

Scranton Public School

Elementary Handbook

2025-2026

SOARING TO NEW HEIGHTS!

Revised: 2003, 2001, 1999, 2004, 2005, 2007, 2012, 2019, 2025

PRINCIPAL'S MESSAGE:

The purpose of this handbook is to inform students and parents of the policies under which our school operates. The guidelines and rules have been written with your child's best interests in mind. By working together (parents, students, teachers, and administrators) we will be able to provide a good learning atmosphere. It is hoped that you will familiarize yourself with the contents contained within this handbook. You are encouraged to communicate with us in all matters in which your children are involved. Your cooperation and support during the school year will be greatly appreciated.
Sincerely, Kelly Pierce

ADMINISTRATION'S RIGHTS:

This student handbook attempts to cover the administrative regulations of the Scranton Public School dealing with student conduct and behavior. Such a handbook helps parents, students, and staff to know exactly what is expected, and avoids the uncertainty and misunderstandings that can cause troublesome incidents.
All types of infractions may not be included, and so modifications will be made, if necessary, at the discretion of the administration. In all instances, interpretation is left to the administration to modify penalties suggested whenever extenuating circumstances seem to be present, in order that justice be tempered with mercy and understanding.

NONDISCRIMINATION POLICY:

The Scranton Public School District 33 does not discriminate on the basis of race, creed, sex, marital status, age, and admissions, color, handicap, or access to educational programs and activities which it operates and offers to students. This extends to employment policies and practices of its personnel which it employs. Inquiries concerning Title VI to the Civil Rights of 1963, (School Counselor), Title IX of the Educational Amendments of 1972, (Coordinator, Kelly Pierce), American Disabilities Act (ADA), coordinator Kelly Pierce and Section 504 of the Rehabilitation Act of 1973,(coordinator Kelly Pierce) may be referred to Scranton School, Box 126, Scranton, ND 58653. Technology Director: KariLei Valloff

SCRANTON PUBLIC SCHOOL MISSION STATEMENT:

All students will be challenged and empowered to maximize their individual potential both personally and academically!

SCRANTON SCHOOL PHILOSOPHY & OBJECTIVE:

The Scranton Public School District hopes that its' students will carry with them a desire to learn and grow. Education is a community function. While literacy and learning begin at home, it takes the combined effort of all members of the community to develop and maintain an educational program that creates open-minded curiosity, a spirit of cooperation, the skills necessary to become a contributor to society, and appreciation of and participation in our culture. Quality education of our young people should be the top priority and the proudest achievement of our community. The objectives designed to meet the values delineated in the philosophy are as follows:

1. Maintain expectations that encourage self-discipline.
2. Develop educational programs consistent with individual needs.
3. Develop effective communications skills.
4. Design and foster programs for development of lifetime skills.
5. Enhance the vocational and occupational skills of the students.
6. Provide experience and sponsor activities which develop interest and skill in leisure time activities.
7. Provide experiences and programs which promote physical well-being, sportsmanship, teamwork, and fair play.
8. Provide programs, materials, and experiences to promote mastery of the academic curriculum.
9. Develop the aspects of creativity, self-expression, critical thinking, and problem solving within the range of each student's ability.
10. Sponsor, encourage, and direct activities that foster social development.
11. Develop useful citizens with a desire to contribute to society with an understanding of our cultural and political heritage.
12. Promote practical and realistic guidance and counseling.
13. Encourage and foster community education.
14. Develop effective study habits.
15. Promote programs which foster an awareness of the arts.

ACCIDENTS:

In the event that any student is injured in a minor way that can be handled by the staff at the school, the injury will be treated with the generally accepted first aid procedure. In the event of a serious injury to a student, the family or guardian shall be notified as soon as possible. If the parent cannot be reached and if the accident is serious, the student shall be transported to the Bowman or Hettinger Hospital emergency room by Scranton Public School personnel.

ACHIEVEMENT TESTING:

The Scranton Public School participates in state wide achievement testing as mandated by the state and federal governments.

ATTENDANCE AND ABSENCE PROCEDURES:

North Dakota Law contains compulsory attendance requirements for students ages 7-16. In order to comply with and enforce these requirements, the Board establishes the following attendance policy.

SECTION I: DEFINITIONS

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

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

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

B. For the purpose of taking academic sanctions under Section III this policy as authorized by NDCC 15.1-20-02.1(3):

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

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

SECTION II: DOCUMENTATION REQUIREMENTS

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

1. Medical documentation from an appropriate licensed healthcare provider;
2. A copy of a court summons or subpoena;
3. An obituary for funeral leave;
4. Verification of planned or executed family travel
5. A request from an official at the student's place of worship;
6. A request for an absence due to a curricular or extracurricular even submitted by the student's teacher, coach, or extracurricular advisor.

When a student is absent for 12 or more school days that do not include school activities or are not substantiated by documentation listed under this section, items 1-6 of school policy, the student will receive academic sanctions.

SECTION III: ACCUMULATED UNAPPROVED ABSENCE

The Board believes there is an intangible benefit associated with being present in the classroom. Attendance shall be a factor used in computing students' grades.

Students who are absent for unapproved reasons shall be subject to academic sanctions (which include, but not be limited to, zero points for the days gone, or grade reduction) and/or intervention counseling in accordance with administrative regulations. The Superintendent or designee shall determine grade-appropriate academic sanctions and other intervention strategies for unapproved absences.

Any remedy to make up the loss of points by the student will be done in collaboration with the student or parent, teach, and Principal. These assignments will be developed by the teacher, be proportionate to the points lost, and will be in the form of written summaries (when age appropriate). There is no obligation however for teachers or administrators to make such allowances. If allowances are made for the benefit of the student, no late work will be accepted.

COMPULSORY ATTENDANCE VIOLATIONS:

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

TARDIES:

Tardy situations for students will be handled primarily on the merits of each case. The parents of the students who are excessively tardy will be informed by means of report or phone call from

the Principal. Tardies are absences from class. In excessive cases, the Principal may apply consequences for being tardy in the same manner the School Policy addresses absenteeism.

BOOKS:

Library books/textbooks lost or not returned are to be paid for at the replacement rate. Book damage due to negligence or vandalism will be paid for at replacement rate. *Book new this year 80% of original cost: Book two years old 60% of original cost: Book three years old 40% of original cost: Book four or more years old 20% of original cost
All bills should be paid in the office.

BULLYING:

Definitions
For the purposes of this policy:

“Bullying" means:

a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

(1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;

(2) Places the student in actual and reasonable fear of harm;

(3) Places the student in actual and reasonable fear of damage to property of the student; or

(4) Substantially disrupts the orderly operation of the public school; or

b. Conduct that is received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

1. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;

2. Places the student in actual and reasonable fear of harm;

3. Places the student in actual and reasonable fear of damage to property of the student; or
   Substantially disrupts the orderly operation of the public school.

"Conduct": includes the use of technology or other electronic media.

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

- *School property* or the term *on-campus* refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.

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

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

- *School staff* include all employees of the Scranton School, school volunteers, and sponsors of school-sanctioned activities.

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

Prohibitions

While at a public school, on school district premises, in a district-owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event, a student may not:

1. Engage in bullying;

2. Engage in reprisal or retaliation against:

   a. A victim of bullying;

b. An individual who witnesses an alleged act of bullying;
c. An individual who reports an alleged act of bullying; or
d. An individual who provides information/participates in an investigation about an alleged act of bullying.

3. Knowingly file a false bullying report with the District; Off-campus bullying that is received on school property is also prohibited. The District has limited disciplinary authority to respond to such forms of bullying.

Reporting Procedures for Alleged Policy Violations

- Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall file it with the Board President.

  Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

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

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

Reporting to Law Enforcement & Others Forms of Redress

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

Documentation & Retention

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

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

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

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

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

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

Investigation Procedures

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

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

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

deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile);

2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;

3. Interviews with any identified witnesses;

4. A review of any mitigating or extenuating circumstances;

5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

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

Disciplinary & Corrective Measures

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

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

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

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

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

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

BRINGING ITEMS TO SCHOOL:

Should a child forget something at home and parents must bring it to school, please leave the item at the office and we will make sure that it is delivered to the student.

BUSING:

Bus transportation is a privilege governed by the Board of Education. It is necessary to obey the rules set down to ensure safe transportation. If a child does not obey the rules of the driver and the Scranton School District the privilege of riding the bus can be denied. During the winter months, students are required to have proper attire before boarding the bus (hat, gloves, boots). The Scranton Public School requests that bus patrons secure storm homes for their youngsters in Scranton. In the event of a storm, and buses are not able to run, these homes become a necessity. A form will be sent out in the early part of the school year to bus patrons. Please fill this out and return to the school office.

COMMUNICABLE DISEASE:

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

*No child should be sent to school with fever, sore throat, stomach ache, nausea, or skin rash. **PARENTS , IF YOUR CHILD DOESN'T FEEL WELL, PLEASE DON'T SEND THEM TO SCHOOL.**

CONFERENCES (PARENT-TEACHER):

Formal conferences are scheduled two times a year, once in the fall and then again in the spring. Individual conferences can be scheduled anytime there is a need.

CHURCH NIGHT:

Wednesday has been set aside as "Church Night". The Scranton School will continue to cooperate in scheduling as few events as possible on that night, thus allowing full opportunity for the churches to carry on their affairs without conflict with school activities.

DEFICIENCY & PROGRESS REPORTS:

Deficiency and progress reports will be sent to notify any student and his parent/guardian if: the student is not working to known ability, in danger of failing for any nine-week period or if needed improvement has been made.

DRESS:

Scranton Elementary does not have formal dress code. We believe that students will take pride in their habits and appearance with proper guidance from home. A neat, clean, and well-groomed child performs better in all aspects of life. The only profound rules we have are no short shorts or tank tops, no students will be allowed to wear shirts of any kind that are inscribed with any references to drugs, tobacco, or alcohol and any lewd or indecent references will not be allowed on any shirts or other materials. Students violating these rules will be disciplined accordingly. Students traveling to other schools are expected to "dress up" as they represent Scranton Public School. Students are expected to go outdoors for recess. All students must have winter clothing suitable for the conditions.

GRADING SYSTEM:

Report cards will be issued every nine weeks of the school year. Report cards in kindergarten will not have the standard letter grading procedure but based on a checklist of skills and concepts. Grades 1-6 will use the standard marking system that follows:

A+	98.5-100	4.0
A	92.5-98.5	4.0
A-	91.5-92.5	3.7
B+	90.5-91.5	3.3
B	85.5-90.5	3.0
B-	84.5-85.5	2.7
C+	83.5-84.5	2.3
C	76.5-83.5	2.0
C-	75.5-76.5	1.7
D+	74.5-75.5	1.3
D	70.5-74.5	1.0
D-	69.5-70.5	0.7
F	0-69.5	0.0

HARASSMENT POLICY:

Harassment of any type has no place in the school building. The Scranton Public School District will endeavor to maintain a learning and working environment that is free of harassment. The School Board expects administrators and supervisors to make if clear to students and staff that harassment in the school building, on school grounds, or at school -sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension or expulsion of students and termination of employees. Harassment may include, but is not limited to sexual harassment, racial harassment, or harassment because of a physical condition or disability. It may also include but is not limited to hostile, demeaning , or intimidating behavior or conversation.

LEAVING THE SCHOOL GROUNDS:

No student will be permitted to leave the buildings under any circumstances unless he receives permission from the principal or superintendent. To do so constitutes skipping school.

IMMUNIZATION:

The school immunization requirements have been updated to include Chicken Pox inoculation for students entering school effective in 2004, a second Measles-Mumps-Rubella (MMR) immunization for children entering kindergarten or first grade students effective January 1, l992.

The above students should have received 5 Diphtheria-Tetanus-Pertussis (DPT) and 4 Oral Polio Vaccine (OPV) by school entry; however, four DTP and 3 OPV vaccinations are acceptable if the last dose was received between 4 and 6 years of age.

The first MMR is recommended at 15 months of age; the second MMR is required for school entry.
Children who have received 2 doses of MMR vaccine on or after their first birthday (at least one month apart) do not need an additional dose when they enter school. Children who have no documentation of MMR vaccination when they enter school should be admitted after they receive their first dose. The second dose should be given within three months but not less than one month after the first dose.
Please call if you have any questions.

INCLEMENT WEATHER:

Parents are encouraged to check to make certain that children are sent to school dressed for the weather. We do require students to go out and get a bit of fresh air, but every effort is made to accommodate the needs of the students. Students Shall bring the following to protect themselves from the elements: boots, warm coat, gloves, scarf, head covering, and snow pants. **Inclement weather presents problems for buses; therefore, EMERGENCY ANNOUNCEMENTS WILL BE CARRIED BY KPOK-BOWMAN AND KNDC-HETTINGER.

LOST AND FOUND:

There are facilities for caring for lost and found articles. Pupils finding lost articles or losing personal belongings should report them or the loss to their teacher or the principal/s office immediately. Children should have their initials or identifying marks on articles such as boots, overshoes, and mittens.

PATRIOTIC EXERCISES

We believe that the students of the Scranton Public School should learn the principles of liberty and democracy expressed in the Declaration of Independence and the Bill of Rights. Further, it is felt that the salute to the flag and the daily Pledge of Allegiance help students learn these principles. In all CLASSROOMS in grades K-6,at the beginning of the first regularly scheduled class or activity period, the Pledge of Allegiance to the flag of the United States will be given, except when the principal will arrange for other appropriate exercises which will include the Pledge of Allegiance. It is recognized that the religious beliefs of some students prohibit their participation in these patriotic exercises. All students, however, are expected to show respect to the flag during the Pledge of Allegiance.

MEDICINES:

Internal medication should be given only by or on order of a physician. The giving of a non-aspirin product or any drug internally at school is not approved, as this is the responsibility of the parent or the physician. Pupils who must depend upon medication in order to stay in school should have a written order from a physician or permission from the parent/guardian giving specific directions for taking medication. Directions should also be clearly marked on the bottle, together with the pupil's name and the name of the physician.

Procedure 1. School personnel may not dispense or administer medication to a student except upon the written order of a physician or with permission from the parent or guardian. 2. Any medication which is ordered by the physician to be administered at school may be given using the following procedure:

a. The medicine sent or brought to the school must be accompanied by a signed request from the physician and parent for its dispensation

b. The medication shall be properly labeled with the student's name, time, and amount of dosage. The doctor's name should be on the label also.

c. The medication shall be kept in a locked drawer or cupboard and be dispensed by a person assigned to do so or by the principal.

*Medications Forms will be sent out in the August News Letter and are also available in the school's office.

PARTIES:

Scheduled school parties will take place in the afternoon. Individual birthday parties are not permitted at school, however, the pupils may bring class treats, if they wish.

PERMANENT RECORDS:

The school keeps a permanent record folder for each student registered in the district which contains their scholastic records, attendance, and health records under their legal name. Please keep your address, phone number, and emergency number current.

Under the Family Educational Rights and Privacy Act of 1974, parents have the right to inspect and review any educational records relating to their children. The school may presume parental authority to access records unless advised that the parent does not have such authority.

PETS:

Refer to the Animals in the Classroom policy found in the Scranton Public School Policy manual.

SUSPENSIONS:

Students may be suspended from school for misconduct, disobedience, and insubordination. No student who has been suspended from school may re-enter school without a conference with his/her parents or guardian and the administration. Students who are suspended must make up the time and the work. Students will make up the time missed at the discretion of the administration.

A student who is suspended from school will be given assignments to complete during the suspension period. These assignments will be due to the teacher the day of the student's return to class.

SCHOOL WITHDRAWAL PROCEDURE:

A student who is withdrawing from school should report to the school secretary with a parent or guardian. The student will be issued a withdrawal form. To be in compliance with the "Family Education Rights and Privacy Act of 1974, "Public Law 93-380, a parent must sign a release form before school records can be released to another agency.

PROMOTION AND RETENTION POLICY:

A student's achievement of skills for the grade to which he is assigned and his readiness for work at the next grade level, shall be required before he is assigned to the higher grade. Those students who have mastered the appropriate skills will be promoted, and those who have not will

be retained. Such retention may be considered when:1. The child is in grades K-3, or, on very rare occasions, when the child is in grades 4-8. 2. The child is achieving significantly below ability and grade level. 3. Retention would not cause an undue social and emotional adjustment. 4. Retention would be a reasonable chance of benefiting the child totally.
Whenever such retention is being considered, the teacher shall confer with the principal. This should be done by the end of February. The principal shall call a meeting of the parents, the teacher, and the counselor to explain the child's current academic standing in relationship to the group and his or her own individual ability. If significant improvement is not noted in the child's academic performance, the principal and the teacher shall make the final decision on retention of the student. Only in unusual circumstances should a child be retained more than once.

SCHOOL HOURS: SCRANTON ELEMENTARY SCHOOL:

8:15 am - 3:15pm *The playground is supervised from 8:00 am to 8:15 am so it is recommended that students living in town not come to school before this time.

SCHOOL PROPERTY:

All parents are advised that children must respect school property of any kind. Reimbursement for damages will be expected in cases of vandalism as opposed to accidental damage.

SCHOOL VISITATION:

Advance arrangements are to be made through the school office should students or parents/guardians wish to visit classes while they are in session. We ask that parents/guardians, etc. that are bringing items to school please stop at the office. While a three-minute interruption of a class may seem minor, one per classroom student would waste an hour of instructional time per day. We would prefer that contact with the teacher be done during breaks such as recesses, etc. Please call the office and we will advise you of such times.

SNOWBALLING:

Snowballing on the school grounds or on the way to and from school is absolutely forbidden. The responsibility for any injury sustained through such activities must be assumed by parents.

STUDENT USE OF PERSONAL TECHNOLOGY:

Per ND House Bill 1160, all personal electronic devices must be silenced, turned off, and securely stored during instructional time.

Exceptions are granted for medical or IEP/504 needs. Violation consequences include:
- First Offense: Confiscated until end of day
- Second Offense: Confiscated, returned only to parent
- Further Offenses: Additional disciplinary action

This policy supports instructional focus and student well-being. School officials will track its impact on behavior, attendance, and performance.

INSTRUMENTAL MUSIC:

Band is available for students beginning in 5th grade. Students must furnish their own instruments. Participation in all scheduled concerts is required unless excused in advance. Students are encouraged to take their instruments home regularly, especially over weekends and breaks.

SEARCHES OF PERSONAL PROPERTY:

School officials may also search student belongings when reasonable suspicion exists.

STUDENT ACTIVITY TRIPS:

While on trips in connection with school activities, the student is under the supervision of the school and must abide by those regulations laid down by the school regarding behavior. The reputation of the school must be maintained at all times by all students regardless of the reasons involved for their appearance at other places. Students who embark on bus trips must return on the bus or else present written permission from parents to do otherwise.

TITLE I:

The school and home is a partnership in the educational process of the student learning. Recognizing that parent/guardian participation is very important to the child's success in Tile 1 programming, the school will: 1. Inform parents of participating children of the Title 1 program of the specific instructional objectives and methods of the project, and the reason the child is in the program. 2. Parents will be notified of the time that their child is in the Title 1 room and will be welcomed to observe and participate in their child's instructional objectives during their child's time in the Title 1 room. 3. A packet will be sent home 4-5 times a year with each Title 1 student. Included in the packet will be informational reading and materials to use with their

child. This will be used as a means of getting parents to work with the student at home. 4. All parents of Title 1 students will be invited to the annual meeting to plan, design, and implement ideas for the Title 1 program. They are welcome to bring any supportive person with them if they desire. All written policies will be reviewed at this time. Title 1 funds may be used to provide materials, computer software, books, informational brochures for parents, and other resources as appropriate.

Revised: 2003, 2001, 1999, 2004, 2005, 2007, 2012, 2019, 2025.