

# Lewis & Clark School District #161



## ELEMENTARY PARENT-STUDENT HANDBOOK 2018-19

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# Lewis & Clark School District #161

Berthold, North Shore - Plaza Schools

Marc Ritteman, Superintendent

401 4<sup>th</sup> Avenue NE

Berthold, ND 58718

Lewis & Clark—Berthold  
Berthold Elem. and High School  
P.O. Box 185  
Berthold, ND 58718  
453-3484

Lewis & Clark North Shore - Plaza  
Elementary and High School  
P.O. Box 38  
Plaza, ND 58771  
497-3734

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## NOTICE TO SCHOOL EMPLOYEES/PATRONS

In accordance with EPA regulations, this school has been inspected for friable (easily crumbled) materials which contain asbestos. Friable asbestos-containing material may cause health problems.

Friable asbestos-containing material is present in

NORTH SHORE PLAZA SCHOOL AND BERTHOLD SCHOOL

A record of the inspection, a diagram of the location(s) of friable asbestos-containing materials, and a copy of relevant EPA regulations are available in:

Building:

North Shore Plaza School

Berthold School

Room:

Main Office

Main Office

For information, interested persons should call 1-800-424-9065 or 554-1404 in the Washington, D.C. area.

Signed:

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Superintendent

July 15, 2018

# Lewis & Clark School District #161

Berthold, North Shore - Plaza Schools

Marc Ritteman, Superintendent

401 4<sup>th</sup> Avenue NE

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Plaza  
Elementary and High School  
P.O. Box 38  
Plaza, ND 58771  
453-3734

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## NOTICE TO SCHOOL PATRONS

Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. If you are interested in learning this information, please contact the school administration at 453-3484. Upon this request, you will receive a detailed explanation of the licensing, education and experience of each of our teachers. You will also receive information regarding the names and qualifications of the paraprofessionals at our school.

Signed:

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Superintendent

July 15, 2018

# Lewis & Clark School District #161

The following handbook was developed to serve all students and parents/guardians in the Berthold/NSP Elementary Schools of the Lewis & Clark School District.

You are hereby notified Berthold Public School does not discriminate on the basis of race, color, national origin, sex, or handicap in the educational programs or activities which it operates, and that it is required by Title VI, Title IX, Section 504-Handicapped and Part 86 of the Department of Health, Education and Welfare regulations not to discriminate in such a manner. This requirement not to discriminate extends to educational programs and activities as well as employment therein.

The ADA/Section 504 and Title IX Coordinator is Melissa Lahti (Berthold) and Lori Ostrem (NSP).

## **MISSION STATEMENT**

**The mission of the Lewis & Clark #161 School District is to provide opportunities that ensure a comprehensive k-12 curriculum that allows for developing knowledge, life-skills, and character traits necessary for participation in society.**

## **PHILOSOPHY**

We believe that:

- ✎ The purpose of education is to equip students with the knowledge and skills necessary to become active, informed, and productive members of society. Education seeks to create an awareness of one's duties.
- ✎ All individuals, because of their intrinsic worth and dignity, have equal rights, and are entitled to equal freedoms and opportunities regardless of economic, cultural, or intellectual differences.
- ✎ All children shall have opportunities to participate in varied curricular offerings.
- ✎ Education should aid in the development of good character, self-respect, and a feeling of self-worth and offer opportunities to form satisfying and responsible relationships with other people, including those with characteristics other than their own.
- ✎ Educational experiences should be timed to the student's readiness for them: learning, accompanied by insight and understanding, should be an outgrowth of thinking and doing. The combination of intelligence, interest, and discipline is the key to achievement.
- ✎ Members of the community are entitled to an educational program that will promote their general culture and their sense of moral and social responsibility.

# LEWIS AND CLARK SCHOOL DISTRICT

## Berthold Elementary School

### 2018-2019 Calendar

<b>AUGUST 20</b>	<b>FIRST DAY OF SCHOOL</b>
<b>SEPTEMBER 3</b>	<b>NO SCHOOL- LABOR DAY</b>
<b>SEPTEMBER 17</b>	<b>NO SCHOOL- TEACHER IN-SERVICE DAY</b>
<b>OCTOBER 18-19</b>	<b>NO SCHOOL- TEACHER'S CONVENTION</b>
<b>OCTOBER 19</b>	<b>END OF 1<sup>ST</sup> QUARTER</b>
<b>NOVEMBER 12</b>	<b>NO SCHOOL- VETERAN'S DAY</b>
<b>NOVEMBER 22-23</b>	<b>NO SCHOOL- THANKSGIVING BREAK</b>
<b>DECEMBER 21</b>	<b>LAST DAY OF SCHOOL BEFORE CHRISTMAS BREAK</b>
	<b>END OF 2<sup>ND</sup> QUARTER/SEMESTER 1</b>
<b>JANUARY 2</b>	<b>SCHOOL RESUMES FROM BREAK</b>
<b>JANUARY 21</b>	<b>NO SCHOOL- MARTIN LUTHER KING DAY</b>
<b>FEBRUARY 18</b>	<b>NO SCHOOL- PRESIDENT'S DAY (TEACHER IN-SERVICE DAY)</b>
<b>MARCH 14-15</b>	<b>NO SCHOOL- SPRING BREAK</b>
<b>MARCH 15</b>	<b>END OF THE 3<sup>RD</sup> QUARTER</b>
<b>APRIL 19</b>	<b>NO SCHOOL- GOOD FRIDAY</b>
<b>APRIL 22</b>	<b>NO SCHOOL- EASTER MONDAY</b>
<b>MAY 17</b>	<b>LAST DAY OF SCHOOL</b>



July 15, 2018

Dear Parents & Students,

We would like to welcome you to the Lewis & Clark School District. We are happy to have you join our team. We hope that this will be a successful and satisfying school year for you. We feel that open and clear communication between school and home is vital to the success of our educational program. We welcome your support and participation during the school year.

The pages of the handbook are filled with important information regarding school policy and procedures. We suggest that parents and students review the contents together. We encourage you to do so whether you are a new patron or a familiar one. If you have questions, please call the Berthold school office at 453-3484 or the North Shore/Plaza school office at 497-3734.

Attendance will be recorded using quarter days as follows:

AM A $\frac{1}{4}$	8:30-10:00
AM B $\frac{1}{4}$	10:01-11:30
PM A $\frac{1}{4}$	11:31-1:59
PM B $\frac{1}{4}$	2:00-3:05

A single meal ticket will be \$2.00 for lunch and \$1.25 for breakfast. A 20 meal ticket may be purchased for \$40.

We want to welcome our new staff....Jennifer Hennessy, 1<sup>st</sup> grade, Callie Cook, 6<sup>th</sup> grade, Lexi Benno, Special Education, and Katelyn Sandy, Physical Education. We also made some changes in our elementary staffing. Mrs. Neubauer will teach 3<sup>rd</sup> grade and Mrs. Rau will teach 5<sup>th</sup> grade. We are looking forward to a great year with our new staff members.

We have included in the packet several forms that will need to be filled out and returned the first week of school. It is very important for your child/children's safety, welfare, and security that these be filled out with current information and updated, if necessary, during the course of the school year. Your child/children's teacher will appreciate having these essential forms on file for reference or in case of emergency.

We are looking forward to a positive and successful school year working with you.



*I dreamed I stood in a studio  
and watched two sculptors there.*

*The clay they used was a young child's mind  
And they fashioned it with care.*

*One was a parent with a guiding hand and a gentle loving heart.  
One was a teacher and the tools s/he used were books and art and music.*

*And when at last their work was done,*

*They were proud of what they had wrought.*

*For the things they had worked into the child could never be sold or bought.*

*And each agreed s/he would have failed if s/he had worked alone.*

*For behind the parent stood the school,*

*And behind the teacher stood the home.*



## **STUDENT RIGHTS**

This statement of rights is not expected to cover every situation that may arise. The rights of an individual are preserved only by the protection and preservation of the rights of others. All students attending Lewis & Clark School District have the right to:

- ✎ A free and appropriate education as defined by state and federal statutes.
- ✎ Equal Educational opportunity and freedom from discrimination.
- ✎ Due process including the right to appeal.
- ✎ Freedom of inquiry and expression.
- ✎ Data privacy.
- ✎ Be informed of school rules and regulations.

## **STUDENT RESPONSIBILITIES**

All students attending Lewis & Clark School District are expected to:

Attend school daily, except when excused, and to be on time to all classes and other school-day functions.

Pursue and attempt to complete the course of study prescribed by the state and local school authorities.

Adhere to the highest standards of academic honesty and responsibility.

Make necessary arrangements for making up work when absent from school.

Assist the school staff in maintaining a safe school for all students enrolled.

Be aware of all school rules and regulations and conduct themselves in accord with them.

Treat all adults with respect and recognize that all adults have the right to implement consequences for infractions of school rules.

Assume that until a rule is waived, altered or repealed, it is still in effect.

Be aware of and comply with both North Dakota High School Activities Association rules and regulations and School Board policies when participating in extracurricular activities.

Be aware of and comply with state and local laws.

Display proper conduct to and from school and on trips.

Abstain from gambling, immorality, profanity, using tobacco or intoxicating liquors or drugs on the school grounds and on the way to and from school activities whenever held elsewhere.

Be willing to volunteer information in disciplinary cases and cooperate with school staff should they have important knowledge relating to such cases.

Dress and groom to meet fair standards of safety, health, and common standards of decency.

Avoid inaccuracies in students' newspapers or publications and indecent or obscene language, both written and verbal.

Express ideas in a manner that will not demean or slander others.

Protect and take of the school's property and the property of others.

Respect and care for fellow students.

## Lewis & Clark School District 2018-19

**Superintendent:** Marc Ritteman

### **Districtwide Staff:**

Tech.Coord ..... Chris Brown  
Art. .... Tawnya Iglehart  
FACS ..... Jennifer Smith  
Speech/Lang..... Trina Howell  
Counselor..... Janae Gravesen  
Librarian ..... Rhonda Hanson  
Spanish .....ITV

### **Berthold Staff:**

Business Manager ...Tammy Lindahl  
H.S. Prin./Ath.Dir.....Jacob Jenkins  
Elem. Prin./Teacher ....Melissa Lahti  
Secretary ..... Sharon Pearson  
Head Cook ..... Heather Hamilton  
Cook .....Melinda Sechrist  
Cook/Bus Driver.....Patti Deaver  
Head Custodian ..... Rita Hamsher  
Custodian/Aide .....Debbie Deaver  
Bus Drivers:  
Don Neshem  
Nikki Bloms  
Mike Axness  
Brittany Hansen

### **High School**

Agriculture Ed ..... Johnna Varty  
Math ..... Troy Ross  
Soc. St ..... Stephanie Pusc-Roland  
English .....Brittna Gregory  
Business .....Dawn Eide  
Science ..... Eric Johnson

### **High School & Elementary**

Physical Ed..... Katelyn Sandy  
Music ..... Dawna Helfrich  
Special Ed. .... Alexis Benno  
Special Ed. ....Leticia Karhoff  
Speech/Lang. .... Gayle Gorseth  
Grade7/8 ..... Mallory Brown  
Paraeducator..... Tessie White

### **Elementary**

Preschool ..... Susan Hanna  
Kindergarten ..... Brooke Storro  
Grade 1..... Jennifer Hennessy  
Grade 2.....Laurie Lawson

Grade 3 ..... Alechia Neubauer  
Grade 4 ..... Tracy Ross  
Grade 5 ..... Tracie Rau  
Grade 6 ..... Callie Cook  
Title I ..... Susan Hanna  
Paraeducator..... Monica Wold  
Paraeducator..... Beth Grabow

### **NSP Staff:**

Business Manager/HS Sec..Liz Huus  
H.S./Elem. Princ.....Janis Gerding  
Ath. Director Trent Sherven  
Elem.Secretary ...Shawna Schenfisch  
Head Cook .....Sandra Howell  
Cook ..... Barbara Miles  
Custodians:  
Jordis Lee  
Lyle Ouradnik  
Nolan Fjeldahl  
Bus Drivers:  
Shanda Anderson  
Julie Davison  
Theresa Hathaway  
Dee Larson

### **High School**

Math ..... Trent Sherven  
Soc.St. ....Maci Abrahamson  
English .....Nyssa Stroschein  
Science ..... Becky Jungemann  
Para .....Dee Larson  
Para ..... Theresa Hathaway

### **High School and Elementary**

Physical Ed..... Matt Eraas  
Music .....Amanda Blevins  
Business/Comp..... Bette Wold  
Special Ed .....Kelly Warren

### **Elementary**

Preschool/Title I ..... Lacy Braaflat  
Kindergarten.....Heather Braaflat  
Grade 1 ..... Vangelis Thompson  
Grade 2 .....Stephanie Huus  
Grade 3Alicia Rogers .....  
Grade 4 .....Angie Bersaw  
Grade 5Lindsey Karna.....  
Grade 6 ..... Tricia Wheeling  
Paraprofessionals:  
Julie Davison  
Dee Larson

## **SCHOOL HOURS**

School hours are from 8:30a.m. until 3:20p.m. each day. Children should NOT arrive earlier than 8:15a.m. or remain in the building later than 3:25p.m. unless they are participating in a supervised activity or the parents are present for school activity. Supervision WILL NOT be provided for students who arrive before 8:15a.m. or remain later than 3:25p.m. The above procedures are in place to ensure the safety and well-being of our children.

## **CONTACT INFORMATION**

### **Lewis & Clark School District**

Berthold Elementary School

401 4<sup>th</sup> Ave NE

PO Box 185

Berthold, ND 58718

Phone # 453-3484

Fax # 453-3488

### **North Shore/Plaza School**

801 Covell St

PO Box 38

Plaza, ND 58771

Phone # 497-3734

Fax# 497-3401



# ***ACCEPTABLE USE (COMPUTER AND NETWORK FACILITIES)***

**Students, parents, and staff must sign and submit to the principal's office the acceptable use form (located at the end of this document with the full policy) prior to using e-mail and the internet.**

## ***ACCELERATED READER***

Our library is set up for the Accelerated Reader program. Students may read books and take quizzes to earn points as incentives to meet individual reading goals. The program is designed to increase students' reading levels. The program is available for students in grades 2-6. Books with AR levels may be checked out in the library. Quizzes can only be taken during school hours in the library or classroom.

## ***ACCIDENTS***

In the event that any student is injured in a minor way that can be handled by the staff at the school, the injury will be treated with the generally accepted first aid procedure.

In the event of a serious injury to a student, the family or guardian shall be notified as soon as possible. The parents/guardians may decide which physician will treat their child and whether to pick up the child at school or meet the child at one of the Minot clinics. In cases of an emergency the school may provide personnel and transportation to the hospital. If the parent/guardian cannot be reached and if the accident requires immediate medical attention, the student shall be transported to the hospital emergency room in Minot accompanied by school personnel.

## ***ADMITTANCE/REGISTRATION***

A birth certificate and an immunization record are required of all Preschool children entering the elementary school. The school requires that a child be four years of age on or before August 1<sup>st</sup> of the year that s/he begins Preschool.

A birth certificate and an immunization record is required of all Kindergarten children entering the elementary school. State law requires that a child be five years of age on or before August 1<sup>st</sup> of the year that s/he begins Kindergarten.

In the case of a transfer, a copy of the student's birth certificate and immunizations are required for admittance and a copy of school records, including report cards, 504's, title, and/or any special education records are required to continue attendance at Lewis & Clark School District.

## ***ALCOHOL, DRUG AND TOBACCO USE STATEMENT***

It is 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 what the student represents or believes to be any substances listed in this policy.
- To possess, procure, purchase, or receive, or attempt to possess, the substances listed in this policy. A student will be determined to be "in possession" when the substance is on the student's person or in the student's locker or backpack, or when s/he owns it completely or partially.
- To be under the influence of (legal intoxication not required), or to use or consume or attempt to use or consume, the substances listed in this policy.

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

## ***ASSEMBLIES***

Assemblies are scheduled during the year periodically. Student behavior should be refined and courteous. Each student is personally responsible for his/her conduct. Unacceptable conduct would include whistling, uncalled-for clapping, hooting, boisterousness, and inappropriate talking during a program.

## ***ATTENDANCE***

**PARENTS SHOULD CALL THE OFFICE (Berthold 453-3484 or North Shore/Plaza 497-3734) BETWEEN 8:15a.m. AND 8:35a.m. TO INFORM THE PRINCIPAL OR SECRETARY WHY THE STUDENT IS OR WILL BE ABSENT. If the office does not receive notification of an absence, the secretary may call the parent/guardian for verification or the parent will receive a text or call from the Lewis and Clark Instant Notification System.** If the student's absence is known in advance, parents are expected to call the office or make sure the teacher has a signed note the day before the known absence.

A student will be counted tardy if not present by 8:45a.m. Teachers will record all tardies and

those tardies will be reported to the office. The principal will deal with excessive tardies. Attendance will be recorded using quarter days as follows:

AM A ¼	8:30-10:00
AM B ¼	10:01-11:30
PM A ¼	11:31-1:59
PM B ¼	2:00-3:05

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 the purpose 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.

### **Accumulated Unapproved Absence**

(Disciplinary sanctions): The Board believes that unapproved absences are a form of misconduct and authorizes the Superintendent to establish grade-appropriate disciplinary consequences. Students will be afforded appropriate due process rights based on the severity of the disciplinary penalty that the District is considering imposing. Students shall be required to complete make-up work in accordance with administrative regulations or will receive no credit for incomplete work.

### **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.

## ***BAND***

Participation in band may increase a child’s self-esteem and also contribute to increased awareness of music appreciation and improved cognitive skills. Grade 5 students are encouraged to participate in beginning band. If your child chooses to participate in band, s/he



will need to remain enrolled for the full school year. This is to ensure that the students receive the full benefits of the class. In most cases, children are expected to provide their own instrument. Rental plans are available through a local music store.

## ***BICYCLES***

Students in elementary school are allowed to ride their bicycles to school if they live within city limits. Bicycles are not to be ridden on school grounds. Bicycles are parked until dismissal time.

## ***BIRTHDAY INVITATIONS AND TREATS***

Birthday invitations may not be passed out at school

If a student wishes to bring birthday treats for the class, the treats must be ready to serve and in individual portions, for example, cupcakes, donuts, rice krispie bars in baggies. Please do not send whole cakes, pans of bars, donut cakes, etc. that require slicing, cutting, or serving.

## ***BOOKS***

Library books/textbooks lost or not returned are to be paid for at the replacement rate. Books damaged due to negligence or vandalism will be paid for at the replacement rate.

## ***BULLETINS/ANNOUNCEMENTS***

Weekly Bulletins with lunch menu and school activities are sent home with the Berthold Elementary students at the end of the week for the upcoming one. Monthly Bulletins are sent home with the North Shore/Plaza Elementary Students for the beginning of every month. Upcoming events and weekly lunch menu can be found on the school district's website <http://www.lewisandclark.k12.nd.us/pages/lcsd>. Instant alerts to cell phones, home phones, and emails are also available. Contact the district's technology coordinator at the website above or call the school for more information.

## ***BULLYING***

### **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 status* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following statuses are protected: race, color, religion, sex,

national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.

- *School property* or the term *on-campus* refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.
- *School-sanctioned activity* is defined as an activity that:
  - a. Is not part of the district's curricular or extracurricular program; and
  - b. Is established by a sponsor to serve in the absence of a district program; and
  - c. Receives district support in multiple ways (i.e., not school facility use alone); and
  - d. Sponsors of the activity have agreed to comply with this policy; and
  - e. The District has officially recognized through board action as a school-sanctioned activity.
- *School-sponsored* activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
- *School staff* include all employees of the Lewis and Clark Public School, school volunteers, and sponsors of school-sanctioned activities.
- *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

### **Prohibitions**

While 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:

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

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

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

1. **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.

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

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

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

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

### **Documentation & Retention**

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

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

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

1. Initiates a report of an alleged violation of this policy; or
2. Receives an oral report of an alleged violation of this policy.

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

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the District, such reports and investigation material shall be retained for six years after the student turns 18.

### **Investigation Procedures**

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

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

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

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

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

### **Disciplinary & Corrective Measures**

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

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

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

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

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

### **Victim Protection Strategies**

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

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

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

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

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#### Complementing NDSBA Templates (may contain items not adopted by the Board)

- AAC-BR, Discrimination & Harassment Grievance Procedure
- AAC-E, Filing a State or Federal Discrimination & Harassment Complaint
- ACEA-E1, Bullying Policy Adoption & Dissemination Checklist
- ACEA-E2, Bullying Reporting Guidelines
- ACEA-E3, Student Reporting Form
- ACEA-E4, Staff Reporting Form
- ACEA-E5, Bullying/Harassment Investigation Protocol
- FF, Student Conduct

**End of Lewis and Clark School Policy ACEA .....Adopted:**

[04/15]

# ***BUSING***

Bus transportation is a privilege governed by the Board of Education. It is necessary to obey the rules to ensure safe transportation.

## **On the bus:**

- The bus driver has the same authority as a teacher.
- Bus riders are expected to be courteous to fellow students and to the bus driver.
- Students shall be at bus stops, designated by the driver, in an orderly fashion. It is imperative that the bus be on schedule, therefore it is necessary for students to be on time.
- Keep hands and head inside the bus at all times after entering the bus. Do not throw anything out of the bus windows.
- Everyone is to remain seated until the bus has come to a complete stop.
- The bus driver will not permit a student to enter or leave the bus at any other point but the bus stop without special written permission.
- Students who are not regular bus riders must have permission to accompany a bus rider to his or her home.
- Any misconduct will be reported to the principal. A student may be denied the privilege of riding the bus if displayed behavior is deemed potentially dangerous to the safe operation of the bus.
- **All students should dress according to the season.** During cold weather, winter clothes including coat, overshoes, or winter boots must be worn.
- Assist in keeping the bus safe and sanitary at all times.
- Bus riders should never tamper with the bus or any of its equipment. Damage to seats, etc. must be paid for by the offender.
- Keep books, packages, coats, and all other objects out of the aisles.
- In case of a road emergency, children are to remain in the bus.
- 

# ***CELL PHONES***

Students must leave cell phones on vibrate or silent during school hours. Students are not allowed to have cell phones out during class or any time that they may be a disruption to a school related activity. Cell phones shall remain in backpack or locker. (SEE Acceptable Use Policy)

# ***COMMUNICABLE DISEASES***

In all cases of disease/illness being treated by a doctor, we will rely upon the judgment of the doctor as to when the child may be back in school.

General guidelines:

- Whooping cough, 2 days after cough has disappeared

- Chicken pox, out of school 7 days
- Measles, out of school 5 days from appearance of rash
- Mumps, isolation until swelling disappears
- Lice, parents/guardians of students will be notified immediately if their child/children is found with nits (eggs of head lice). The recommended treatment is sudsing with a medicated shampoo and removing all nits.
- Pinkeye, child should stay at home until the symptoms are gone or a doctor has seen the child and treatment has been administered for 24 hours

NO CHILD SHOULD BE SENT TO SCHOOL WITH FEVER, SORE THROAT, STOMACH-ACHE, NAUSEA, OR SKIN RASH.

## ***COUNSELING SERVICES***

Counseling service is provided for all students. The school counselor is available to assist with problems that may or may not be directly related to school. Students may consult the counselor regarding any problems they may be facing.

## ***DISCIPLINE***

Schools have a responsibility to parents and students that goes beyond the educational program. They must provide the students with a suitable environment while on the school premises and at other school-related activities away from the school grounds. An environment conducive to learning must be maintained in order to ensure equal educational opportunity for all students. Since an environment is partially determined by the conduct of the students, student self-discipline relative to rules and regulations is a desired goal. These rules and regulations are designed to promote a desired environment for learning. It shall, therefore, be a policy of the Lewis & Clark School District that every student abides by all rules and regulations of the district.

Any adult employed by the Lewis & Clark School District has the authority to enforce general school rules to maintain order on campus and protect property. Basically, the responsibility of classroom discipline rests with the teacher; however, the administrators are responsible for providing supervision, guidance, and assistance to teachers in handling discipline problems.

## ***DRESS CODE***

The responsibility for proper dress is placed with the student and parent. It is hoped that each student will accept his/her responsibility and dress in a manner that reflects pride in his/her appearance and pride in contributing to the best possible image of Lewis and Clark School

District. Caps are to be removed upon entering the building except on special school-sponsored occasions. T-shirts, jackets, shirts, or other clothing, which contains profanity or graffiti that is obscene in nature, are not considered appropriate school attire. Clothing containing advertisements or examples of alcohol, tobacco products, or drugs is also inappropriate school dress. The principal shall have final judgment on the determination of proper school dress and may require parents to bring a change of clothing, students to return home to change clothes, or, if possible, turn shirt inside out. Students are required to have extra pair of shoes for gym class. Students will also need to have appropriate clothing for the weather, including winter clothes for the bus as well as school.

## ***ELIGIBILITY***

Fifth and Sixth Grade students participating in the school-sponsored extracurricular activities must maintain passing grades. A student failing one academic subject, including band, will be ineligible to participate in games until grades are passing. Grades will be reviewed each Friday on a weekly basis for ineligible students. Ineligibility will go into effect the following Monday. The students will be allowed to practice with the team. The students will not go to away games.

## ***EMERGENCY DRILLS***

When the fire alarm (steady buzz) sounds, each room will immediately be vacated. Windows and doors will be closed and lights turned off upon leaving. When students leave the building they should stay at least 50 feet from the building and meet at their assigned spot. The teacher should take roll call immediately after all the students are in a safe area. The teacher in charge of each class will see that students reenter the building upon the all-clear signal.

When the tornado alarm (pulsating siren) sounds each room will be immediately vacated. Students will grab any large hardbound textbook and file to designated areas in hallway. The students will sit on the floor with their back to their classroom wall, bring their knees up to their face and hold the open textbook over their heads for protection. The principal or head teacher will instruct teachers and students in regard to further precautions.

There will be a lockdown drill held once during the school year. This will be a practice drill to prepare all students and staff for the protocol to follow if there is a threat to the students, staff and/or building.

## ***EMERGENCY INFORMATION***

In case of emergency, each student is required to have updated information entered in PowerSchool with the following information:

- ✓ Name of parent/guardian



- ✓ Complete and up-to-date address
- ✓ Home phone and parent/guardians' work phone
- ✓ Emergency phone of friend or relative
- ✓ Medical alert information
- ✓ In town storm home

## ***EMERGENCY SCHOOL CLOSING***

If it is necessary to close school because of inclement weather or for emergency repairs, the announcement may be made on the following stations:

KXMC TV	Channel 3	Minot
KMOT TV	Channel 9	Minot
KIZZ-FM	93.7	Minot
KMXA-FM	99.9	Minot
KYYX-FM	97.1	Minot
KCJB-AM	91.0	Minot

Instant Alerts for school closings to cell phones, home phones, or emails are available through the district's technology coordinator (<http://www.lewisandclark.k12.nd.us/pages/lcsd>).

## ***EXPULSION***

This action taken by a school board is to prohibit a student from further attendance for a period that shall not extend beyond the end of the current term/semester of school.

## ***EXTRACURRICULAR ACTIVITIES***

Players who participate in extracurricular activities must be eligible (see eligibility). Players are expected to follow bus rules, coaches' rules, and rules of conduct at athletic events. Players who have inappropriate conduct or disobey the rules may be suspended from a game or games, the season, or the bus or placed on in-school or out-of-school suspension. Students are representatives of our school and must act accordingly.

## ***FIELD TRIPS***

There will be advance planning and arrangements such as dates, times, transportation, and activities with persons involved. Field trip permission slips will be signed by parent/guardian for every student. The teacher will discuss with the students the standards of behavior, the safety rules, and their role as representatives of Lewis & Clark School District. Field trips are a privilege that students must earn with their behavior and academic work. Teachers reserve the

right to not allow students to come on field trips based on behavior or grades throughout the year.

## ***GRADES ONLINE***

Lewis and Clark School District uses an internet-based network grading system called PowerSchool. With the PowerSchool system, parents and students can access grades, assignments, attendance, and lunch balance at any time. The parent/student need to have an Internet connection, a login, and a password. Parents/students will be issued a login and password upon request from the technology coordinator. The online reporting system can be accessed at our website <http://www.lewisandclark.k12.nd.us/pages/lcsd>

## ***GRADING SYSTEM/REPORT CARDS***

The issuance of student grades on a regular basis serves to promote a process of continuous evaluation of student performance, to inform the student and his/her parents/guardians of his/her progress toward specific goals, and to provide a basis for bringing about changes in student's performance, if such changes seem necessary.

A+	100
A	94-99
A-	93
B+	92
B	86-91
B-	85
C+	84
C	78-83
C-	77
D+	76
D	71-75
D-	70
F	69 and below

Report cards will be issued every nine weeks of the school year. A combination of percentages and Satisfactory (S), Needs Improvement (N) or Unsatisfactory (U) grades are given to all grades **except** Kindergarten at Berthold and North Shore/Plaza Schools.

## ***HAZING***

Hazing activities are seriously disruptive of the educational process in that they involve students and violence or threats of violence. This policy applies to behavior that occurs on or off school property and during and/or before or after school hours. A person who engages in an act that

violates school policy or law in order to initiate another person or to be initiated into or affiliated with a student organization shall be subject to discipline for that act. The School District will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, other employee, volunteer, or contractor of the School District who is found to have violated this policy.

Hazing means committing an act against a student, or coercing a student into committing an act that creates a risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to stress, embarrassment, shame, or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law, or of school district policies or regulations.

Any person who believes s/he has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to a teacher, building principal, or other administrator. Any person may report hazing directly to the Superintendent.

## ***IMMUNIZATION***

**A child may not be admitted to any public, private, or parochial school, or day care center, child care facility, head start program, or nursery school operating in this state or be supervised through home-based instruction unless the child's parent or guardian presents to the institution authorities a certification from a licensed physician or authorized representative of the state department of health that the child has received age appropriate immunization against:**

- |                           |                                     |
|---------------------------|-------------------------------------|
| ●diphtheria               | ●mumps                              |
| ●pertussis                | ●hepatitis B                        |
| ●tetanus                  | ●haemophilus influenza type b (Hib) |
| ●measles                  | ●varicella (chickenpox)             |
| ●rubella (German measles) | ●poliomyelitis                      |
| ●pneumococcal disease,    | ●meningococcal disease              |
| ●rotovirus                | ●hepatitis A                        |

This form must be completed by a medical official, not the school.

In the case of a child receiving home-based instruction, the child's parent or legal guardian shall file the certification with the public school district in which the child resides.

A child may enter an institution upon submitting written proof from a licensed physician or authorized representative of the state department of health stating that the child has started receiving the required immunization or has a written consent by the child's parent or guardian for a local health service or department to administer the needed immunization without charge or has complied with the requirements for certificate of exemption as provided for in subsection 3.

Any minor child, through the child's parent or guardian, may submit to the institution authorities either a certificate from a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health of the child or a certificate signed by the child's parent or guardian whose religious, philosophical, or moral beliefs are opposed to such immunization. The minor child is then exempt from the provisions of this section.

Minimal requirements are:

**Children will be required to be immunized with a second dose of chickenpox vaccine for kindergarten entry.**

You may check with the North Dakota Department of Health for the most current and accurate information on vaccinations for your child.

## ***KINDERGARTEN***

Children entering kindergarten are required to be five years old before August 1 for the school year in which they are enrolling. Pre-registration for Berthold Elementary takes place in the spring. Pre-registration for North Shore/Plaza takes place in the summer. Parents must bring birth certificates and immunization records in order to complete the enrollment. Kindergarten is all day, every day.

## ***LIBRARY***

The Elementary Schools each have a library and media center for the elementary students to check out and use library books. Each elementary class, Kindergarten through Sixth Grade, has a half-hour of library time per week.

In addition, Elementary students in grades 1-6 have access to the Ward County Bookmobile, which visits the Berthold school on a biweekly basis and the North Shore/Plaza school on a monthly basis. Upon filling out an information card and returning it, students are given a library card to use for checking out books, tapes, videos, and computer software. The Bookmobile also maintains a schedule for the summer months.

Students are encouraged to make use of the libraries.

# **LICE**

Cooperation of the entire community is essential for the control of head lice (Pediculosis). Head lice can be highly contagious and can be transmitted from person to person through close personal contact, sharing of headgear, and/or sharing of furniture/bedding/vehicle seats.

School personnel will follow the recommendation of the North Dakota State Department of Health regarding control of the school environment to prevent the spread of head lice. At least two members of the school staff shall be trained to inspect and reinspect students for lice and nits. Public health personnel and trained volunteers may also be used as needed and available. Custodial personnel will be trained in the proper cleaning procedures to prevent reinfestation or the spread of infestation.

Routine screening may be done prior to or on the first day of school in the fall and the first day of school following Christmas vacation, or any time deemed necessary by the committee. Each new child enrolling during the school year may be screened on the first day of attendance.

When a case of head lice is identified, all classmates, siblings in school and all children riding the same bus or car pool will be examined. If a substantial number of children appear to be infested, all students in the school will be examined.

When lice or nits (eggs) are detected, the student's parent/guardian shall be contacted immediately and the student shall be sent home as soon as practicable with an informational letter and instructions for treatment. The student will be re-examined upon return and will not be readmitted until free of both lice and nits. Absences will be counted as excused.

If several cases of head lice are discovered in a particular classroom, the school will inform all the parents of those children by letter sent home with each child. If no lockers are available, these children will be required to use a garbage bag and place their outer garments inside the bag until known cases are resolved.

Parents are encouraged to report cases, if discovered in the home, in order to prevent a possible outbreak in the school.

It is the policy of this district to report infestations of head lice to public health. Public health personnel may be asked to assist families with inspection and treatment.

# **LOCKERS**

Lockers are assigned to the first through sixth grade students in Berthold when available and the

fifth and sixth grade in NSP. Students should only display materials that are appropriate for school. Inappropriate materials on or inside lockers may be confiscated. Students may place a lock on their locker to secure their books and belongings but the administration reserves the right to search at any time lockers if they have a reasonable suspicion that what they are searching for (drugs, weapons, stolen property, etc.) can be found within. An extra key or the combination code for all locks must be given to the principal. Students are required to keep lockers clean.

## ***LOST AND FOUND***

Students finding lost articles or losing personal belongings should report them or the loss to their teacher or the school office immediately. Children should have their initials or identifying marks on articles such as boots, hats, mittens, coats, backpacks, etc. The office has a storage container for lost items.

It is helpful if parents discourage their child/children from bringing expensive or valuable items to school.

## ***LUNCH/BREAKFAST***

Lewis & Clark School District participates with federal hot lunch support and free and reduced meal prices are available to students who qualify by family size and income. Parents must submit application and qualify to receive free or reduced meals.

LUNCH

20 meal lunch ticket = \$40

Single meal ticket= \$2.00

BREAKFAST

Single meal ticket= \$1.25

Tickets may be purchased in the office. Reminder slips or text alerts will be sent home with the student when they have approximately five meals or \$5 left on their ticket.

Students who do not participate in the hot lunch program for the day, week, month or year may bring a lunch. Students who bring their own lunch must go with the class to the lunchroom to eat. Milk tickets may be purchased at a cost of \$ .25 each.

Students are expected to line up in an orderly fashion, proceed through the lunch line, sit down at assigned area, and eat their lunch. Students who are disruptive and create problems are disciplined and recurring misbehavior can ultimately cause them to lose the privilege of eating in the lunchroom.

## ***MAKEUP WORK***

A student will have the same number of days as s/he was absent to make up the missed work.

Makeup work will be required to meet instructor's satisfaction. If the makeup work is not completed during that time, a grade of zero could be assigned depending on circumstances. Teachers do not need to provide work ahead of time to students who will be gone for trips, vacations, etc. All work will be given to the student upon the student's return to school unless the teacher makes other arrangements.

## ***MEDICATIONS***

The school does not usually provide medications. Prior consent of the parent/guardian is required to give students any prescription or non-prescription medication, including ibuprofen, acetaminophen, or acid indigestion tablets. If a student must bring medication to school, the following requirements must be met:

1. Medications must be clearly identified as to the name and type of medication.
2. Medications must be in the original container. (Medications in plastic baggies will not be accepted.)
3. A note, dated and signed by the parent/guardian, must accompany the medication giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary.
4. Medications will be kept in a clearly marked container in the vault in the office.
5. In-school medications should be limited to one week at a time.
6. At the end of the school year, parents need to pick up all medications.

## ***NONDISCRIMINATION AND ANTIHARRASSMENT POLICY***

### **General Prohibitions**

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

It shall be a violation of this policy for any district student or employee to harass or discriminate against another district student or employee based on any status protected by law. The District will not tolerate harassment or discrimination 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 person affiliated with a person 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 harassment or discrimination complaint and act on findings as appropriate, which may include disciplinary measures such as, but not limited to, 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.

## Definitions

- *Complainant* is the individual filing the complaint. When the complainant is not the victim of the alleged harassment/discrimination, the victim will 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 a person 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:
  - a. For employees when enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive
  - b. For students when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.
- *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:
  - a. 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).
  - b. 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* may include, but are not limited to:
  - a. Sexual or "dirty" jokes
  - b. Sexual advances
  - c. Pressure for sexual favors
  - d. Unwelcome touching, such as patting, pinching, or constant brushing against another's body
  - e. Displaying or distributing of sexually explicit drawings, pictures, and written materials
  - f. Graffiti of a sexual nature
  - g. Sexual gestures
  - h. Touching oneself sexually or talking about one's sexual activity in front of others
  - i. Spreading rumors about or rating other's sexual activity or performance
  - j. Remarks about a person's sexual orientation
  - k. Sexual violence including, but not limited to, rape, sexual battery, sexual abuse, and sexual coercion



### **Complaint Filing Procedure**

The Board shall create an informal and formal harassment and discrimination complaint filing procedure in board regulations. Nothing in this policy or in the harassment/discrimination grievance procedure shall prevent an individual from pursuing redress through state and/or federal law.

### **Confidentiality**

An individual wishing to file an anonymous harassment and/or discrimination complaint shall be advised that confidentiality will limit the district's ability to fully respond to the complaint and that retaliation is prohibited. The **[Title IX Coordinator] [Superintendent]** 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. A harassment or discrimination 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.

### **Responsible Employees**

The Superintendent shall identify school employees responsible for receiving and reporting discrimination and harassment incidents and complaints. These individuals shall be listed in student handbooks and shall receive appropriate training on their reporting duties.

### **Policy Training and Dissemination**

The Board authorizes the Superintendent to develop harassment and discrimination awareness training for students and employees. In addition, the Superintendent shall display this policy and complementary grievance procedure in a prominent place in each district building and publish it in student and employee handbooks.

### **Nondiscrimination Coordinator**

The Board designates **[Title]** as the Title IX and Nondiscrimination Coordinator. S/he can be contacted at: **[Address], [Phone #]**. The Title IX/Nondiscrimination Coordinator and any other school official responsible for investigation of discrimination complaints shall receive appropriate training.

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### **Complementing NDSBA Templates (may contain items not adopted by the Board)**

- AAC-BR, Discrimination & Harassment Grievance Procedure
- AAC-AR, Designation of Responsible Employees
- AAC-E, Filing a State or Federal Discrimination & Harassment Complaint
- AAC-E2, Discrimination/Harassment Complaint Confidentiality Assessment
- AAC-E3, Training Requirements for Responsible Employees
- AAC-E4, Reasonable Accommodation Request Physician Form
- FGDB, Student Handbooks

**End of Lewis and Clark School Policy AAC .....Adopted:**

[07/14]

# ***PARENT TEACHER CONFERENCES***

Parent Teacher Conferences are scheduled in the fall and in the spring for the purposes of reporting student progress. We look forward to these regularly scheduled visits with parents/guardians as an opportunity for communication between home and school. Other necessary conferences can be arranged by contacting the teacher, school office, or principal.

## ***PETS***

No pets or animals are allowed in classrooms or on the school property except for those assisting individuals with handicapping conditions. Students are welcome to bring pictures of their cats, dogs, lizards, goldfish, etc. for show and tell.

## ***PLAYGROUND RULES***

- \* Students are to remain on the playground area and not leave the perimeter of the supervised area during outdoor recess.
- \* When certain areas are muddy, those areas will be off limits.
- \* Contact sports are not permitted. **STUDENTS WILL NOT PLAY ROUGH GAMES THAT USE HITTING, TRIPPING, TACKLING, AND RUNNING INTO OTHER CHILDREN.**
- \* Throwing hard objects, snowballs, baseballs, ice, rocks etc., is not permitted at any time on the playground. **BASEBALLS AND BATS ARE NOT ALLOWED.**
- \* Skateboarding, roller-skating, rollerblading are not permitted.
- \* Bringing personal items such as toys, games, or electronics are not recommended. The Lewis & Clark School District will not be responsible for stolen, lost, or broken items.
- \* **TEASING, NAME CALLING, AND BULLYING WILL NOT BE TOLERATED.**
- \* **ABSOLUTELY NO FIGHTING.**
- \* Children must be dressed appropriately for outdoor weather and activities.
- \* No climbing on any fence on school property.
- \* Bicycle riding on the playground is not permitted.
- \* Bicycles must be properly parked in the bike racks.
- \* **STUDENTS WILL USE COURTEOUS LANGUAGE AT ALL TIMES.**
- \* No gum, candy, sunflower seeds, etc., on the playground during school hours.
- \* **STUDENTS MUST FOLLOW THE DIRECTION OF PLAYGROUND SUPERVISORS.**

Students that do not follow the rules will not be allowed to be on the playground.

\*If animals are on the playground, students will be brought inside for recess.

# ***PLAYGROUND SUPERVISION***

In Berthold, School staff will supervise the playground beginning at 8:15a.m. STUDENTS SHOULD NOT ARRIVE BEFORE 8:15a.m. BECAUSE THE PLAYGROUND IS NOT SUPERVISED. Other supervised times are noon lunch recess and afternoon recess. THE PLAYGROUND IS NOT SUPERVISED AFTER SCHOOL AND STUDENTS ARE EXPECTED TO LEAVE FOR HOME IMMEDIATELY FOLLOWING DISMISSAL. In North Shore/Plaza, no students are outside before school.

## ***PRESCHOOL***

Preschool is for children who are 4 years old by August 1 for the school year in which they are enrolling. Parents must bring birth certificates and immunization records in order to complete the enrollment. Preschool is three times a week for 3 hours each for a fee of **\$75 per month. Payment is due at the beginning of each month. Payment should be made to the school secretary in the office.**

## ***PROHIBITED SUBSTANCES***

- Alcohol or any alcoholic beverage; tobacco products;
- 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, or Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant;
- Any usable glue or aerosol paint or any other chemical substance, for inhalant, including but not limited to lighter fluid, white out, and reproduction fluid;
- Any medication as listed in the medication policy.

The unlawful possession and use of illicit drugs, alcohol, and tobacco is harmful and wrong. Disciplinary action may include confiscation of product, detention, parent conference, suspension, and/or expulsion. For alcohol and drug violations, referral to the counseling department and legal authorities for prosecution will be imposed.

## ***RECESS AND WEATHER***

The school does have a concern for students that are not dressed appropriately for winter. Please check to be sure that your child wears a warm coat, snow pants, mittens or gloves, hat, and boots every day to school when appropriate. Since the weather can change quickly, children should have these items available at school during winter season, even during warm periods of weather.

# ***RETENTION AND PROMOTION***

Student's achievement of skills for the grade to which s/he is assigned, her/his readiness and ability for work at the next grade level shall be required before s/he is promoted to the next grade.

It is our belief that the retention of students should be treated as a positive practice, not as a punishment. It is also our belief that additional time expended at an earlier grade level will provide for future academic and social benefits for students, because they will be more able to compete with their peer group. It is extremely important that a student be in a placement setting where s/he can learn most effectively.

Such retention may be considered when:

- a student has excessive absences (more than 20).
- the child is in grades K-3, or, on rare occasions, when the child is in grades 4-6.
- the child is unable to achieve reading at grade level in grades 1-6.
- the student is failing two subject areas other than reading
- a child is socially or emotionally immature. For example, easily distracted, not completing work on time, inability to follow directions, lack of motivation, frustrated.
- it would not cause any undue social or emotional adjustment.
- it would provide a reasonable opportunity for benefiting the child totally.

Whenever such retention is being considered, the teacher shall confer with the principal. This should be done before the end of the third nine weeks grading period. A meeting with the principal, teacher, and parents will be held to determine if a student needs to be retained or promoted.

## ***SECTION 504 DISPUTE RESOLUTION POLICY***

For purposes of identification, evaluation or educational placement of a child under Section 504, the District or designee (i.e., special education unit) shall provide a parent/guardian with notice, an opportunity to examine relevant records, an impartial hearing with an opportunity to participate and/or be represented by counsel, and a review procedure. Notification, record review, and hearing procedures are on file with **Souris Valley Special Services**.

Any other complaint concerning Section 504 may be filed using the district's discrimination and harassment grievance procedure (AAC-BR) or through state or federal law.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- AAC, Nondiscrimination & Anti-Harassment Policy

- AAC-R, Discrimination & Harassment Grievance Procedure
- AACA-E, School District's Duty Under Section 504
- AACA-E2, Section 504 Notice & Procedural Safeguard Guidelines
- FDE, Education of Special Education/Disabled Students

End of Lewis and Clark School Policy AACA .....Adopted:

[05/10]

## ***SCHOOL TRANSFER PROCEDURES***

School transfer procedures are as follows:

- Parent/guardian report the transfer of student to school office
- Return books, text and library, to the classroom
- Pay outstanding lunch bills or collect refunds
- Record request to receiving school (Note: Receiving school will usually send a request direct. Records will be forwarded immediately following a request.)
- Parent/guardian may want to maintain a copy of immunization to enter the new school
- Teachers will send a transfer form with you giving a current standing in class work

## ***SCHOOL PARTIES***

Fall Festival (October 31), Christmas, and Valentine's Day are celebrated with school parties determined by each teacher and class. Minor classroom parties are sometimes the case such as students moving, rewards, etc. There are no individual birthday parties held at school.

## ***SCHOOL RECORDS***

A cumulative school record is maintained on all students that enter Lewis and Clark School District. This record may contain records such as registration, health and immunization records, copy of birth certificate, emergency information, grade records, standardized test data, individual education plan, and pertinent anecdotal records. A study of these records will assist the teacher in doing a better job of teaching and counseling students.

Student records and student information that teachers have about pupils is confidential and is not to be shared. Record request from other agencies must be signed by the parent/guardian. The following individuals have access to the student records:

- Parents/guardians
- Current teachers
- Administrators and counselors
- Special education personnel actively working with students
- State and federal education officials

All individuals examining individual special education student records must sign access sheet, date, and state the purpose. Special education files are located in the cumulative school record, special educators' working file, and the regional special education office.

Parents have the right to receive a copy of school records at their expense for copy charges. Parents also have the right to review all records and to have a hearing to remove or correct any information that is inaccurate, misleading, or otherwise violates the student's right to privacy.

## ***SCHOOL VISITORS***

Advance arrangements are to be made through the school office should students or parents/guardians wish to visit classes while they are in session. Teacher or room visitations may be arranged either by directly contacting the teacher or by requesting an appointment through the school office. Students that bring requests to school must have the teacher's permission for guests to attend. Some visits may be disruptive to students' learning so consideration for length, type, and appropriateness of visits is appreciated. Approval for visitors will be at the teacher's discretion.

## ***SPECIAL SERVICES***

Lewis and Clark School District and Souris Valley Special Services offer special services to help students with special needs. Classroom teachers will usually work with students in the regular classroom. However, some programs and services are independent of the classrooms. Special programs provided are:

Elementary Guidance  
Title I Reading  
Title I Math

Occupational/Physical Therapy  
Speech and Language  
Specific Learning Disabilities

## ***STORM HOMES***

All parents of bus students should supply the school with the name of a storm home family at the time of registration or beginning of the school year. In the event that the bus would not be able to deliver child to your home or you would be unable to pick your child up at the school due to inclement weather, s/he could stay at a storm home. There is a place to list the storm home on the school enrollment form. Also, please be sure to update the information if necessary. Accurate and up-to-date information will be reassuring to your child if the need for storm homes should arise.

# ***SUSPENSION***

## **IN-SCHOOL SUSPENSION**

Student loses privileges to attend classes.

Students will be located in an isolated area with supervision. The student's lunch will be brought to the work area. They will not be allowed to leave the area unless the supervisor accompanies them. Students will be expected to complete the regular class work while in relative isolation of in-school suspension.

During the period of an in-school suspension, the student will not be allowed to participate in or attend any school activities.

## **OUT-OF-SCHOOL**

Student loses privileges to attend classes and activities. Student is not allowed on school property for the period of the suspension. No score/grade is given for work missed while serving out-of-school suspension.

# ***TELEPHONE***

STUDENTS MUST HAVE PERMISSION TO USE THE TELEPHONE.

Student's calls should be brief, courteous, infrequent, and necessary. Unnecessary calls will be avoided. Incoming calls for students will be handled by direct messages to students except in the case of emergency. Students should not use the phone in the entryway before, during, or after school for unnecessary calls such as wanting to go to a friend's house, calling friends, or ordering food. Students who do not follow the rules or abuse phone privileges will be reported to the principal.

# ***THEFT OF PROPERTY***

Persons taking property that does not belong to them while on school property or involved in a school function at another location will be prosecuted to the fullest extent of the law. Those persons involved in extracurricular activities will be subject to a six-week suspension from those activities as determined by school administration and/or coaches.

# ***TITLE PROGRAMS DISPUTE RESOLUTION PROCEDURE***

## **Process**

Any individual who believes that the Lewis and Clark Public School has violated the regulations or law governing a Title program should submit a complaint to the Superintendent at 401 4<sup>th</sup> Avenue NE, 701-453-3484. The Superintendent shall investigate the complaint and provide the individual with a written response within 30 days.

The complaint must include:

1. The date;
2. A detailed description of the complaint, including specific facts;
3. The signature of person making the complaint.

If the complainant is dissatisfied with the response, the complainant may submit an appeal request to the Title Program Director. The Title Program Director shall issue a written response to the complainant as soon as practicable not to exceed 30 days.

### **Reconsideration**

If the complaint is not resolved to the satisfaction of the complainant at the district level, the complainant may forward the complaint to the Title Program Director, Department of Public Instruction, 600 East Boulevard, Bismarck, ND 58505. DPI has established a reconsideration procedure in the event that a complainant is dissatisfied with the State Title Program Director's decision.

Once the state-level complaint review process has been exhausted, a complainant may forward the complaint to the Secretary of Education, U.S. Department of Education, 555 New Jersey Avenue, NW, Washington, DC 20208.

**End of Lewis and Clark School Policy GABDB .....Adopted:**

[07/10]

## ***TOBACCO USE IN THE SCHOOLS***

Smoking, use, or possession of tobacco products by students is prohibited on school property and at all school functions. The school principal is responsible for administering appropriate discipline which may include suspension and/or recommendation for expulsion from school.

## ***TRUANCY***

Truancy or unauthorized absence is being absent from school or class without the prior knowledge and approval of the school or parent. It is very important that students who are at school always check with the principal's office to see that they are authorized to depart school premises prior to ever leaving the school grounds. Some typical truancy situations are listed below:

- Leaving school grounds without prior permission;
- Absent from school without parents' knowing of absence;
- Absent from class without permission but did not leave property;
- Getting a pass to go somewhere and not showing up or not going directly back to class.

This list should not be considered to be all-encompassing.

When truancy occurs, parents will be contacted by phone or letter as soon as practicable.

Subsequent truanancies will require a conference including the principal, parent, student,



teacher, and/or counselor. The building principal is given broad authorization at this point to implement a range of solutions for truancy problems that may include:

- Detention
- Suspension
- Loss of credit for skipped work
- Notification of proper authorities

## ***WEAPONS IN SCHOOL***

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous objects, or look-alikes, in any school building, on school grounds, in any school vehicle or at any school-sponsored activity. Such weapons include but are not limited to any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon, dangerous instrument, or look-alike.

Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Parents will be notified and all weapons, dangerous objects, or look-alikes will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration.

The principal may allow authorized persons to display weapons, other dangerous objects or look-alikes for educational purposes. Such a display will be exempt from this policy.

LEWIS & CLARK SCHOOL DISTRICT #161  
ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

**Students, parents, and staff must sign and submit to the principal's office the acceptable use form (located at the end of this document with the full policy) prior to using e-mail and the internet.**

### ACCEPTABLE USE

The Lewis and Clark Public School 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.

#### Prohibitions

**[The District subscribes to the acceptable use policies of EduTech. All district computer users shall abide by this policy.]** The Superintendent or designee may take disciplinary measures when any of the following actions occur:

1. Using obscene language;
2. Accessing or creating or posting pornographic files or sites and/or other inappropriate material;
3. Harassing, insulting, threatening, alarming, or attacking others;
4. Damaging computers, computer systems, or computer networks;
5. Violating copyright, trademark, trade secret, or other intellectual property laws;
6. Using or participating in chat lines, chat rooms, **[and social networking sites]** for personal and/or non-curricular purposes;
7. Using another's password or representing oneself as another;
8. Trespassing into another's folders, work, or files;
9. Intentionally wasting network resources including, but not limited to, emailing chain letters and/or broadcasting inappropriate messages;
10. Employing the network for political purposes as defined by state law, financial gain, and/or commercial purposes;

11. 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;
12. 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 SENDIT/email and Internet privileges for four weeks,
  - b. Parents contacted.
2. Second offense (Level II)
  - a. Loss of SENDIT/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. Some violations may constitute criminal offenses, as outlined in North Dakota statutes and other local, state, and federal laws; the District will carry out its responsibility to report such violations to the appropriate authorities.

**Consent**

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

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- FFK, Suspension & Expulsion
- FFK-BR, Suspension & Expulsion Regulations

End of Lewis and Clark School Policy ACDA .....Adopted:

[03/12]

**LEWIS & CLARK SCHOOL DISTRICT #161  
COMPUTER/INTERNET USE AGREEMENT  
STUDENT SECTION**

**I have read the District ACCEPTABLE USE OF TECHNOLOGY AGREEMENT. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures.**

Name (please print) \_\_\_\_\_

Grade \_\_\_\_\_

School \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PARENT OR GUARDIAN SECTION**

**As the parent or legal guardian of the student signing above, I have read the District ACCEPTABLE USE OF TECHNOLOGY AGREEMENT and grant permission for my son or daughter to use electronic devices and to access the Internet. I understand that the district's technology resources are designed for educational purposes. I also understand that it is impossible for the School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I understand that individuals and families may be held liable for violations. Furthermore, I accept full responsibility for the supervision if and when my child's use is not in a school setting.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

.....  
**This space reserved for System Administrator  
Assigned User Name:**

\_\_\_\_\_  
**Assigned Temporary Password:**

\_\_\_\_\_

**PARENT/STUDENT HANDBOOK  
SIGN AND RETURN (to the school office)**

I have received and reviewed the student/parent handbook and understand that my child(ren) must abide by the policies set forth in this handbook.

Parent/Guardian signature is an acknowledgement of receipt and review of the handbook.

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

\_\_\_\_\_  
Date

I have received and reviewed the student/parent handbook with my parent or guardian and understand my responsibility to follow the rules in this handbook.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature(s)

\_\_\_\_\_  
Date