2026-27
STUDENT HANDBOOK



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Board Approved

Section I
PINGREE-BUCHANAN PUBLIC SCHOOLS INFORMATION

FORWARD

We, the School Board, Superintendent, Principal, and faculty members of the Pingree-Buchanan Public Schools have compiled and published this student handbook in the hope that it will answer the many questions that arise during the course of a school year in the minds of the students and parents both old and new.

This handbook contains information concerning our school and its policies. It is published to serve as a guide to all students and though it is subject to change, it contains the rules and regulations of our school. All rules contained in this handbook are subject to administrative discretion. We hope that you will keep this book and refer to it often, for "a school is not a corps of teachers, no matter how well trained they may be; a school is, primarily, the body of students that fill the halls and classrooms."

ELASTIC CLAUSE

This handbook will not cover all possible events that will occur during the school year. If a situation arises that is not specifically covered in the handbook, the administration will act at its discretion as fairly and quickly as possible to resolve the situation. In reaching a solution, the interest of the students, parents, staff, school, district, and community will be taken into consideration.

ORGANIZATION of the SCHOOL DISTRICT

Name	School Board Position
Kristal Uehran	Board President
Caitlin Striefel	Board Vice President
Amber Krapp	Director
Lucas Torgerson	Director
Jordan Berg	Director
Ben Tompkins	Director
Travis Councilman	Director

Name	Administration
Denise Harrington	Superintendent
Jacqueline Lampert	K-12 Principal

NON-DISCRIMINATION POLICY

The Pingree-Buchanan School District provides equal opportunities for all students, free from limitations based upon race, color, sex, handicap conditions, nationality or religious affiliation.

This concept of equal educational opportunity will serve as a guide for the Pingree-Buchanan School Board, Administration, and staff in making decisions relating to employment of personnel, school facilities, intramural and interscholastic athletics, curriculum, activities and regulations affecting students and employees.

VISION STATEMENT

Empowering students to thrive and reach their full potential

(Revised May 2025))

MISSION STATEMENT

Creating a safe, inclusive environment that inspires lifelong learning and fosters healthy relationships

(Revised May 2025)

LEADERSHIP PHILOSOPHY

The Pingree-Buchanan School District believes all students can learn if the emphasis is on creating a supportive, inclusive, and engaging school environment.

(Revised July 2025)

SCHOOL PHILOSOPHY

All Pingree-Buchanan students:

- solve problems using creative and critical thinking.
- use research and technological skills to locate, access, organize, evaluate, and present information.
- communicate effectively in multiple formats.
- practice personal wellness.
- participate in community service.
- develop pride and ownership in their education.
- persevere through a variety of challenges.

At Pingree-Buchanan, we promote values which shape and guide all our educational practices through

- a technology-rich learning environment.
- collaborative learning.
- respect for diversity and the educational process.
- wellness as part of a rewarding lifestyle.
- an aesthetic education beneficial to all students.
- an equitable education.
- high expectations and a rigorous curriculum.
- active participation in learning.
- responsible digital citizenship.

STUDENT'S CREED

"As a student of the Pingree-Buchanan Public Schools I believe that the reputation of the school and my self-respect as a member of the student body depends upon my attitude and behavior. I shall, always, attempt:

- To exhibit good manners, good speech, good sportsmanship, and friendliness toward all.
- To strive for high scholastic standing and to support school activities to the best of my ability.
- To honor, respect and cooperate with my school, my teachers, my fellow students, and my community.

Thus, in all these ways we will transmit this school not only not less, but greater, better and more beautiful than it was transmitted to us."

ATTENDANCE

Pingree-Buchanan students **must be in attendance for a specific number of days per semester to be granted credit**. The **maximum number** of absences from any class in a semester **is ten (10)**. After ten (10) days of absences, administration may choose to remove a student from active enrollment. Absences may be due to illness, funerals, or special family needs.

Absences due to school activities, weather related problems, medical absences supported by a physician's written verification for days missed due to health-related problems, or in-school suspension will not be counted towards the ten (10) days. **Please note that regular doctor, dental, and optometric appointments, and other instances of illness do not qualify as excused medical absences; but will be allowed with the (10) ten day absence total.**

School work missed by the student during an absence shall be made up regardless of the reason for the absence. Family vacations should be scheduled, when possible, during the summer or other non-school days. Should it be deemed necessary for a student to be absent from school due to family related reasons, arrangements should be made by the student to complete, in advance, as much as possible of the schoolwork that would be missed. Days missed for such a reason will be included within the ten-day limit.

1. When a student is absent, the parent should call the office to indicate why the student is absent.
2. Each teacher will complete the student's assigned missing work, and it is the responsibility of the student to make up all assigned work on time. It is the student's responsibility to make arrangements with the teacher regarding missed work.
3. Each student will be given an amount of time equal in length of the absence.
   in which to make-up all work missed. Administration reserves the right to extend time due to mitigating circumstances.
4. All unexcused absences will result in "0" credit for the classes missed.

ELEMENTARY PERFECT ATTENDANCE CERTIFICATE

Any student who is in attendance everyday will receive a certificate at the end of the year. Perfect attendance means just that. However, if a student must leave, and it's after 2:00 PM, we will not count this against the child's attendance record unless it's done frequently. Elementary students who miss only one half of a day will receive a certificate of regular attendance.

STUDENT CONDUCT

Students in our schools are expected to act in a manner that reflects favorably on the individual student, the school, and the community. They will

be expected to show consideration and respect for other students, teachers, staff, and administration, and work toward a harmonious school atmosphere. All students must recognize their individual responsibilities and obligations and they will be expected to carefully follow all school regulations and policies.

PUBLIC DISPLAYS OF AFFECTION (PDA) POLICY

The school is committed to maintaining a safe, respectful, and academically focused learning environment for all students. While positive friendships and appropriate social interactions are encouraged, public displays of affection (PDA) are not appropriate in the school setting.
Public displays of affection include, but are not limited to:

- Kissing
- Prolonged hugging or embracing
- Sitting on another person's lap
- Holding or touching another person in a manner that is romantic or intimate
- Any physical behavior that disrupts the educational environment or makes others feel uncomfortable

Brief, non-disruptive displays of friendship, such as a handshake, high-five, or brief side hug, are generally acceptable, provided they are respectful and appropriate.

Students who engage in inappropriate public displays of affection may be subject to the following progressive disciplinary actions:

1. Verbal reminder or redirection.
2. Conference with school administration.
3. Parent/guardian notification.
4. Disciplinary consequences consistent with the school's student conduct policy, which may include detention, loss of privileges, or other appropriate disciplinary measures for repeated violations.

School administrators reserve the right to determine whether a student's behavior constitutes inappropriate public displays of affection based on the circumstances and the impact on the school environment.

This policy applies during the school day, on school property, at school-sponsored activities, and while students are participating in school-related transportation.

HARASSMENT/BULLYING

Harassment or bullying of any type has no place in the school setting. The Pingree-Buchanan School District will make every effort possible to maintain a learning and working environment that is free of harassment/bullying. It is the stated policy of the Pingree-Buchanan School Board that harassment/bullying of any kind 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 employment for employees.

Harassment/bullying may include, but is not limited to sexual, racial, or a physical condition or disability. It may also include, but is not limited to, hostile, demeaning or intimidating behavior or conversation.

VIOLENCE

No form of violence will be tolerated in school, at school activities, or on school property. Violence occurs whenever anyone inflicts or threatens to inflict physical or emotional injury or discomfort upon another person's body, feelings, or possessions.

Students and employees are to be treated with respect and dignity. Personal harassment or bullying by any person, which creates an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

DISCIPLINE (Refer to Student Code of Conduct)

All staff members – including elementary or secondary, administration, and non-teaching staff - have the right to discipline any student in any grade when they deem it necessary. Discipline in the classroom and hallways should be maintained at all times. The Administration may suspend any student for insubordination, habitual disobedience, or disorderly conduct. The length of suspension shall be determined on a case-by-case basis.

The school board has the authority to suspend or expel a student in flagrant cases of insubordination, habitual disobedience or disorderly conduct for a period not to extend beyond the end of the current term of school.

SUSPENSIONS and EXPULSION

Student Due Process: For all suspensions, students are to be given due process. Due process is as follows:

1. The student will be given oral or written notice of the policy that was violated and or the reason for suspension.
2. Students are given an opportunity to answer the charges presented and present his or her side of the story. Students will also be informed of their due process rights. Every effort should be made to contact parents as soon as possible.
3. The Superintendent and/or Principal will issue a decision as soon as all facts have been heard and the student has had an opportunity to answer the charges presented.
4. Students that pose a threat to the safety or well-being of other students or have broken the law will be turned over to law enforcement.

MAKE-UP WORK while on SUSPENSION or EXPULSION

Students on suspension will be required to make up all missing work – Missing work is the student's responsibility, not the teacher's responsibility. The teacher will only be required to give the student the assignment. The student will receive credit for work completed during their suspension. Failure to make up the work will result in a conference with the Principal with possible failure of that class.

WEAPONS POLICY

The Pingree-Buchanan School Board strictly prohibits the possession, conveyance, use, or storage of weapons or look-alikes on school property, at school-sponsored activities or in or around a school vehicle. This ban applies to students, employees, and visitors. The administration retains final authority in determining what constitutes a weapon, especially when evaluating potential danger.

Any student, employee, or visitor who has reasonable grounds to suspect a violation of this weapons policy is required to report such suspicion immediately to administration.

DRUG USE/ABUSE

The Pingree-Buchanan Public School District is acutely aware that the use of drugs, alcohol, and other chemicals among young people has become a major problem in our country and across the state of North Dakota. The availability and use of these substances on school campuses is illegal, threatens student safety, and creates a substantial safety threat, and creates a disruption to the educational process, this policy is being adopted, implemented, and strictly enforced. PBPS will follow the guidelines established by the NDHSAA in determining illegal substances.

Authorized Use – Any student whose parent or guardian request that he or she be given any prescription or nonprescription medicine, or drugs shall follow the procedures of Policy FEAA - Administering Medicine to Students, which requires prior **permission signed by the parent for aspirin and/or Tylenol and the signed request of the physician and parent for any other medication. All medications including over the counter medication must be kept in the office.**

Violation – Any student violating this policy may result in suspension or expulsion and notification of proper authorities for prosecution. Illegal and prohibited substances will be confiscated and will be turned over to law enforcement authorities. The student will be referred to the school counselor, parent, student assistant program or legal guardian.

Any student who is observed to be under the influence of a prohibited substance will be taken immediately to the Administrator's office. The student's parents will be notified and asked to pick up the student. If there appears to be imminent danger to other students, school personnel, and/or the student involved, the Administrators may have the student removed from the school by school, medical, or law enforcement personnel. A more detailed list of violations and procedures is included in the Discipline Matrix.

If the counselor or Administration believes that the student is in need of assistance, the counselor/ Principal / Superintendent may call the student in for a conference. (The counselor or Administrators may seek assistance in how to confront students from a certified addiction counselor.)

If, after conferring with the student, the counselor or Administrators believe that there is a probability that the student may be chemically dependent the student and/or the student's parent(s) guardian will be told that it is necessary that the student receive a formal chemical dependency diagnosis.

The school will make a reasonable effort to cooperate with a therapy program if one is recommended for the student. The school will have the option of requiring that the student attend the suggested therapy as a condition for continuing to attend school.

The school board of Pingree-Buchanan believes that if a student is involved in a chemical dependency program and is successfully addressing his/her harmful involvement with chemicals, he/she may continue in the regular school setting and continue to participate in any extracurricular program unless participation is in conflict with the rules and regulations set forth by the Pingree-Buchanan Public School Board and the North Dakota High School Activities Association.

The school may, through the use of available resources, provide follow-up counseling and supportive assistance to those students who return after successfully completing a therapeutic regimen, realizing that the student may need the school's control which may remain unchanged. A student can expect that any personal problem he/she discusses with an administrator, faculty member, social worker or counselor will be strictly confidential. **There are four exceptions:**

1. Whenever a staff member learns of a condition which may adversely affect another student, he / she will have to act on that information.
2. If a student is experiencing health and/or emotional problems because of use/abuse of prohibited substances and is unable or

unwilling to seek assistance, then referral should be made. Confidentiality will be maintained subject to the welfare of the student.

3. If a staff member has reasonable cause to suspect child abuse, the staff member must report to the Children and Family Services Division of the Dept. of Human Services.
4. If a staff member is called to testify in a judicial proceeding.

Policy Implementation – A copy of this policy will be provided annually to each student and parent.

The Superintendent or a designee will conduct in-service training sessions for all school district employees, which will include a review of this policy and procedures for implementation thereof. In the event an employee is unable to attend such in-service training sessions, the Superintendent or his designee will cause this policy to be individually reviewed with such employee.

The Superintendent will maintain a list of all employees with whom this policy has been reviewed, whether individually or through in-service training, along with the dates of such review of training.

TOBACCO USE in the SCHOOLS

Smoking and use of any tobacco or tobacco related-products, such as vaping or similar products, is strictly prohibited in all school buildings, grounds, and school-owned vehicles.

TITLE IX POLICY

You are hereby notified Pingree-Buchanan Public School District does not discriminate on the basis of sex in the educational programs or activities which it operates, and that it is required by Title IX and Part 86 of the Department of Health and Human Services regulations not to discriminate in such a manner. This requirement not to discriminate extends to educational programs and activities, as well as to employment therein.

You are further notified that inquiries concerning the application of Title IX and this part may be referred to the designated person responsible for coordinating the efforts of Pingree-Buchanan Public School District to comply with and carry out its responsibilities under Title IX and this Part, including any investigation of complaints alleging noncompliance.

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

SECTION 504 of the VOCATIONAL REHABILITATION ACT of 1973, as amended - POLICY STATEMENT

The School Board of Pingree-Buchanan Public School District #10 in the County of Stutsman and State of North Dakota supports the provisions of Section 504 of the Vocational Rehabilitation Act of 1973, as amended, which commit all North Dakota schools to the elimination of discrimination on the basis of handicapping condition in those programs and activities which receive Federal funds as well as in all other programs and activities offered to its students. It is the expressed intent of Pingree-Buchanan Public School District #10 to provide equal opportunities for all students, free from limitations based upon handicapping conditions.

The concept of equal education opportunity will serve as a guide for the School Board, Administration, and Staff in making decisions relating to employment of personnel, school facilities, intramural and interscholastic athletics, curriculum, activities and regulations affecting students and employees.

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

AFFIRMATIVE ACTIONS

Grievance Procedure: Title VI, Title IX, Section 504 – Any person who believes him/herself or any specific class of individuals to be subjected to discrimination on the basis of race, color, national origin, sex, or handicap may by her/himself or by a representative file a complaint as outlined below. A complaint must be filed not later than 180 days from the date of the alleged discrimination unless the time for filing is extended by the responsible official or his / her designee.

1. **Complaint Procedure** – Any student or employee of Pingree-Buchanan School District #10 may file a complaint alleging discrimination on the basis of race, color, national origin, sex, or handicap in any of the programs or activities of the school district as follows:
   a. An oral complaint may be informally filed with the Superintendent or immediate superior of a complaining student or employee, OR
   b. A formal written complaint may be filed with the Principal, or Superintendent of Pingree-Buchanan Public School District #10, OR
   c. A formal written complaint may be filed with the Superintendent, who has been designated as the person responsible for coordinating the efforts of Pingree-Buchanan Public School District #10 to comply with Title VI, Title IX, and Section 504, including the investigation of complaints alleging noncompliance. The office address and telephone number of the Pingree-Buchanan Public School coordinator is 111 Lincoln Avenue, Pingree, ND58476-7101, and 701-252-5563.

Any person lodging an informal, oral complaint reserves the right to file a formal written complaint within 60-days of filing the oral complaint. Further, a formal written complaint must be filed as outlined in (b) or (c) above prior to the filing of an appeal as outlined below.

2. Formal Appeal Procedure

a. When a formal written complaint has been filed as outlined above, if an equitable resolution of that complaint has not been obtained within 60-days of the filing of said complaint, or if the allegations of the written complaint are rejected as unfounded, then the complainant shall have the right to file a formal written appeal within 30-days after the final decision has been submitted in writing to the complainant.

1. Be represented by counsel.
2. Introduce all relevant evidence on the issue.
3. Take direct testimony of any witness, given orally under oath or affirmation.
4. Cross examines witnesses on any matter material to the proceeding, without regard to the scope of his / her direct examination.
5. Have the proceeding transcribed by a court reporter, at the expense of the person requesting such transcript.

The provision applicable to Title VI, or Civil Rights Act of 1964 as found at 34 CFR Sections 100.6 – 100.11 and 34 CFR Part 101 are also made applicable to Formal Appeals under Title IX.

b. In the event of a complaint involving a person who needs or is believed to need special instruction or related services because of a handicap, the parent/guardian may request an impartial due process hearing. The request for a hearing will be made in writing to the School Board of Pingree-Buchanan Public School, District #10. Opportunities for informal conferences under the usual appeal procedures within the district will be made available to the parent/guardian in order to resolve the conflict in an amicable manner.

1. Upon receipt of the request for a hearing the School Board shall make a formal request to the North Dakota Administrative Hearing Officer Division for a list of three persons whose names appear on the state register of qualified hearing officers. The name of a person will not be included if there is a personal or professional conflict with his / her objectivity in the case.
2. Within five calendar days from the receipt of the list of hearing officers, the parent/guardian and/or the school district may delete one name from the list.
3. The school district shall designate a hearing officer for the hearing from the remaining names and immediately notify all parties of such determination.
4. The notification sent to the parent/guardian shall be accompanied by a written notice informing the parent/guardian of the right to request the attendance at any hearing of any personnel who may have testimony relevant to the needs, abilities, proposed programs, or status of the student, the rights of access by parents to all relevant school records and documents, and the availability of any low-cost or free legal or relevant support services in the area in which the parent/guardian resides.
5. The hearing shall be scheduled at a time and place which is mutually convenient to the parent / guardian and the district.
6. The hearing officer may meet with the parties in order to attempt to arrive at a voluntary resolution of the matters in dispute before the commencement of the hearing.
7. In the event that a voluntary resolution of the dispute cannot be achieved, a hearing shall be conducted in accordance with established procedures. If the primary language of the parent / guardian is other than English or, if the parent/guardian is either blind or deaf, an interpreter or reader shall be provided. All hearings shall be conducted in locations fully accessible to physically handicapped persons.
8. Any party to the hearing shall have the right to be accompanied and advised by counsel and by individuals with special knowledge or training with respect to the area of the issue at hand.
9. Any party to the hearing has the right to present evidence, confront and cross-examine and compel witnesses and prohibit the introduction of any evidence at the hearing which has not been disclosed to that party at least five (5) days before the hearing.
10. If requested by the parent / guardian, the hearing shall be open to the public. Specific individuals may also be permitted to attend the hearing at the request of the parent/guardian.
11. A tape recording or other verbatim record of the hearing shall be made by the district. Upon request, the parent/guardian shall have the right to obtain a copy of the record of the proceedings.
12. Following the close of the hearing, a decision which states concisely and explicitly the findings of fact, conclusions of law will be sent by certified mail to the parties involved. The decision of the hearing officer is final unless either party appeals the decision through the court system. As appropriate, the hearing decision will be written in English and in the primary language of the parent/guardian if other than English, and, where appropriate, will be transcribed in Braille or tape-recorded for a parent / guardian who is visually impaired or blind.
13. During these proceedings, the child shall remain in his / her present placement unless the parties agree otherwise. While the placement may not be changed, this does not preclude the district from using its normal procedures for dealing with a child who is endangering him/herself or others.
14. If the complaint involves an application for initial admission of a child to a public school, the child, with the consent of the parents, shall be placed in the public school program until the completion of all administrative and judicial proceedings.
15. A final decision shall be reached in the hearing and a copy of the decision will be mailed to each of the parties in the dispute no later than 45 days after the receipt of the request for the due process hearing. A hearing officer may grant specific extensions beyond the 45 days at the reasonable request of either party.

NOTE: Any student or employee of the Pingree-Buchanan Public School District #10 shall also be entitled to submit any complaint of alleged discrimination on the basis of race, color, national origin, sex, or handicap directly to the Regional Office for Civil Rights of the United States Department of Education by sending said complaint to: Federal Building, 1961 Stout St., Denver, CO 80294; (303)844-2991.

WELLNESS POLICY

Pingree-Buchanan School adopted a Wellness Policy in June of 2006 (Revised May 2016) to help promote good nutrition and physical activity. Congress has passed a law requiring every school to develop such a policy to help combat childhood obesity. This law requires schools to set goals for good nutrition, nutrition education, physical education, and other school-based activities to help promote student wellness. This policy is updated and located on the school website.

ENROLLMENT of HOME SCHOOL STUDENTS

Home schooled students need to provide documentation which helps our school determine how to best meet the needs of the student. Previous public school information (if a student had at one time been enrolled in a public school), and CTBS test results, any final grades attained in the home schooling program whether at the end of a grading period, semester or school year need to be presented at the time of enrollment. If such information is not available, Pingree-Buchanan reserves the right to determine the appropriate level and needs of the incoming student through the following process:

- Informal reading and math assessment in the classroom.
- CTBS test.
- Requesting any quarter or year-end grades received through homeschooling; and
- Requesting samples of homeschool assignments.

It is the parent's responsibility to notify the school of any learning disability they are aware of regarding their child.

SCHOOL RECORDS

A permanent record for student grades, attendance and punctuality is constantly being recorded. Students are responsible for what this record history says about them–the student creates the record –the student's teachers and administrators simply record it. Employers, post-secondary educational institutions, governmental agencies, etc., will ask the student to furnish copies of this record during their lifetime. Make sure the student record says the very best about the student.

GRADES and PROGRESS REPORTS

Report cards will be issued every nine weeks. These are photocopies of report cards which are for parent's records and need not be returned to the school. ***Remember that both schools will be using the program called Infinite Campus for grading, attendance, GPA, and discipline*** this year. Infinite Campus will provide updated information in all these areas to administration. Both parents and students will be able to access their children's grades through the Internet. Infinite Campus is a secured site and parents will be issued unique logins and passwords.

RETENTION/PROMOTION PROCEDURE

If retention is being considered, it should be done in the primary grades. An additional evaluation by the Title I teacher or other special education personnel may be requested by a parent, the classroom teacher, or the Principal at any level when retention is being considered. The parent, however, shall make the final determination of promotion or retention.

TESTING

3rd, 4th, 5th, 6th, 7th, 8th, and 10th grades will be given the North Dakota State Assessment (NDSA) as required in English / Language Arts, mathematics, and science (4th, 8th, and 10th grades).

Kindergarten to 12th grade students will be given frequent assessments to determine what is best for each individual student. Teachers will use data to drive their instruction. Resource teachers will assist classroom teachers in providing the best instruction possible.

ELEMENTARY / HIGH SCHOOL LIBRARY/BOOKMOBILE

James River Library System/Bookmobile

The Pingree-Buchanan library works with the James River Library System to provide additional resources. The bookmobile accepts James River Valley Library System cards. To receive a free library card, you must live in Stutsman County or pay Stutsman County property taxes. With proper identification and proof of current address, a card will be issued to you on the bookmobile. Out-of-county residents may get a library card for an annual fee.

All bookmobile items check out on a monthly basis. Items may be returned to the bookmobile, Alfred Dickey Public Library, or Stutsman County Library. The Bookmobile comes to the schools once a month on Tuesdays.

ASSEMBLIES/CONCERTS

Courtesy during an assembly or concert should be practiced by every individual. Students' conduct and courtesy reflect upon the school. It is our responsibility to help members of the program and spectators at concerts feel welcome at our school. All students are required to attend all-school assemblies. All students involved in music and band are required to be in attendance at their concerts and other performances.

FIELD TRIPS

Field trips to places of educational interest are sponsored by the school district for the additional education of students, but with no assumption of liability or responsibility by the school district or any member thereof. No student shall be permitted to participate in any field trip involving vehicular transportation unless he/she shall first have obtained permission from a parent. Students are not allowed to drive themselves. They may ride with another adult with parental permission. The **parent must call** the school to make arrangements with the administration.

LOCKERS

Lockers will be assigned to each student for books, school supplies and clothing. The school assumes no responsibility for the loss of valuables left in the lockers or elsewhere about the premises. **Lockers are loaned with the understanding that they may be inspected at any time.** Do not use any locker other than the one assigned to you by the office. Please use care in closing your locker door in order to hold down the noise in the halls. Locks are available from the high school office. Staff/faculty may periodically check and lock unlocked lockers. If a student loses his/her lock, they will be charged the cost of a replacement lock.

CARE of TEXTBOOKS

Textbooks are owned by the school. Proper care is expected of each student. Students will be issued textbooks and all books will be identified by the student's name. **It is the responsibility of the student to return the assigned book in good condition with allowances made for general use. If books are damaged, students will be required to pay fees or fines for book repair, damage, loss, or replacement**. Such fines as appear reasonable shall be paid by students guilty for marring, breaking, or defacing school property.

LUNCH PROGRAM

School lunches shall be available to everyone. Students who wish to participate in the school lunch program will be required to purchase school lunches by the month. School lunches should be purchased for the month in advance.

Our lunchroom is in operation for your use during your lunch hour. This applies to you whether you bring your own lunch or purchase the school lunch. Your display of courtesy in the cafeteria is expected at all times. In order that students may be given the best possible service, they are requested to follow a few rules:

1. Walk - do not run to the lunch line. Be fair to other students and take your place in the line without crowding ahead.
2. No "cutting in".
3. It is necessary that students do not disturb any class on their way to or from lunch.
4. When you have finished lunch, take plates, trays, silverware, milk cartons, napkins and any paper to the places provided and dispose of them properly. **LEAVE THE TABLE CLEAN!**
5. All students are required to eat in the lunchroom whether they buy the school lunch or bring their own lunches. **NO STUDENT IS TO LEAVE THE BUILDING DURING THE LUNCH HOUR.**
6. All food must be eaten at the table. **No food is to be taken from the lunchroom.** This includes fruit, candy bars, etc., whether it was purchased in the lunchroom or brought from home. Each student should leave his place at the table clean for the next student.
7. **Students who bring their own lunch need to notify the cook before the beginning of the first period.**

SCHOOL BREAKFAST/LUNCH FEES

Breakfast will be served each day at the elementary. Students are required to include three food groups for a creditable breakfast. Permission slips signed by parents must be signed in order for your child to eat breakfast on a daily basis. You will only be charged for the days your child eats. Free and reduced guidelines apply to breakfasts.

Elementary students should go directly to the lunchroom for breakfast when they get to school after they have put their things in their lockers or desks. They may go to the playground or gym immediately upon finishing.

Breakfast at the high school is served daily before school and between 1st and 2nd period. Breakfast will be "ala Carte". Free and reduced pricing does not apply.

A well-balanced lunch is served each noon. Free and reduced applications will be mailed, or made available online, to each family before school starts. Additional forms are available at each school. Lunch prices for the 26-27 school year are as follows:

- Elementary Breakfast: $2.30
- Adult Elementary Breakfast: $3.45
- Elementary Lunch: $3.10

- High School Lunch: $3.30
- Adult Lunch: $4.40

STORMS

Local news/radio stations will be notified if school is dismissed early due to an emergency. Also check the school app for immediate updates. Parents will be notified in the event of early school closings. We use the school website/app to notify students, parents and staff. **It is the policy of this school that if the buses cannot run, school will be called off. If school is closed due to inclement weather all activities, meetings and practices will be cancelled. Please see the Pingree-Buchanan E-Learning Policy for more information regarding E-learning during storms and emergency closures.**

STUDENT BUS RIDING REGULATIONS

District provided transportation is a privilege. The administration has the authority and duty to establish rules for children riding a school bus. **If you are not going to ride on the bus to or from school, you are to inform the bus driver, so he/she does not wait for you**.

You are under the supervision of the bus driver when on the bus, and you are always expected to comply with the driver's instructions. The bus drivers have been informed to notify the school of any disciplinary problems. Continued problems will cause you to lose your right to ride the school bus.

SCHOOL BUS DISCIPLINE POLICY

The following proposals have been drawn up concerning the disciplinary actions of students involved in discipline problems on school buses. The punishments stated constitute the possible penalty in each case. More severe punishments may be administered at the discretion of the administration. Other bus regulations, not specifically covered, may be governed by the minimum penalty of the category in which they are placed. Following are the disciplinary guidelines for students/riders on the bus.

	1st Offense	2nd Offense	3rd Offense
Throwing items that may result in injury	3 days off bus	5 days off bus	10 days off bus
Refusal to sit in assigned seat	3 days off bus	5 days off bus	10 days off bus
Insubordination	3 days off bus	5 days off bus	10 days off bus
Possession/use of tobacco products	5 days off bus	Off bus remainder of school year	
Fighting on bus	5-10 days off bus	Off bus remainder of school year	
Abusiveness to driver (Verbally or physically)	5-10 days off bus	Off bus remainder of school year	
Obscene language and/or gestures	3-10 days off bus (each offense)		
Having body parts and/or other items out of windows	3 days off bus (each offense)		
PDA	warning	Conference with Administration Notify parents	3 days off bus
Destruction of school bus	5-10 days off bus, plus damages assessed	Off bus remainder of school year, plus damages assessed	
Excessive noise/mischief which might interfere with the driver's concentration or ability to hear emergency vehicles	3-5 days off bus (each offense)		
Unacceptable items on the bus (razor, knife, lighters, matches, etc.)	3 days off bus (each offense)		
Multiple violations of any or all of the above	Off bus remainder of school year		

If a student is suspended from one school bus, he/she is suspended from all other buses as well. A school bus suspension is NOT an excuse from school. Students will be expected to be at school each day of their bus suspension, unless otherwise determined by administration.

PARENT-TEACHER CONFERENCES

Two parent-teacher conferences will be scheduled during the school year. These conferences will be for parents with students in all grades. Conference dates are subject to change with appropriate prior notification.

SCHOOL TIMES

The school day begins at 7:23 AM for 0 hour, 8:10 AM for the 1st hour, and ends at 3:06 PM for the high school and 8:20 AM to 3:20 PM for the elementary. Students who wish to come earlier or to stay later than the regular school hours should have an understanding with the faculty members with whom the class is taken or organization advisor. Such faculty members will be fully responsible for the students. No students should linger in the school after school hours unless authorized to do so. Students should be encouraged not to come to school before the first bus arrives. Special arrangements may be made between the parent and Principal for extenuating circumstances.

BUILDING REGULATIONS

1. Students are not permitted to leave school without permission from the office and a written note or phone call from the parent. If a student feels that they must leave because of illness or an emergency, the student is to report to the school office first before leaving. **Do not leave the building without reporting your illness**. This will allow the school to contact the parents and to determine the seriousness of your illness.
2. Students should not go to lockers except during the regular passing period.
3. In order for a student to leave a classroom without supervision, you must have a pass from the teacher.
4. Proper and respectful behavior is expected from all students in the hallways and common areas.
5. Please see to it that bus drivers are notified of changes in their regular daily schedule.

TELEPHONE USAGE

It shall be the policy of the school to discourage the use of the telephone except in cases of an emergency. No student will be called out of the classroom to answer calls, except at administration's discretion. If a student must use the telephone, he/she must first **ask permission**. Elementary students may use the phone if they have permission from their teacher.

CELL PHONES/ELECTRONIC DEVICES

Use of personal electronic devices are prohibited during school hours. All electronic devices should be silenced, stored away in the student's last period classroom, and inaccessible during the school day. This means students are required to have all electronic devices stored away prior to the start of the school day, out of reach, and turned off or silenced from the start of the day until dismissal. This includes, but is not limited to, cell phones, smart watches, and earbuds.

Exceptions for students with documented medical conditions (from a medical practitioner) or those special learning programs where phones are necessary for educational or medical purposes.

Violations will be dealt with as follows:

First offense: the student may pick it up at the office at the end of the day. An assigned detention can be determined. Teacher documents incident, contacts parent.

Second offense: a parent/guardian may pick up the device at the office at the end of the day. In-school suspension will occur and length determined by administration.

Third or more offense: a parent/guardian may pick up the phone at the office at the end of the day. Administration, student, and parent will form a plan for the student's phone. The student will enter into in-school suspension and length determined by administration.

*If a student refuses to place their electronic devices in designated 'hub" before the first bell, administration will be contacted to escort the student to re-route and will be treated as insubordination/noncompliance.

PERSONAL ITEMS

Please keep all valuables locked in your locker. The school is not responsible for lost or stolen items, especially in the locker rooms, from unattended bags and items left in the classroom.

FIRE/TORNADO/LOCKDOWN DRILLS

Fire, tornado, and lockdown drills will be held throughout the school year. The classroom teacher will give the students complete information on all procedures to be followed. Students and teachers are asked to become familiar with all the procedures, so they will know where to go and what to do in case of an emergency.

SCHOOL DRESS

Clothing worn should make the students feel comfortable and promote behavior conducive to the well-being of self and others. ***Students' clothing should not disrupt the educational process or constitute a threat to the safety and health of the student and others***. Personal hygiene is the responsibility of each student.

Questionable clothing will be decided on an individual basis at the discretion of the administration. This includes shirts/tops that fully cover the chest, back, and sides and bottoms such as pants, shorts, skirts, dresses, or leggings that provide appropriate coverage. Students will be asked to remove or change the inappropriate item. Students who do not comply with the dress codes will be given clothes to wear from the school staff/faculty.

Prohibited Attire:

- Display profanity, obscene language, or offensive images
- Promote or advertise alcohol, tobacco, nicotine products, vaping, illegal drugs, drug paraphernalia, or weapons
- Promote violence, discrimination, hate speech, gangs or illegal activity
- Are sexually suggestive or contain explicit content
- Reveal undergarments

During cold weather students must come prepared. They must wear warm boots, coats, gloves or mittens, and caps or a hood. Elementary students must have snow pants in school when the weather gets cold. Make sure they're prepared in case their bus stalls or in case they are to go outside for recess.

It is expected that student and parent decisions on dress and grooming will always reflect favorably on the student, school, and community. Students traveling for activities must also be sure to have warm winter clothing with them.

USE OF GYM/Fitness Center

The gym and fitness center will not be open to students without proper adult supervision. Non-marking shoes must be worn at all times.

STUDENTS SELLING CONCESSIONS

Students attending sporting events are expected to pay the established admission fee. Students who are selling concessions or working at the game will not have to pay admission fees.

FUNDRAISING ACTIVITIES

All fundraising must be approved through the Superintendent's office along with sign-up through the fundraising schedule. PTA is in charge of most fundraising and a form must be completed to request for funds.

PARENT-TEACHER ORGANIZATION (PTA)

The Pingree-Buchanan Parent-Teacher Association (PTA) will meet as needed. Parents will be asked to serve and/or donate food for one high school sporting event. Your cooperation and support of such a program is necessary to make this organization a worthwhile group effort.

SCHOOL NURSE/HEALTH SCREENINGS

A nurse from the Central Valley Health Unit in Jamestown visits our school periodically. Students may talk to her if they need to.

Each fall our school nurse comes to our school to do a health screening of students in kindergarten, 1st, 2nd, 3rd, 5th, and 6th grades. Vision, height, and weight are recorded in each student's cumulative folder. 6th grade students are also checked for scoliosis, curvature of the spine.

MEDICATION

Due to North Dakota School Boards Association medical training, there will be some changes in the way we dispense medication. We will continue dispensing Tylenol; however, a parent / guardian **MUST** fill out the appropriate form prior to the need of medication. It would be a good idea to get this form into the office during the first couple days of the school year in case the need arises. There will be no exceptions – if there is no authorizing form for a student, they will **not** be given Tylenol. These forms and info will be available on the school website; you can also call to ask for a copy to be sent home with your student. Phone calls to dispense meds will no longer be honored.

Prescription medication will be dispensed: however, medication must be brought into the school by the parent / guardian. **Do not send medication to school with your student**. If medication is sent to school with the student, it cannot be administered by District employees. Medication must be in the original container which includes the following information: student's name, amount of dosage, time to administer, also the name and strength of medication. A new pharmacy label/container must accompany any new prescription order, change in prescription, or refill. There will be a separate form for parents to fill out regarding prescription medications. A parent/guardian consent form must be on file for any/every new or changed prescription.

MAKE-UP WORK

If you know your child is going to be absent from school, such as going on a trip, a funeral, an appointment, etc., it is strongly suggested that assignments be received in advance. If this isn't possible, a reasonable amount of time will be given to complete their work.

PROCEDURE to FOLLOW when ABSENT

1. If a student is not accounted for by 9:00 AM, a call will be made to the parent or guardian.
2. Upon returning to school for an unexcused absence, the student is to present to his/her teacher a signed note by the parent/guardian. The note shall include the date and reason for the student's absence from school.
3. For planned absences, the student should obtain assignments prior to his/her absence and work should be made up prior to the student's absence.
4. Students being absent for extracurricular activities must arrange to get their assignment(s) in advance before they leave for the event.

5. When a student is absent from school as a result of suspension, all work missed is to be made up on or before the day the student returns to school. There will be no credit given for work not completed.

TARDINESS

Punctuality is one of the most essential of all habits to develop. If you come late to school, you will need to present a parental excuse to the office upon arrival at school. Tardiness is defined as being late or unprepared for class. Chronic tardiness will be addressed by administration.

FEE SCHEDULE SUMMARY

School Lunch Program

Pre-Kindergarten to 6th Grade	$3.10/meal	
7th to 12th Grade	$3.30/meal	
Adults	$4.40/meal	
Pre-Kindergarten to 6th Grade Milk/Juice Break	$0.50/carton	

Activity/Class Fees

Activity Participation Fee	$30.00 / activity	Family Cap of $150.00 per school year
Technology (Computer) Insurance	$50.00/ device	Family Cap of $200.00 per school year

Activity/Season Sports Passes (home games played at Pingree-Buchanan and at Medina)

Student (K-12th) Sports Pass (All)	$40.00 / year	Family Cap of $120.00 per school year
Adult Sports Pass (All)	$85.00/ year	
Senior Citizen Pass (All)	$60.00/ year	Defined as the age of 65 and older

Admission	Student	Adult
One Varsity Event	$5.00	$8.00
Two Varsity Events (Double Header)	$5.00	$10.00

Technology Use Fee

Pre-K – 7	Ipad	$25
Grades 8 – 12	Laptops	$50
Family Max		$200

Weight Room Fee $100 per school year

Section II

PINGREE-BUCHANAN HIGH SCHOOL INFORMATION

DAILY SCHEDULE

High School Period Schedule

- Period 0 7:23 – 8:06
- Period 1 8:10 – 8:52
- Period 2 8:55 – 9:40
- Period 3 9:51 – 10:36
- Period 4 10:39 – 11:24
- Lunch #1 11:27 - 11:57 (6-8th)
- Lunch #2 12:15 - 12:42 (9-12th)
- Period 5 12:45 – 1:30
- Period 6 1:33 – 2:18
- Period 7 2:21 - 3:06

POST-SECONDARY DUAL CREDIT POLICY

The Pingree-Buchanan School District participates in the Post-secondary Enrollment Options Program allowed by North Dakota law. The Superintendent is authorized to enter into agreements with post-secondary institutions to provide post-secondary courses in the high school and to count post-secondary courses toward high school graduation.

Any 10-12 grade student who is recommended by a counselor and/or Principal and who maintains a minimum grade-point average 87% or 3.00 on the 4.00 scale, in both the subject area and cumulatively, or better may enroll in a college level course at any of the eligible institutions for post-secondary credit. Permission from the Superintendent will be required to apply the course toward high school graduation requirements. The Superintendent shall develop criteria for approval of courses. Although a course may count toward both high school graduation and post-secondary degree**, post-secondary courses may be substituted for a required high school course** at administration's discretion**. Students taking college courses are responsible for tuition and credit costs.**

The North Dakota University System (NDUS) has implemented minimum requirements for 'dual credit' through 2-year colleges, as ACT scores (English – 18 & Math – 21) and/or PLAN scores (English – 15 & Math – 19) have minimum requirements.

In addition to allowing students to enroll in college-level courses taught at post-secondary institutions, the Pingree-Buchanan Public School District may offer courses that qualify for dual credit in cooperation with eligible institutions. Students enrolled in these courses may apply to the post-secondary institution for dual credit. Information about the requirements set forth by the post-secondary institution will be available from counselors and the teachers of the qualified courses.

CLASS STATUS POLICY

Students will be classified according to the number of credits they have earned and not by the number of years they have attended school. The following guidelines have been adopted by the Board of Education:

- Freshman – student who has earned less than 5 credits.
- Sophomore – student who has earned 5 or more credits and less than11 credits.
- Junior – student who has earned 12 or more credits and less than 16 credits.
- Senior – student who has earned more than 16 credits.

Students must consider themselves a member of the class into which the number of credits earned places them and should not presume to participate in activities of any other class regardless of the number of years they have spent in high school.

(added 7/2008)

HONOR ROLL

Scholarship is recognized and encouraged through an academic honor roll. The honor roll is compiled at the close of each nine-week grade period.

- "A" Honor Roll – 4.00 Grade Point Average
- "A" Average Honor Roll – 3.99 - 3.67 Grade Point Average
- "B" Average Honor Roll – 3.66 - 3.00 Grade Point Average

COURSES OF STUDY

The program of studies shall be pursued as set forth in courses of study prepared by the State Department of Public Instruction and the Pingree-Buchanan Public School.

GRADING SCALE

⇒ **A** 93.0-100%
⇒ **B** 86.0-92%
⇒ **C** 78.0-85%
⇒ **D** 70.0-77%
⇒ **F** Below 70

GRADUATION REQUIREMENTS

A minimum of 22 semester units of academic credit shall be required for high school graduation. Each student shall be enrolled in a minimum of six academic classes per semester.

To graduate from Pingree-Buchanan High School, a student must have taken and passed:

- Four Units of English
- Three Units of Mathematics
- Three Units of Science: Physical Science, Biology, and one unit of elective science OR Biology, Chemistry, and Physics.
- Three Units of Social Studies: American History, American Government, ½ Unit of Financial Literacy, Civics, Civilization, Geography, History, Multicultural studies, ND Studies, psychology, sociology, and world history
- One Unit of Physical Education or ½ Unit of Physical Education and ½ Unit of Health
- Three Units of: Foreign/Native American Languages, Career and Technical Education Courses, and/or Fine Arts
- Five additional Units of Electives

Minimum Class Requirements/Online Classes

In order for a student to be considered a full-time student, they must be enrolled in at least four (4) classes in a 7-period day of in-person classes. The exception to this would be based on the findings of a medical 504 plan.

All students, grades 10-12, will be required to enroll in CTE classes in order to complete the Workforce Ready pathway for scholarship eligibility. Students are exempt if they have completed the pathway scholarship requirements for graduation including Cooperative Work experience.

WITHDRAWING FROM CLASS(ES)

In order to withdraw/drop from a class once the term has begun, students must adhere to the following policy/terms:

1. Prior to beginning the withdrawal process, a student will make a complete and diligent attempt to work through any issues connected to the class, including discussing possible solutions with the teacher. **NOTE** – a poor grade will not be accepted as a reason for dropping a class. Students will be expected to apply themselves to whatever degree is necessary, complete the class, and accept the grade that is given.
2. Students have one week after the beginning of a term to apply for withdrawal from a class. This is a firm deadline and is not flexible.
3. When it has been determined withdrawal from a class is appropriate, the student will complete a class withdrawal form (available at the office) and return it to administration. **NOTE** – filling out this form is the student's responsibility. Withdrawal forms will not be accepted from teachers or parents.
4. Withdrawing from a class is not official until approved by the administration. Students will stay in their original class and remain a member of that class until approval has been received. Teachers will continue to treat the student as an active member of the class, with all associated responsibilities, until approval has been received.
5. The withdrawal is official only after all steps have been completed.
6. The student is responsible for making up any work missed in the replacement class.

NORTH DAKOTA SCHOLARSHIP

The new North Dakota scholarship was created during the 2021 Legislative Session by SB 2289. Starting with the graduating class of 2025, students can only use the new North Dakota Scholarship requirements. The North Dakota Scholarship aims to align scholarship requirements to the Choice Ready initiative. The North Dakota Scholarship is worth $6,000 and can be used at approved colleges, universities, professional schools, and registered apprenticeship programs in North Dakota.

PLAGIARISM

Plagiarism *is the act of using another person's ideas or expressions in your writing without acknowledging the source.*

Examples include, but are not limited to:

- Submitting images and / or documents in whole or in part from the Internet without citation of the source(s).
- Copying another's work.
- Using another's ideas without proper citations.
- Incorporating portions of another's writing within the context of your own work.
- Failing to acknowledge a source of information.
- Using "unique" phrases without citations.
- Using graphics, charts, diagrams, illustrations without citations.

Instruction about Plagiarism will begin at the junior high level and continue through high school. Concepts and examples will be based upon the developmental needs and capabilities of students. Instruction will occur primarily in those subjects requiring research and is included as a component of the library curriculum. As curriculum revision occurs, topics related to plagiarism will be considered in all departments or grade levels.

ARTIFICIAL INTELLIGENCE USE

Artificial Intelligence (AI) is one of several tools that can be used positively to transform teaching, improve business productivity, and personalize learning. Our school district will work and plan for teaching our students appropriate uses for AI.

The following are examples of **appropriate** AI usage: Brainstorming topics or ideas for assignments, fact checking before writing an assignment with our own thoughts, research, enhancing writing with grammar, structure, and clarity.

The following are examples of **inappropriate** AI usage: Academic misconduct, cheating and plagiarism of written work; when used to complete assignments, exams/tests, or to write papers; writing an essay or reflection using AI to generate its content.

First offense: Student will be asked to redo the assignment at a reduced grade (one letter grade lower) and parent/guardian will be contacted.
Second offense: This will be treated as a level two offense whereas parent contact made, and administration notified to address the incident with the student. Student will redo the assignment at a reduced grade (one letter grade lower) and parent/guardian will be contacted.

Third or more offense: Student will be referred to school administration for the repeat level behavior. Administration will contact parent/guardian, consequences will be determined by administration (ISS, community service, complete assignment outside of school hours)

SENIOR TRIP POLICY

ALL Senior class trips must be educational and approved by the Superintendent and the School Board. **All trip expenses** must be limited to funds that are available for seniors excluding graduation and other class expenses. **Senior parent chaperones shall include one adult male and one adult female** with one adult chaperone required per vehicle. Chaperone expenses can be the responsibility of the class. Seniors will present a tentative trip plan to the superintendent and the school board. Final trip plans and chaperones must be presented to the superintendent and school board for approval two board meetings prior to departure.

Fundraising for class monies will be limited and are at discretion of the administration.

Juniors and seniors will also be required to complete a class community service project each year. This project should be reported to the school board when making trip presentations.

Only those seniors in good standing may take the class trip. Good standing shall mean being on schedule as to credits for graduation, and not under suspension, expulsion, or other disciplinary measures.

- Students must have all assignments turned in prior to leaving for the trip
- Students must be considered a senior based on the credit policy

(Added 7/2008)

Since the senior trip is school sponsored, the primary purpose of the trip shall be educational.

HONOR STUDENTS

All students who graduate with a 3.50 grade point average (GPA) or higher for 9th to 12th grade will be considered an honor student. GPA's for senior honor students will have the cut-off date to be the end of first semester senior year. If a student is close to the 3.50 and does not make it to 3.50 as of the end of first semester, they will NOT be considered an honor student at graduation.

NATIONAL HONOR SOCIETY

After the 3rd nine-week grading period the Superintendent will nominate students in the 10th to 12th grades for consideration in the National Honor Society. Criteria for the National Honor Society is a 3.60 grade point average, service to the school and community, leadership and strength of character.

EMPLOYMENT OF STUDENTS

A student's first obligation is to his / her schoolwork. The job must be secondary and leave ample time and energy for the successful completion of schoolwork.

OFFICE

The Superintendent's, Principal's, and secretary's office are a place of business. The administration will extend you every courtesy and respect. We are here to serve you. In return we expect you to be courteous, respectful, and quiet. If you cannot be taken care of immediately, be seated or take your place in line and wait your turn. Remember the office phone is a business phone and **should not be used without permission**.

Inner offices are off limits to all students. Permission to be in the inner office may be given in special circumstances, such as running off the school newspaper.

The outer office is also off-limits to students unless they have school business. Students are not to go beyond the front counter unless asked by an administrator, teacher, or school secretary.

No student is to use the copier unless permission is given, such as for running off a school newspaper.

PARKING LOT

All student parking is confined to the school parking lot. Under **NO circumstances** should anyone park anywhere else on school property. **NO** parking on the grass to the south of the parking lot and **DO NOT** park vehicles in such a way that will block the driveways, so buses can't get turned around. Students who park illegally or drive improperly will not be allowed to have vehicles on school property.

NDCDE COURSES

North Dakota Center of Distance Education (NDCDE) courses are provided for students enrolled in Pingree-Buchanan High School to allow for opportunities not provided in-house by our school district. All NDCDE courses shall be approved only through the office of the Administration.

REGISTRATION FORM

A registration/information form for each Pre-Kindergarten to 12th grade student is required for the office and will be handed out the first day of

school or is available on the website. Please fill out and return for each child as soon as possible.

HIGH SCHOOL DETENTION

Detention is meant to deter and be a consequence for undesirable behaviors. Detention hours will be set by the administration. It is the responsibility of the parent to make arrangements to have their child in detention on time and/or pick them up at school when detention is complete. It is the hope of the Pingree-Buchanan Public School District that parents at home will help reinforce positive behaviors and deter undesirable behaviors in order to avoid future detention sessions for their child.

CHEATING

If a student is involved with cheating, the administration reserves the right to administer consequences. The consequences could vary and may include detention, alternate assignments, and/or the loss of credit on the assignment, project, or test. Continued academic dishonesty will result in the loss of credit for the course.

OUTSIDE FOOD and BEVERAGE

In accordance with our district health policy and school safety, NO outside food or beverages may be brought into school until after 3:06PM. Items not sold in the lunchroom will be confiscated. Excessive abuse of this rule may result in other consequences, as set forth by the administration.

PROM

Who may attend:

1. 9th to 12th grade students may attend.
2. Non-Pingree-Buchanan High School students may attend with the permission of administration.
3. No students in 8th grade or lower may attend.
4. No person 21-years of age or older may attend.

Eligibility of PBHS Students:

1. All students attending the Prom must be academically eligible. (According to the eligibility rules set for activities/athletics by Pingree-Buchanan Public School District.)
2. Students who are under suspension for alcohol, tobacco and drugs are not allowed to attend (according to the rules set for activities/athletics by the North Dakota High Schools Activities Association).

Rules for out-of-school guests:

1. Out-of-school guests will only be permitted with the permission of administration.
2. Pingree-Buchanan High School students, who wish to bring an out-of-town guest, must complete an Out-of-School-Guest Permission Form prior to the Prom. This must be done no less than 14-days in advance of the Prom.
3. Students who are currently attending another school must be academically eligible according to their school's academic policy.
4. Students attending another school must not be under suspension for an alcohol, tobacco or drug violation, according to their school's policy.
5. If a guest is not currently attending high school, they must have a high school diploma or GED.
6. The administration is authorized to contact a guest's current or former school.
7. The administration reserves the right to deny any application of an out-of-town guest.

Prom Dates / Times:

1. The advisor will set the date, and starting and ending time of the Prom.

SECTION III
PINGREE-BUCHANAN ELEMENTARY SCHOOL INFORMATION

PRE-KINDERGARTEN

Any child who turns four-years of age by July 31st is eligible to start Pre-Kindergarten in the fall. It will run on Mondays, Tuesdays, Wednesdays, and Thursdays from 8:20 AM to 3:20 PM. Some additional Friday days may be added for the school year to meet requirements of the Best in Class award program. Pre-Kindergarten students may ride the bus, if they are on an existing bus route.

KINDERGARTEN ELIGIBILITY

A child must be 5-years of age on or before July 31st to be eligible to attend school. If a child's birthday falls between August 1st and December 31st, parents may request testing for early entrance.

KINDERGARTEN SCHEDULE

The Kindergarten program will run all day Monday through Friday throughout the school year.

KINDERGARTEN REGISTRATION

Prospective kindergarten students who will be 5-years of age on or before July 31st should be registered on a special day designated in the spring. If it is not possible to register your child at the scheduled time, please call and make arrangements. A birth certificate must be presented at the time of registration before a child can be accepted into kindergarten.

IMMUNIZATIONS

North Dakota law requires each child to have a certificate of immunization before he may be admitted to an institution such as a school. The original copy must be retained in the child's school record, and a copy must be retained by the parents or guardian. Minimum requirements for children attending kindergartens, elementary and high schools shall be age-appropriate inoculations of diphtheria, pertussis, tetanus, oral poliomyelitis, measles, mumps, and rubella (German measles) vaccine if given after 15-months of age. Also, chicken pox (varicella), pneumococcal disease, meningococcal, rotavirus and hep. A vaccine as recommended.

Any child admitted to school under the provision that such child is in the process of receiving the required immunizations shall be required to receive the immunizations according to the recommended schedule set forth by the state department of health. Any child not adhering to the recommended schedule shall be promptly excluded from school.

PLAYGROUND RULES and SUPERVISION

Playground rules are made for the safety of each child. Some general rules are:

1. Students must remain within the fenced area.
2. Students may not retrieve a ball without permission from the supervisor.
3. Balls will not be taken out in excessively windy, wet, or muddy weather.
4. Students who take balls out are responsible for putting them back.
5. Running and tag games should be played at a reasonable distance away from the playground equipment.
6. Only touch football is permitted –**no tackling**.
7. Throwing snowballs is not allowed on school premises. Snowmen or forts may be constructed.

RECESSES

As part of our school's wellness policy, students in 1st to 5th grades will have noon recess before lunch. Studies show that better behavior and enhanced nutrition go hand in hand by having noon recess before lunch. Other recess breaks for students in Pre-Kindergarten to 5th grade will be scheduled as well based on their schedules each day.

ELEMENTARY ATTENDANCE of SCHOOL EVENTS

It is the feeling of our faculty and staff that all preschool and elementary students should have a parent or a responsible adult to supervise them at school events which occur after school or in the evenings. Each parent or adult is responsible for his or her own children. Misconduct will need to be dealt with by school employees if parents choose not to.

These are a few reminders we ask you to discuss with your children pertaining to basketball games:

1. Only leave the gym at quarter breaks or between games. Otherwise, please sit on the bleachers and watch the game.
2. Do not run in the hallways or in and out of the gym.
3. Go up the bleachers in a mannerly way and excuse themselves when necessary.

PHYSICAL EDUCATION

Students in Kindergarten through 5th grade will have five, 30-minute physical education periods each week. Students in Pre-Kindergarten will have two, 30-minute physical education periods each week.

STUDENT PROPERTY

Clothing, boots, and school supplies should be marked with the student's name. When things are misplaced, the item can readily be returned to them. Proper marking can avoid excessive confusion.

ELEMENTARY SCHOOL PARTIES/BIRTHDAYS

There will be three organized school parties throughout the school year. These days include Halloween, Christmas, and Valentine's Day. Everyone will be asked to contribute something to one of the parties. Therefore, there will be no room fund collected. With the adoption of a Wellness Policy, students who bring treats to school for birthdays and other celebrations are encouraged to bring healthy snacks. Children are permitted to bring birthday treats, etc. providing they bring enough to share with everyone.

Invitations should not be distributed in school or on the bus unless they include the entire class.

FIELD TRIPS

Field trips for each grade level are left up to the discretion of each teacher with approval from the administration. Permission slips will be sent home and must be signed by the parents and returned before a child is allowed to go on a field trip.

TITLE I PROGRAM

The Title I program is designed to give students additional instruction in the basic skills areas which are necessary for a child's success in school. The purpose of Title I is to supplement the classroom instruction. Early referral in kindergarten to 3rd grade is recommended. Teachers may refer a student at any time. Parents may also request services for their child.

SECTION IV
PINGREE-BUCHANAN ACTIVITIES INFORMATION

ACTIVITY FEES

All students who participate in sports or activities (elementary and high school) must pay a $30 activity fee, with a cap of $150 per family. This is to help defray transportation costs. All fees must be paid prior to the start of each activity. Players will not be allowed to practice until their fees are paid. If this becomes a hardship, please contact the Superintendent.

ATTENDANCE / ACTIVITIES

All participants in extracurricular school activities must be in attendance the entire day for participation in the activity either in the afternoon or evening. Emergencies will be judged on the basis of merit by the Superintendent. Prior arranged absences with administration, such as dentist, doctor appointments, etc., will not affect eligibility.

ACADEMIC ELIGIBILITY

Eligibility will be checked weekly. Students must be passing all of their classes to be eligible to play / perform. Eligibility will be in effect from Wednesday 9:00 AM through Wednesday 9:00 AM the following week.

PARTICIPATION WHILE INELIGIBLE

Students who are ineligible due to grades or rules violations may still practice with their team. They are not allowed to travel, sit on the bench(sidelines), or participate in any way as a student manager, etc.

ELEMENTARY BASKETBALL

Students in the 4th to 6th grades are eligible to play basketball, providing grades and conducts are satisfactory. Boys and girls will have separate seasons. Practicing will be done after school.

PEP RALLIES

Pep rallies will be held during the end of the school day, sometimes more than one period, and must have the permission of the Superintendent. Above all, the pep rally should be well planned.

	P-B/Medina COOP	Carrington COOP	Jamestown COOP
SCHOOL COLORS:	Black& Red	Cardinal Red &White	Royal Blue & White
NICKNAME:	Thunder	Cardinals	Blue Jays
SCHOOL SONG:	*Go U Northwestern*	*Fight On O' Cardinals*	*Blue Jay Booster*

CRIMINAL ACT POLICY (Citizenship Rule)

A ***student who is involved in a criminal act,*** which if done by an adult would be designated a crime under the laws of the state of North Dakota, another state, or the United States, ***will be suspended from all extracurricular activities up to six-weeks for the first offense and up to 18-weeks on the second offense***. Complete restitution, suspension or expulsion may be included. The suspension may be extended when considering the seriousness of the infraction.

A student would also lose all lettering privileges under these circumstances. A minor violation of the laws governing the operation of a motor vehicle does not fall in this category (e.g. speeding ticket).

POLICY on the use of HARMFUL SUBSTANCES and CONDUCT by ACTIVITY GROUP MEMBERS

The purpose of this policy is to define the Pingree-Buchanan High School District's position and disciplinary procedure regarding the use or possession of tobacco, alcohol, narcotics or other harmful substances by participants in activity groups sponsored by Pingree-Buchanan High School. Activity groups at Pingree-Buchanan High School are:

1. All athletic teams and athletic related groups such as cheerleaders.
2. All performance groups such as music and dramatics.

Illegal use or possession of tobacco, alcohol, other harmful substances, and illegal use or possession of narcotics or habit-forming drugs is prohibited. Any activity group participant who indulges in the use of any of these substances will be suspended from all competitions or public appearances from the date of the infraction or date of school notification depending on the circumstances, for a period of at least six consecutive school weeks for any subsequent offense.

Any student representing P-B High School as an activity group participant, must maintain good conduct and citizenship. School administration

has the authority to remove/suspend violators from any activity group.

A student will be determined to have "used" one of the aforementioned substances when a witness has observed him ingesting the substance, or under the influence of the substance, and signs a statement to that effect. After the statement has been signed, school officials will make the final determination of guilt or innocence.

A student may be determined to be **"in possession"** when he / she is found to have the substance on his / her person, such as in his pocket or in his hand, or within an area which he / she controls. Full or partial ownership shall also be evidence of possession.

To avoid legal entanglements, and to remove school officials from the role of "running down rumors", a **written, signed statement** from any person, school employee or otherwise, alleging a violation of this policy by a member of a Pingree-Buchanan High School activity group is required. To satisfy due process requirements, no Pingree-Buchanan High School student will be suspended from any activity group without first being advised of the nature of his / her violation, the evidence against him/her, and their right to a hearing before a committee. However, the suspension may be made effective prior to the hearing at the discretion of administration.

In conducting the hearing, which shall be held within three days of the offense when immediate suspension was deemed necessary by the advisor or the Superintendent, the following parties may be involved: the participant being charged, parents, coach or director of the activity, witnesses to the violation, and counsel for the participant if he / she desires. The participant being charged shall be allowed to testify and to have witnesses. Following the hearing, the committee will make the final determination. The Superintendent will act as moderator during the hearing.

In the event that a student is charged with the use and / or possession of any of the aforementioned substances, the school will accept a court's interpretation and ruling in the matter unless the participant has admitted to the violation; the admission of guilt causing a court decision to become immaterial to the enforcement of this policy. In cases where legal action is pending, if school officials have clear and substantial evidence that the student is in violation of this rule, and if the faculty committee determines that the student is guilty, the student will be suspended from all competitions and performances pending a determination of guilt or innocence by the court having jurisdiction of the legal action, but for a penalty period not in excess of that above provided.

It is not the intent of this policy to condone a student's presence at a party or gathering at which alcoholic beverages or other harmful substances are being consumed. It is strongly recommended that coaches, advisors, and parents should caution their students against being present at these gatherings.

Neither is it the intent of this policy to preclude the establishment of rules and regulations that relate to other aspects of a student's conduct, such as curfews, attendance at meetings, practices or performances, personal appearance while representing the school, proper language, etc.

If a violation of this policy occurs in school, on the school premises, or at a school related activity, the student will be punished under the terms of this policy.

Students in violation of the Alcohol, Tobacco and Drugs Rule are subject to a mandatory 6-week suspension from activities. The 2nd and 3rd offenses are 18-weeks. This is mandated by the NDHSAA.

CODE of CONDUCT and SPORTSMANSHIP

"As a member of Pingree-Buchanan High School's Activities Program, I am representing Pingree-Buchanan High School and the Pingree and Buchanan communities. Participation in school activities is a privilege which is earned. I will be expected to conduct myself in a manner consistent with the high expectations set forth by Pingree-Buchanan Public Schools, my advisor/coach, and the North Dakota High School Activities Association.

As a participant in school activities, I will always conduct myself in a sportsmanlike manner. I will respect my fellow participants, advisors, coaches, fans, and supporters of all schools involved; and I will demonstrate this respect through my actions and words. I will set the personal expectation of true sportsmanship by conducting myself in a manner which is positive toward everyone, especially my fellow students, teammates, and opponents.

As a participant in school activities, I realize the importance of respecting school property and the property of others. Just as I expect others to respect my property, I will show respect for their property. The facilities and equipment provided by the school district make it possible for me and others to participate. I will conduct myself in a manner honoring the property of others and in a manner, which demonstrates pride in my school and its property.

Classroom misconduct will not be tolerated. I will respect the teacher, all fellow students, and I will do the highest quality work I am capable of."

School activity participants are expected to live up to the Code of Conduct and Sportsmanship. Any violation of this Code shall result in an indefinite suspension, the length of which shall be determined by the Principal, with advice and recommendation of a high school faculty committee.

Because each individual and each violation is different, each infraction will be dealt with on its own merit.

SCHOOL SPIRIT-SPORTSMANSHIP

Not every student is able to participate in athletics, but every student can help with school spirit. Do your part by encouraging each athlete to abide by the training rules and to keep doing his / her best. Above all, students are urged to support their team. Let all students try to follow the teams to the best of their abilities. While at the games, try to sit in one group to show others that we do support our team. A school can be best remembered in other towns by the sportsmanship that it shows. Let's try to be good sports wherever we may be. Parents should be reminded of this too and be an example. We do not degrade or harass our opponents. We cheer for our team. Inappropriate behavior at games will result in consequences from the administration.

CONCUSSION MANAGEMENT PROCEDURE

In response to North Dakota legislation passed in 2011 (Legal Reference: NDCC 15.1-18.2-04), the North Dakota High School Activities Association (NDHSAA) Board of Directors recommends the following procedures.

***What is a concussion*?** A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even or what seems to be a mild bump to the head can be serious.

Due to the increased focus on minimizing the risk for athletes exhibiting signs, symptoms and behaviors of a concussion, the National Federation of State High School Associations (NFHS) has placed the following language in all sports rule books beginning in 2010-2011:

"An athlete who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play [that day] until cleared by an appropriate health-care professional." It is highly recommended that every coach, official, student-athlete and parent should successfully complete the 20-minute NFHS online course **"Concussion in Sports—What You Need to Know"**. The course can be accessed at: www.nfhslearn.com.

NDHSAA registered officials are required to review and know the signs and symptoms of a concussion in administering the new rule change. They are to immediately remove any athlete who displays the following signs or symptoms from the contest. Registered officials will receive concussion training through the on-line rules process:

- Headache,
- Fogginess,
- Difficulty concentrating,
- Easily confused,
- Slowed thought process,
- Difficulty with memory,
- Nausea,
- Lack of energy, tiredness,
- Dizziness, poor balance,
- Blurred vision,
- Sensitivity to light and sounds, &
- Mood changes-irritable, anxious or tearful.

The following is a list of signs and/or symptoms that have been reported by student-athletes suffering from a concussion:

- Headache or 'pressure' in the head,
- Nausea or vomiting,
- Balance problems or dizziness,
- Double or blurry vision,
- Sensitivity to light or noise,
- Feeling sluggish, hazy, foggy, or groggy,
- Concentration or memory problems,
- Confusion, &
- Just not 'feeling right' or 'feeling down.'

***How can you help your teen prevent a concussion*?** Every sport is different, but there are steps your teens can take to protect themselves from concussion and other injuries. You can make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly. You can ensure that they follow their coaches' rules for safety and the rules of the sport. You can encourage them to practice good sportsmanship at all times.

The following is a list of signs that can be observed by a parent and/or guardian from a student athlete with a concussion:

- Appears dazed or stunned,
- Is confused about assignment or position,
- Forgets an instruction,
- Is unsure of game, score, or opponent,
- Moves clumsily,
- Answers questions slowly,
- Loses consciousness (even briefly),
- Shows mood, behavior, or personality changes,
- Can't recall events prior to hit or fall, &
- Can't recall events after a hit or fall.

***What should you do if you think your teen has a concussion*? Keep your teen out of play**. If your teen has a concussion, his/her brain needs time to heal. Don't let your teen return to play the day of the injury and until a healthcare professional, experienced in evaluating for concussion, says your teen is symptom-free and it's okay to return to play. A repeat concussion that occurs before the brain recovers from the first – usually within a short period of time (hours, days, or weeks) – can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death. **Seek medical attention right away**. A health care professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your teen to return to sports. **Teach your teen that it's not smart to play with a concussion**. Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let your teen convince you that s/he's "just fine." **Tell all your teen's coaches and the student's school nurse about ANY concussion**. Coaches, school nurses, and other school staff should know if your teen has ever had a concussion. Your teen may need to limit activities while s/he is recovering from a concussion. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your teen's coaches, school nurse, and teachers. If needed, they can help adjust your teen's school activities during her/his recovery.

Only an Appropriate Health Care Professional (AHCP) can determine if an athlete has had a concussion. An appropriate health care professional (AHCP) is empowered to determine whether an athlete has received a concussion. An AHCP is defined as a licensed, registered or certified health care provider whose scope of practice includes the recognition of concussion signs and symptoms. If the event continues over multiple days, the designated event AHCP has ultimate authority regarding any return to play decision during the event.

Procedure to follow if an official removes an athlete and the AHCP has determined the athlete does not have a concussion. If it is confirmed by the AHCP that the athlete was removed from competition but did not sustain a concussion, the athlete may practice and compete as per school

policy.

Procedure regarding an authorization to return to sport practice/competition: Once a concussion has been diagnosed by an AHCP, only an AHCP can authorize a subsequent return to play. The clearance must be in writing and provided to the student or parent who in turn must provide it to the school and the clearance may not be on the same date on which the athlete was removed from play. It is recommended that school administration notify the coach when an athlete has permission to return to play.

In the event a Transfer of Care form has not been previously filed with event management, school /NDHSAA designated AHCP medical providers shall not have their decision regarding an athlete's ability to return to competition overruled by any other AHCP. NFHS suggested Concussion Management Guidelines for Health Care Professionals if the athlete has received a concussion on the day of competition. No athlete should Return to Play (RTP) or practice on the same day of a concussion. Any athlete suspected of having a concussion should be evaluated by an AHCP that day. Any athlete with a concussion should be medically cleared by an AHCP prior to resuming participation in practice or competition. After medical clearance, RTP should follow a stepwise protocol with provisions for delayed RTP based upon the return of any signs or symptoms.

Pingree-Buchanan School District Ipad/MacBook Air Handbook and Acceptable Use Policy

Pingree-Buchanan High School Ipad/MacBook Air Program

The focus of the 1 to 1 MacBook program at Pingree High School is to meet the needs of 21st Century Learners and increase student achievement by using the MacBook as a tool to transform teaching strategies and engage students in their learning.

Students in grades 6-7 will be issued an Ipad while students in grades 8-12 will be issued a MacBook Air to use for the school year. Students in grade eight (8) will leave their device at the school unless they have permission from a teacher to take the device home for school work. Students in grade 9-12 are allowed to take their device home anytime. However, the ability to take computers home is contingent upon the students maintaining the computers properly. If it is found they are not doing this, or are negligent with their computers, the ability to take them home will be removed.

The Ipad/MacBook Air and all accessories are checked out for student use and are property of the Pingree-Buchanan School District. **The use of technology resources is a privilege, not a right.**

The policies, procedures and information within this document apply to all Ipads/MacBooks used at Pingree High School. Teachers may set additional requirements for use in their classrooms.

1. RECEIVING YOUR MacBook/Ipad

1.1 MacBook/Ipad Checkout

MacBooks/Ipads will be distributed each fall. **Parents & students must sign and return the Student Pledge and Acceptable Use Policy document before the Ipad/MacBook can be issued to their child.**

1.2 MacBook/Ipad Check-in

The Ipad/MacBook, cords, and accessories will be returned during the final week of school.

If a student graduates early, withdraws, is expelled, or terminates enrollment at Pingree High School during the school year, the individual must return their Ipad/MacBook and accessories in their original condition on the day of departure from the district.

If a student fails to return the Ipad/MacBook and accessories at the end of the school year or upon termination of enrollment at Pingree High School the student will pay the replacement cost of the Ipad/MacBook and accessories; otherwise, the item is considered stolen and that student will be subject to criminal prosecution or civil liability.

1.3 Inspection

The school retains the right to inspect school-issued Ipad/MacBook computers used by students. Inspections will be done in cases of suspected misuse or damage. The school may also perform unannounced, spot inspections of student computers selected at random and at random times throughout the year.

2. TAKING CARE OF YOUR Ipad/MacBook

The Ipad/MacBook and accessories are school property and students are responsible for their general care.

2.1 General Precautions

- Cords and cables must be inserted carefully into the Ipad/MacBook to prevent damage.
- The school owned Ipad/MacBook and case must remain free of any writing, drawing, stickers, or labels that are not the property of the Pingree High School.
- Do NOT leave the Ipad/MacBook in a place that is experiencing extreme hot or cold conditions (i.e.: car in summer or winter). Extreme heat will damage the unit itself. Extreme cold will cause severe screen damage.
- Turn off and secure your Ipad/MacBook after you are done working to protect your work and information.

2.2 Carrying Ipad/MacBook

- When in transit, the Ipad/MacBook must *always* be within a protective case.

2.3 General Care

- The Ipad/MacBook is an expensive piece of technology. Therefore:
  - Do not lean on the top of the Ipad/MacBook when it is closed.
  - Do not place anything near the Ipad/MacBook that could put pressure on the computer.
  - Do not place anything in the carrying case that will press against the computer.

- Clean the screen with a soft, dry cloth or anti-static cloth. Do NOT use any chemical or spray cleaners.
- Do not bump the Ipad/MacBook against lockers, walls, car doors, floors, etc. as it will eventually cause damage.
- Your Ipad/MacBook must not be left in unsupervised areas (unlocked locker, unlocked vehicle, hallway, lunchroom, locker room, etc.) Any Ipad/MacBook left in these areas is in danger of being stolen.
- If an Ipad/MacBook is found in an unsupervised area, it will be taken to the office, and students will be assigned a consequence.
- Do adhere any stickers or decorations to your issued computer.

2.4 Ipad/MacBook Fees, Damage, and Loss

- Device insurance is offered as an opt-in option. You can pay for insurance to cover all damages for $50 for the year. It does not cover negligence or lost items. (Additional paperwork is needed to get insurance coverage). Families are welcome to check with their personal insurance company about coverage as well.
- If any Ipad/MacBook or accessory damage has occurred and it has proven to be done by negligent action, **all repair or replacement costs** will be the responsibility of the student. The district will have the damage repaired or replaced by an authorized dealer and bill the student for the costs.
- If the damage occurred by accident with no intention to harm, the cost will be covered by the district if it happened on school property. If the accident happened off school property the student will either be billed or if they have purchased insurance through the school it will be covered by insurance.
  - Examples of damage include but are not limited to: cracked screens, frayed cords, keyboard damage, etc…
- Lost cords are not covered by the district. If a cord is lost the student will be charged the replacement cost of the specific cord.
- Reports of damage must be reported immediately. If the student carries personal insurance, he/she must complete all insurance claims independently of the school district.
- All repairs or replacements must be completed by the end of the school year prior to Ipad/MacBook check-in.

2.5 Ipad/MacBook Theft

- Ipads/MacBooks that are stolen must be reported immediately to the Office, who will inform the Police Department. The student must also fill out an incident form and return it to the Technology Coordinator.

2.6 Ipads/MacBook Identification

Student Ipad/MacBook will be labeled in the manner specified by the school. Ipad/MacBook can be identified in the following ways:

- Record of serial number and correlated asset tag.
- Pingree High School sticker and bag tag.
- There must be an ID tag on all computer cases at all times. If the tag comes off, it is the responsibility of the student to contact the technology department as soon as possible and have a new ID tag attached. Any computer/case is subject to confiscation for one school day if it is found to have no ID tag.

3. USING YOUR Ipad/MacBook

Ipad/MacBook are intended for use at school each day. Students must be responsible to bring their Ipad/MacBook to all classes, unless specifically instructed not to do so by their teacher.

3.1 MacBook Left at Home (9-12 grades)

- If students leave their MacBook at home, they are responsible for getting the course work completed as if they had their MacBook present.
- If a student repeatedly leaves their MacBook at home, access to the MacBook will be restricted to in-school use. Students will be required to “check out” their MacBook for the day from the technology department as determined by administration.

3.2 Ipad/MacBook Undergoing Repair

- A loaner Ipad/MacBook may be issued to students when they turn in their Ipad/MacBook for repair to the Technology Coordinator. There may be a delay in getting a Loaner Ipad/MacBook should the school not have enough to loan.

3.3 Charging your Ipad/MacBook's Battery

- Students are responsible for keeping their Ipad/MacBook charged for school each day.
- Repeat violations of this policy will result in access to the Ipad/MacBook being restricted to in-school use. Students will be required to "check out" their Ipad/MacBook for the day from the technology department as determined by administration.
- In cases where use of the Ipad/MacBook has caused batteries to become discharged, students may be able to connect their Ipad/MacBook to a power outlet in class only if available.

3.4 Screensavers/Background photos

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

3.5 Accounts

- School administrators will keep a secured record of passwords.
- **Never share your password or account with peers. You have full responsibility for the use of your account**.
- Do not use another's account or represent yourself as someone else.
- Passcode sharing with parents and/or guardians is recommended.
- Do not make another account to bypass school technology policies. This will result in disciplinary actions.

3.6 Sound, Music, Games, and Apps

- Sound must be muted at all times unless (1) permission is obtained from the teacher for instructional purposes or (2) headphones are used with the teacher's permission.
- During permitted use, the volume must be kept at a level that is not disruptive to other students.
- Music may NOT be accessed via a cell phone.
- If music is accessed via YouTube or any other site where video is available, the screen must be minimized or blocked by another screen when in use. The visual component of videos is not allowed.
- **All music must be school appropriate music and used only at the discretion of the teacher**.
- During school hours (8:10 AM-3:06 PM), game/movie apps are only allowed with teacher permission, with the exception of study hall.
- No games/movies are allowed during study hall hours.
- Unauthorized game playing will result in disciplinary action.

3.7 Printing

- There will be no printing from the Ipad/MacBook at school without permission of the teacher.
- Printing from the Ipad/MacBook at home will require a wireless printer, proper settings on the Ipad/MacBook.

3.8 Home Internet Access

- Students are allowed to set up wireless networks on their Ipad/MacBook. This will assist them with Ipad/MacBook use while at home.
- The school filtering solution that is hosted on the school network will filter content accessed through off school wireless. The district makes no guarantee that their network will be up and running 100% of the time therefore, parents are still expected to monitor the student's activity in addition to the filter being provided.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Ipad/MacBook

Students may save work on the Ipad/MacBook on a limited basis. It is recommended students (a) e-mail documents to themselves, (b) save files to Office 365 or some other cloud-based storage, or (c) back-up their Ipad/MacBook to the Cloud. Storage space will be available on the Ipad/MacBook—BUT it will NOT be backed up in case of reimaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. ***Ipad/MacBook malfunctions are not an acceptable excuse for not submitting work.***

4.2 Network Connectivity

The Pingree High School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. SOFTWARE ON Ipad/MACBOOK

5.1 Originally Installed Software

The software/apps originally installed by Pingree High School must remain on the Ipad/MacBook in usable condition and be easily accessible at all times. During the school year, Pingree High School may add software applications for use in a particular course. The licenses for this software require that the software be deleted from MacBook at the completion of the course. Periodic checks of the Ipad/MacBook will be made to ensure that students have not removed required apps.

5.2 Additional Software

Students are not allowed to load extra software/apps on their Ipad/MacBook without consent from the Technology Coordinator. Pingree High School will synchronize the MacBook so that they contain the necessary apps for schoolwork. Students will not synchronize their Ipad/MacBook. Misuse of apps or inappropriate apps will result in disciplinary action.

5.3 Procedure for reloading software

If technical difficulties occur or illegal software, non-Pingree High School approved installed apps are discovered, the Ipad/MacBook will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage.

5.4 Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their Ipad/MacBook for periodic updates and syncing.

6. STUDENT DISCIPLINE

If a student violates any part of the policies listed in this handbook, he/she will be subject to disciplinary actions that may include but are not limited to any of the following: limited Ipad/MacBook use, suspension, or expulsion. This will be determined by the administration.

Pingree High School Public Schools
Student Pledge for Ipad/MacBook Use

1. I will take good care of my Ipad/MacBook.
2. I will never leave the Ipad/MacBook unattended.
3. I will never loan out my Ipad/MacBook to other individuals.
4. I will know where my Ipad/MacBook is at all times.
5. I will charge my Ipad/MacBook's battery daily.
6. I will keep food and beverages away from my Ipad/MacBook since they may cause damage to the device.
7. I will not disassemble any part of my Ipad/MacBook or attempt any repairs.
8. I will protect my Ipad/MacBook by only carrying it while in a protective case.
9. I will use my Ipad/MacBook in ways that are appropriate, meet Pingree High School District expectations and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the Ipad/MacBook or case owned by the district.
11. I will not deface the identification label on any Ipad/MacBook.
12. I understand that my Ipad/MacBook is subject to inspection at any time without notice and remains the property of the Pingree High School District.
13. I will follow the policies outlined in the *Ipad/MacBook Handbook* and the *Acceptable Use Policy* while at school, as well as outside of school.
14. I will report any case of theft, vandalism, and other acts to Pingree High School administration so that a police report can be filed.
15. I will be responsible for all damage or loss and understand the repair/replacement procedures.
16. I agree to return the Ipad/MacBook and accessories in good original working condition.

Pingree-Buchanan Public School District #10

Technology Insurance Program

The Technology Insurance Program is a completely optional insurance program, available to families that wish to protect themselves from damage or replacement costs for their student's school issued device.

Please opt-in and pay or opt-out with this form.
The device is not considered insured until payment is made.

Complete one form per family and indicate all students in the family on the form.

Coverage

The Technology Insurance covers 100% of all **accidental** damage, fire, flood, natural disasters, power surge, and vandalism to your child's school issued Ipad/MacBook Computer. This insurance will provide coverage on school grounds, at home, on the school bus, and anywhere your child may travel. If damaged, an insured device would not be charged any additional fees for repair. Insurance does not cover loss or theft of the Ipad/MacBook or negligence. (The technology department will determine whether the damage is considered accidental or intentional, based on investigation and/or appearance of damage.)

Cost

Indicate which option you choose by checking the appropriate box

☐	Individual Student in PreK to 7th Grade	$25
☐	Individual Student in 8th to 12th Grade	$50
☐	Family Maximum	$200

Sign Up (make checks payable to "Pingree-Buchanan Public School")

Student's Name(s):

Parent Signature:

Date:

Opt-Out (complete if you choose to not take the insurance option)

I understand that the Ipad/MacBook Insurance Program is optional. I choose to not purchase this insurance at this time. I understand that if damage occurs to my child's school issued Ipad/MacBook Computer, it will be my responsibility to pay 100% of all repair or full replacement costs.

Parent Signature:

Date:

STUDENT HANDBOOK SIGNATURE PAGE FORM

My signature indicates that I have reviewed and discussed the Pingree-Buchanan Public School District Student Handbook, Technology Handbook & Acceptable Use Policy, and Code of Conduct with my child/children.

I understand and consent to the responsibilities in the Pingree-Buchanan Public School District's Student Behavior Policies as outlined in this handbook. I understand and agree that my child shall be held accountable for the behavior and consequences outlined in the discipline policy at school, at school-sponsored, and at school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location.

I understand that any student who violates the rules established by the North Dakota High School Activities Association (NDHSAA) is subject to suspension from participation as described in those rules. I further understand that any student who violates the school's rules of behavior shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law.

Regarding student records, I understand that certain information about my child is considered directory information. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, attendance, awards received in school, and most recent previous school attended. **In addition, Federal law requires local educational agencies receiving Federal money to provide military recruiters**, upon request, with three directory information categories - names, addresses and telephone listing. Directory information may be released by the Pingree-Buchanan Public School District to anyone who requests it unless I object in writing to the release of any or all of this information within ten school days of the time this handbook was issued to my child. I have marked through those types of directory information listed above that I wish the Pingree-Buchanan Public School District to withhold.

Parent / Guardian Signature Date

Student Signature Date

Student Signature Date