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## **PURPOSES OF THIS HANDBOOK**

1. To establish uniformity in procedure and methods for the proper functioning of our school.
2. To secure desirable conditions and to relieve any feelings of uncertainty.
3. To have an established method of handling routine detail.

## **BELFIELD BOARD POLICY STATEMENT**

The five member elected school board shall perform the duties required by the State of North Dakota, accrediting agencies, and the peoples of the school district. The board will perform the general duties outlined in 15.1-09-33 of the North Dakota Century Code.

## **MISSION STATEMENT**

“The mission of the Belfield Public School is to establish a student learning center with high expectations for student performance designed to facilitate learning experiences and harmonious social interactions in which everyone has the opportunity to realize his or her full potential.”

### **ACCIDENTS**

In the event that any student is injured in a minor way that can be handled by the staff at the school, the injury will be treated with the generally accepted first aid procedure.

Should a serious injury to a student occur, the family or guardian shall be notified as soon as possible. At the parent's request or in case of an emergency, the school may provide personnel and transportation to a medical facility. In the event the parent cannot be reached and if the accident is serious, the student shall be transported to a medical facility by school personnel. All accidents will be immediately reported to the building principal or superintendent.

### **ACADEMIC ELIGIBILITY**

To be eligible to participate in school activities involving interscholastic competition, students in elementary grades shall:

1. Students must be passing ALL subjects to be eligible to participate in extra/intra-curricular activities. A student who has ANY failing grades in his/her academics WILL NOT BE ELIGIBLE until he/she is passing all of their classes.
2. Student eligibility will be determined on the Wednesday of each school week. This grade will be determined by the grade the student has accumulated from the beginning of the current semester.

If a student is found ineligible on the check, they will be ineligible for a period of one week (Wednesday to Wednesday). *a. Example: Student found ineligible on the check on Wednesday, September 17<sup>th</sup>, he/she would be ineligible until Wednesday, September 24<sup>th</sup>.*

3. Students who are found ineligible will remain ineligible until the grades are determined on the next eligibility check (the Wednesday of the next school week)
4. Students who have failing grades at the end of the second semester will be declared ineligible at the beginning of the next school semester, until the first eligibility check reveals they are passing all subjects.

### **ACCIDENT BENEFIT FUND OR INSURANCE**

There is presently no accident insurance at the Belfield School. Parents will have to rely on their own personal insurance for medical costs

### **ACHIEVEMENT TESTING:**

The elementary school participates in the following testing:  
Grades K-3- School Readiness Test, Scholastic Kindergarten Test, Teacher Generated Tests  
Grades K-6 – NWEA, Teacher Generated Tests, Stars  
Grades 3, 4, 5, 6 –NWEA, State Assessment, Teacher Generated Tests  
We also use STARS, Accelerated Reader, and NAEP.

Kindergarten students participate in readiness tests, the Phelps Kindergarten Readiness Assessment, in the fall of their kindergarten year.

### **ADMITTANCE TO SCHOOL**

1. State law requires that a child be five years of age on or before August 1<sup>st</sup> of the year that he/she begins kindergarten.
2. A birth certificate or other satisfactory proof of age is required of all kindergarten children entering the elementary school.
3. Current immunization records must be provided to the school office prior to admittance.

### **ATTENDANCE AND ABSENCE PROCEDURES:**

Good attendance is vital to satisfactory progress in school. A day missed in the classroom can never really be made up, even though missed assignments are completed. The habits of dependability and responsibility a child learns and practices are essential to success in adult business, social, and personal relationships. It is the parent's responsibility to keep the school informed concerning the circumstances that affect student attendance. **The school board policy states that any child who misses ten or more days in one semester of school may be asked to appear with his/her parents before the school board at a regular meeting to explain the reasons for such absences.**

If your child is to be absent from school, we request that you call the school office by 8:30 AM. If students are absent and prior arrangements have not been made, grades K-6 must bring a note signed by their parents to the teacher. A student will have twice as many days as he or she was absent to make up the missed work. If the make-up work is not completed during that time, a grade of zero could be assigned depending on the circumstances.

Students who must leave or come back late after having reported to school, are required to be checked out at the office. Students will be considered tardy until 9:00am. If students arrive after 9:00 am they will be counted as a half day absent.

Unauthorized absence from school is considered **truancy** and will be treated as such. This includes absence from any class, study room, or activity during the school day for which the student is scheduled. It also includes any after school disciplinary session which the student has been directed to attend. Disciplinary action shall be taken in such cases, including notification of parents and Social Services as this may be a case of parental neglect. Continued violation may lead to suspension of regular classroom attendance, with re-admittance only through the superintendent's office.

#### **Absences generally considered to be excused are:**

- A. Sickness of the child
- B. Serious illness or death in family
- C. Impassable roads or weather making travel unsafe
- D. Quarantine
- E. Required to be in court
- F. Medical or dental treatment

**Absences generally considered to be unexcused are:**

- A. Truancy
- B. A child whose parents expect him to be in school but who does not attend for other than lawful reason is truant.
- C. Unlawful detention – Unlawful detention is pupil absence from school with the knowledge and consent of parent or guardian, stated or implied for reasons considered unacceptable by the school authorities. Unlawful detention will be reported to Social Services and in some cases local truancy officers.

**Tardiness** disrupts the work of classmates and places the tardy pupil in a disadvantageous position through lack of knowledge of what had been done before their late arrival. Repeated tardiness tends to establish improper habits and attitudes. If a child is consistently tardy, the principal will contact the parent in an attempt to determine the reasons for the child’s tardiness. Students will be considered tardy until 9:00am. If students arrive after 9:00 AM they will be counted as a half day absent.

Elementary students must not enter through the west elementary door. Those eating breakfast should enter through the west gym door and exit through the east gym door onto the playground. Students not eating breakfast should go directly to the playground. There is no teacher on duty until 8:05 AM.

**Dismissal** Students are expected to go home immediately after school. Loitering on the playground will result in disciplinary measures. Elementary students are not allowed in the high school building after school.

**BACKPACKS / BOOK BAGS / BRIEFCASES**

Backpacks, book bags, and other large carrying cases are for the purpose of bringing school materials to and from school. They are to be stored in the student’s locker during the day and are not allowed in the classroom.

**BICYCLES ON THE SCHOOL GROUNDS:**

Students in grades one through six are welcome to ride their bicycles to school if they are living in the city limits or in close proximity of the city. Bicycles are to be walked to the bike rack and left alone until dismissal time. There is NO bike riding on the sidewalks surrounding the school.

**BOOKS:**

Library books/textbooks lost or not returned are to be paid for at the replacement rate. Books that are damaged due to negligence or vandalism will be paid for at replacement rate.

**BULLYING:**

Bullying is defined as conduct described in NDCC 15.1-19-17.

- 1) Conduct that occurs to, or is received by, a student in school, on school district premises, in a district owned or leases school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
  - a. Is so severe, pervasive, or offensive that it substantially interferes with the students’ educational opportunities.
  - b. Places the student in actual and reasonable fear of harm.
  - c. Places the student in actual and reasonable fear of damage to property of the student; or
  - d. Substantially disrupts the orderly operation of the public school.

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying is conduct that interferes with students’ ability to learn and teachers’ ability to educate students in a safe environment. The Belfield Public School District is committed to positive interactions and understands that these “bullying behaviors” are not acceptable. Belfield School will monitor and promote the best of cultures between our students, faculty, parents, and community. It is the school

district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the Belfield Public School District in its goal of preventing and responding to acts of bullying, intimidation, violence, and other disruptive behavior.

## REQUIRED

Descriptor Code: ACEA

### BULLYING POLICY<sup>1</sup>

#### 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 Belfield Public School District, 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, staff member, or school volunteer 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.

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<sup>1</sup> Any amendments to this policy must be sent to DPI.

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 have copies of the forms on the table in the entry to the elementary as well as in the offices. The form may be returned to any school staff member or filed in a school building's main office.
  - b. 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, s/he shall report it to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law.

### **Documentation & Retention**

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

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

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

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

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

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

### **Investigation Procedures**

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

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

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

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

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

### **Disciplinary & Corrective Measures**

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

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



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

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

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

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

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

### **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.

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Complementary Documents

- AAC-BR, Discrimination & Harassment Grievance Procedure
- AAC-E, Filing a State or Federal Discrimination & Harassment Complaint
- ACEA-E1, Bullying Policy Adoption & Dissemination Checklist
- ACEA-E2, Bullying Reporting Guidelines
- ACEA-E3, Student Reporting Form
- ACEA-E4, Staff Reporting Form
- FF, Student Conduct

End of [Name of District] Policy ACEA .....Adopted:

[03/13]

**BUSING: (BUS RIDER RULES)**

**Bus transportation is a privilege governed by the School Board. It is necessary to obey the rules set down to ensure safe transportation.**

- A. Previous to loading: (On the road and at school.)
  - 1. Be on time at the designated school bus stops – keep on schedule.
  - 2. Stay off the road at all times while waiting for the bus.
  - 3. Wait until the bus comes to a complete stop before attempting to enter.
  - 4. Be careful when approaching bus stops.
  - 5. Bus riders are not permitted to move toward the bus at the school loading zone until the buses have been brought to a complete stop.
  - 6. If the respective bus is not at the designated loading zone, students are to wait in front of the school.
- B. While on the bus:
  - 1. The bus driver has the same authority as a teacher.
  - 2. Students shall be at bus stops, designated by the driver. It is imperative that the bus be on schedule, therefore it is necessary for students to be on time.
  - 3. Students will remain standing until the bus has come to a complete stop, at which time they shall enter the bus and go in a quiet and orderly manner to a seat.
  - 4. Everyone is to remain seated until the bus has come to a complete stop.
  - 5. At bus stops where the child must cross the road, after alighting from the bus, they will cross in front of the bus at the signal from the driver that the way is clear. Students should walk at least ten feet in front of the bus.
  - 6. The bus driver will not permit a pupil to enter or leave the bus at any other point but the bus stop without special written permission.
  - 7. Any misconduct will be reported to the respective principal. A student may be denied the privilege of riding the bus if displayed behavior is deemed potentially dangerous to the safe operation of the bus.
  - 8. Students who are not regular bus riders must have permission to accompany a bus rider to his or her home.
  - 9. All students should dress according to the season. During cold weather winter clothes including snowboots are encouraged. A bus driver has the right to demand proper dress.
  - 10. Keep hands and head inside the bus at all times after entering the bus.
  - 11. Assist in keeping the bus safe and sanitary at all times.
  - 12. Remember that loud talking and laughing are unnecessary. It diverts the driver's attention and may result in a serious accident.

13. Treat bus equipment as you would valuable furniture in your own home. Damage to seats etc. must be paid for by the offender.
14. Bus riders should never tamper with the bus or any of its equipment.
15. Leave no books, lunches, or other articles on the bus.
16. Help to look after the safety and comfort of small children.
17. Do not throw anything out of the bus window.
18. Keep books, packages, coats, and all other objects out of the aisles.
19. Bus riders are expected to be courteous to fellow pupils and to the bus driver.
20. Absolute quiet when approaching a railroad crossing stop.
21. In case of a road emergency, children are to remain in the bus.
22. Bus students who find themselves in difficulty in regard to staying after school may stay the following night after having told their parents. Every effort is made to take care of necessary items during the school day, but there are some rare occurrences that require after-school detention.

### **CELL PHONES**

Use of cell phones by students during school hours is prohibited. Teachers have the right to request that cell phones be placed in a specific classroom location during instructional time.

### **CHANGE OF ADDRESS OR PHONE NUMBER:**

It is important that our records be up-to-date and accurate. An emergency could necessitate an immediate call to home. **Please notify the school promptly in case of change of address or telephone number.**

### **CHURCH NIGHT:**

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

### **CLASSROOM VISITATION:**

Parent(s)/Guardian(s) may visit their child's classes on school days, subject to the approval of school administration and the following guidelines. Parent(s)/Guardian(s) are asked to understand the Board's responsibility to safeguard the learning environment for all students, and be sensitive to the disruption that can be caused by having visitors frequently observe the classroom and place demands on teacher time. The Board also has an obligation to protect the privacy rights of all students and their families by ensuring that the frequency of visitations by one parent/guardian does not allow that parent/guardian to develop inappropriate knowledge of the behavior or academic progress of other students.

The Administration adopts the following policy for parent(s)/guardian(s) visitations:

1. All parent(s)/guardian(s) visitations are subject to the approval of the school principal, who is charged by the Board with the responsibility of guaranteeing the learning environment and privacy of students.
2. Parent(s)/Guardian(s) desiring to visit a classroom shall make a request in writing to the principal no later than two days prior to the date of the visit. The principal should consult with the teacher and respond to the parent(s)/guardian(s) in a timely manner.
3. Visitors are required to check in at the school office prior to the start of the class that they wish to observe, and to follow individual school procedures for visitor sign-in, passes, etc.
4. Parent(s)/Guardian(s) in classrooms are there as guests and are asked to behave as quiet observers of classroom activities, unless specifically requested otherwise by the classroom teacher. Visitors should arrive before the start of class and stay until the class is dismissed.

5. Except on special open house or visitation days arranged by the Superintendent, no more than two visitors shall be permitted in a classroom on any given day.
6. To protect the privacy of other students, the parent(s)/guardian(s) of a student are limited to two classroom visits per grading period, and agree to keep any information gained on the behavior or performance of other students strictly confidential.
7. Visitation shall not be allowed during tests or other student examination/evaluation.
8. Teachers are expected to use the time between classes for preparation, meetings with students, and discussion with colleagues. Visiting parent(s)/guardian(s) are to refrain from using classroom observations for impromptu parent/guardian-teacher conferences either during or outside of class time. An appointment should be made with the teacher if the parent(s)/guardian(s) wish(es) to discuss their child's educational progress. Teachers shall refrain at all times from discussing the behaviors or achievement of other students with visiting parent(s)/guardian(s).

Parent(s)/Guardian(s) who fail to abide by these regulations or who intentionally disrupt the educational process of the school may be asked to leave and/or be denied permission for future visits.

### **COMMUNICABLE DISEASE:**

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

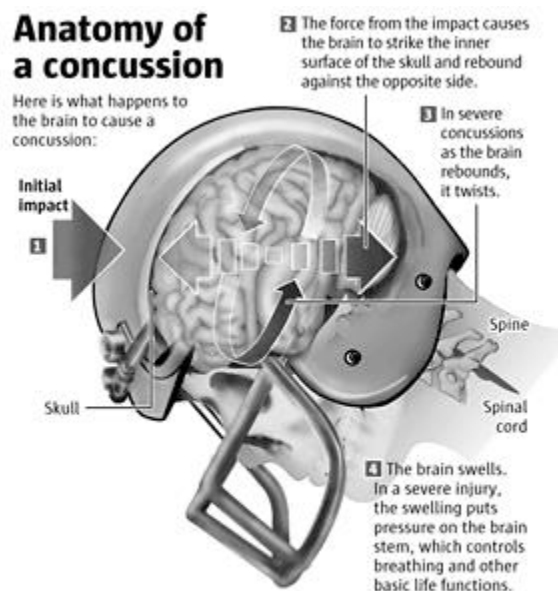
Rules of thumb:

- Whooping Cough**, 2 days after cough has disappeared;
- Chicken Pox**, out of school seven days;
- Measles**, out of school five days from appearance of rash;
- Mumps**, isolation until swelling disappears;
- Pediclosis (Lice)**, the parents of students will be notified immediately if their child is found with nits (the eggs of head lice) in the hair. The recommended treatment is sudsing with a medicated shampoo. Preparations available at the drug store are A-200 Cupres. Kwell shampoo may be acquired with a prescription from a doctor or through the County Health Office;
- Pinkeye**, parents will be notified when it is discovered that a child has pinkeye. The child should not return to school until he/she has been seen by a doctor and treatment has begun.

**\*\*No child should be sent to school with fever, stomach ache, nausea, or skin rash.\*\***

### **CONCUSSION MANAGEMENT**

- **What is a concussion?** A *concussion* is a brain injury which results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.
- **How must the school respond if an athlete exhibits symptoms of concussion?** If the athlete, coach or game official suspects concussion, the athlete must be immediately removed from play, be it a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion



Sources: Dr. Jay Rosenberg of Kaiser Permanente Medical Care Neurology; American Academy of Neurology; The Human Body

MARK NOWLIN / THE SEATTLE TIMES

*symptoms, increased risk for further injury, and even death.*

- **When may an athlete return to play following a concussion?** *The athlete must be examined as soon as practicable by a licensed, registered, or certified health care provider whose scope of practice includes the diagnosis and treatment of concussion.*  
The athlete may not return to practice, training, or competition until the student (or the student's parent) and coach obtain written authorization from an aforementioned health care provider.
- **How long do the symptoms of a concussion usually last?** The symptoms of a concussion will usually go away within one week of the initial injury. The athlete will likely be out of sports for about two weeks following a concussion. In some cases, symptoms may last for several weeks, or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

**NOTE:** Before being allowed to practice and compete, all athletes and respective parents are first required to document having viewed school-provided information regarding concussions incurred by students participating in athletic activities!

## **CONCUSSION MANAGEMENT ACTION PLAN**

If you suspect that an athlete has a concussion, you should take the following four steps:

1. Remove the athlete from play.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.
4. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says the athlete is symptom-free and it's OK to return to play.

## **CONFERENCES: (Parent-Teacher)**

There will be parent-teacher conferences scheduled twice a year. The conferences will be scheduled by the administration in relationship to the school calendar. Any questions concerning your child must be directed to the classroom teacher. Please do not contact paraprofessionals or aides with **any** questions.

## **DISCIPLINE:**

Because we care about the safety of all children and staff, we will see that no child is prevented from having the opportunity to learn and that no teacher is prevented from teaching. Our goal is to provide a productive learning/living environment, while at the same time promoting a positive sense of self-worth, dignity, cooperation, and self-discipline for everyone.

We strongly believe that it is in your children's best interests that we cooperate in developing appropriate school behavior. A parent/teacher/principal conference may be held to support positive student behavior.

**Administration may move to any level of the discipline matrix as individual violation requires.**

## **DISCIPLINE PLAN**

The step-ladder program for discipline is a program of ascending consequences. It is the discipline program used at the Belfield Elementary School. It is published so that the parents, students and other interested parties become familiar with the system.

In order for a student to learn and for a teacher to instruct, there must be an atmosphere in the school that is conducive to learning. Behavior that interrupts or disturbs this orderly environment cannot be tolerated and must be dealt with promptly, firmly, and consistently. This program assists the student in making good choices and helps him/her manage his/her own behavior. This is a life-long skill that is imperative to success in later life.

The "step" system approach to school discipline is based on the belief that students must be responsible for All of Their Actions while in attendance at school. When students are referred to the administration for a violation of school rules, the administration bases the resulting consequences on how many times and for what reasons the student has been sent to the office during the current school year. For example, a student that consistently disrupts the learning environment needs to receive a more severe consequence than the "first-time" offender. The step system has four levels and will provide every student with an opportunity to redeem themselves and move backwards on the disciplinary ladder. A student not referred to the office for 6 weeks for grades kindergarten through seven will move one step down the ladder. This allows each student to "wipe their disciplinary slate clean" should they so choose.

#### INFRACTIONS PENALTY:

##### LEVEL 1

1. Not working in class 1st offense – Time out
2. Class disruption 2nd offense – Missed noon recess/Parental contact (K-6)
3. Inappropriate physical contact 3rd offense – ½ hr detention/Parental contact
4. Inappropriate hall behavior 4th offense – 1 day in-school suspension/
5. Inappropriate playground behavior Parental Conference
6. Inappropriate lunchroom behavior
7. Inappropriate language
8. Bullying behavior Belfield Elementary Handbook Page 15

##### LEVEL 2

1. Leaving school without permission 1 day in-school suspension and
2. Use of profane language in school Parental contact
3. Minor vandalism of school property
4. Stealing of school or personal property
5. Fighting which involves hitting, shoving and pushing.
6. Destruction of personal property
7. Bullying behavior with intent to hurt

##### LEVEL 3

1. 2nd offense of Level II 2 days of in-school suspension & Parental Conference

##### LEVEL 4

1. 3rd offense of Level II 1 day suspension of student  
3-5 day suspension of student  
Suspend up to 10 days  
Referral to Juvenile Court DISCIPLINE PLAN

## **DRESS CODE:**

Personal appearance directly affects students' pride in the school; therefore, dress should be comfortable and appropriate for the learning environment. Student clothing should not be disruptive to the education process or constitute a threat to the safety and health of the students and others. Belfield Public School wants to help students prepare for the business and social world; dressing appropriately is part of this education.

1. All shirts, sweaters, blouses, tops and dresses must meet the following conditions:
  - a. Not expose the midriff or lower while standing or sitting.
  - b. Must not be see-thru, low-cut as to reveal cleavage, strapless or backless or have low-cut armholes.
  - c. Straps covering shoulders must be at least 1" in width.
2. Appropriate clothing length (shorts, skirts, dresses, etc.) will be measured by wearer's fingertips resting above the bottom of the clothing when wearer stands with arms at his/her sides.
3. Pants/shorts/etc. are unacceptable if sagging or worn below the waist in a manner that allows undergarments or bare skin to show. If low-cut pants/shorts/etc. are worn, a top that completely covers the midriff/back area must be worn.
4. All clothes must fit so that undergarments are not visible.
5. Written or pictorial messages on clothing, jewelry, book bags, notebooks, etc. are not allowed if they are vulgar or suggestive, interpreted as "gang" apparel, belittle any race, religion, nationality or gender, or promote tobacco, alcohol or illicit drugs.
6. Pajamas, slippers or other loungewear are not appropriate for school.
7. Headgear is not to be worn.

Exceptions to the dress code for special occasions may be granted with pre-approval of the administration. If the school administration determines that a student's personal appearance or dress violates the dress code, the student shall be given the opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day or until complying with the dress code. Repeated offenses may result in more serious disciplinary actions.

## **OUTDOOR / PHYSICAL EDUCATION ATTIRE:**

Elementary students are expected to go outdoors during recess break; therefore, it is important that they have suitable clothing for the weather: boots, mittens, and a warm cap. Please see to it that these items are appropriately marked so that if they become lost, they can be returned to the rightful owner. **Each child must have a pair of tennis shoes for indoor physical education classes (these cannot be worn outside). The school reserves the right to refuse recess to any student not wearing the proper attire**

## **EXCUSES: (Physical Education)**

If your child needs to be excused from physical education, we ask that you send a note requesting this to the PE teacher. Written excuses for missing gym or recess must state the nature of the ailment and state limitations on the physical activity of the child. Should it be necessary to request an excuse for more than two classes before seeing your physician, please give a reason and date the student expects to see the physician. All medical recommendations should be sent to the office so that the instructor can plan for proper follow-up in the interest of your child's health.

## **FIELD TRIPS OF CLASS SPONSORED ACTIVITIES GUIDELINES NEED:**

- A. Advance planning and arrangements with persons involved.
- B. Presentation and authorization by the respective principal.
- C. Selection of chaperones to accompany group.

- D. Transportation.
- E. Teacher-pupil discussion and planning of trip relative to standards of behavior, safety rules and objectives to be observed and learned, plus planned follow-up activities which relate to the field trip.

**FIRE AND TORNADO ALARM:**

When the fire alarm sounds each room will immediately be vacated. Windows and doors will be closed and lights turned off upon leaving. When students leave the building they should stay at least fifty feet from the building. The teacher in charge of each class will see that students re-enter the building upon an all-clear signal. The teacher will take roll call immediately after students are in a safe area. **The fire alarm is a steady ring.**

When tornado alarm sounds each room will be immediately vacated. Students will grab any large hard bound textbook and file to designated area. The students will sit on the floor with their back to their classroom wall, bring their knees up to their face and hold the open textbook over their heads for protection. The principal or head teacher will instruct teachers and students in regard to further precautions. **The tornado alarm is a steady ring.**

**GRADING SYSTEM**

The issuance of student grades on a regular basis serves to promote a process of continuous evaluation of student performance, to inform the student and his parent(s)/guardian(s), of his/her progress toward specific goals, and to provide a basis for bringing about changes in student performance, if such changes seem necessary. Report cards will be issued every nine weeks of the school year. Letter grades are given to all grades except Kindergarten and 1<sup>st</sup> grade. Kindergarten and 1<sup>st</sup> grade report cards will have a grading system based on a satisfactory or unsatisfactory marking system. PowerSchool Online is accessible to all parents and students. Access codes will be provided for each student /parent through administrative office.

<b>100-93 A</b>	<b>100-93 S+</b>
<b>92-85 B</b>	<b>92-85 S</b>
<b>84-77 C</b>	<b>84-77 S</b>
<b>76-70 D</b>	<b>76-70 S-</b>

**Below 70 Failing      Below 70 Failing U**

**Elementary Concert/Performance Grading:**

Students attending performance	100/100 points
Students absent without a written excuse from their parents/guardians	0/100 points
Students excused from a performance for any reason other than sickness or family emergency	90/100 points
Students excused for reason of sickness or family emergency	100/100 points

**HARASSMENT**

It is the policy of the Belfield School District that harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, attending school-sponsored activities, or while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment may include, but is not limited to: Threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as



to be understood to convey hatred, contempt, or prejudice, or to have the effect of insulting or stigmatizing an individual.

Such actions will not be tolerated, and will be grounds for disciplinary action up to and including suspension or expulsion of students and termination of employment of employees.

The school administration shall develop procedures providing for:

1. Investigation of allegations of harassment.
2. Correction of conditions causing such harassment.
3. Establishment of adequate measures to provide reasonable confidentiality within the complaint process.
4. Initiation of appropriate corrective actions.
5. Enact methods to prevent reoccurrence or the harassment.
6. Disseminate annually to staff and students the provisions of this policy.

## **HAZING**

It is the policy of the Belfield School District to ensure that no student or employee of the district participates or engages in hazing. Hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverages, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include, but is not limited to, any activity, which could subject the individual to extreme mental stress; such as prolonged sleep deprivation; forced prolonged exclusion from social contact; forced conduct which could result in extreme embarrassment; or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

Students or employees who violate this policy will be subject to disciplinary action, which may include suspension or expulsion for students and employment termination for employees.

## **Homework Policy (K-12)**

### **Introduction**

Homework at Belfield Public School is an essential part of the school program. Assignments will vary in accordance to the needs of the class and will relate to classroom instruction. Homework assignments are intended to reinforce and extend learning initiated in the classroom and serve as a tool for teachers to assess student understanding of classroom instruction. Completion of routine homework can motivate students to develop good work habits, while increasing the opportunity for individual initiative and responsibility. Homework can also stimulate creativity, critical thinking and awareness that learning can take place outside of the classroom. The guidelines below indicate how students, parents, teachers and administrators all have a responsibility for the success of homework.

### **Homework Policy Guidelines for Students**

- Always do your best work.
- Record directions for homework in an assignment notebook.
- Understand assignments clearly before leaving class.

- Bring home the proper materials to complete the assignments.
- Hand in completed assignments on time.
- Budget time properly for long-term assignments.
- Complete any work missed due to absence from class.
- Understand how homework will affect your class grade.
- Talk to your parents and teacher if you are having difficulty with homework.
- Homework will not be assigned during school vacation except for the completion of previously assigned long-term projects.

#### **Homework Policy Guidelines for Parents**

- Be familiar with the philosophy and guidelines of the homework policy.
- Check your child's assignment notebook.
- Provide a time and place to do homework assignments with limited interruptions.
- Actively supervise homework completion, assisting, but not doing the work.
- Oversee completion of long-term assignments to assist in understanding time management.
- Contact the teacher with questions or concerns especially if your child exceeds the allotted time frame.
- Homework will not be assigned during school vacation except for the completion of previously assigned long-term projects.

#### **Homework Policy Guidelines for Teachers**

- Assign homework on a regular basis in keeping with the homework policy.
- Assignments may be on a daily basis or of a long-term type, such as a report.
- Students are to understand clearly all homework assignments.
- Require that each student have an assignment book.
- Homework may take the form of class, group, or individual assignments.
- Group projects should not be assigned as homework, unless students can work on their individual parts independently.
- Teachers should coordinate assignments, tests, and projects with other teachers, as appropriate, to avoid overburdening students.
- Assignments should be discussed, checked and when appropriate, corrected and returned to students.
- Specific policies/practices of teachers are to be submitted to the principal in lesson plans format and clearly communicated to students and parents.
- Teachers have the responsibility to communicate with parents of students who are falling behind in completing homework assignments.
- Homework will not be assigned during school vacation except for the completion of previously assigned long-term projects.

#### **HOT LUNCH / BREAKFAST PROGRAM:**

Students are requested to line up in an orderly fashion, proceed through the lunch/breakfast line, sit down and eat their meal. Students who choose to bring their own lunch must go to the lunchroom to eat. Students who are disruptive and create problems are disciplined and recurring misbehavior can ultimately cause them to lose the privilege of eating in the lunchroom.

\*\*Students eating cold lunch and getting milk from the school are required to pay the price of a milk.

All students in Grades K-6 will be **REQUIRED TO PREPAY for individual meals at the beginning of the school year** by stopping by the school during registration or on/before the first day of school. When making

payment by check, make it payable to Belfield Public School Hot Lunch. Always check to see if you qualify for free or reduced meals. If you are eligible please apply.

Gr. K-3 Breakfast reduced: \$.30 Lunch rate: \$2.35 Snack milk and/or additional milk \$ .25  
Gr. K-12 Breakfast rate: \$1.85 Lunch rate: \$2.70 K-12 Lunch Reduced \$.40

When balance reaches \$0.00, students may pay in cash on a daily basis until a payment is made.

### **INCLEMENT WEATHER & SCHOOL CLOSING DUE TO STORMS**

**Parents are encouraged to ensure that students are sent to school dressed for the weather. We do encourage students to go out and get a bit of fresh air, but every effort is made to accommodate the needs of students.**

Closing of school prior to the regular dismissal time due to storms will be done by using our communication system called Blackboard Connect. We will be using this communication system in the event school needs to be cancelled, start at a later time, or in the event school needs to be let out early.

This system will call all parents/students at their home when school will be cancelled or start late in the morning. This system will also call all parents at home/work, etc. when school is let out early in the afternoon. **IF THERE ARE ADDITIONAL NUMBERS YOU WOULD LIKE INCLUDED IN THE SYSTEM, PLEASE CONTACT THE SCHOOL WITH THIS INFORMATION.**

**Weather announcements will be made on all local radio/tv affiliates, along with all school social media.**

We urge parents of rural students to arrange for a "STORM HOME" and to notify the school of this. In the event that the bus would not be able to deliver your student to your home, they could stay at their storm home.

### **INSTRUMENTAL MUSIC:**

Beginning band is available for 5<sup>th</sup> grade. Advanced elementary band is available for pupils in grade 6. The school owns very few instruments. Most students, therefore, must furnish their own instruments. The students are encouraged to take their instruments home every day, especially on weekends and vacations. Participation in concerts is a requirement. To avoid a full reduction in report card grade, advance written notice or advance notice by telephone in case of an absence is necessary.

### **INTERNET ACCEPTABLE USE AND ONLINE ETIQUETTE POLICY**

The School Board is committed to the goal of having electronic network facilities used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Belfield School District and the purposes of Office365 technology Services. Users must acknowledge their understanding of the general policy as a condition of receiving an account.

Acceptable uses of the network are activities which support teaching and learning. Network users are encouraged to develop uses which meet their individual needs and which take advantage of the network's functions: electronic mail, conferences, bulletin boards, data bases, and access to Office 365 and the Internet.

Unacceptable uses of the network include:

- violating the privacy rights of students and employees of the district
- posting personal contact information about oneself including, but not limited to, addresses, telephone numbers, account numbers, access codes or passwords
- downloading, storing, printing or distributing files or messages that are profane, obscene, or that use language that offends or tends to degrade others
- reposting personal communications without the author's prior consent

- copying commercial software in violation of copyright law
- using the network for financial gain or for any commercial or illegal activity
- vandalizing, damaging or disabling the property of the district or another person, including the deliberate spreading of computer viruses and tampering of software, hardware or wiring
- gaining unauthorized access to the school district system or any other system through the school district system
- attempting to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user
- using system resources for personal purposes not relating to educational purposes
- using e-mail during school hours without permission from a supervising staff member
- using a school computer to visit chat rooms without the direct supervision of a staff member

**EXAMPLES OF UNACCEPTABLE USE:**

- installing any software without first obtaining permission of the system administrator
- possessing a copy of the system password file, or any portion thereof
- cracking, hacking or otherwise breaking into accounts you do not have authorized access to
- "lending" your account to another user. NO SHARING PASSWORDS!
- planning or conducting any illegal activities through the network or on any network accessible from Belfield Public School, including, but not limited to, possessing or distributing pornography or commercial software (or any associated paraphernalia)
- sending threatening or harassing e-mail to individuals – on this system or otherwise
- printing of e-mail messages or Internet sites for personal reasons

Violation of these rules gives the Belfield School District the right to suspend your account or lower your access as deemed necessary by the system administrator. Due to the ever-changing nature of technology involving the Internet, the Belfield School District reserves the right to modify this policy to deal with unforeseen circumstances that must be dealt with for the protection of the students and the system.

**LEAVING THE SCHOOL GROUNDS:**

No students will be permitted to leave the building under any circumstances unless he/she receives permission from the respective principal or superintendent. To do so constitutes skipping school. All high school students must sign out at the central office if leaving during the school day. Elementary parents wishing to pick up their child/children during the school day must check in with the office and then go to the child's/children's classroom to have them released. Students will not be allowed to meet parents in front of the building.

**LEGAL CUSTODY:**

In situations where one parent has custody or is considered the legal guardian of a child (also referred to as the child's legal decision maker), documentation should be brought to the school and placed in the child's cumulative file. This is particularly important in cases in which one parent is legally denied contact with the child. In such cases, the school will make every effort to cooperate with court orders.

**LIBRARY:**

Each student has the opportunity to use the library every week. Students are encouraged to return overdue books. Books overdue for longer than one month are considered lost, and the student's parents will receive a bill for the replacement of lost or damaged books.

**LOST AND FOUND:**

There are facilities for caring for lost and found articles. Pupils finding lost articles or losing personal belongings should report them or the loss to their teacher or the principal's office immediately. Children should have their initials or identifying marks on articles such as snowboots, mittens, coats, etc. There is a LOST & FOUND BOX located by the Library. During conferences there will be a table of lost items in front of the offices. Please check this.

**MEDICINES:**

School personnel will not dispense or administer medicine to a student except upon the written order of a physician. The giving of aspirin or any other drug at school is not permitted.

Any medicine which is ordered by a physician to be administered at school may be given using the following procedure.

1. The medicine sent or brought to the school must be accompanied by a signed request from the parent for its dispensation. All necessary paperwork may be picked up in the offices.
2. The medicine shall be properly labeled with the student's name, time, and amount of dosage and physician name.
3. The medicine shall be kept in a locked box and be dispensed by a person trained to do so.
4. A record shall be kept of the administration of the medicine, noting date of administration, and initials.

**SB 2163 effective August 1, 2005** - A student who has been diagnosed with asthma or anaphylaxis may possess and self-administer emergency medication for the treatment of such conditions provided the student's parent files with the school a document that is signed by the student's physician and which:

- a. Indicates that the student has been instructed in the self-administration of emergency medication for the treatment of asthma or anaphylaxis;
- b. Lists the name dosage, and frequency of all medication prescribed to the student for use in treatment of the student's asthma or anaphylaxis; and
- c. Includes guidelines for the treatment of the student in the case of an asthmatic episode or anaphylaxis.

Neither a school district nor any employee of the district is liable for civil damages incurred by a student who administers emergency medication to himself or herself, or an individual because a student was permitted to possess emergency medication.

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**BELFIELD PUBLIC SCHOOL DISTRICT #13**

**Parent Request for Medication Administration**

Current Date: \_\_\_\_\_

Student: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_

Responsible Staff Person(s): Secretary, classroom teacher, paraprofessionals, and administration.

Known allergies of student: \_\_\_\_\_

Medication – Name and Prescription Number: \_\_\_\_\_

Dose: \_\_\_\_\_ How given (ex: oral): \_\_\_\_\_

Time/Frequency: \_\_\_\_\_ Continue until: \_\_\_\_\_

Possible side effects the medication may have on learning and physical functioning:

\_\_\_\_\_

\_\_\_\_\_

Physician: \_\_\_\_\_

Physician's Address: \_\_\_\_\_

Physician's Telephone: \_\_\_\_\_

**MONEY SENT TO SCHOOL:**

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

**PARTIES:**

Halloween, Christmas, and Valentine’s Day are celebrated with school parties. Individual birthday parties are not permitted at school; however, the pupils may bring class treats.

**\*Do not bring personal party invitations to school.\***

**PATRIOTIC EXERCISES:**

We believe that the students of our school should learn the principles of liberty and democracy expressed in the Declaration of Independence and the Bill of Rights. Further it is felt that the salute to the flag and the daily Pledge of Allegiance help students learn these principles. In all classrooms in grades K-6, at the beginning of the first regularly scheduled class or activity period, the Pledge of Allegiance to the flag of the United States of America will be given, except when the principal will arrange for other appropriate exercises which will include the Pledge of Allegiance. It is recognized that the religious beliefs of some students prohibit their participation in these patriotic exercises. This is understood, but all students not participating in the pledge are expected to remain quiet and respectful while the other students show respect to the flag during the Pledge of Allegiance.

**PERMANENT RECORDS:**

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

**PERSONAL ITEMS AND BELONGINGS:**

Radios, CD Players, iPods, any other music devices, headsets, lasers, or any toys or gadgets with potential for distracting from a positive learning environment are not allowed at school. The school is not responsible for the loss of or damage to items. With the exception of units of study or “theme” days, which are sponsored by the school, such items should remain at home. All coats, snowboots, etc. should be marked so that they can be identified by the students.

**PETS:**

**PETS ARE NOT ALLOWED ON SCHOOL PROPERTY, OR WITHIN SCHOOL BUILDINGS.** To protect children on the playgrounds we urge you to be responsible for your pet and keep it away from the school. **Note: Belfield Public School will not be responsible or liable for any harm or damage inflicted by anyone’s pet on another person or property.**

**PHYSICAL EDUCATION:**

No special clothing is required although as stated before, each child must have a pair of tennis shoes for indoor physical education.

## **Playground Guidelines**

The safety of the students of Belfield Public School is the primary concern in establishing the following guidelines:

1. Listen to the playground supervisors.
2. No leaving the playground without permission and no entering the school building unless permission is given by teachers or supervisors.
3. Tell a supervisor if you get hurt.
4. If something happens between you and someone else, tell the supervisor BEFORE coming into the building or classroom.
5. When the bell rings, line up immediately, come in quietly, and go to your classroom right away.
6. Students will not throw hard objects (snowballs, ice, rocks, etc.) EVER!!!
7. Student will use courteous language at all times (NO PROFANITY!!)
8. Students will not play rough games that use hitting, tripping, tackling, and running into other children.

(Students will usually remain inside, when the wind chill or actual temperature drops below zero-TEACHER DISCRETION)

## **Playground Equipment Guidelines**

Belfield is very proud of its playground and has a variety of equipment for our students and community to enjoy. Most of this equipment was purchased with fundraiser monies and the hard work of our elementary teachers and students. It is our wish that this pride and community spirit will be evidenced through the proper use of this equipment. Students will play in a safe manner at all games and on all equipment. Here are some ways to prevent accidents on the playground.

### **Swings**

Sit down on swings properly.  
One person on a swing at a time.  
Swing only when no one is in the path of the swing.  
Jumping off the swing is not allowed.  
Swing straight, and please not on your stomach.

### **Slides**

Slide sitting down, feet first.  
Slide one person at a time.  
No climbing up the slides  
Jumping off the SLIDE and PLATFORM is not allowed.

### **Jungle Gym**

Playing tag, running, pushing, or shoving is not allowed on the jungle gym.  
Go across bars one at a time and climbing on top of bars is not allowed.  
Playing chicken or other dangerous games are not allowed.

### **MISCELLANEOUS**

**Fighting of any kind will not be tolerated** on the playground or anywhere else in the school, even if you say you are just playing.

**BULLYING will NOT BE TOLERATED.** If you feel you are being bullied by any student, report it to the person on duty.

### **PROGRAMS FOR STUDENTS WITH DISABILITIES**

The Belfield School District assures that all students with disabilities, ages 3 through 21, have the right to a free and appropriate public education in accordance with the Individual with Disabilities Education Act and North Dakota Century School Code. For the purpose of providing this assurance the Belfield School District is a member of the West River Student Services Unit and subscribes to its policies and procedures.

### **PROGRESS REPORTS:**

Progress reports will be sent at midterm of each nine week grading period. Students and parents should keep in mind that final tests, term papers, projects, etc. that are due at the end of any grading period can affect the student's status.

### **PROMOTION AND RETENTION POLICY:**

A student's achievement of skills for the grade to which he/she is assigned and the readiness for work at the next grade level, shall be required before he/she is assigned to the higher grade. Those students who have mastered the appropriate skills will be promoted, and those who have not will be retained. Such retention may be considered when:

- A. The child is in grades K-3, or, in very rare occasions, when the child is in grades 4-6.
- B. The child is achieving significantly below ability and grade level.
- C. Retention would not cause any undue social and emotional adjustment.
- D. Retention would be a reasonable change of benefiting the child totally.

Whenever such retention is being considered, the teacher shall confer with the principal. This should be done before the end of the third nine-week grading period. The principal shall call a meeting of the parent(s)/guardian(s), and the teacher, to explain the child's current academic standing in relationship to the group and his/her own individual ability. If significant improvement is not noted in the child's academic performance, the principal, the parent(s)/guardian(s), and the teacher shall make the final decision on retention of the student. Only in unusual circumstances should a child be retained for more than one year.

The retention form on the next page shall be used:



# BELFIELD PUBLIC SCHOOL

PO BOX 97  
BELFIELD ND 58622  
Telephone 575-4275 \* Fax 575-8533



**Daren Kurle**  
Superintendent

**Shannon Meier**  
HS Principal

**ALICE BERGER**  
Business Manager

**L. MARIE LORGE**  
Elem. Principal

**DATE** \_\_\_\_\_

**Recommended Retention of** \_\_\_\_\_  
(Student's Name)

**in grade** \_\_\_\_\_ **by** \_\_\_\_\_  
(Teacher's Name)

**Reasons for recommendation:**

**In conference with** \_\_\_\_\_ **the decision was:**  
(Parent / Guardian)

\_\_\_\_\_ **jointly to retain in grade** \_\_\_\_\_.

\_\_\_\_\_ **jointly to promote to grade** \_\_\_\_\_.

\_\_\_\_\_ **parent was not in favor of retention while school officials were.**

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_ / \_\_\_ / \_\_\_  
(Date)

\_\_\_\_\_  
(Teacher or School Official Signature)

\_\_\_ / \_\_\_ / \_\_\_  
(Date)

Other Comments may be added. Placed in student file on \_\_\_\_\_. (Date)

## **PUPIL EVALUATION:**

Parents are informed of pupil progress in several ways:

- A. Report cards are given every 9 weeks.
- B. Progress reports are sent to parents at the end of the 4<sup>th</sup> week.
- C. Parent/Teacher Conferences are scheduled twice a year. However, conferences may be initiated by either the parent or teacher at other times as the need arises.
- D. The majority of papers that a child does at school are sent home.

## **SCHOOL HOURS:**

7:40 AM	---- Breakfast served for students
8:15-8:19 AM	---- Students will go to their respective rooms
8:20	---- Tardy Bell
8:25 AM	---- Classes begin
11:30-12:30	---- Classrooms are dismissed for lunch/recess
3:12 PM	---- School dismissal

Students arriving for breakfast should come in through the high school gym doors. No students should be in the building before 8:15 unless invited and escorted by a teacher.

## **SCHOOL PROPERTY:**

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

## **SEXUAL HARASSMENT**

School Policy

FBBC / AACA / DABBA

Sexual harassment, may include, but is not limited to:

1. Sex oriented verbal "kidding," or harassment;
2. Pressure (subtle or otherwise) for sexual activity;
3. Repeated remarks to a person, with sexual or demeaning implications;
4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns.

A substantiated charge against a student will subject that student to disciplinary action, which may include suspension or expulsion  
(Condensed from School Board Policy)

## **SNOWBALL THROWING:**

Snowball throwing is absolutely forbidden on school grounds. These regulations are necessary as a safety precaution especially to protect the children. The responsibility for any injury sustained through such activities must be assumed by parents. (There will be no throwing of pea gravel on the elementary playground).

## **TEACHERS' HOURS:**

Teachers are on duty from 8:00 AM until 3:25 PM each day. Parents are urged to make all contact with teachers from 8:00 AM until 8:15 AM and from 3:15 PM until 3:25 PM. Should an urgent matter arise, please contact the school office to make arrangements.

### **TELEPHONE:**

The school telephone is intended to meet the necessary needs of the school. It must be necessary to limit its use, based upon good judgment and consideration for others. When a parent calls with information for a pupil, it is usually possible to leave a message which can be delivered to the pupil with less disturbance than calling the child to the phone. Pupil's calls should be brief, courteous, infrequent, and with the permission of the teacher or the principal.

### **TOBACCO FREE SCHOOLS AND WORKPLACE:**

#### **RATIONALE FOR REGULATING POSSESSION AND USE**

The health hazards of tobacco use have been well established. This policy is established to:

1. Reduce the high incidence of tobacco use in North Dakota.
2. Protect the health and safety of all students, employees and the general public.
3. Set a non-tobacco-use example by adults.

Tobacco use is the leading cause of preventable death and disability in North Dakota. To support and model a healthy lifestyle for our students, the school board of Belfield establishes the following tobacco-free policy.

#### **DEFINITIONS**

For purposes of this policy, "tobacco" is defined to include any lit or unlit cigarette, cigar, pipe, blunt, bidi, clove cigarette and any other tobacco product, and spit tobacco, also known as smokeless tobacco, dip, chew and snuff, in any form.

For purposes of this policy, "tobacco use" includes smoking – which means carrying or having in one's possession a lighted cigarette, cigar, pipe or other object giving off or containing any substance giving off smoke – and chewing spit tobacco – also known as smokeless tobacco, dip, chew and snuff, in any form.

The term "use" means the chewing, lighting, smoking and any other usage of any tobacco product.

#### **USE AND POSSESSION PROHIBITIONS**

The Belfield School District, inclusive of all its buildings and property, shall be tobacco-free 24 hours a day, 365 days per year. This includes all days when school is not in session.

Possession and/or use of tobacco products by students on district property, in district vehicles and at school-sponsored events (whether on or off district property) is prohibited at all times. The use of tobacco products by all school employees and visitors on district property, in district vehicles and at school-sponsored events (whether on or off district property) is prohibited at all times.

This policy is inclusive of all events sponsored by the school and all events on school property that are not sponsored by, or associated with, the school.

Advertising of tobacco products is prohibited in school buildings, on school property, at school functions and in all school publications. This includes clothing that advertises tobacco products. Further, the acceptance of gifts (such as curriculum, book covers, speakers, etc.) or funds from the tobacco industry is prohibited.

## PREVENTION EDUCATION

Tobacco prevention education will be incorporated into the district's K-12 comprehensive health curriculum so that students will be aware of the health and social consequences of use/nonuse of Tobacco products. Teachers whose instructional assignments include tobacco-use prevention education will be trained so that students will be afforded the most effective delivery of the district's classroom-based tobacco prevention education.

## COMMUNICATING TO STUDENTS, STAFF AND PUBLIC

This policy will be printed in the employee and the student handbooks. It will be posted in highly visible places in all schools of the district. Signs will be posted at all entrances of school buildings, school playgrounds, athletic fields and school-sponsored events (on and off campus).

### B. Elementary School Students (Grades K-6)

First offense:

May result in any or all of the following: confiscation of tobacco products, parental conference, and meeting with substance abuse educator or designated staff and police officer (school resource officer, where possible) and 1 day in-school suspension, which may include a tobacco-prevention component.

Second offense:

May result in any or all of the following: confiscation of tobacco products, parental conference, meeting with substance abuse educator or designated staff and police officer (school resource officer, where possible), and 2 day in-school suspension, which may include a tobacco-prevention component.

### C. Faculty/Staff

Faculty and staff include administrators, teachers, janitors, aides, secretaries, clerks, teacher assistants, cafeteria workers, bus drivers, etc. These individuals may not display or use tobacco products on school property, in school vehicles, or at any school-sponsored events, both indoor and outdoor and both off and on school property. Those staff members violating this policy will be subject to the following procedures:

First offense:

A verbal warning will be issued to the staff member, and referral to cessation services will be offered.

Second offense:

A written warning will be issued to the staff member with a copy placed in his or her district personnel file, and referral to cessation services will be offered.

Third offense:

Shall be considered insubordination and shall be dealt with accordingly based on established policies and procedures for suspension and/or dismissal of staff.

### D. Visitors

**Visitors to the district facilities must comply with regulations set forth by the District School Board. Smoking and the use of tobacco products by visitors is prohibited. This includes during non-school hours and at all functions of the school, athletic or otherwise. This also includes functions when other organizations use school property.**

Citizens who are observed smoking or using tobacco products on school district property or at school-sponsored events shall be asked to extinguish smoking materials after being informed of the school's tobacco-free policy. If the individual fails to comply with the request, his or her violation of policy

may be referred to the building principal or other school district supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall make a decision on further action that may include a directive to leave school property. Repeated violations may result in a recommendation to the superintendent to prohibit the individual from entering school district property for a specified period of time. If he or she refuses to leave, law enforcement may be called.

### **WEAPONS:**

The elementary policy concerning weapons is the same as in the Belfield School Board Policy Handbook. No students will possess, handle, carry, or transmit any weapon (knives, gun, razor, incendiary devices, sling shot, or any hazardous instrument or tool) to school.

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

### **Release of Students During The School Day:**

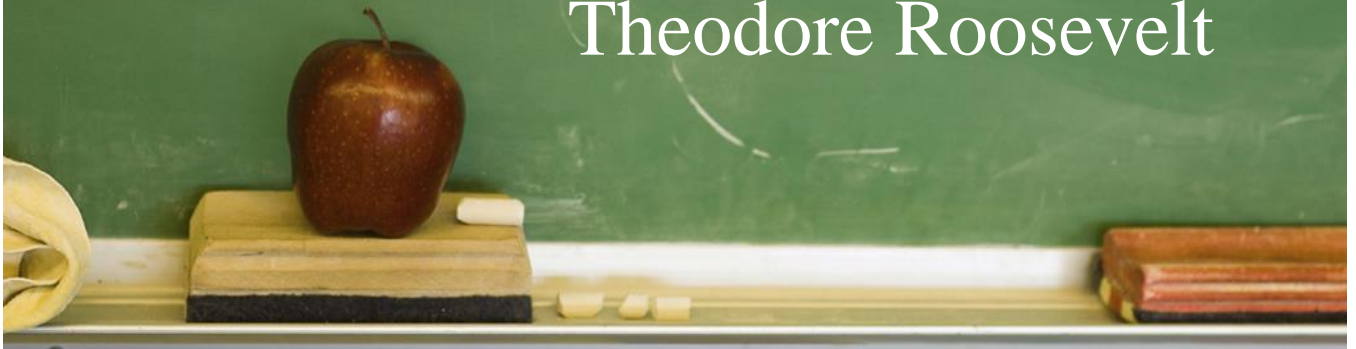
Definite procedures will be followed to assure the safety of our students during the day.

1. Written parental permission should be sent to the classroom teacher stating the requested time of the release.
2. The parent or guardian must come to the classroom to pick up their child.
3. If a parent plans to pick up a child during recess it is the responsibility of the classroom teacher to provide a copy of the parent note to the playground supervisor. If a parent needs to visit with their child during recess they must check with the playground supervisor first.
4. Students will not be allowed to leave the school grounds to visit with someone in a parked vehicle on the street.
5. If any person other than the parent or guardian is to pick up a child, the classroom teacher must have a statement from the parent specifying the necessary information.

Handbook  
for  
Parents and Students  
of  
**Belfield Public School District #13**

**“It is hard to fail,  
but it is worse  
to have never tried  
to succeed.”**

Theodore Roosevelt





# Belfield

## Elementary School Staff



Erin Pennington	Pre-K
Erica Hutzenbiler	Kindergarten
Elaine Johnson	Grade 1
Shantel Just	Grade 2
Kristin Nelson	Grade 2
Ella Jo Corneil	Grade 3
Kayleen Marmon	Grade 4
Jodi Gerbig	Grade 5
Sara Eberts	Grade 6
Linda Meschke	Title I Math
Kristy McDowell	Reading Strategist
Andrea Krebs	Elementary Resource
Kelli Kessel	Library
Colton Hill	PE
Rachelle Klein	Music
Marie Lorge	Elementary Principal

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