

# BOTTINEAU ELEMENTARY SCHOOL

www.bottineau.k12.nd.us

Central School - 228-3014

Middle School - 228-3718

# STUDENT HANDBOOK

2017-2018

Pat Brenden, Superintendent  
Brian Palmer, Elementary Principal

LEARN FROM THE PAST; BUILD FOR THE FUTURE

## Mission Statement

The mission of Bottineau Public Schools is to provide students opportunities to develop their potential intellectually, socially and physically as they prepare to meet the challenges of a diverse global society.



## Table of Contents

<b>ADMITTANCE/REGISTRATION</b> .....	<b>5</b>
<b>ADOLESCENT DEVELOPMENT PROGRAM</b> .....	<b>5</b>
<b>ASSEMBLIES</b> .....	<b>5</b>
<b>ATTENDANCE</b> .....	<b>5</b>
<b>BAND</b> .....	<b>6</b>
<b>BULLYING POLICY</b> .....	<b>6</b>
<b>CHANGE OF ADDRESS/TELEPHONE</b> .....	<b>11</b>
<b>CHEMICAL HEALTH POLICY</b> .....	<b>11</b>
<b>DRUG USE/ABUSE</b> .....	<b>11</b>
<b>CHURCH NIGHT</b> .....	<b>14</b>
<b>CLASS WORK NOTICE TO PARENTS</b> .....	<b>14</b>
<b>CORPORAL PUNISHMENT</b> .....	<b>14</b>
<b>DAILY SCHEDULE</b> .....	<b>15</b>
<b>DETENTION</b> .....	<b>15</b>
<b>DISCIPLINE</b> .....	<b>15</b>
<b>DOORS OPEN</b> .....	<b>15</b>
<b>EDUCATIONAL EQUALITY POLICY</b> .....	<b>16</b>
<b>ELEMENTARY ROOM REQUESTS AND ASSIGNMENTS</b> .....	<b>16</b>
<b>ELIGIBILITY</b> .....	<b>17</b>
<b>EMERGENCY DRILLS</b> .....	<b>17</b>
<b>EMERGENCY INFORMATION</b> .....	<b>17</b>
<b>EMERGENCY SCHOOL CLOSING</b> .....	<b>18</b>
<b>GUIDANCE SERVICES</b> .....	<b>18</b>
<b>HAZING</b> .....	<b>18</b>

<b>HOMework</b> .....	<b>20</b>
<b>ILLNESS OR INJURY</b> .....	<b>21</b>
<b>IMMUNIZATION LAW</b> .....	<b>21</b>
<b>IN-SCHOOL SUSPENSION</b> .....	<b>22</b>
<b>IN-TOWN BUSING</b> .....	<b>23</b>
<b>KINDERGARTEN</b> .....	<b>23</b>
<b>LIBRARY</b> .....	<b>23</b>
<b>LOST AND FOUND</b> .....	<b>24</b>
<b>LUNCH</b> .....	<b>25</b>
<b>MAKEUP WORK</b> .....	<b>25</b>
<b>McKAY SPELLING AWARD</b> .....	<b>25</b>
<b>MEDICATIONS</b> .....	<b>25</b>
<b>MILK BREAK AND MILK CARD INFORMATION</b> .....	<b>26</b>
<b>NEWSLETTER</b> .....	<b>26</b>
<b>OFF-LIMIT AREAS</b> .....	<b>26</b>
<b>OPEN HOUSE</b> .....	<b>26</b>
<b>PARENT TEACHER CONFERENCES</b> .....	<b>27</b>
<b>PERSONAL APPEARANCE</b> .....	<b>27</b>
<b>PETS</b> .....	<b>27</b>
<b>PICTURES</b> .....	<b>27</b>
<b>PLAYGROUND RULES</b> .....	<b>28</b>
<b>PLAYGROUND SUPERVISION</b> .....	<b>28</b>
<b>PLEDGE OF ALLEGIANCE/RECITATION OF PRAYER/PERIOD OF SILENCE (15.1-19-03.1)</b> .....	<b>28</b>
<b>PRESIDENT’S AWARD FOR EDUCATIONAL EXCELLENCE</b> .....	<b>28</b>
<b>RECESS AND WEATHER</b> .....	<b>29</b>
<b>REPORT CARDS</b> .....	<b>29</b>
<b>REPORTING STUDENT PROGRESS</b> .....	<b>30</b>
<b>SAFETY INSTRUCTION</b> .....	<b>30</b>
<b>SCHOOL CALENDAR</b> .....	<b>30</b>
<b>SCHOOL ENROLLMENT/TRANSFER PROCEDURES</b> .....	<b>31</b>
<b>SCHOOL PARTIES</b> .....	<b>32</b>
<b>SCHOOL RECORDS</b> .....	<b>32</b>
<b>SCHOOL RULES</b> .....	<b>33</b>
<b>SCHOOL BUS RULES</b> .....	<b>33</b>
<b>SCHOOL VISITORS</b> .....	<b>34</b>

<b>SCIENCE CURRICULUM.....</b>	<b>34</b>
<b>SEXUAL HARASSMENT.....</b>	<b>34</b>
<b>SNACKS.....</b>	<b>35</b>
<b>SPECIAL EVENTS.....</b>	<b>35</b>
<b>SPECIAL SERVICES.....</b>	<b>35</b>
<b>STANDARDIZED TESTING.....</b>	<b>36</b>
<b>SUBSTITUTE TEACHERS.....</b>	<b>36</b>
<b>TARDINESS.....</b>	<b>36</b>
<b>TECHNOLOGY.....</b>	<b>36</b>
<b>TELEPHONE.....</b>	<b>36</b>
<b>TEXT BOOK SERIES.....</b>	<b>37</b>
<b>TOBACCO FREE SCHOOL.....</b>	<b>37</b>
<b>VALUABLES.....</b>	<b>37</b>
<b>VANDALISM.....</b>	<b>38</b>
<b>VOLUNTEERS.....</b>	<b>38</b>
<b>WEAPONS IN SCHOOL.....</b>	<b>38</b>
<b>WELLNESS/HEALTH.....</b>	<b>39</b>

## **ADMITTANCE/REGISTRATION**

No child shall be admitted to the Bottineau Public School system without a copy of the student's school records. Records shall include registration card, immunization, proof of birth, current education records including 504's, Title, and/or any special education records. Federal law regarding enrollment of "homeless" children as defined by the McKinney-Vento Act under Title I shall supersede any/all local admittance policies.

## **ADOLESCENT DEVELOPMENT PROGRAM**

Bottineau County Health Nurse will present general adolescent development to 5th & 6th grade girls and a separate program to 5th & 6th grade boys. This brief program will cover the puberty events of growing up and general hygiene. Parents may request that they do not want their child to participate.

## **ASSEMBLIES**

Assemblies are scheduled during the year periodically. Student behavior should be refined and courteous. Each student is personally responsible for his/her conduct. Unacceptable conduct would include whistling, uncalled-for clapping, hooting, boisterousness, and talking during a program.

## **ATTENDANCE**

**Parents are requested to phone the school (Central or Middle respectively) on days when students will not be in attendance. Teachers will make special arrangements so parents can pick up work.**

When students return to school after an absence, they need to present the teacher a written excuse for the absence from the parent. Such a note should contain:

- 1) Reasons for absence
- 2) Date or dates of absence
- 3) Signature of parent

Students in any North Dakota Public School are governed by State Attendance Laws. These laws require all children between the ages of 7 and 16 to be in attendance every day school is in session. The law cites illness and certain other incapacities as exceptions to the attendance requirements. The law provides local school boards the authority to establish standards for attendance.

The school board recognizes regular attendance as necessary to insure continuity in the educational process. Classroom learning experiences are a meaningful and essential part of any educational system. Time lost from class is irretrievable, particularly a student's opportunity for interaction and exchange of ideas with teachers. The absent student loses the benefits of lectures, discussions, and participation with other students. This school district therefore, considers encouragement and consistent and timely attendance a major responsibility.

The following regulations apply to student absences:

- 1) Attendance is the responsibility of the student and his/her parents or guardian. This responsibility includes being aware of the school district standards for attendance, informing appropriate school officials of reasons for any absences of the student, and developing an acceptable attendance pattern for the student.
- 2) School personnel are responsible for keeping parents/guardian and the student informed of attendance patterns not meeting district standards.
- 3) School work missed by the student during an absence shall be made up regardless of the reason for the absence.
- 4) Students shall be in attendance a minimum of 155 days per school year to be considered for grade promotion or the granting of credit in a class. Administrators are granted the right to make exceptions to this minimum attendance standard in unusual circumstances.
- 5) "Truancy" is defined as being absent from one or more classes without the consent of the parents/guardians and school officials. When truancy occurs the principal shall visit with the student and parents/guardians. Involvement of the counselor should be considered in most cases. Appropriate discipline measures are left to the discretion of the principal.
- 6) Makeup work will be required for all absences regardless of reason for absence. Failure to complete all makeup assignments on time and to the satisfaction of the instructor shall be subject to grade reduction. Students will be allowed one day of makeup time for each day missed. Prearranged assignments are to be completed upon return.
- 7) If a student has been absent for the day or for the afternoon due to illness, he/she shall not participate in any after school activities scheduled for that day.
- 8) All absences, whether excused or unexcused, are recorded on the student's report card.

## **BAND**

Band will be offered to students in grades five and six.

## **BULLYING POLICY**

### **Definitions**

For the purposes of this policy:

- ◆ *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.

- ◆ *Protected classes* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- ◆ *School property* or the term *on-campus* refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.
- ◆ *School-sanctioned activity* is defined as an activity that:
  - a. Is not part of the district's curricular or extracurricular program; and
  - b. Is established by a sponsor to serve in the absence of a district program; and
  - c. Receives district support in multiple ways (i.e., not school facility use alone); and
  - d. Sponsors of the activity have agreed to comply with this policy; and
  - e. The District has officially recognized through board action as a school-sanctioned activity.
- ◆ School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
- ◆ *School staff* include all employees of the Bottineau Public School, school volunteers, and sponsors of school-sanctioned activities.
- ◆ *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

### **Prohibitions**

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

1. Engage in bullying;
  2. Engage in reprisal or retaliation against:
    - a. A victim of bullying;
    - b. An individual who witnesses an alleged act of bullying;
    - c. An individual who reports an alleged act of bullying; or
    - d. An individual who provides information/participates in an investigation about an alleged act of bullying.
  3. Knowingly file a false bullying report with the District;
- Off-campus bullying that is received on school property is also prohibited. The District has limited disciplinary authority to respond to such forms of bullying.

### **Reporting Procedures for Alleged Policy Violations**

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

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

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

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

### **Reporting to Law Enforcement & Others Forms of Redress**

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

### **Documentation & Retention**

The District shall develop a form to report alleged violations of this policy. The form should be completed by school staff and/or administrator 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.

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

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

### **Investigation Procedures**



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

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

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

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

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

### **Disciplinary & Corrective Measures**

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

1. Require the student to attend detention;
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed;
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such

recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;

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

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

For bullying initiated off campus and received on campus (e.g. 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 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.

## **CHANGE OF ADDRESS/TELEPHONE**

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

## **CHEMICAL HEALTH POLICY DRUG USE/ABUSE**

The school has a clear responsibility to maintain an atmosphere which will promote a quality learning environment. Because the use of drugs, alcohol, and other chemicals among young people has become a major problem in our country and because the use and availability of these substances on school campuses interfere with the educational process, this policy is being adopted and implemented. The policy is designed to help eradicate the influence of drugs, alcohol, and other chemicals within the school environment. As such it is designed to promote chemical health and protect students in the school environment by imposing consequences for misbehavior as well as educating, deterring and preventing abuse of chemicals. It is also designed to serve as a guide for faculty and staff in implementing intervention procedures for students.

### **•EDUCATION**

This district will teach about drugs and alcohol, in an age appropriate developmentally based education and prevention program in every grade K-12. This program will include information about drug and alcohol counseling and rehabilitation programs available to the students. The district will also conduct staff orientation and continued training, and parent and community education. This will be done in cooperation with the community chemical health committee. This education program will also include providing an information service for referral to counseling and/or treatment so that students may seek and get counseling on alcohol and drug matters at any time without fear or reprisal and with assurance of the confidentiality of the counseling. Referral or treatment when needed should be a constructive and not a punitive action. We recognize that chemical addiction is a treatable disease.

### **•PROHIBITED ACTIVITIES**

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. It is the responsibility of the school to establish rules that will eliminate such use from the school setting.

Therefore it shall be against school policy for any student:

1. To sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or what the student represents or believes to be any of the substances listed in this policy.
2. To possess, procure, purchase, or receive, or to attempt to possess, procure, purchase or receive the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy. A student will be determined to be "in possession" when the

substance is on the student's person or in the student's locker, car or handbag, or when he owns it completely or partially.

3. To be under the influence of (legal intoxication not required), or to use or consume, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.

This policy applies to any student who is on school property, who is in attendance at school or at a school sponsored activity or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the school district or the safety or welfare of students or employees.

#### •PROHIBITED SUBSTANCES

1. Alcohol or any alcoholic beverage;
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19.03.1-13 and 19-03.1-26(paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, ET SEQ., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant;
3. Any abuseable glue or aerosol paint or any other chemical substance, for inhalation, including but not limited to, lighter fluid, white out, and reproduction fluid;
4. Any prescription or nonprescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers stimulants, diet pills, multiple or other type vitamins, pep pills, "no-doze" pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the authorized use policy.

#### •AUTHORIZED USE

Any student whose parent or guardian requests that he or she be given any prescription medicine or non-prescription drug, or vitamin shall follow the procedures of the Bottineau School District to students, which requires a prior permission signed by the parent for aspirin and/or Tylenol and the signed request of the physician and parent for any other medication.

The school does not provide medications. If a student must bring medication to school, the following requirement must be met:

1. Medication must be clearly identified as to the name and type of medication.
2. Medication must be in the original container.
3. A note, dated and signed by the parent/guardian, must accompany the medication giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary.
4. Medications will be kept by the teacher or in the office. Refrigeration is available.
5. In-school medications should be limited to one week at a time.

#### •VIOLATION

Violation of this policy may result in suspension. Repeated violations may result in expulsion. Prohibited substances will be confiscated and may be turned over to law enforcement authorities. The student may be referred to the school counselor.

Any student who is observed to be under the influence of a prohibited substance will be taken immediately to the principal's office. The student's parents will be notified and asked to pick up the student. If there appears to be immediate danger to other students, school personnel, and/or the student involved, the principal may have the student removed from the school by medical or law enforcement personnel.

### •INTERVENTION

We also recognize that responsibility to assist students in recognizing their own addiction. It is realized that the public school has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. To this end the Bottineau School District encourages faculty members to be observant of student behavior and to participate in a program of intervention. Faculty members may use the following check list to determine whether observed behavior should be reported. If the faculty member decides that the behavior indicates a possible prohibited activity, the student should be

- (1) referred to the school counselor or
- (2) reported to the principal.

- If the principal believes that the student indeed is in need of assistance, the counselor or the principal may call the student in for a conference. The counselor or principal may receive assistance in how to confront students from a certified addiction counselor.

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

- The school will make a reasonable effort to cooperate with a therapy program if one is recommended for the student.

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

The school may, through the use of available resources, provide follow-up counseling and supportive assistance to those students who return after successfully completing a therapeutic regimen, realizing that the student may need assistance in dealing with other environmental factors beyond the school's control which may remain unchanged.

A student can expect that any personal problem he/she discusses with an administrator, faculty member, social worker, or counselor will be strictly confidential. There are four exceptions:

1. Whenever a staff member learns of a condition which may adversely affect another
  - a. student, he/she will have to act on that information.
2. If a student is experiencing health and/or emotional problems because of controlled
  - a. substance use or abuse and is unable or unwilling to seek assistance, then referral should be made. Confidentiality will be maintained subject to the welfare of the student.
3. If a staff member has reasonable cause to suspect child abuse, the staff member must report to the  
Children and Family Services Division Department of Human Services.
4. Children and Family Services Division Department of Human Services.  
If a staff member is called to testify in a judicial proceeding.

## **CHURCH NIGHT**

As a courtesy to all church organizations, no school activities will be scheduled Wednesday evening. Teams and organizations are to conclude all practices and activities prior to 5:45 PM.

## **CLASS WORK NOTICE TO PARENTS**

Parents may receive a notice when a student has a problem with turning in work. Parents are encouraged to follow their student's academic progress through PowerSchool, Homework Now, etc. Parents should contact teachers when any questions arise.

## **CORPORAL PUNISHMENT**

North Dakota State Law (15-47-47) prohibits the use of corporal punishment. No school district employee may inflict, cause to be inflicted, or threaten to inflict corporal punishment on a pupil. For purposes of this section, corporal punishment means the willful infliction of, willfully causing the infliction of, or willfully allowing the infliction of physical pain on a pupil. This section does not prohibit the use of force that is necessary for a school district employee to quell a physical

disturbance threatening physical injury to a person or damage to property, to quell disturbance, for the purposes of self-defense, for the preservation of order, or to obtain possession of weapons or other dangerous objects within the control of a pupil. Physical pain or discomfort caused at athletic competition or other recreational activities voluntarily engaged in by a pupil is not corporal punishment.

## DAILY SCHEDULE

### CENTRAL SCHOOL:

8:35 Class Begins  
3:00 Kindergarten Dismissal  
  
3:05 First/Second Dismissal

### MIDDLE SCHOOL:

8:35 Class Begins  
3:10 Dismissal

## DETENTION

Detention time may be assigned by a teacher or administrator. The teacher or administrator will notify the parent/guardian of the reason for the after school detention assigned. The student and his/her parents/guardians will be given twenty-four hour notice so that any necessary arrangements can be made. Detention takes precedence over all other school activities.

## DISCIPLINE

Teachers have the authority and responsibility to maintain discipline in the classroom. School discipline policies are established and consistently enforced. When a student is having a problem the teacher may: have a conference with the student, have a conference with the parents/guardians, use the classroom disciplinary procedures, or refer the situation directly to the building principal. Bus drivers have the authority and responsibility to maintain discipline on the bus.

## DOORS OPEN

**Bottineau Middle School** doors will be locked until 7:45 AM and students will not be allowed to enter until that time. The Lunchroom is open for breakfast at 7:45 AM. Students will remain at their locker until 8:00 AM when supervision will then be in the Library, Gymnasium or Computer Lab. **Central** doors will be locked until 8:00 AM and students will be required to go to either the Lunchroom or Gym until 8:10 AM when other supervision is available in the classrooms or outside for playground supervision.

Doors at both Elementary Schools will be locked from the time classes begin until the end of each school day.

**All parents and visitors must report to the office.**

## **EDUCATIONAL EQUALITY POLICY**

You are hereby notified that the Bottineau Public School District No. 1 does not discriminate on the basis of race, color, national origin, sex, and handicap in the educational programs or activities which it operates, and that it is required by Title IV, Title IX, and Section 504 of the Department of Health, Education and Welfare Regulations not to discriminate in such manner, this requirement not to discriminate extends to educational programs and activities as well as to employment therein.

It is the intent of the Bottineau Public School District No. 1 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents and employees who feel discrimination has been shown by Bottineau Public School District.

Specific complaints of alleged discriminations under Title IX (Sex) and Section 504 (Handicap) should be referred to:

Nara Glasner, Counselor, Bottineau High School at 228-2266 (Title IX)

Vickie Metcalfe Elementary Counselor, Bottineau Elementary School at 228-3718 (Section 504)

Title IX complaints can also be filed with the Office For Civil Rights:

Regional Office For Civil Rights

U.S. Dept. of Education

10220 N. Executive Hills Blvd., 8th Floor 07-6010

Kansas City, MO 61153-1367

816-880-4200

Fax: 816 891-0644

## **ELEMENTARY ROOM REQUESTS AND ASSIGNMENTS**

Students will be assigned to heterogeneous classroom groups in May by their current teachers, who are in the best position to make assignments. They have worked with your children through the year and have the best "handle" on their needs. Staff consider many factors as balanced groups are prepared, such as the range of academic abilities, special needs, social mixture, gender



balance, individual learning styles, student personality and interaction, students benefiting from being together or separated, overall student behavior, student/teacher considerations and class size. The objective of this long process is to produce the most "workable" heterogeneous combination of student groups. This important task contributes significantly to the creation of a positive class environment, which enables students to function to the fullest of their abilities. Staff members are assigned based upon the best possible "match" of teaching skills and interpersonal needs of students.

## **ELIGIBILITY**

Fifth and Sixth Grade students participating in the basketball program must maintain a minimum of a passing grade in required courses. A student failing to achieve a passing grade will be ineligible to participate in games until grades are passing. Grades will be reviewed each Wednesday on a weekly basis for ineligible students. The students will be allowed to practice with the team. Students will not go to away games. (\*Eligibility will be determined after two weeks of a quarter have been completed.)

## **EMERGENCY DRILLS**

Fire drills are conducted several times during the school year and tornado drills are conducted in the fall and spring. The school maintains emergency preparedness plans and is prepared for a variety of emergency situations.

## **EMERGENCY INFORMATION**

In case of emergency, each student is required to have on file at the school office the following information:

- 1) Name of parents/guardians
- 2) Complete and up-to-date address
- 3) Home phone, parents' work phone, cell phone
- 4) Emergency phone of friend or relative
- 5) Medical alert information
- 6) In town storm home

## **EMERGENCY SCHOOL CLOSING**

If it is necessary to close school because of inclement weather or for emergency repairs, the announcement will be made on the following stations:

Sunny 101.9 - Bottineau  
KXMC TV- Minot  
KMOT TV-Minot  
Alert System notification

Should school be forced to close during the school day parents will be notified in the above manner. It is advisable to request that parents do not telephone the school to pick up their children in the event of school closing because of weather or other emergency. Parents should come directly to school.

## **GUIDANCE SERVICES**

Guidance services are available for every student at Central and Middle Schools. The counselor provides direct services in the classrooms on a regular basis as well as direct individual help.

The counselor is here to help students with home or school problems and/or social concerns, or any questions or problems the student may wish to discuss with the counselor.

## **HAZING**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the Bottineau School District and are prohibited at all times.

### **General Statement of Policy**

- A. No student, teacher, administrator, other employee, volunteer, or contractor of the Bottineau School District shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, other employee, volunteer or contractor of the Bottineau School District shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

- D. This policy applies to behavior that occurs on or off school property and during after school hours, whether school is in session or not/or before or after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The Bottineau School District will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, coach, advisor, administrator, volunteer, or contractor or other employee of the Bottineau School District who is found to have violated this policy.

### **Definitions**

"Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, paddling, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to stress, embarrassment, shame or humiliation, which adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law, or of school district policies or regulations.

"Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come with the terms of this definition.

### **Reporting Procedure**

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official. Generally the building principal is the person

responsible for receiving reports of hazing at the building level. School employees are considered mandatory reporters.

B. Any such person who receives a report of, observes or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately. The principal will further report such incidents to law enforcement when it is appropriate.

C. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

### **School District Action**

Upon completion of the investigation, the Bottineau School District shall undertake or authorize an investigation by school district officials or a third party designated by the school district. All efforts will be taken to assure the confidentiality of the victim(s). Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to warning, suspension, exclusions, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior.

### **Reprisal**

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

## **HOMEWORK**

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for students to work and by seeing that assignments are completed.

When a student chooses to attend class unprepared with incomplete work they will serve noon detention. If the same student chooses to attend a second class the same day unprepared, the student and teacher will notify their parents, via telephone, that they need to spend 30 minutes in after-school detention. If there is a conflict with transportation, the parents will need to make arrangements to stay the following day for 30 minutes.

Detention assigned after school takes precedence over all other school activities (basketball, music, etc.)

## **ILLNESS OR INJURY**

In case of illness or injury a student will be cared for temporarily by school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary the parents/guardians will be contacted. If parents/guardians are not available the student will be taken to the clinic or emergency room at the hospital. Remember, an emergency telephone number where parents can usually be reached and medical alert information **must** be on file at the school. Teachers are on the alert for general health problems and common diseases and infections such as: measles, chicken pox, pink eye, impetigo, ring worm, scabies, and head lice.

## **IMMUNIZATION LAW**

School immunization law, section 223-07-17.1 NDCC, as amended in 1991, states that, no child will be admitted to a public or non-public kindergarten, elementary school, junior high school or senior high school unless they have a certificate of immunization on file. The certificate of immunization is available at the school, county health nurse, and medical clinic. The form must be completed by a medical official, not the school. The following schedule is put out by the North Dakota Department of Health:

## 2017 – 2018 School Immunization Requirements

Vaccine Type	Number of Required Doses	
	Kindergarten-6 <sup>th</sup> grade	Grades 7-12
DTaP/DTP/DT/Tdap/Td*	5	5
Hepatitis B	3	3
IPV/OPV <sup>†</sup>	4	4
MMR	2	2
Varicella (Chickenpox)	2	2 <sup>‡</sup>
Meningococcal <sup>¶</sup>	0	1
Tdap <sup>⊖</sup>	0	1

- \* One dose of DTaP (pediatric diphtheria, tetanus, and acellular pertussis) vaccine must have been given on or after the fourth birthday. Only four doses are necessary if the fourth dose was administered on or after the fourth birthday. Three doses of Tdap (adolescent/adult tetanus, diphtheria, and acellular pertussis)/Td are required for children ages seven or older who were not previously vaccinated. Tdap should be used as the first dose followed by two doses of Td for children age seven or older not previously vaccinated.
- † For polio vaccination, in all-IPV or all-OPV schedule: one dose must have been given on or after the fourth birthday. The final dose in the series should be administered on or after the fourth birthday and at least six months after the previous dose. If four doses are administered prior to age four, a fifth dose should be administered on or after age four. Only three doses of IPV are required if the third dose is given on or after the fourth birthday. Children born before August 2005 only need four doses separated by at least four weeks. These children do not need a dose after the age of four.
- ‡ For the 2017-18 school year, two doses of varicella vaccine are required for kindergarten through ninth grade. If a child has a reliable history of chickenpox disease, the child is exempt from the vaccine requirement.
- # For the 2017-18 school year, one dose of varicella vaccine is required of children attending tenth through twelfth grade. If a child has a reliable history of chickenpox disease, the child is exempt from the vaccine requirement.
- ¶ One dose of meningococcal conjugate vaccine (MCV4) is required for entrance into the seventh grade. One dose of MCV4 must have been given on or after the tenth birthday.
- ⊖ One dose of Tdap vaccine is required for entrance into the seventh grade. One dose of Tdap must have been given on or after the seventh birthday.

### Exemptions

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

- **Medical Exemption:** Requires a certificate signed by a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health of the child.
- **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.

## **IN-SCHOOL SUSPENSION**

Students will be located in an isolated area with supervision. The students' lunch will be brought to the work area. They will not be allowed to leave the area unless they are accompanied by the supervisor. Students will be expected to complete the regular class work while in relative isolation of in-school suspension

## **IN-TOWN BUSING**

In town stops can be found on our school web page at [www.bottineau.k12.nd.us](http://www.bottineau.k12.nd.us).

Students may also walk to Central Elementary and Bottineau High School and will be transported to either school by buses.

The approximate time for pick up in the morning will be between 8:15 and 8:25 A.M.  
The approximate delivery time in the afternoon will be 3:40 to 3:50 P.M.

The time listed above may vary due to weather, number of riders in the rural areas, road conditions, etc. Please have the students at the pick up early, as buses will not be waiting any length of time.

The Bottineau Public Schools is not responsible for the students prior to pick up time in the morning or after delivery in the afternoon.

## **KINDERGARTEN**

Children entering Kindergarten are required to be five years old before August 1st for the school year in which they are enrolling. Preregistration takes place in the spring. Parents must bring birth certificates and immunization records in order to complete the enrollment.

## **LIBRARY**

The elementary school has large varied collection of books. Students in Grades K-6 have regularly scheduled library periods in the school library. Central students will also have regularly scheduled times to visit the County Bookmobile which visits Central School biweekly. Libraries are open throughout the school day. Students are encouraged to make use of the libraries. Libraries are open before school for student use.

## **LOST AND FOUND**

All articles lost or found should be reported to the office. Central and Middle Schools have lost and found boxes.



## LUNCH

Bottineau Public Schools participates with Federal Food Service support. Free and reduced meal prices are available to students who qualify by family size and income. Parents must submit an application and qualify to receive free or reduced meals. Breakfast is also served daily from 7:30-8:30 A.M.

Meal accounts must be paid for in advance. Parents are urged to pay by check for the week, month, half of a year or year. Parents are also urged to check meal balances on PowerSchool. Meal accounts are handled and should be paid at the high school office. Students get a payment reminder when their account becomes a negative amount. Students may bring a sack lunch. School policy allows only milk, juice or water to be consumed with a meal in the cafeteria. Students are encouraged to drink milk.

Elementary student lunch:	\$2.60 per day	Breakfast:	\$1.25 per day
	\$13.00 per week		\$6.25 per week
	\$52.00 per month		\$25.00 per month

## MAKEUP WORK

Students have one day to complete makeup work after an absence. Makeup work will be required to meet instructor's satisfaction. Makeup work not completed will be graded as a failure and could result in grade reduction. When pre planned activities, vacations or appointments occur, parents are encouraged to pick up class work prior to leaving. Assignments should be completed upon returning to school.

## McKAY SPELLING AWARD

Students in Grades 5, 6, 7, & 8 are candidates for the Eleanor McKay Trust Spelling Award. The recipients of this cash award will have maintained the highest grade average in spelling. One student in each grade will receive a cash award of \$15.00 for maintaining the highest spelling average.

## MEDICATIONS

The school does not provide medications, except for acetaminophen or ibuprofen. If a student must bring medication to school, the following requirements must be met:

- 1) Medications must be clearly identified as to the name and type of medication.

- 2) Medications must be in the original container.
  - 3) A note, dated and signed by the parent/guardian, must accompany the medication giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary.
  - 4) Medication will be kept by the teacher or in the office. Refrigeration is available
- \*See **Authorized Use Section** on page 7

## **MILK BREAK AND MILK CARD INFORMATION**

K-3 grade students are permitted to have a scheduled milk break each day. The cost of the milk is \$.30 for all students. The school uses a milk card system to purchase milk during their milk breaks. The cost of each card is \$6.00 and it covers 20 milk breaks ( $\$6.00 \div \$0.30 = 20$ ). These milk cards need to be paid for in advance. A reminder is sent home when the milk card is about to expire. **Note:** Milk break milk must be paid for, students qualifying for free or reduced meals does not apply to milk breaks. Only third graders have a milk break at Middle School.

## **NEWSLETTER**

A school newsletter containing items of interest to students and parents will be available through the Bottineau School website, [www.bottineau.k12.nd.us](http://www.bottineau.k12.nd.us), the first of each month. If there is no access to the internet, a newsletter can be obtained in either of the offices. The newsletter will feature the monthly school calendar and meal menu as well as timely information or school program features.

## **OFF-LIMIT AREAS**

Our schools are maintained and operated for the benefit of our students. However, common sense and safety considerations dictate the designations or a few off-limit areas where students are not allowed. These areas include the boiler room, basement, storage areas, teachers' lounge, kitchen preparation areas, trash collection area and non-playground areas. Students are expected to cooperate and refrain from playing in or visiting in these areas.

## **OPEN HOUSE**

Bottineau Public Schools will hold an open house each fall to show off our schools. Parents, students and the community are invited to the schools to meet the teachers and to see the facilities. Open house is scheduled for August 24 from 3:00-4:00 P.M.

## **PARENT TEACHER CONFERENCES**

Parent teacher conferences are scheduled in the fall and in the spring for the purpose of reporting student progress. The fall conference is scheduled for November 2nd. The spring conference is scheduled for March 22nd. Other necessary conferences can be arranged by contacting the teacher, school office or principal.

## **PERSONAL APPEARANCE**

No outdoor garments (including hats) shall be worn or allowed in the classroom without prior approval of the teacher. Extremes in dress and grooming, which may pose a hazard to students' health and general welfare, will not be permitted. Examples of such dress may include but are not limited to; dresses and skirts too short, tube tops, low cut tops or blouses, bare midriffs, pants hanging below the waistline (no undergarments showing), excessively tight clothing, clothing that displays alcohol/drug slogans, obscenities, vulgarities, sexual references, pornography (i.e. Big Johnson apparel), apparel advertising liquor, alcohol and/or tobacco brands or establishments, and/or other words, slogans, and graphics, etc., deemed inappropriate by school authorities is prohibited in school. Students wearing or displaying such items will be asked to remove, cover, or return home to change. Defiance and/or repeated offenses will result in disciplinary action.

## **PETS**

No pets of any kind are allowed at school without permission from Principal. Under no circumstances is a potentially dangerous pet to be brought to school. Student safety, health and wellbeing dictates the following school policy. Pets and wild animals will no longer be allowed into Bottineau Public School to show and share with students. This policy is implemented with student health and wellbeing in mind. It would be our duty and desire to protect students from the accidental harm of bites and scratches; allergy problems, potential disease and rabies.

## **PICTURES**

Individual student pictures will be taken in the fall and group pictures will be taken in the spring.

## **PLAYGROUND RULES**

Students are to remain on the playground area and not leave the perimeter of the supervised area during outdoor recess. When certain areas are muddy, those areas will be off limits. Contact sports are not permitted. Other dangerous activities such as skate boarding, roller skating, piggyback riding, rock throwing, and snowball throwing are not permitted. Fighting, teasing and name calling will not be tolerated. Students that do not follow the rules will not be allowed to be on the playground. Students must follow the direction of playground supervisors.

## **PLAYGROUND SUPERVISION**

School staff will supervise the Central School playground beginning at 8:10 A.M. Other supervised times are the A.M. recess, noon lunch recess, and the P.M. recess. The playground is not supervised after school and students are expected to leave for home/after school destination immediately following dismissal at both Central and Middle Schools.

## **PLEDGE OF ALLEGIANCE/RECITATION OF PRAYER/PERIOD OF SILENCE (15.1-19-03.1)**

1. A student may voluntarily pray aloud or participate in religious speech at any time before, during, or after the school day to the same extent a student may voluntarily speak or participate in secular speech.
2. A school board, school administrator, or teacher may not impose any restriction on the time, place, manner, or location of any student-initiated religious speech or prayer which exceeds the restriction imposed on students' secular speech.
3. A school board may, by resolution, allow a classroom teacher to impose up to one minute of silence for meditation, reflection, or prayer at the beginning of each school day.
4. A school board may authorize the voluntary recitation of the Pledge of Allegiance by a teacher or one or more students at the beginning of each school day. A student may not be required to recite the Pledge of Allegiance, stand during the recitation of the Pledge of Allegiance, or salute the American Flag.

## **PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE**

Students grades and achievement will be reviewed at the end of grade six for educational excellence. Selected students for this special award must meet the following criteria:

- A) Grade point average - students must earn an A- (3.5 on a 4.0 scale) for Grades 4, 5, & 6.
- B) School criteria - student must demonstrate high motivation, initiative, intellectual depth, and good attendance.
- C) Achievement test(s) in reading and/or math - students must achieve highest level on selected tests.
- D) Teacher recommendation - students need to be recommended based on outstanding achievement.

Students will be awarded a President's Certificate and lapel pin and be recognized for excellence with peers.

## **RECESS AND WEATHER**

The school does have a concern for students that are not dressed appropriately for winter. We urge parents to check to be sure students wear warm coats, mittens or gloves, caps, and boots when appropriate.

Students are always allowed to come in the school to warm up in cold weather. The school follows the policy that when the temperature or wind chill hits -15 degrees below zero students do not go outside for recess.

## **REPORT CARDS**

Report cards are sent home directly with students quarterly the week following the end of the quarter.

- 1st nine week period ends October 20
- 2nd nine week period ends January 12
- 3rd nine week period ends March 16
- 4th nine week period ends May 25

Grades will be based on the following:

94 -100	Superior	O - Outstanding
87 - 93	Above Average	S - Satisfactory
77 -86	Average	I - Improving
70 -76	Below Average	N - Needs Improvement

## **REPORTING STUDENT PROGRESS**

Teachers will contact parents in all cases where failure is possible. This notification will insure that the student has enough warning to allow time for correction. Progress reports in the form of mid-term reports, report cards, parent-teacher conferences, work reports, and phone calls and e-mails to parents will be used to report student progress.

## **SAFETY INSTRUCTION**

Teachers and community resources will spend some time in teaching safety at the beginning of school and occasionally during the school year. Topics covered are:

Bus Safety

Fire Safety

Weather Safety

Pedestrian Safety

Railroad Safety

Electrical Safety

## **SCHOOL BOARD**

Kim Bernstein

Laura Halvorson

Larry Brooks

Matt Johnson

Stuart Coleman

Jackie Migler

Michael Haberman

## **SCHOOL CALENDAR**

**BOTTINEAU PUBLIC SCHOOLS**

**2017-2018 CALENDAR**

August 23

Local In service

August 24

Local In service

August 28

First Day of School

September 4

No School...Labor Day

September 22	Mid Term Ends for 1st Nine Weeks
October 19-20	No School...NDU Conference
October 20	End of First Nine Weeks
November 2	Parent/Teacher Conference Day (3:30-9:30 pm)
November 10	No School...Veteran's Day
November 13	No School...Parent/Teacher's Comp. Day
November 23-24	No School...Thanksgiving Break
November 24	Mid Term Ends for 2nd Nine Weeks
December 23-29	Holiday Break
January 2	Holiday Break
January 3	School Resumes
January 11-12	Semester Tests
January 12	End of First Semester
February 16	Mid Term Ends for Third Nine Weeks
February 19	No School...Presidents Day
March 15 & 16	No School...Spring Break
March 16	End of Third Nine Weeks
March 22	Parent/Teacher Conference Day (3:30-9:30 pm)
March 30	No School- Good Friday
April 2	No School...Parent/Teacher's Comp. Day
April 3	No School...Easter Break
April 20	Midterm Ends for 4 <sup>th</sup> Nine Weeks
May 23-25	Semester Tests
May 25	End of Second Semester
May 27	Graduation...2:00 pm

Possible Storm Days

February 19

April 3

\*Early outs will be announced at a later date

## **SCHOOL ENROLLMENT/TRANSFER PROCEDURES**

School registration takes place at the office of the principal where the following takes place:

- Proof of identity of student
- Registration card filled out by parent/guardian
- Records request from previous school
- Immunization record checked
- Emergency procedures or medical alert data noted
- Special needs or programs noted for possible student services
- 15.1-19-01 (Legal surname - use)

All of the above need to be completed prior to or on date of enrollment. One exception is the Federal Law on "homeless" children which mandates immediate entrance.

School transfer procedures are as follows:

- Parent/guardian report the transfer of students to the school office
- Return books (text and library) to the classroom
- Pay outstanding meal bills or collect refunds
- Record request to receiving school. (Note: Receiving school will usually send a request direct.) Records will be forwarded immediately following a request.
- Parent/guardian may want to maintain a copy of immunization to enter the new school
- Teachers will send an exit report with you giving a current standing in class work.

## **SCHOOL PARTIES**

The yearly schedule recognized the following major classroom parties: Halloween, Christmas, and Valentine's Day. Minor classroom parties are sometimes the case such as for birthdays, students moving, or rewards.

## **SCHOOL RECORDS**

A cumulative school record is maintained on all students that enter Bottineau Public School. This record may contain records such as: registration, health and immunization records, copy of birth certificate, emergency information, grade records, standardized test data, pertinent anecdotal records. A study of these records will assist the teacher in doing a better job of teaching and counseling students.

Student records and student information that teachers have about pupils is confidential and is not to be shared. Record request from other agencies must be signed by the parent. The following individuals have access to student records:

Parents/Guardians



Current teachers  
Administrators and counselors  
Special education personnel actively working with students  
State and Federal Education Officials

All individuals examining individual records must sign access sheet, date, and state the purpose.

Special Education Files are located in the Special Educators working file, and the Peace Garden Special Education Office.

Parents have the right to receive a copy of school records at their expense for copy charges.

Parents also have the right to review all records and to have a hearing to remove or correct any information that is inaccurate, misleading or otherwise violates the student's right to privacy.

## **SCHOOL RULES**

- 1) Student will keep hands, feet, and objects to themselves.
- 2) Students will not be involved with name calling, teasing, or swearing.
- 3) Students will respect all property.
- 4) Students will follow directions the first time they are given by any school personnel.
- 5) Students will be ready for class and bring all materials and completed work to class.

## **SCHOOL BUS RULES**

- 1) Driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
- 2) Students shall be on time for the bus both morning and evening.
- 3) Students shall be expected to walk a reasonable distance to meet the bus at an authorized bus stop on the roadway.
- 4) If a student lives on the left side of the roadway, he must remain on the left side until the bus comes to a stop and the driver signals him to cross. He shall walk far enough in front of the bus so that he can see the driver. He shall then walk in front of the bus and stop in line with the front left fender until the driver signals him to cross.
- 5) If a student lives on the right side of the roadway, he shall remain on the approach of the shoulder of the roadway until the bus comes to a complete stop and the entrance door is opened.
- 6) Students shall not walk around or stand in the bus, or carry on any unnecessary conversation with the driver while the bus is in motion.
- 7) Students shall converse in normal tones. Loud or vulgar language is prohibited.
- 8) When the bus is coming to a railroad track, all conversation must stop until the bus has crossed the track.

- 9) Students shall not open or close the bus windows without permission from the driver, nor extend their hands, arms or head from the bus window.
- 10) Students shall not scatter litter on the bus, or the roadway, nor deface the interior of the bus. Any damage to a bus by a student must be paid for by the student responsible for the damage.
- 11) The Emergency exit door shall not be used except in cases of emergency or for the purpose of conducting drills.
- 12) Students shall carry or wear such clothing as is suitable for North Dakota winter weather.

Bus transportation is a privilege granted to students of the District. Students are expected to behave in the proper manner with consideration for others. Students unable to conduct themselves in the proper manner are subject to being denied the privilege.

## **SCHOOL VISITORS**

Any individual visiting the school for any reason must report first to the office. If it should be necessary to speak with a student or teacher directly, the office personnel will make the proper arrangements.

Teacher or room visitations may be arranged either by directly contacting the teacher or by requesting an appointment through the principal's office. Students that bring requests to school must have the teacher's permission for guests to attend.

## **SCIENCE CURRICULUM**

Students in grades K-6 participate in a science curriculum called LabLearner. This program contains a hands-on science lab experience. The science lab is located at the Middle School. Central School students will be bused for their science labs to participate in this learning experience.

## **SEXUAL HARASSMENT**

A learning and working environment that is free from sexual harassment will be maintained in the Bottineau Public Schools. It will be a violation of policy for any member of the District Staff to harass another staff member or student, or for students to harass other students, through conduct or communication of a sexual nature as defined by this policy.

Administrators and supervisors will make it clear to their staff and students that sexual harassment is prohibited by Board Policy and is grounds for disciplinary action. Contact principal, counselor or superintendent to file a complaint or get additional information.

## **SNACKS**

A snack break is usually taken during the morning break for all students. A grant has been provided for fresh fruit and vegetable snacks during the 2017-2018 school year.

## **SPECIAL EVENTS**

### **Bottineau County Spelling Bee (March)**

Spelling competition for the best spellers in Grade 3, 4, 5, 6 at MSU-Bottineau.

### **Bottineau County Music Festival (April)**

Music competition for Grades 1-6 for all students in county  
solos, ensembles, choral, band

### **Bottineau Middle School Play Day (May)**

Grades 4, 5, 6 field event competition at Les Christian Field

### **Bottineau Central School Play Day (May)**

Kindergarten activities and events at Tommy Turtle Park  
Grades 1, 2, 3 activities and events at Les Christian Field

### **Middle School Academic Day (May)**

Grades 4, 5, 6 form teams for academic competition

## **SPECIAL SERVICES**

Bottineau Public Schools and Peace Garden Special Services offer special services to help students with special needs. Classroom teachers will usually work with students in the regular classroom, however some programs and services are independent of the classrooms. Special programs provided are:

Elementary Guidance

Title I Reading

Title I Math

Speech and Language

Specific Learning Disabilities

Emotionally Disturbed

Psychological Services

Emotionally Disturbed Consultation

Physical Therapy

Special Tutoring

Educable Mentally Handicapped  
Trainable Mentally Handicapped  
Severely Multiple Handicapped

Social Worker Services  
Preschool Handicapped

## **STANDARDIZED TESTING**

All grades (PK-6) will participate in standardized testing at various times throughout the school year. These tests are mandated by State Law or Local Board Policy.

## **SUBSTITUTE TEACHERS**

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be courteous to substitute teachers. Substitute teachers are certified teachers and class work is expected to carry on where the regular teacher left off.

## **TARDINESS**

A student is considered tardy if he/she is not in the classroom when the tardy bell rings. Teachers will record all tardies. Communication with parents will be initiated should tardiness be a reoccurring problem.

Middle School Tardy Bell - 8:35 AM

Central School Tardy Bell - 8:35 AM

## **TECHNOLOGY**

Students and teachers are encouraged to make use of the technology available in the elementary grades.

## **TELEPHONE**

Students will not use the phone without permission. Unnecessary calls will be avoided. Incoming calls for students will be handled by direct messages to students except in the case of emergency. The use of cell phones is not permitted during the school day.

## TEXT BOOK SERIES

<u>SUBJECT</u>	<u>COPYRIGHT</u>	<u>COMPANY</u>
Reading	2009	MacMillan/McGraw Hill
Math	2012(4,5,6) 2008(3)	Saxon
Science	2015	LabLearner
Health	1990	Merrill
Language	2008	McGraw Hill/Silver Burdett
Spelling	2003	McDougal/Littell/McGraw Hill
Phonics	2009	Spalding/McGraw Hill
Music	1992	MacMillan/McGraw Hill
Social Studies	2003	MacMillan/McGraw Hill
ND History	2008	ND Division on Independent Studies

## TOBACCO FREE SCHOOL

The Bottineau Public School District No. 1 is committed to providing employees, students, and visitors with a safe and healthy environment. It is also in the educational and economic interest of this institution to set a positive example by its actions. As a result, the Bottineau Public School District No. 1 has set policy regarding tobacco use inclusive of all its buildings and property. Tobacco use is not permitted in any district indoor facilities, school vehicles, or on district property. Possession of tobacco products by students on school property shall be prohibited.

### Elementary School Students (K-6)

**First Offense:** May result in any or all of the following: Confiscate tobacco products, parental conference, meet with substance abuse educator or designated staff and police officer.

**Second Offense:** May result in any or all of the following: Confiscate tobacco products, parental conference, meet with substance abuse educator or designated staff and police officer and/or a minimum of one-hour detention, which may include a tobacco prevention component.

## VALUABLES

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. Valuables such as cell phones, radios, CD players, head sets, video games, iPods, Nintendo DS, Nintendo DSI, etc. should not be brought to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these

items can best be safeguarded by the teacher or the school office. Trading cards and stuffed animals including Webkinz are prohibited.

## **VANDALISM**

Our school and school equipment is public property. Willfully damaging or destroying this property is cause for suspension or possible expulsion. Vandal damage is to be paid for by the student or parent. If a student accidentally causes damage they should report it to their teacher or other school personnel immediately so that the damage is not misconstrued as vandalism.

## **VOLUNTEERS**

Volunteers are a very special resource. Parents are encouraged to help in all classrooms, programs, and activities. Please call the principal or classroom teacher if you have time and skills you can share to make our school a better place.

## **WEAPONS IN SCHOOL**

The Bottineau Public School District 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, or 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, brass knuckles or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument.

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

Bringing a firearm, as defined in 18 U.S.C. 921, to school will require that proceedings for the expulsion for a minimum of one year of the student involved be initiated immediately by the principal. The superintendent may recommend a modification of the expulsion on a case by case basis. This 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. A student who is defined as disabled under the individuals with disabilities education act may be placed in an alternative educational setting for up to 45 calendar

days during which time a determination will be made as to whether bringing the firearm to school was a manifestation of the student's disability. Other violation of this policy will require that proceedings for the suspension and/or expulsion until the end of the current school term be initiated immediately by the principal.

## **WELLNESS/HEALTH**

Bottineau Elementary School adheres to the school wellness policy of "no carbonated/caffeinated beverages to be consumed during the school day". These beverages may be consumed during holiday classroom parties or other special events.