



**South Prairie
Preschool, Elementary,
Middle School, and High School
Handbook**

August 2023

Hallway and Classroom Expectations:

Respectful, Responsible, Safe

This handbook is created to serve as a guide for all groups involved with the school environment. It does not cover every possible instance that could occur with the school setting. Therefore, any topic or situation not included in these pages is under the administration's discretion.

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ROYALS are Respectful, Responsible, and Safe



South Prairie's Expectations

	Hallways	Lunchroom/ Commons	Outdoors	Bus	Bathroom	Learning Space	Technology
Respectful	Quiet Voices Keep our walls clean Greet people appropriately	Voice Level 2 Use kind language	Use kind words Use words to solve problems Play fair	Voice Level 2 Follow Directions	Voice Level 2 Keep the area clean Give people privacy	Ready Learner Use kind language	Careful handling of your device Use kind language
Responsible	Maintain a quiet hallway Be prompt to your destination	Clean area	Line up quickly Return equipment	Listen to the driver Use kind language Body in control	Flush after use Walk promptly to and from bathroom	Ready Learner Be Prepared Ask Questions Take care of yourself and belongings	Charge device Use as directed
Safe	Keep hands and feet to self Walk on the right side of the hallways and stairways	Pick a spot, stay in the spot Hands to feet to self	Using equipment properly Dress for the weather	Sit in seat Dress for the weather Self and belongings inside	Clean area Wash Hands	Push in chairs Walking Hands and feet to yourself	Passwords and information private Food and drink away from devices

South Prairie School Song Tune "Northwestern"

Go! South Prairie Royals!
Go fight blue and white
With our colors flying.
We will cheer you all the time.
Rah! Rah! Rah!
Go! South Prairie Royals!

Fight for victory.
Spread far the fame of our fair name.
Go South Prairie, win that game!

School Staff

SOUTH PRAIRIE BOARD OF EDUCATION

President	Randy Korslien
Vice President	Sheila Lindbo
Director	Steve Eberle
Director	Chad Mosser
Director	Curt Olson

ADMINISTRATION

Superintendent	Wayne Stanley
6-12 Principal	Darwin Routledge
PK-5 Principal	Tanna Neshem
Business Manager	Barbara Magnuson

GUIDANCE

Megan Haider PK-5
Nicole Sasso 6-12

TECHNOLOGY COORDINATOR

Kayla Palczewski

LIBRARIAN

Janet Hiltner

ATHLETIC DIRECTOR

Bryan Kramer

ANCILLARY PERSONNEL

Secretary	Jennifer Cooper - 6-12 Nancy Peterson – PK-5
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Payroll Academic Support	Shelby Johnson
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Custodians	Brian Aberle Mark Casavant Stuart Severson Zebulon Pierce
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FOODS SERVICE PERSONNEL

Head Cook	Lisa Yester
Assistant Cooks	Charity Strilcov

Lorrie
Westmeyer

SOUTH PRAIRIE ELEMENTARY STAFF

Preschool	Kim Lentz
Kindergarten	Stephanie Zietz
Kindergarten	Alisha Larson
Grade 1	Shannon Berglof
Grade 1	Elizabeth Mikkelsen
Grade 2	Lisa Ringstad
Grade 2	Taylor Vendsel
Grade 3	Breann Zietz
Grade 3	Jodi Pederson
Grade 4	Susan Whitfield
Grade 4	Kristi Korgel
Grade 5	Scotti Pease
Grade 5	Jennifer Ude
K-4 Music	Lisa McQueen
PE	Jade Teske
K-5 Art	DelRay Goetz

SOUTH PRAIRE MIDDLE/HIGH SCHOOL STAFF

5-12 Music	Benjamin Eder
JH English	Katie Gates
JH History	Cory MacIver
JH Math	Dustin Fournier
JH Science	Konnor Keysor
AD/Hist.	Bryan Kramer
Ag Ed.	Ben Seidler
Ag Ed.	Zach Wiest
Ag Ed.	Heather Riemer
6-12 Art	DelRay Goetz
Business Ed.	Keri Fonder
FACS	Jennifer Bagwell
HS English	Ashley Unruh
HS English	Paula Rauschenberger
HS History	Jordan Cooper
JH/HS Math	Kathy Wentz
JH/HS Math	Austin Maercklein
JH/HS PE	Jacob Stach
HS PE	Justin Wieseler
HS Science	Keturah Schwarzrock

SPECIAL SERVICES

Special Education	Samantha Redding
Special Education	Wendy Thomas
Special Education	Samantha Fannik
Speech/Lang.	Missy Jansen
Title	Eileen Ciser

CLASSIFIED STAFF

Paraprofessional	Jane Bengs
Paraprofessional	Tricia Cooper
Paraprofessional	Kari Faul
Paraprofessional	Beth Leiss
Paraprofessional	Jamie Mercier
Paraprofessional	Tonia Kirk
Paraprofessional	Nicole Grove
Paraprofessional	Hailee Peterson
Paraprofessional	Bailey Severson
Paraprofessional	Amanda Schillinger
Paraprofessional	Stephanie Schneekloth
Bus Driver	Jordan Peterson
Bus Driver	Brian Berg
Bus Driver	Glen Dunkel
Bus Driver	Donny Schumacher
Bus Driver	Greg Severson
Bus Driver	Stuart Severson
Bus Driver	Ralph Yester

School Board Policy

The South Prairie School Board has a written policy manual that is continuously in the process of being updated. Many, but not all, of these policies are included in the handbook.

Accreditation

SOUTH PRAIRIE SCHOOL is accredited by the North Dakota Department of Public Instruction and Advanced Education Organization on Accreditation and School Improvement.

Philosophy

The South Prairie School District #70 believes that the educational processes provided by the school system, with the support of the community, shall consist of ways and means of assisting children to develop personally and socially so they will have the greatest possible opportunities to grow into active participants and contributors to their particular culture and society.

In order to foster and maintain the proper educational climate within the school's organizational structure, the following thought will be kept paramount in the minds of the individuals responsible for the planning and implementation of school programs for the benefit of all young people.

Each individual, regardless of race, color, or creed, will be accepted as they are. Individuals shall be provided with a stimulating learning environment, in keeping with their abilities. Sufficient opportunity for research, innovation, and learning experiences designed to promote behavioral changes, which will create a lifelong desire for learning, is an important part of our goal.

In practical application of the above philosophical statement, opportunities shall be provided each individual within the limits of their capacity to:

1. Develop physical, mental, and emotional health leading to a positive self-concept and recognition and acceptance of potentials and limitations.
2. Develop reading and computing skills necessary for independent living.
3. Develop knowledge necessary for success in advanced studies.
4. Develop moral and ethical values.
5. Develop skills for effective participation in the democratic process.
6. Develop the ability to communicate ideas.
7. Develop knowledge and understanding of the natural environment.
8. Develop an appreciation of the individual's role in the family and community.
9. Develop an appreciation of the arts.
10. Develop wise use of leisure time.
11. Develop a zeal for continuous learning, creativity, and self-development.
12. Develop an appreciation of and understanding of other cultures and a respect for individual differences.
13. Develop skills as an adult in a continuing education program.

The objectives constitute the end results from a sound educational program. The school district recognizes that there will be different grade levels, but as in any undertaking, the end result is of the most vital importance.

The South Prairie School is fully accredited by the North Dakota Department of Public Instruction.

Vision

I believe in myself and my ability to do my best at all times. I will act in such a way that I will be proud of myself, and others will be proud of me too. I will not waste this day, as it will not come again.

Library Vision/Mission

Vision Statement:

Read Explore Achieve Discover

Mission Statement:

Empower students to be: critical thinkers,
enthusiastic readers,
skillful researchers,
and ethical users of information.

Drug-Free School and Search Policy

Please refer to the “Drug-Free School and Search Policy” under the “Documents” tab and then the “Policies” tab at: www.south-prairie.k12.nd.us

Nondiscrimination Statement

The South Prairie School District, in the County of Ward and State of North Dakota, supports the provisions of Title IX of the Educational Amendments to 1972, Title VI of the Civil Rights Acts of 1963 and Section 504 of the Rehabilitation Act of 1973, which commit all schools to the elimination of discrimination on the basis of race, color, national origin, sex, and handicap, in employment and in those programs and activities offered to its students. It is the expressed intent of the SPS District to provide equal opportunity for all students, free from limitations of race, color, national origin, sex, and handicap.

This idea of equal opportunity will serve to guide the Governing Board, the Administration, and Staff in making decisions related to employment of personnel, school facilities, curriculum, activities, and regulations affected students and employees.

A copy of the Board policy is available for review in the administrative office.

Any student or employee of the district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in a district education program or activity, on the basis of race, color, national origin, sex or handicapping condition, may file a written complaint with the compliance administrator or follow other procedures outlined in the complaint procedure.

The compliance administrator for Board Policy dealing with these policies is Wayne Stanley, Superintendent, South Prairie School, 100 177th Ave SW, Minot, ND 58701. Telephone: 701-722-3537

Policies on the South Prairie Website

Acceptable Use of Technology and the Internet, Athletic Code of Conduct, Asbestos Policy, Bullying Policy, Grade 6-12 Discipline Matrix, Drug and Alcohol-Free Workplace, Handbook, Searches of Students and Students' Personal Property, Suicide Prevention Protocol, Parent Student Compact, Parent Sportsmanship and Conduct, Written Notification of Interactive Dashboard (School District Report Card)

Sexual Harassment Statement

Sexual harassment is a form of sex discrimination prohibited by the South Prairie School District. It is a policy of the school district to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any student or employee to harass a student or employee through conduct or communication of a sexual nature as defined by the South Prairie School District Sexual Harassment Policy. Inquiries concerning sexual harassment should be referred to a principal or the superintendent.

Access to Student Records

Under the Family Educational Rights and Privacy Act (20 USC 1232g), parents or 18-year-old students have the right to review and inspect all school records pertaining to the student.

School Information

Accident Insurance

SOUTH PRAIRIE SCHOOL does not carry an accident benefit plan. If a student is injured during a school activity, the responsibility lies with the parent and their insurance plan. In the case of an accident on school premises, first aid will be rendered and then, if necessary, 911 will be called. Parents will be called immediately. Please keep emergency home and business telephone numbers current on the Student Emergency Form. If a call is to be made other than to the residence, please notify the school secretary. Damage to or loss of glasses or any other personal property is not covered by any school insurance.

Attendance

For elementary and high school specific attendance policies, please refer to the Table of Contents for specific page number references.

Birth Certificates, Immunization Records, & Guardianship Paperwork

Students are required by law to have a copy of their immunization records on file in the school office.

All SOUTH PRAIRIE SCHOOL students must have a birth certificate and current immunization record or immunization exemption form on file in the school office within two weeks of registration, of the current school year, to maintain their enrollment at SOUTH PRAIRIE SCHOOL.

Preschool students must also have a completed Child Information Form and Health Assessment Form, a birth certificate, and current immunization record or immunization exemption form on file in the school office by September 15th of the current school year to maintain their enrollment status.

Guardianship paperwork must also be on file at registration, if applicable.

Bus Drop Off Points

Our school district sets up points where our students are picked up and dropped off. Drop off points are decided based on creating an effective and efficient bus route. If you do not want your child dropped off when

you or a designated adult is not present, you will need to contact the school secretary or principal to discuss workable options.

Bus Passes

Phone call requests must be made prior to 1:00 p.m. on the day of the activity and students will not be allowed to call home after 1:00 p.m. to request a bus pass. Bus passes must be arranged if the student will be riding a different bus, being dropped off at a different location, or for any change from the normal scheduled bus arrangement.

Call **722-3256** (your call will go to a voice mail box)

In a clear, concise voice, please provide the following information:

- State who you are.
- State what time you are calling.
- State who the bus pass is for.
- State what day (or days) your child(ren) are to go to another location.
- State what location they are to go to.
- Leave a return contact number (in case your instructions are unclear).

Bus Transportation

The bus driver is in full charge of the bus and students riding in it. A bus driver has the same authority as a teacher or principal. If the bus driver asks a student to sit back down, stop moving between seats, stop using a loud voice, etc. your child will respect his directions and do so immediately. It is important for parents to go over the bus rules with their child(ren) as we cannot have our bus drivers distracted while driving.

- 1) Parents need to notify the driver prior to 6:30 a.m. if road conditions are unfavorable or if their child(ren) will not be riding the bus that day.
- 2) Children need to be ready to board the bus on time. Bus drivers will wait two (2) minutes at each stop.
- 3) After two (2) consecutive days of being late, the bus will not stop. Parents will then need to contact the driver to resume picking up their child(ren).

Simple and Effective General Bus Rules

The bus driver may need to assign seats.
Riders are not to use profanity and be courteous.
The bus should be kept clean.
Remain in your seats when the bus is in motion.
Keep your hands and head inside the bus.
Leave other students' things alone.
Do not use a loud voice or yell on the bus.

Cafeteria and Lunch Policy

A breakfast program is in place and all students are welcome to participate. The cost of breakfast is \$2.25. All students are expected to eat lunch at school, whether participating in the food service program or bringing lunch from home, and students will not leave the school grounds during lunch hour. The cost of lunch is \$3.00.

It is requested that students who eat a cold lunch at school do not bring soft drinks to school for lunch. The cost of a milk is \$0.35. Adult meal prices are \$3.00 for breakfast and \$4.00 for lunch. Fees are subject to change.

Care of Equipment, Books, and Electronic Devices

Students are responsible for equipment issued to them and used by them. Careless use that requires repairs to equipment will be charged to the student. Students are also responsible for lost books, lost or damaged library books, or other school-owned equipment.

Campus Use Regulations

- School-related activities will not be scheduled after 6:00pm on Wednesday evenings without direct approval from the superintendent.
- If students have a school-related activity on campus, they must be under the supervision of a staff or a faculty member. If student is not in a school-related activity, they must remain in the commons area only.
- Students and/or staff shall not schedule anything in the main gym or elementary gym unless they have the approval of the administration.
- Students should never wear street shoes on the playing floor in the main gym or elementary gym. This includes any rubber-soled shoes that are worn outside the building. Use of the main gym is restricted to physical education classes and school related events.
- All activities in the gym must be concluded by 10:00 pm on evenings followed by a school day.

Clean School and Campus

Everyone shares in the responsibility of having a beautiful school. Individual responsibility is the simple answer. Athletes and physical education classes must make a special effort to ensure clean locker rooms. Failure to do so will result in loss of room privileges.

Communicable Diseases

Any child having a contagious or infectious disease shall be sent home from school, accompanied with a note of explanation and appropriate information. The child shall not be readmitted without a physician's written statement stating that the child is free from contagion in accordance with the regulations of the First District Health Unit. Examples of contagious/communicable /infectious disease are, but not limited to: Head Lice, Chicken Pox, Impetigo, Pink Eye, Measles, Mumps, etc. When necessary, appropriate information will be sent home with other students.

Concussion Management

The district shall comply with the concussion management program requirements contained in law (NDCC 15.1-18.2). Before allowing a student to participate in an athletic activity, the district shall require the student and student's parent to submit documentation verifying that they have viewed the concussion management information disseminated by the school.

Detention – Based on Discipline Matrix

Detention is defined as requiring a student to remain after the normal school hours for disciplinary reasons. Detention will be determined by the principal. The student will call their parents to inform them of the detention. The detention will be from 3:22 to 3:52 on the assigned day. Students will be required to clean rooms during the detention. Transportation home is the responsibility of the parent.

Displays of Affection

Inappropriate displays of affection are frequently embarrassing to students and adults. People have the right to operate in an atmosphere free from sexual harassment. Displays of affection are not allowed in school, on school busses, or at school related events. This includes holding hands. Staff and administration reserve the right to interpret behaviors and report them accordingly. Students in violation are subject to disciplinary action. See Discipline Matrix for disciplinary action.

Dissemination of Information/Child Custody

SOUTH PRAIRIE SCHOOL will provide school and student information to the custodial parent/guardian. Non-custodial parents may request this same information from the school office.

Early Dismissal Policy

PARENTAL RESPONSIBILITY:

Notify the office of the reason for the dismissal, length of absence, and time the student will be picked up.

STUDENT RESPONSIBILITY:

Make-up work is to be arranged with the teacher(s) prior to leaving that day.

Elevator Use

Use of the elevator is limited to students who are unable to walk the stairs due to health restrictions.

Emergency Procedures

Emergency Procedure Handbooks will be found in all South Prairie classrooms.

Fees

Lunch \$3.25	Breakfast \$2.40	Sports Fee \$25.00	Lock Rental Fee \$5.00
Computer User \$40.00	Student Activity Pass \$25.00	Adult Activity Pass \$50.00	
	Family Activity Pass \$125.00		

Activity Passes are good for games played at South Prairie and do not include tournaments.
Fees subject to change.

Field Trips

Forms will be sent home for each field trip. Parents are asked to see that these forms are signed and returned to the teacher. Students will not be able to participate without a signed form. These visits to local points of interest which have educational value are encouraged, provided they coincide with current class activities. When students are on these outings, they are representing our school; therefore, best behavior is expected. In the event you do not want your child to go on a field trip, please notify the school with a note or call. We appreciate when parents are willing and able to help chaperone. If applicable, please do not bring pre-school aged and younger children along as they will take away from the chaperoning duties. Thank you.

Food in the Classroom

Having food in the classroom is at the discretion of each individual instructor. Water will be allowed in the classroom and is subject to search by any inquiring staff member. Students who have specific personal needs to eat during class time may make special arrangements with the principal. Students who have an SRB in the commons will be allowed to bring healthy snacks to eat during that class. If a student brings in an outside food or drink, they must finish them in the commons prior to the start of their next class.

Homeschool Student Participation Policy

To participate in athletic or extracurricular activities representing SOUTH PRAIRIE SCHOOL, students must adhere to all policies and procedures concerning eligibility and NDHSAA rules. Parents will provide grades for eligibility checks.

Lost and Found

A "lost and found" is maintained in the school offices. Students are urged to turn in all found items to the office. Students should also check frequently to claim items which may belong to them. Articles not claimed shall be given to a local charitable agency.

South Prairie School is not responsible for lost or stolen articles.

Media Policy

SOUTH PRAIRIE SCHOOL students are occasionally asked to be part of activities involving local media (television, radio or newspaper) or the internet (school website). Student names, pictures, voices, verbal statements, art, written work and performances may be used with or without personally identifying students. SOUTH PRAIRIE SCHOOL reserves the right to distribute or publish such information; the school may use said information in subsequent years and no monetary consideration shall be paid.

To opt out, if you wish, you can fill out a form available in the office.

Medication Administration Policy

Students who are to take prescribed medication during the school day must have a medication dispersal form filled out by a parent/legal guardian. The completed form and medication in its original container must be given to the school secretary to place in a secured area. **All medications will be dispersed by school office personnel and recorded.** SOUTH PRAIRIE SCHOOL will not administer or distribute any medication not having a dispersal form. **Aspirin/Tylenol must be provided by parent/guardian.**

Parent/Guardian Concerns

Our policy is that when parents/guardians have a concern or issue, they shall first contact the staff member involved to seek resolution. If it is not resolved the principal shall be contacted for resolution. If it is still not resolved the superintendent shall be contacted in writing with the concern. School board members, though knowledgeable and willing listeners, are mandated by law not to resolve concerns or issues without the first three contacts (staff member first, principal second, superintendent third) attempted for resolution.

Parent Communication

Parents needing to contact their child during the school day must contact the school office and leave a message with a school secretary. The school phone number is 701-722-3537.

Pledge of Allegiance

The Pledge of Allegiance is said each morning during the first period of the day. Students are to properly stand, place hand over heart, and respect our flag and/or National Anthem.

Posters and Notices

Posters or notices are to be placed only on bulletin boards. All posters or notices must be school related in order to be posted. Posters and notices must be removed after the event.

Procedure

- Do not post bulletins or notices on painted or varnished surfaces.
- Do not tape anything to windows or glass panes of doors.

Any student poster or notices that do not follow these procedures will be removed.

Scheduling of School Events

All activities must be planned with activity advisors. All events must be scheduled on the master calendar located in the principal's office. All official school events must be supervised by at least one faculty member. There will be no exceptions to this policy.

School Organizations and Clubs

Drama Club

FFA

FBLA

Science Olympiad

Pep Band

Student Council
Choir

Athletics

Football (Co-op Max)
Baseball (Co-op Max)
Wrestling (Co-op BRCS)
Volleyball (Co-op Max)
Track and Field (Boys) (Co-op Max)
Track and Field (Girls) (Co-op Max)
Golf (Boys)
Golf (Girls) (Co-op Max)
Cheerleading (Co-op Max)
Softball (Girls) (Co-op Max)
Basketball (Boys)
Basketball (Girls) (Co-op Max)
Trapshooting
Cross Country (Boys/Girls) (Co-op Max)

School Trips

Students who are on trips representing the school are required to be in full compliance with the rules and regulations of SOUTH PRAIRIE SCHOOL. THIS INCLUDES, ELIGIBILITY RULES AND NDHSAA RULES. Behavior and appearance must be exemplary of our school. Failure to comply will mean that students will give up future trips and appearances as representatives of our school. Students being transported by school vehicle to an event are to return back on school vehicle unless signed out by parent.

When traveling, students must dress in weather-appropriate clothing.

Search Policy

SOUTH PRAIRIE SCHOOL reserves the right to search anything brought onto school property including the school's parking areas. Drug dog searches are occasionally done throughout the school year.

Suspension/Expulsion

The principal has complete authority to deal with disciplinary problems at South Prairie School. The principal may suspend a student for up to ten (10) days or recommend to the School Board a longer suspension or expulsion of a student who does not appear to benefit from other forms of discipline. Suspensions will follow procedures found in the Discipline Matrix.

Any student who has been suspended from another district will not be permitted to enroll in the South Prairie District until eligible to re-enroll in his/her district, or until the School Board or the principal has reviewed the prior suspension and determines that the suspension was illegal or improperly given.

Storm Days Procedure

If school must be canceled due to bad weather, South Prairie School will utilize the Royals app and school website system. When possible, announcements will be given on local radio and television stations starting at 7:00 am and online at South Prairie School's website. On days when it is cold and stormy, please be sure that your child is in the building before driving away. **Parents should always err on the side of safety when determining child attendance during severe weather and cold.**

Student Dress and Appearance

We appreciate neatness in personal appearance. We leave this to you, the parents, to see that children are dressed in clothes which you deem neat, appropriate, and presentable. School administration and staff have full authority to request a student to either remove or cover up a particular garment that does not appear appropriate.

Each student will accept this responsibility and dress in a manner which reflects pride in his or her appearance and contributes to the best possible image of South Prairie School. T-shirts advertising alcohol or drugs, displaying inappropriate or offensive slogans, and midriff shirts are not considered proper school attire. Undergarments are not to be visible.

Headgear, bandanas, chains, coats, blankets, and excessively baggy pants not properly belted are not allowed in the school building. Shorts and skirts must be an appropriate length. No heavy winter coats can be worn, but lighter outerwear is acceptable.

Footwear:

Footwear must be worn at all times inside the school building. This is a cleanliness and safety issue.

Physical Education Attire:

Students are required to dress out for physical education classes in modest and appropriate t-shirts and shorts. Students are required to have a pair of "gym only" shoes for Physical Education. Black-soled shoes and "street shoes" are not allowed on gymnasium playing surfaces.

Hats:

Hats are not allowed in the building. They must be removed upon entering the building and may be worn once they leave the school building or at the conclusion of the school day. The only exception to this is school sponsored events. Headbands must serve a purpose or be worn for athletic use.

Any student who is out of compliance with these guidelines will be sent to the office and the consequences listed in the Discipline Matrix will be enforced.

Consequences: SEE DISCIPLINE MATRIX

Student Lockers

Students will be issued lockers for the purpose of storing personal belongings and school books. The locker should be used only by the person to whom it was issued. The school will not accept responsibility for any item(s) or articles(s) stolen from the lockers. Do not put decals or the like on the inside or outside of the locker except for school sponsored clubs, group, or activities. **LOCKERS ARE SCHOOL PROPERTY AND SUBJECT TO**

SEARCH! *Locks will be provided by the school and must be used, there will be a one-time lock fee of \$5.00. If a student loses his/her lock, an additional \$5.00 fee will be charged to obtain a new lock. Locks will be turned in at the end of the school year.* NO PERSONAL LOCKS ALLOWED.

Locker Rooms: The locker room lockers are for the use of student athletes and physical education classes. It is the student's responsibility to ensure that the locker is secure. Students at no time should leave valuables unattended. The school will not accept responsibility for any item(s) or articles stolen from the lockers.

Visitors/Item Drop Off

Visitors to SOUTH PRAIRIE SCHOOL must be granted access and must check in at the main office. Visitors wanting to drop off items to a student may do so by leaving the item at the office for the student to pick up between classes. All visitors must wear a visitor badge during the entire time that they remain in the building.

Ward County Public Library/Bookmobile

The Bookmobile comes to South Prairie School and every student will be given the opportunity to check out books and a schedule will be created for each classroom to do so.

Withdrawal/Transfer from South Prairie

Families wishing to transfer to another school must contact the school principal. The student must check in their textbooks to the teacher and library books to the librarian. Money due to the school, such as for meals or library fees, must be paid at this time. Any sum due that is not paid will be recorded on the student's permanent record and no transcript will be issued or sent to another school until this matter is taken care of. Parents must sign a release form before student records will be sent to another school.

STUDENT CONDUCT

Electronics

Electronic devices are allowed in the classroom, at the discretion of each teacher. Violations will be addressed through the Discipline Matrix.

Students may not use any personal wireless device to:

- Send or receive answers to test questions;
- Record conversations or events during the school day, on school property or at school activities;
- Threaten, harass, intimidate or bully;
- Take, possess, or distribute obscene or pornographic images or photos;
- Engage in lewd communications;
- Violate school policies, handbook provisions or regulations.
- Take photos of anyone without their permission.

Warning: Possessing, taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images, photographs or communications, whether by electronic data transfer or otherwise (commonly called texting or sexting) may constitute a CRIME under state and/or federal law. Any person possessing, taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images, photographs or communications will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

See Discipline Matrix for consequences.

Felony Offenses

Any student convicted of a felony offense shall immediately become ineligible to participate in any extracurricular activity. The student will be scheduled for an expulsion hearing with the South Prairie School Board.

Weapons Policy

Students are forbidden to possess or store any weapon on school property, at school-sanctioned activities, or while being transported for education and extracurricular activities.

Students who unknowingly carry a pocketknife to school or activity can check the knife into the principal's office or give it to the supervisor of the activity and no punishment will be rendered. Once the school administration is called upon to investigate a weapons policy incident, it may be viewed as a violation of the Weapons Policy. The penalty for possessing and/or harboring a restricted weapon will be referral for possible expulsion from SOUTH PRAIRIE SCHOOL, confiscation of the weapon, and notification to the Ward County Sheriff's Department.

ELEMENTARY SPECIFIC HANDBOOK SOUTH PRAIRIE

If you have any questions concerning the elementary sections of this handbook you may contact Mrs. Neshem, the PK-5 principal, or Mrs. Peterson, the elementary secretary, at 722- 3537, ext. 1.

ABSENT OR TARDY FROM SCHOOL

K - 5 students are expected to be in our building by 8:20 a.m. If any K - 5 student shows up for school between **8:20 and 9:30** he/she will be counted only as **tardy**. K - 5 students will be counted present in the a.m. if they are in our building until at least 11:30 a.m. K - 5 students will be counted present in the p.m. between 11:30 and 2:00 p.m. If a student leaves after 2:00 p.m. that student is counted present for a full day.

If your child will miss school, parents need to notify our school secretary as soon as possible at 722-3537.

AGE REQUIREMENTS: ENTRANCE TO PRE-K, KINDERGARTEN, FIRST GRADE

A child's birth certificate and updated immunization forms are required for all students. Students must be a minimum of four (4) years old by July 31st in order to enter Pre-Kindergarten. Students must be a minimum of five (5) years old on or before July 31st in order to enter Kindergarten. Students must be a minimum of six (6) years old on or before July 31st in order to enter first grade.

ANIMALS IN THE CLASSROOM

Animals can be an effective teaching aid. Parents/guardians must contact your child's teacher prior to bringing animals to the classroom. Animals have to be adequately vaccinated. Parents are responsible for transporting an animal to and from school.

It shall be the responsibility of the classroom teacher to plan for care of any animals housed in the classroom whether it be because of an emergency school closing or over weekends and holidays. The principal must approve any animals housed in the classroom.

ASSESSMENTS

MAPS (Measures of Academic Progress): The NWEA (Northwest Evaluation Association) MAPS test is administered three times a year. Student MAP testing results are reported in RIT scores (short for Rasch Unit). A RIT score is an estimation of a student's instructional level and measures student progress or growth in school. Teachers use this data to drive instruction to help each student achieve proficiencies.

NORTH DAKOTA STATE ASSESSMENT TEST:

The North Dakota State Assessment test will be administered to grades 3 - 8 in April of each year. The test assesses students in the areas of reading and math. The results are used to "grade" each school's progress towards having all children proficient in these areas. Students will be ranked as Advanced, Proficient, Partially Proficient, or Novice.

ATTENDANCE POLICY

Students that are age seven through sixteen fall under the North Dakota compulsory attendance (NDCC 15.1-20-02.1) requirements. Our school board has established the following attendance policy:

1. Excused absences will not be considered a compulsory attendance violation in K - 5. These approvable absences may be caused by illness, doctor appointments, injury, family emergency, religious observance or instruction, suspension, participation in a school-related activity, or other reasons deemed necessary and/or unavoidable by the principal. For each day a student misses school, an extra day will be given to make up missed assigned school work during his/her absence.
2. Unexcused absences will be considered a compulsory attendance violation in K - 5. Some examples of unapproved absences include sleeping in, visiting friends and/or relatives, skipping school, vacations, and attending entertainment events. For unexcused/unapproved absences, any missed assigned work will be completed with a 25% deduction taken from the final grade, whether it be daily assignments or tests.
3. School administration may require documentation to verify, for example, an approvable absence such as medical documentation, obituary for funeral absence, or documentation from a place of worship.
4. As required by North Dakota Century Code, if a student is gone three consecutive school days without an excused absence (a compulsory attendance violation), law enforcement may be contacted upon school administration investigation.

BAND INSTRUMENTS, SCHOOL OWNED

Elementary students using school-owned band instruments are responsible for their care. If an instrument is damaged, the cost of repair or replacement is the responsibility of the parent. Cost of instrument rental is the responsibility of the parent. Completion of a contract/lease agreement is required prior to use of the instrument.

TEXTBOOKS AND SCHOOL OWNED MATERIALS

Students will have the privilege of using them for the duration of the school term, free of charge. If these materials are lost or used in an abusive manner, the student's guardian will be charged accordingly.

CELLULAR PHONES

The use of cellular phones/communication devices is not allowed during the school day without teacher permission. If a student is found using his/her phone without permission, the phone will be taken away and given to the principal. First Offense: the phone will be given back at the end of the day. Second Offense – the parent picks it up.

CLOTHING FOR COLD WEATHER

Your child needs to be dressed warmly for cold weather before they come to school. This includes mittens, gloves, boots, hats, or caps. Students are not to be sent barelegged to school during cold weather. Route and activity school bus drivers will prohibit children from entering the bus if they are not adequately dressed for the weather.

Please place your child's initials in permanent marker on the clothing label.

COLD WEATHER AND RECESS

Our policy is to send our students out for a break (recess) all nine months of school. Children should bring adequate clothes for weather conditions. Children will not go outside for recess when the temperature is -5° F or colder or the wind chill is -15° F or colder.

COUNSELING SERVICES

Our school counselor is available for individual counseling upon referral from a student, teacher, or parent. All sessions are confidential in accordance with the North Dakota Century Code 50-25.1, except in such cases that a person's intent is to harm oneself or others, or if harm has occurred to them or others. The counselor is mandated to report to the proper authorities.

ILLNESS OR ACCIDENTS IN SCHOOL

Generally, if a student complains or appears to be in pain as a result of an accident or illness, the parent/guardian will be contacted immediately. If contact cannot be made, the secretary or principal will contact the emergency contact listed. If no one can be reached, the child may be taken directly to a clinic or hospital, if severe enough.

The health insurance of the parent is always considered the primary insurance for medical expenses. Therefore, parents are entirely responsible for all medical expenses.

PTO- PARENT TEACHER ORGANIZATION

Parents and teachers are encouraged to participate with our PTO. There are many worthwhile opportunities to lend a hand. Monthly meetings are held at 6:30 p.m. on the first Tuesday of the month.

STUDENT EVALUATION

Report cards will be issued to each student following the end of each semester (before winter break and before summer break). Progress reports are issued by the teacher at the midway point of each semester.

Progress reports will be given to parents at the fall and spring parent-teacher conferences. Report cards will be sent home with students at the end of each semester. In order for the most attendance at P-T conferences, the scheduled times are made to accommodate working parents. Parents or teachers may wish to schedule additional conferences during the year.

Kindergarten - Subjects are graded on participation, knowledge and attitude.

1st Grade and 2nd Grade - Grading scale for Reading, Math, and Spelling:

E	90 - 100	S-	60 - 70
S+	80 - 90	N	59 and below
S	70 - 80		

All other subjects are graded on participation, knowledge and attitude.

3rd Grade - 12th Grade

A	90 - 100	D	60 - 70
B	80 - 90	F	59 and below
C	70 - 80	I	Incomplete until work turned in

Discipline/Responsible Behavior

South Prairie staff believe all students have the ability to learn and grow in a safe and secure environment. All staff, students and parents will treat each other with respect, and staff will refuse to tolerate bullying in any form. Students are expected to be responsible for their work and respectful to teachers and others in authority. Staff are expected to hold all pupils accountable for their conduct at school and on the playgrounds during recess. The goal for all students, parents and staff is to have respect for self, others, and property. Please refer to the **Elementary Behavior Matrix**

MIDDLE AND HIGH SCHOOL SPECIFIC HANDBOOK

Uniform Grading Scale

90-100 A

Academics

Honors Grading Scale Graduation

GPA

Honors

80-89	B	3.90-4.000	Summa Cum Laude
70-79	C	3.80-3.89	Magna Cum Laude
60-69	D	3.66 -3.79	Cum Laude
↓59	F		

For the purpose of Honor Roll:

Highest Honors	3.667-4.000
High Honors	3.333-3.666
Honors	3.000-3.332

Graduating students that have a cumulative grade point average of 3.667 (after seven semesters) will be accorded "Cum Laude" (with praise or honor) status and will be duly recognized at the graduation ceremony.

Parents and students are encouraged to check grades on Power School at any time.

Academic Integrity

South Prairie School will not condone academic cheating or plagiarism in any form. Any cheating or plagiarism will result in a zero on the test or assignment. Faculty are expected to uphold and support the highest academic standards in this matter. Harvard University upholds a prestigious academic integrity policy that South Prairie has chosen to adopt:

All homework assignments, projects, lab reports, papers, theses, examinations and any other work submitted for academic credit will be the student's own. Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. The term "sources" includes not only primary and secondary material published in print or online, but also information and opinions gained directly from other people. (Harvard University 2016)

To ensure all parties understand what constitutes as cheating and plagiarism, the following definitions have been adopted from California Polytechnic State University:

Definition of Cheating

Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes but is not limited to: lying; copying from another's test or assignment; discussion at any time of answers or questions on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or displaying notes, "cheat sheets," or other information devices inappropriate to the prescribed test conditions. (California Polytechnic State University 2016)

Definition of Plagiarism

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived through independent reasoning or logic or where the thought or idea is common knowledge.

Acknowledgement of an original author or source must be made through appropriate references; i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to the following: the submission of a work, either in part or in whole completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; failure to use quotation marks (or other means of setting apart, such as the use of indentation or a different font size) when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing without credit or originality; use of another's project or programs or part thereof without giving credit. (California Polytechnic State University 2016)

Consequences for Plagiarism and Cheating

For a first offense, the assignment or test will receive a zero, and the student will be required to demonstrate to the teacher that he/she knows how to write without plagiarizing and/or complete the assignment without cheating in exchange for half credit (50%). For a second offense, the student will receive a zero and parents/guardians will be notified. There will be no option to receive partial credit after the first offense.

Attendance Policy and Procedures

The staff will be ready to accept students at 8:00 a.m. on all school days unless prior arrangements have been made with staff. We ask that parents refrain from bringing students to school before 7:30. **ALL Students arriving early must remain in the commons area until 8:00 a.m.** We would also request that parents pick up students as soon as possible after the conclusion of the school day. **All students, except those in supervised activities, must be out of the building no later than 4:00 p.m.** If you are waiting for transportation, you must wait in the Commons.

- The school day begins at 8:20 a.m. and dismisses at 3:22 p.m.
- It is required that parents call the high school office on the morning of the absence. If communication efforts fail, the absence will be classified as unexcused.
- If a student knows he/she will be absent from school at some time in the future, all schoolwork must be completed in advance. The student must turn in to the office a prearranged absence slip with teachers' signature prior to being gone from school.
- A student is given two days for each day missed to make up the work for an excused absence. In the case of an unexcused absence, the student is required to complete the work. Credit may be withheld and/or alternate work may be assigned at the teacher's discretion and students must discuss makeup work with teacher upon return.
- Students are not allowed to participate in extracurricular or school activities on the day they have been absent from school without making prior arrangements. This includes attending games or school functions.
- The student is responsible for checking out with the office secretary if he/she becomes ill during the day or needs to leave the building for an appointment. Failure to do so warrants an unexcused absence. If a student becomes sick, they are required to report to the office.
- Warning letters will be sent when students are absent 5 times. When students reach 10 unexcused absent days depending on circumstance, Ward County Social Services may be notified.

To ensure that proper credits are awarded, students will not be allowed to miss more than 10 days each semester or miss a class more than 10 times per semester. Students who miss more than 10 days will be

brought before the School Administration and the Guidance Counselor to determine if credit will be granted or if the student will be dropped from the class. Credit buyback will also be discussed at this meeting.

Attendance, Tardies, and Test Exemptions Relationships

It is the goal of SOUTH PRAIRIE SCHOOL to encourage good attendance as well as test taking skills. Students in grades 6-12 will have a defined testing period for the first and second semesters. Each class will be allotted a two-hour test period for a comprehensive semester exam. Students in grades 9-12 will only be required to be in attendance when they are taking an exam.

Students will have the opportunity to exempt all but one of their semester exams each semester, provided that:

1) students must observe the following absence/tardy ratio to exempt out of tests:

- Students with a semester grade of A will be allowed 4 absences per semester.
- Students with a semester grade of B will be allowed 3 absences per semester.
- Students with a semester grade of C will receive no exemptions.
- Students must have less than 4 missing assignments.

2) In the event that students are able to exempt out of semester tests, they will be allowed to choose which tests they exempt as long as they meet the exemption criteria. Students must take a minimum of one core class test each semester, and if they have the choice, they cannot elect to take the same class' test in consecutive semesters. (Example: In the first semester, a student eligible to exempt all tests except the one required chooses algebra for their required test. The following semester, the same student once again is eligible to exempt all tests except the one required. For the second semester, the student must choose an exam other than algebra to fulfill their one-test obligation.)

Test exemption policy continued

Five tardies equates to one absence. Any absence, excused or unexcused, counts towards the semester test exemption policy. (Example: a dentist appointment will count as an absence when determining test exemptions.) Any suspension or major disciplinary action will void any test exemptions. Absences for school-sponsored activities will not factor against the test exemption policy. The Principal will make all final determinations.

Civics Test

As per North Dakota State Law, all students must pass a Civics Test prior to graduation.

Concessions/Fundraising

Each middle school and high school class is assigned concession dates in which students in the class will be required to sign up to work in the concession area. This is a fundraising opportunity for the classes and the money raised for selling concessions is distributed to the classes to be used for prom, graduation, and other class related activities. The bonus to serving concessions is that little to no additional fundraising activities need to take place. Money earned from selling concessions is not to be used for the Senior class trip. Students who choose not to participate in concession dates will be required to pay for costs related to prom, graduation, and other needs of the class.

Discipline Policy: Refer to Discipline Matrix

Observed Student Behavior (OSB) Reports will be utilized by all staff members to document a recurring behavior incident.

Graduation Requirements (2023-24) (22 credits)

Mathematics (3 Credits)

Elective (one credit)

Elective (one credit)

Elective (one credit)

* Most four-year colleges and universities as well as the state scholarship require three credits of Math, Algebra I or higher.

Language Arts (4 credits)

English 9 (one credit)

English 10 (one credit)

English 11 (one credit)

English 12 (one credit)

Social Studies (3 Credits)

World History (one credit)

United States History (one credit)

Problems of Democracy (one credit)

Science (3 Credits)

Physical Science (one credit)

Biology (one credit)

Elective (one credit) (Lab Science)

Chemistry-Physics-Anatomy-Adv. Biology

Physical Education (1 credit)

Physical Education (1/2 credit)


Language

Health (1/2 credit)

Electives (8 credits)


Three credits must come from Foreign

Career & Technical Education, or Fine Arts.



NORTH DAKOTA CHOICE READY

The North Dakota **CHOICE READY** framework is a tool to assist educators to ensure all students successfully depart high school possessing the **ESSENTIAL SKILLS** necessary to be ready for life. The journey begins by ensuring students leave having the **ESSENTIAL SKILLS** to be successful for whichever path they choose. Students shall then strive to be **POST-SECONDARY READY**, **WORKFORCE READY**, and/or **MILITARY READY**.




ESSENTIAL SKILLS

Earn a North Dakota high school diploma
Complete a **9-week Career Education Course/Individual Counseling** (15.1-21-18), **Financial Literacy** (15.1-21-21), and pass **ND Civics Test** (15.1-21-27) and **four or more** additional indicators:

- 25 hours of Community Service
- 95% Attendance (not counting school related absences)
- Work-based Learning Experience
- Two or more years in organized Co-Curricular Activities
- Two or more years in organized Extra-Curricular Activities
- Successfully complete a Capstone Project
- Successfully complete an on-line learning course
- Demonstrate competency in 21st Century Skills

Students shall then complete **two or more** of the **CHOICE READY** components below.



POST-SECONDARY READY

Complete a **Four Year Rolling Plan**, and earn a **2.8 GPA or greater**, and complete one academic indicator set below:


ACT / SAT minimum subsection scores:

ACT English—18	SAT Reading/Writing—480
ACT Reading—22	SAT Math—530
ACT Math—21	
ACT Science—23	

or

Two or more additional indicators:


- Advanced Placement Course (A, B or C)
- Dual Credit Course (English or Math) (A, B or C)
- Algebra II (A, B or C)
- Advanced Placement Exam (3+)
- International Baccalaureate Exam (4+)
- 3.0 GPA in core course requirement for NDUS admission
- CLEM/CREAM (Eng/Math) Course (70% or greater)



WORKFORCE READY

Complete a **Four Year Rolling Plan**, and complete two or more additional indicators:

- Complete three CTE courses or more (A, B, or C)
- Complete Career Ready Practices (3.0)
- Dual Credit Course (A, B or C)
- WorkKeys (Gold or Silver)
- Technical Assessment / Industry Credential
- Work-place Learning Experience (75 hrs)
- CLEM/CREAM (Eng/Math) Course (70% or greater)
- NDSA (Reading/Math) Level 3 or greater



MILITARY READY

Complete a **Four Year Rolling Plan**, **ASVAB score of 31 or greater** (as determined by branch), **Quality Citizenship** (No Expulsions/Suspensions), **Physically Fit**, and Complete **two or more** additional indicators from the **Post Secondary** or **Workforce** options.

Revised 2-22-2018

New Admission Requirements for North Dakota Colleges and Universities

For the graduating class of 2018 and beyond, UND and NDSU will require the following changes for admission: in addition to the original 13 core credits, 1 unit of additional coursework chosen from any existing category (English, Math, Science, Social Studies) or world language (including foreign languages, Native American languages, or American Sign Language). Students will need 14 core credits in this situation.

**Although this is currently the new requirement for UND and NDSU other 4-year universities in North Dakota are looking into changing their admission requirements as well.

GPA and ACT Requirements for the Fall of 2017 are as follows:

	<u>GPA</u>	<u>ACT</u>
<u>4-Year Universities:</u>		
Dickinson State University	2.0	18
Mayville State University	2.0	18
Valley City State University	2.0	18
University of Mary	2.5	19
University of Jamestown	2.5	19
Minot State University	2.75	21
University of North Dakota	2.75	22
North Dakota State State University	2.75	22

2-Year Universities:

Open Enrollment

Guidance Department

The Guidance Department at South Prairie is dedicated to providing students with comprehensive counseling and guidance services focused on academic, career, and social/emotional development as well as meeting the individual needs of students, resulting in an understanding of self and others. The Guidance Department creates a supportive learning environment where students are able to reach their utmost potential.

In accordance with the American School Counseling Association (A.S.C., 2010), counselors recognize the complicated nature of confidentiality in schools and consider each case in context. Counselors keep information confidential unless legal requirements demand that confidential information be revealed or a breach is required to prevent serious and foreseeable harm to the student. Serious and foreseeable harm is different for each minor in a school and is defined by the student's developmental and chronological age, the setting, parental rights and the nature of the harm. School counselors consult with appropriate professionals when in doubt as to the validity of an exception.

Homework Policy

All teachers at South Prairie School are dedicated to providing the most comprehensive educational foundation for our students. There are many skills and practices that require further enrichment that cannot be achieved within the school day, and therefore, there will be times when students have homework. Many teachers allow time in class for work to be completed, but all assignments are the responsibility of the student to complete. All homework assigned by teachers will be important to the larger theme and discussion explored within the class.

Assignments need to be done by the beginning of class the day the assignment is due for full credit. **Any assignment turned in after 3 days will no longer be corrected and no credit will be given.**

Library Guidelines

Students in grades 6-12 have access to the library throughout the day. Overdue notices are distributed every Friday. All checked out materials must be returned to the library by the last day of the school year. Any materials not returned must be paid for prior to the start of the new school year. Yearbooks will not be distributed to students who have outstanding books or fees.

Mid-Term Grades

Parents are encouraged to check their child's grades on Power School at any time. A semester 1 or semester 2 report card will be issued upon request.

Schedule Changes

All schedule changes must be handled by the guidance counselor or principal. In most cases, schedules will not be changed unless absolutely necessary and approved by instructors and parents. Seniors must have five classes in their schedule. All other students are required to take seven classes.

Add/Drop policy: Students will have the first five days of school each semester to add, drop, or change a class. Students will be required to fill out a form available in the counselor's office or online that must be signed by the parent and principal.

Senior Responsibility Program

Students recognized as "Seniors at South Prairie High School", will be allowed to leave school following the conclusion of their final scheduled class for the day.

"SRP" is not a right but a privilege. Students must meet the following requirements:

Criteria:

1. Maintain a 2.50 GPA
2. Be considered eligible according to NDHSAA and South Prairie rules. *If deemed ineligible, you will be ineligible until the next grade check
3. Less than 24 period absences (3 days) per semester
4. 5 or less tardy class periods per semester
5. **Zero discipline referrals (immediate loss of privilege). Reinstatement determined by Principal**
6. No alcohol/drug violations (immediate loss of privilege)
7. Must maintain a 5-class day
8. Must be on track for graduation

Procedures

1. Students must sign out in the main office.
2. If staying in the building, students must attend the study period for the appropriate hour.
3. Parents have the right to revoke the privilege at any time.
4. Students who arrive late to school will lose the privilege for that day.

5. The principal has the right to revoke all privileges at any time for any reason.
6. Students must attend all student assemblies and/or activities. (aka Student A has completed the school day at 2:30. There is an assembly at 2:45, so student must attend the assembly.)

School Dances

Only organizations and clubs directly affiliated with the school may sponsor and conduct school dances.

To sponsor a dance, the following procedures must be followed:

- The request for a dance must have the approval of the following:
 1. The class advisor(s)
 2. The Student Council
 3. Approval for the date from the principal
- The organization sponsoring the dance is responsible for set-up, take-down, and clean-up.
- Two faculty chaperones and at least two sets of parents must be provided before a dance will be permitted.
- Dances must end by 10:00 pm on school nights and 11:30 pm on weekends.
- The officers of the organization sponsoring the dance are directly responsible for all action and conduct at school dances.
- No admittance will be allowed after doors are locked.

Dances held at SOUTH PRAIRIE SCHOOL must adhere to the following criteria:

- Dancing must be appropriate, or you will be asked to leave.
- The DJ is required to present a play list one week in advance of the scheduled dance. There can be no explicit content in any of the songs. This means that there can be no explicit words in the songs, and they cannot speak about or glamorize licentiousness, drunkenness, drug use, prostitution, abuse, etc.
- If the DJ fails to comply to these criteria during the dance, they will not be allowed to offer their future services to SOUTH PRAIRIE SCHOOL.
- Students may be subjected to an alcohol breathalyzer test upon admittance to dances.
- Police or security are available to contact during all dances.

Standardized Testing

Over the course of the school year, various standardized tests are administered. These include:

Grades 6, 7, 8, 9, 10: Measures of Academic Progress (MAP) in Fall and Spring

Grades 6, 7, 8, 10: North Dakota State Assessment (NDSA) in Spring

Grade 8: National Assessment of Educational Progress (NAEP) in Spring

Grade 11: American College Testing (ACT) in Spring

Policies on the web: Bully, Suicide, Tobacco, Harassment, Acceptable Use, and Wellness Plan.

Discipline Matrix (6-12)

All items addressed within this document are minimum in nature. Administration may move an offense to a higher level due to severity of incident. Items not directly addressed will be handled as quickly as possible per discretion of administration. Teacher and/or coach may have additional or separate consequences not listed within this document. Incidents in several categories or with multiple teachers may result in more severe disciplinary action.

Level 1 (0-5 Detentions)							
Level 2 (0-5 Detentions -In-School-Suspension)							
Level 3 (In-School-Suspension -Out- Of -School Suspension)							
OFFENSE	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense	7th Offense
Attendance	Any absence 10 + days = 1 hours detention for every absent day above 10	20 days with unserved detention. Dropped from class and F for course	20 + days per semester TBD - parent meeting - may refer for expulsion				
Behaviors Unsafe (any behavior deemed unsafe on school property)	0-5 hours detention	0-5 hours detention	In-School-Suspension remainder of day + next day	Out-of-School suspension remainder of day + three days	Out-of-School suspension remainder of day + five days	Out-of-School remainder of day + five days, removed with F for Semester	<i>Law Enforcement may be involved at anytime</i>
Bullying	Warning- Change behavior	5 hour detention	Out-of-School suspension remainder of day + three days	Out-of-School suspension remainder of day + five days	Immediate suspension - refer for expulsion		<i>Law Enforcement may be involved at anytime</i>
Classroom incident - removal from class, write up, etc...	Valid apology before return next day	Must fix with teacher and 0-5 hours detention	In-School-Suspension remainder of day + next day	Out-of-School suspension remainder of day + three days	Out-of-School remainder of day + three days	Out-of-School remainder of day + four days, removed from class - F for Semester	<i>Law Enforcement may be involved at anytime</i>
Disruptive Behavior Hallway, Lunchroom	0-5 hours detention	0-5 hours detention	In-School-Suspension remainder of day + next day	Out-of-School suspension remainder of day + three days	Out-of-School suspension remainder of day + five days	Immediate suspension - refer for expulsion	<i>Law Enforcement may be involved at anytime</i>
Electronic Device Infraction	Device to office, student may pick up at end of day	Device to office, parent must pick up after 3:30pm or student must turn into office for 1 week 0-2 Detentions	Device to office, parent must pick up after 3:30pm or student must turn into office for 1 week 0-2 Detentions	Device to office, parent must pick up after 3:30pm and 5 hours detention	Device to office, parent must pick up, Out-of-School suspension remainder of day plus next two days	Device to office, parent must pick up, Out-of-School suspension remainder of day plus next four days	Immediate suspension TBD - parent meeting - may refer for expulsion
Electronics Refusal to turn in device	Device to office, Student must turn phone into office for a week. (0-5 hours Detention) or In-School-Suspension remainder of day	Device to office, Student must turn phone into office for a week. (0-5 hours Detention) Or In-School-Suspension Remainder of day	Out-of-School suspension remainder of day plus next two days	Out-of-School suspension remainder of day plus next five days	Immediate suspension TBD - parent meeting - may refer for expulsion		

Inappropriate Attire	Sent to office to change item	Sent to office to change AND one hour Detention	Sent to office to change AND two hours Detention	Sent to office to change AND five hours Detention	In-School-Suspension remainder of day +one day	Out-of-School remainder of day + two days	Immediate suspension - refer for expulsion
Off campus - when not allowed (Skipping class)	In-School-Suspension remainder of day +one	In-School-Suspension remainder of day +two	Out-of-School suspension remainder of day + one	Out-of-School remainder of day + three	Out-of-School remainder of day + five	Immediate suspension - refer for expulsion	
Profanity - Inappropriate language (non-classroom)	0-5 hours detention	In-School-Suspension remainder of day + one	Out-of-School suspension remainder of day + next day	Out-of-School suspension remainder of day + three days	Out-of-School suspension remainder of day + five days	Immediate suspension - refer for expulsion	Law Enforcement may be involved at anytime
Tardis	5 tardies Per semester= 1 hour detention	10 tardies per semester= 2 hours detention	15 tardies per semester= 5 hours detention LOut-of-School of test exemption	20 Tardies per semester= Out-of-School 1 Day	30 Tardies per semester = Out-of-School 3 Days		
substitute teacher (student behavior)	0-5 Detention or In-School-Suspension remainder of day + 1	0-5 Detention or In-School-Suspension remainder of day + 1	Out-of-School suspension remainder of day + next day	Out-of-School suspension remainder of day + three days	Out-of-School suspension remainder of day + five days	Immediate suspension - refer for expulsion	
Activities Consequence	May not practice or participate until detention or suspension served	May not practice or participate until detention or suspension served	May not practice or participate until detention or suspension served	May not practice or participate until detention or suspension served	May not practice or participate until detention or suspension served	May not practice or participate until detention or suspension served	May not practice or participate until detention or suspension served

OFFENSE	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense	
Harassment	Out-of-School suspension remainder of day + next day	Out-of-School suspension remainder of day + three days	Out-of-School suspension remainder of day + five days	Immediate suspension - refer for expulsion			Law Enforcement may be involved at anytime
Activities Consequence	1 week suspension from activities	2 week suspension from activities	4 week suspension from activities	4 week suspension from activities		Special Note: If the incident was directed at a teammate or coach, the consequence may change	
Hazing	Out-of-School suspension remainder of day + next day	Out-of-School suspension remainder of day + three days	Out-of-School suspension remainder of day + five days	Immediate suspension - refer for expulsion			Law Enforcement may be involved at anytime
Activities Consequence	6 week suspension from activities	6 week suspension from activities	6 week suspension from activities	6 week suspension from activities		Special Note: If the incident was directed at a teammate or coach, the consequence may change	
OFFENSE	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense	
Fighting - Mutual	Out-of-School suspension remainder of day + three days	Out-of-School suspension remainder of day + five days	Immediate suspension - refer for expulsion				
Activities Consequence	3 week suspension from activities	6 week suspension from activities	6 week suspension from activities	Special Note If the incident was at an activity or during an activity while attending as a spectator or participant, the consequence may change.			
Fighting - Assault	Out-of-School suspension remainder of day + five days	Immediate suspension - refer for expulsion					
Activities Consequence	6 week suspension from activities	6 week suspension from activities		Special Note If the incident was at an activity or during an activity while attending as a spectator or participant, the consequence may change.			
Fighting - Aggravated Assault	Immediate suspension - refer for expulsion						
Activities Consequence	6 week suspension from activities			Special Note If the incident was at an activity or during an activity while attending as a spectator or participant, the consequence may change.			
Lewd Behavior, Sexual Activity, etc...	Out-of-School suspension remainder of day + five days	Immediate suspension - refer for expulsion					
Activities Consequence	4 week suspension from activities	Immediate suspension - refer for expulsion		Special Note If the incident was at an activity or during an activity while attending as a spectator or participant, the consequence may change. Participation and/or attendance at activities will not be allowed while suspended.			

Academic Fraud - Cheating					
OFFENSE	1st Offense	2nd Offense	3rd Offense	4th Offense	
Class Assignment	F on the assignment	F + 3 hours detention	F + Out-of-School suspension remainder of day plus two more	Out-of-School suspension remainder of day plus five and removal from class - Semester F	May result in failing a semester course...could lead to summer school and/or Out-of-School of graduation on time
Activities Consequence		1 week suspension	2 week suspension	6 week suspension	
Classroom major project includes English Essay	F on the assignment + 2 hours detention	F + Out-of-School suspension remainder of day plus one	F + Out-of-School suspension remainder of day plus three	Out-of-School suspension remainder of day plus five and removal from class - Semester F	May result in failing a semester course...could lead to summer school and/or Out-of-School of graduation on time
Activities Consequence	2 week suspension	4 week suspension	6 week suspension	6 week suspension	
Quiz/Test	F on the assignment + 2 hours detention	F + Out-of-School suspension remainder of day plus one	F + Out-of-School suspension remainder of day plus three	Out-of-School suspension remainder of day plus five and removal from class - Semester F	May result in failing a semester course...could lead to summer school and/or Out-of-School of graduation on time
Activities Consequence	2 week suspension	4 week suspension	6 week suspension	6 week suspension	
Semester Exam	F + Out-of-School suspension remainder of day plus three	Out-of-School suspension remainder of day plus five and removal from class - Semester F			May result in failing a semester course...could lead to summer school and/or Out-of-School of graduation on time
Activities Consequence	4 week suspension	6 week suspension			
Academic Fraud - Cheating (part - 2)					
OFFENSE	1st Offense	2nd Offense	3rd Offense	4th Offense	
Plagiarism	F on the assignment	F + 3 hours detention	F + Out-of-School suspension remainder of day plus two more	Out-of-School suspension remainder of day plus five and removal from class - Semester F	May result in failing a semester course...could lead to summer school and/or Out-of-School of graduation on time
Activities Consequence	2 week suspension	4 week suspension	6 week suspension	6 week suspension	
Stealing other's work	F on the assignment	F + 3 hours detention	F + Out-of-School suspension remainder of day plus two more	Out-of-School suspension remainder of day plus five and removal from class - Semester F	May result in failing a semester course...could lead to summer school and/or Out-of-School of graduation on time
Activities Consequence	2 week suspension	4 week suspension	6 week suspension	6 week suspension	
ACT, NDSA, etc...	F + Out-of-School suspension remainder of day plus one	F + Out-of-School suspension remainder of day plus three	Out-of-School suspension remainder of day plus five		
Activities Consequence	4 week suspension	6 week suspension	6 week suspension		
On-line Coursework	F on the assignment	F + 3 hours detention	F + Out-of-School suspension remainder of day plus two more	Out-of-School suspension remainder of day plus five and removal from class - Semester F	May result in failing a semester course...could lead to summer school and/or Out-of-School of graduation on time
Activities Consequence	2 week suspension	4 week suspension	6 week suspension	6 week suspension	

Review consequences

OFFENSE	1st Offense		2nd Offense	3rd Offense	
Theft	Out-of-School suspension remainder of day plus three		Out-of-School suspension remainder of day plus five	Immediate suspension - refer for expulsion	Law Enforcement
Activities Consequence	Vary based on location/circumstance			Not allowed to participate in activities or attend activities as a spectator or participant during period of suspension	
in school	2 week suspension	4 week suspension	6 week suspension		
in practice	2 week suspension	4 week suspension	6 week suspension		
home event	4 week suspension	6 week suspension	6 week suspension		
away event	4 week suspension	6 week suspension	6 week suspension		
at store while SPHS trip	4 week suspension	6 week suspension	6 week suspension		
community	2 week suspension	4 week suspension	6 week suspension		
Incidents while an event spectator					
Inappropriate language	0-2 week suspension	2-4 week suspension	4-6 week suspension		
Directed Obscenities	0-2 week suspension	2-4 week suspension	4-6 week suspension		
Harassing opponent	0-2 week suspension	2-4 week suspension	4-6 week suspension		
Unruly in crowd	0-2 week suspension	2-4 week suspension	4-6 week suspension		
Inappropriate signage	0-2 week suspension	2-4 week suspension	4-6 week suspension		
Removed from event	0-2 week suspension	2-4 week suspension	4-6 week suspension		
OFFENSE	1st Offense	2nd Offense	3rd Offense		
Vandalism	Out-of-School suspension remainder of day and three	Out-of-School suspension remainder of day plus five	Immediate suspension - refer for expulsion		Law Enforcement will be involved
Activities Consequence	Vary based on location/circumstance			Not allowed to participate in activities or attend activities as a spectator or participant during period of suspension	
in school	2 week suspension	4 week suspension	6 week suspension		
in practice	2 week suspension	4 week suspension	6 week suspension		
home event	4 week suspension	6 week suspension	6 week suspension		
away event	4 week suspension	6 week suspension	6 week suspension		
at store while SPHS trip	4 week suspension	6 week suspension	6 week suspension		
community	2 week suspension	4 week suspension	6 week suspension		
Weapon	Immediate suspension - refer for expulsion				Law Enforcement will be involved
Activities Consequence	May not participate while suspended				

OFFENSE	1st Offense	2nd Offense	3rd Offense	NOTE: SP uses carryover rule for grades 9-12		
Tobacco - use or pOut-of-Schoolession	Out-of-School suspension remainder of day + one	Out-of-School suspension remainder of day + three	Immediate suspension - refer for expulsion		Use AND POut-of-Schoolession may change the consequence	<i>Law Enforcement will be involved</i>
Activities Consequence	Will follow NDHSAA and SPSHS Policies					
Alcohol - use or pOut-of-Schoolession	Out-of-School suspension remainder of day + three	Immediate suspension - refer for expulsion			Use AND POut-of-Schoolession may change the consequence	<i>Law Enforcement will be involved</i>
Activities Consequence	Will follow NDHSAA and SPSHS Policies					
Drugs - use or pOut-of-Schoolession	Out-of-School suspension remainder of day + four	Immediate suspension - refer for expulsion			Use AND POut-of-Schoolession may change the consequence	<i>Law Enforcement will be involved</i>
Activities Consequence	Will follow NDHSAA and SPSHS Policies					
Delivery/sale of illegal substances	Immediate suspension - refer for expulsion					<i>Law Enforcement will be involved</i>
Activities Consequence	Will follow NDHSAA and SPSHS Policies					
Any other NDHSAA Violations	Will be dealt with as necessary					
Activities Consequence	Will follow NDHSAA and SPSHS Policies					

DISCIPLINE MATRIX K-5

South Prairie Elementary Behavior Matrix

Level 1 Behaviors

<ul style="list-style-type: none"> *Talking in class *Being loud, rude, making unnecessary noises *Failing to complete work 	<ul style="list-style-type: none"> *Refusing to follow instructions *Most playground conflicts *Unintentional Minor safety concerns *Tattling 	
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Level 1 Behavior Consequences

Grades	1st Offense	2nd Offense	3rd Offense	4th & Subsequent Offenses
K-2	<ul style="list-style-type: none"> *Taken care of by teacher *Documented 	<ul style="list-style-type: none"> *Taken care of by teacher *Documented 	<ul style="list-style-type: none"> *Taken care of by teacher * Parent Contact *Documented 	<ul style="list-style-type: none"> *Referred to Principal/Counselor. *Behavior Reflection- Parent contact by Principal *Follow up check-ins with student daily/weekly by Principal or Counselor *Conference with Principal/Counselor/Parent/Teacher *PBIS
3-5	<ul style="list-style-type: none"> *Taken care of by teacher *Documented 	<ul style="list-style-type: none"> *Taken care of by teacher * Parent Contact *Documented 	<ul style="list-style-type: none"> *Referred to Principal/Counselor. * Behavior Reflection - Parent contact by Principal *Follow up check-ins with student daily/weekly by Principal or Counselor 	<ul style="list-style-type: none"> *Conference with principal/Counselor/Parents/Teacher *PBIS

Level 2 Behaviors

*Cheating *Inappropriate Language *Inappropriate Gestures *Noncompliance *Property misuse/abuse	*Inappropriate use of cell phone	
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Level 2 Behavior Consequences

Grades	1st Offense	2nd Offense	3rd Offense	4th & Subsequent Offenses
K-2	*Taken care of by teacher *Documented	*Taken care of by teacher * Parent Contact *Documented	*Referred to Principal/Counselor. * Behavior Reflection - Parent contact by Principal *Follow up check-ins with student daily/weekly by Principal or Counselor	*Conference with principal/Counselor/Parents/Teacher *PBIS *PowerSchool Log (Principal/Counselor)
3-5	*Taken care of by teacher *Documented	*Referred to Principal/Counselor * Behavior Reflection - Parent contact by Principal *Follow up check-ins with student daily/weekly by Principal or Counselor	*Conference with principal/Counselor/Parents/Teacher *PBIS	*PowerSchool Log (Principal/Counselor) *In School Suspension

Level 3 Behaviors

<ul style="list-style-type: none"> *Harassment *Physical Aggression *Stealing *Threats *Vandalism *Weapons 	*Race Based Harassment	
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Level 3 Behavior Consequences

Grades	1st Offense	2nd Offense	3rd Offense	4th & Subsequent Offenses
K-2	<ul style="list-style-type: none"> *Referred to Principal/Counselor. * Behavior Reflection - Parent contact by Principal *Follow up check-ins with student daily/weekly by Principal or Counselor 	<ul style="list-style-type: none"> *Conference with principal/Counselor/Parents/Teacher *PBIS *PowerSchool Log (Principal/Counselor) 		
3-5	<ul style="list-style-type: none"> *Referred to Principal/Counselor. * Behavior Reflection - Parent contact by Principal *Follow up check-ins with student daily/weekly by Principal or Counselor 	<ul style="list-style-type: none"> *Conference with principal/Counselor/Parents/Teacher *PBIS *PowerSchool Log (Principal/Counselor) 	*Suspension	