



MISSION



Challenge all to meet academic and life goals while inspiring lifelong learning.

Hettinger Elementary School
209 South 8th Street
Hettinger, ND 58639
(701)567-5315

Parent – Student Handbook

2023-2024 School Year

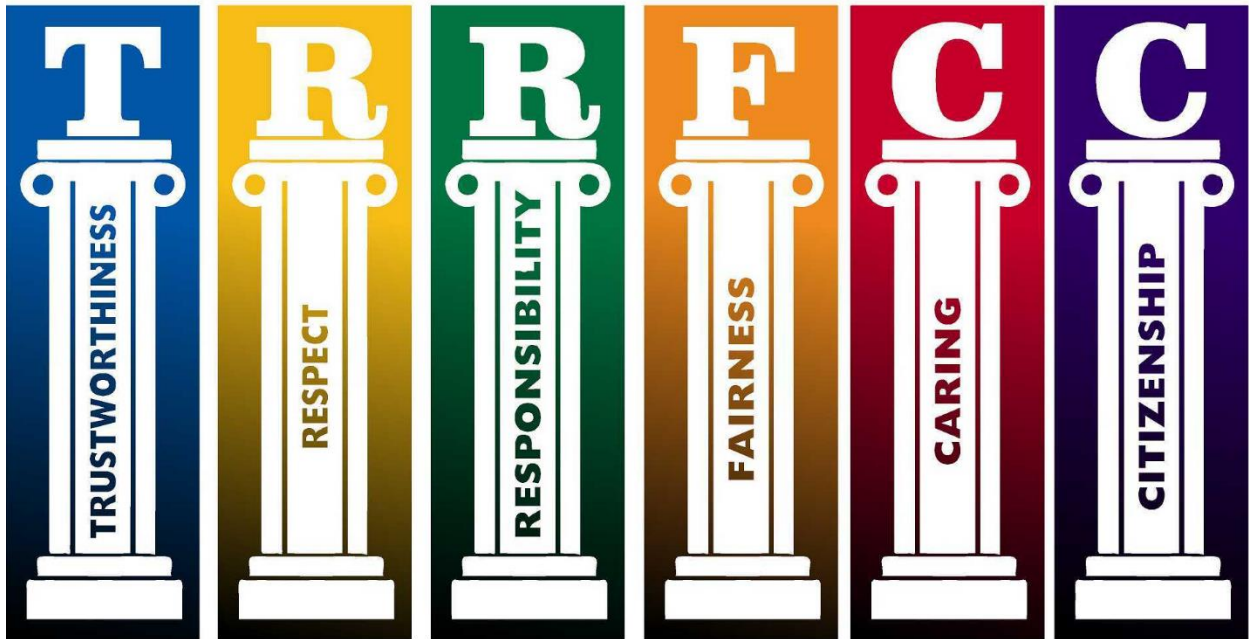


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Hettinger Public School

2023 - 2024 School Calendar

School Day 8:05 - 3:23

- Professional Development
- Holiday
- Parent / Teacher Conferences
- Flex Schedule 8:05-12:35

Approved 02/15/2023

August 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 16-17/21 Teacher Professional Development
- 17 OPEN HOUSE 8:00-9:30
- 22 FIRST DAY OF SCHOOL

September 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 4 No School - Labor Day
- 15 Flex Day
- 21 Parent Teachers Conferences
- 22 No School
- 25-29 Homecoming Week

October 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 6 No School
- 13 Flex Day
- 20 End Quarter 1
- 19 No School - Teachers Convention
- 20 No School - Teachers Convention
- 27 Flex Day

November 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 3 Flex Day
- 10 No School/Veterans Day
- 17 Flex Day
- 22-24 No School - Thanksgiving

December 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 8 No School
- 15 Flex Day
- 21 End Quarter 2 / Semester 1
- Holiday Break 12/22/23-1/2/24

January 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 2 School Resumes
- 5 No School
- 15 No School/MLK Day

February 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

- 2 Flex Day
- 9 Teach Professional Development
- 16 Flex Day
- 19 No School/President's Day
- 29 Parent Teacher Conferences

March 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1 End Quarter 3/No School
- 8 Flex Day
- 15 No School
- 22 Flex Day
- 29 No School - Good Friday

April 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 1 No School - Easter Monday
- 12 Flex Day
- 19 No School
- 26 Flex Day

May 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 3 No School
- 10 Flex Day
- 17 End Quarter 4 / Semester 2
- 16 LAST DAY OF SCHOOL
- 17 Snow Day
- 19 Graduation

Instructional Time

153	Full Instruction Days
1099	Full Instructional Hours
13	Flex Days
56.29	Flex Hours
1155	Total Instructional Hours

Hettinger Elementary Handbook 2023-2024 School Year

Obtaining a solid foundation for your child's education is the most important thing you can accomplish and the professionals at our school are here to assist you and your child in reaching that goal.

Hettinger Public School is committed to providing a high quality education for all students. With the passing of Every Student Succeeds Act (ESSA) into law, our state has developed a plan to measure our success and continues to have standards and benchmarks that our curriculum is designed around. While there are other measures of performance, assessments are a major factor in the determination.

Students in grades 3-6 will take a ND State computer based test during the testing window over language arts and math. The science test for grade 4 is given in October. The assessments are computerized tests that requires students to explain their answers and to do a lot of writing so we are working on keyboarding skills for students in grades 3-6. It is very important that 95% of our students take this test as that is part of making our growth goals, as well as school attendance, and student engagement. Hettinger Public School's report card can be located at <https://insights.nd.gov/Education/District/01013>.

Our After School Program will be available again for students Monday-Thursday until 4:00 p.m. Students who need a little extra help should be taking advantage of the assistance provided at this time. Teachers often recommend that students attend the After School Program as part of an intervention plan. Students on the Low Grade List repeatedly will be encouraged to attend. A monthly calendar is provided for this program.

We are asking that parents coming into the school check in at the superintendent's office/high school office. When you need to pick up your child, we will call the student down, and you can take them from the office instead of going to the classroom to pick them up. This is a safety precaution and it will also prevent teachers from being disrupted during classroom instruction.

North Dakota public schools are mandated by the state to use Power School, which can be used by parents to access their child's attendance, grades, and lunch balance for students in grades 1-6. We hope this will improve communication between parents, teachers, and students. The Power School Alert System, KFJR and KNDC 1490, will be used to alert parents of late starts, early dismissals, or no school days due to weather. Please let us know if you don't receive an alert that went out to others.

A reminder to parents that we are a peanut and tree nut free school and we ask that all sack lunches be peanut and tree nut free. This also means that anything manufactured in a plant with peanuts and has a warning label should not be brought into the school. We offer a snack and milk program that follows our Wellness Plan. Part of this plan is that no outside snacks are allowed in the school without permission. Thank you for your cooperation in this matter. Please check all labels on foods before sending food to school. Students or staff may not bring pop into the lunchroom, this is a federal policy. They can purchase milk for \$.50, bring a juice, or get water from the fountain.

We, at Hettinger Elementary ask you to simply call the teacher or principal at 567-4501, e-mail us, or stop by if you have a concern or something just doesn't sound right when talking to your child. The teachers are always willing to work out a solution for you and your child. So remember before assuming something, simply call at 567-4501, e-mail, or come in to visit with the person involved.

DISTRICT VALUES:

Trustworthiness: Be honest. Be reliable and do what you say you'll do. Be alcohol, tobacco, and drug free. Have the courage to do the right thing. Build a good reputation. Be loyal-stand by your family, friends, country, and school.

Respect: Treat yourself and others with respect; follow the Golden Rule. Be tolerant of differences. Use good manners. Be considerate of the feeling of others. Don't threaten, hit or hurt anyone. Deal peacefully with anger, insults, and disagreements.

Responsibility: Do what you are supposed to do. Persevere: keep on trying. Always do your best. Use physical and verbal self-control; be self-disciplined. Think before you act-consider the consequences. Be accountable for your choices.

Fairness: Play by the rules. Take turns and share. Be open-minded and listen to others. Don't take advantage of others. Don't blame others carelessly.

Caring: Be kind. Be compassionate and show you care for yourself and others. Express gratitude. Forgive others and yourself. Help people in need.

Citizenship: Do your share to make your school and community better. Cooperate. Stay informed; vote. Be a good neighbor. Obey laws and rules. Respect authority. Protect the environment.

DISTRICT BELIEFS:

- Physical, emotional, and psychological safety is a fundamental human need.
- All students can learn.
- Learning is a shared responsibility
- People have unique learning styles and needs.
- A climate of healthy risk-taking encourages learning.
- People are responsible for their own choices.
- Our responsibility is to challenge the intellect of all children.
- Hard work contributes to success.
- Effective relationships are based upon respect, trust, and honest communication.
- Effective organizations require good stewardship of resources.
- Schools create conditions that promote learning.
- Personal and organizational improvement requires on-going effort.
- A strong democracy depends upon educated participation.
- With rights come responsibilities.
- Human potential is unlimited.
- Higher expectations encourage higher performance.
- Learning is a continuous and rewarding process.

DISTRICT GOALS:

- Proficiency in writing, reading, and math standards will increase at an annual rate.
- Educational staff will receive training on the use of data to improve student achievement.

ESSA GOALS:

1. All students will reach high standards, attaining proficiency or better in reading and mathematics.
2. All limited English proficient students will become proficient in English.
3. All students will be taught by highly qualified teachers.
4. All students will be educated in learning environments that are safe, drug free, and conducive to learning.
5. All students will graduate from high school.

DISTRICT MISSION:**Leaders**

- Are future focused and work collaboratively to seek alternatives and solutions to further the mission and the beliefs of the school district.
- Will implement an evaluation system that is consistent with the strategic direction of the district.

Staff

- Are dedicated professionals who are competent, goal oriented, and willing to strive to realize the common vision of the district?
- Work collaboratively with all stakeholders of the education community.
- Will serve as educational facilitators who implement collaborative and cooperative-learning experiences for all students.

Curriculum

- Will align with customized and relevant student performance standards.

Community

- Supports the realization of the vision, belief, and mission of the school district.

Instruction

- Will be individual, appropriate, and challenging for all students.
- Will include collaborative and cooperative activities.
- Will stress critical thinking and problem solving skills in dealing with real life issues.
- Will be data driven.

Assessment

- A variety of assessment strategies that will be authentic and aligned with student performance standards.
- The use of rubrics, state standards tests, and consortium developed tests, which demonstrate knowledge, and norm-referenced tests.
- Will use a variety of strategies.
- Will be on going and will include feedback from post high school sources.

Technology

- Will complement the curriculum and instruction to focus on problem solving, decision-making, and critical thinking.

**State & Interim Assessment
Reporting to Parents**

The state must prepare annual report cards, also called school profiles, for parents and the public on the academic achievement of students at the state, district, and school building level. Report cards for the 1996-1997 school year through 2016 – 2017 school year have been compiled by the ND Department of Public Instruction and are available on the department’s website at <http://www.dpi.state.nd.us/dpi/reports/profile/index.shtm>. Beginning with the 2017-2018 school year, school reports cards can be found at <https://insights.nd.gov/Education/District/01013>. Parents may request a copy of the Hettinger School Profile from the Superintendent’s Office by calling 567-5315.

Parents are one of the key ingredients in an effective school since you are the number one influence on your child and their attitude towards learning and improving their academic skills.

Parents Right To Know Clause

Since Hettinger Public School receives Title I funds, parents are hereby notified that they may request information regarding the professional qualifications of teaching staff. If we receive such a request, we must provide parents with said information. This information is also published yearly for the public to review in the newsletter as well as sent as information in welcome back packets.

GENERAL INFORMATION

Sixth Grade Band:

Those students playing school owned instruments must pay the following maintenance and repair fee:

- Percussion instruments	-	\$30.00
- Any other instruments (this covers maintenance)		
-		\$60.00

Student Activity Ticket:

The student activity ticket may be used for junior high, junior varsity, and varsity basketball games, football games, track, wrestling matches and music concerts it is NOT good for plays, musicals or tournaments. \$45.00

Library:

Complete policies are available to students and the public in the superintendent’s office.

Library Media Rules

The specific functions of the library are:

- (1) To enrich the curriculum
- (2) To aid students in individual research and study.
- (3) To promote lifelong learning through reading

Elementary students are expected to self-govern themselves based on the District Values while in the library. Some specific guidelines for the library are:

- No food or drink please
- Use quiet voices when in the library so you don't disturb others
- Individual classes will come once a week to check out books
- If you need to do research or check out a book other than during your research time, you need to have your teacher's permission to go to the library.

Book and Magazine Usage

Books checked out are the responsibility of the student and must be returned. If a book cannot be returned the student will be responsible for paying for that book plus a processing fee.

1. Books may be checked out for a period of up to two (2) weeks and may be renewed for an additional two (2) weeks if needed.
2. Please see the Librarian regarding use of the reference area books if the use is not during school hours
3. All library material returned to the library past due will be fined \$.10 per school day per material for grades 7-12.
4. Books or magazines that are lost or damaged should be reported to the Librarian.
5. Students will be charged a replacement fee to replace books and a processing fee for any new material, even if replaced by the student or parent. If the material is not returned it must be paid for before the student will be allowed to check out further materials.
6. Receipts are issued to insure the proper return of money should the material be found at a later date.
7. Students will be notified of fines and overdue books.
8. Magazines and Newspapers are not to leave the library except to be photocopied.
9. Out of date newspapers and magazines may be used for clipping
10. Unless the librarian has granted permission for clipping, the clipping of library materials will be against the library rules and fines will be incurred upon those responsible for the infraction: The price of the volume of the encyclopedias, book, magazine, or newspaper will be paid by those responsible.

Selection and Policy

The primary objective in selecting learning resources is to support, enrich, and help implement the curriculum. The librarian's duty is to provide a wide range of materials at varying levels of difficulty, with diverse appeal, and that present various points of view. The specifics of the selection policy GAAB and GAAC can be viewed in the principal's office upon request.

Technology in the Library

1. Computers are to be used primarily for research and for specific teachers; word processing may be done if they are not required for research. Students using non Office 365 accounts e-mail during school hours will be put on the low grade list in grades 4-6.
2. Permission is to be obtained from the Librarian before technology-based research is begun. You will be helped in running your requested operation.
3. Games are not to be used on the computers. Computers are for educational use only.

Internet Acceptable Use

The Hettinger Public School District believes Internet access plays an important role in the education of students; however, the Internet also contains content that is not appropriate for students and staff to access. In accordance with federal law, the District has taken reasonable precautions to restrict access to materials obscene, pornographic, and/or harmful to minors through the use of software designed to block sites containing inappropriate material. While the District has taken such preventive measures, it recognizes that it is not possible to fully guarantee that students and/or staff will never access objectionable materials.

Education

The District shall provide education to students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Monitoring Use

Internet access is a privilege, not a right. Network storage areas shall be subject to the same scrutiny as school lockers for students. Staff shall have no reasonable expectation of privacy when using district computers and/or networks and shall use this technology solely for work-related purposes. Network administrators may view files and communications to maintain the integrity of the system and to ensure proper and responsible use of the system. Teachers and administrators will exercise supervision of student use.

Software

Personal software will not be installed on school-owned computers or the network. Storage devices brought into the school building must be virus checked prior to use. To prevent computer viruses from being transmitted throughout the system, there will be no unauthorized downloading of any software without the network administrator's consent.

E-mail

The e-mail system used in the Hettinger School Public District will only be Office365 e-mail accounts.

Prohibitions

The Superintendent or designee may take disciplinary measures when any of the following actions occur:

- Using obscene language;
- Accessing or creating pornographic files or sites and/or other inappropriate material;
- Harassing, insulting, threatening, alarming, or attacking others;
- Vandalizing/Damaging computers, computer systems, or computer networks;
- Violating copyright, trademark, trade secret, or other intellectual property laws;
- Using or participating in chat lines, chat rooms, and social networking sites for personal and/or non-curricular purposes;
- Using another's password or representing oneself as another;
- Trespassing into another's folders, work, or files;
- Intentionally wasting network resources including, but not limited to, emailing chain letters and/or broadcasting inappropriate messages;
- Employing the network for political purposes as defined by state law, financial gain, and/or commercial purposes;
- Revealing anyone's personal information such as, but not limited to, an address or phone number without appropriate consent. Students are prohibited from revealing personal information about themselves and/or others without obtaining written consent in accordance with the Federal Education Rights and Privacy Act and receiving administrative approval;
- Other activities or actions deemed inappropriate and not in the best interest of the District, its employees, and students.

Violations

Violation of this policy will, at a minimum, result in the following disciplinary consequences for students:

1. First offense (Level I)
 - a. Loss of Office365(K12)/email and Internet privileges for four weeks,
 - b. Parents contacted.
2. Second offense (Level II)
 - a. Loss of Office365 (K12)/email and Internet privileges for at least the remainder of the year.
 - b. Parents contacted.

3. A student may be subject to Level II disciplinary action on his/her first offense if administration deems this necessary based on the severity of the offense.

Violations of this acceptable use policy or any applicable federal or state law, rule, or regulation may also result in disciplinary action up to and including expulsion for students or termination of employment for staff.

Consent

All students and staff must consent to this policy in writing prior to accessing district networks and/or computers.

Web Site:

The Hettinger Public School Web Site can be accessed at: www.hettinger.k12.nd.us

Administration of Prescription Medication

- A. Any prescription medication that is ordered for administration at school should be given using the following procedures:
 1. Prescription medication sent or brought to the school must be accompanied by a signed request/consent from the parent or legal guardian. This consent must grant permission for school personnel to administer the prescription medication.
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 2. The following information must be included on the ORIGINAL PHARMACY LABELED-CONTAINER:
 - a. The student's name.
 - b. Amount of dosage
 - c. Time of administration.
 - d. Name and strength of prescription medication and route (i.e., oral, eye drops, ear drops, nebulizer).
 - e. The instructions for administration.
 - f. Special care, such as refrigeration.
 - g. Name of physician or other legally designated health care professional.
 3. Major side effects of the prescription medication should be listed on the information accompanying the prescription medication. Generally, the pharmacist will provide this information.
 4. Prescription medication for emergency use. In emergency cases, such as acute allergic reactions, the school personnel shall promptly notify emergency medical personnel and the parent(s) or legal guardian.
 - a. If prescription medication is for known acute allergic reactions, such as a bee sting kit, then it may be administered by the school nurse or a person trained by a physician, dentist, nurse or other legally designated health professional upon written consent from a parent or legal guardian.
 - b. Personnel who have been trained according to rules established by the local board of health may administer epinephrine (Epi Pen) without written consent. (NDCC 23-01-05.2)
 5. All labeled prescription medications shall be kept in a secure, locked, clean container or cabinet to protect the safety of the student receiving the prescription medication and other students. The administrator of the school shall determine who within the school will be given the responsibility to check in and administer the prescription medication.
 6. The administrator shall establish a check-in procedure for prescription medication brought to the school. This procedure shall include: recording the date the prescription medication was deposited,

ensuring that parent request/consent is on file, and notifying the person who has been designated to administer the prescription medication.

7. It is recommended that no more than one month's supply of any prescription medication be brought to school at any one time and that it is the parent or guardian's responsibility to replenish the prescription medication supply if necessary.
8. A separate record for each student shall be kept of the administration of the prescription medication, noting date, time, and signature of the person administering it. All such records are confidential and are separate from the student's education records. (NDCC 15.1-24-04)
9. Be sure the following criteria are followed each time prescription medication is administered:
 - a. Right student
 - b. Right prescription medication
 - c. Right dosage
 - d. Right route
 - e. Right time
10. Administration of prescribed prescription medication during school hours will be noted on the designated form for each student that includes: student name, prescription medication, dosage, and route, and time/frequency, signature of person administering the prescription medication, and a place for other information to be recorded, such as any observed reaction to the prescription medication or possible side effects. When this prescription medication regime is completed or the form is filled, it is to be placed in the student's medical treatment record.
11. Prescription medications must be picked up by the parent(s) or legal guardian at the end of each school year or when the prescription medication is no longer needed by the student or when the student withdraws from school.

If parent or guardian does not pick up prescription medications by the end of the school year, the school will consult with the pharmacy that filled the prescription medication or the local health department for proper disposal of the prescription medication.
12. A new pharmacy label/container must accompany any new prescription order, change in prescription, or refill. A parent request/consent must be on file for any new prescription or change in prescription. Parent request/consent must be current for each prescription medication.

B. Other Safeguards or Circumstances

1. Even when students are determined to be capable of independently administering their own prescription medication, the student will be required to deposit the prescription medication in the designated area. However, there may be exceptions that will be documented in the student's school record.
2. When students require extensive medical and health related observations while in school or if medical/health related equipment or appliances must be monitored while the student is in school, **ADDITIONAL PROCEDURES WILL NEED TO BE ESTABLISHED.**

Liability Disclaimer

It is not the intent of the District to expand or modify the district's potential liability exposure through the development of this medication program. The district's voluntary creation of this program shall not be construed to create or assume any potential liability under any local, state, or federal law or regulation. State law provides liability protection for establishing and providing medication under a school

medication program. This protection extends to all eligible school medication providers, the District, and the Board so long as each party is acting in good faith.

The District is not responsible for determining the qualifications of healthcare providers whose signatures appear on prescriptions and other medical documentation submitted to the District by parents/guardians. The District assumes that by signing such documentation, the healthcare provider is attesting to the validity of his/her qualifications and credentials. The District will comply with healthcare providers' orders but assume no liability for their content.

Inoculations / Immunization Certificate

The parents or guardian of each child admitted to the schools shall present a certification from a licensed physician or authorized representative of the State Department of Health that the child has received or is in the process of receiving those immunizations required by law except as excepted by law.

ABSENCES

North Dakota law contains compulsory attendance requirements for students ages seven through sixteen. In order to comply with and enforce these requirements, the Board establishes the following attendance policy.

Definitions:

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

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

Unexcused absence is any absence not supported by the verbal or written excuse required for an excused absence.

For the purposes of imposing academic sanctions under Section III of this policy as authorized by NDCC 15.1-20-02.1(3):

Approved absence is an absence that the District believes is necessary and/or unavoidable and has received administrative approval. Necessary and/or unavoidable absences may be caused by illness, injury, family emergency, religious observance or instruction, suspension, participation in a school-related activity, court appearances when subpoenaed, or other reasons deemed necessary and/or unavoidable by the building principal or Superintendent. Students granted approved absences shall not be subject to the consequences contained in Section III of this policy. The Superintendent or designee shall develop criteria for requesting and granting an approved absence and shall establish make-up work requirements.

Unapproved absence is defined as an absence that does not meet the above criteria for approved absences. If a student is absent for an unapproved reason, the parent/guardian shall still be responsible for calling the principal's office to explain the absence, and the student will be subject to the consequences contained in Section III of this policy.

Documentation Requirements: School administration may require applicable documentation to verify an excused or approved absence, including, but not limited to:

1. Medical documentation from an appropriate licensed healthcare provider;
2. A copy of a court summons or subpoena;
3. An obituary for funeral leave;
4. Verification of planned or executed family travel (e.g., a boarding pass);

5. A request from an official at the student's place of worship;
6. A request for an absence due to a curricular or extracurricular event submitted by the student's teacher, coach, or extracurricular advisor.

Accumulated Unapproved Absence

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

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

Dissemination: This policy shall be published in all student handbooks and distributed to parents annually.

Wednesday and Sunday / Family night – Activities:

There will be no student activities on Wednesday or Sunday evenings for K-6 students, with the exception of Missoula Children's Theatre every two years.

Telephone Calls:

Parents are requested not to phone their children during school hours unless there is an emergency. If it becomes necessary for parents to contact their children, we would rather take a message than have the student come to the phone and miss class. Students are not allowed to call home for trivial reasons, which includes planning social events after school; these should be planned prior to the end of school with parents. We believe students need to be responsible for themselves and find they can solve problems without calling home for a parent to deliver a forgotten item in most cases. We appreciate parental support in helping children become responsible. If a student needs to call home, they may do so from the elementary principal's office or in the classroom. Please call before 8:05, after 3:10, or during an arranged time to talk to your child's teacher. Students are not allowed to have and use cell phones during school unless there is a special situation determined by classroom teacher or principal.

Physical Education Classes:

All children in the Hettinger Public Elementary School are expected to attend and take part in physical education classes unless they have a written medical excuse from their doctor. An exception may be made if your child has been sick or injured. A child may be excused from Physical Education Classes for one day only on a written excuse from their parent or guardian. All children in grades K-6 may also participate in swimming during the school year and need to come prepared with a swimming suit and towel when swimming is scheduled or they will lose PE points.

Extra Shoes

All students in grades K-6 will need a pair of tennis shoes to wear only in the gym and during PE classes that do not leave black marks on the floor. The outside shoes pick up gravel which damages the floor, so that is why we ask for a pair for gym class only. Shoes must be laced and tied during Physical Education classes to prevent injury and while walking in the halls due to our many sets of stairs.

Classrooms:

Children are assigned classrooms before the start of school in the fall. They report to their classrooms in the morning and the afternoon. During the year, you will receive most of your communications regarding general school matters from the classroom teacher. Students in grades K-2 remain in their classrooms for most subjects. Our 3-6 grade teachers may team-teach so students will have more than one teacher for core subjects. Students may be grouped for Reading and Math according to performance levels based on classroom, NWEA, and NDSA performance.

Parents

Parents are always encouraged to come into the classroom to check on their child's progress or ask the teacher a question. However, we ask that you remember that teachers usually have last minute things to do before school, so they can provide the best experience for your children during the day. Please be conscious of that when you stop by the room when dropping children off in the morning.

Classroom Parties

Classrooms will have three parties a year at Halloween, Christmas and Valentine's Day. The K-6 teachers have the students make their own snacks and do organized activities.

Lost and Found

Children are assigned a desk or table in their classrooms that they use to keep school materials together. Other children may be using their desks or tables during the day so it is important to label all personal materials. Students will also be given a place or hook to hang their clothes. Every effort will be made to return lost and found articles to the rightful owner. Personal possessions that are not necessary for school should be left at home to avoid possible loss.

Parent Teacher Conferences:

It is the intention of this school to keep each parent informed as to the progress of their children. This will be done through scheduled Parent-Teacher Conferences in the fall and early spring as well as through report cards. Additional conferences may be arranged by request of the parent, teacher or principal. Cases in which students are having difficulty in school or are failing to do the work required of them will be brought to the attention of the parent and a conference will be requested. Parents are also encouraged to request a conference if they wish. Parents for K-4 will be sent a letter notifying them of the conference time in and their preference for having their child present. Students in grades K-3 will assist the teacher with the conference and students in grades 4-6 will be active participants in the Parent-Teacher conference with their teacher. Parents may request a conference without their child present. Parents for students in grades 4-6 may have scheduled conferences.

Parent-Teacher Conferences for –2021-2022

Fall – September 21, 2023 from 3:30 – 8:30 pm.

Spring – February 29, 2024 from 3:30 - 8:30 p.m.

Curriculum Design & Evaluation

Curriculum content and performance objectives are based upon the North Dakota state standards. Standards will align with the district's mission, values, and goals.

Retention

Retention is based on many variables including at risk scores on Academics, math and reading scores, maturity level of the student, proficiency of the grade level curriculum, absenteeism, and the responsibility level of the student. Retention is never an easy recommendation for a teacher to make and a team of parent(s), teachers, principal, and sometimes the student themselves consider many variables before the decision is made to retain a student. However, sometimes it is the best decision for an individual student and allows them the time to become a successful student.

Elementary Grading Scale

The following grading scale will be used for students in grades 1-6. The proficiency levels will also be used because they are used in the North Dakota State Standards Assessment reporting to schools and parents.

A	95-100	<u>Advanced Proficiency (AP)</u>
A-	93-94.9	(90-100)
B+	90-92.9	
B	87-89.9	<u>Proficient (P)</u>
B-	83-86.9	(80-89.9)
C+	80-82.9	
C	77-79.9	<u>Partially Proficient (PP)</u>
C-	73-76.9	(70-79.9)
D+	70-72.9	
D	67-69.9	<u>Novice (N)</u>
D-	65-66.9	(0-69.9)
F	0-64.9	

Grading Scale for Grade 1 is a combination of letter grades in core subjects and proficiency scores in other areas of the curriculum.

- Advanced Proficiency AP
- Proficient P
- Partially Proficient PP
- Novice N
- No Progress NP

Kindergarten uses its own Standards Referenced Report Card and Grading

Low Grade List (Grades 4-6)

The Low Grade List is compiled weekly and runs from Monday morning to Sunday. A teacher or administrator may place students on The Low Grade List for grades or behavior. Students will be placed on the list for D- and F work or inappropriate behavior. If student is on the list for failing one subject or more they are ineligible for any extra-curricular activity that week. The list will be given to coaches for 4-6 and to the Activities Director each week. Students who are on the list two weeks or more in a row will be expected to attend the After School Program Monday-Thursday until they have improved their grades and are no longer on the Low Grade List. Those who can't attend the After School Program will need to arrange an alternative time to complete their school work. The goal is to get students off the Low Grade List and stay off the list.

SCHOOL FOODS PROGRAM

The school operates a breakfast and hot lunch program at the cafeteria. Students have a Power Lunch number that they key in when they go through for breakfast or lunch. Students paying full price are asked to keep their account in the positive by bringing money or a check when necessary to be credited to their account. This may be paid in the elementary or high school office. Make checks payable to Hettinger School Lunch. A thirty-five dollar (\$35) debt will be allowed on breakfast and lunch fees per family. After the \$35.00 limit, children will need to bring a lunch from home until the account is settled. Your child's lunch balance will be accessible on Power School for your convenience. The lunch menu is on the back of the district calendar. An extra entrée is available to students in grades 4-6 if they have a positive balance. Extra milk is available to all students with positive balances.

Breakfast Rates

Student	\$ 2.55
Adult	\$ 3.00
Milk	\$.50
Extra Entrée	\$ 1.70

Lunch Rates

Student	\$ 3.30
Adult	\$ 4.15
Milk	\$.50
Extra Entrée	\$ 1.70

The cost of the School Foods Program may be changed at any time. This will depend on what the Federal Government does concerning monies to the program and how much U.S. commodities it will furnish the schools. In some cases, families may qualify for free lunches or reduced rates, and it actually benefits the district in receiving grant monies if we have a higher percentage receiving free or reduced rates. Information regarding reduced or free meals may be obtained in the elementary principal's office. Families must reapply in the first 30 days of school yearly to qualify free and reduced meals. After 30 days they will be put on full pay status without a new application.

Sack Lunches

The school encourages students who do not go home for dinner to eat in the school cafeteria. However, if you wish to send a sack lunch with your child, you may do so. Students who bring packed lunches will eat them in the cafeteria along with their classmates and are encouraged to buy milk for \$.50 to go with their lunch. We are a peanut and tree nut free school so these items or items manufactured in a plant with them are not allowed in the lunchroom. Lunchables must be checked for peanut candy. Pop is not allowed in the lunchroom!

K-6 Milk and Snack Break

An afternoon milk and snack break is allowed for children in K-6. Both of these programs are voluntary. However, students will NOT be allowed to bring snacks into the school without special permission from the elementary principal. Students may purchase the milk and/or treat from the school on a semester basis or a full year at a time. Students may often have a choice of several healthy snacks a day. If you wish to have your child receive milk the cost is 50 cents a day for milk and 40 cents a day for a snack. Parents should pay for milk and snacks the first week of school for the 1st semester and prior to the second semester for the second semester.

Milk Prices

K-	\$35.00 1st semester
K-	\$43.00 2nd Semester/\$78.00 yr.
1-6	\$43.00 Each Semester
1-6	\$86.00 Full Year

Snack Prices

K- \$28.00 1st Semester
K- \$35.00 2nd Semester/\$63.00 yr.
1-6 \$35.00 Each Semester
1-6 \$70.00 Full Year

Students are allowed to take snack an AL cart, these will be charged to the students lunch account.

Hettinger Public School is a peanut and tree nut free school. Any item manufactured in a plant with peanuts or tree nuts will not be allowed in the school. Parents please read the labels of anything brought or sent to school.

Breakfast

Students who eat breakfast may come at 7:45 a.m. and go directly into the cafeteria. They should leave their backpacks and coats outside of the cafeteria and not go to their classrooms.

DAILY SCHEDULE

Morning

School starts for grades K-6 at 8:05 a.m. Please do not send your child to school prior to 7:55 a.m. unless they are eating breakfast or participating in Children’s Choir. Students are brought into the building at 8:05 a.m. Students will not be permitted in the classrooms prior to 8:05 a.m. Teachers need this time to prepare for the day, may be in meetings, or have a scheduled parent meeting. In cases where exceptions need to be made, please make arrangements with the elementary principal in advance. Supervision will NOT be provided outside prior to 7:50 a.m. When weather permits students will be allowed on the playground at 7:50 a.m. or they will go into the gym at 7:50 a.m.

Lunch – Leaving the School at Noon

Anyone in grades K-6 who leaves the school grounds for lunch or any other reason needs to have a note from their parent or be picked up by their parents. If someone will be going home daily one note for the year will be fine.

Lunch/Recess

Students in grades K-2 who go home to eat will be dismissed for lunch at 10:50 a.m. Lunch is from 10:55 - 11:25 and recess is from 11:30-11:55. Students in grades 3-6 who go home to eat are dismissed for lunch at 11:20. They’ll have lunch from 11:25-11:55. 4-6 recess will be from 12:00 -12:25 and 3rd grade will have recess from 12:30-12:55. If your child goes home for lunch, they can return for recess but need to check in with the teacher on duty before going outside. Students eating in school will eat in the cafeteria.

Afternoon Dismissal

Students in grades K – 2 are dismissed at 3:15 and grades 3-6 are dismissed at 3:20 p.m. Students are expected to go home immediately following dismissal, unless they are asked to stay after school by one of their teachers. All students should leave the building by 3:25 unless involved in a co-curricular or after school program. Parents who come to get their children after school should do so by 3:25. Please use the area on the street running east-west, north of the Roberts/Reinke Auditorium. The north-south street in front of the school will be blocked off by the buses until the buses leave around 3:40 p.m. for the safety of all students around the buses.

Student Visitors

It is difficult to have a visiting child in the classroom for the day, so we request that visiting student relatives or friends simply come by for a quick visit or say hello and see the Hettinger student at home.

Student Rights and Responsibilities

The School Board recognizes that students have certain rights and responsibilities under the federal and state constitutions and statutes. These rights and responsibilities are:

1. Civil rights, including the rights to equal educational opportunity and freedom from illegal discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school as required by law and to observe rules and regulations essential for permitting others to learn at school.
3. The right to due process of the law with respect to suspension, expulsion, searches and seizures, or administrative decisions, which the student believes, has injured his rights.
4. The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights.

Expectations

Students are expected to use the District Values to self-govern their attitudes, behaviors, and daily activities while at Hettinger Elementary School. This applies to classrooms, halls, riding the bus, eating in the lunchroom, recess time, and any other school related activity. Hettinger Elementary also has the goal of having students take responsibility for their school work, their behaviors, and their attitudes.

Classroom Behavior

Individual teachers will have classroom plans based on district values and goals. Students will be expected to self-govern their behaviors based upon those pillars. Teachers will conduct class meetings so students can learn to self-govern themselves.

Permission to Leave School

No student may leave the school building or school grounds after school is in session without permission from their teacher or the office. To do so constitutes skipping school. If you become ill in school, check out with your teacher or the elementary principal.

Playground Expectations

Students need to dress for cold weather, which includes a coat, hat, boots, snow pants, and gloves. Dressing appropriately is part of self-governing and being responsible. We will go outside if weather permits and this may be a shortened recess as cold as -15 degree wind chill. Recess is a privilege for students and a time to practice appropriate social skills in a less structured environment. Inappropriate social behaviors, aggression, or disrespect will not be tolerated and the privilege of the first ten minutes of recess may be removed for individual students. Students who have repeat behaviors or have a major playground offense will be removed from the playground. The first major offense, students will be off the playground for the first ten minutes of recess for 2-days, second major offense students will be off for four days, third major offense, students will be off for 8 days, and the fourth major offense students will be off for two weeks for the entire recess.

General Guidelines for Students to Follow

1. Be respectful to each other and to playground supervisor.
2. Stay on the playground unless you have permission to leave (bathroom, drinks, etc.).
3. Use the playground equipment correctly- down the slides, one person at a time on slide and students are not to climb on top of equipment, swings should be sat in only.
4. Ball games: no ball tag or dodge ball & only tag football.

5. Don't throw rocks or sticks.
6. No playing in water puddles or skating on ice in winter.
7. Be physically kind to others-never hurt someone else (No tackling, dragging, capturing).
8. Use only kind words (No teasing, taunting, harassing).
9. Do stand up for yourself and others (Tell people how you feel and you want them to stop).
10. Tell the playground supervisor, teacher, or principal when someone is being mean, hurting someone's feelings or physically hurting someone. This is bullying and it is unacceptable for our students. We are working on reducing that in our school. Tell an adult if someone is getting hurt.

Student Discipline

Principals are charged with maintaining adequate discipline in the school. All employees of the district should aid in the discipline in schools. Teachers are expected to assume responsibility for the discipline of students in individual classrooms as well as monitoring discipline throughout the building.

Core Beliefs

1. Every attempt will be made to maintain the dignity and self-respect of the student and teacher.
2. Problems are opportunities for students to problem solve, learn, and grow and that students should be guided to learn new behaviors.
3. Students should be responsible for solving their own problems and guided to make decisions and live with logical consequences.
4. Students should have some control over their lives and be given choices whenever possible.
5. Breaking the rules may mean lost privileges.
6. Students have the right to tell their side of the story and request a private conference if they disagree with the consequences.
7. Criminal activity will be reported to the authorities when it is deliberately harmful and/or reoccurring.

Appropriate Dress Guidelines for a Learning Environment

1. No sandals or open-ended shoes on playground to prevent woodchip injuries.
2. Shorts, dresses, & skirts should be no shorter than mid-thigh.
3. Tops should cover the front, back, and midriff area.
4. Tops should be long enough and/or pants high enough so that students can sit on the floor without showing backsides.
5. Slogans should not be offensive or advertise drugs, alcohol, or be of a sexual nature.
6. Slogans, jewelry, or symbols that identify one as a member of a "gang" is prohibited.

Students who are dressed improperly may need to call home for proper clothing.

Bus Conduct/Safety

Students are asked to conduct themselves in a mannerly fashion. The driver is in full charge of the bus and students riding in it. Students are expected to comply promptly, cheerfully, and fully with the driver's requests. Students who don't comply will be reported to the building principal or superintendent. Parents will be informed of the misconduct and work with the bus driver to correct the behavior. Students who have repeated and serious misbehaviors may have their riding privileges suspended for a week or two and even indefinitely. The suspension shall not exceed the balance of the school year. Parents are then responsible for seeing that their child gets to and from school. All students riding buses during the winter months shall dress properly to protect themselves from extreme weather. Proper clothing includes a hat, winter coat, gloves and boots. No glass containers or suckers are allowed on the bus, this is for the safety of your child. Students need to wait outside the bus until the driver boards the bus. Anytime a child is going somewhere other than their usual destination, the parent should send a note with them in the morning. No child will be permitted on a bus they don't usually ride without a note from their parents. Children without a note will be sent to their usual destination after school. A teacher, principal, or secretary may write a note if they have received a phone call from the child's parent.

Weapons

Students should not knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in the school building, on school grounds, in a school bus, or any school sponsored activity. Weapons include but are not limited to any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles, or artificial knuckles of any kind or any object than can reasonably be considered a weapon or dangerous instrument. Violation of this policy will result in disciplinary action. All weapons will be taken and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration. Violation of this policy could result in suspension or expulsion.

Definitions

Firearm is defined in accordance with 18 U.S.C. 921.

Weapon includes, but is not limited to any knife, razor, ice pick, explosive, smoke bomb, incendiary device, firearm, slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon, dangerous instrument, or look-alike.

Prohibitions

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous objects or look-a-likes, in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity.

Disciplinary Consequences

Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Bringing a weapon other than a firearm to school will require that proceedings for the suspension for up to 10 days and/or expulsion for up to 12 months be initiated immediately in accordance with the district's suspension and expulsion policy.

Bringing a firearm to school will require that the District immediately initiate proceedings for the expulsion of the student involved for a minimum of one calendar year in accordance with the district's suspension and expulsion policy. The Superintendent may modify the length of a firearms-related expulsion on a case-by-case basis based on the following criteria:

- The totality of the circumstances, including the severity of the incident and the degree of endangerment of other students and staff.
- The age and grade level of the student.
- The prior disciplinary history of the student being expelled.
- Relevant factors which contributed to the student's decision to possess a firearm in violation of this policy.
- The severity of prior acts resulting in suspension or expulsion.
- Whether the optional provision of educational services in an alternative setting is a viable alternative to modifying the duration of the expulsion.
- Input, if any, provided by licensed professionals (psychologists, psychiatrists, counselors) as to whether the expelled student would place himself/herself or others at risk by returning to the school prior to the expiration of the expulsion period.

Parents will be notified and all weapons, dangerous objects, or look-a-likes will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration. Firearms will be confiscated and turned over to law enforcement.

Special Education Students

A student who is defined as having a disability under the Individuals with Disabilities Education Act (IDEA) who has brought a weapon to school shall be handled in accordance with IDEA regulations. The District shall make manifestation determinations, disciplinary decisions, and placement decisions of such students in accordance with IDEA regulations.

Non-applicable Provisions

This policy does not apply to students enrolled and participating in a school-sponsored shooting sport, provided that the student informs the school principal of the student's participation and the student complies with all requirements set by the principal regarding the safe handling and storage of the firearm. The principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display will be exempt from this policy.

NONDISCRIMINATION AND ANTI-HARASSMENT POLICY

General Prohibitions

The Hettinger School District is committed to maintaining a learning and working environment free from discrimination and harassment in all educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student's, parent's, guardian's, race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law.

It is a violation of this policy for any district student, parent, guardian, employee, or third party to discriminate or harass against another district student, based on any status protected by law, if the conduct occurred within the context of an education program or activity, or if the conduct had a continuing effect in the educational setting of a program or activity occurring on or off school district property. The District will not tolerate discrimination or harassment of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any individual affiliated with another who is protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

The District shall promptly investigate any discrimination, harassment, or retaliation complaint and act on findings as appropriate, which may include disciplinary measures such as termination of employment or expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process. The District will take steps to prevent recurrence of discrimination, harassment, or retaliation and remedy discriminatory effects on the complainant and others, if appropriate.

Definitions

Complainant is the individual filing the complaint. If the complainant is not the victim of the alleged discrimination and/or harassment, the victim must be afforded the same rights as the complainant under this policy and regulation AAC-BR.

Disability is defined in accordance with NDCC 14-02.4-02 (5).

Discrimination means failure to treat an individual, equally due to a protected status. Protected status is defined in applicable state (NDCC 14-02.4-02 (6)) and federal laws.

Employee is defined in accordance with NDCC 14-02.4-02 (7).

Harassment is a specific type of discrimination based on a protected status. It occurs under the following conditions:

For students: When the conduct is sufficiently severe, persistent, or pervasive so as to limit the student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.

Section 504 (Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794) is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education.

Sexual harassment is a form of harassment based on sex or gender identity. It is defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature when:

- It is quid pro quo, meaning submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students (e.g., receiving a grade).
- It creates a hostile environment, meaning unwelcome sexual conduct or communication that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the school's program(s). For employees, a hostile environment is created when submission to unwelcome sexual conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.

Sexual harassment examples include:

- Sexual or "dirty" jokes;
- Sexual advances;
- Pressure for sexual favors;
- Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
- Displaying or distributing of sexually explicit drawings, pictures, and written materials;
- Graffiti of a sexual nature;
- Sexual gestures;
- Touching oneself sexually or talking about one's sexual activity in front of others;
- Spreading rumors about or rating other's sexual activity or performance;
- Remarks about an individual's sexual orientation; and
- Sexual violence, including rape, sexual battery, sexual abuse, and sexual coercion;

Title II of the Americans with Disabilities Act extends the prohibition on discrimination established by Section 504 to all services, programs, and activities of State and local government entities.

Title IX is a federal law that protects people from discrimination, based on sex, in education programs or activities that receive federal financial assistance.

Complaint Filing Procedure: The Board shall create an informal and formal discrimination and harassment complaint filing procedure in board regulations coded AAC-BR. The procedure provides for an impartial investigation free of conflicts of interest. Nothing in this policy or in the discrimination and harassment grievance procedure prevents an individual from pursuing redress through state and/or federal law.

Confidentiality: An individual wishing to file an anonymous discrimination and/or harassment complaint must be advised that confidentiality may limit the district's ability to fully respond to the complaint and that retaliation is prohibited. The appropriate grievance coordinator (Title IX, 504/Title II, or Nondiscrimination) shall perform a confidentiality analysis to determine when a request for confidentiality cannot be honored due to safety reasons or the district's obligation to maintain a nondiscriminatory educational environment. The complainant must be notified in writing of the confidentiality analysis outcome. A discrimination or harassment investigation report is subject to the open records law after 60 days or when the investigation is complete (whichever comes first), with limited exceptions such as when the record is protected by FERPA.

Complaint Recipients: If any District employee receives a discrimination or harassment complaint, the employee shall forward it to the appropriate grievance coordinator. All District employees must receive training on their reporting duties.

Policy Training and Dissemination: The Board authorizes the Superintendent to develop discrimination and harassment awareness training for students and employees. In addition, the Superintendent shall display this policy

and complementary grievance procedures in a prominent place in each district building and publish it in student and employee handbooks.

Grievance Coordinators

The Title IX Coordinator's responsibilities include overseeing the District's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. The Title IX Coordinator must have knowledge of the requirements of Title IX, of the District's policies and procedures on sex discrimination, and of all complaints raising Title IX issues throughout the District. To accomplish this, the Title IX Coordinator must be informed of any report or complaint raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates Superintendent, as the Title IX Coordinator. He/She may be contacted at: 209 8th St S. Hettinger, ND 58639 or (701) 567-5315.

The 504/Title II Coordinator's responsibilities include overseeing the District's response to disability discrimination reports and complaints. The 504/Title II Coordinator must have knowledge of the requirements of Section 504 and Title II, of the district's policies and procedures on disability discrimination, and of all complaints raising Section 504/Title II issues throughout the District. To accomplish this, the 504/Title II Coordinator must be informed of any report or complaint raising Section 504/Title II issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Board designates Secondary Principal as the 504/Title II Coordinator. He/She may be contacted at 209 8th St S. Hettinger, ND 58639 or (701) 567-4502.

The Nondiscrimination Coordinator's core responsibilities include overseeing the District's response to discrimination and harassment reports and complaints that do not include sex or disability, but instead the other protected statuses. The Board designates the Superintendent as the Nondiscrimination Coordinator. He/She may be contacted at 209 8th St S. Hettinger, ND 58639 or (701) 567-5315.

The Title IX, 504/Title II, and Nondiscrimination Coordinators, and any other school official responsible for the investigation of discrimination complaints, shall receive training. This training must include (1) the definition of discrimination, harassment, and retaliation; (2) the handling of complaints under the Discrimination and Harassment Grievance Procedure (AAC-BR); and (3) the applicability of confidentiality requirements.

BULLYING POLICY

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:

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

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

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

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

Prohibitions: While 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, staff member or school volunteer may not:

- Engage in bullying;
- Engage in reprisal or retaliation against:
- A victim of bullying;
- An individual who witnesses an alleged act of bullying;
- An individual who reports an alleged act of bullying; or
- An individual who provides information/participates in an investigation about an alleged act of bullying.
- 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

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.

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:

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.

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.

File an oral report with any school staff member.

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

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

Documentation & Retention:

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

- Initiate a report of an alleged violation of this policy; or

- Receive an oral report of an alleged violation of this policy.

The form should be completed by an administrator when s/he:

- Initiates a report of an alleged violation of this policy; or

- 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—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:

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*).

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.

Interviews with any identified witnesses.

A review of any mitigating or extenuating circumstances.

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 the 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:

Require the student to attend detention;

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;

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;

Create a behavioral adjustment plan;

Refer the student to a school counselor;

Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;

If applicable, contact the administrator of the website on which the bullying occurred to report it.

Loss of computer privileges in school.

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:

- Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
- 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.
- Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
- Referral to counseling services for the victim and perpetrator.
- 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.

EXTRACURRICULAR PARTICIPATION REQUIREMENTS

Philosophy

The Board believes that participation in extracurricular activities constitutes a privilege and not a right. Students who participate in extracurricular activities represent the student body, school district, and community on the state and national level. As such, behavior of these students is a reflection on the entire community.

The District will enforce the requirements placed on extracurricular participants by North Dakota law and the North Dakota High School Activities Association (NDHSAA), which govern both on- and off- campus behavior. In addition, the Board has established the following extracurricular participation requirements.

Activities Affected by this Policy: Activities affected by this policy shall include extracurricular activities as listed in the student handbook, including those not sponsored by NDHSAA.

Tobacco, Alcohol & Other Drug Use: In addition to the tobacco, alcohol, and other drug prohibitions contained in NDHSAA bylaws, the District prohibits student presence at a gathering where alcohol, tobacco, or a controlled substance is being illegally used. Student presence at such a gathering will be regarded as possession. The {building principal} {Superintendent} will take into consideration whether or not the student was at a gathering where the student had knowledge that alcohol, tobacco, or a controlled substance was being illegally used, and whether or not the student had a reasonable opportunity to remove him/herself from said location. The disciplinary consequences for violating this rule shall be suspension from extracurricular participation for the same duration as prescribed for tobacco, alcohol, and other drug possession by NDHSAA bylaws.

Academics

- NDHSAA requires that local districts establish a definition of what constitutes a failing grade. For the purposes of this policy, a failing grade is defined as receiving an F in any curricular course as computed from the beginning of the semester for regular education students or, in the case of special education students, not meeting the goals of Individual Education Programs as assessed from the beginning of the semester.
- In addition to NDHSAA academic standards, the Hettinger School District also requires that no student may participate in a contest if he or she is failing more than one class as computed from the beginning of the semester.

Violation of Other Misconduct Policies: Students who violate student conduct policies not covered by NDHSAA bylaws may be subject to suspension from extracurricular activities for a period of six consecutive weeks for the first

offense and a period of eighteen weeks for any subsequent offense(s) if occurring within eighteen weeks of the previous offense. Such consequences shall be imposed in addition to other disciplinary consequences imposed under the applicable policy.

Suspension Procedure: When the principal or Superintendent, as a result of his/her investigation, concludes that a violation of this policy or NDHSAA bylaws has occurred, s/he shall issue notice to the student of this suspension.

Practice and Travel while Suspended

Students who are under suspension are encouraged to practice and travel with their respective teams. However, suspended students will not be allowed to miss school time to travel with the team.

Period of Enforcement: This policy shall be in effect 12 months per year, including those days and months when school and extracurricular activities are not in session. It shall be in effect for all extracurricular activities including those of junior high students.]

Accumulation of Violations: A student's record of violations of this policy shall be cumulative commencing with promotion from grade eight to grade nine and concluding upon his/her graduation or completion of any school-sponsored activity extending beyond graduation (e.g., state track meet).]

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

Violent and Aggressive Behavior

Violent or aggressive behavior will not be tolerated.

Searches of Students

Since ownership and control of lockers is retained by the School District, access to all lockers is a legal right of school officials whose responsibility is to protect the health, safety, and welfare of all students enrolled. If the principal has a reasonable suspicion that a locker contains objects or substances in violation of school rules or which may detrimental to the health, safety, or welfare of all students enrolled, the principal may initiate a search of the locker. The principal will contact the student and inspect the locker in the presence of the student if at all possible. If the student can't be located or they refuse to open the locker and an emergency is deemed to exist, the principal may open and inspect the locker in the presence of another adult. The superintendent will be notified that a search was conducted.

SUSPENSION & EXPULSION

Definitions: This policy defines the following

School property means all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by the school district, and the site of any school-sponsored event or activity.

Suspension includes in-school suspension from classes and out-of-school exclusion from classes, school property, and activities.

Dangerous weapon as defined by NDCC 62.1-01-01

Firearm as defined by NDCC 62.1-01-01

Suspension/Expulsion Authority

- The Board hereby delegates to the Superintendent and each principal the authority to deal with disciplinary problems in their school, including suspension and recommendation for expulsion of a student. Suspension shall not be imposed beyond the maximum duration permitted by law.
- The Board designates Superintendent to serve as the hearing officer for expulsion hearings unless not qualified to serve as defined in board regulations. In such cases, the Board shall appoint an alternative hearing officer.
- The hearing officer may expel a student for conduct that violates this policy, after providing notice and a hearing, as set forth in board regulations. When the hearing officer is someone other than the Hettinger Public School District Board, the student may seek a review of the hearing officer's expulsion decision by the Board based on the record of the hearing.
- Expulsion shall not be imposed beyond the maximum duration permitted by law.

Conduct Subject to Suspension/Expulsion: Conduct, including but not limited to the following, exhibited while on school property, during a school-sponsored activity, or during a school-related activity is subject to suspension or expulsion:

- Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;
- Causing or attempting to cause damage to private property or stealing or attempting to steal private property;
- Causing or attempting to cause physical injury to another individual, except in self-defense;
- Possessing or transmitting on school property a firearm, dangerous weapon, or any object that is used, attempted to be used, or threatened to be used to intimidate or cause bodily harm.;
- Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
- Disobedience or defiance of proper authority;
- Behavior that is detrimental to the welfare, safety, or morals of other students;
- Truancy;
- Offensive and vulgar language when it is obscene, defamatory, or insightful to violence and disruptive of the educational process;
- Threats of violence, bomb threats, or threats of injury to individuals or property;
- Student behavior that is detrimental or disruptive to the educational process, as determined by the principal.

Information regarding the conduct subject to suspension or expulsion must be posted in a prominent place in each school and must be published in student handbooks.

Suspension or Expulsion of Students with Disabilities

- Suspension or expulsion of students with disabilities must comply with the provisions of the Individuals with Disabilities Education Act.
- The District is not required to refer a regular education student who has been suspended or expelled for violation of school rules and/or district policy for special education assessment and evaluation to determine if such a student might have a disability. A suspended regular education student is not entitled to the reinstatement of school privileges pending any assessment and evaluation that is to be made during the term of the student's suspension.

CONCUSSION MANAGEMENT

The District shall comply with the concussion management program requirements contained in law (NDCC 15.1-18.2). The District has placed concussion signs and symptoms; removal from practice, training, and/or game requirements; return to play requirements, and staff, student, and parental training requirements in administrative regulations (FCAF-AR). These regulations shall be published in staff and student handbooks.

The Board has also established the following definitions and requirements for the purpose of implementing the concussion management program law.

Definitions: Law requires that all school-sponsored and sanctioned athletic training, practices, and games be governed by a concussion management program. The District has developed the following definitions for purposes of determining what constitutes athletic sponsorship and sanctioning:

School-sanctioned athletic activity is a sport that:

- Is not part of the district's curricular or extracurricular program;
- Is established by a sponsor to serve in the absence of a district program;
- Receives district support in multiple ways (i.e., not school facility use alone);
- Requires participating students to regularly practice or train and compete.
- 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 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, train, and compete.

Removal Decisions

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

The Athletic Director shall make this determination, and the Athletic Director shall ensure that such designees are aware of this responsibility and have undergone appropriate training in accordance with law before commencing duties.

Law also authorizes licensed, registered, or certified healthcare providers whose scope of practice includes recognition of concussion signs and symptoms to make removal decisions. The Athletic Director may consult with are medical personnel to determine who has such credentials and who would be willing to assist in this regard. The District must compile a list of such individuals, which may be provided to all coaches. This measure in no way guarantees that a healthcare provider trained and credentialed in accordance with law will be present at athletic training, practices, and/or events nor shall the voluntary creation of this safety precaution be construed to create or assume any potential liability under local, state, or federal law or regulation.

High school students and minors who serve as coaches or officials are encouraged to work with an adult who has removal from play authority prior to removing a student from play.

If two or more individuals with removal-from-play authority disagree on whether or not a student must be removed, the determination must be made in the interest of the student's safety, meaning that the student shall be required to sit out and comply with return-to-play requirements contained in law.

Return to Play: The Board designates the Athletic Director to receive return-to-play documentation from a healthcare provider. This designee shall review the documentation, determine if the healthcare provider has placed any conditions on return to play, contact the healthcare provider for any necessary clarification on the authorization document, and communicate such information to applicable coach(es) and assistant coach(es). This designee shall also file return-to-play authorization documents in the student's educational record. This documentation must be retained for seven years after the student's enrollment or six years after a student turns 18, whichever is later.

STUDENT ALCOHOL & OTHER DRUG USE/ABUSE

Philosophy: The Hettinger School District shall strive to provide a learning environment that is safe, drug free, and conducive to learning. This policy is designed to help eradicate the influence of drugs and alcohol within the school environment, promote awareness and health, and protect students in the school environment by imposing consequences for drug and alcohol related violations.

Definitions: This policy defines the following:

Alcohol – See Prohibited Substances.

Drug – See Prohibited Substances.

Possession shall mean:

- Actual physical possession of the alcohol or drug while on school property;
- Use or consumption of the alcohol or drug while on school property;
- In the student's locker, car, handbag, backpack, or other belongings while on school property; or
- Appearance by a student on school property after having consumed or ingested alcohol or a drug that is noticeable by breath odor, speech alterations, unsteadiness of gait or posture, or like symptoms of chemical intoxication.

Use shall mean that a student is reasonably known to have ingested, injected, inhaled or otherwise taken into the body a prohibited substance, or is reasonably found to be under the influence of such a substance.

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

Prohibited Substances: Prohibited substances include, but are not limited to:

Alcohol, powdered alcohol, or any alcoholic beverage as defined in NDCC 5-01-01;

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 depressant, and all other illicit drugs;

- Any glue, aerosol paint, or any other chemical substance used for inhalation;
- 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 medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants, sports or muscle-building supplements, and sleeping pills not administered and/or taken with appropriate consent and authorization from parents, school administration, and, if applicable, a health care provider.

Prohibited Activities: It shall be against school policy for any student to:

- Sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or sell, deliver, or give, or attempt to sell, deliver, or give to any person substances the student represents or believes to be a substance(s) listed in this policy.
- Possess, procure, purchase, or receive, or to 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.
- Be under the influence of (legal intoxication not required), use, consume, or attempt to use or consume 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.
- Knowingly or intentionally aiding or abetting in any of the above activities.

This policy applies to any student who is on school property, or whose off-campus conduct is reasonably predicted to substantially disrupt the operations of the District, district safety, or welfare of students or employees.

Reporting Violations: A student or staff member that has reason to believe that a student has violated this policy shall notify a school official (i.e., a teacher or administrator if the reporter is a student; a school administrator if the reporter is a district staff member). Except in limited circumstances under law,¹ a teacher is required to report known or suspected violations of this policy to the school principal or Superintendent.

Violation: When a principal/Superintendent has reasonable suspicion that a student has violated this policy, they may search the student in accordance with the district’s policy on searches of students’ person or personal property.

As part of this search, the principal or Superintendent may require the student to submit to a drug/alcohol test if:

- The principal and/or Superintendent has reasonable suspicion that the student is under the influence of drugs/alcohol.
- The mandatory drug/alcohol test is reasonable at inception based on criteria established by the Board and not excessively intrusive in light of the age and sex of the student.
- All drug/alcohol testing shall be performed in accordance with federal law on Transportation Workplace Drug Testing. This language in no way authorizes random drug testing in district schools as part of the curricular program.

Disciplinary sanctions will be imposed on, and additional actions may be taken (as listed below) in response to, any violation of this policy. These sanctions may include suspension or expulsion, intervention (as described below), and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities.

Intervention: It is acknowledged 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 that may affect the student’s ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. The Superintendent shall develop a procedure for chemical dependency identification and referral for treatment.

Referral for treatment shall be a constructive not punitive action; however, use of the treatment program shall not override or prohibit the District from taking disciplinary action for violations of this policy.

The school will make a reasonable effort to cooperate with a therapy program if one is recommended for the student. The Board believes that if a student is involved in a chemical dependency program and is successfully addressing their harmful involvement with chemicals, they may be allowed to continue in the regular school setting

and continue to participate in any extracurricular program unless participation is in conflict with rules and regulations set forth by the Board, the [North Dakota High School Activities Association](#), and/or the student has been suspended or expelled as a result of a district policy violation.

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.

Confidentiality: The District shall maintain the confidentiality of students referred for counseling and chemical dependency treatment in accordance with the district's policy on counseling records and other applicable law.

Education:

- The District will teach about drugs and alcohol in an age appropriate developmentally based education and prevention program in every grade in accordance with law. This program will include information about drug and alcohol counseling and rehabilitation programs available to the students.
- In addition, the District will conduct staff orientation and training on drug and alcohol prevention, including a periodic overview of this policy and its procedures for implementation. The District will also provide parent and community education on the topic of drug and alcohol prevention.

Policy Implementation

- Student handbooks shall contain a statement of sanctions required concerning the possession, use, or distribution of drugs and/or alcohol.
- The Hettinger School District will review this policy and its implementation periodically to ensure that disciplinary sanctions are consistently applied and to determine the effectiveness of the program for the prevention of alcohol and other drug use/abuse.
- Each building administrator and/or department manager will annually conduct in service training sessions for school district employees, which will include a review of this policy and procedures for implementation thereof. In the event an employee is unable to attend such in service sessions, the administrator will cause this policy to be individually reviewed with such employee.
- The building administrator and/or department manager will maintain a list of all employees with whom this policy has been reviewed, whether individually or through in-service training, along with the dates of such review or training.
- 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. Students, employees and parents will be given a copy of the standards of conduct and the statement of sanctions required concerning the possession, use or distribution of illicit drugs and alcohol. Compliance with these standards of conduct is mandatory. The handbook will include a form for parents to sign and return indicating that the information in the handbook has been received and read by the student and the parents. Each principal will maintain a file of returned forms.

NORTH DAKOTA'S COMPREHENSIVE MODEL SCHOOL POLICY FOR TOBACCO USE

Definitions

For purposes of this policy:

Electronic smoking device means any device that can be used to deliver aerosolized or vaporized nicotine to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen or e-hookah.

Possession of Tobacco Products means:

- a. Actual physical possession of the tobacco product while on school property;

- b. Use or consumption of the tobacco product while on school property;
- c. Tobacco product located in the student’s locker, car, handbag, backpack, or other belongings while on school property; or
- d. Appearance by a student on school property after having consumed or ingested the tobacco product that is noticeable by breath odor.

Smoking means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco, nicotine, or plant product intended for inhalation, including hookah and marijuana, whether natural or synthetic. “Smoking” also includes the use of an electronic smoking device. This excludes any FDA-approved nicotine replacement therapy.

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

Smokeless tobacco means any snuff or chewing tobacco.

Tobacco product means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also includes any electronic smoking device.

Tobacco use means smoking and the heating, inhaling, chewing, absorbing, dissolving or ingesting any tobacco product.

Rationale for Regulating Possession & Use

The health hazards of tobacco use have been well established. This policy is established to:

- 1. Reduce the high incidence of tobacco use in North Dakota.
- 2. Protect the health and safety of all students, employees, and the general public.
- 3. Set a non-tobacco-use example by adults.
- 4. Assist in complying with smoking restrictions in state and federal law (NDCC 23-12-10 and 20 U.S.C. 7973).

Tobacco use is the leading cause of preventable death and disability in North Dakota. To support and model a healthy lifestyle for our students, the Hettinger Public School Board establishes the following tobacco-free policy.

Use & Possession Prohibitions

- 1. **Students:** Possession and/or use of tobacco products by students on school property is prohibited at all times.
- 2. **Staff/Visitors:** The use of tobacco products by all school employees and visitors on school property is prohibited.

This policy includes all events on school property that are not sponsored by, or associated with, the school at all times.

- 3. **Additional:** The District will not allow advertising of tobacco products on school property or in any school publications. This includes clothing that advertises tobacco products.

The District will not accept any gifts (such as curriculum, book covers, speakers, etc.) or funds from the tobacco industry.

Communicating to Students, Staff, & Public

This policy will be printed in employee and student handbooks. The District shall comply with all smoking prohibition posting requirements in NDCC 23-12-10.4 and post such notices in other highly visible places in all district schools

and property, such as, but not limited to: school playgrounds, athletic fields and school-sponsored events (on district property). Parents will be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy communitywide.

Responsibility for Violations

All individuals on the district's premises share in the responsibility for adhering to and enforcing this policy. The Superintendent shall develop regulations for the enforcement and implementation of this policy.

Tobacco Cessation Services

Individuals requesting assistance with tobacco cessation services will be referred to NDQuits, the North Dakota Department of Health multi-media tobacco cessation program. This is a free cessation service provided to citizens of North Dakota.

Collection and Maintenance of Student Education Records

Student records are an essential part of the educational process. The school maintains information that is required by law, helpful in meeting our educational goals, and helps to promote student welfare. Hettinger Public School complies with the required components of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA) when collecting, maintaining, allowing access to, disseminating, and disposing of student educational records. The principal is responsible for record maintenance and access within their building.

Emergencies/Emergency Closure

School will be dismissed for students if an emergency occurs. Examples of an emergency include but are not limited to: 1) severe weather 2) building emergency or 3) crisis of another origin.

Family notification will be done by: 1) local radio announcement and 2) parents will be notified by the Power School Alert system which will call a designated phone which the parent selects on the system at the start of the school year. Parents or caregiver of elementary students are asked to come into school to pick-up students for an early dismissal unless they are with an older sibling or riding the bus.

Emergency Building Dismissal

Teachers will be in charge of dismissing their students according to procedures. Students are charged with listening to instructions provided by their teacher. Any students that may be unaccompanied at the time of a building dismissal are instructed to find the nearest teacher for instructions on dismissal.

Educational Research & Surveys of Students

Students may be surveyed to determine the need for educational services, potential enrollment, and student attitudes regarding a subject to be covered. Board approval and parental consent must be given for any other reason students are surveyed. Parents have the right to inspect the survey to be given.

Prayer During School

Students may pray during non-instructional time; before school, after school, during lunch and recess or when not doing school activities if they choose to.

Equal Educational Opportunities

The Hettinger School District is committed to a policy of equal opportunity for all employees and students. Discrimination on the basis of sex, race, creed, marital status, age, disability, national origin, or color is prohibited.

Parental Involvement

Hettinger Public School will implement the statutory requirements for parental involvement for Title I programs. This plan includes participation of all eligible students based upon the eligibility requirements that have been

established. Parents will be invited to participate in meaningful two-way communication involving student academic learning. Parents will be provided materials and training to help work with their children at home, parent programs will be coordinated when appropriate and Title I information will be shared with parents in writing and at parent meetings. Parents will be asked for input on how to break down barriers to greater parent participation in academic learning.

Title Programs Dispute Resolution Procedure

Persons wishing to file a complaint about any Federal Title Program should start with a written complaint e-mailed or mailed to the superintendent at the following address:

Hettinger Public School
209 8th Street South
Hettinger, ND 58639-1188

The complaint must include the following items: The date, the name of the individual the complaint is against, the name, address, and phone number of person making the complaint, a detailed description of the complaint including specific facts, and the signature of the person making the complaint. The superintendent shall investigate the complaint and provide the individual with a written response within 30 calendar days.

If the complainant is dissatisfied with the response, a complaint may be submitted in writing or e-mail to the Title Program Director at the following address with the requirements listed above plus the school district the complaint is filed against.

Federal Title Program
North Dakota Department of Public Instruction
600 E. Boulevard Ave., Dept. 201
Bismarck, ND 58505—0440

When a written complaint is filed, the Title director will investigate and issue a written response within 60 calendar days from the date the complaint is received. Once the response is received the person making the complaint may submit a reconsideration in writing to the State Superintendent within 30 days of the date of the director's response. Once that response is received the person may submit a reconsideration in writing to the Secretary of Education. The appropriate addresses for those reconsideration requests are:

State Superintendent
North Dakota Dept. of Public Instruction
600 E. Boulevard Ave., Dept. 201
Bismarck, ND 58505-0440

Secretary of Education
U.S. Dept. of Education
555 New Jersey Avenue NW
Washington, D.C. 20208

Health Curriculum

Students in grades K-6 will receive instruction in Health with the objective to inform them about drugs, alcohol, and other harmful substances. The Health Curriculum will also contain information about significant contagious diseases. The focus in K-6 will be awareness and prevention.

Changing Program

Students in grades 5 and 6 will participate in the Changing Program in the spring to learn about the changes in their bodies due to puberty. Parents will be provided an opportunity to view the material in advance and given the chance to request in writing that their child not attend.

WELLNESS PLAN

In an effort to ensure the over-all wellbeing of students the Hettinger Public School District has adopted the following seven-point wellness policy:

- Setting Nutrition Education Goals: with the goal of influencing students' eating behaviors by having consistent sound nutrition practices taught in the classroom and implemented throughout the school.
- Setting Physical Activity Goals: to provide K-6 students with 125 minutes of Physical education weekly and at least 10 minutes of recess time or activity during recess time daily with the exception of a major discipline offense then they may be removed totally for the entire recess. They may also be kept in for the entire recess so the teacher can help them catch up if they have been absent. All students will have scheduled exercise breaks during the day when they will get up and move for one minute. The intent is that students develop and maintain physical fitness.
- Set Goals for Other School-Based Activities to Promote Wellness: by creating an environment that provides consistent wellness messages and is conducive to healthy eating and being physically active. The goal is also to discourage an excess of sedentary activities.
- Setting Nutrition Guidelines for All Foods and Beverages Available at School: by focusing on increasing nutrient density, decreasing fat and added sugars, and moderating portion size. The food service will offer a healthy snack to K-8 students at the cost of 40 cents a day.
- Assurances for Reimbursable School Meals: Hettinger Public School will continue to meet the regulations and guidance set by the Child Nutrition Program.
- Plan for Measuring Implementation: meaning that Hettinger Public School is committed to support this Wellness Plan by developing a baseline assessment and then doing an annual assessment of progress.
- Community Involvement: including parents, instructional staff, students, school food service, school board, administration, and the general public were involved in developing this plan.

Illness

When a child becomes ill at school, the parent(s) will be notified and asked to pick their child up. If the parent can't be reached the emergency contact given to the school will be contacted. Any child having a contagious or infectious disease shall be sent home from school and not readmitted without a physician's written statement that the child is free from contagion. The local health authorities and local medical authorities may be notified if an illness has an unusual nature. We request that parents notify the school when they know their child has a contagious or infectious disease.

Please call the school when your child is ill or going to be absent.

Injury during school activities or during recess

All accidents at school or during school activities, which involve an injury, will be reported to the principal's office by the supervisor as soon as possible after the incident. In the event of an injury, the supervisor will administer first aid. If the injury is serious, the parent(s) will be notified or the person listed for emergencies by the parent. If the school is unable to contact someone, an ambulance will be called or a school official will transport the student to the closest medical facility.

Animals

Students may not bring animals to school because of health concerns with student allergies to animals, diseases carried by animals and possible accidents with frightened animals.

Special Medication or Health Conditions

If your child requires medication during the school day or has a specific health condition that requires particular care, we request that you inform both their teacher and the elementary school principal. We must have this information if we are to react promptly should an emergency occur.

Reporting to Human Services Board

Any teacher, administrator, or counselor who has knowledge or reasonable cause to suspect a child is abused or neglected is obligated under Century Codes NDCC 50-25.1-03 to report their suspicion to the Human Services Board or be penalized under Century Code NDCC 50-25.1-13.

Patron Complaints

Constructive criticism is welcomed by the Hettinger School District when it is motivated by a sincere desire to improve the quality of the educational program or help the school personnel do their jobs more effectively. The Board has confidence in its professional staff and desires to support their actions so they are free from unnecessary, spiteful, or negative criticism. Therefore, when a complaint is made directly to the Board as a whole or to a board member as an individual, it will promptly be referred to the school administration for study and possible solution. Anonymous complaints provide no avenue for response or redress of the complaint so an unsigned complaint will not be read or acted upon by an individual board member of the Board. The administration will investigate every anonymous complaint. Complaints should be directed through proper channels and will be resolved at the lowest possible level of authority. If resolution of the problem doesn't occur the party is encouraged to refer the matter to the Superintendent for his review. The following is the proper line of authority for patrons to follow and all complaints must be in writing on the form from any office.

Problems Concerning a Principal

1. Principal
2. Superintendent
3. School Board

Problems Concerning a Teacher

1. Teacher
2. Principal
3. Superintendent
4. School Board

Problems Concerning Staff

1. Staff
2. Principal
3. Superintendent
4. School Board

Problems Concerning Child

1. Teacher
2. Principal
3. Superintendent
4. School Board

Problems Concerning Advisor or Coach

1. Advisor or Coach
2. Activity Director
3. Superintendent
4. School Board

SWIFT K12 TEXT/EMAIL ALERTS

Dear Parent(s) and Guardian(s),

Our notification system called **SwiftK12**. This notification system is loaded with new features that will make it easier for us to keep in contact with your family. To guarantee the notification system is used efficiently, we will need to confirm your contact information is accurate and up-to-date at all times.

SwiftK12 allows our school to send messages using phone, email and SMS text messaging. Phone calls will be sent with 701-264-5059 as the caller ID number. You may want to add this phone number to your address book to help you recognize incoming calls from the school easily. Text messages will be sent from 995-38. Please note you will not be able to reply to text messages sent from the school.

SwiftK12 is integrated with the existing PowerSchool Parent Portal. If you log-on to the Parent Portal (we suggest you log-on using Chrome or Firefox) you will see a link called **SwiftReach SwiftK12** on the left navigation pane under **Alerting**.

You will be able to see all the contact information our school has listed for you by clicking on the **Contact Information** button in the top navigation.

Within the Alert Preferences section of the Parent Portal, you will be able to choose your communication preferences based on message category, such as School Closures or Attendance, as well as message type (email, voice and/or text message) by placing a checkmark into the aligned contact fields. You may opt-out of any message category **except for Emergency Messages**.

SwiftK12

Home Contact Information **Alert Preferences**

RSS Feed

Documents & Files

Date	Name	Description
12/12/2016		

Note: Setting up your parent preferences is your responsibility. You will receive messages to every contact field shown in Alert Preferences until updated in the parent portal. Tolls and charges associated with receipt of messages from the school are your responsibility and not the responsibility of the school. Please be sure to set your unique preferences if there are any numbers or addresses to which you do not like to be contacted. *All phone numbers and email addresses must be in a valid format to save properly.*

Emergency messages are always sent with all three message types (email, text, and voice calls) and to every contact field shown even if you have opted out. We cannot change this. Emergency messages will be labeled as such so you will know it is an actual emergency.

If you have any questions, please contact us (701)567-4502. We hope you appreciate the SwiftK12 school notification system and the flexibility it will provide for you as a parent.

Thank you,
David Erickson
Elementary Principal
Hettinger Public School
(701)567-5315

Statement of Acknowledgement for Student Handbook

Please return by Monday, August 30, 2021.

Students Printed Name

Student's Signature

Student's Grade Level: _____

Please sign as acknowledgement that you have reviewed in detail the handbook with your child and agree to the responsibilities outlined within the student handbook.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date