SELFRIDGE

PUBLIC SCHOOL DISTRICT

STUDENT HANDBOOK



Strives, Shapes, Honors



VISION STATEMENT

Selfridge School District vision is to shape responsible citizens who honor themselves and all cultures.

MISSION STATEMENT

Selfridge Public School strives to provide a rigorous and relevant education within a safe, positive, and productive school environment.



CHIEFTAINS

2026 – 2027 Handbook

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Letter to Guardians

Dear Parents and Students,

Welcome to Selfridge Public School!

We are excited to embark on another academic year filled with growth, learning, and discovery. As we commence this journey together, it is imperative to establish clear communication and expectations to ensure the success and well-being of every student.

Enclosed within this packet is the Student Handbook, a comprehensive guide designed to provide you with essential information regarding school policies, procedures, and resources. The handbook serves as a valuable reference tool throughout the academic year, outlining our shared responsibilities in creating a safe, supportive, and enriching learning environment.

We ask that parents and students review the handbook. It is essential to familiarize yourselves with its contents to promote a harmonious and productive school community. From attendance guidelines to behavioral expectations, the handbook outlines the standards by which all members of our school community are expected to abide.

To signify your acknowledgment and commitment to upholding the principles outlined in the handbook, we ask that both **parents and students sign and return the acknowledgment form** found on the back page of this handbook. Your cooperation ensures that we are all aligned in our efforts to foster academic excellence and personal growth.

If you have any questions or need more clarification on any aspect of the handbook, please contact us. We are here to support you every step of the way.

Thank you for your partnership in creating a vibrant and thriving learning community at Selfridge Public School. Together, we will inspire, challenge, and empower our students to reach their fullest potential.

Warm regards,

Mark Sondag
K-12 Principal

David Mahon
Superintendent

2026-2027 District Staff Directory

Position	Staff	Email
Superintendent	Mr. Mahon	David.Mahon@k12.nd.us
Principal	Mr. Sondag	Mark.Sondag@k12.nd.us
Business Manger	Ms. Kraft	Haylee.Kraft@k12.nd.us
Administrative Assistant	Ms. Kraft	Juanita.Kraft@k12.nd.us
Counselor /Behavior	Mrs. Berger	Patricia.Berger@k12.nd.us
Technology	Mr. Agard	Richard.Agard@k12.nd.us
Asst. IT	Ms. Fox	Talayna.Fox@k12.nd.us
Social Worker	Ms. Long	Heidi.Long@k12.nd.us
Speech Therapist		
K – 12 Special Education	Ms. Hammel	Heather.Hammel@k12.nd.us
K – 12 Music	Ms. Andojado	Rainilda.Bones@k12.nd.us
K – 12 Computer/Business	Mrs. Lacher	Tara.Lacher@k12.nd.us
K – 12 Title Teacher	Ms. Wanner	Tanya.Wanner@k12.nd.us
K – 12 Title Teacher	Mrs. Isbell	Kacey.W.Isbell@k12.nd.us
Kindergarten	Ms. Mendez	Mica.Mendez@k12.nd.us
Grades 1 & 2	Mrs. Celestino	Airess.Celestino@k12.nd.us
Grades 3 & 4	Mrs. Espanola	MaryJean.Espanola@k12.nd.us
Grades 5 & 6	Mr. Shell Track	Jordan.ShellTrack@k12.nd.us
7-12 ELA	Dr. Anderson	Priscilla.Anderson@k12.nd.us
7-12 Math	Mr. Bungahnoy	Joseph.Bunghanoy@k12.nd.us
7-12 Science	Mr. Johnson	Doug.Johnson@k12.nd.us
7-12 Social Studies/PE	Mr. Wetzel	Shane.Wetzel@k12.nd.us
Paraprofessional	Mrs. Johnson	T.JohnsonLabayen@k12.nd.us
Head Custodian/Maintenance	Mr. Ude	
Assistant Custodian	Mr. Iron Shield	
Assistant Custodian	Mr. Celestino	
Head Cook / Food Service Director	Mrs. Kraft	
Assistant Cook	Ms. Monroe	

Vision Statement

Selfridge School District vision is to shape responsible citizens who honor themselves and all cultures.

Mission Statement

Selfridge Public School strives to provide a rigorous and relevant education within a safe, positive, and productive school environment.

Slogan

Strives, Shapes, Honors

Student + Teacher + Family + Community = SUCCESS

We Believe…

- A student should be offered a quality education in which everyone will have the opportunity to become a successful learner.
- Learning is a life-long process.
- Everyone has inherent value, dignity, and potential.
- In making decisions based on knowledge and research.
- In inclusion of everyone in the learning process.
- In the pursuit of excellence.
- Everyone is responsible for his/her own actions.

School Philosophy

The Selfridge Public School exists for the good of the students. Public education of our young people is one of the most challenging responsibilities of our democratic society. We believe that students are entitled to a positive, safe environment to reach their individual potential. The diversity of students requires an individualized, multidisciplinary curriculum. Our goal is for each student to become a contributing member of society.

School Goals

As a school we will strive to:

- Provide a safe, positive, healthy learning environment.
- Provide an academic atmosphere staffed by positive professionals.
- Provide the proper resources and equipment necessary to facilitate effective learning in school.
- Provide personal and career counseling utilizing community and state resources.
- Provide a well-rounded educational curriculum which accommodates the various needs of students.
- Encourage constructive communication among community, parents, teachers, and students.
- Provide opportunities to develop productive citizenship skills which encourage community involvement.
- Show respect and sensitivity toward students, staff, and community.
- Strive to create 21st century learners (collaboration, digital literacy, critical thinking, problem solving)

Academic Policies and Procedures

Curriculum Overview:

Selfridge Public School (Accredited by NDDPI and Cognia) provides a comprehensive K–12 curriculum aligned with the academic standards of the North Dakota Department of Public Instruction. Our instructional program is designed to support student growth, encourage lifelong learning, and prepare students for success in Business Law

CRACTC Course Enrollment Policy

The school will pay the enrollment fee for Career and Technical Education (CTE) courses taken by students. However, if a student requests enrollment in a CTE course and fails to successfully complete the course, the student and/or parent/guardian may be responsible for reimbursing the school for the course enrollment fee. Students are encouraged to carefully consider their commitment before registering for a CTE course.

Grading System - Procedures

Report Cards – Progress Reports

The school year is divided into four quarters for the Elementary and two semesters for the JH/HS. Report cards and/or Progress Reports will be completed at the end of each quarter for the Elementary and the end of each semester for the JH/HS. Report Cards and/or Progress Reports will be presented to parents/guardians at Parent-Teacher Conferences. Report cards will be mailed home at the end of each term.

Standards Grading Scale

The grading system is based on the following scale:

Score	Descriptor	Description
4.0	Advanced	I consistently go beyond grade-level expectations. I apply my learning in new situations and work independently with accuracy.
3.5	Above Proficient	I meet grade-level expectations and often show deeper understanding or apply my learning with minimal support.
3.0	Proficient	I consistently meet grade-level expectations. I understand and demonstrate the skills and concepts taught.
2.5	Approaching Proficient	I am making steady progress toward grade-level expectations but still need occasional support or practice.
2.0	Developing	I understand some of the skills and concepts but need regular support and additional practice to meet expectations.
1.5	Beginning	I am starting to develop the skill but require significant support, guidance, and practice.
1.0	Emerging	I am just beginning to learn the skill and am not yet demonstrating grade-level understanding, even with support.

Letter Grading Scale

The grading system is based on the following scale:

Category	GPA Scale	Grade	Percentage	Level	Description
Advanced	4.00	A+	100-97	Outstanding	Consistently exceeds expectations with exceptional quality.
	4.00	A	96-95	Exceptional	Demonstrates advanced skills and thorough understanding.
	3.67	A-	94-93	Superior	Performs at a very high level with minimal errors.
Above Proficient	3.33	B+	92-90	Very Good	Frequently exceeds expectations and shows strong understanding.
	3.00	B	89-88	Strong	Demonstrates solid skills and consistent performance.
	2.67	B-	87-86	Proficient	Meets expectations with good understanding and application.
Proficient	2.33	C+	85-83	Satisfactory	Adequately meets expectations and demonstrates basic understanding.
	2.00	C	82-80	Adequate	Completes work at the expected grade level.
	1.67	C-	79-77	Meets Expectations	Shows acceptable performance with some support needed.
Below Proficient	1.33	D+	76-74	Developing	Shows partial understanding but needs improvement.
	1.00	D	73-72	Needs Improvement	Performance is below expectations and requires additional support.
	.67	D-	71-70	Beginning	Limited understanding and significant support required.
Unsatisfactory	0	F	69 or below	Unsatisfactory	Unsatisfactory / No understanding of concept

Semester Test Policy

A semester test may be given at the close of each semester, for each core courses having value of ½ unit of credit per semester. Semester Test Exemption Criteria:

1. Have 5 or fewer absences
2. Do not have any current failing grades (F's or 0's)

* Any courses taught off campus (CRACTC/NDCDE) will follow their own policies.

Awards & Honors

Honor Roll (Grade 5 – 12)

Selfridge Public School recognizes students for their academic achievement through the Honor Roll each semester. Honor Roll lists will be published at the end of semester to celebrate and encourage continued academic success.

A Honor Roll GPA Range: 3.67 – 4.00
B Honor Roll GPA Range: 2.67 – 3.66

Student of the Month

Each month, Selfridge Public School recognizes students who demonstrate positive behavior, strong effort, respect, responsibility, and commitment to learning through the Student of the Month program. Students are recognized in four grade groups: K–2, 3–6, 7–9, and 10–12. Teachers nominate students who consistently model our school expectations, show improvement, help others, and contribute positively to the school community. One student from each group is selected monthly and will be recognized by the school. Student of the Month recipients may receive special recognition such as announcements, certificates, or small incentives. This program encourages students to strive for excellence in academics, character, and citizenship.

Teachers will nominate individual students based on the following criteria:

1. Academic Achievement
    - Consistently performs well in all subjects
    - Demonstrates a strong work ethic and completes assignments on time
    - Shows effort to improve or maintain high academic standards
2. Positive Attitude
    - Displays a positive outlook toward school and learning
    - Encourages others and contributes to a healthy classroom environment
    - Accepts feedback and uses it constructively
3. Good Behavior & Citizenship
    - Follows school rules and classroom expectations
    - Treats teachers, staff, and peers with respect and kindness
    - Demonstrates honesty, responsibility, and integrity
4. Leadership & Initiative
    - Takes initiative in class or school activities
    - Is a role model for other students
    - Willingly helps others without being asked
5. Participation & Engagement
    - Actively participates in class discussions or group work
    - Contributes ideas and listens respectfully to others
    - Shows enthusiasm for learning and school activities
6. Attendance & Punctuality
    - Limited absences & tardies
    - Comes to school regularly and on time
    - Rarely misses class unless excused
7. Effort & Improvement
    - Shows noticeable improvement in academics, behavior, or attitude
    - Demonstrates perseverance and a growth mindset
    - Tries their best even when challenge

Attendance Incentives (K-12)

Students who maintain 95% attendance or better during the semester demonstrate responsibility and commitment to their education. To recognize this effort, the school may provide attendance incentives for students who meet or exceed the 95% attendance goal. Incentives may include recognition, special activities, or other rewards. Regular attendance helps students stay engaged in learning, build positive habits, and achieve academic success.

Positive Behavior Interventions & Supports (PBIS)/Incentive Programs

PBIS will be implemented to encourage our students to promote positive behavior, kindness, and generosity toward each other. PBIS recognizes that students can only meet behavior expectations if they know what the expectations are in advance. Everyone learns appropriate behavior and common language will be used when it is discussed in individual classrooms. By implementing PBIS, this school-wide approach to behavior focuses on building a safe and positive environment in which all students can learn.

* Responsible	* Positive	* Respect
* Safe	* Kind	* Ready to Learn

Attendance Policies

Student Attendance Procedure- Attendance Regulations

- All absences will be marked as either a full day or a half day in the Elementary. Absences in the Junior/High School will be recorded by periods.
- If a student will be absent for all or part of the school day, the main school office should be notified as soon as possible. Students must have an excuse by phone or a note signed by the parent or guardian to bring to the school after or before each absence. The school has the final decision of excusing or not excusing an absence.
- When a student knows in advance that he will be absent from school for all or part of a day he/she should have his/her parent or guardian notify the school so that an advance makeup work may be prepared for student.
- Any student who needs to leave the building during the day must have a note from home or have the parent call and explain the reason for the dismissal. Only the office staff/admin may give a student permission to leave the school during the day.
- Students who have been absent for a period of ten consecutive days without an excused absence may be dropped from our enrollment.

Tardy Information – Elementary/JH/HS

- Elementary students will be counted tardy the first 60 minutes after the bell rings in the morning and after lunch, after 60 minutes the tardy will turn into an absence.
- JH/HS students will be counted tardy for 5 minutes after the passing period bell rings, after that the tardy will turn into an absence.

Tribal Attendance Policy

The Standing Rock Sioux Tribal Education Department believes there is a positive relationship between school attendance and student success. It further believes that school attendance is a responsibility shared by students, parents, schools and community.

The Tribal Education Department, along with the Standing Rock Education Consortium, in accordance with Tribal Code, requires that all students between six and nineteen years of age (and those students enrolled in 5

yr. old kindergarten) attend school regularly during the full period and hours, religious and cultural holidays excepted, that the school in which the child is enrolled is in session until the end of the school term, quarter or semester of the school year in which the student becomes 18 years of age, unless they have an acceptable excuse, meet attendance exceptions outlined in School Policy and Tribal Code, or have graduated from High School. It is the responsibility of each school's attendance officer to determine if an absence is excused, unexcused, or truant.

A student will be considered excused for school attendance if the student is considered temporarily not in proper physical or mental condition to attend school but can be expected to return upon termination or abatement of the illness or condition. The school attendance officer may request that the parent/guardian obtain a written statement documenting the existing condition. A student may be excused in writing by the parent/guardian prior to an absence occurring.

Under this provision, absences through prior parent request cannot exceed 10 days in a school year.

A student who has reached the age of 18 years and meets the criteria established by North or South Dakota Law may also be excused from school attendance to participate in programs leading to high school graduation or high school equivalency. No student shall be denied credit in a course solely because of an excused or unexcused absence.

School Attendance Officer

The building principal or designee shall serve as the school attendance officer for each Standing Rock Reservation School. The school attendance officer shall be responsible for all attendance matters relating to school attendance and truancy. The school attendance officer of each school shall determine daily which students enrolled in the school are absent from school and whether their absences are excused.

The school attendance officer or designee in each school shall inform the parent/guardian of a student's truancy and direct the parent/guardian to return the student to school no later than the next day on which school is in session or to provide an excuse for the student's absence.

The school attendance officer or designee shall furnish student attendance information to the school administration for the purpose of providing the appropriate agencies and the state with required records.

District Attendance Codes

1. **Excused Absences**
   - (E) Excused is any absence with verbal or physical documentation from parent/guardian.

2. **Unexcused Absences**
   - (U) Unexcused Absence is any absence without any verbal or physical documentation.
   - (OSS) Out of School Suspension any absence incurred due to an offence to the school behavior policies

3. **Present**
   - (OCP) Off Campus Placement used as a place holder code for the district, indicates students are enrolled in school but currently unable to attend classes in person, education plan is set up with the district
   - (S) School Activity student is attending a school sanctioned activity
   - (ISS) In School Suspension indicates student is in building but currently working on class work in an alternate setting

- (MU) Make Up indicates this was a day students had an absence from school but time was bought back

4. **Special Circumstances**
   - (M) Medical is any absence for which there is physical documentation from the doctor or clinic where the child was seen.
   - (CD) Cool Down/504 is an absence where the school sends the child home in accordance with their 504 or IEP
   - (F) Funeral is any absence where a student is attending a family funeral.

Attendance Documentation Requirements

School administration required documentation to be submitted to the office in a timely fashion (within 2 school days) to verify an excused-approved absence, including but not limited to:

- Medical documentation from an appropriate licensed healthcare provider;
- A copy of court summons or subpoena

Truancy Procedures & Referrals

Parents/guardians of the accumulated unexcused absences of students under Tribal Education Code and for meeting and conferring with such parents/guardians.

The school attendance officer: Shall notify the parent or guardian of a child who is a habitual truant, by mail, when the child initially becomes a truant. These letters will go out:

Attendance Warning Letters will be mailed to the parent or guardian upon reaching the following:

• Elementary	(3 Days)	(7 Days)	(12 Days)	(17 Days)
• JH/HS	(24 Periods)	(56 Periods)	(96 Periods)	(136 Periods)

Truancy Letter will be mailed to the parent or guardian and the Tribal Education Office/SRO upon reaching the following:

• Elementary	(5 Days)	(10 Days)	(15 Days)	(20 Days)
• JH/HS	(40 Periods)	(80 Periods)	(120 Periods)	(160 Periods)

The notice shall include all the following:

1. A statement of the parent or guardian's responsibility, under Tribal Education Code, to cause the student to attend regularly.
2. A request that the parent or guardian meet with the appropriate school personnel to discuss the child's truancy.
3. A statement of the penalties, under Tribal Code, that may be imposed on the parent or guardian if he or she fails to send child to school.
4. Truancy record

The school district may request a parent/guardian meeting to discuss a student's reentry plan.

Penalties

Selfridge School District will adhere to all penalties are determined by the Tribal Court. Truant students may not qualify for district incentives, acceleration programs, extra/co-curricular activities, field trips, etc.

Accumulated absences that exceed 10 each semester (5/quarter) of the school year will require that those days be made up before credit or promotion is awarded.

Make-up Homework & Exam Policy

Advanced Makeup Work - Late Work

Students who know of an absence ahead of time should notify the teacher and receive advanced makeup work. Work can then be made up before the absence, or an agreement can be worked out between the student and the teacher.

Make-up Assignments & Examinations

All students with excused and unexcused absences shall be given the opportunity to make up examinations and work missed in accordance with the guidelines outlined below. It is the student's responsibility to communicate and collect work from teachers.

Absences & Examinations

- Students with absences/suspensions during the time of major examinations (quarter, semester, or grading period) shall be permitted to take such examinations if course credit is at risk.
- The examination make-up date shall be determined by the teacher with approval of the principal. Students in this circumstance may be expected to make up the exam on the day of return.

Absences & Homework

- Students with absences or suspensions will be given 1 school day/day missed to complete missed class work missed, examinations excepted. If the work is not turned into the teacher within this established timeline, then the student may not receive credit for the work. Extensions may be granted by the principal/teacher.
- The make up period begins on the first day back to school.
    - ie) student misses Monday and comes back Tuesday, the work is due Wednesday AM
- For extended absences (10+ days) students may be given more latitude for make-up time as deemed by the administration/teacher.

Promotion and Retention

Elementary

Elementary promotion will be based upon student mastery of curricular standards and recommendation of the classroom teacher. Students in grades kindergarten-8 whose poor attendance has caused a notable deficiency in learning will be retained at the present grade level if, in the judgment of the building principal, such action is advantageous to the student based on their core subjects.

Junior High

The 7-8th grade students are able to make up their absences in their classes by staying for the after-school tutoring session. For every hour they stay they will gain back one class period. The decision about promotion and retention will be made after consultation with the teacher(s) and the parent(s) during the last month of the school year.

Graduation Requirements

Credit/Schedule Requirements

Selfridge Public School requires a minimum of 22 credits for graduation, including all North Dakota State requirements and those set by the Selfridge School District. Academic courses receive ½ of a credit for a semester course and one credit for a yearly course. A course needs to meet the required number of minutes to receive a full credit. Students may receive high school credit for elective courses not offered at Selfridge High School and for required courses through correspondence courses, Interactive Television and online.

Language Arts – 4 credits
Within the regular Language Arts program

Mathematics – 3 credits
Within the regular Mathematics program

Social Studies – 3 credits
The following courses are required: POD, U.S. History and 1 Social Studies elective.

Physical Education & Health – 1 credit
1 credit of physical education OR ½ credit of health & ½ credit of Physical Education

Science – 3 credits
The following courses are required: Physical Science and Biology and 1 credit science elective

Career and Technical Education/Fine Arts/Foreign Language – 3 Credits
The following course is required: Financial Literacy

Computer Science/Cybersecurity – 1 Credit
Depending on course taught this may count as a CTE, Math, or Science credit as well.

Electives – 5 credits

Every student must be enrolled in a minimum of eight semesters to graduate. Seniors on track to graduate may apply for a modified schedule of no less than 4 credits.

Graduation Requirements

A student who is seeking permission to graduate must have fulfilled all minimum academic graduation requirements, clear all monetary debts to the school, and complete all detention assignments before graduation day.

Valedictorian/Salutatorian/Honors

To qualify for Valedictorian and Salutatorian the student must have attended Selfridge High School for at least two years, (the entire Senior year and one other). The student(s) with the highest-grade point average (minimum of 3.8) will be recognized as Valedictorian, or Co-Valedictorians. The student(s) with the next highest grade point average (minimum of 3.5) will be recognized as the Salutatorian, or Co-Salutatorians.

To qualify as an Honor Student, the student must have attended their senior year at Selfridge High School and have maintained at least a 3.000 G.P.A.

In all cases of determining honors, all classes receiving 0.5 credit or higher will be included. All G.P.A. scores will be carried out four decimal places with the fourth place rounded off to the third place to determine the final G.P.A.

Valedictorian and Salutatorian will be determined at the end of the first semester of their senior year for participation in Best of the Class.

After School Tutoring

- After School Tutoring (AST) will be held to give Junior High/High School students the opportunity to gain back class periods missed and strengthen academic excellence.
- Students will gain back one (1) class period for each one (1) hour served at the AST. The time will be applied to the class period most in need.
- Students will gain back one (1) half day (AM/PM) for each night lights served.

- Students are responsible for collecting assignments from their teachers to earn credit.

- The AST has a zero-tolerance policy. Any student who is being disruptive will be dismissed. If a student has violated the zero-tolerance policy, he/she will only be allowed back to the ASP at the discretion of the Administration.

Code of Conduct / Safety & Security

General Rules

- Follow directions of all school personnel/chaperones.
- Arrive to class on time and ready to learn each day.
- Respect the rights and property of fellow students and of your teachers.
- Remain in assigned/designated areas while on campus or during school sanctioned activities.
- Keep personal belongings not needed during school hours in assigned locker; the school assumes no responsibility for your losses. (ie. Toys)
- Be responsible for your property and for materials issued to you.
- Food, drinks, gum may be enjoyed in approved areas with teacher discretion.
- Deposit trash in trash receptacles in hallways and classrooms.
- Walk safely while keeping hands and feet to yourself.
- Complete and submit your own work.
- Use respectful language and actions towards fellow students and school staff.
- Represent the school district in a positive way during school and school events.

** Staff may have classroom/subject/event specific rules that will be posted in the designated areas to where they apply.*

Bus Conduct

Since a bus is an extension of the school grounds, children will be required to conduct themselves in a manner consistent with the established standards of classroom behavior. Riding the bus is a privilege - it is not a right. It can be suspended due to behaviors. Drivers are responsible for the safety of the bus environment. The enforcement of the bus rules will be as follows:

- Students are to remain seated facing forward while the bus is moving.
- Talk to seat neighbor and bus driver in a respectful inside voice using appropriate language.
- Keeps hands, feet, and personal items to yourself.
- Food and drink are not permitted on the bus, water is permitted.
- Students will be expected to board and depart the bus in an orderly manner keeping a safe distance from the bus.
- Students will be charged for any damage to the bus or bus seats.
- Keep aisles clear for safety bus riders

Playground Expectations

Recess is a time for positive and safe play/activities for students.

- Use good sportsmanship and “fair play” rules.
- Use playground equipment as it was designed to be used.
- Snow, rocks, and sticks will not be thrown.
- Ask permission to leave the enclosed playground area
- Games involving tackling and rough play are not allowed.
- When the bell rings, line up quickly.
- Toys from home will not be allowed at recess.

Playground rules will be posted. We would like you to enjoy using the playground. Always play in a way that is safe for you and for others.

Leaving the Building

K-12 students are not to leave the school campus at any time without prior submission of a written or personal request from a parent/guardian to the office or building administrator. Students violating this policy will be considered truant and will be charged with an unexcused absence. If you must leave due to illness, run an errand, or leave due to emergency, you need a note or call from parent/guardian stating the purpose of your need to check out. Before leaving you must sign out through the office.

Motorized Vehicles (JH/HS)

Selfridge School maintains a closed campus. Students are not allowed at their vehicles during school hours unless they are excused to leave by staff.

School Hours- Dismissal at 3:30 pm

During normal operations, the school day begins at 7:40 AM (Breakfast) and ends at 3:30 PM**. Students should not arrive before 7:40 AM**. Breakfast will be served from 7:40 - 8:00 am, lunchroom supervision will be provided. All students are to leave the school immediately after the final dismissal bell unless permission has been received from a teacher to work under that teacher's supervision at Night Lights or After-School Tutoring Program.

Pets

Dogs and cats are wonderful pets, but they occasionally follow children to school and cause problems. If this happens, pet owners will be called by phone. If we cannot reach you by phone, the authorities will be called to pick up the pet. No pets will be allowed in school buildings or on school grounds. (Without Prior Approval)

Fighting (Zero Tolerance Policy)

Fighting at school or at activity functions is prohibited. Violations of this policy will result in a major disciplinary action and may be turned over to law enforcement officials at the discretion of the administration. Proper due process proceedings will be observed in all fighting incidents. Fighting will result in the immediate Cool Down period of ALL students involved. Disciplinary actions will be determined upon investigation results with administration discretion. Refer to Disciplinary Actions section.

Drugs, Alcohol, Tobacco, or Vaping Products

The use, promotion, or possession of drugs, alcohol, tobacco, or vaping products is prohibited on school grounds and during school activities. Any student, with reasonable suspicion, who is suspected of being under the influence of drugs or alcohol during the school day, or during an extra-curricular/school-related function, will be referred to tribal police. Disciplinary actions will be determined upon investigation results with administration discretion. Refer to Disciplinary Actions section.

Weapons

The Selfridge School Board of Education determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the student and school personnel within the district. Selfridge School district will follow the board policy FFD in all occurrences.

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

disciplinary action. All weapons will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration.
Proper due process proceedings as defined in the Suspension and Expulsion policy and in accordance with the law will be observed in all suspensions and expulsions under this policy. Refer to Disciplinary Actions section.

Student and Parent Due Process Rights:

All students have a responsibility to follow school regulations. However, schools have an equal responsibility to assure that students are afforded necessary due process rights when administering punishment for violations of school or classroom regulations. In all cases of discipline by the teacher or principal, the student will be:

1. Told what rule they have broken.
2. Given the reason or reasons why it is believed that a rule was broken.
3. Given an opportunity to explain their side of the issue.
   (a.) Matters of discipline levied by the teacher may first be appealed to the principal. Once the principal has rendered a decision, the student or parent/guardian may, proceed to steps (b) and (c) of this policy.

   (b.) Matters of discipline levied by the principal may first be appealed to the superintendent. Appeals may be made by the student or by the student's parent/guardian.

   (c.) The decision of the superintendent may be appealed to the school board, which shall conduct a hearing to determine the innocence or guilt of the student and/or the appropriateness of the punishment administered. In a hearing before the School Board, the student may be represented by a legal advisor and may present and/or cross examine witnesses. In all cases, the School Board has the authority to take such action as they deem appropriate.

Search and Seizure Policy

Selfridge Public School reserves the right to search any and all persons entering the school property. Selfridge Public School also reserves the right to search lockers, book bags, wallets, purses, vehicles, and other property located within school boundaries. The searches will be conducted by school administration or others appointed by school administration when “Reasonable Suspicion” and/or “Probable Cause” have been determined. The school also reserves the right to request a K-9 unit from law enforcement services to aid in the searches and seizures.

Bullying and Harassment Definition

Bullying is repeated behavior by one or more students that is intended to hurt, intimidate, or harm another student physically, verbally, socially, or electronically. Bullying may include actions such as name-calling, teasing, spreading rumors, threatening, excluding someone on purpose, physical aggression, or using technology to harass or embarrass another person (cyberbullying). These behaviors create an unsafe or uncomfortable learning environment and will not be tolerated at school or during school-related activities.

Harassment is any action that causes the victim to feel threatened, belittled, afraid, angry, or hurt in any way.

Bullying Reporting Guidelines

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

Staff shall file such a report when:

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

Sexual Harassment/Intimidation

A learning and working environment that is free from sexual harassment will be maintained in the Selfridge Public School District. It will be a violation of policy for any member of the district staff to harass another staff member or student, or for students to harass employees or other students, through conduct or communication of a sexual nature as defined by this policy. Further, this District will not tolerate the harassment of any staff member or student by any third party. This prohibition shall be in effect in any building belonging to or used by the Selfridge Public School District or on the grounds of any such building or on any property or in any vehicle belonging to or used by the Selfridge Public School District or at any school-related activity.

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

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

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct for communication of a sexual nature when (1) submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement or grade, (2) submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education, or (3) such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating intimidating, hostile, or offensive employment or education environment.

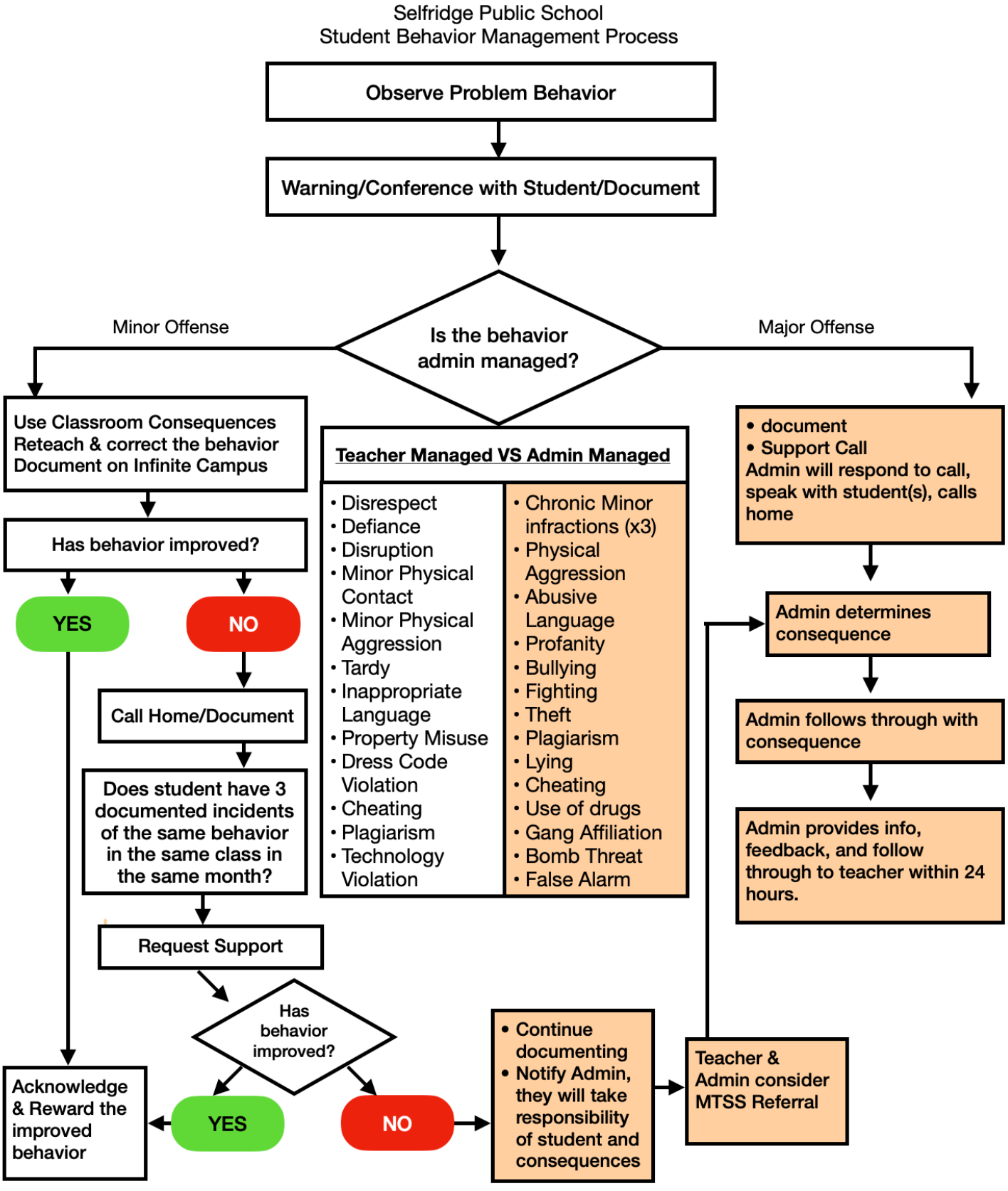
A substantiated charge against a school district staff member will subject such member to disciplinary action, which may include discharge.

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

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

- Sexual or “dirty” jokes.
- Sexual advances
- Pressure (subtle or otherwise) for sexual activity;
- Unwelcome touching, such as patting, pinching, or constant brushing against another's body,
- Displaying or distributing of sexual explicit drawings, pictures, and written material.
- Graffiti of sexual nature.
- Sexual gestures.
- Touching oneself sexually or talking about one’s sexual activity in front of others.
- Spreading rumors about or rating other students as to sexual activity or performance.
- Remarks as to a person’s sexual orientation.
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns.

Behavior Management Flowchart Process:



Disciplinary Actions:

Transportation Discipline

Riding a school bus is a privilege extended to students by the school district. For the safety of all students, proper bus behavior must be observed by all riders. Failure to comply with bus rules may result in removal from the bus for a limited or permanent period. Bus drivers have been asked to notify the school of any disciplinary problems. Continuing problems will have the following results:

First offense	A conference with the bus driver and principal.
Second offense	A conference between the parents and the superintendent and a suspension from the bus for five days.
Third offense	A conference between the parents and the school board will take place to consider expulsion from the bus.

It is the student's responsibility to meet the bus on time. If a student is not riding the bus to or from school, the bus driver should be informed.

Teacher Detention

Individual instructors may assign student detention. This detention will be at the convenience of the instructor and will take precedence over all practices, rehearsals, activities, or competition in extracurricular or curricular events. Students must complete their detention on the day it is assigned or the following day. It is the teacher's responsibility to notify their parents. Students who fail to serve instructor's detention will be assigned to serve additional administrative detention after school.

Administrative Detention

Students assigned to administrative detention are required to report when scheduled. Specific times and dates for detention will be communicated. Detention has priority over any school activity.

Discipline Rereferrals Notice

Parents will be notified of any disciplinary problems by telephone or written notification.

Suspension

The Selfridge Public School operates under two types of suspension:

In-School Suspension (ISS)

A disciplinary action in which a student is removed from their regular classroom but remains in school under supervision. During this time, the student is expected to complete assigned coursework and follow all school rules while working in a designated area. The purpose of ISS is to address behavior concerns while allowing the student to continue their academic work and minimize lost instructional time. An in-school suspension will require the student to be in school during the school day, doing extra work in the designated area, but not attending regular classes. The following guidelines will be used:

a. The student will be escorted to the restroom.
b. The student will eat in designated area or at a different lunch time than the student's normal lunch break.
c. The work will be provided by classroom teachers.

Out-of-School Suspension (OSS):

A disciplinary action, in which a student is temporarily removed from school for a specified period of time, due to serious or repeated violations of school rules. During the suspension, the student is not allowed on school property or to participate in school activities. An out-of-school suspension will be given according to disciplinary procedures approved by the School Board which is outlined in this Student/Parent Handbook.

Expulsion

If the administration deems expulsion necessary, the following steps will be taken:

1. Parent/guardian notified.
2. Selfridge School Board of Education notified.
3. Hearing held.
4. Board action upon recommendation of school administration.
5. An expulsion is to be for the remainder of the school year.

Students with Disabilities

Suspension of Student with Disabilities - Students with disabilities may be suspended for a period not to exceed ten cumulative school days for any conduct, which would warrant suspension for a student who does not have a disability. The suspension may be affected immediately upon the decision of the designated building administrator who will review the file to ascertain if the Individual Education Plan (IEP) or 504 Plan addresses the behavior in question. If the IEP or 504 Plan does address the behavior, the specified procedure should be followed. The administration must make and document efforts to contact and notify the parent prior to the suspension.

A student with disabilities may be suspended for additional periods of up to ten school days for separate acts of misconduct as long as such removals do not constitute a pattern of change in placement. Educational services must be provided in cases of removals (suspensions) in excess of ten cumulative school days in a school year. The services are to be provided to the extent determined necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals of his/her IEP or 504 Plan. The principal in consultation with the student's special education teacher or team shall make the service determination. If suspensions in excess of ten cumulative school days in a school year constitute a change of placement as defined in IDEA/B Regulation 300.530, then a manifestation determination review must be conducted before a suspension is implemented.

In any suspension, the student's parent or representative shall be given oral or written notice of the charges, an explanation of the evidence supporting the charges, and an informal opportunity to respond to and rebut the charges.

Expulsion of Students with Disabilities - An expulsion may be affected for a student with a disability for any conduct, which would warrant expulsion for a student without a disability. A meeting to determine whether the conduct was a manifestation of the student's disability must be conducted prior to a decision to expel a student. The Individual Education Plan (IEP) Team or 504 Team will meet to determine whether the misbehavior is a manifestation of the disability based on the criteria of IDEA/B Regulation 300.530. If the IEP Team or 504 Team determines that the misbehavior is a manifestation of the disability, the student may not be expelled. The district has an obligation to provide educational services during the time of expulsion. The IEP Team or 504 Team will determine the way the services are provided.

A student with a disability must continue to receive a free appropriate public education whether they are expelled. A student with a disability for whom expulsion has been recommended is entitled to all the due

process rights available to a student without a disability for whom expulsion has been recommended. In addition, the student with a disability is entitled to all the due process procedures available to a student with a disability under the Individual Disabilities Education Act and applicable state policies and procedures.

A special education student who is a danger to self or others or who has carried a weapon as defined by IDEA regulations to school or to a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative placement in accordance with the IDEA/B Regulation 300.504. A student who is defined as having a disability under the Individuals with Disabilities Education Act may be placed in an alternative educational setting for up to 45 calendar days, during which time a determination will be made as to whether bringing a weapon as defined by IDEA/B Regulation 300.530 to school was a manifestation of the student's disability. Discipline and placement of the student will be in accordance with the Individuals with Disabilities Education Act.

Drugs, Alcohol, Tobacco, or Vaping Products

The use, promotion, or possession of drugs, alcohol, tobacco, or vaping products is prohibited on school grounds and during school activities. Any student, with reasonable suspicion, who is suspected of being under the influence of drugs or alcohol during the school day, or during an extra-curricular/school-related function, will be referred to tribal police. Disciplinary actions will be determined upon investigation results with administration discretion. Refer to Disciplinary Actions section.

Dress Code

Personal Appearance

Basically, the control of student grooming is a personal matter, however, it is essential that some school rules exist so that the learning atmosphere will not be disrupted by student dress and the safety and health of students shall not be jeopardized.

1. Student dress should be neat, clean, and meet common standards of decency at all times.
2. Reasonable length shorts are permitted, but they must not be ragged cutoffs or have holes in them. Shorts must come to the bottom of the students fingertips and be seen below the shirt.
3. Proper footwear shall be worn in school.
4. Patches, pictures, or writing with obscene, vulgar, gang related or suggestive connotations will not be permitted.
5. Clothing with alcohol, drug or tobacco insignias or messages will not be permitted.
6. Halter tops, bare midriff tops; see through clothing, and spandex, as outerwear is also unacceptable.
7. Headgear or sunglasses shall not be worn in the school building during the school day. Head coverings of any kind are banned within the building during school hours. Hats should be kept in the students' lockers or they may be confiscated by either the teacher or the administration.
8. Street shoes are not allowed on the gym floor
9. Principal's discretion will be used to determine if apparel is appropriate.
10. All Backpacks and purses will be placed in students' lockers and not allowed in classrooms.

Winter Weather and Recess Participation

During colder weather, it is mandatory for all K-6th grade students to wear a hat/headband, gloves, and a warm winter jacket/coat for recess. Snow boots and snow pants are also necessary when snow is present. It's important to remember that bus driver regulations require appropriate winter attire for students boarding the bus. Parents will receive notification if their child arrives without proper winter clothing. Additionally, recess supervisors will continuously monitor weather conditions and use indoor charts to provide guidance to students throughout the day.

CURRENT Feels Like Temperature:	Students Wear:
-10F and below	Automatically inside
Lower than 40F	All winter gear
40F – 49F	Long sleeves/coats
50F or higher	Long sleeves/short sleeves or shorts

Participation in recess is encouraged for all students unless a daily written note or a doctor's excuse is provided. Students unable to participate in recess due to physical reasons are advised to stay home to prioritize their physical well-being.

Technology Use

Internet Policy

The Selfridge School District recognizes the need for its staff and students to have access to a computerized global information network (Internet) and be trained for its proper use. Having access to this information network requires use consistent with the district's educational policies and state and federal laws. The Internet system is to be used for educational purposes only. It may be used to supplement classroom materials, to do research for class projects, explore new educational resources, and for other purposes authorized by school authorities. Intentionally accessing information that is illegal, sexually explicit or offensive to certain racial, ethnic or religious groups are not permitted. All for-profit activities are inappropriate. The use of the computerized information network of the school is a privilege, not a right, and inappropriate use will result in suspension or termination of those privileges. Users of this informational system will be held responsible for their on-line behavior and accordingly the district will institute an Acceptable Use Agreement.

Computer Use

- Students shall not be allowed to visit websites, or any link thereof, that is used for chatting.
- Student will only be allowed to retrieve emails from their school k12 or Selfridge Public School email.
- Students shall not be allowed to visit any website which contains a proxy server, or offers links to proxy servers.
- Students shall not be allowed to delete their History folder on any District computer, or any part of their History folder on a District computer.
- Students shall not be allowed to use any other student's account.
- Students shall keep devices connected to school provided Wi-Fi while on school grounds.
- Students who fail to conform to these policies shall lose their privileges as to the use of District computers for a length of time to be as determined by the Technology Coordinator, and/or as recommended by a Teacher or an Administration.

Student Device User Agreement

The Selfridge Public School District authorizes students to use technology owned or otherwise provided by the district as necessary for **instructional purposes**. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access

through the system. Each student who is authorized to use district technology and his/her parent/guardian shall sign this Device User Agreement as an indication that they have read and understand the agreement.

Definitions

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (Wi-Fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Student Obligations and Responsibilities

Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

- Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive.
- Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying").
- Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.
- Infringe on copyright, license, trademark, patent, or other intellectual property rights.
- Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher, administrator or technology coordinator, changing settings on shared computers).
- Install unauthorized software.
- "Hack" into the system to manipulate data of the district or other users.
- Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice.

Privacy

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

Personally, Owned Devices

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Loss, Stolen, or Damaged Device

If a student loses an assigned technology device, the technology device is stolen, or the technology device is damaged, the student must immediately notify a staff member or the principal. If a police report is filed, the student is expected to cooperate and provide truthful information. A student whose technology device is lost, stolen, or damaged due to a violation of this Student Technology Device Use Agreement, purposeful action, and/or negligence is subject to consequences as outlined in this Agreement. If a lost or stolen technology device is not recovered or if a technology device is otherwise damaged, the student and the student's parent(s) or guardian(s) are financially responsible for the technology device

Consequences for Violation

Violations of the law, Board policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

Edu-Tech Acceptable Use Policy

Edu-Tech provides information technology resources to K-12 schools in North Dakota. These resources deliver electronic communications internally within school districts and externally to systems across the world. We provide these services solely to promote and enhance the quality of education in North Dakota's K-12 system.

This acceptable use policy ensures that use of the Edu-Tech resources by all users is done in an appropriate manner. Use of Edu-Tech services is a privilege and not a right. All users are obligated to respect and protect the rights of every other user and act in a responsible, ethical and legal manner.

Acceptable Use

Edu-Tech accounts and affiliated services may be used for K-12 education related purposes only.
Logins and passwords are provided for the individual's use while they are affiliated with an Edu-Tech member school or organization.

Under no conditions shall any user provide another person with access to or use of their account. Similarly, users shall not examine, change, or use any account but their own. No user may represent themselves as another individual or entity in electronic communication.

Users shall not deliberately attempt to degrade system performance or capability. Knowledge of system or special passwords does not convey permission or privilege to use such passwords. No account shall be used to damage a system or file or remove information without authorization.
Edu-Tech's services may be used only for lawful purposes. Transmission, distribution or storage of any material in violation of any applicable law or regulation is prohibited. This includes, without limitation, material protected by copyright, trademark, trade secret or other intellectual property right used without proper authorization, and material that is obscene, defamatory, constitutes an illegal threat, or violates export control laws.

Under no circumstances may Edu-Tech's services be used to send material that is intended to threaten, harass, annoy or alarm another person without legitimate purpose-this includes chain mail.

Use of computer system and databases shall be limited to the purpose(s) for which access was granted. Use of services for political (lobbying) purposes, for gaining business contacts or for personal or private profit is prohibited. Organizations may not use any Edu-Tech service for increasing their membership or gaining additional contacts.

Users should expect only limited privacy in the contents of their personal files and communications. Files may be searched if there is reasonable cause that a user has violated Edu-Tech policies or the law. Investigations will be reasonable and related to the suspected violation. Edu-Tech will cooperate with external networks and authorities in the resolution of an investigation within the restrictions of federal and state law and the Family Educational Right to Privacy Act (FERPA).

Any user of Edu-Tech's services who violates this policy may be denied access to the system. Users may also be denied access based on their local school district's acceptable use policy.
Failure to abide by this policy may result in the loss of privileges as well as further disciplinary and/or legal action. All accounts are the sole property of Edu-Tech and are provided to the user's organization or school district as a service, as such final determination of account status is up to Edu-Tech staff and may not be appealed. If account access is denied for disciplinary reasons, users forfeit all information in the account.

Cheating and Plagiarism

Cheating

Cheating/lying will not be allowed. Any student found cheating on any work will receive a zero on that assignment at the discretion of the teacher and reported to administration.

Plagiarism and Artificial Intelligence (AI)

Plagiarism is the act of using another person's words, ideas, work, or creations and presenting them as your own without giving proper credit. This includes copying from books, websites, or other students; submitting someone else's work as your own; copying and pasting information without citation; or improperly using digital tools to complete assignments.

The use of Artificial Intelligence (AI) tools to generate assignments, essays, answers, or other academic work without teacher permission is also considered academic dishonesty. If AI is used when it is not allowed, or if a student presents AI-generated work as their own thinking or writing, it may be treated as plagiarism.
Students are expected to demonstrate honesty and integrity in all academic work. Any form of plagiarism or misuse of AI is considered academic dishonesty and may result in disciplinary action. Consequences may include receiving a reduced grade or no credit on the assignment, being required to redo the work, parent/guardian notification, and additional school discipline if the behavior continues.

Students who are unsure how to properly cite sources or whether AI tools may be used for an assignment should ask their teacher for guidance before submitting their work. Any student found using AI illegally or plagiarizing any work will receive a zero on that assignment at the discretion of the teacher and reported to administration.

Student Services & Enrollment Requirements

Registration Requirements

North Dakota Century Code requires proof of a learner's identity to be in the school file. If proof of identity is not submitted within forty (40) days of entering school, legal authorities are notified.

When a child enrolls in Selfridge school for the first time, the parent (guardian or legal custodian) must present proof of identity of the child to the school within forty days of enrollment. "Proof of identity" means a certified copy of a birth certificate, a certified transcript, or similar student records from the previous school. It is also required that the parent request the appropriate school records for the child from the previous school attended by the child. If a child's parent does not present proof of identity within forty days of enrollment or if the school does not receive the school records of the child within sixty days of enrollment, the school, the school superintendent must notify the bureau and a local law enforcement authority that no proof of identity has been presented for the child. (NDCC 12-60-26).

Prior to the first day of school, each registered child must provide a digital copy of a current immunization record, proof of identity (birth certificate, visa, I-94, or other government-issued ID), and proof of residency. North Dakota law requires that a pupil's legal surname be used on all records maintained by a school and requires the use of the legal surname in all communications involving the student. Therefore, all communications and records of pupils in Selfridge Schools will use students' legal surnames.

Emergency Contact Information Policy:

All enrolled students are required to have up-to-date emergency contact information on file in the school office. This includes a working home phone number, cell phone number, place of employment, and an alternate contact number.

- In the event that any of these numbers change or become out of service, parents and guardians must promptly notify the school to ensure that a working contact number is provided.
- It is essential for all parents and guardians to maintain 24/7 availability from the school in case of emergencies.

Eligibility for School

1. Each public school must be free, open, and accessible at all times to any child provided:

- The child may not enroll in grade one unless the child reaches the age of six before August first of the year of enrollment;
- The child may not enroll in kindergarten unless the child reaches the age of five before August first of the year of enrollment; and
- The child has not reached the age of twenty-one before August first of the year of enrollment.

2. Selfridge district may not enroll in Kindergarten a child who is not five years old before August 1st, unless the child will be five years old before December 1st and:

- The child, by means of developmental and readiness screening instruments approved by the superintendent of public instruction and administered by the school district, can demonstrate academic, social, and emotional readiness; or
- The child has completed an approved kindergarten program.

3. Selfridge district may not enroll in first grade a child who is not six years old before August 1st, unless the child will be six years old before December 1st and:

- The child, by means of developmental and readiness screening instruments approved by the superintendent of public instruction and administered by the school district, can demonstrate academic, social, and emotional readiness; or
- The child has completed an approved kindergarten program.

Multi-Tier System of Support (MTSS)

MTSS is based on a national understanding that IDEA '04 and the No Child Left Behind (NCLB) are companion laws supporting schools in using scientifically research-based curricula and instructional practices. The process systematically determines how students respond to curricular and instructional procedures that have been demonstrated in applied research to improve outcomes for all students. It is an educational initiative that includes general education, special education, and remedial education which involves a universal screening, implementing scientifically research-based curriculum and delivering immediate interventions based on student needs.

The three-tiered model is designed to improve student performance and includes:

- Universal screening of academics and behavior conducted for all students;
- All students receive high quality instruction in the general education setting;
- All staff (general education, special education, Title I) assume an active role in students' assessment and instruction;
- Continuous progress monitoring of student performance and use of progress monitoring data to identify specific areas of academic and behavioral difficulty;
- Using progress monitoring data to determine intervention effectiveness and instructional adjustments;
- Implementing interventions based on the individual student's need;
- Ensuring that researched-based instruction and intervention strategies are implemented:
- Conducting benchmark/outcome assessment for all students.

Tier 1 Level – Benchmark/School-wide interventions include school-wide interventions available to all students. Students receiving tier one interventions are making expected progress in the general curriculum. With the school-wide interventions in place, data will effectively indicate when and where a student is having trouble.

Tier 2 Level – Strategic/Targeted interventions are targeted for at-risk students. Tier two interventions must be scientifically researched-based and may include core instruction with supplemental material, increased time, differentiated instruction, and more frequent progress at monitoring.

Tier 3 Level – Intensive interventions are practices designed for students having significant difficulties with establishing grade-level benchmarks in the general education curriculum. Tier three interventions are more intensive support and may include supplemental instructional material, small skill-based

Section 504

Selfridge School District has a duty to locate, evaluate, and identify any child attending the public schools who may require Section 504 accommodations or services. Children eligible for Section 504 accommodations or services include those children who have a physical or mental impairment that substantially limits a major life activity.

Section 504 Dispute Resolution Policy

For purposes of identification, evaluation, or educational placement of a child under Section 504, the district or designee 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.

Withdrawal from School

If a student decides to be withdrawn from school for whatever reason, and decides to attend another school, it is the sole responsibility of the parent/guardian to obtain and complete the required documents of enrollment into the new school. Selfridge School District is required to continue to keep students under their enrollment until a transcript request is received from another school district. Students who are absent from school will be marked unexcused until paperwork is received.

Directory Information

Federal law permits a school district to identify certain information as "directory information" which may be released publicly without permission of the parents. The district identifies this information as the following: name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous school attended. If you do not want this information released, please contact the administration or main office at the Selfridge Public School District.

Title I

The Title I program is designed for students who are unable to get full value out of the learning process which is offered in the traditional classroom setting. Title I instruction will be given in Language Arts, Reading, and Math to all students. Selfridge Public School District is school wide Title I.

Special Education Cooperative

Selfridge Public School, in partnership with the Morton-Sioux Special Education Unit (MSSEU), provides special education and related services to eligible students with disabilities in accordance with the Individuals with Disabilities Education Act (IDEA) and North Dakota Department of Public Instruction regulations. Students may be eligible for special education services if they are identified as having a disability that adversely affects their educational performance and requires specially designed instruction. Disability categories include Autism, Deaf-Blindness, Deaf/Hard of Hearing, Emotional Disability, Intellectual Disability, Non-Categorical Delay, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech/Language Impairment, Traumatic Brain Injury, and Visual Impairment.

Parents, guardians, or others who have concerns regarding a student's educational progress may request a special education evaluation. If you believe your child may need special education services, please contact your child's teacher, school principal, or the special education coordinator for information regarding the referral and evaluation process.

Child Find Notice

Selfridge Public School and the Morton-Sioux Special Education Unit are committed to identifying, locating, and evaluating all children with disabilities who may need special education and related services. Parents or guardians who suspect their child may have a disability are encouraged to contact the school principal or special education office. Evaluations conducted to determine eligibility for special education services are provided at no cost to parents. For additional information regarding special education services, referrals, evaluations, or parent rights, please contact the school principal or the Morton-Sioux Special Education Unit.

Rights and Safeguards Under Education Law for Children with Disabilities

These safeguards are guaranteed to handicapped children and their families by Public Law 94-142, The Education for All Handicapped Children Act of 1975, Section 504 of Public Law 93-122, and The Vocational Rehabilitation Act of 1973.

Equal Education and Non-Discrimination

The Selfridge School District #8 is committed to equality of educational opportunity. It is the policy of this District to provide learning and working environment free of discrimination.

All students can participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, extracurricular and other school related activities. Discrimination in education because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law. Further, the District is committed to taking whatever remedial action is necessary to eliminate existing discrimination and its effects.

Title IX

Selfridge Public School District supports the provisions of Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 which commit all schools to the elimination of discrimination on the basis of race, color, national origin, sex, and handicap to those educational programs and activities offered to its students. It is the expressed intent of the Selfridge Public School District to provide equal opportunity in its employment practices or educational programs and activities to all students, free from limitations of race, color, national origin, sex, and handicap.

Inquiries regarding discrimination should be directed to the Selfridge School's Title IX Coordinator. Specific written complaints should be directed to the school superintendent

The district will notify annually all students, parents, staff, and community members of this policy and the designated coordinator to receive inquiries. This policy is located on the district webpage.

FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Under FERPA, parents or guardians have the right to inspect and review their child's educational records, request the amendment of records they believe are inaccurate or misleading, and consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent.

These rights transfer to the student when the student turns 18 years old or attends a postsecondary institution (an "eligible student"). Selfridge Public School may release "directory information" such as a student's name, grade level, participation in activities, honors and awards, and dates of attendance unless a parent or eligible student notifies the school in writing that such information should not be released.

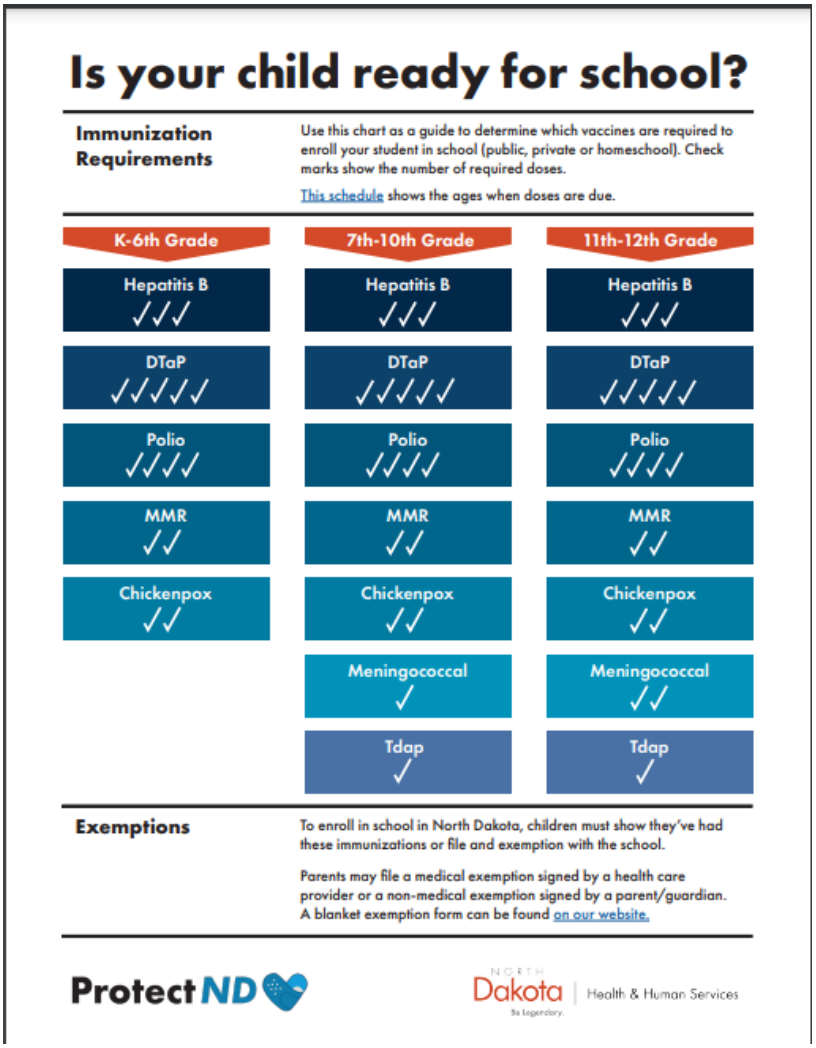
Questions regarding FERPA or requests to review student records should be directed to the school administration.

Infinite Campus – Student Information System (SIS)

The Selfridge Schools use Infinite Campus, is a website where parents and students can access their current grades and attendance using the internet. At the start of the school year, you will receive a letter with your child's username and password so that you can check on their grades anytime during the school year. Please keep your passwords confidential so only you can access the information. If you do not have internet access at home or work, you can contact the office, and we can make a report available to you.
Infinite Campus replaced PowerSchool as of the 2026 – 2027 school year.

Immunizations

The following immunizations are required by the State. Certificates of Immunization must be presented to the school office before the student may be admitted to school.



Exemptions

Exemptions Students may be exempt from immunization requirements for the following reasons:

- Medical Exemption: Requires a certificate signed by a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health of the child.
- Personal Belief or Religious Belief Exemption: Requires a certificate signed by the parent or guardian whose sincerely held philosophical, moral or religious belief is opposed to such immunization.
- History of Disease Exemption: Requires a certificate signed by a physician stating that the child has a reliable history of disease. History of disease exemptions may only be claimed for hepatitis B, varicella, measles, mumps, or rubella.

Exclusion

If the student is not up to date on their current vaccinations, they may be subject to exclusion from school starting October 1st. Please see below for details:

Section 23-07-17.1 of North Dakota State Law mandates all students in kindergarten through grade twelve meet a minimum number of required immunizations prior to school entrance. Please be sure your child has met the minimum requirements. If you are claiming a medical or history of disease exemption, an exception form must be signed by a medical professional. Failure to comply with requirements starting **October 1st** will result in exclusion of your child from school. Questions or concerns, please contact the office, your primary care provider's office, Western Plains Public Health, or IHS. For more information, visit the Department of Public Health website: https://www.health.nd.gov/immunize

Illness and Injury

If a student becomes ill while in school, he/she should notify the teacher at once. Students are not to leave the building without permission from the teacher or the office. Any injuries received in school should be immediately reported to the supervising teacher. The school may not give out any over the counter medication without written or verbal permission from the parent/guardian.

Selfridge School does not participate in the School Benefit Plan and there is no school insurance to cover the students for accidental injury. Every family is expected to make proper preparation for illness and accidental health and hospitalization insurance.

Guidelines for Keeping Your Child Home

While regular attendance in school cannot be overemphasized, there are times when for medical reasons your child should be kept at home. Please notify the school when you are keeping a child home due to illness. If your child has any of the following symptoms, you should strongly consider keeping your child at home (for his/her health as well as for the health of other children).

Severe headache	Diarrhea (24 hours)	Skin rash
Vomiting (24 hours)	Sore throat	Enlarged glands
Chills	Harsh cough	*Runny nose
Fever of ≥100.2 °F (24 hours)	Persistent pain	*Red or Runny Eyes

**Runny nose or red/runny eyes that are not symptoms or related to student allergies*

If any of the above symptoms persist, contact your family doctor. Please bring a doctor's note to school when returning.

If your child becomes ill at school, they must be picked up as soon as possible. If your child should have a communicable disease, please notify the school.

E-CARE School Nurse

School health services are designed to promote and improve the health and wellness of students. Providing school health services assists students in developing and applying academic knowledge to help promote continuous growth toward becoming an effective citizen within our society. The ECARE ESchool program assists Selfridge School District in providing basic emergency care for students and staff; assessment and referral for all students; nurse oversight of medication; essential health services for special needs students; and health promotion and disease prevention activities which address wellness across the lifespan. With the philosophy that "healthy students learn better", professional school nurses address the physical, mental, emotional, and social health needs of our students on a daily basis and work with parents and community partners to best serve these needs. If you choose to "opt out" your child(ren) from this service, you will need to sign a yearly opt out form, that can be obtained from the office.

For more information about school health services, call the Selfridge School District at 701-422-3353 or the ECARE School Health office at 605-606-0550.

Medication Authorization

For safety reasons, Selfridge Public School office staff must be advised of any prescription or non-prescription medication authorized by the students' parents. It violates school board drug policy for students to maintain any medication, prescription or non-prescription, on the school premises without advising office staff. Students

requiring medication must complete the medication record in the office or enrollment packet. Parents are to notify the school if your child needs to take medicine. Asthmatic or diabetic children will be able to keep emergency medication with them by office authorization.

First Aid Procedures

Selfridge Public School District staff are trained in CPR and First Aid. In cases of injury, temporary first aid is administered and an effort is made to contact the parents. At times this has been difficult, so please keep the office informed of changes in your home, office and emergency numbers.

Lice and Bed Bug Infestations

When a child has been found to be infested with head lice/nits (lice eggs) or bed bugs the following steps will be followed by the school.

1. The child's parent/guardian or designated emergency contact will be notified to make them aware.
2. An informational letter or brochure relating to head lice/bed bugs will be sent home with the infested child. In addition, a copy of the school policy will be sent home with the parent.
3. Children out of school, being treated for head lice/nits or bed bugs will be marked as a medical absence. Children held from school because of fear of contracting head lice/nits will be counted as an excused absence.

These absences should not exceed one school day per incident.

The school encourages parents to inspect their children often, which is the best form of prevention and control. We encourage parents to report cases of lice/bed bug infestations so that other parents can be alerted to a possible outbreak. Please contact our school counselor or social worker if you need supplies.

Extracurricular Activities

Elementary sports eligibility requirements include a passing current grade (D or Above) in all subjects and a full school day on game day and/or the day before a weekend game. Students must give the school 24-hour prior notice of their absence, due to medical appointment, to be able to play. (Or Administration Approval)

Eligibility checks are completed on Wednesdays. Students who do not meet eligibility requirements are suspended from competing in games from that Wednesday until the next eligibility check. Eligibility will be determined at the end of the quarter/semester; next eligibility check will follow in 2 weeks.

JH/HS Students will follow the guidelines by NDHSAA and SRCS Athletics Department.

HS students must be enrolled in a minimum of 5 courses per semester to be eligible to compete in NDHSAA activities.

Wednesday night is reserved for church activities. There will be no elementary school activities after 5:00 PM on Wednesday nights.

Dance Regulations

The administration must approve all school-sponsored dances. All dances must meet the following rules and regulation;

1) The dance sponsor will obtain permission prior to the dance at least one week ahead of the planned date.
2) All rules governing student behavior will be followed.
3) Chaperones are in charge of the event: anyone failing to follow their instructions runs the risk of school sponsored dances being discontinued or he/she being barred from further dances.
4) Clean-up is the responsibility of the group hosting the dance.

5) All dress code regarding personal appearance apply to school dances.
6) Dances will start with arranged times but must end before 11:00 PM, with the exception of the prom where times must be worked out with the administration.
7) Dances will be held in the gym or cafeteria.
8) Anyone leaving after the start of the dance for any reason will not be allowed back.

Prom Rules

1) Students in grades 9 through 12 may invite:
   a. A grade 7 to 12 Selfridge student
   b. A person who is 20 years of age or younger.
   c. Someone in grade 7 to 12 from another school with prior approval from the administration.
2) The student must be in good standing at their school
3) All guests must have a completed Guest Approval Form. Photo ID must be presented at Prom to be admitted.
4) Students in grades 7 and 8 may attend with a signed parental permission slip turned into the office before the prom.
5) Students must be academically eligible to attend prom.

Prom is considered a school sponsored activity.

Visitors

Visitors are welcome to the school. All visitors to Selfridge School are required to "check in" at the main office upon arrival at the school.

Family-teacher conferences are scheduled throughout the year. If you wish to talk to a teacher, PLEASE do not wait for the scheduled conferences; simply send a note indicating your desire for a conference and teachers will work to accommodate your request.

If you would like to visit your child's classroom, please leave a message with the main office, so the teacher can arrange a time. If there is something special you would like to see, please make it known within your message/request.

Student(s) not enrolled in our school district that is visiting your home will not be allowed to visit your child's classroom during the regular school day unless approved by the building administration.

Parent Concerns

Feedback/concerns can be helpful to the district. Most concerns can be resolved by informal discussions between the parent and the staff member. If a parent/guardian has an educational concern, they are to speak with the teacher/staff member to resolve the issue.

Chain of Command for Grievances/Concerns

If a parent/guardian has a concern, they are to speak with the teacher/staff member to resolve the issue. If the parent/guardian does not feel satisfied they are to speak with the principal and then the Superintendent for help in resolving their concern. If parents are still not satisfied, they need to contact the President of the School Board and request to be placed on the agenda at the next regular scheduled meeting.

Parents Right to Know

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 office at (701) 422-3353. Upon this request, you will receive a detailed explanation of the licensing, education and experience of each of our teachers and paraprofessionals.

Telephones (School Telephones are Business Phones)

Incoming telephone calls will be received by the Administrative Assistant and **will not be forwarded to classroom teachers** or students during instructional hours, unless deemed an emergency. However, access to the office telephone for pre-school, midday, or post-school communications will be permitted as needed.

Communication Devices (smart watches, cell phones, tablets, etc.)

As a result of state legislature banning personal electronic devices in school from bell to bell no student shall be allowed to access, use, or possess any personal electronic device during school hours. Banned items consist of cell phones, earbuds, headphones, smart watches, and any other device needing a network, Bluetooth, or internet connection. Please refer to policy FFI for entire policy.

All items listed are turned into the office upon arrival at school and returned to students at the end of the school day.

Wired/Aux earbuds/headphones will be allowed in school. Usage within classrooms is in accordance with the teacher/classroom rules.

Fire Drills

Teachers will give the students complete information on all procedures to be followed in case of a fire.

Weather Information

People may receive emergency weather information concerning the closing of school or running of buses by listening to radio stations KFYR and the Instant Alert Systems (Messaging, school webpage, school Facebook page).

Responsibility of School Property

Students are expected to be responsible for all textbooks, library books, desks, electronic devices, chargers, and school property issued to them. Students may have to pay for property which is lost or damaged.

Breakfast and Lunch

Breakfast will be served every morning from 7:40 am to 8:00 am. Students must conduct themselves in an orderly manner while in the lunchroom. **Floors and tables should be cleaned off after breakfast and lunch.** Violations could result in losing the privilege of eating in the lunchroom and/or assisting in the cleaning of the lunchroom. Students are welcome to bring their own sack lunch. Food that does not follow the district wellness policy will not be permitted in the cafeteria.

Snack

Grades K-6th have a designated healthy snack time, students will be offered a healthy snack or fruit/vegetable. Snacks from home are required to follow the district wellness policy and healthy snack guidelines. The policies are listed on the school webpage.

Food, Candy, Soft Drinks/Soda, Sunflower Seeds, Gum

Sunflower seeds are NOT allowed in the school building. Energy drinks are not allowed in the school building or on the school bus. Candy, soft drinks/soda, and food are not allowed during normal school hours or on bus

except when special permission (for parties or fund-raisers) has been sought by the teacher or administration. Food/drinks/gum may be enjoyed in approved areas with teacher discretion.

Class Field Trip and Field Day Policy

- All required work, including homework, must be handed in, to attend.
- Students having any suspensions, participation in activities will be at the discretion of the teacher.
- Play day and field trip participation by individual classes is optional.
- Children must ride on the bus as a class going to the intended field trip.
- Arrangements with the classroom teacher can be made to take the child home from the field trip.
- The number of chaperones will be determined by the size of the group and the space on the bus.
- Only children in that grade, staff, and chaperones will be allowed to ride on the bus.
- Chaperone Policy:
    - Parents interested in chaperoning for school trips must complete the appropriate forms. Chaperones will be chosen on a first-come, first-served basis, with teacher discretion.

Authoritative Safety Protocol

The School Resource Officer (SRO)/Authorities ensures a safe learning environment for all children and adults who enter the school campus, prevents, and reduces potential harm related to incidents of school violence, and fosters a positive school climate based on respect for all children and adults in the school. We will create partnerships with behavioral health and other care providers in the community for student and family referral.

School Board Policy Supersession Statement

All administrative rules and procedures described in this handbook are intended to support the policies adopted by the School Board. In the event of a conflict between the information contained in this handbook and official School Board policy, the policies adopted by the School Board shall supersede and take precedence over any administrative rule or handbook provision.

Selfridge Public School Releases & Handbook Review

Must be returned to the office within a week of being enrolled in the district.

Field Trip Release

Periodically throughout the school year, various classes will be scheduling field trips. School staff will inform you as to when these will be occurring, a separate slip will not be sent home prior to each trip. Should you have any questions regarding any field trip that is planned, please contact your child's teacher or advisor.

_____ YES, my child may attend any and/or all field trips throughout the school year.

_____ NO, my child may not attend field trips this year.

Media Release

Selfridge School District takes part in social-media, using our school's affiliated Facebook page, our webpage and occasionally the local newspaper. The most important point is for us to protect our students.

_____ YES, I grant permission for my child to be posted on the school's social media pages and in the local newspaper.

_____ NO, I do not grant permission for my child to be posted on the schools' social medias pages or in the local newspaper.

Movie Release

Throughout the school year movies will be viewed for educational purposes, during classroom celebrations, or parties. Occasionally, movies may be rated PG.

_____ I grant permission for my child to watch PG-Rated movies.

_____ I ONLY want my child to watch G-Rated movies.

Student Handbook Review

I, the undersigned, acknowledge that I have received the Student Handbook and have had the opportunity to review its contents. I understand that my child(ren) are expected to follow the policies and procedures outlined in this handbook. My signature indicates receipt of the handbook and acknowledgement of its contents. If you have any questions regarding the handbook, please feel free to contact the school.

_____ _____

Parent/Guardian Signature Date

I, undersigned, have received and had the opportunity to review this Student Handbook and fully realize my responsibility to abide by the polices set forth in this handbook.

_____ _____

Student Name (Please Print) Grade

Technology Parent or Legal Guardian Acknowledgment

Must be returned to the office within a week of being enrolled in the district.

Student Computer/Device Use Contract for Selfridge Public School:

Student Name: _____ Grade: _____

Purpose - The use of school computers, laptops, tablets, and other technology resources is a privilege provided to enhance learning. All students are expected to use these resources responsibly and ethically.

Acceptable Use - Students agree to:

- Use devices for educational purposes only.
- Follow all copyright and licensing laws.
- Respect others' privacy and not access or share another person's files without permission.
- Keep login credentials secure and not share passwords.
- Report any damaged, lost, or malfunctioning equipment immediately to school staff.

Unacceptable Use - Students shall not:

- Use devices to access inappropriate, offensive, or illegal content.
- Attempt to bypass security or monitoring software.
- Install unauthorized software or apps.
- Engage in cyberbullying, harassment, or plagiarism.
- Use devices for personal financial gain or commercial purposes.

Care and Responsibility

- Students are responsible for the device assigned to them.
- Food, drinks, and rough handling near devices are prohibited.
- Students must return devices in good working condition at the end of the school year or upon request.

Consequences - Violation of this contract may result in:

- Temporary or permanent loss of device privileges.
- Disciplinary action according to the Student Handbook.
- Financial responsibility for damage or replacement of the device.

Agreement - By signing below, I acknowledge that I have read and understand the rules and responsibilities outlined in this contract and agree to follow them.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

**Students are not issued a school device without form completion.*