BOWMAN COUNTY SCHOOL 2026-2027

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MISSION STATEMENT:

Fostering student success in a changing world.

VISION

We will foster students to believe in and achieve their full potential through a positive, student-centered, community-supported environment.

VALUES

Academics
Create an environment that encourages students to engage and focus their attention on reaching higher levels of critical thinking by participating in meaningful learning experiences.

Innovation
Embrace forward-thinking by leveraging innovative experiences relevant and responsive to future student needs and interests.

Character Development
Grow all students as reflective learners with integrity who are inspired and inspire others to work together, communicate, and solve problems.

SCHOOL HOURS

Bowman County Elementary School – (Grades K-3)

School doors open at 7:55 AM.; students go directly to recess or cafeteria for breakfast. Students should not be on school grounds before 7:55 AM.

7:55 – 8:15	Breakfast Serving Time/Recess
8:25	Homeroom (counted tardy after this time)
3:15	Dismissal

Bowman County Middle School – (Grades 4-6)

School doors open at 7:55 AM.; students go directly to Commons Area or recess. Students should not be on school grounds before 7:55 AM.

7:55 - 8:15	Breakfast Serving Time/Recess
8:25	Homeroom (counted tardy after this time)
3:15	Dismissal

Rhame Campus – (Grades K-6)

School doors open at 7:55 AM.; students go directly to the cafeteria. Students should not be on school grounds before 7:55 AM.

7:55 – 8:15	Breakfast Serving Time/Recess
8:25	Homeroom (counted tardy after this time)
3:15	Dismissal

Teachers are on duty from 7:55 a.m. until 3:45 p.m. each day. The best way to contact teachers is via phone, email or Class Dojo.

This handbook is meant to reflect ONLY the most commonly asked questions concerning policies and procedures of Bowman County Public Schools and is NOT an all-encompassing list.

ABSENCE/ATTENDANCE

Regular attendance in school is important if each student is to profit from instruction provided. If a child is going to be absent for the day, parent(s)/guardian(s) must call and inform the office. If the office is not notified, parent(s)/guardian(s) will receive a call to check on the absent student. **If the office does not receive written or verbal communication in advance, or if the office is unable to contact parents/guardians in the case of an absence, the local law enforcement will be contacted to complete a wellness check.**

A student absent without the consent of his/her parent(s)/guardian(s) is truant. This is an inexcusable absence, and the student will be required to make up the time missed. A person is truant if he/she:

1. Leaves school without prior permission from the principal.
2. Is absent from class without permission (skipping).
3. Obtains permission to go to a certain place and does not report there.
4. Comes to school but does not attend classes.

TARDINESS

Students are expected to be in class on time.

Tier 1

- If a student has been tardy 10 days, a letter will be mailed home and placed in permanent file informing the parent(s) or guardian(s) of the tardiness concern and students will be required to make up the missed time during recess or after school.

Tier 2

- If a student has been tardy 20 days, a meeting will be scheduled with the parent(s) or guardian(s) to develop a plan, and students will be required to make up the missed time during staff in-service days.

ATTENDANCE

It is important to attend school and be on time. Research supports attendance as the most important predictor of student success.

Please consult the school district's calendar prior to planning a family trip or vacation during the school year. If a family trip or vacation is planned during the school year, please contact the school in advance.

The following interventions will be used to address attendance

Tier 1

- 10 days absent – a letter will be mailed home and placed in permanent file informing the parent(s) or guardian(s) of concern

Tier 2

- 15 days absent – a meeting will be scheduled with the parent(s) or guardian(s) to develop an attendance plan, and students will be required to make up the missed time during staff in-service days.

Tier 3

- 20+ days absent – a referral to an outside agency such as Social Services may occur if the school is concerned with educational neglect

ASSIGNMENT/HANDBOOK

Bowman County School students in grades 3-6 must maintain a student assignment/handbook. The school will provide the first assignment handbook, but a replacement copy must be purchased from the Middle School Office for $5.00.

BULLYING Bowman County School Board Policy ACEA

The Bowman County School District is committed to providing all students with a safe and civil school environment in which all members are treated with dignity and respect. Bullying of or by a student or school staff member is against federal, state, and local policy and is not tolerated by the Board. Bullying behavior can seriously disrupt the ability of the district to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the district that students and school staff members shall not engage in bullying behavior while on school property.

Found in BCSB Policy Manual here

CANDY AND BEVERAGES

Students in grades K-6 will not be allowed to eat candy, or drink beverages while in school. **Only water is allowed in classrooms.** Teachers may allow students to have candy and/or beverages on special occasions or holidays.

CHANGE OF ADDRESS OR PHONE NUMBER - EMERGENCY CARDS

The school maintains an emergency card in the Middle School Office for each child, so parent(s)/guardian(s) can be notified quickly. It is important that our records be up-to-date and accurate. An emergency could necessitate an immediate call by phone. Please notify the school promptly in case of a change in address or telephone number.

CHEATING

Students that are caught cheating/plagiarizing on homework/schoolwork will be dealt with by the classroom teacher.

CLASSROOM DISCIPLINE K-6

Teachers are responsible for discipline within their rooms. Guidelines and rules are set up in the classroom monitored by the teacher. Schoolwide BARK expectations are taught at each grade level. If a student has behavioral problems/s, the teacher will request a conference with the parent(s)/guardian(s) at which time a workable solution will be sought. If behavioral problems continue, the teacher will meet with the Response to Intervention Team to explore and look for further suggestions. If behavioral problems continue, disciplinary action will be taken which could include detention, in-school suspension, an out of school suspension or recommendation to the school board that it immediately contemplate expelling the student for the remainder of the school year.

Courteous consideration of peers, teachers, and other adults is the only appropriate behavior to be cultivated on all school property.

IN SCHOOL SUSPENSION

1. The principal will notify parent(s)/guardian(s), either by phone or mail, of in or out of school suspension that results from a referral.
2. Students assigned in-school suspension will report to the office immediately upon arriving at school.
3. It is the student's responsibility to bring all textbooks, notebooks, writing tools and enough reading materials to keep them constructively occupied all day. The students will not be allowed to leave in-school suspension to visit their classroom(s) or locker after arriving.
4. Students serving in-school suspension will be expected to complete assigned schoolwork or read library books during the day.
5. Students may not bring food, drinks, gum, sunflower seeds, playing cards, music headsets, magazines, toys or gadgets of any kind into in-school suspension.
6. Students serving in-school suspension will be escorted to the bathroom for one break in the a.m. and one in the p.m. The student will be brought school lunch or may bring a sack lunch from home. Sack lunches will remain with the school secretary until lunchtime.
7. In-school suspension will not count as an absence if schoolwork is completed to the satisfaction of the teacher.
8. Students who misbehave during in-school suspension will be asked to leave and will report the following day for 2 days of in-school suspension (this also applies to students who do not report for in-school suspension).
9. The students may not participate in or be in attendance at any school-sponsored activity on a day they have served in-school suspension.

SUSPENSION OF STUDENTS

The school may suspend any student for up to ten days for habitual disobedience, disorderly conduct, damage to school property, or smoking, drinking, chewing tobacco, or use of a controlled substance during school time or on school property. In each case the school shall give notice of the suspension and the reason to the parent/guardian.

BULLDOG 	B Be Ready To Learn	A Act Responsibly	R Respect Self and Others	K Keep Safety First
The Bulldog Way	• Be in charge of your learning • Give your best effort • Be aware of your surroundings	• Take care of property • Clean up after yourself • Ask for help when needed	• Be kind to self and others • Listen to others • Follow directions • Appropriate conversation/language	• Ask an adult before leaving the space • Keep your hands and feet to yourself
Hallways Lockers Voice level: 0-1	• Get materials, return to destination	• Stay with the class • Ask for help when needed	• Walk in a straight line • Keep to the right • Your locker, your space • Appropriate conversation/language	• Look with your eyes • Maintain personal space • Keep your hands and feet to yourself • Walk
Lunchroom Voice level: 0-2	• Know your number • Pay attention and be patient	• Eat your own food • Take only what you need • Help keep the area clean • Put trash in the trash can • Ask for help when needed	• Remain seated • Always use walking feet • Be polite • Appropriate conversation/language	• Ask before you leave the room • Wait calmly • Keep your hands and feet to yourself
Restrooms Voice level: 0-1	• Take care of business, return to destination	• Flush the toilet • Put trash in the trash can • Report problems to any adult • Ask for help when needed	• Wash your hands with soap • Give other privacy • Appropriate conversation/language	• Keep your hands and feet to yourself
Outdoor Spaces Voice level: 0-4 Time to line up: Voice level 0	• Stop, look, and listen • Use equipment properly • Dress appropriately	• No extra items outside • Pick up after yourself • Leave nature unharmed • Ask for help when needed	• Show good sportsmanship • Share the space with other classes • Line up when it's time • Appropriate conversation/language	• Play fairly • Share equipment • Take turns • Include everyone • Keep feet and hands to yourself • Walk on the sidewalk
Indoor Arrival and Dismissal Voice level: 0-2 **NO** lockers until dismissed	• Wait patiently at a table in a chair	• Appropriate tone of voice • Be on time • Come to school daily • Come with all your school materials daily • Ask for help when needed	• Hats off when indoors • Listen to who is in charge • Use appropriate greetings • Appropriate conversation/language	• Keep your hands and feet to yourself • Keep your things by you until the bell rings • Walk

CONCERT ATTIRE AND ATTENDANCE

Concert attendance is required for K-6 students. Concerts are a part of the music curriculum at Bowman County Elementary. We are aware there are circumstances that can prevent students in families from attending these performances. In these cases, makeup work will be provided. It is the parents' responsibility to let the music teacher know if their student will not be attending the concert as soon as possible.

It is also the responsibility of the students and families to adhere to the dress attire that is established by the music director when performing at these activities, concerts, and festivals.
This attire must be followed. If these responsibilities are not followed the student will be graded accordingly. To maintain concert and contest performance standards, the students should maintain a standard of dress:

1. No blue jeans.
2. No shorts.
3. No shirts with inappropriate language or pictures.
4. No graphic T-shirts.

Black jeans, khaki or dress pants for boys and dresses, skirts or dress slacks for girls are acceptable. The dress code is in place for every music concert unless otherwise noted by the teacher.

DOGS

No pets are allowed on the playground. Dogs may be a danger on the school playground. To protect children on the playgrounds law enforcement will be called to remove unaccompanied dogs.

DRESS POLICY

The district prohibits the following articles of clothing or decoration at school-sponsored functions and/or on school property. Clothing/decoration that:

1. Is reasonably likely to substantially disrupt the educational environment.
2. Poses a health or safety risk.
3. Is destructive to school property and/or cause excessive maintenance problems.
4. Is intended to identify the student as a member of a gang.
5. Promotes illegal activities and/or the use of tobacco or alcohol.
6. Is excessively revealing, such as clothing with exposes a midriff or see-through

DRUG USE/ABUSE POLICY FOR STUDENTS/SCHOOL EMPLOYEES Bowman County School Board Policy FFA

The school has a clear responsibility to maintain an atmosphere which will promote a quality-learning environment. Drugs, alcohol, and other chemicals are not allowed in school.

Found in BCSB Policy Manual here

ELECTRONIC DEVICES

Personal electronic devices such as cell phones, iPods, Smart watches, etc. are not allowed to be in the classroom or turned on during instructional hours. These devices must be turned off and **must be kept** in the students' locker during instructional hours (8:00-3:15). This follows **HB 1160 which mandates a "bell-to-bell" phone-free policy for K-12 public schools in North Dakota.**

First violation: Electronic device will be turned over to the principal until the end of the day. Parents will be notified.

Second violation: Electronic device will be turned over to the principal until the end of the day, parents/guardian(s) will be notified, and they must pick up device.

Third violation: Electronic devices will be turned over to the principal, parent(s)/guardian(s) will be notified, and consequences will be determined on a case-by-case basis.

GRADE SYSTEM

Grade 6

A+	100	C+	83-84
A	95-99	C	79-82
A-	93-94	C-	77-78
B+	91-92	D+	75-76
B	87-90	D	72-74
B	85-86	D-	70-71

Grades PreK-5

3 – Mastering
2.5 - Approaching
2 - Developing
1.5 - Emerging
1 - Beginning

HARASSMENT - Bowman County School Board Policy AAC

Harassment of any type has no place in the school setting. The Bowman County School District will endeavor to maintain a learning and working environment that is free of harassment. The School Board expects administrators and supervisors to make it clear to students and staff that harassment in the school building, on school grounds, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to suspension or expulsion of students and termination of employment of employees.

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

Found in BCSB Policy Manual here

INSTRUMENTAL MUSIC

Beginning band is available for pupils in grades 5 and 6 who are interested. The school owns very few instruments; therefore, most students must furnish their own instruments by outright purchase or rental agreement with a music company. The students are required to take their instruments home to complete practice minutes. Students using school owned instruments will receive an inspection sheet documenting the condition of the instrument at time of rental. Any damage beyond normal usage will be assessed to the student. There will be a nominal rental fee for school instrument usage.

INVITATIONS AT SCHOOL

The handing out of invitations to students is allowed IF you invite the ENTIRE CLASS. The teacher will hand out invitations to guarantee every child in the class receives one.

LEAVING THE SCHOOL GROUNDS

No student in grades K-6 will be permitted to leave the building. Students in grades K-6 who leave the building for appointments, etc. shall check out at the middle school office and then check back in upon returning. Parents may sign Student Dismissal Permission Form, allowing students to leave school premises and assuming full responsibility for child's safety since no one from the school will supervise after he/she leaves the school premises.

LOST AND FOUND

A lost and found box is in the Middle School office, Roosevelt Commons and the Rhame Campus School office. Pupils finding lost articles or losing personal belongings should report the information to their teacher or the principal's office immediately. Children should have their initials or identifying marks on articles of clothing, boots, and shoes.

MEAL CHARGING PROCEDURE – STUDENT

An automated negative balance notice is printed and sent home daily with every student when their account balance is below their current daily meal price. These notices will be sent out until the account is paid in full. Students may also be given a verbal reminder. The charge limits for each category status are as follows:

1. Free--$5.00
2. Reduced - $8.00
3. Full Pay - $25.00

Once these limits have been reached charging is not allowed. These delinquent accounts will then be placed on a cash only basis for all meals until the account is paid in full.

Because Bowman County School believes proper nutrition is important to the optimum growth and development of children, we make every possible attempt to reach parent(s)/guardian(s) before meal charging becomes a problem. If charging meals is a continuous problem for a student, their charge privileges may be suspended indefinitely.

Free/Reduced price meal applications are available at the Bowman Campus and at the Rhame Campus and will be accepted any time during the school year. This is the first step to take if you feel you are unable to pay full price or keep your account current. Please apply for these Free/Reduced benefits if your income should change throughout the school year and you feel you may qualify.

If you have any questions or need assistance filling out the Free/Reduced Price application for school meals please feel free to call Nicole Rasmussen, Elementary Administrative Assistant at 701-523-3358.

MONEY SENT TO SCHOOL

Please refrain from sending money to school unless absolutely necessary. Students should not leave money in their pockets, backpacks, or desks. If it is necessary to send a personal check to the school in payment of fees or lunch tickets, make the **check payable to Bowman County School**.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be held during the first and third nine-week periods. These conferences are an important time to discuss firsthand your child's progress at school. Parent(s)/guardian(s) and students may also check on grades through the Power School website (https://bowman.ps.state.nd.us) or Power School app.

PETS

Bowman County School does not allow pets or other live animals to be brought into the school or onto school grounds at any time. Classroom pets are allowed if approved by the administration.

PRESCHOOL

All preschool eligible students must be fully toilet trained to attend preschool unless determined otherwise appropriate under special education and related services.

RECESS

All grades are given time to during the day. Any child not bringing appropriate outdoor wear is not exempt from outdoor recess. Please dress your child appropriately for outdoor recess each day. Please be aware that natural consequences will occur for students not adequately prepared for winter weather. While our staff cares deeply about the well-being of all students, we will not be able to police individual clothing choices.

If you are having difficulty getting your children winter clothing, please call the office as we may have items your child may borrow.

Outerwear Recommendations: (Real Feel)

55 degrees and above: T-shirt

40 degrees and above: Light coat or sweatshirt

40 degrees and below: Winter coat, hat, and gloves

-10 degrees and below: Stay inside

When snow is present: Wear boots and snow pants

Students are expected to follow recess expectations and behavior on the playground will exemplify respect for the equipment and for other students. Students will follow the directions and guidance of the adult supervisors with respect.

SNOWBALLING/SNOWBANKING

Snowballing/snowbanking on the school grounds or on the way to and from school is absolutely forbidden. These regulations are necessary as a safety precaution. The responsibility for an injury sustained through such activities must be assumed by parent(s)/guardian(s).

REPORT CARDS

Grades can be accessed using PowerSchool. The school will print a report card at parent's request. Questions about report cards may best be discussed in a meeting with the teacher and the principal if necessary.

RETENTION AND PROMOTION FOR GRADES K-6

Retention and promotion policies must be geared to fit the best interest of the individual student. Not all children progress at the desired rate and in such cases, retention may be in the best interest of the child. Should this be in the best interest of the child, it will be carefully reviewed with parent(s)/guardian(s). The final decision on retention or acceleration of students shall be made through collaboration of the parent(s)/guardian(s), teachers, and other resource persons.

SCHOOL BUS PASSENGERS

The following rules for all school bus passengers are quoted from the North Dakota School Bus Standards, issued by the State Department of Public Instruction. These rules and practices will be rigidly observed and enforced at all times. State laws provide that "disciplinary authority of the school shall exist over all children while being transported to and from schools and operator shall be charged with their control and discipline while they are being transported".

RULES FOR SCHOOL BUS RIDERS

A. Prior to leaving (on the road and at school)
   1. Be on time at the designated school bus stop----keeping the bus on schedule.
   2. Stay off the road at all times while waiting for the bus. Bus riders shall conduct themselves in a safe manner while riding.
   3. Wait until the bus comes to a complete stop before attempting to enter the bus.
   4. Be careful in approaching bus stops.
   5. Bus riders should not be permitted to move toward the bus at the school-loading zone until the buses have been brought to a complete stop.

B. While on the bus
   1. Stay seated while the bus is in motion.
   2. Keep hands and head inside the bus at all times after entering.
   3. Assist in keeping the bus safe and sanitary at all times.
   4. Remember that loud talking, laughing and unnecessary confusion divert the driver's attention and may result in an accident.
   5. Treat bus equipment as you would valuable furniture in your home. Damage to seats, etc., must be paid for by the offender.
   6. Bus riders should never tamper with the bus or any of its equipment.
   7. Leave books, packages, coats, and all other articles out of the aisle.
   8. Leave no books, lunches or other articles on the bus.

9. Help look after the safety and comfort of small children.
10. Do not throw anything out of the bus window.
11. Bus riders are not permitted to loiter around or on the school bus.
12. Horse play is not permitted around or on the school bus.
13. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.

C. After leaving the bus
   1. Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus), but, only after looking to be sure that no traffic is approaching from either direction.
   2. Help look after the safety of smaller children.
   3. Be alert to the danger signal from the driver.
   4. The driver will not discharge riders at other places that the regular bus stop, at home, or at school unless by proper authority from parent(s)/guardian(s) or school officials.

D. Extracurricular Trips
   1. The above rules and regulations would apply to any trip under the school supervision.
   2. Pupils shall respect the wishes of competent chaperones appointed by the school.

E. Parent(s)/guardian(s) of any student who does not live on a bus route will either call the Middle School office or send a written note **prior** to the student riding the bus either to or from school.

SCHOOL PROPERTY

All parent(s)/guardian(s) are advised that children must respect school property of any kind. Reimbursement for damages will be expected in case of vandalism as opposed to accidental damage. This would include the loss or intentional destruction of textbooks and technology.

SLANDEROUS AND OFFENSIVE MATERIAL FOUND IN BOWMAN COUNTY SCHOOL

Material on school property that is slanderous or offensive to students and to employees will result in disciplinary action either by school authorities and/or law enforcement.

SEARCH BY SCHOOL PERSONNEL AND/OR DRUG DOG Bowman County School Board Policy: FGCA

The district retains ownership and control of all lockers. Access to all lockers is a legal right of school officials whose responsibility is to protect the health, safety, and welfare of all enrolled students. Students shall have no reasonable expectation of privacy when using lockers. Students shall be given advanced notice of this policy through student handbooks or another form of notification. Lockers may be subject to suspicions searches, inspections for purposes such as routine maintenance, or searches where there is suspicion that locker(s) contains objects/substances that are illegal, violate school policy, or may be detrimental to the health, safety, or welfare of district students. Trained dogs may be used to smell the outside of students' lockers.

Found in BCSB Policy Manual here

STUDENT ACTIVITY TRIPS

While on trips in connection with school activities, the student is under the supervision of the school and must abide by those regulations laid down by the school regarding behavior. Students who embark on bus trips must return on the bus unless prior arrangements have been made and written permission has been granted by parent(s)/guardian(s).

STUDENT HEALTH

ACCIDENTS

In the event your child is involved in an accident in school, minor first aid will be administered by a school official. If the accident is of a serious nature, parent(s)/guardian(s) will be called immediately. If the school is unable to contact the parent(s)/guardian(s) or emergency contact, medical aid will be called.

FEVER

Students cannot be in school with a fever (100.4° F). Children must be fever-free (temperature below 100.4 degrees) for a full 24 hours without the use of fever-reducing medicine, before returning to school.

LICE

In order to help control the spread of head lice in school, the following steps will be taken:

1. Once a student has been identified as having head lice and/or nits (either by a doctor, nurse, or trained personnel) the parents will be contacted by the administration and be sent home. Homework completion will follow the same guidelines as when absent.
2. The student will not be admitted to school or be able to participate in school activities until a health care official or trained school employee re-examines the student and finds that they are free of lice and nits.
3. Upon re-admittance to school, the student will be re-examined within two weeks.

MEDICAL APPOINTMENTS

Pupils and parent(s)/guardian(s) are urged to make their dentist and medical appointments when school is not in session, if possible, to avoid conflicts with schoolwork. Parent(s)/guardian(s) should, in the case of appointments of their children, notify the teacher, office or principal with a written excuse or telephone call in advance so the child may obtain a makeup slip and assignments from the teacher.

Students must be picked up by parent(s)/guardian(s) or a student permission dismissal form must be filled out with the office. Parent(s)/guardian(s) must notify the office of the day of an appointment if the student will be unsupervised.

MEDICINES AND DRUGS

Internal medication can be given only by or on the order of a physician. However, pupils who must depend on medication to stay in school should have a written order from a physician giving specific directions for taking medication. Directions should be clearly marked on the bottle, together with the pupil's name and the name of the physician. **Parent(s)/guardian(s) need to bring the medication to the office where it will be safely stored**. Please do not send any medication to school with your child; we ask that parent(s)/guardian(s) to bring the medication to the office.

SIGNIFICANT CONTAGIOUS DISEASES - Bowman County School Board Policy ACBB

Found in BCSB Policy Manual here

SUMMARY OF YOUR RIGHTS AS A PARENT GUARDIAN

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

1. You must receive written notification before the school conduct individual testing of your children.

2. You must receive written notification of any initiation or refusal to initiate a change in your child's educational placement.

3. You have the right to present your views regarding the identification, evaluation, placement, or provision of a free appropriate education to your child. This includes the right to request an educational evaluation.

4. You have the opportunity to present information from an independent educational evaluation of your child.

5. You have access to all relevant school records of your child.

6. Either you or the school may initiate an impartial due process hearing to resolve differences that could not be resolved informally. The request is filed with the North Dakota Department of Public Instruction. In conducting such a hearing, parent(s)/guardian(s) must:

a. receive timely and specific notice of the hearing

b. have the right to be accompanied and advised by counsel and/or by individuals with specific knowledge or training with respect to the problems of handicapped people.

c. confront, cross-examine and compel the attendance of witnesses

d. present evidence relevant to the decision

e. obtain written or electronic verbatim record of the hearing and obtain written findings of facts and decisions.

7. The hearing will be conducted by an impartial hearing office selected from a list provided by the Department of Public Instruction.

8. The decision of the hearing is binding on all parties pending appeal.

9. Either party has the right to appeal the findings and decisions of the hearing through the court system.

10. During the above process your child shall remain in the original program or any other program to which both parties can agree.

11. Students receiving special education and related services must receive a periodic re-evaluation every three years.

12. These rights transfer to your child when he/she reaches the age of 18 unless a guardian has been appointed by the court. These rights would then be retained by a court appointed guardian.

SUPPLIES

There are some items of expense which parent(s)/guardian(s) are asked to share, such as art materials, crayons, portfolios, notebooks, pencils, and paper. Parent(s)/guardian(s) should await teacher's recommendations before they purchase these items. A list of supplies needed for each grade is on the school website (www.bowman.k12.nd.us) and in local newspapers before school begins.

VISITORS IN THE SCHOOLS

The Board encourages parent(s)/guardian(s) and community members to visit district schools to become better informed about day-to-day operations and observe the educational process. Because schools are places of work and learning, visitors shall observe the following requirements when visiting district schools, which are created to ensure the educational environment is not disrupted:

1. Visitors shall comply with applicable state law and district policy/regulations while on school property. No person shall enter school property for unlawful purposes or for purposes unauthorized by the Board. The district shall enforce state law on willful disruption of schools. The Superintendent shall make a reasonable effort to keep the public informed about district policies pertaining to visitors such as, but not limited to drug, alcohol, and tobacco use; sexual offenders; patron grievances; and other policies designed to maintain order.

2. Solicitors are not permitted on school property except under the terms of the district's solicitation policy.

3. Visitors shall be prohibited from photographing, videotaping and/or otherwise electronically recording district students and staff. This policy does not apply to visitors electronically recording school-sponsored events not governed by copyright laws and non-school-sponsored activities and events held on school property. The Board may also create an exception to this policy for members of the press.

4. Public visits to classrooms shall not be for the purpose of evaluating teachers, teaching methods, or curriculum. Visitors who wish to observe a classroom shall schedule their visits in advance according to

administrative regulations. Visitors shall agree to follow this policy and any administrative regulations governing classroom observation prior to receiving classroom observation privileges.

Policy Violations

Individuals who violate any portion of this policy or applicable administrative regulations shall receive a warning that they are in violation of a district policy/regulation and may be asked by the Superintendent, building principal, or designee to leave school property. The Superintendent, building principal, or designee shall ask visitors who repeatedly violate district policy/regulations or willfully disrupt school operations to leave school property. If an individual refuses to leave when asked, school administration shall seek the assistance of law enforcement to remove the individual from school property.

VISITORS IN THE SCHOOLS REGULATIONS

Since schools are a place of work and learning, certain limits apply to visits. For these reasons, the following regulations apply to visitors to the school:

1. Anyone who is not a regular staff member or student of the school will be termed a "visitor".
2. Any visitor to the school must report to the office upon arrival at the school. Visitors must sign-in upon arrival and out before exiting the school.
3. Young children are not to be brought to school without administrative approval.
4. Teachers are not expected to take class time to discuss individual matters with visitors.
5. Staff members may receive visitors in the staff lounge during a duty-free lunchtime or after work hours but otherwise not during the school day.
6. Instructional materials may be reviewed in the office after request has been made to the principal. Any objection to curriculum or instructional materials shall be made in accordance with the district's policy on educational material complaints
7. Students will not be permitted to bring brothers and sisters to school who are not enrolled in the district **except for special programs specified by the teacher.** Requests to bring out-of-town visitors to school must be submitted to the principal.

WEAPONS POLICY

The Bowman County School Board determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district.

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

Violation of this policy will result in disciplinary action. All weapons will be confiscated and may be turned over to the police.

BOWMAN COUNTY SCHOOL DISTRICT NO. 1

NON-DISCRIMINATION POLICY STATEMENT

BOWMAN COUNTY SCHOOL DISTRICT NO. 1 NON-DISCRIMINATION POLICY STATEMENT Bowman County School District #1 is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or non-disqualifying handicap in its education programs/activities and provides equal access to the Boy Scouts and other designated youth groups and employment practices.

504 COORDINATOR: Kari Gerbig kari.gerbig@k12.nd.us – 504 Coordinator Grades k-4 Drawer H, Bowman, ND 58623, 701-523-3358

GRIEVANCE POLICY/ PROCEDURE

GRIEVANCE POLICY/ PROCEDURE Any student or employee of the Bowman County School district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in a District program or activity, on the basis of race, color, national origin, age, sex or handicap, may file a written or oral complaint. The building principal is the person responsible for receiving oral or written reports at the building level. Upon receiving a report, the principal must notify the Compliance Administrator (Superintendent) The Compliance Administrator shall review the written complaint, and a written report shall be mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint and the compliance administrator's response shall be kept on file in the superintendent's office. It the complainant is not satisfied with such response, he or she may submit a written appeal to the Board of Education indicating with particularity nature of disagreement with the response and his or her reasons underlying such disagreement. The Bowman County School Board of Education shall consider the appeal at its next regularly scheduled Board meeting following the receipt of the response. The Board of Education shall permit the complainant to address the board concerning his or her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing. Any student or employee of the Bowman County School District No. 1 is entitled to submit any complaint or alleged discrimination on the basis of race, color, national origin, age, sex, or handicap to 38 the Regional Office for Civil Rights of the United States Department of Human Services by sending complaint to: Federal Building, 1961 South Street, Denver, Colorado. These are the assigned personnel for a contact person to report grievances in each building of the Bowman County School. However, any personnel with whom a student feels comfortable can be a contact person.

Anni Carlson, Superintendent

Bowman County School District
Technology, Computer, and Network Facilities
Acceptable Use Policy (ACDA)

ACCEPTABLE USE

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

Education

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

Monitoring Use

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

Prohibitions

The district subscribes to the acceptable use policies of EduTech. All district computer users shall abide by this policy. The administration may take disciplinary measures when unacceptable uses of technology occur. Unacceptable uses of devices and the network include, but are not limited to:

1. Accessing Internet resources or visiting websites deemed inappropriate by the staff and administrators of the district.
2. Violating the privacy rights of students and employees of the district which may include accessing or utilizing someone else's account(s) or unauthorized disclosure of information.
3. Gaining unauthorized access to computer systems or files.
4. Copying print, software, music, or video for use in violation of copyright law or its terms of use.
5. Inappropriate material in email, other documents, or online postings.

6. Use profanity, obscenity, or other language which may be offensive to another user, and which could be construed as violating the North Dakota Human Rights Act and regulations.
7. Using the network for financial gain or intentionally spreading computer viruses.
8. Downloading, storing, or printing graphics, videos, files, or messages that are inappropriate material, or that use language that violates applicable law.
9. Taking and/or publishing digital images that are inappropriate material, embarrassing, or harassing to other students or school employees.
10. Intentionally bypassing the state-wide and/or district-based internet filters.
11. Intentional physical destruction of devices or other school property.

Violations

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

Consent

All students and staff must consent to this policy in writing prior to accessing district networks and/or computers. Staff consent is granted by signing this Handbook.

End of Bowman County School District #1 Policy ACDA…….Amended: 5/29/25

1:1 Device Procedures
Bowman County Public Schools

These procedures have been developed using data from our pilot program, and are subject to change. This is not a policy, but a set of guidelines that our school has developed to ensure the success of our technology initiative.

As a part of Bowman County Public Schools' technology initiative, students in grades K-5 will have access to a computerized device within their classrooms. Students in grade 6 will have devices available for school and home use at the discretion of their teacher. Junior high and high school students will be issued devices for school or home use. All Bowman County students will have to adhere to the acceptable user policy, as well as the 1:1 procedures to retain this privilege.

The 1:1 Program has been designed to enhance delivery and instruction of the 21st century skills necessary for the success of our students. Effective teaching and learning integrate technology into the curriculum and allows students the opportunity for high levels of learning for all.

Bowman County Public Schools retains sole right of possession of the device and related equipment. The device will be issued to students according to the guidelines set forth in this document. The classroom teacher, administrator, or district employee retains the right to collect and/or inspect the device at any time and to alter, add, or delete installed software and hardware. Usage is a privilege and not a right.

I. Device Checkout and Return
   a. Acceptance of Devices
      i. Devices in grades K-6 will be distributed by the classroom teacher given the following documents have been signed and received by the student/parent(s)/guardian(s). These documents are in the handbook.
         - Bowman County School District Acceptable Use Policy (ACDA)
         - Device Procedure Form (Form 1.2)
   b. Device Return
      i. K-6 students will return their device to their classroom teacher before leaving for summer vacation.
      ii. 7-12 students will return their devices to their PRIDE teacher during the final week of school, before leaving for summer vacation.
      iii. Any student who leaves the District before the end of the year will have to turn in his or her device to the technology department on the date of withdrawal. No record transfer will occur until the device has been turned in.
      iv.

II. Care of Devices
    a. Students are responsible for general care of the device issued by the school. Devices that are broken or fail to work properly will need to fill out a Device Claim Form (see Form 2.1).
        i. Students in grades K-6 will report problems to their classroom teacher. Teachers will assist in filling out the Device Claim Form and giving the form to the technology department.
        ii. Students in grades 7-12 will report the problem to the technology department where they will fill out a Device Claim Form.
    b. General Precautions
        - The device is school property, and all users will follow the Acceptable Use Policy (ACDA) as well as the Device Procedure Form (Form 1.2).
        - Use only a clean, soft cloth to clean the screen. No cleaners of any type.
        - All cords and cables must be carefully inserted into the device.
        - Device must remain free of any writing or drawing. Stickers and Labels must be approved by a classroom teacher.
        - Device must never be left in an unattended or unsupervised area.
        - Do not leave device in a place that experiences extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat and cold will damage the screen and the unit itself.
        - When students are not using the device, it should be stored in their locker or with the student. Nothing should be stacked on top of the device.
        - The device should be stored in the protective sleeve that was issued to the student.
            - Sleeves will need to be returned without alterations. Normal wear will be accepted. If the sleeve is altered, a sleeve replacement fee will be enforced.
        - Limit the number of items carried within a backpack with the device. This will limit the pressure that is exerted on the screen.
        - Avoid bumping the device against any surface.
        - Students may purchase a computer bag at their own expense.
            - Please see the technology department.

III. Device Use
    a. Daily Use
        i. Devices are intended for use at school each day. In addition to teacher expectations school messages, announcements, calendars, and schedules may be accessed using the devices. Students must be responsible for bringing their devices to class, unless specifically instructed not to by their teacher. All devices are property of Bowman County Public Schools; therefore, school staff and administration have the right to search any material stored on a student's device at any time.
    b. Left at Home
        i. Devices left at home will not change the responsibility of getting schoolwork done. If students repeatedly leave their device at home, they will be required to "check out" their device from their PRIDE teacher.
    c. Repair
        i. Students whose devices are under repair will be issued a replacement device until their original device is returned to the student.
        ii. Bowman County Public Schools reserves the right to restore any device back to its original state.
            - The school does not accept responsibility for any data deleted due to the reformatting of a device.
    d. Battery Charge
        i. Charging of devices is the student's responsibility. The device must be brought to school each day in a fully charged state.

e. Sound
    i. Device should be muted unless authorized by the classroom teacher.
f. Software
    i. All software that was originally installed by Bowman County Public Schools must remain on the on the device, in usable condition and accessible at all times.
        - All software required for a specific course will be installed by the technology department.
    ii. Students will not be allowed to download other programs onto their device without consent of the technology department and school administration.
    iii. Using your device for mass storage of media (music or movies) is prohibited.

g. Printing
    i. Devices will contain network printers for student use.

IV. Managing Files and Saving Work
a. Students should save all files in the OneDrive program of their Office 365 accounts.
b. Students should only save to the public drive of the school's server if instructed to by their teacher.
c. Any data on the hard drive of the device will not be backed up. It is the student's responsibility to save to a safe and secure location.
    i. Device malfunctions are not an acceptable excuse for not submitting work.

V. Network Connectivity
a. Bowman County Public Schools will allow network access through a wireless network, although there is no guarantee that the network will be accessible 100% of the time.
b. Students should connect to the BCPS Student wireless network at all times.
c. Hardwiring into the Bowman County Network will be available on a limited basis.

VI. Acceptable Use
a. The use of Bowman County Public Schools' technology resources is a privilege, not a right. Consequences for the violation of the AUP or intentional destruction or vandalism of a device include, but are not limited to, loss of device privileges. Further consequences may be deemed appropriate by the building principal.
b. Bowman County Public Schools Acceptable Use Policy (ACDA) as well as the Student Handbook shall be applied to student infractions. Violations may result in disciplinary actions up to and including suspension and/or expulsion of students. When applicable, law enforcement agencies may be involved.
    i. All devices may be randomly inspected to check for policy compliance.

VII. Bowman County Schools Protection Plan
a. Bowman County Schools will require students in grades 7-12 to pay a $25 Protection Plan charge for each device/year.
    i. Lost or stolen devices will not be covered by the policy.
    ii. Lost or stolen accessories will not be covered by this policy.
b. All protection plan claims of accidental damage, maintenance, lost devices, or stolen devices must be reported to the technology department by filling out a Device Claim Form (Form 2.1).
    i. The Bowman County administration and technology department will determine the extent of the damage. If negligence/intentional damage is found, we will arrange a meeting with the parent(s)/guardian(s) to determine replacement costs.

VIII.

Claim	Cost (after $25 Protection Plan Payment)	Cost (without $25 Protection Plan Payment)
Lost Device	Full cost of replacement	Full cost of replacement
Stolen Device	Full cost of replacement	Full cost of replacement
Damages	$0	Full cost of replacement
Non-operable device	$0	Full cost of replacement
Lost/Stolen Charger	Full cost of replacement	Full cost of replacement
Lost/Stolen Sleeve	Full cost of replacement	Full cost of replacement
Lost/Stolen Stylus	Full cost of replacement	Full cost of replacement
Lost/Stolen Keyboard	Full cost of replacement	Full cost of replacement

Acceptable Use Agreement, Handbook, and Field Trip Permission Form

We, at the Bowman County School, review the schools' handbooks with your child/children. Just as important is the parent(s)/guardian(s) review of the guidelines and rules of the school. Please review the copy of your child's Bowman County School Elementary Handbook. Then, please sign and return this form to the school. If the form is not returned, the school will call to determine if your family received the handbook.

As a user of the Bowman County Public Schools computer network, I hereby agree to comply with the above stated rules (IAUP/4-19-99)-communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

FIELD TRIP PERMISSION SLIP

I give my child(ren) permission to attend field and study trips that require them to leave the school grounds. Parent/Guardians will be notified of all activities; some may require additional signatures.

Student Name (PRINTED): _____Grade: _____

As the parent or legal guardian of the minor student listed above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use-setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

_____ _____

Student Signature Date

_____ _____

Parent/Guardian Signature Date

*All students and parents/guardians will be required to sign and return the disclaimer to the school showing the handbook, found online on the school's website, has been reviewed by each student, parent and/or guardian.