to participate in any extra-curricular program unless participation's in conflict with rules and regulations set forth by the Killdeer School Board and the North Dakota High School Activities Association.

5. The school may, through the use of available resources, provide follow-up counseling and supportive assistance to those students who return after successfully completing a therapeutic regimen, realizing that the student may need assistance in dealing with other environmental factors beyond the school's control which may remain unchanged.

6. A student can expect that any personal problem he/she discusses with an administrator, faculty member, social worker, or counselor will be strictly confidential. There are four exceptions:

- a) Whenever a staff member learns of a condition, which may adversely affect another student, he/she will have to act on that information.
- b) If a student is experiencing health and/or emotional problems because of controlled substance use or abuse and is unable or unwilling to seek assistance, then referral should be made. Confidentiality will be maintained subject to the welfare of the student.
- c) If a staff member has reason to suspect child abuse, the staff member must report to the Children and Family Services Division of the Department of Human Services.
- d) If a staff member is called to testify in a judicial proceeding.

## **Policy Implementation**

A copy of this policy will be given annually to each student. In addition, student handbooks will be used to inform students that the use of alcohol and other drugs is wrong and harmful and is not permissible.

Forms will also be provided that parents will be required to sign and return indicating that the information in the handbook has been received and read by the student and the parents. Forms will be maintained in the main office.

## **Animals In The Classroom**

The Killdeer School Board believes there are medical and physical dangers associated with allowing interaction with and/or use of animals in the educational program and in district schools. The Board, however, also recognizes that animals may be an effective teaching aid and/or their presence may be required to reasonably accommodate students and staff with disabilities.

### Use of Animals for Educational Purposes

Teachers seeking to request the use of animals as part of the educational program or seeking permission for students to participate in an activity involving animals (e.g., a field trip) shall submit a request to the building principal in accordance with administrative regulations. The principal shall consider such requests on a case-by-case basis based upon criteria established by the Superintendent including but not limited to:

#### Criteria for Granting or Denying Interaction with or Use of an Animal

1. The principal shall deny all requests that would allow direct contact with poisonous and/or unvaccinated animals, reptiles, or insects.
2. The principal shall deny requests for which there is not an executable and/or comprehensive plan for the animal's care, supervision, sanitation, and/or control.
3. The principal shall consider whether there are any known animal-related allergies among students who will/may be exposed and whether reasonable accommodations can be made.

### Use of Service Animals by the Disabled

Disabled students and staff, as defined by Section 504 of the Rehabilitation Act, may be granted use of a service animal for the purpose of reasonable accommodation. The Superintendent shall make such determinations on a case-by-case basis based on the following criteria. Whether the presence of the service animal would:

1. Impose an undue financial or administrative burden on the District;
2. Require a fundamental alteration to the educational program;
3. Injure the legitimate and legally protectable rights of others. In such cases, a disabled student's parent may be given the option of changing the student's educational placement if alternative placement will remedy the infringement of other's rights.

### Revocation of Animal Use

The decision to allow any type of animal in school may be revoked if:

1. The animal poses a direct health and/or safety threat to others;
2. The animal is out of control;
3. The animal's presence has fundamentally altered the educational program.

### Animal Related Injuries

The principal and parent/guardian (if a student is involved) shall be notified as soon as possible if an animal bites an individual on school property or during a school-sponsored activity or an animal-related incident occurs on school property or during a school-sponsored activity that could have an adverse effect on an individual's physical or emotional health. An accident report shall be filed in accordance with district policy and regulations.

**ADOPTED 8/10/2011**

### **Bicycles**

Students who ride bikes to school should use and obey all bike and traffic rules. Parents should go over the traffic rules with their child and determine whether their child is able to safely ride a bike to school. Keep in mind that there is a great deal of traffic around the school. Students must park their bikes in the designated bike area as soon as they arrive at school. Bikes will remain parked for the duration of the day. The school is not responsible for damaged or stolen bicycles during the school day.

### **Birthday Parties/Invitations**

Students may bring birthday treats if they so desire to share with their classmates. We would ask parents to refrain from sending invitations to school with their child for distribution, unless all of the girls or boys in your child's class are receiving invitations. In the perspective of the child not receiving an invitation, it causes a lot of hurt feelings.



## **Bullying and Harrassment**

### **Definitions**

For the purposes of this policy:

- *Bullying* is defined as conduct prescribed in NDCC 15.1-19-17. The Superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.
- *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. The Sponsors of the activity have agreed to comply with this policy; and
  - e. 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.
  - a. *School staff* includes all employees of the **Kildeer School District**, school volunteers, and sponsors of school-sanctioned activities.
  - b. *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**

4. 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.

5. Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
  - a. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
  - b. Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting it anonymously.
  - c. 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. Bullying report forms are at the end of this handbook.

### **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 shall develop 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 (i.e., a principal, an assistant superintendent, or the Superintendent) 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 (ND 14-02.4-01) 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. Disciplinary consequences in accordance with the Disciplinary Offenses Policy established by the district.
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed;
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
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 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. cyberbullying), 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. 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 counselling 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 District shall develop and implement bullying prevention programs for all students and staff professional development activities.

(ADOPTED MAY 9, 2012)

### **Change of Address/Phone**

It is extremely important that every student maintains an up-to-date address and parent working telephone number record at the school office. Notify the school immediately if there is a change of address or telephone number during the school year.

### **Checking Students Out of School Early**

Children are expected to remain at school throughout the school day unless a school official receives a note, telephone call or personal request. Parents arriving to pick up children before dismissal are required to stop at the school office and sign the "CHECK-OUT sheet". Please do not go directly to the classroom. The secretary or principal will notify the classroom teacher via intercom requesting they release that/those children at that time. Students will NOT be allowed to leave school with anyone (including relatives) other than the parent unless WRITTEN, prior notice/permission is given to school officials. This can be indicated at the beginning of the school year on the "Student Emergency Form" or each time someone new is picking up your child. Parents of children going to a day care facility after school are asked to simply indicate which day care provider will be picking up your child or if they are to walk to that facility after school on the comment section of the "Student Emergency Form" which will be sent home with all students the first day of school.

### **Complaints about Personnel**

The board recognizes that complaints from concerned patrons are inevitable. Patrons always have the right to discuss issues with their elected board representatives or administrators. However, in order to provide an effective procedure for responding to complaints in a manner, which is in the best interest of promoting better educational opportunities for children, the following policy has been adopted. Complaints about personnel shall be directed to the principal or other supervisor directly responsible for supervision of that employee. The supervisor shall:

1. Document and investigate the complaint.

2. Schedule a meeting of the employee, the complainant, and the supervisor if deemed appropriate.
3. If complaint is validated (following either step 1 or 2) documentation is to be prepared and placed in the employee's personnel file; promptly notify the employee if such is the case
4. Provide a response to the complainant within fifteen (15) days of receipt of the complaint. If either party is not satisfied with the handling of the complaints, the matter can be appealed to the Superintendent for final resolution.

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

### **Computers**

The Killdeer Public School has a quality computer system. Such a system is very costly and proper care is required at all times. Students are given the opportunity and are encouraged to use the various computers and explore the host of software and CD programs made available. Computers are located at various sites throughout the school building (classrooms, labs). Rules set forth by the classroom teachers and computer technologist must be followed and adhered to or computer privileges will be terminated.

### **Concussion Management**

The District shall comply with the concussion management program requirements contained in law (NDCC 15.1-18.2). **For the purpose of implementing the concussion management program law**, the Board has established the following definitions and requirements.

- **Coach:** This term shall include those assigned coaching duties, assistant coaching duties **[, and the athletic director]** except in the following circumstances. District students and minors serving in a coaching or assistant coaching capacity shall not have authority to determine if a student should be removed from play due to a possible concussion but are required to report any known sign, symptom, or report of a student's concussion as soon as possible to an adult official, coach, or athletic trainer so that a removal decision can be made. District students and minors serving in coaching or assistant coaching capacity are furthermore not authorized to receive documentation from a health care provider authorizing a player to return to play. Such authorization must be provided to an adult coach or athletic trainer.
- **Health care provider:** In order to qualify as a health care provider who can examine a concussion and authorize an athlete's return to play, an individual must be authorized to diagnosis and treat concussions. This definition excludes healthcare workers such as, but not limited to, EMTs, nursing assistants/aides, licensed practical nurses, and registered nurses.
- **Official:** The District shall comply with the definition of an official under law, but shall exclude from this definition the following. District students and minors under eighteen serving in an officiating capacity shall not have authority to determine if a student should be removed from play due to a possible concussion but are required to report any known sign, symptom, or report of a student's concussion as soon as possible to an adult official, coach, or athletic trainer so that a removal decision can be made.
- **Parent** is defined to include biological parent or legal guardians.
- **School-sanctioned athletic activity** is a sport that:
  - A. Is not part of the district's curricular or extracurricular program;
  - B. Is established by a sponsor to serve in the absence of a district program;
  - C. Receives district support in multiple ways (i.e., not school facility use alone);
  - D. Requires participating students to regularly practice or train **and** compete.
  - E. The District has officially recognized through board action as a school-sanctioned activity;

The Board shall make all sanctioning decisions on a case-by-case basis based on the criteria in this paragraph. As a condition of receiving school sanctioning, sponsors of the athletic activity shall agree to comply with this policy and the concussion management law. This includes agreeing to provide appropriate training to each coach, official, and athletic trainer as required by law and providing appropriate information to parents and students as required by law. The sponsor shall provide to the District documentation certifying that this training has occurred and students/parents have viewed required informational material on concussions prior to beginning the activity.

- School-sponsored athletic activity is a sport that the District has approved through policy or other board action for inclusion in the district’s extracurricular program, is controlled and funded primarily by the District, and requires participating students to regularly practice or train **and** compete.

The concussion management program shall contain all components required by law. It shall be placed in an administrative regulation **[and should be published in student and staff handbooks.]**

**ADOPTED 12/14/2011**

**Concussion Signs & Symptoms**

**The signs and symptoms of a concussion are as follows:**

<b>Signs*</b>	<b>Symptoms*</b>
Athlete appears dazed or stunned	Double vision, blurry vision
Balance problems	Headache
Confusion	Fatigue
Forgets events after the hit	Feels “foggy”
Forgets events prior to hit	Feels sluggish
Forgets plays	Nausea or vomiting
Loss of consciousness (any duration)	Problems concentrating
Moves clumsily (altered coordination)	Problems remembering
Personality change	Sensitive to light or noise
Responds slowly to questions	
Unsure about game, score, opponent	

**Requirements when Signs & Symptoms are Observed/Reported**

**1. Removal**

An official shall remove from competition and a student’s coach or athletic trainer shall remove from practice, training, or competition a student:

- That reports any sign or symptom of a concussion;
- That exhibits any sign or symptom of a concussion; or
- When a licensed, registered, or certified health care provider (whose scope of practice includes recognition of concussion signs and symptoms) has notified the coach, official, or athletic trainer that the student has reported or exhibited a sign or symptom of a concussion.

**2. Examination**

A student removed from practice, training, or competition for one or more of the reasons above must be examined as soon as practical by a licensed, registered, or certified health care provider whose scope of practice includes diagnosis and treatment of concussions.

**When to Call for Emergency Assistance\***

If an athlete exhibits the following symptoms, a district employ, sports authority (e.g., coach, assistant coach, trainer, referee) or designee should call 911 for emergency medical assistance.

- The athlete lost consciousness or has a decreasing level of consciousness;
- The athlete has symptoms of a concussion and his/her conditions appear to be worsening;

- The athlete's neurological function is deteriorating or mental status changes (lethargic, confused, agitated, difficulty maintaining focus/arousal) ;
- The athlete's respiration is decreasing or irregular;
- The athlete exhibits any sign or symptom of associated injuries, spine or skull fracture, or bleeding;
- The athlete exhibits seizure symptoms/activity.

### **Transportation when Emergency Assistance is NOT Activated**

Under no conditions should a student with a suspected head injury be sent home or allowed to drive. An athlete removed from play in accordance with this procedure whose condition appears stable (i.e., not worsening) should be transported by his/her parent to a medical facility as soon as possible. If the student's parent is unavailable, the coach shall make arrangements to have the student transported to a medical facility by a school employee as soon as possible. The coach or designee shall make a continued effort to notify the student's parent of the student's possible injury, transportation arrangements, and destination.

### **3. Return to Play Requirements**

A student who is removed from play in accordance with this procedure will not be allowed to return to practice, training, or competition until the student or the student's parent obtains **written** authorization from a licensed, registered, or certified health care provider whose scope of practice includes the diagnosis and treatment of concussion and provides that authorization to the student's coach or athletic trainer.

### **Training**

Upon initial employment (or selection, in the case of volunteers) or at the time the concussion management program is initially implement (for existing staff) and every two years thereafter, each district coach, official, and athletic trainer shall receive training regarding the nature and risk of concussions.<sup>1</sup> The Superintendent [**or athletic director**] shall determine the method most suitable for carrying out this training requirement and should place, in each applicable personnel file, documentation of the date(s) the staff member completed concussion training.

The District shall develop information on concussions incurred by athletes and disseminate this information to student athletes and their parents. Before allowing a student to participate in an athletic activity, the District shall require the student and student's parent to submit written [**or electronic**] documentation verifying that they have viewed the concussion management information disseminated by the school.

**ADOPTED 12/14/2011**

### **Conduct at Athletic/Extra-Curricular Events**

The Killdeer School, student groups and community are judged by the conduct of everyone who attends an event. We ask your consideration of these guidelines so we do not mar the reputation of our school and community by our actions at sporting events, whether it is here in Killdeer or at another town.

1. Be a good fan. Sit down and watch the game.
2. Never boo officials, other teams or players. Referees do the best job possible and know the rules better than most of the spectators. They have studied for and passed a test, which entitles them to referee. Please respect their judgment.
3. Desire to win, but to win fairly.
4. Always back our team - win or lose.
5. Never jeer or make fun of the other team or a member of our own team.
6. Be sure all cheers are positive toward the teams. Negative "cheers", chants, etc., have no place in school competitions.
7. Don't throw things at anyone. Do not throw things at all in the school building or playing field.
8. Stay in your place and watch the game. Do not run back or forth, or in and out while the game is in progress. Students are not allowed in hallways or non-game gymnasiums of the building during game

time. During football games, the south end of the stadium and the lawn south of the school is off limits to playing any sort of game or activity.

9. Do not scuffle, wrestle or play anywhere in the building or on the field.
10. Be quiet when either team is attempting free throws.
11. Face the flag, remove any head gear/wear and stand at attention during the national anthem.
12. Do not hang around the gym or field after the game is over. Students should not be on the gym floor with street shoes.
13. At music concerts or speaking presentations, sit down and listen. Visiting and moving around will not be allowed. It is disruptive for both the performers and other observers

Students who will not follow the above mentioned guidelines, will be asked to leave or will be sent home, referred to building principal the following school day or may be barred from attending future after-school events. Please cooperate with us so this does not have to happen.

### **Contagious Diseases**

Any child having any contagious or infectious disease shall be sent home from school and shall not be readmitted except in accordance with the regulations of the local board of health. An example and the procedure followed would be when a student has an active case of head lice (NITS). Should a case be reported and identified, the infested student and his/her belongs would be isolated from the classroom and sent home as soon as the parent is notified. If it is deemed necessary, exposure letters will be sent out to the entire classroom where infestation has been found, informing parents of incubation time and signs and symptoms to watch for in their own children. Classroom and even school wide screenings would be in order if it were deemed necessary. Infested children will not be readmitted to school until their hair is completely free of nits, checked by a nurse and have a readmission note signed by the nurse. All contagious or infectious diseases should be reported to the county health department. Any person having knowledge of a communicable disease should report the disease to the health department. Illnesses of an unusual nature are to be reported to the local medical authorities.

### **Counseling/Guidance Services**

Counseling services shall be available to the students for the purpose of enhancing the teaching-learning process. Teachers, parents or the students themselves may make referrals. If referrals are made by school personnel, a permission sheet will be sent home and must be returned with the parent's signature prior to the child/children being seen by our school counselor.

### **Daily Schedule**

School Day Begins & Students Enter Building.....	8:25
Tardy Bell Rings.....	8:30
K-3 Morning Recesses .....	9:45-10:20
K-1 Lunch/Recess Period.....	10:45-11:25
2-4 Lunch/Recess Period.....	11:05-11:45
5-6 Lunch/Recess Period.....	11:25-12:05
K-1 Afternoon Recess.....	1:45-2:05
2-4 Afternoon Recess.....	2:05-2:20
School Day Ends.....	3:15

### **Discrimination & Harrassment Grievance Procedure**

The following procedure is designed to resolve harassment and discrimination complaints as defined in board policy in a prompt and equitable manner. Board policy requires all students and staff to fully cooperate when asked to participate in a harassment investigation.

The procedure contained in these regulations supersedes the district's Complaints about Personnel and Student Grievance Policy.

### **Retaliation Prohibited**



The District prohibits retaliation for an individual's participation in and/or initiation of a harassment/discrimination complaint investigation, including instances when a complaint is not substantiated. The consequences for violating this prohibition are delineated in policy.

### **Complaint Filing Format and Deadlines**

Complaints can be filed verbally or in writing and should be filed as soon as a victim or witness of alleged harassment and/or discrimination becomes aware that alleged harassment or discrimination occurred. Complaints must be filed within statutory deadlines contained in law.

### **Informal Complaint Procedure**

An informal harassment or discrimination complaint shall be filed using the following procedure:

1. The complainant files the complaint with an immediate supervisor, principal, school counselor, Superintendent, or Title IX Coordinator.
2. The individual receiving the complaint shall document receipt and forward the complaint to the Superintendent who shall designate an investigator. If the Superintendent is the subject of the complaint, the recipient shall forward it to the Board President who shall designate an investigator.
3. The designated investigator shall meet with each party individually and collect information needed to arrive at an equitable solution. At no time shall the complainant be required to work out the problem directly with the accused.
4. Within 30 calendar days of the complaint being filed or as soon as practical, the investigator shall issue a written notice of recommendations to both parties. Prior to issuing this notice, the investigator shall meet with the Superintendent or Board President (if the Superintendent is the subject of the complaint) to receive his/her concurrence on the recommendations and receive his/her approval on any disciplinary recommendations. Disciplinary recommendations shall be carried out in accordance with policy, law, and, when applicable, the negotiated agreement.
5. The investigator or designee shall monitor the implementation and effectiveness of recommendations and shall notify the Superintendent or Board President (if the Superintendent is the subject of the complaint) if harassment/discrimination persists.

Both the complainant and the accused have the right to terminate the informal procedure at any time to pursue a remedy under the formal grievance procedure.

### **Formal Grievance Procedure**

#### **1. Filing a Complaint:**

a. A victim or witness of alleged harassment or discrimination may file a formal complaint either orally or in writing to the principal, Superintendent, or Title IX Coordinator. If any of these individuals is the subject of the complaint, it should be filed with an alternative source. Harassment/discrimination complaints about the Superintendent shall be filed with the Board President.

b. Upon receipt of the complaint, the recipient shall document the date, time, and nature of the complaint and shall request the complainant's signature on this document.

c. The recipient of the complaint shall notify the district's insurance carrier that a harassment or discrimination complaint has been filed.

d. Within five school days of receiving the complaint or as soon as practical, the recipient of the complaint shall issue a notice to the complainant and the accused that a complaint has been filed.

#### **2. Investigation Process:**

a. The recipient of the complaint shall confer with the Superintendent or Board President (if the Superintendent is the subject of the complaint) about who will be best suited to investigate the complaint. The investigation may be conducted by school personnel or a third party designated by the District.

b. Before the investigation commences, the investigator in coordination with the Superintendent or Board President (if the Superintendent is the subject of the complaint) shall determine if interim measures must be taken to prevent harassment/ discrimination during the course of the investigation and whether law enforcement or other applicable officials should be notified.

c. The investigation shall consist of interviews with the complainant, the accused, and any others who may have witnessed or otherwise have knowledge of the circumstances giving rise to the alleged complaint and may involve gathering and review of information relevant to the complaint. Witnesses shall

be instructed not to discuss this matter with others. At no time during the investigation shall the complainant be required to meet with the accused to discuss the complaint.

d. The investigator shall complete his/her investigation within 15 calendar days or as soon as practical.

e. Any deviation from the investigation procedure should be documented with an explanation. Reasons for delays in the investigation also should be documented.

### 3. Investigation Report:

a. After the investigator has completed the investigation, s/he shall complete a written report containing a determination of whether allegations were substantiated, whether the discrimination/harassment policy was violated, and recommendations for corrective action, if any. These determinations shall be made on a case-by-case basis and based on, but not limited to, the following criteria:

i. Whether evidence suggests a pattern of conduct supporting or disproving the allegations or harassment or discrimination

ii. Whether behavior meets the definition of harassment, sexual harassment, and/or discrimination as defined in board policy

iii. Ages of the parties involved

iv. Relationship between the parties involved

v. Severity of the conduct

vi. How often the conduct occurred, if applicable

vii. How the District resolved similar complaints, if any, in the past

b. The investigator shall submit his/her report to the Superintendent or Board President (if the Superintendent is the subject of the complaint). This individual shall review the report, determine if the recommendations are appropriate, implement the portions of the report s/he approves, and develop a monitoring plan to evaluate the effectiveness of the recommendations and help prevent recurrence. Any disciplinary action shall be carried out in accordance with board policy, law, and, when applicable, the negotiated agreement.

c. Prior to implementing the recommendations, the Superintendent or Board President (if the Superintendent is the subject of the complaint) shall issue his/her decisions in writing to the complainant and accused. These decisions shall be binding, however, nothing shall prevent the parties from seeking redress through state and/or federal law.

d. The entire complaint filing, investigation, and reporting process should be completed within 30 calendar days or as soon as practical not to exceed 60 calendar days.

### **Disciplinary Offenses**

A. The step-ladder program for discipline is a program of ascending consequences.

It is the discipline program implemented at Killdeer Elementary School. It is published so that the parents, students, and other interested parties may become familiar with the system. In order for the student to learn and for a teacher to instruct, there must be an atmosphere in the school that is conducive to learning. Behavior that interrupts or disturbs this orderly environment cannot be tolerated and must be dealt with promptly, firmly, and consistently. This program assists the student in making good choices and helps him/her manage his/her behavior. This is a lifelong skill that is imperative to success in later life.

B. The "step" system approach to school discipline is based on the belief that students must be responsible for ALL OF THEIR ACTIONS while in attendance at school. When students are referred to the administration for a violation of school rules, the administration bases the resulting consequences on HOW MANY TIMES AND FOR WHAT REASONS the student has been sent to the office during the current school year. For example, a student that consistently disrupts

the learning environment needs to receive a more severe consequence than the “first time” offender.

C. The step system provides every student with an opportunity to redeem themselves and move backwards on the disciplinary ladder. A student not referred to the office for sixty (60) days will move one step down the ladder. This allows each student to “wipe their disciplinary slate clean” should they so choose.

	<u>INFRACTIONS:</u>	<u>PENALTIES</u>
Level I	1st offense - 2nd offense -  1. 3rd Unexcused Tardy 2. Class disruption 3. Inappropriate hall behavior 4. Leaving class without permission 5. Use of profane language in school 6. Not using proper procedure when checking out of school 7. Minor vandalism of school property 8. Unexcused absence 9. Cheating 10. Any other minor infraction as determined by the administration	1 hour detention 2 hour detention
Level II		1 or more days in and/or out of school suspension
	1. Fighting 2. Stealing 3. Talking to a staff employee in a disrespectful manner 4. Openly defying teacher’s authority (insubordination) 5. Third offense of Level I 6. Any other moderately severe infraction as determined by the administration	

**PUNISHMENT FOR INFRACTIONS DETERMINED TO BE OF A HARASSING NATURE AND/OR SEXUAL HARASSMENT** considered Generalized Harassment which is defined as intentional behavior directed at an entire group, which is based on demeaning or derisive stereotypes, is so pervasive that it creates a hostile learning/work environment. Examples include comments or jokes, physical gestures or visual displays may include the following punishment/outcomes:

- a. Participation in a session(s) on the problem of intimidation/harassment or sexual harassment with the school counselor. If outside counseling is sought the expense will be the responsibility of the student or student’s parents.
- b. Written apology to the victim(s)
- c. Written letter to parents explaining your actions.
- d. Applicable penalties under the District’s Student Disciplinary Policies as determined by administration

Level III	3 or more days in and/or out of school suspension
	1. Physically assaulting a school employee. 2. Causing major physical harm to another student or school employee

3. Deliberate action that can endanger the life, health, or safety of another student
4. Possession of weapon on school grounds (other than a firearm).
5. 2nd offense of Level II
6. Any other severe infraction as determined by the administration
7. Use of tobacco in school, on the school premises, or at a school related function.
8. Illegally using, possessing, distributing, or being under the influence of alcohol in school, on the school premises, or at a school related function.
9. Illegally using, possessing, distributing, or being under the influence of drugs, narcotics in school, on the school premises, or at a school related function.
10. Major vandalism
11. Students will be referred for attendance at Sunrise Youth Bureau at parents expense. Successful attendance/completion of the Sunrise program may reduce disciplinary action. Unsuccessful completion of the Sunrise program may warrant further consequences under school policy

**PUNISHMENT FOR INFRACTIONS DETERMINED TO BE OF A HARASSING NATURE AND/OR SEXUAL HARASSMENT** considered Individually Targeted Harassment which is defined as intentional, non-criminal, verbal, visual, or physical behavior, which is unwelcome by an individual or particular members of a group at which it is targeted, which adversely affects their work environment. Examples include negative or offensive comments, invitations, suggestions, touching or gestures may include the following punishment/outcomes

- a. Participation in a session(s) on the problem of intimidation/harassment or sexual harassment with the school counselor. If outside counseling is sought, the expense will be the responsibility of the student or student's parents.
- b. Written apology to the victim(s)
- c. Written letter to parents explaining your actions.
- d. Applicable penalties under the District's Student Disciplinary Policies as determined by administration

Level IV

EXPULSION

1. ANY FIREARM
2. ANY SECOND LEVEL III OFFENSE THAT DID NOT RESULT IN AN EXPULSION HEARING
3. Any other extremely severe infraction as determined by the administration.

**PUNISHMENT FOR INFRACTIONS DETERMINED TO BE OF A HARASSING NATURE AND/OR SEXUAL HARASSMENT** considered Criminal Harassment which is defined as harassing behavior, which violates criminal statutes. Examples include criminal harassment, criminal assault, sexual assault, rape, criminal mischief, arson, and trespass will include the following punishment/outcomes

- a. notification of parents and immediate 10-day out of school suspension, determination will be made for an expulsion hearing
- b. notification of civil authorities

NOTE: Parents will be notified via telephone as well as with a follow-up letter for levels two, three, and four of this policy.

**When an infraction elevates to a willfull disruption of a school, school personnel may invoke NDCC 15.1-06-16. Disturbance of a public school - Penalty.**

It is a class B misdemeanor for any person to:

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

### 3.18 **DETENTION**

- A. Students who are assigned detention will notify parents/guardians in the principal's office.
- B. The principal will determine appropriate detention action.
- C. Students who misbehave during detention will be subject to level two disciplinary action.
- D. Students must serve detention when assigned. If a student fails to report for detention, the time will be doubled. If a student fails to report for a detention that was doubled, the student will be subject to level two disciplinary actions.
- E. When a student's misbehavior is a violation of school policy and also of the civil and criminal code, the administration in most cases will contact local law enforcement.
- F. Detentions will be served on Wednesdays unless other arrangements are made.

#### **Disclaimer Statement**

The Killdeer Public School does not discriminate on the basis of race, color, national origin, sex or handicap in its educational programs and activities and/or employment policies and practices.

#### **Dispensing Medicine to Students**

The Killdeer Public Schools' staff may assist in the dispensing of prescribed and non-prescribed medicines during school hours on a very limited basis and only upon approval of the parents and the family physician. Prescription and non prescription medications (aspirin/Tylenol, cough and allergy medication) to be given internally at school must be accompanied with a "Prescription Authorization" form which has been signed by the child's parent. Prescription medications will be housed in the principal's office.

#### **Distribution & Posting of Noncurricular Material in School**

This prohibition applies to paid advertising of commercial products/services and direct solicitations in school buildings, on school grounds, and on district property.

The Board allows distribution of noncurricular material, which receives the prior approval of the Superintendent or Board and may be distributed in a manner delineated by the Superintendent.

Groups or individuals that attempt to compel or coerce a student into accepting noncurricular materials shall lose all material distribution privileges. A school employee or student who interferes with the distribution of approved material shall be subject to disciplinary measures.

This policy does not apply to the pre-approved sale of goods on school property. The Superintendent or Board shall develop separate criteria governing this matter, which shall, at least, limit direct sales to those having a school-related purpose, and to those which is consistent with the district's mission statement This policy does not apply to district acceptance of paid advertising and third-party sponsorships. The Superintendent or Board shall develop separate criteria governing this matter, which shall, at least, require advertisers and sponsors to have a purpose and/or mission consistent with the district's mission.

ADOPTED: MAY 9, 2012

#### **Dress Code**

Students are encouraged to dress in a neat, clean manner that reflects pride in themselves and their school. We rely on parents' good judgment as to what students should wear. Generally, students should wear clothes, which are safe, do not disturb or distract other students and are appropriate for learning. Students will not be permitted to wear clothing displaying liquor, drugs, tobacco, sexual slogans or obscenity during school or at any school sponsored activity. Proper shoes for physical education are required. Students who practice good personal hygiene and cleanliness feel better about themselves and consequently achieve better in school. Students will not be allowed to wear hats in the building, during school hours, unless it is a designated "Hat Day".

#### **Emergency Situation Procedures**

The safety of your child is one of our greatest concerns. The school has regular drills to teach pupils to respond calmly in the event of an emergency. Detailed fire escape plans are posted inside each classroom and reviewed at the onset of the school year with the students. Each class has an escape route to an outside

area a safe distance from the building. Once outside, each teacher must be able to account for each student in his/her classroom. During tornado drills each classroom goes to a designated area within the school building. All children are to sit with hands covering their heads, which rests on their knees. Students must remain under their teacher's supervision at all times.

#### **504**

For purposes of identification, evaluation or educational placement of a child under Section 504 of the Rehabilitation Act, the District or designee (i.e., special education unit) shall provide a parent/guardian with notice, an opportunity to examine relevant records, an impartial hearing with an opportunity to participate and/or be represented by counsel, and a review procedure. Notification, record review, and hearing procedures are on file with the District designee. Any other complaint concerning Section 504 may be filed using the district's discrimination and harassment grievance procedure.

#### **FERPA Policy**

A. Policy: The Killdeer School District will provide, on an annual basis to students and parents, notice of the rights of access to student records. (Family Education Rights and Protection Act 99.7)

B. Procedure: The notice will be included in a student handbook disseminated to all students and parents at the beginning of each school year. Students transferring into the district during the school year will be given a handbook on the day of enrollment. The local school principal will be responsible for including the notice regarding Parent's Rights of Access to School Records in the school's handbook.

C. Annual Notification Regarding Parents' Rights of Access to Student Records: Each year parents and students will be informed of the student records policy of the Killdeer School District.

1. Parents, or adult students (18 years of age) who wish to review any or all of the school records pertaining to the student should contact the building principal for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records for the cost of copying.

2. If parents or adult students believe something in the records is inaccurate, misleading, or otherwise violates privacy or other rights, they may request that it be corrected or they may have comments added to the record. If the principal and the parent or adult student cannot agree, the latter may contact the superintendent for a hearing. If the hearing officer determines that the information is inaccurate, misleading, or otherwise violates privacy or other rights, the record may be amended. If the office determines that the information is not inaccurate, misleading, or otherwise does not violate privacy or other rights, the parent or adult student has the right to place a statement in the record commenting on the information or stating why they disagree with the decision. The amendments or comments will remain with the original record, including when the student's record is transferred to another school or agency.

3. While FERPA rights transfer to the student when he or she reaches the age of 18 (and are termed "eligible students"), the Killdeer Public School Board recognizes the importance of communications between the school and student's parents. In order to maintain communications with parents and remain compliant with FERPA statutes, Killdeer Public School and its agents may disclose education records to the parents of an eligible student who is dependent for income tax purposes. If an eligible student can prove that he/she is emancipated and is no longer dependent on his/her parents for financial support then the eligible student retains all rights and privileges under FERPA.

#### **Adopted 5-12-04**

D. Record information will not be revealed to persons or agencies without the written consent of parents. None-the less, it is the policy of this district to forward school records without parental consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record. Similarly, without parental consent, the district will forward transcripts and other information requested by students, to colleges and other educational institutions to which the student is applying. The school will keep the following with each student's record: list of persons with legitimate need to know personally identifiable student information, names of persons to whom such information has been disclosed, their reasons for reviewing the information, and the date of the review.

E. Also, federal law permits a school district to identify certain information as "directory information" which may be released publicly without the permission of the parents. The district identified this

information as the following: name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, date of attendance, diplomas and awards received, and most recent previous school attended.

#### **FERPA**

**If you do not want this information released, please contact the school principal at Killdeer Public School, PO Box 579, Killdeer, ND 58640, Telephone Number 764-5877, within five school days from date this notification is received.**

**Adoptions:** October 12, 1992

#### **Gift Price/Cost Policy**

A gift cost policy is in effect regarding Christmas parties. Pupils in Grades K-6 are asked to limit the price of Christmas gifts for their gift exchange with their classmates to \$5.00-7.00.

#### **Individual/Group Pictures**

The Killdeer School has contracted the services of Leonard Studios Inc. to photograph the students (individually/group) annually in the fall. Individual and group pictures are available for purchase at a reasonable price. Dates, times and cost are sent home annually with all the students. Please note from the information being sent home, that both group and individual pictures will be take the same day. Preschool age children are welcome to have their pictures taken from 7:30 - 8:30 a.m.

#### **Gum, Candy & Pop**

Students will not be allowed to have gum, pop, candy, sunflower seeds or other foods in the school building, their lockers, or on the playground. The PowerAde machine, refrigerator, and microwave in the teacher's lounge are off limits unless permission has been granted by classroom teachers. The refrigerator and microwave in the school lunchroom is also off limits for student's cold lunch use. Class time shall not be used to heat up student meals with classroom microwaves.

#### **Hallway Artwork, Signs, Bulletin Boards, Pictures, etc.**

Any student/teacher artwork, signs, bulletin boards, pictures decorations, etc. shall be respected. Students are to visually observe such materials only. The tearing down, marking, drawing, coloring or dismembering of any item that hangs in the hallway is a discipline infraction and will be dealt with accordingly. Treat and care for other people's property the way you would want your personal property cared for.

#### **Homework**

Homework is assigned to help students become self-reliant and self-directed. Assignments will be clear and specific in nature for all students. The school's instructional staff will determine reasonable amounts of homework at various grade levels.

#### **Illegal Substances & Weapons**

The use or possession of weapons, narcotics, intoxicating beverages or tobacco in the school, on the school grounds or on buses is prohibited at all times. Violations of this rule may result in suspension or even expulsion from school.

#### **Illness in School**

If it is necessary to send your child home because of illness, we will make certain that someone is home or that your child is left with someone responsible. If no one is home during school hours, the school should be notified at the beginning of the year as to where your child should go if he/she becomes ill. Emergency forms will be sent home at the beginning of each school year. These forms will be updated yearly and kept on file in our main office. If your child is ill before school, please keep him/her at home as we do not want other children exposed to illnesses unnecessarily. Please don't send a child with a fever to school.

## **Immunization**

The 1979 North Dakota Health Immunization Law requires that no child will be admitted to kindergarten, elementary school, junior high school or senior high school unless he/she has a certificate of immunization on file at the school or submits one prior to admission. The law, which became effective July 1, 1979, requires that the certificate be signed by a physician or local health department representative and be presented to the school officials by the parent or guardian of the child. The Certificate of Immunization states that the child has been vaccinated against diphtheria, pertussis, tetanus, measles, rubella, mumps, and polio. Blank certificates are available at the Dunn County Health Office and the medical clinics. The law does allow exemptions for medical and religious reasons. However, when there is danger of an epidemic (locally and/or regionally) from any of the communicable diseases for which immunization is required, those children who are not adequately immunized, including children exempt, could be excluded from school until danger of the epidemic is over. The Dunn County Health nurse, along with elementary administration does a review of these records on a yearly basis. If anyone has any questions or concerns regarding immunizations, contacting the Dunn County Health Nurse is an excellent resource.

## **Internet Network Acceptable Use & Online Etiquette Policy**

The Board of Education is committed to the goal of having electronic network facilities used in a responsible, efficient, ethical and legal manner in accordance with the mission of the Killdeer Public School and the purposes of SEND IT and Internet. Users must acknowledge their understanding of the general policy as a condition of receiving an account or using the networks.

Acceptable uses of the network are activities, which support teaching and learning. Network users are encouraged to develop uses which meet their individual needs and which take advantage of the network's functions: electronic mail, conferences, bulletin boards, data bases and access to SEND IT and Internet. Unacceptable uses of the network include: violating the right of privacy of students and employees of the district, using profanity or other language and/or graphics which may be offensive to another individual, riposting personal communications without the author's prior consent, copying commercial software in violation of copyright law, using the network for financial gain or for any commercial or illegal activity, spreading computer viruses, and downloading, storing, or printing files or messages that are profane, obscene or include the use of language that offends or tends to degrade others.

Examples of Unacceptable Use:

- \*Installing any software that requires the use of a make file without prior consent of a system administrator.
- \*Possessing a copy of the system password file or any portion thereof.
- \*Cracking, hacking or otherwise breaking into accounts without authorized access on this system or any other.
- \*Possessing and/or running encryption/decryption/cracking/ security/analysis scripts or binaries or any other tools used to expedite the process.
- \*"Lending" your account to another user. NO sharing passwords.
- \*Planning or conducting any illegal activities through the Killdeer Public School's network or any network accessible from the Killdeer Public School, including, but not limited to, possessing or distributing pornography or commercial software (or any associated paraphernalia). Parents, school officials and local law officials may be called in to investigate such an act if it is deemed necessary.
- \*Sending unwanted threatening or harassing e-mail to individuals on the system or otherwise. No chain letters (either creating or passing on).
- \*Sending mass mailings to more than 10 people at a time.

Violating these rules without prior written permission from the administration/computer coordinator is prohibited. The school district reserves the right to suspend your account or lower/eliminate your access if it is felt that a student is violating the law, being rude, unhelpful and/or uncooperative. Students may be subjected to disciplinary actions as well.



### **Kindergarten**

The Killdeer Public School will operate a five day full time kindergarten program. Students will attend school Monday through Friday. Children entering kindergarten must be five years of age by August 1 of the entering year. A birth certificate or other satisfactory proof of age is required of all kindergarten entry students. A certificate of immunization must be completed before entrance to kindergarten.

### **Library Books/Videos/Materials**

Students who lose library books or materials or return materials damaged beyond repair must pay for the loss designated by the librarian. Final report cards may be held at the school until the book is returned or paid for. If a student finds the book, a refund for the exact amount he/she paid for the loss will be granted. The Library staff may assign consequences for those students who do not return materials when due.

### **Library Media Center**

Our school media center is a source of pride and is a vital part of our instructional program. Through regularly scheduled class times and open library time, students are encouraged to explore the many books, research materials, audio-visual materials and computers/software that our library media center contains. In order to maintain an adequate and current collection, students, teachers and parents must cooperate to see that materials are returned in good condition.

### **Lockers**

Each student will be assigned a locker. Nothing is to be glued or stuck on the inside or the outside of the lockers (Example. stickers). Tape is allowed. Name tags are the only item that may be displayed on the outside of the locker. The inside of the locker must be kept clean and neat at all times. Locker doors are not to be misused - leaned against while open, slammed, etc. If students misuse or damage their lockers, they will be responsible for any damages and will lose the privilege of having it. Students are not allowed to put personal combination locks on their lockers. 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 it is "in loco parentis" to protect the health, safety and welfare of all students enrolled. Any evidence turned up by such a search may be used for disciplinary purpose and/or turned over to appropriate non-school authorities at the discretion of the administration.

### **Lost and Found**

Items found at school are placed in our lost and found box. We encourage you to have your child's name on lunch boxes, notebooks, book bags, jackets, personal items, etc. If items are lost at school, we encourage you to check in the lost and found box. The school cannot be responsible for valuable materials and toys brought to school by students. Also, these materials can be disruptive to classroom instruction. Unless a teacher sends a written note home requesting such materials be brought to school, they are not permitted.

### **Lunch**

Lunch will be served each full school day. These lunches are offered at a reasonable price. Students may either purchase their lunches at school or bring their lunches from home. Since a closed noon hour policy exists at the elementary level, no students will be dismissed at lunch time to go home or uptown to eat. All lunches are to be eaten in the cafeteria. Soft drinks (pop/soda) and junk food are not allowed in the lunchroom. Refrigeration is not available for student use. Family meal tickets may be purchased at the main office and are expected to be purchased on a cash basis. No excessive charging will be allowed. Students will be given notification (tally slips) when their lunch tickets have expired. The main office personnel have a price listing. A monthly menu is published and forwarded to each classroom teacher as well as in the school newsletter, so students know in advance what the school noon meal will be for a given day. Each school year, through the National School Lunch Program, a free and reduced price meal program is available for children in a family if the total income of a family does not exceed a certain dollar amount. If

you feel that you can qualify for this program, please make personal contact with the Superintendent of the Killdeer Public Schools for completing the necessary application information. This information is of strictly confidential and student names qualifying for free and reduced meals are not released to anyone other than the central office personnel (superintendent, business manager). All lunch bills need to be paid in full before the end of each school year.

### **Lyceums & Other School Assemblies**

Our school through Dakota Assemblies Inc sponsors the lyceum assembly program service. These programs are a comprehensive part of the total education experience provided to our student body. The "Changing Program" is incorporated into the health program and provides information about the physical and emotional changes children are or will be experiencing during puberty (Grades 5-6). This program is offered through the Dunn Co. Health Nurse. Other types of assembly programs are scheduled on a variety of subjects and will be announced throughout the school year.

### **Making Change**

Students should refrain from going to the main office on a regular basis and asking office personnel to make change for them for whatever reason. These people are very busy and have many important responsibilities to complete each day.

### **Milk Program**

The Killdeer Elementary School recognizes the importance of milk and such a program will be in effect again this year. All children in grades K-3 may participate in the program if they so wish. Milk (one carton per student) will be served once each school day (milk break) to any student in grades K-3 at no charge.

### **No Nits Policy**

The Killdeer Public School recognizes that head lice have flourished without respect for social class or position. The problem is particularly common among children who are inclined to share such things as combs and caps and who engage in contact sports, rough-housing, and in other activities. During the past few years, communities in North Dakota have found that a large percentage of children were infested with head lice. School officials have had to deal not only with the control of the head lice problem, but also with the outcries from anxious and sometimes angry parents. The Killdeer School System has adopted the following policy for the protection of its students:

1. Students will be routinely inspected for head lice/nits by the County Nurse (or her designees) as deemed necessary by the administration.
2. Any students found to have head lice/nits will be excluded from school.
3. Recommendations and information for treatment will be furnished to the parents/guardians through the County Nurse.
4. Students will be inspected upon return to school.
5. Students will be given an excused absence while out of school.
6. The student's teacher will try to help the student keep up with the regular school work.

### **Non-discrimination Policy**

The Killdeer Public School supports the provisions of Title IX of the Educational amendments of 1972, Title VI of the Civil Rights Act of 1964 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 to those programs and activities offered to its students. It is the expressed intent of the Killdeer School to provide equal opportunity for all students, free from limitations of race, color, national origin, sex and handicap.

This concept of Equal Educational opportunity will serve as a guide to the Governing Board, Administration and staff in making decisions relating to the employment of personnel, school facilities, curriculum, activities and regulations affecting students and employees.

Inquiries regarding compliance with Title IX, Title VI and Section 504, which prohibit discrimination on basis of race, color, national origin, sex and handicap conditions, may be directed to Killdeer Public School Counselor; PO Box 579; Killdeer, ND 58640. The telephone number is 764-5877.

### **Open Enrollment Policy Update**

#### 1.5 OPEN ENROLLMENT POLICY

- A. Open enrollment applications received by the deadline in NDCC 15.1-31 will be acted upon by the Killdeer School District #16 School Board at a regular or special meeting after March 1<sup>st</sup> but not later than April 1<sup>st</sup>. All applications will be reviewed and acted upon in the same chronological order as they were received by the school districts of residence.
- B. Open enrollment applications (deadline waiver) must be filed with the local superintendent within fourteen days of establishing residency in a district.
- C. When the District receives notice that a non-resident student has requested admission to the District through an open enrollment application, the Board shall not consider or act upon this request until the following conditions are met:
  - 1. The Superintendent receives sufficient documentation to determine the non-resident student's educational placement. Sufficient documentation shall be determined by the Killdeer Public Schools Superintendent and may include, but not be limited to, educational records sent from the district of residence or placement testing.
  - 2. The Superintendent is able to determine if admission of the student would create overcrowding.
  - 3. The Superintendent has made such other determinations as may be deemed necessary in submitting a recommendation to the Board about the advisability of approving the open enrollment application.
  - 4. The Board has received and considered the Superintendent's recommendation.
  - 5. The Superintendent may allow the conditional attendance of students requesting open enrollment if a favorable recommendation will be made to the School board with final determination based on School Board Action
- D. Criteria for acceptance or rejection shall be based upon the capacity of a program, class, grade level, or school building
- E. Local policy will be developed to determine what shall constitute capacity of each of the above not later than January 31 of the year preceding the year for which those capacities shall be in effect.
- F. This district will not deny an application on the basis of previous academic achievement, participation in extracurricular activities, disabilities (except as listed below), or English language proficiency.
- G. This district will not give or offer to give remuneration or directly or indirectly exert influence upon the student or the student's family in order to encourage participation in the open enrollment program for the purpose of having the student participate in varsity athletic activities.
- H. The district reserves the right for the administration to determine the class schedule for students who are accepted under this policy.

I. The business manager or designee will notify the parent or guardian and the resident district of the acceptance or rejection of an application within five days of the date on which action was taken.

Legal Ref: NDCC Ch. 15.1-31.

J. Open Enrollment Policy Caps

1. GRADE LEVELS OPEN ENROLLMENT CAP

K-3.....	38
4-12 .....	46

2. Special Education:

Because of the size of the program that exists in the Killdeer Public School, the following caps shall be in place for the programs as they are listed for Open Enrollment purposes.

1). Autism (grades 9-12).....	1
2). Autism (other grade levels).....	0
3). Hearing Impaired (light - all grade levels).....	unlimited
4). Hearing Impaired (severe - all grade levels).....	0
5). Visually Impaired (light - all grade levels).....	unlimited
6). Visually impaired (severe - all grade levels).....	0
7). Orthopedically Impaired (light - all grade levels).....	unlimited
8). Orthopedically impaired (severe - all grade levels).....	0
9). Intellectual Disability (grades 9-12).....	3
10). Intellectual Disability (all other grades).....	0
11). Other Health Impaired (light - all grade levels).....	unlimited
12). Other Health impaired (severe - all grade levels).....	0
13). Learning Disabilities (light - all grade levels).....	unlimited
14). Learning Disabilities (severe - all grade levels).....	0
15). Emotionally Disturbed (light - all grade levels).....	unlimited
16). Emotionally Disturbed (severe - all grade levels).....	0
17). Speech/Language (light - all grade levels).....	unlimited
18). Speech/Language (severe - all grade levels).....	0
19). Traumatic Brain Injury (light - all grade levels).....	unlimited
20). Traumatic Brain Injury (severe - all grade levels).....	0
21). Deaf-Blind (light - all grade levels).....	unlimited
22). Deaf-Blind (severe - all grade levels).....	0
23). Deafness (light - all grade levels).....	unlimited
24). Deafness (severe - all grade levels).....	0
25). Multiple Disabilities (light - all grade levels).....	unlimited
26). Multiple Disabilities (severe - all grade levels).....	0

**ADOPTED 01/11/2012**

**Parent/Teacher Conferences**

Parent/Teacher Conferences are held twice a school year at the end of the first and mid-term of the third nine weeks period. Dates and times are determined by the administration and the information will be sent out by classroom teachers. All elementary conferences are scheduled. Parents are encouraged to visit the school and meet with the teachers during their assigned time. Conferences are an important means of communication between home and school.

**Participation/Eligibility in Extra-Curricular Events**

The Killdeer Elementary School recognizes and supports participation by all students in the extra-curricular activities made available throughout the school year. Good academic standing and good behavior/attitude status are recognized and supported as well. Students who have deficiencies in these areas will not be allowed to participate in such activities for that given day or week. The homeroom teacher and coach will monitor student progress on a weekly basis. If progress is apparent, such a student will be given the opportunity to participate in the next upcoming scheduled event, given that both teacher/s and coach are in agreement. Rules set forth by the coaches must be followed, maintained and practiced. A coach has the authority to disqualify any individual who displays inappropriate behavior and/or actions. Medical physicals are required prior to students' participation in athletic sports. Good athletes demonstrate not only good athletic skills but are model citizens.

### **Permission to Leave the School Grounds**

Parent requests, granting their child permission to leave the school premises during school hours are discouraged. However, in extreme cases parents may need an errand or task completed where their child needs to go uptown (Student haircuts during school hours are not considered extreme cases). This will be allowed only when the principal receives a signed and dated permission slip from the parent, stating the reason for the child to leave the school grounds. The principal or office will inform the classroom teacher.

### **Physical Education**

School law requires physical education for students. Proper athletic footwear is required. For safety purposes a secure, non-slip, non-marking tennis shoe is required. The shoes must be clean. It is asked that students have a pair of tennis shoes just for gym that can be kept in school for that purpose only. For any reason a student is not to participate in physical education class, a note signed by the parent needs to be sent to the physical education teacher. A doctor must sign extended excuses and/or a personal conference with parent and P.E. teacher must take place.

### **Recess**

It is important for children to go outside and get some fresh air during the school day. It is very hard to be ready to learn if you have been sitting in a stuffy room all day, which is why we feel recess periods are vital. We like each student to have 10-20 minutes of outside activity per recess period each day. If the weather conditions are extremely cold, with an extreme wind chill factor, (life-threatening) students will not be allowed outside. Recess activities will be held within the classrooms and/or gym areas. Students will not be allowed to stay in during recess times unless the teacher grants permission. A signed parental slip stating their child should refrain from outside activity will be viewed and acted on, on an individual basis. In the event of frequent or excessive amounts of time being spent indoors, a doctor's excuse may be asked for by the building principal. Morning and afternoon recess will be a 15-20-minute time period and noon will be approximately 20-25 minutes. All students on the playground have a right to a safe and pleasant recess. All recess periods are under adult/teacher supervision.

### **Report Cards/Deficiencies/Grading**

Report cards are issued at the close of each nine-week grading period, four times each school year. Mid-terms/deficiencies are issued at the mid week of each nine-week grading period, four times each year. Any student whose current subject grade is lower than a C- average shall receive a deficiency. Teachers will report the deficiencies to the principal. Parents will be notified via telephone or note if your child is deficient in any academic area.

### **Retention/Promotion**

It is important a pupil be successful in his/her school experience so, among other reasons, that his/her feelings of worth, successfulness and achievements are enhanced along with attitudes of school and work. To help provide for a pupil's success in the classroom, various instructional techniques and programs are used such as grouping within the curriculum areas, modifying the instructional program, basic skills instruction, special education instruction and individual instruction conducted by the classroom teacher. When these instructional programs do not provide for the pupil's success in meeting the goals of the

instructional program for that grade, then retention in that grade becomes a consideration. This recommendation is made only after a careful study of the child's needs has been done. The decision is not based entirely upon the child's ability to meet grade level in subject matter. His/her physical, social, emotional and intellectual needs are also taken into consideration. A retention /promotion checklist will also be developed as part of the final assessment. It is hoped that the consensus for retaining a pupil can be reached jointly by parents, teacher and principal; however the administration maintains the right to retain any student who does not meet the goals of that grade.

### **Rights of Custodial/Noncustodial Parents**

Without a court order showing sole custodianship (which includes educational records) the school will treat both the custodial and noncustodial parent in the same manner with reference to viewing and receiving educational records or information. Non-custodial parents are asked to contact the school to request which record they would like to have access to. If a court order is in place and restrictions apply to a noncustodial parent, school officials must be made aware of such circumstances and a copy of the restrictions should be on file at the main office.

### **Response to Intervention (RtI)**

The Killdeer Elementary School has developed and adopted RtI. This program allows for homeroom teachers to receive input, suggestions, feedback, various instructional techniques/strategies, etc. from other teachers and or the Student Performance Strategist regarding a student they have concerns about. Parents will be contacted prior to any RtI meeting concerning your child. Parents will also be kept informed as to what interventions will be tried in the classroom by your child's classroom teacher or strategist. If a referral and further testing is the general consensus of the team, involvement by parents, the Killdeer School's Learning Disabilities personnel, Counselor, and/or West River Special Ed. Unit will be required.

### **Rules**

**We expect high standards of conduct and behavior at Killdeer Elementary School.** Good discipline in the school is extremely important to the school program. Without good discipline, the school cannot discharge its primary responsibility in the development of citizenship and academic growth. Without good discipline, students cannot realize their own potential. Good discipline in the classroom consists of behavior which encourages active, cooperative participation by each student and is reinforced daily by classroom teachers.

The discipline program our school has adopted is called "Positive Discipline". The program called "Love and Logic" will also be incorporated. Each teacher will establish criteria in his/her own classrooms regarding limits and expectations. Students, however, are actively involved in the rules established in the classroom as well. Positive Discipline and "Love and Logic" allows for a more positive approach to discipline as well as allows students to become problem solvers themselves. The principal's office will also be using Positive Discipline and Love and Logic when students are sent to the office. In the event that more habitual or severe offenders are sent to the principal's office, a level system of discipline has been established. Please refer to the Discipline ladder explained earlier in this handbook. At the Elementary level we will be using the RtI model for behavior and academics. Please go over the KES expectations sheet with your student and initial and return to school.

### **Hallway Rules/Conduct Inside the Building**

Students inside the building will conduct themselves in a quiet, orderly manner so as not to disturb other classes. The following guidelines will help maintain a good educational environment.

1. Students must walk at all times in the hallways and up the stairs in single file keeping to the right.
2. Students are to be respectful, and courteous to everyone you meet.
3. Use only acceptable behavior.

4. Boots lined up next to lockers.
5. Spare shoes are to be kept in the lockers.
6. Book bags, books and papers are to be kept in the locker, not in the hallways.
7. Students are not to loiter around the halls.
8. Students are not to go to other classes during class time unless prior permission has been granted.
9. Students are to speak quietly while in the halls.
10. Lavatories will be kept clean and everyone will use them in the proper manner.
11. Students will not loiter in the lavatories.
12. If any litter is on the floor, please pick it up and dispose of it properly.
13. Remove any caps, hats, head wear while in the building.

### **Lunch Room Rules**

1. All food is to be eaten in the lunchroom.
2. Students will sit and eat at tables assigned.
3. No pop/soda or junk food will be allowed.
4. There will be no food exchange among students.
5. Students must eat all of their food before going back for seconds.
6. Eat and visit quietly.
7. Use proper table manners.
8. Tables must be left free of waste materials (clean up your area).
9. Put things in the trash, don't throw them. Make sure utensils and bowls are not thrown away.
10. All students will stay seated until dismissed

### **Playground Rules**

1. The lawn, street, retaining wall and steps are not for play. Playing to the west of the metal railing is not permitted. Do not carry or throw the decorative scoria/rock.
2. Food, drinks and candy are not allowed on the playground.
3. Throwing snow is not allowed. Do not carry snow or ice around the playground; building snow forts or snow people is acceptable when made in a safe manner.
4. Remain seated facing forward when going down the slides, do not go down head first. Use the steps to go up the slide; do not run up the slide. Go down the slide one at a time. No snow, ice, rocks, toy cars, debris or other objects on the slides.
5. When the bell rings or whistle blows, line up immediately with no pushing, shoving or other disturbance. The grade next to the wall is not to lean or climb on it; they should be an arm's length away.
6. Proper clothing shall be worn during inclement weather. Boots, hats, gloves, snow boots and snow pants are required. Dress appropriately for the weather.
7. Playground balls may be bounced on the pavement, but not against the wall of the building.
8. When playing sporting games, no tackling of any kind will be permitted and good sportsmanship is required. Football is to be played on the pavement or by the East fence. Show respect for other games being played on the pavement.
9. Sit or stand while using the merry-go-round (no hanging or dragging).
10. Swings will be used in a sitting position; do not stand. Swing straight back and forth, not side to side. Do not jump out of the swing. Only 3 people may be on the tire swing at one time in a sitting position.
11. All playground equipment will be used as it is intended (climbing on top of equipment is not permitted).
12. Play guns, knives, weapons, objects deemed dangerous will not be permitted on the playground.
13. Inappropriate language will not be tolerated.
14. Equipment not permitted on the playground: skateboards, rollerblades, baseballs, bikes, tennis balls, and racquetballs.
15. Toys will be allowed with discretion, but the school is not responsible for them.
16. Line time or wall time may be assessed as a consequence of not following the rules.
17. Only 2 door holders are needed.

## **School Bus Riding Regulations**

1. Students being transported are under the authority of the bus driver. The bus driver has the same authority as a teacher or administrator.
2. Students shall be on time for the bus, both morning and night.
3. Students shall always cross in front of the bus whether getting on or leaving the bus.
4. Students shall remain seated while the bus is in motion.
5. Students may select their seats or be assigned seats by the driver. When such selection has been made they cannot change without the consent of the driver.
6. Students shall not extend their hands, arms, or their head through the bus window.
7. Students shall have written permission from their parents/guardians or proper school authorities to leave the bus at any point other than the regular stop at home or at the school.
8. Students shall not open or close the bus windows without the permission of the driver.
9. Students shall keep the bus clean and refrain from damaging it. The student shall pay for damages.
10. Students shall be courteous to the driver, to fellow students, and to passers-by.
11. Students who refuse to obey promptly the directions of the driver or refuse to obey regulations forfeit the right to ride the bus.
12. There shall be no chewing of gum or sunflower seeds in the bus at any time.
13. Buses are to stay 10 minutes after school unless they are fully loaded, at which time they may leave.
14. If students are not riding the bus, they are to let the bus driver know, at a time as reasonably determined by the bus driver.
15. Coats, head gear, gloves, and boots must be with any student who rides a bus, including buses for activity trips, during severe weather seasons.

## **School Day**

Grades K-6.....8:25 AM - 3:15 PM

We prefer that students not arrive at school before 8:10. However, we know that it is necessary for some students to arrive before this time. If your child/ren needs to be on the school premises before 8:10; parents are to notify the building principal or homeroom teacher and permission must be granted. Unless the weather is inclement, all students will be expected to go outside from 8:10-8:25 where supervision will be provided. There will NOT be any adult/ teacher supervision before 8:10. Dismissal for all students will be 3:15 and buses will depart from the school bus zone at 3:25. Students must go home immediately per arrangements made with their parents. Students are not to be around the school building or using the telephone after school unless for a specific purpose and under the direction/supervision of a teacher.

## **School Property and Equipment**

There is to be no writing, marking, graffiti or carving on school property or equipment. All school property must be used in its intended way to prevent damage. Students must exercise care when using any equipment. Any student causing damage or destruction of school property and/or equipment will be held liable in such that they could be held responsible to pay full restitution (replacement cost) for such damage and/or destruction.

## **School Visitation**

Parents are encouraged to visit school frequently and actively participate in the education of their child/ren. We request that parents avoid conferences with the teacher during such visits, but rather schedule a conference for a mutually acceptable time. For the protection of the students and staff, all non-students are to report to the central office upon entering the building and state their business. Please do not go directly to the classroom. If you need to give your child a message, medication, homework, lunch money, supplies, etc., please go to the office. Interrupting class hampers valuable instruction time. Also, standing in the hall while waiting on your child or teacher may be disruptive to the learning environment. Students (relatives/friends) from other schools are not permitted to visit class with your child unless the classroom teacher and/or principal have granted prior approval. These visitors are subject to the same



rules as regular students and they will be asked to leave if they do not abide by them. Preschool age children are to be accompanied by their parent/s or an adult at all times.

### **Vision/Hearing Checks**

The Dunn County Health Unit provides annual vision checks for various grades. Results are sent home with students for parent review. If such a check reveals a potential problem, the Dunn County Health Nurse will contact parents or a recheck will be provided. Hearing checks are also provided by the Killdeer Public School. Anyone wishing to have their child's hearing checked should call the school's speech clinician and set up an appointment.

### **Severe Weather Procedures/School Cancellation/Early Dismissal**

When a sudden storm breaks during a school day or if an act of God occurs, it may be necessary to dismiss early. Rural (bus) students need to have a storm family address within the city limits of Killdeer in event that they cannot be driven home via bus. This address needs to be forwarded to the main office at the beginning of the school year. To help us, please discuss with your child the procedures they should follow; where they should go and who will be responsible for them should we need to dismiss early. The safety of the children is our utmost concern at these times and with your cooperation we will take every precaution we can to ensure that the children get home safely.

### **Special Days**

Elementary school parties are scheduled to observe Halloween, Christmas and Valentine's Day. These pupil social experiences are held at the end of a teacher/administration designated day. Individual classes and their teachers plan treats and activities. If parents opt to have their children not participate in these festivities, they are allowed to pick up their children from school at that time. When out of town trips are made, a "Parent Permit Slip" will be sent home with your child for you to authorize their participation in these events. If parents choose to not allow their child to attend a field trip, the classroom teacher must be notified in advance. The school is not responsible for students not attending scheduled field trips and students will be considered absent on that given day. School transportation, with chaperones, is provided for these activities. Some events may require a dress code (Ex. music festivals). Students are to follow the rules and guidelines set forth by their supervisor. Let's have pride in our school and ourselves and demonstrate good acts of behavior, citizenship and attitude.

### **Special Education of Exceptional Children**

Children in need of special education services will begin receiving educational services at age 3 as mandated by state and federal law.

Early Admission Program - The early admission program is designed to identify and admit only children who are gifted in mental development and who are well adjusted socially and emotionally as well as in physical development. A battery of tests, interviews and observations must be given and/or provided in order for an individual to be accepted in the early admission program. Additional information and guidelines about this program are available at the Elementary Principal's office or West River Special Education Unit in Dickinson.

### **Special Services**

The Killdeer Public School provides services to students who have special needs. Services provided are:

1. Title I Services (Math & Reading)
2. Speech and Language Services
3. Specific Learning Disabilities
4. EMH/TMH Services
5. Counseling Services
6. Psychological Testing and Assessment
7. Preschool Handicapped (Ages 3-6)

8. Occupational/Physical Therapy In conjunction with the special education services provided by Killdeer Public School, West River Special Educational Unit of Dickinson also provides assistance and support.

### **Storm Policy**

In North Dakota, weather can be very unpredictable. School will be in session during each day it has been scheduled according to our annual school calendar, unless cancelled due to severe weather conditions. If parents feel they do not wish to send their children to school, that is their privilege and responsibility, but no child is to be sent home because of a storm without permission from the Superintendent or Principal. In the event that school has been cancelled, staff and students will be informed via the Honeywell instant alert system with follow-up announcements on the radio. (Stations KDIX, KCAD, KLTC, KFYZ in Bismarck and KEYZ in Williston). Teachers will not allow students to use the school phone unless permission has been granted by the building principal. It is imperative that phone lines are kept open during this time.

### **Student Placements**

Classroom student assignments for the next school year are determined by the principal given the recommendations from the exiting teachers based on the following criteria at the closure of the previous school year:

- \* Reasonable balance of boys and girls.
- \* Equal number of students per teacher.
- \* Requests by previous teachers to splits students because of behavior conditions, learning/teaching style, compatibility, (student/student, student/teacher) friendships among peers, etc. It is very difficult to accept requests for or against individual teachers based on a personal preference of the student, parent or teacher. Much time and effort is put forth and many aspects are taken into considerations for each and every student when classroom/student placements are determined. Personal parent requests shall be handled on an individual basis and must be submitted by May 1st. Requests that would be considered must be valid and receive support from both the exiting teacher/s and principal. Any requests that are made after this time must be done in writing and sent to the principal for consideration. Student/parent notification and a welcome from the new teacher will take place in the fall of the upcoming school year via mail or a personal phone call. Students/parents are asked not call the school during the summer months to ask the office personnel about grade assignments. Grade placements will be posted by the first week of August unless extenuating circumstances do not allow us to do so.

### **Student Record Collection**

It is necessary for the school district to maintain extensive and sometimes personal information about pupils and their families for educational purposes. These records are kept to assist the school in offering appropriate educational experiences to the student. The interest of the student must supersede all other purposes for which records might be kept. A permanent cumulative record shall be kept on all students. These highly private records are to be used only by the professional staff immediately concerned with a student's welfare. Such files are housed in a secure environment at all times and signatures, dates and reason of intent to preview them must be documented. Upon approval from the principal, personal cumulative records shall be made available to the student and his/her parents or guardians. These student records may contain, but are not limited to: identifying data, immunization data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude and psychological information, teacher or counselor ratings or observations and verified reports of serious or recurrent behavior patterns.

### **Telephones**

The school phone is for business purposes. Students and teachers will not be called from the classroom to answer the telephone during school hours except in the case of an emergency or extreme urgency by parents. Messages should be left in the office. Students may use the phone when given permission by their teacher or Principal. Making arrangements for after school social affairs is not considered an acceptable reason to use the phone.

### **Testing Program**

Annual mandated testing for students in Grades 3 - 6 are administered using the NDSA testing instrument. These achievement/aptitude tests are a complete assessment system that evaluates students' academic achievement. It accurately assesses performance in Reading, Language, and Mathematics, with items carefully crafted to assess application of complex interrelated thinking processes. Students in grades K-6 will also participate in NWEA testing in the areas of Reading and Math in the fall and spring of each school year. Parents can be given test results within a 72-hour time frame from the testing time frame being closed. Students in grades K-3 will also participate in DIBELS assessments. This is a pre-reading/early literacy assessment program. Students in grades 4-6 will be assessed using the STAR reading and math tests.

### **Textbooks**

The school provides textbooks for student use. Students are responsible for the condition of their books and will have to pay for lost or damaged books at the rate of the new price of the book.

### **Theft of Property**

Such an act is of serious nature. The taking of someone's possessions will not be tolerated and is considered illegal. When such an act is committed; severe and even possibly embarrassing consequences will be levied. Parent notification will be in order and in some instances even local law officials could be called upon.

### **Tobacco Use In The School Policy**

- A. Smoking and use of tobacco products is prohibited on school district property (all school buildings, grounds, and school owned vehicles) at all times.
- B. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property shall report it to the building principal in the case of students; the appropriate supervisor in the case of employees, and in the case of all others, to the building principals or other school district supervisory personnel responsible for the area or program during which the violation occurred.
- C. Further, smoking, use, or possession of tobacco products by students is prohibited on school property and at all school functions. The school principal is responsible for administering appropriate discipline (which may include suspension and/or recommendation for expulsion from school).
- D. The Superintendent shall develop regulations for the enforcement and implementation of this policy including educational informational programs to assist students, staff, and public to understand, accept and cooperate with the policy.

### **Weapons in School Policy**

The Killdeer Public School District Board of Education determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district.

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 (Exceptions - Hunter Safety Class; Other situations approved in advance by the principal in writing). Such weapons include but are not limited to any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), sling shot, 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. All weapons will be confiscated and may be turned over to the student's parents or guardians or to law enforcement officials at the discretion of the administrator.

Bringing a firearm, as defined in 18 U.S.C. 921, "to school" will require that the principal initiate proceedings for the expulsion for a minimum of one year of the student involved immediately. If the student has an individual education plan, an IEP team meeting will be called to determine whether there is a connection between the behavior and the disability and to determine appropriate discipline and/or placement. Other students may receive alternative placement at the discretion of the superintendent. Other violations of this policy will require that proceedings for the suspension and or expulsion until the end of the current school term be initiated immediately by the principal.

### **Wellness Policy**

In efforts to ensure the over-all well being of its students, both now and in the future, the Killdeer Public School District has adopted the a wellness policy. The primary goal of nutrition education, which may be defined as any set of learning experiences designed to facilitate the voluntary adoption of eating and other nutrition-related behaviors conducive to health and well being (ADA 1996) is to influence students' eating behaviors.

Administrators, staff and extra-curricular groups shall ensure that all school activities, including classroom practices and incentives, are consistent with the sound nutrition practices taught in the classroom and implemented in the school meal programs.

School personnel shall practice consistency of nutrition messages throughout the curriculum and environment

Killdeer Public School may provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.

The primary goal for Killdeer goal for a Killdeer Public School's physical activity component is to provide opportunities for every student to develop the knowledge and skills for lifelong physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short-and-long-term benefits of a physically active and healthy lifestyle.

All Killdeer Elementary school students may have at least 20 minutes per day of supervised recess of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity, verbally, and through the provision of space and equipment.

The District may provide parents a list of foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards and fundraising activities.

Vending machines may not be available in the elementary except for teachers and staff.

The Killdeer Public School District is committed to support this Wellness Plan to fund the program needed to be effective.

### **Winter Weather Dress Apparel**

Parents should check to see that their child is dressed properly for the ND winter weather conditions when they come to school. During cold weather, heavy winter jackets, scarves, caps, mittens, overshoes, and snow pants are vital, necessary and required. This is especially true for those children riding the buses.

### **Withdrawal or Transfer. Release of Records**

Should it become necessary to withdraw your child from school before the end of the term, notify both the classroom teacher and building principal of your intent as soon as possible so that the appropriate action can be taken to provide your child with the easiest possible adjustment to his/her new school. A student's educational history will not be released to any agency other than to educational institutions to which the student is transferring, unless permission is granted by completing a request form.





