



**Parent/Student Handbook
2021-2022**

The Vision of McKenzie Co. Public School District is to EDUCATE EVERY DAY!

The Mission of the McKenzie Co. Public School District #1 is to empower every student with the knowledge and skills necessary to succeed today and in the future.

Dr. Steve Holen – Superintendent
Bradley Foss – Fox Hills Elementary School Principal
Kerrie Stansfield - Badlands Elementary School Principal
Landon Nichols - Asst. Principal

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McKenzie County Public School District #1 Office Staff

2020-2021

Administration

Student Support Services

Dr. Steve Holen Superintendent
 Jim Green Principal, High School
 Noelle Green Principal, Middle School
 Brad Foss Principal, Fox Hills Elementary
 Kerrie Stansfield Principal, Badlands Elementary
 Dr. Bridget Ryberg Asst. Principal, High School
 Cole Zarak Asst. Principal, Middle School
 Dorea Tomlinson Asst. Principal, Fox Hills Elementary
 Landon Nichols Asst. Principal, Badlands Elementary
 Brant Hebert Business Manager

Lindsey Danbom Guidance Counselor
 Breanna Pacheco Social Worker
 Andy Schatz School Resource Officer

Secretarial Staff

Amanda Warden Fox Hills School Office
 Tori Swinford Fox Hills School Office

Fox Hills Staff

Delanie Hill Kindergarten
 Kasie Gotschall Kindergarten
 Maleah Kindergarten
 Schmeling Kindergarten
 Melissa Sletvold

1st Grade
 Dana Brickner 1st Grade
 Brandi Marum 1st Grade
 Kallie Knutson 1st Grade
 Tiana Bruns 1st Grade

2nd Grade
 Aleishia Cottrel 2nd Grade
 Robin Durbin 2nd Grade
 Tina Peterson 2nd Grade
 Ricki Cook Sp Ed
 Alyssa Wisness Sp Ed
 Kia Patten Speech

Cari Forbes Interventionist
 Sue Jorgenson Interventionist

Sandra Luther 3rd Grade
 McKenzie Munday 3rd Grade
 Delaney Pagel 3rd Grade
 Jodee Foreman 3rd Grade

Tiffany Olson 4th Grade
 Cheri Odenbach 4th Grade
 Cheryl Long 4th Grade

Alecia Spacher 5th Grade
 Whitney Wold 5th Grade
 Beca Ryan 5th Grade

Guy Ross PE
 JJ Krenzke PE
 Jacob Lawlar Music
 Sarah Goerke Music

SCHOOL BUILDING HOURS

The school office is open from 7:45 a.m. until 4:00 p.m. daily. All outside doors except the main office door will be locked after school starts. All visitors must come to the office and sign in.

ENROLLMENT

Beginning Students

Kindergarten students must be five years of age on or before July 31st to be enrolled in school according to North Dakota State Law.

STUDENT INFORMATION

The MCKenzie Co School District and all of its schools are very careful about handing out student information. We do not give out student phone numbers, addresses, social security numbers or other private information to the public. If we receive phone calls asking if a student is enrolled in our school, we release that information only to other schools, a natural parent if they are listed on the birth certificate and have no restraining order against them in our records, social services, or law enforcement. If parents do NOT want their child's photo to be published in newspapers, television, or various Internet media forms, they need to fill out the form at the office. In the past, we have listed the grades 5-6 Honor Roll in the McKenzie Co. Farmer and on the elementary web page on the Internet. We allow the paper to come take pictures of our students for such things as: Math Meet, Presidential Award winners, Academic Award winners, etc. We allow the paper to ask students the Question of the Week and they have had their picture in the paper with their response as well as their parent's names. Our school programs have the names of the students listed on the handout sheet. If this is a safety concern of yours for your child, please contact the Principal.

Birth Certificates and Immunization Records

Children beginning kindergarten or enrolling in this school district must present a birth certificate and certificate of immunization at registration. State law requires a **certificate of immunization**. Parents or guardians must also provide a photo form of identification, and proof of residency. The office also needs a copy of any custody papers showing who has official custody or guardianship of the student. Copies of any restraining orders that could become an issue of safety for the child at school should be given to the Principal.

North Dakota Century Code NDCC 23-01-03 and NDCC 23-07-17.1

“Any Child not adhering to the recommended schedule shall provide proof of immunization or a certificate of immunization within thirty days of enrollment or be excluded from school or early childhood facility.”

Immunizations

North Dakota Department of Health requires that parents or guardians of a child must, at the time of his or her initial entry into elementary school, submit one of the following: ● Written proof from a licensed physician or health department stating that the child has had adequate protection against diphtheria, pertussis, tetanus, polio, chicken pox, measles, mumps, rubella and hepatitis B. ● A certificate from a licensed physician stating the physical condition of the child is such that immunizations would endanger the life of the child. ● Exemption form signed by the parent/guardian indicating the refusal of immunizations. According to the North Dakota Administrative Code 33-06-05: Any child admitted to school or early childhood facility under the provision that such child is in the process of receiving the required immunization 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 provide proof of immunization or a certificate of immunization within 30 days of enrollment or be excluded from school or early childhood facility. **SCHOOL EXCLUSION DATE IS OCTOBER 1, 2021 FOR THOSE STUDENTS WHO ARE NOT UP TO DATE.**

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

- Medical Exemption: Requires a certificate signed by a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health of the child.
- Philosophical, Moral or Religious Belief Exemption: Requires a certificate signed by the parent or guardian whose sincerely held philosophical, moral or religious belief is opposed to such immunization.
- History of Disease Exemption: Requires a certificate signed by the parent or guardian or physician stating that the child has a reliable history of chickenpox disease. The law does allow exemptions for medical, philosophical, moral or religious reasons. However, when there is a danger of an epidemic from any of the communicable diseases for which immunization is required, those children who are not adequately immunized, including those with an exemption, will be excluded until the danger of the epidemic is over.

ATTENDANCE

Every student is required by law to attend school regularly when not ill. Regular school attendance is very important to your child's education. Many things are taught in the course of one school day and it is hard to make up for this missed work. We will be using the following absentee policy for the Watford City Elementary School:

Ten days missed from school, per semester, will be considered excessive unless the child has been hospitalized and the office receives an authorization letter from a medical doctor stating the circumstances. Excessive absenteeism will be one factor used to determine grade retention. **Excessive absenteeism and tardiness will be turned over to the proper authorities in accordance with the 2009 legislative session.** Under the North Dakota Century Code (15.1-20-01-03), all students are expected to attend school. *"Any person who fails to ensure that a child is in attendance as required by this chapter is guilty of an infraction for a first offense and is guilty of a Class B Misdemeanor for a second or subsequent offense."*

A student will be marked tardy if they arrive after 8:20 a.m. and before 9:00 a.m. otherwise they will be marked absent. If the student is absent, an Instant Alert message will go out to the parent. In order for the office to approve, the parent must call in to verify the absence. Even though the absence is verified the absence will still count toward their 10 days per semester limit. The office must approve a student's dismissal from school. If a parent is taking a student(s) from school, they are required to sign the student(s) out at the office. Students will not be released to any unauthorized person. The office must receive a written note stating the time the student may leave. Only authorized individuals listed on the emergency contacts will be able to pick up the student.

*Students will be required to make-up assignments after an absence. The assignment may not necessarily be the same, but it should be designed to teach the same objective that was missed.

* All missing assignments must be turned in within three days of returning to school. After three days, a late penalty will be enforced. Any appeals should be directed to the building principal.

*If the time runs into the next nine weeks, you should give the student an 'I'; for incomplete and change the grade when the assignment has been completed.

In Standards Based Grading, all missing grades will be graded at a "1" .

***This policy still applies for students that are distance learning.**

1. **Present - (P) Student is in attendance**
2. **Approved (AP):** Parent requested absences: Family vacations, trips etc.
3. **Medical appointments (M):** In addition to receiving prior approval a student must bring a note from the doctor, eye doctor, orthodontist, dentist, or other medical professional upon return to school and present it to the office.
4. **Funeral (F):** Students will have a maximum of 5 days to attend funerals. Exceptions to the limit may be made at the discretion of the Principal.
5. **Distance Learning - DL** Students that are in the wolves academy.
6. **Special Circumstances (S):** This is a district wide decision usually related to weather.

7. **In and Out of School Suspension (ISS & OSS):** These absences are mandated by the administration as disciplinary action.
8. **Extracurricular (X):** These absences are generally put in by the coach/advisor.
9. **Unexcused (U):** No parent contact has been made or student skips class.

EXCUSED ABSENCES WITH PRIOR APPROVAL

1. **Medical appointments:** In addition to receiving prior approval a student must bring a note from the doctor, eye doctor, orthodontist, dentist, or other medical professional upon return to school and present it to the office.
2. **Other – by Principal approval:** The student’s parents must make provisions for this type of absence in advance. This may be done with a written excuse or phone call to the principal. Arrangements for make-up work for extended trips out of town must be made in advance, with the teacher and Principal.

EXCUSED ABSENCES WITHOUT PRIOR APPROVAL

1. Illness of student.
2. Illness or other medical emergency in the immediate family. Parents must call the school the day that their child misses and inform us of the reason. Please call the office at 444-2985 before 8:30 AM. If not, a written excuse, signed by a parent or guardian, must be presented upon return to school.

UNEXCUSED ABSENCES

All absences that do not fall into the above categories will be marked unexcused. Ten or more unexcused absences will be reported to Social Services.

EXTENUATING CIRCUMSTANCES:

Extenuating circumstances will be determined by the Elementary Principal prior to, at the time of, but no later than one week following the absence. Examples of extenuating circumstances are:

1. An extended absence due to a non-elective surgery, or chronic or serious illness, e.g. cancer.
2. Attending the funeral of a family member. Preauthorization from the elementary Principal is required.

TIME FOR COMING TO SCHOOL

Watford City Intermediate and Elementary School doors are open at 7:45 a.m. There is no supervision prior to 7:45 a.m. The first bell rings at 8:20 a.m. Classes begin at Fox Hills at 8:20 a.m. Students arriving after 8:20 will be counted tardy. All outside doors are locked with the exception of the main office door when school starts. Students that are tardy need to come to the main office door to get a tardy pass and sign in.

APPOINTMENTS WITH PHYSICIANS AND DENTISTS

Parents are requested to make appointments with dentists and physicians during the summer, after school and on Saturdays. A sign-out sheet is provided in the office to be signed by the parent or guardian before the child leaves the school. Please let the office know the morning of the appointment so we can have the student ready to be picked-up. Please bring a Doctor’s note back to the school.

ILLNESS IN SCHOOL

When students become ill during the school day, their parents will be called and asked to pick up their child immediately. If we are unable to contact a parent, the emergency contact will be called. Children should remain at home until they have been fever-free for at least 24 hours without the use of over-the-counter products. Children should also be kept home for a minimum of 24 hours after the last bout of vomiting and diarrhea.

Allergies

McKenzie County School District #1 addresses life-threatening allergic reaction prevention in all classrooms, including classroom activities and projects, school buses, and instructional and recreational areas.

The Food Service Department provides elementary schools with menus free of products containing peanuts or tree nuts. Efforts are made to omit from the breakfast and lunch menus any products labeled to indicate it was manufactured in a factory that also processes peanuts and tree nuts.

Peanut products at the middle schools and high schools are limited to pre-packaged peanut butter and jelly sandwiches and peanut butter packets; each as a clear label of its contents.

It is impossible to entirely omit an allergen from an environment due to the complexity and diversity of allergies. Rather restricting an allergen throughout a cafeteria or entire school, schools adopt allergen-aware protocols for classrooms and the cafeteria that includes;

Permit student to bring lunches from home that may include an allergen of other students

Accommodate students with known life-threatening allergies by:

- Establishing and labeling allergen free classrooms
- Establishing and labeling allergen free cafeteria table
- Enforcing adequate cleaning and disinfection of surfaces
- Provide school staff with annual anaphylaxis training either in person or via instructional video, that addresses allergy symptoms, anaphylaxis symptoms, and administration of epinephrine auto-injection
- Utilize school district checklists to ensure unity in the management of food allergies

Depending on the severity of an individual student's allergy, the health care and education team along with the parent/guardian determine the approaches to take for the student's safety.

Allergen Free Classroom

When an allergen free classroom has been determined, a letter is sent to the parent/guardian of all the classroom's students explaining the allergen is not to be sent to school for snack time. The classroom is labeled as an allergen free environment on the exterior of the classroom near the door.

Allergen Free Cafeteria Table

The table is labeled as an allergen free table. The table is available to students known to have a life-threatening allergy and their peers who eat a school provided meal; students bringing a packed lunch from home must be allergen free to eat at the table as well. Building custodians wash and sanitize the allergen free table with an exclusive bucket.

Student safety

When school staff are made aware of a life-threatening food allergy in a student, they work with the parent/guardian to gather the documents, information, and medication to develop and implement an appropriate plan.

Staff Training

Staff participate in annual anaphylactic training, either in-person or instructional video that addresses allergy symptoms, anaphylaxis symptoms, and administration of epinephrine auto-injection.

Bell Schedule

7:45Dismissal time for the Elementary is 3:10 p.m.

For Fox Hills Elementary Students:

Students should be dropped off and picked up at Door 7. If you are picking your child up from school early, please come to the office and your child will be notified that you are here. Please remind your children to get on their bus immediately or go directly home.

Bus students will be going to the bus parking lot from (Staging area)

For Badlands Elementary Students

Students should be dropped off at Door 1. If you are picking your students up after school, please park in the parking lot and wait for your students.

Walking Students:

Students that will be walking home from school will need to bring a note from the parents that will be filed at the office. If you have any changes in travel plans please alert the office with a note or phone call. This is necessary to help ensure your students' safety. Please contact the office by 2:30 pm so messages can be given out. Walking Students will be dismissed out of Door 7 and proceed to walk from there. **In order to be a Walking student the school must receive written permission from the parents!**

BICYCLES, SCOOTERS, ROLLER BLADES AND SKATE BOARDS

Bicycles must be parked in or near the bike racks, except for approaching or leaving school. All operators of bicycles should acquaint themselves with the city ordinances governing the operation of bicycles and helmet requirements. Students must leave other students' bikes and scooters alone. Roller blades and/or sleds may not be used on the school grounds. Bicycle riders should use the bike lane on First Street to and from school. For safety reasons, skateboards are not allowed on school property. Shoes that have roller blades in them will not be allowed to be used in the roller blade position in the school building.

VISITING SCHOOL

All visitors must check in at the office, you will need to sign in at the office and receive a badge to be in the hallways. Outside doors will be locked during school hours. If you are coming to volunteer or help out in the school, please do not bring younger children that would need your supervision. Parents will need to follow the classroom expectations as set by the teacher. (Parents must stay off of their cell phones. There will be no pictures or video taken without the principal's permission.) No other children are allowed to visit the classroom. Phone calls to teachers will not be forwarded directly to the classroom. Messages will be forwarded to voicemail.

If you would like to eat lunch with your child, please call the school by 9:00 a.m. to add you to the lunch count.

Visitors must be approved by the classroom teacher and/or principal at least one day prior to their visitation and the maximum length of a visitation will be at the discretion of the building principal.

Cell Phones and Personal Technology

Students shall not use cell phones or personal technology in school without the teachers or administration permission. If students bring a cell phone to school, they must turn it off and store it in a secure location (Backpack or locker). Cell phones may only be brought out and used under the supervision of the teacher. If the teacher confiscates a device it will be sent to the office and (first offense) returned to the student at the end of the day, returned only to the parents on subsequent offenses. Students may call or text parents during the day only with teachers or administration permission. Cell phones that have been confiscated may be turned over to the School Resource Officer if it is suspected that student or teacher privacy has been violated.

CHANGE OF ADDRESS

Whenever you have a change of address, cell phone or landline, the teacher and the office should be notified. This information is necessary in emergency situations.

CODE OF CONDUCT

Any student involved in theft, vandalism, damage to school property, damage to property owned by school employees, or other acts of conduct unbecoming to a student of the McKenzie County School District No. 1 in school or outside of the school, shall be subject to an indefinite length of suspension from extra-curricular activities and all other school activities which involve a public performance (for example: Spelling Bee, etc.)

1. All students attending schools in the McKenzie County School District No. 1 shall be covered by the Code of Conduct policy.
2. The principal shall conduct an investigation and hearing and report his/her findings to the committee prior to any suspension being administered.
3. The Code of Conduct policy will be in effect for the entire calendar year. (12 months)
4. A committee of the building principal, activities director, the teacher/advisor/coach for any extra-curricular activity in which the student is currently participating, will determine the suspension.

Discipline Is A Shared Responsibility

The Student is responsible for:

1. Behaving in a manner that does not interfere with the rights of others.
2. Abiding by rules and regulations established by the school.
3. Attending school daily on time.
4. Coming to school prepared and ready to learn.

The Parent is responsible for:

1. Reading and reviewing school rules and regulations with family members.
2. Cooperating with school officials when discipline is necessary.
3. Seeking, from school and community agencies, help in correcting a student's misbehavior.
4. Informing school officials of concerns relative to student's behavior.
5. Making sure the student attends school daily and on time.
6. Ensuring that students are receiving enough sleep so they come to school rested and refreshed.
7. Overseeing student's homework to ensure that it is completed.

The Teacher is responsible for:

1. Consistently enforcing school rules and regulations.
2. Reviewing the student's school rules and regulations.
3. Establishing an atmosphere of appropriate behavior in the classroom.
4. Communicating with students and parents if student behavior is not appropriate.
5. Reporting promptly to appropriate school personnel continuing student misbehavior and reporting immediately any misbehavior that will or may result in expulsion or suspension.

The Principal is responsible for:

1. Establishing school rules and regulations in agreement with school district policy and procedures.
2. Communicating to parents, staff, and students the school rules and regulations.
3. Enforcing consistently school rules, regulations, and our Discipline Matrix.
4. Communicating to parents, in cooperation with the teacher, student behavior problems.
5. Assisting teachers and parents to resolve student behavior problems.

BEHAVIOR THAT MAY RESULT IN DISCIPLINARY ACTION

Disciplinary action may be taken against students for any behavior which is disruptive or which violates the rights of others. An Office Referral (SWIS) will be sent home for any disciplinary actions. The following are examples of acts subject to disciplinary action in district schools:

Truancy and unauthorized absences: Truancy is being absent from school or class without the knowledge and approval of the school or parent. Any truancy is considered an unexcused absence and will be cause for disciplinary action inclusive of parent conference, detention or suspension.

Damage to school or personal property: Students who are under the jurisdiction of the school define Vandalism as damage to school property or to private property of others.

Theft: Theft is the act of intentionally taking, using, transferring, concealing or retaining possession of property of another without consent or the finding of lost property and not making reasonable effort to find the owner. Disciplinary action may include restitution and/or involvement of our School Resource Officer, police and juvenile authorities, parent conference, and/or suspension.

Dangerous, harmful, and nuisance substances and articles: (1) Alcohol – Students are prohibited from using, possessing, distributing, or being under the influence of alcoholic beverages at school, at school-sponsored activities, or on school grounds. (2) Drugs- Students are prohibited from using, possessing any drug paraphernalia, distributing or being under the influence of illegal drugs at school, at school-sponsored events, or on school grounds. (3) Possession of tobacco- possession of tobacco by students is prohibited at school, school-sponsored activities, or on school grounds. (4) Harmful articles- the possession or use of articles that are illegal or that may cause harm to persons or property is prohibited at school, school-sponsored activities or on school grounds. Disciplinary action may include confiscation, parent conference, conference, referral to Student Resource Officer and juvenile authorities, evaluation, and/or suspension or expulsion.

Assault: Physical assault is an act that intentionally inflicts or attempts to inflict bodily harm upon another. Verbal assaults are abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student including conduct which degrades people because of their race, gender, religion, ethnic background, or physical or mental handicaps. Disciplinary action will include a conference with the student, parent, detention, referral to police or juvenile authorities, or suspension.

School disruptions and disobedient, disorderly conduct: Any student who disturbs, refuses to follow published rules and regulations, or interrupts the effective operation of the school or school-sponsored activities will be subject to disciplinary action. Disciplinary action may include a conference with the student, parent, detention, removal from class, and/or suspension in extreme circumstances.

Sexual Harassment: Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature. Disciplinary action may include a conference, detention or suspension, and referral to police and juvenile authorities.

Insubordination: Any student who fails to provide proper identification upon request by a staff member or fails to comply with staff, administration, or faculty directions will be subject to disciplinary action. Insubordination may be handled through a conference with the student, parents, and administration and may result in a suspension.

Disorderly conduct on a school bus or at a school activity: Bus transportation and attendance at school activities is a privilege granted to the students of the school district. Students are expected to behave in a proper manner with consideration for others. The Transportation Director and Building Principals will handle any violations of the Bus Code of Conduct. Students unable to conduct themselves in the proper manner are subject to being denied the privilege.

CPI Holds and Interventions – May be used as a last resort to keep themselves and others safe!

ALCOHOL AND OTHER DRUG USE / ABUSE

If problems arise School Policy will be followed which is on file in the Policy Book in the principal's office.

DRUG-FREE AND SMOKE-FREE WORKPLACE

School Policy
GBEB

The McKenzie County Public School District No. 1 intends to maintain a drug-free and smoke-free workplace. Smoking in all district owned buildings, property and district owned vehicles is prohibited.

(Condensed version)
Approved: 8/26/93
Reviewed: Annually

CRISIS RESPONSE PLAN

A Crisis Response Plan is on file in the building office.

FIGHTING

Any student fighting on the school grounds could face suspension and be charged with a misdemeanor under Section 15-49-08 of the North Dakota Century Code.

See Behavior Grid for possible disciplinary actions on Page 14.

FIREARMS

McKenzie County School District No. 1
School policy Code: FHCG
Carrying Firearms

The McKenzie County School District No. 1 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 firearm into any school building, on school grounds, in any school vehicle or at any school-sponsored activity.

Violation of the policy will result in disciplinary action. All firearms will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration.

Bringing a firearm, as defined in 18 U.S. C. 921, to school will require that proceedings for the expulsion of the student involved for a minimum of one year be initiated immediately by the principal. The Superintendent may recommend a modification of the expulsion on a case-by-case basis. The modification shall be based on the circumstances revealed in the investigation into the incident conducted by the Superintendent or other person designated by the Superintendent to conduct the investigation. Alternate education may be provided for students who are expelled under this section. The principal or superintendent will notify law enforcement.

Proper due process proceedings as defined in Policy FHDA (Suspension and Expulsion) will be observed in all suspensions and expulsions under this policy.

Principals may approve the use of school facilities to conduct Hunter Safety Class with the understanding that certified hunter safety instructors conduct the class and that no loaded firearms are brought into school buildings.

Cross Ref: Policy **JCF** SEARCHAND SEIZURE
Policy **FHDA** SUSPENSION AND EXPULSION
Hunter Safety – February 15, 1995 School Board Minutes

APPROVED: 02-14-95

AMENDED: 02-14-00

WEAPONS

No Student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds in any school vehicle or at any school sponsored activity. Such weapons include but are not limited to any knife, razor, ice pick, scissors, pencil, explosive, gun (including bb and pellet guns), slingshot, or any other object that can reasonably be considered a weapon or dangerous instrument.

BOMB THREATS

The McKenzie County School District acknowledges the fact that bombing and the threat of bombing have created a need for an organized procedure for the protection of life and property within the educational facilities of our district.

However, the protection of life and property is a responsibility that cannot be delegated to law enforcement alone. Every effort will be made to minimize the danger to the student body or threats of physical damage to the school buildings by establishing a clear-cut procedure for orderly control. The first and most paramount is the safety of all students and other personnel within the building. The superintendent will establish a plan that will give prime consideration for the safety of personnel within each building.

Bomb threat procedures have been established for school personnel to follow.

Violation of this policy will result in disciplinary action. All weapons will be confiscated and may be turned over to the student's parents or the law enforcement officials at the discretion of the administration.

Violations of this policy may require proceedings for suspension and/or expulsion until the end of the current school term and be initiated immediately by the principal. Proper due process proceedings as defined in the policy will be observed.

School Policy: EBCC
Approved: 12/2/80
Reviewed: 10/01/91

FIRE, LOCKDOWN & TORNADO DRILLS

Fire drills, lockdown and tornado drills will be conducted on a regular basis. (See emergency drills)

BULLYING

Bullying involves repeated acts of physical, emotional, or social behavior that are intentional, controlling, and hurtful. Bullying will not be tolerated at any McKenzie Co. public school.. Bullying will result in a discipline action from the teacher and/or the principal. SRO will be notified if a repeated bullying act is identified.

Definitions

For the purposes of this policy:

1. *Bullying* is defined as conduct prescribed in NDCC 15.1-19-17. The Superintendent should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.
2. *Protected classes* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, gender, origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
3. *School property* or the term *on-campus* refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.
4. *School-sanctioned activity* is defined as an activity that:
 - a. Is not part of the district's curricular or extracurricular program; and
 - b. Is established by a sponsor to serve in the absence of a district program; and
 - c. Receives district support in multiple ways (i.e., not school facility use alone); and
 - d. Sponsors of the activity have agreed to comply with this policy; and
 - e. The District has officially recognized through board action as a school-sanctioned activity.
5. School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
6. *School staff* includes all employees of the McKenzie County Public School District #1, school volunteers, and sponsors of school-sanctioned activities
7. *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of intent to inflict harm.

Prohibitions

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

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

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

Reporting Procedures for Alleged Policy Violations

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

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

2. Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:

a. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.

b. Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting it anonymously.

c. File an oral report with any school staff member.

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

Reporting to Law Enforcement & Others Forms of Redress

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

Documentation & Retention of Records of Bullying

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

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

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

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

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

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 or graduates from high school, whichever is later. If a

student does not graduate from the District, such reports and investigation material shall be retained for six years after the student turns 18.

Investigation Procedures

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

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

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

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

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

Disciplinary & Corrective Measures

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

1. Require the student to attend detention;
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district’s suspension and expulsion policy shall be followed.
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
4. Create a behavioral adjustment plan;

5. Refer the student to a school counselor;
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
8. If applicable, contact the administrator of the website on which the bullying occurred to report it.

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

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

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

Victim Protection Strategies

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

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

Prevention Programs & Professional Development Activities

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

Approved and adopted June 2012.

HARASSMENT, INTIMIDATION, VICTIMIZATION, BULLYING, AND HAZING

McKenzie County

School District No. 1 School Policy Code: **AACC, DADH, FHCI**

HARASSMENT, INTIMIDATION, VICTIMIZATION, BULLYING, AND HAZING

Students and Staff have a right to learn in an environment free from any type of harassment, intimidation, victimization, bullying or hazing. Harassment of students in the School District is prohibited.

Harassment defined: Harassment occurs when a series of intentional and cruel incidents that are deliberately hostile and aggressive are directed towards a person. Harassment also occurs when actions of one or more persons create an intimidating, hostile or offensive learning environment for an individual or small group of individuals.

Harassment encompasses a wide range of hurtful behaviors including physical harm, verbal humiliation,

intimidation, bullying or hazing. This policy applies to behavior that occurs on or off school property and during and/or before or after school hours.

No student, teacher, administrator, other employee, volunteer or contractor of the School District shall plan, direct, encourage, aid or engage in any form of harassment. No teacher, administrator or other employee volunteer or contractor of the School District shall permit, condone, or tolerate harassment. Apparent permission or consent by a person being harassed (for example as in an incidence of hazing) does not lessen the prohibitions contained in this policy.

Complaints: Any student who believes he or she has been the victim of prohibited harassment should make a prompt, oral complaint to the teacher, supervisor, building principal or school counselor with whom he or she feels comfortable. Appropriate personnel shall promptly and thoroughly investigate complaints of harassment.

Penalties for Harassment: Upon completion of the investigation, the School District will take appropriate action. Such action may include, but is not limited to, warning, in-school or out-of-school suspension, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School District action taken for violation of this policy will be consistent with applicable statutory authority, including School District policies and regulations.

The School District will discipline or take appropriate action against any student, teacher, administrator, other employee, volunteer or contractor of the School District who retaliates against any person who makes a good faith report of alleged harassment or against any person who testifies, assists or participates in a proceeding or hearing relating to such harassment. Retaliation includes but is not limited to any form of intimidation or reprisal.

Legal Ref: NDCC Ch. 15.1-15 Contracts of Teachers and Administrators

NDCC Ch. 15.1-09-33 School board - Powers

NDCC Ch. 15.1-19-09 Students - Suspension and expulsion -

Rules

Policy Adopted: 11/13/2001 1

Policy Revised: 1/12/2004

SEXUAL HARASSMENT

School Policy: JHF & GBE

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature. Sexual harassment may include, but is not limited to:

1. Sexually oriented verbal "kidding", abuse, or harassment;
2. Repeated remarks to a person, with sexual or demeaning implications;
3. Unwelcome touching, such as patting, pinching, or grabbing.

A substantiated charge against a student will subject that student to disciplinary action, which may include suspension or expulsion.

(Condensed version)

Reviewed and Approved: 1/13/99

SEARCH AND SEIZURE POLICY

School Policy

JFCF

According to school policy, all school property including student lockers, desks, and storage areas are subject to being searched by school officials. Not only are the above items subject to search, but also personal property including handbags, wallets, book packs, and automobiles may be searched. Furthermore, the use of drug sniffing dogs may be employed when deemed appropriate by the administration. School officials will not conduct searches and seize items indiscriminately. "Reasonable suspicion" and "probable cause" will be factors in any search and/or seizure.

Approved: 4/8/97

Student Resource Officer (SRO)

Purpose for the SRO

1. To support a safe school and positive learning environment through a close relationship with school staff, students, law enforcement, and the community.
2. To provide a positive and consistent role model.
3. To enforce local, state, and federal laws.
4. To be an informal counselor and mentor to students.

The SRO will be involved when...

1. Asked by a teacher, principal, parents, or the situation deems necessary.
2. A law is broken.
3. A tip or reasonable suspicion of a policy or law being broken.
4. The SRO will work with the Principal

ELEMENTARY SCHOOL DISCIPLINE GUIDELINES

Watford City Elementary School Discipline Plan							
School Personnel contacts parents at each of these steps							
<u>Offenses</u>	School Personnel Conference	Teaching Detention	ISS 1 Day	ISS 2 Days	OSS 2 Day	OSS 5 Day	Expulsion Hearing
Classroom/School Policy Violation Name Calling, Teasing, Classroom Disruptions, Unacceptable language/swearing	1	2	3	4	5	6	7
Frequent Pushing, Hitting, Insubordination, Disrespectable Behavior		1	2	3	4	5	6
*^Fighting/Assault				1	2	3	4
*^Harassment (Cease and Desist Order and then steps)			1	2	3	4	5
*Profanity toward staff/interference with authority			1	2	3	4	5
*Controlled substance use/abuse on school property					1	2	3
*Truancy			1	2	3	4	Refer to court on 2
*^Theft				1	2	3	
Leaving school without permission		1	2	3	4	5	
Assault on staff member *Bomb Threat, Vandalism/Malicious destruction, *Possession, display, handling of deadly weapons or dangerous objects.					*Weapon in a non threatening possession		First step is ten (10) days out of school suspension,

* All disciplinary actions are at the discretion of the Building Principal or Asst. Principal.

DRESS REGULATIONS

The parents in the home environment should establish standards of good dress and appearance. Good personal appearance is conducive to a positive learning environment. The administration feels a responsibility to protect the school environment from distractions that may affect the learning process and form health and safety hazards that may be caused by inappropriate attire and grooming. If at any time in the opinion of the teacher or administration, the dress, hairstyle or physical appearance of the individual student is such that it is unsafe, unhealthy or disruptive to the learning process, such student shall be sent to the Elementary Office. Students will then be expected to correct the problem or be sent home.

All students must wear shoes at all times; therefore they should have appropriate shoes in their possession for indoor/outdoor use. Two pairs of shoes are required. Our building has carpet in all of the classrooms and to keep the carpet clean students change into inside shoes once they enter the room. These shoes are also their PE shoes. Due to weather conditions, students are encouraged to have snow boots, snow pants, snow jacket, gloves, scarves and hats. Outdoor recesses will continue until the Principal determines otherwise. The usual guideline for cold weather is Zero-Degrees without a wind-chill, and Negative-Ten with a wind-chill. Unless we have a note from a doctor or parent because of an illness the student will need to go to recess where there is supervision.

Also, because the McKenzie Co. Public School District #1 policies provide students with a learning environment free from any form of sexual harassment, clothing that displays objects, pictures, writing, designs, or representations that are obscene, profane, lewd, vulgar, or sexually suggestive is prohibited.

Clothing worn to school should **NOT** at any time disrupt the educational process or constitute a threat to the safety and health of the student or others.

1. Written or pictorial messages on clothing, jewelry, book bags, notebooks, etc., are not permitted if they are vulgar or suggestive, or if they belittle any race, religion, nationality, or gender.
2. Clothing or other articles that promote tobacco, alcohol, or other drugs are not allowed.
3. Shorts or skirts must be an appropriate length for school. Mid-Thigh is the guide. Running shorts, halter-tops, plunging necklines, or clothing that exposes the abdomen, midriff, back, chests, or undergarments, are prohibited.
4. Footwear and shirts must be worn within the school at all times.
5. Appropriate footwear should be worn at all times. Appropriate footwear is determined by the weather conditions and will be at the discretion of the principal.
6. No chains or studded or spiked jewelry will be allowed.
7. Students are expected to remove all hats, caps, visors, hoods, and head covering (including but not limited to hoods, scarves, and bandanas) etc. while in the school building.
8. Pajamas, sleepwear, and/or slippers are not suitable dress for school and will not be allowed.
9. Sunglasses or tinted glasses are prohibited unless prescribed by a physician.
10. Pants and other clothing must be the appropriate size (no "sagging," no low riders, etc.). Pants must be worn at the waistline.
11. Clothing must be worn that is neat and clean in appearance and that is appropriate.
12. Clothing that is torn, cut or slashed is prohibited.
13. Any clothing, accessories, symbols, jewelry, or other paraphernalia, which depicts or suggests association with a gang shall not be brought to school, worn at school or in any way be present at any school related event.
14. Masks will follow the same guidelines as the rest of the dress code, meaning no profanity, gang suggestions, symbols and other possible offensive markings will not be allowed. This will be determined by the administration.

PERSONAL TECHNOLOGY AND ELECTRONIC DEVICES

Electronic devices including, but not limited to, headphones, lasers, radios, recorders, CD, iPod, MP3, cellular phones, phone watches, and electronic games, etc. are not to be used during the school day. If the teacher confiscates a device it will be sent to the office and (First Offense) returned to the student at the end of the day, returned only to the parents on subsequent offenses. Students may call or text parents during the day only with teacher or administrator permission. If parents need to contact their child they must call the school office and the message will be relayed to their child. If any device is damaged or lost on school property, the school will not be responsible for the damage or loss.

SCHOOL ISSUED DEVICES (CHROMEBOOKS or IPADS)

The device being issued to you is for educational purposes. We hope you enjoy your device and use it to its fullest potential as an educational tool. Please review all expectations outlined in this document. When you have read each section please check the appropriate acknowledgement box below this document.

Please also see the 1-1 Q and A Document:

[Technology Policy](#)

* See acceptable use agreement for more information.

EMERGENCY PROCEDURES

Emergency procedures are in place for all Watford City schools. If parents are needed to come to the school to pick up their child/children, they will be notified by the television and radio stations as well as receiving an Instant Alert from the District Office if they have signed up for this feature. Parents or emergency contacts should come to the office and check the students out of school.

EMERGENCIES (TRANSPORTATION)

When buses are not being sent out, or there is a change in normal school schedule, the parents will be notified using the school alert system and a notification will also flash across the top of the District website which is <http://www.watford-city.k12.nd.us>. Local radio stations and TV stations will be notified but due to their offices not being staffed early in the morning, messages for cancellations or late starts may be delayed getting on the air.

FEES

Book Fees / Fines

There are no book fees charged in the elementary schools. However, the replacement cost of a book will be assessed if a book is abused, ruined, or lost. Fines are administered for late or damaged books through the library. If there is a negative balance for any fees, report cards will remain in the office until the balance is paid.

Textbooks

Students must properly care for textbooks that are provided by the school. If a student's designated textbook is damaged or lost, the student shall be financially liable for the repair or replacement of the book.

BREAKFAST/HOT LUNCH

Breakfast: A breakfast will be served to students between 7:45a.m and end at 8:15. If you arrive after 8:15 the cafeteria will be closed. Breakfast may be purchased per day for students. Adults may purchase breakfast per day. An alternative breakfast will be provided to those bus students arriving after normal serving times. Prices will be set by the Board and may be increased by Board approval. No breakfast will be served on days when the school day starting time has been delayed.

Lunch: A monthly hot lunch menu will be sent home with students. Please take the time to preview each day's food offering. *All meals are subject to change. Student lunches may be purchased per day. Adult lunches may be purchased per day. Prices will be set by the Board and may be increased by Board approval. An Instant Alert will be sent out for Balances in excess of -\$50.00. An alternative lunch will be provided until the balance is paid.

The lunch schedule for FOX Hills is as follows:

Kindergarten	11:00 - 11:20	Recess 10:40 - 11:00
1 st Grade	11:40 – 12:00	Recess 12:00 - 12:20
2 nd Grade	12:00 - 12:20	Recess 12:20 -- 12:40
3 rd Grade	11:20 - 11:40	Recess 11:40 - 12:00
4 th Grade	12:20 - 12:40	Recess 12:40 - 1:00
5 th Grade	12:40 - 1:00	Recess 1:00 - 1:20

Family Meal Account

Each family will have one account that covers all students attending the McKenzie County School District. Parents will be asked to make a deposit into the family account at the start of the school year. Family accounts that run into a negative will not be able to charge meals. No negative balances will be carried by the school district. If the account becomes negative the student will need to bring a lunch to school or will be given an alternative lunch for balances over -\$50.00. Parents can keep track of their account by signing up to receive weekly emails.

Activity Tickets

All students may buy activity tickets for \$30.00 which admits them to basketball games, football games, wrestling matches, concerts and plays. Activity tickets do not provide admission to tournaments.

EXTRA CURRICULAR PARTICIPATION POLICIES

Attendance

Students are required to attend school the morning following a festival, tournament game, drama production, out of town game, etc. which has been held the evening before at the school or elsewhere.

A student must be in attendance at least a half-day, the day of a performance or a contest to be eligible to participate. The only exception may be a doctor or dentist appointment, where work is completed ahead of time or other extenuating circumstances are worked out with the principal. (Also see Code of Conduct)

Required Visitation To Guidance Counselor

Any student found in violation of the extracurricular participation policies will be required to meet with the school guidance counselor. Regular attendance in counseling groups requires Parent Permission.

MEDICATION

McKenzie County	School Policy Descriptor Code
School District No. 1	FEAA
MEDICATION	

School personnel may not dispense or administer prescription medication without a signed Form. If medication is for emergency use only (epinephrine and/or inhaler), a parent must notify the school and have the health care provider complete and sign the McKenzie County Public School District Medication Authorization Form that includes an Asthma action or Anaphylactic Plan. Also, in

order for the student to carry and self-administer the emergency medication, the health care provider must provide a written authorization.

MEDICAL CONDITIONS REQUIRING A HEALTH CARE PLAN

A student with a medical condition (diabetes, seizure disorders, heart conditions, allergies requiring Epinephrine, or requiring a medical procedure (catheterization, tube feeding, suctioning, etc.) needs a health care plan in place and signed by the health care provider before the student attends school. The health care plan needs to be updated every year. Unlicensed Assistive Personnel (UAP) will need to be trained. A meeting with parents must be completed prior to the student attending school.

- Please see the Districts Covid - 19 Health Care plans for more details.

Administering Medicine to Students

Although the Board discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication during the school day. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

The intent of this policy is to ensure the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens. The Board encourages collaboration between parents/guardians and the schools in these efforts.

In the event that no reasonable alternative exists, the parent/guardian may request that medication be administered to the student during the school day. The parents must fill out a Parent Request For Prescription Medication Administration Form and return it to the office. The written request must include an acknowledgment and agreement that unlicensed personnel may administer the medication as per physician's instructions. In addition, the request shall indicate that information regarding the student's medication may be shared with appropriate school personnel. If they choose to do so, parents may reveal the reason (diagnosis) requiring the administration of medication. Except in the case of self-administration of asthma or anaphylaxis medication, the provisions of such information are optional and disclosure shall not be compelled. Requests shall be valid for the current school year only.

The giving of aspirin/Tylenol at school is not approved without the prior consent of a parent or legal guardian. Other over-the-counter medication may be administered only with written consent of the parent or legal guardian. Students who must depend on receiving prescription medication during school hours for medical reasons must have a written order from a physician, dentist, or other legally designated health care professional giving specific directions for taking the medication. Such written order may be the prescription label on the original pharmacy labeled container.

Any medication, which is ordered to be administered at school, may only be given using procedures developed by the administration and approved by the board.

Cross Ref: Policy FFC Accidents

Policy FHCF Alcohol and Other Drug Use/Abuse

Policy IBDA First Aid/Accidents

Legal Ref: 20 U.S.C. 1232g Family Educational Rights and Privacy Act

45 CFR Part 99 Regulations

NDCC 15.1-24-04 Treatment or assistance records – Confidential

Policy Adopted: 11/14/2005

McKenzie County

School Policy Descriptor Code

School District No. 1

FEAA-R

PROCEDURE FOR ADMINISTERING MEDICATION

Any medication that is ordered for administration at school should be given using the following procedures:

1. Medication sent or brought to the school must be accompanied by a signed request/consent from the parent or legal guardian. This consent form must grant permission for school personnel to administer the medication.

The following information must be included on the **ORIGINAL PHARMACY LABELED - CONTAINER**:

- A. The student's name.
- B. Amount of dosage.
- C. Time of administration.
- D. Name and strength of medication and route (i.e., oral, eye drops, ear drops, inhaler, nebulizer).
- E. The instructions for administration.
- F. Special care, such as refrigeration.
- G. Name of physician or other legally designated health care professional.

2. Major side effects of the medication should be listed on the information accompanying the medication. Generally, the pharmacist will provide this information.

3. Medication for emergency use. In emergency cases, such as acute allergic reactions, school personnel shall promptly notify emergency medical personnel and the parent(s) or legal guardian.

A. If medication is for known acute allergic reactions, such as a bee sting kit, it may be administered by a person trained by the parent, physician, dentist, nurse or other legally designated health care professional upon written consent from a parent or legal guardian. If medication for emergency use is necessary, personnel should immediately call 911 for assistance.

B. Personnel who have been trained according to rules established by the local board of health may administer epinephrine (Epi Pen) without written consent. (NDCC 23-01-05.2)

C. When a student has been instructed by the student's health care provider in self-administration of asthma or anaphylaxis medication/treatment, and the parent(s) and health care provider have filed an action plan with the school, the student may carry and self-administer inhalers and Epi-Pens. The plan must be documented in the student's school medical record and updated annually. Documentation from the parent must include permission for the student's medical condition to be disclosed to teachers, bus drivers, and other necessary personnel. A 504 Plan created by school and parents will be on file.

4. Except as indicated above in 3.c, all medications including those of students able to self-medicate must be deposited in the office. All labeled medications shall be kept in a secure, locked, clean container or cabinet to protect the safety of the student receiving the medication and other students.

The administrator of the school shall determine who within the school will be given the responsibility to check in and administer the medication.

5. The administrator shall establish a check-in procedure for medication brought to the school. This procedure shall include: recording the date the medication was deposited, ensuring that parent request/consent is on file, and notifying the person who has been designated to administer the medication. (See Form Request/Consent for Medication Administration)

6. It is recommended that no more than one month's supply of any medication be brought to school at one time and that it is the parent or guardian's responsibility to replenish the medication supply if necessary.

7. A separate record for each student shall be kept of the administration of the medication, noting date, time, and signature of the person administering it. All such records are confidential and are separate from the student's education records. (NDCC 15.1-24-04) Be sure the following criteria are followed each time medication is administered:

- A. Right student
- B. Right medication
- C. Right dosage
- D. Right route
- E. Right time

8. Administration of prescribed medication during school hours will be noted on the designated form for each student that includes: student name, medication, dosage, route, time/frequency, signature of person administering the medication, and a place for other information to be recorded, such as any observed reaction to the medication or possible side effects. When this medication regimen is completed or the form is filled, it is to be placed in the student's medical treatment record. (See Form Documentation for Medication Administration)

9. The parent(s) must pick up medications or legal guardians at the end of each school year or when the medication is no longer needed by the student or when the student withdraws from school. If a parent or guardian does not pick up medications by the end of the school year, the school will consult with the pharmacy that filled the medication or the local health department for proper disposal of the medication.

10. A new pharmacy label/container must accompany any new prescription order, change in prescription, or refill. A parent request/consent must be on file for any new prescription or change in prescription. Please do not Parent request/consent must be current for each medication. Please do not send with students.

Personnel Responsible for Administering Medication

1. All personnel having responsibility for supervising students shall be given adequate information about the student, including related medical problems, if any, suspected allergies, emergency contact persons, etc., and shall be informed of anticipated circumstances for which school personnel may need to be in touch with out-of-school personnel (e.g., medical personnel, other agencies, etc.).

2. A list of personnel within the school building who are responsible for administering the medication should be kept on file. Personnel on the list must receive instruction about the administration of medication and a specific review of instructions for a given student's medication needs.

3. Other Safeguards or Circumstances

a. ALL PERSONNEL should be familiar with the policy and procedures for administering medication in the school and must be informed of proper procedures in emergencies and of circumstances in which they are expected to directly call the emergency medical assistance number.

b. When students require extensive medical and health related observations while in school or if medical/health related equipment or appliances must be monitored while the student is in school, additional individualized procedures will need to be established.

Cross Ref: **Policy FHCF Alcohol and Other Drug Use/Abuse**

Legal Ref: 20 U.S.C. 1232g Family Educational Rights and Privacy Act 45 CFR Part 99 Regulations

Health Insurance Portability and Accessibility Act

NDCC 14.1-19-16 Asthma - Anaphylaxis - Self-administration of medication by student - Liability

NDCC 15.1-24-04 Treatment or assistance records – Confidential **Policy Adopted: 11/14/2005**

HEAD LICE PROCEDURE

The McKenzie County Public School District #1 will focus on students who persist with nits/live lice despite appropriate treatment. The parent will be contacted and referred to public health or health care providers. School staff will not perform classroom head lice screening, as the AAP discourages this practice. Siblings or children living in the same house may be screened. Head lice screening should take place in an area that protects student privacy. Staff will protect the privacy of affected students in accordance with HIPAA regulations.

Reporting Infestations & Confidentiality

The Principal shall develop material and a protocol for informing the parent of a lice-infested student of the infestation and treatment methods. The principal shall also develop a procedure for alerting the parents of students who were exposed to the infected student. This procedure shall prohibit release of the infected student's personally identifiable information unless an exception applies under FERPA (e.g., release to educational officials with a legitimate need to know).

This confidentiality provision does not prohibit teachers or administrators from reporting suspected child abuse/neglect as required by law.

Policy adopted (1/13/14)

FLOWERS / BALLOONS & BIRTHDAY INVITATIONS

Flowers and balloons will not be delivered to students at school due to a wide range of allergies. To avoid hurt feelings, students may not pass out invitations to birthday parties or other parties in school unless they are inviting everyone in the classroom.

LOCKERS

Lockers are the property of the School District and are subject to search at any time. Students will be responsible for any damage done to lockers. Locker doors must be kept closed at all times and lockers may not be decorated.

LOST AND FOUND

Articles found in and around the school should be turned in to the Lost & Found where the owners may claim their property by identifying it. **All articles of clothing should be labeled with the child's name on them or have some type of identification mark.** Articles unclaimed after 30 school days will be given away or discarded. All schools have an organized collection area for retrieval.

NON-DISCRIMINATION POLICY

The McKenzie Co. Public School District No. 1 in the county of McKenzie, State of North Dakota, supports the provisions of Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1963 and Section 504 of the Rehabilitation Acts of 1973 which commit all schools to the elimination of discrimination on the basis of race, color, gender, national origin, and handicap, to those programs and activities offered to its students. It is the expressed intent of the McKenzie Co. Public School District to provide equal opportunity for all students, free from limitations of race, color, national origin, gender and handicap.

This concept of equal opportunity will serve as a guide to the governing board, the administration, and staff in making decisions relating to the employment of personnel, school facilities, curriculum activities, and regulations affecting students and employees.

Location of Policy: A copy of the Board policy book is available for review in each school building administrative office.

Grievance Procedure: Any student or employee of the district who believes he or she has been discriminated against, denied a benefit, or excluded from participating on a district education program or activity, on the basis of

race, color, national origin, gender or handicapping condition, may file a written complaint with the compliance administrator or follow other procedures outlined in the grievance procedure.

Compliance Administrator: The compliance administrator for Board policy dealing with these policies is the Superintendent of McKenzie County Public School District #1, Watford City, North Dakota 58854. Phone number 444-3616.

PARTIES / GIFTS

Students may exchange gifts or each classroom may choose an alternative. Parents may elect not to have their child/children attend Christmas parties, Halloween parties, or Valentine's Day parties. Invitations to personal parties will not be handed out in the school.

PERSONAL ITEMS

All clothing, boots, and overshoes should have identification marks. Items of high value or personal importance should be left home to ensure their safety. If a student brings money to school they should ask the teacher to lock it in their desk until they need it.

PETS

Due to safety concerns, students are not to bring their pets to school. For student drop-off, pick-up, and any other events or family visits, pets will also not be allowed on any school property for safety reasons.

Playground Information

Students must wear boots and appropriate clothing during rainy or snowy weather. Several of the playground areas get very muddy during wet weather, please make sure your child (children) bring the proper clothing according to weather conditions (warm boots, stocking caps, gloves, and a warm coat). It is requested that students have a second set of footwear at school.

Pushing and Rough Games

Pushing other students and rough play does cause many student injuries and fights on the playground. Lining up to come into the buildings is necessary for the orderly passing of students, so pushing in line cannot be permitted. Rough play often begins as fun but causes tempers to flare in many instances. Fighting is **not** permitted on the playgrounds or on school grounds. Our school follows the Safe and Civil Schools format which outlines safe play on the playground.

Snowballs, Rock, and Other Objects

There shall be no throwing of snowballs, rocks, baseballs, or other hard objects on the playground or on school grounds.

· See Wolf Pride Playbook for more detailed playground rules.

Playground Supervision

Staff members will supervise the playground/bus/drop off areas from 8:00 a.m. to 8:25 a.m. Aides will supervise all recesses. Recesses are set up so all students have the opportunity to use the playground equipment.

REPORTING ACADEMIC, PHYSICAL AND SOCIAL PROGRESS TO PARENTS

Parents and students in grades 1-6 are encouraged to keep track of their grades by using their PowerSchool login which is sent to all parents each fall. Teachers are required to update all grades once a week.

Parent - Teacher Conferences

The conferences are scheduled in September and March. It is important for parents to attend these conferences.

Report Cards and Progress Reports

Parents will receive report cards at the end of each nine-week period. You as a parent can monitor their grades through the powerschool portal. If your son/daughter is experiencing any academic problems, the teacher will be in contact with you. If you feel your child is having a problem, please contact the teacher before or after school and make an appointment if necessary.

Standards Based Report Cards

Watford City Elementary uses Standards Based Report Cards. These Reports are to communicate and measure a student's ability to accomplish a standard set by the State of North Dakota.

Standards based report cards are NOT another test or affiliated with standardized tests. The purpose behind McKenzie County Public School District's standards based report card is to communicate with parents and students about the achievement of specific learning goals for each grade level. It identifies students' levels of progress with regard to those goals, areas of strength, and areas where additional time and effort are needed. Coach & Interventionists provide additional support. McKenzie County Public School District #1 has created their report card through PowerSchool. Using this program, parents are still capable of logging in and seeing their student's development in each standard that is graded in those nine weeks. Parents/guardians will receive their student's standard-based report at the end of each nine weeks. They will receive their report cards through the mail or their child will bring it home in a school sealed envelope.

Parents have the opportunity to visit with their child's teachers twice a year for parent/teacher conferences. They also have the opportunity to call their student's school office and set up an appointment at a mutually convenient time to visit with the school administrator and teacher.

At McKenzie County Public School District here is what each number is means to us:

- 4 – Means a student is showing the ability to complete a standard at a grade level above their current grade level.
- 3 – Means a student is showing the ability to complete a standard at the current grade level.
- 2 – Means a student is showing progress towards completing a standard but is missing components.
- 1 – Means a student is beginning to show the ability to complete a standard, but continues to need more time, support and guidance from the teacher to complete the standard.

With the standard-based report cards students have the opportunity to extend past their grade level and we now have a way to show all levels of proficiency. 4's tend to be few but we now have a possibility that traditional percentage based grading cannot provide.

Promotion and Retention of Students

A student's achievement of the skills for the grade to which they are presently assigned shall be given careful consideration before the student is promoted to the next grade level. Students who have not mastered the necessary skills or the maturity necessary to succeed in the next grade will be considered for retention when:

1. The child is in grades K-3, or on rare occasions, when the child is in grades 4-6.
2. The child is achieving significantly below grade level.
3. Retention would not cause undue social and emotional adjustment.
4. Retention would have a reasonable chance of benefiting the child.

Whenever such retention is being considered, the Retention Team, parent and teachers will meet about the results of the Light Scale testing results. This should be held during the 4th reporting period. The teacher shall initially call a meeting of the child's parents/guardian to explain the child's current academic standing in relationship with the child's grade level peers. If significant improvement is not noted in the child's academic performance over a

designated period of time, the principal and the teacher will again meet with the parents to discuss the student's current status. **Should no agreement be reached among the concerned parties, the building principal shall make the final decision on the retention of the student.**

To properly document the decision, a copy of the Recommendation for Retention form shall be signed by the parent, teacher or principal and filed in the student's Cumulative Record folder.

SCHOOL ACCIDENTS

In the event your child is involved in an incident involving injury, the teacher, school nurse or office personnel will administer care. If the incident is of a serious nature, parents will be notified. An Injury Report Form will be completed and a copy will be provided to the parent(s) the same day the incident occurred. If the school is unable to contact the parents, emergency measures will be taken. The McKenzie County Public School District #1 does not carry or provide medical insurance to participants in school activities who may be injured or become ill while participating in McKenzie County Public School District #1 sponsored activity. All such costs are the responsibility of the parents/guardians.

SECURITY CAMERAS

Security cameras are located in and outside of the building to protect the safety/security of the facility and its occupants. Videos may be used by school officials in investigations concerning violations of school rules and will be turned over to police for criminal investigations. **Since these videos are a part of each student's educational record, a parent may be invited to view with the administration but will not be permitted to obtain a copy without proper authorization.**

TELEPHONE USAGE

The telephones in our schools are not intended for pupils' usage except in emergency situations or to contact parents about important matters. The student must receive permission from the classroom teacher, principal or secretary before using the school telephones. Parents should also use good judgment when calling a student out of class on the telephone. Messages will be delivered to the student by 3:00 p.m., but if at all possible, parents should give their child (children) complete instructions before they leave home in the morning or send a note that can be attached to the student's desk that day as a reminder. Parents do not need to call the school on a daily basis. Do not call the school after 2:30 **p.m.** and expect the child to receive the message.

Toys and Academic distractions

Any items that the principal deems a toy or a classroom distraction will not be allowed. Toys may include but not limited to fidgets, Pokémon cards, yo-yo's, Lego's, matchbox cars and others. Only when listed on a child's IEP, the school will choose the appropriate fidget which will be listed and allowed.

TRANSPORTATION REGULATIONS

Harlow's Transportation Department – 701-444-3828

Transportation Director – Stacy Signeri

See Student Conduct on School Buses School Policy JFCC also EEACC

Bus students will be given the Student Conduct on School Buses form at the beginning of the school year by their bus driver.

TREAT IDEAS

Teachers will determine a Snack Plan for their classrooms: All treats need to be individually wrapped. Personally wrapped items will not be allowed.

WEBSITE

Please check out our web pages at <http://www.watford-city.k12.nd.us>. We have also added links to our Power School grading program to let parent's access student grades 3-6 and family lunch balances. Teacher's e-mails and teacher web pages are available on our elementary web page.

DISCLAIMER

Please note: It is not possible to make rules and policies for every situation that could arise during the school year. Issues that arise and are not covered in this handbook will be dealt with by the administration.