



BOWMAN COUNTY PUBLIC SCHOOL

***HOME OF THE
BULLDOGS!***

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



BOWMAN COUNTY SCHOOL

2023-2024

Tyler J Senn, 7-12 Principal
Telephone # (701) 523-3283
Fax # (701) 523-3849
Email Address: tyler.j.senn@k12.nd.us

WELCOME TO BOWMAN COUNTY PUBLIC SCHOOL

The Administration and Staff at Bowman County School would like to welcome you to Bulldog Country! We hope that you are entering the Bowman County School District with a willingness to become better equipped to earn your future livelihood or to go on to higher education and to enjoy life to a greater extent. We hope that you will be willing to work hard and enjoy yourself while at Bowman County School.

This handbook is to serve as a guide for you throughout the year. It will help you understand the school and give you a better understanding about the way the school operates and why. Refer to it when in doubt about policy.

PUBLIC EDUCATION

Schools are a part of the education our society provides for its youth. The family, the churches, the social institution, youth organizations and informal community activities all help to educate our young. Schools are established with the kinds of adults needed by society. Schools do not exist to classify people or to eliminate the unfit. Instead, each person is a resource as far as possible in the time available for schooling. To fulfill its function, the school must provide programs that develop the capabilities and the abilities of all the human beings assigned to it. The American High School, therefore, must provide youth with experiences which continuously increase the personal, social, and vocational competence needed in our society. Here at Bowman County Public School we are equipped, ready, and willing to do this with all of our students. All we need is the willingness and cooperation of the student and the parents working together with us to give each of our students a good basic education. This education will be the beginning of his/her life-long endeavors.

BOWMAN COUNTY SCHOOL DISTRICT #1**SCHOOL CALENDAR 2023-2024**

August	23	Wednesday	School Begins
September	04	Monday	NO SCHOOL; Labor Day
October	18	Tuesday	End of 1 st Quarter
October	19	Thursday	NO SCHOOL; NDCEL
October	20	Friday	NO SCHOOL; NDCEL
October	25-26	Thursday-Friday	Student Conferences
October	27	Friday	NO SCHOOL; In-Service
November	10	Friday	NO SCHOOL; Veteran's Day
November	22	Wednesday	NO SCHOOL; In-Service
November	24	Thursday	NO SCHOOL; Thanksgiving Break
November	25	Friday	NO SCHOOL; Thanksgiving Break
December	21	Thursday	SEMSTER FINALS
December	22	Thursday	Early Release; End of Semester
January	03	Wednesday	School Resumes
January	15	Monday	NO SCHOOL; Martin Luther King Day
February	02	Friday	No SCHOOL; In-Service
February	07-08	Wednesday-Thursday	Student Conferences
February	16	Friday	NO SCHOOL; Conference Comp. Day
February	19	Monday	NO SCHOOL; President's Day
March	13	Wednesday	Early Release; End of 3 rd Quarter
March	14	Thursday	NO SCHOOL; Spring Break
March	15	Friday	NO SCHOOL; Spring Break
March	29	Friday	NO SCHOOL; Good Friday
April	01	Monday	NO SCHOOL; Easter Monday
April	15	Friday	NO SCHOOL; In-Service
May	03	Friday	NO SCHOOL; In-Service
May	20	Monday	SEMESTER FINALS
May	21	Tuesday	Early Release; End of Semester
May	26	Sunday	High School Graduation

BOWMAN COUNTY JUNIOR HIGH AND HIGH SCHOOL STAFF

Superintendent.....	Dr. Wayne Heckaman
7-12 Principal.....	Mr. Tyler J Senn
Activities Director.....	Mr. Tyler J Senn
	Mrs. Kate Cristaldi
Secretary.....	Mrs. Martha Wanner
7-12 Counselor.....	Mrs. Mia Stafford
	Mrs. Jenny Johnson
English.....	Mrs. Lyndsey Erickson
	Mrs. Sara Kordovsky
	Mrs. Tobiann Andrews
Science.....	Mr. Jason Waskiewicz
	Mr. Jon Jahner
	Ms. Courtney Miller
Physical Education.....	Mrs. Kate Cristaldi
	Mr. Ronnie Stewart
Math.....	Mrs. Jenny Johnson
	Mrs. Sarah Franstsvog
	Mr. Jayden Franstvog
Social Studies.....	Mr. Brian Qualley
	Mr. Erick Egan
Business/Computers.....	Mrs. Jettie Swanson
Agricultural Education.....	Mr. Trevor Steeke
Music.....	Mrs. Charmaine Martian
Family Consumer Science.....	Mrs. Sara Kordovsky
Technology Director.....	Mr. Jonathan Jahner
PRIDE Center/Credit Recovery.....	Mr. Phil Weldele
Learning Disabilities 7-12.....	Mrs. Bailey Cagle
	Mrs. Jamie Reisenauer
Speech.....	Mrs. Brenda Osendorf
Speech Language Pathologist Assistant.....	Mrs. Retta Massey
English Language Learning Teacher.....	Mrs. Abby Nohava
Librarian.....	Mrs. Mary Duletski
Para-Professional.....	Mrs. Shirley Alderson
	Mrs. Jordyn Germann
	Mrs. Guille Irons
Custodian.....	Ms. Cathy Maychrzak
	Mr. Mike Bloomgren
	Mr. Tom Yockim
Kitchen Staff.....	Mrs. Gina Harder
	Mrs. Lois Baesler
	Mrs. Connie Mason
	Mrs. Terri Whitney
	Mrs. Donna Manolovits

Bowman County Public School

MISSION STATEMENT

Fostering student success in a changing world.

VISION

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

VALUES

Academics

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

Innovation

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

Character Development

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

PRINCIPAL'S MESSAGE

Our staff is excited to be starting another school year! Each year brings the excitement of new beginnings and new opportunities to grow and learn. We hope that you take advantage of each opportunity that is presented to you. Throughout this school year you will have challenges to overcome. We know that some of these challenges will result in both failures and successes. No matter the outcome, you will learn something about yourself and what it takes to have Bulldog PRIDE!

Personal Responsibility In Developing Excellence

Best Effort/Best Attitude Grit Team First Respectful Trustworthy/Responsible

HANDBOOK

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

YOU AND YOUR TEACHER

During class periods, study hall, homerooms, and all other times when teachers have been assigned supervisory duties, students must adhere to the directions of the teachers. The teacher has the authority to dismiss a student from class unless he/she follows the pattern of behavior that is expected of him/her.

Any ill-mannered behavior by students in school or at school activities outside of school, which reflects negatively on the school and community, cannot be tolerated. Courteous consideration of peers, teachers, and other adults is the only appropriate behavior to be cultivated on all school property.

TEACHER'S HOURS

Teachers are on duty from 7:51 a.m. until 3:45 p.m. each day. Parents are encouraged to make all contact with teachers from 7:51 a.m. until 8:21 a.m. and from 3:15 p.m. until 3:45 p.m. However, should an urgent matter arise, please feel free to contact the teacher at any time.

SCHOOL HOURS

School doors open at 8:00 AM; Junior High students go directly to an area-as assigned by the principal. There will be three-minute intervals between classes.

7:30 – 8:16	Period 0
8:21 - 9:11	Period 1
9:14 - 10:04	Period 2
10:07 – 10:53	Period 3
10:56 - 11:42	Period 4
11:42 - 12:15	High School Lunch
11:45 – 12:31	Period 5
12:18 - 1:04	Period 6
12:31 – 1:04	Junior High Lunch
1:07 – 1:37	PRIDE Period (Period 7)
1:40 – 2:26	Period 8
2:29 –3:15	Period 9

SCHOOL GROUNDS

The authority of the school officials to control students' conduct off school grounds and outside school hours is well settled in the law. Where the students are engaged in a school-sponsored activity, the authority of the school officials is the same as if the activity took place on the school property. In non-school sponsored activities students may be disciplined where their actions tend to undermine the management of the schools. However, the school may not punish a student for offenses occurring off school grounds, may not withhold a student's diploma or limit a student's academic progress in any way because of non-academic or attitudinal factors such as a political activity. Students are responsible to obey the rules while working through channels to help change those of which they do not approve.

SOME GUIDELINES, PROCEDURES & POLICIES

ASSIGNMENT/HANDBOOK

Bowman County School students in grades 7-12 are required to always maintain a student assignment/handbook. The school will provide the first assignment handbook, but a replacement copy will have to be purchased from the Office at a cost of \$5.00. Handbooks will be used as hallway/library/bathroom passes and must be always carried by students.

SCHOOL ATTENDANCE GUIDELINES

The Board recognizes that prompt, regular attendance is extremely important. Absenteeism not only adversely affects the learning process of a student but also may impede their normal progression through the grades. The Board expects each student to attend all scheduled classes and daily activities except when a school administrator has excused a student.

All students will be required, upon returning to school after an absence or tardiness, to complete and return the Student Absent Form that is available at high school office. We strongly encourage students to be in attendance as much as possible. Absences and tardiness without completion of the Student Absent Form will be considered unexcused, in which case, administration will use the Bowman County 7-12 Discipline Matrix to determine appropriate consequences. Students whose poor attendance has caused a notable deficiency in learning may be considered for retention or may be subject to loss of credit (FFB).

ATTENDANCE AND ABSENCES - FFB

Each semester, students are allowed a maximum of ten (10) absences per class period.

1. All absences, whether excused or unexcused count towards attendance policy. The only absences that do not count are absences for school activities/field trips sponsored by Bowman County School District, in-school suspension and out of school suspension.
 - a. Excused absence is an absence that the district will not use in determining if a compulsory attendance violation occurred. Any absence may be excused if it is supported by either a verbal or written excuse supplied by the student's parent/guardian, teacher, or school administrator.
 - b. Unexcused absences are any absence not supported by the verbal or written excuse required for an excused absence and shall count in determining when a compulsory attendance violation occurred. If a student is absent for an unexcused reason, the parent/guardian is responsible for promptly calling the principal's office to explain the absence, and the student shall be subject to the consequences contained Absences section of policy FFB.

2. Absences from school not pre-approved or communicated to the office will be considered unexcused.
3. 11th absence
 - a. Students will face potential loss of credit, subject to disciplinary actions as determined by administration, or referral to outside agencies.

Students that have exceeded the absences limit in a class:

1. Students will not lose credit until after the semester is completed.
2. If the student or his/her parents feel that the absences were unavoidable, they may file a written request along with documentation to the principal for consideration of credit loss.
3. Appeal to loss of credit. An appeal will be considered only based on medical records, emergencies, or unusual circumstances. Loss of credit due to truancy is not a valid basis for appeal. An appeal must be filed with the Superintendent no later than 10 days after the semester ends.

It is the responsibility of students and parents to use PowerSchool to keep track of absences.

STEPS TO FOLLOW WHEN ABSENT/TARDY FROM SCHOOL

1. Contact the office to notify the school of the absence/tardy.
 - a. Have parent/guardian (or office staff if at an appointment) complete and return the Student Absent Form that is available at high school office.
 - b. If the office is not notified, parents will be receiving a call to check on the student who is absent. **If the office does not receive written or verbal communication in advance, or if the office is unable to contact parents/guardians in the case of an absence, the local law enforcement may be contacted.**
 - c. Absences not supported by the completion of the Student Absent Form will be considered unexcused for academic and disciplinary purposes. Administration will use the Bowman County 7-12 Discipline Matrix to determine appropriate consequences for unexcused absences. Daily work must be completed as determined by the classroom teacher.
2. If absence is due to work, travel or some foreseeable reason, parents/guardians should notify the school prior to absence.
3. Make immediate plans to do all make-up work due to absence.
4. Students involved in extra-curricular activities will not be allowed to practice or compete in games if they are tardy/absence from school, unless approved by the principal.

LEAVING THE BUILDING

Except in cases of emergency, excuses to leave the building shall be obtained from the Principal's office. No student may leave the school building during school hours without permission to leave the building from the Principal/Superintendent. Students and parents will be required to complete and return the Student Absent Form that is available at high school office. **All students must check out at the office before leaving the building.** Students that do not sign out of the building properly will be subject to disciplinary action. Administration will use the Bowman County 7-12 Discipline Matrix to determine appropriate consequences

MEDICAL APPOINTMENTS

Pupils and parents are urged to make their dentist and medical appointments, if possible, to avoid conflicts with schoolwork. Parents should, in the case of appointments of their children, notify the teacher or principal with a written excuse or telephone call in advance so the child may obtain a makeup slip and assignments from the principal's office or the teacher. Students

and parents will be required to complete and return the Student Absent Form that is available at high school office. **Proof of medical appointment needs to be turned into the office upon returning to school.**

TARDIES - (per semester)

Tardiness disrupts the work of classmates and places the tardy pupil in a disadvantageous position. Repeated tardiness tends to establish improper habits and attitudes. Please do not keep your child home for half a day to avoid tardiness. If a child is consistently tardy, the school will contact the parent in an attempt to determine the reasons for the child's tardiness. Tardiness will be dealt with in the form of discipline outlined below:

- First 3 tardies of the semester Warning
- Each subsequent tardy Refer to Bowman County 7-12 Discipline Matrix

TRUANCY

A student absent without the consent of their parent is truant. This is an unexcused absence. Administration will use the Bowman County 7-12 Discipline Matrix to determine appropriate consequences. A person is truant if he/she:

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

BULLDOG PRIDE – STUDENT EXPECTATIONS

BEHAVIORAL EXPECTATIONS

Students are expected to conduct themselves in a manner fitting their age level and maturity, in a manner that will not impede on the orderly conduct of district schools, and will be expected to respect the rights of others on district property, including, but not limited to, district owned/leased/chartered vehicles, at school-sponsored events, and off-campus when student conduct has or is reasonably predicted to have a substantially disruptive effect on district operations and/or the educational environment. Administration will use the Bowman County 7-12 Discipline Matrix to determine appropriate consequences.

Teachers are responsible for setting classroom expectations. Students who do not conduct themselves properly in class are subject to removal from class at the request of the teacher.

LATE WORK/MISSING WORK

Students are expected to complete assigned homework on time. However, if that is not possible students should communicate with the teacher about extensions and completion expectations.

Academic Consequences

1. Grade will be entered as a zero for missing work at the time the teacher corrects and grades other like assignments.
2. Students will be given the opportunity to complete the work.
 - a. Work must be completed within 1 week or as determined by the teacher
 - b. Students can only receive 70% of their graded work (example: if they score 18/20 on the assignment, they will receive a grade of 12.6/20)

ACADEMIC INTEGRITY

Bowman County Public Schools maintains a zero tolerance policy for cheating and plagiarism. Cheating includes the improper access to or sharing of any work assigned by teachers, including tests and quizzes. Cheating and plagiarism, whether intentional or unintentional, includes the use of phone or other electronic devices during a test or quiz without teacher permission.

Academic Consequences

3. Students will be given the opportunity to complete the work.
 - a. Work must be completed within 1 week
 - b. Students can only receive 70% of their graded work (example: if they score 18/20 on the assignment, they will receive a grade of 12.6/20)
 - c. Students that provide or share work, enabling another student to cheat or plagiarize, will receive credit for their work but will be subject to behavior consequences.

Behavior Consequences

4. Administration will use the Bowman County 7-12 Discipline Matrix to determine appropriate consequences.

ELECTRONIC DEVICES

Students with personal electronic devices, such as cell phones/earbuds/smart watches, etc., have the following expectations for usage:

1. Non-school issued personal electronic devices are not allowed in classrooms or in the hallway during instructional time (including study halls and PRIDE Period) and need to be kept at home, in vehicles or in lockers.
 - a. Devices are not allowed in the following areas of the school:
 - i. Classrooms
 - ii. Locker rooms/Restrooms
 - iii. Library
 - iv. Lunchroom
 - b. Devices can be checked between classes while at your locker.
2. Consequences for misuse of electronic devices.
 - a. 1st occurrence:
 - i. Electronic device will be turned into Principal until the end of the day.
 - ii. If a student refuses to turn over device, administration will follow discipline matrix consequences for insubordination.
 - b. All other occurrence: Electronic device will be turned into Principal until the end of the day.
 - i. Administration will use the Bowman County 7-12 Discipline Matrix to determine appropriate consequences.
 - ii. If a student refuses to turn over device, administration will follow discipline matrix consequences for insubordination.
3. Special Considerations
 - a. Special considerations for student usage will be granted by administration when a personal device is used as a daily aide for learning/understanding/health purposes. (students with medical issues, special needs, language barriers, etc.)

BULLDOG PRIDE PERIOD

This is a required academic class that is taken for a grade (junior high and high school) and credit (high school only) and will be used as a class to determine eligibility. A requirement for PRIDE Period is to perform the scheduled student-led conferences each semester. Seniors in good academic standing will not be required to perform their student-led conference during their second semester of their senior year.

PRIDE Period Grading

1. Daily points for the following (score will be based on PRIDE Period Grading Rubric)
 - a. Attendance
 - b. Planner
 - c. On Task/Working
 - d. Organization/Prepared
 - e. Appropriate Use of Technology
2. Updating Student-Led Conference website
3. Completion of Student-Led Conferences

STUDY HALL

To ensure consistency within our study halls the following guidelines will be implemented:

1. Electronic device usage will follow the same guidelines as any other academic class.
2. Teachers will monitor any computer usage to ensure that students are not using them inappropriately.
3. Teachers will maintain a sign-out procedure for students that need to leave study hall.
4. Restricted List
 - a. Any students that are ineligible or deficient will not be allowed to leave for the library or use any electronic devices for non-academic purposes.

LUNCH PERIOD/RESTRICTED LUNCH

Grades 7-12 open campus for their lunch period. Students that leave school grounds for their lunch period are expected to return in time for their next class. Students that do not will be considered tardy for school. Junior High students that are on the ineligible list will be placed on the restricted lunch list and not allowed to leave during their lunch period

DELIVERIES TO THE SCHOOL

Food and drinks delivered to the school for students is prohibited. Deliveries of flower bouquets, candy bouquets and balloons for special occasions, such as birthdays, congratulations, good luck, etc. will be permitted. These deliveries are made between 11:45 to 12:15 or from 2:45 to 3:15. Such deliveries will be kept in the office until the student leaves the building. The principal may make exceptions to this procedure for special circumstances.

FOOD AND BEVERAGES

Only water is allowed in classrooms. Students in grades 7-12 will not be allowed to bring food or beverages into the classroom without teacher approval.

DRESS POLICY

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

1. Is reasonably likely to substantially disrupt the educational environment.
2. Poses a health or safety risk.
3. Is destructive to school property and/or causes excessive maintenance problems.
4. Is intended to identify the student as a member of a gang.

5. Promotes illegal activities and/or the use of tobacco or alcohol.
6. Is excessively revealing, such as clothing which exposes a midriff or see-through. T-shirts that are "cut-off" in the sleeves or mid-section and are excessively revealing are also prohibited (typically an issue with PE and practice attire).
7. Head coverings (hats, stocking caps, hoods, etc.) are expected to be removed when entering the building during the school day. Hats will be left in the locker or coat rack and not brought into the classrooms.

BACK PACKS/LARGE BAGS

Students are prohibited from bringing back packs/large bags to the classrooms. Lockers are provided for students to store books and personal belongings.

AUTOMOBILES

Bowman County Public School earnestly solicits the cooperation and understanding of parents and students in responsible driving to and from school. Parking space is limited at times. Driving on school grounds is a privilege. Students who speed, drive recklessly, or do not park responsibly will not be allowed to operate a vehicle on school grounds for a period of time as specified by the Principal.

SCHOOL PROPERTY

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

SENIOR PRIVILEGES

1. Begin at the end of the 3rd nine weeks.
2. Once you have missed more than 9 days in either semester (excluding hospitalization and educational trips) you forfeit Senior Privileges. Administration will use their discretion for students to earn Senior Privileges back
3. You may not skip classes or school during the school year. If a student skips a class or period, he/she forfeits any leave or privileges.
4. Any student having a confrontation during the school year with a teacher or violation of school regulation will forfeit leave and privileges for the year.
5. Any Senior not in good academic standing will not be allowed to leave study hall for their privileges.

SLANDEROUS AND OFFENSIVE MATERIAL FOUND IN BOWMAN COUNTY SCHOOL

Material on school property that is slanderous or offensive to students and to employees will result in disciplinary action either by school authorities and/or law enforcement. Administration will use the Bowman County 7-12 Discipline Matrix to determine appropriate consequences.

DETENTION

Detention can and will be used as a form of discipline to curb misbehavior in the school or classroom. Parents will be called or notified in writing of the detention. Administration will use the Bowman County 7-12 Discipline Matrix to determine appropriate consequences.

Detention: Scheduled by Building Principal

1. Detentions will be scheduled by the principal and may include morning detention, lunch detention, after school detention or Saturday detention.

2. Students who are assigned detention must be in detention by scheduled time.
3. Cell phones and other electronic devices are not allowed in detention and must be turned into the supervising teacher at the start of detention.
4. Students are not allowed to take candy, pop, etc., into detention.
5. Students who do not report for detention, who misbehave in detention, or fail to bring material to work on while in detention will be considered insubordinate. Administration will use the Bowman County 7-12 Discipline Matrix to determine appropriate consequences.
6. Students must complete their detention on the day it is assigned. It is the student's responsibility to make arrangements for rides home, canceling appointments, etc. Detention takes precedence over practice, rehearsal, or competition in extra-curricular activities.
7. Grades, report cards, or official transcripts will not be issued until detention time is made up.

SUSPENSION/EXPULSION OF STUDENTS

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

CONDUCT SUBJECT TO SUSPENSION/EXPULSION

Conduct, including but not limited to the following, exhibited while on school property, during a school sponsored activity, or during a school-related activity is subject to suspension or expulsion:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property;
3. Causing or attempting to cause physical injury to another individual except in self-defense;
4. Possessing or transmitting on school property a firearm, dangerous weapon, or any object that is used, attempted to be used, or threatened to be used to intimidate or cause bodily harm;
5. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
6. Disobedience or defiance of proper authority;
7. Behavior that is detrimental to the welfare, safety, or morals of other students;
8. Truancy;
9. Offensive and vulgar language, when it is obscene, defamatory, or inciteful to violence and disruptive of the educational process;
10. Threats of violence, bomb threats, or threats of injury to individuals or property;
11. Student behavior that is detrimental or disruptive to the educational process, as determined by the principal.

IN SCHOOL SUSPENSION

1. The principal will notify parents, either by phone or mail, of in or out of school suspension that results from a referral.
2. Student's assigned in-school suspension will report to the office immediately upon arriving at school.

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

BOWMAN COUNTY DISCIPLINE MATRIX (GRADES 7-12)

Bowman County School District
Discipline Matrix for grades 7-12

Inappropriate Behaviors		Action Taken				
Best Conduct		1	2	3	4	5
Inappropriate behavior/insubordination		Warning	1 day off bus	1 week off bus	1 month off bus	Semester off bus
Class One (resets at the beginning of each semester)		1	2	3	4	5
Class Disruption (Remove from class)						
Unexcused absence (per occurrence)						
Not using proper procedure when checking out of school						
Leaving class without permission						
Unacceptable behavior/defiance						
Minor acceptable use policy violation						
Cell phone/technology violation						
3+ Tardy (will be checked at the beginning of each week)						
Insubordination/Disrespect/Missed Detention						
Missed recess/office time						
Any other minor infraction as determined by the administration						
Class Two (does NOT reset each semester)		1	2	3	4	5
Fighting						
Stealing						
Academic integrity violation						
Physically intimidating						
Accumulated detention						
Moderate acceptable use policy violation						
Persement/bullying						
Minor vandalism						
Any other moderately severe infraction as determined by the administration						
Class Three (does NOT reset each semester)		1	2	3	4	5
Use, possession, or under the influence of drugs or alcohol on school grounds or function						
Use or possession of tobacco on school grounds or function						
Major vandalism						
Major acceptable use policy violation						
Threats towards staff or students						
Any other severe infraction as determined by administration						
Class Four (does NOT reset each semester)		1	2	3	4	5
Possession of weapon on school grounds						
Assault on staff						
Causing major physical harm to another student						
Arson						
Drug/tobacco/alcohol distribution						
3rd Offense Class 3						
Any other extremely severe infraction as determined by administration						

Administrative suspension means the right to attend any school activity or function is suspended for a period of time. Class 1, 2, 3, 4 or 5 of above may result in administrative suspension. The above penalties are not exclusive and may be applied in combination with other disciplinary actions. The above penalties are not exclusive and may be applied in combination with other disciplinary actions. The above penalties are not exclusive and may be applied in combination with other disciplinary actions.

ACADEMIC INFORMATION

ENTRANCE REQUIREMENTS

New students enrolling at Bowman County Public School as freshman must present evidence of elementary work completed to the principal. Advanced students transferring from other schools should see that their former school transcripts are sent to Bowman County Public School as soon as possible. Transfer students may enroll, but their registration will not be completed until their credits have been recorded in the office.

REGISTRATION AND STUDENT LOAD

Students are not encouraged to change their schedules in the Fall as staff has been hired for the classes. Students, under unusual circumstances, may be allowed to change or to drop a class after getting the Principal's approval. This must be done within the first week of each semester. If the class to be dropped will put the class in jeopardy of not being taught, students will not be allowed to drop that particular class.

Each student is required to take 6 academic units per semester plus a physical education class either the 1st or 2nd semester of each year. Students may only have one study hall at any time during the year.

All subjects are considered electives and should be chosen with great care. Students should successfully complete four units in each of the fields for proper college preparation. Discuss your program with your counselor or Principal. Students who fail a course will be required to repeat the entire course if they wish to have credit for it. All classes at Bowman County High School will be treated as semester classes. At semester break a ½ credit will be awarded if the student receives a passing grade and no credit will be given if the student fails.

Each student is required to take 6 academic units per semester plus a physical education class either the 1st or 2nd semester of each year. Students may only have one study hall at any time during the year.

ZERO HOUR

Students that take a zero-hour class will be allowed to schedule two study halls during the semester with the option of leaving the building during one of those study halls.

1. Student must declare which study hall will be their free period and must check in with the study hall teacher and sign-out at the office before leaving the building.
 - a. Any student that is tardy or absent from zero hour will not be allowed to sign out of school for their free period.
 - b. Excessive tardiness and/or absences can result in removal from zero-hour class.
2. Students must have the permission of the Principal to enroll in zero-hour for both semesters.
 - a. Students that are granted permission to take zero-hour in both semesters will only be allowed a free period during one of the semesters.
3. Students with a free period but are failing a class will lose their privilege of leaving school during their free period.
4. Issues with tardiness and absences for zero hour will be dealt with on an individual basis at the principal's discretion.

PROMOTION AND RETENTION POLICY

Students in grades 7-8 receiving a failing grade in **two** or more **core** subjects (**Math, Language Arts, Science or Social Studies**) will be retained in his/her current grade level for the following year. A student who fails one **core** academic class has the opportunity to satisfactorily complete an independent study (cost to be paid by parents/guardians) of the failed class prior to being promoted to the next grade level or be retained to the current grade level the following year. Decisions regarding the promotion or retention of a student who has previously been retained at the 7th or 8th grade level and receives a failing grade in two or more core subject areas will be made by the multidisciplinary team to include administration, teachers and parents/guardians. The well-being of the individual student will be the primary factor considered.

Every student who is enrolled in a class at Bowman County Public School will receive a letter grade every semester which will attest to the type of work that is being done by the student in that class. The honor roll and grade point average (GPA) will be based on all academic courses. The following courses will not be included in the GPA: band, chorus, physical education and driver's education. This GPA system will be effective with the class of 1997, which is as follows

A+ =	100%	4.0	C+ =	83-84%	2.3
A =	95-99%	4.0	C =	79-82%	2.0
A- =	93-94%	3.7	C- =	77-78%	1.7
B+ =	91-92%	3.3	D+ =	75-76%	1.3
B =	87-90%	3.0	D =	72-74%	1.0
B- =	85-86%	2.7	D- =	70-71%	0.7
			F =	69% & Below	0.0

- If a student receives an "F" as a final grade in either a semester class or a full-year class, the student has failed that class and no credit will be given.
 - If a class is required by our school or the state, the student will repeat the class until they receive a passing grade, which is a "D-" or above.
 - If the class is an elective, a student may choose to either retake the class or take another elective.
 - Any class that a student received an "F" as a final grade is permanently recorded on their transcript.
- When a student takes a class and receives a final grade of "D-" or above, the student will receive the appropriate credit for that class.

GRADUATION REQUIREMENTS

To be eligible for graduation, seniors will need 22 credits which will include 2 credits of physical education. If requirements are not met, students will not be allowed to participate in graduation ceremony.

CREDIT RECOVERY COURSES

Credit Recovery Courses:

Bowman County Public School offers the classes and curriculum needed for all students to meet the graduation requirements that are set by BCHS and the state of North Dakota. Every student is given the opportunity to take all required classes and also has the opportunity to take elective classes.

Sometimes circumstances arise that prevent a student from passing one of the classes that are offered either through on-campus classes or through ITV classes. These circumstances may include medical reasons, legal issues, etc.

BCHS has alternative classes available for credit recovery that are either on-line. The following policy applies to students wishing to recover a credit through this method.

1. The student must have taken and attempted to pass the class that is offered on campus.
2. The student taking an alternative class will work under the direct supervision of an assigned instructor.
3. The student must submit an application requesting approval to take a credit recovery class. Applications will be accepted or denied based on the circumstances and reasons that are stated.
4. The student must complete the course and the final grade must be recorded before credit will be awarded.
5. The student and/or their parents will be responsible for the complete cost of the course. This must be paid in full before the course will be ordered.
6. Credits that are attempting to recover courses during the summer, must be approved by the Principal and coordinated through the PRIDE Center Coordinator.
 - a. A \$200 deposit must be submitted to the school prior to enrolling in the class.
 - i. All deadlines must be met and course must be completed to recover deposit.
 - ii. If sufficient progress is not being made in completion of course, the school reserves the right to discontinue the class. No refund will be paid. The \$200 deposit will not be refunded by the school district.

CLASSES FROM OTHER AGENCIES

Students taking courses via internet or by mail order without school approval are reminded that these are not approved courses. The class may be put on the transcript but no credit will be given nor can it be used for graduation requirements. Only North Dakota Independent Studies classes or other classes in North Dakota will be accepted.

WITHDRAWAL AND TRANSFER

Whenever a student wishes to withdraw from school he must report to the Principal's office stating that he is withdrawing or transferring to another school. Students who expect to enroll in another school should inform the Principal's office in order that a transcript of the student's records can be sent to the school. This procedure will assist the student when registering at the new school.

HONOR ROLL

Our honor roll reflects academic excellence. If a student is expelled from a class or drops a class and receives a failing grade – whether the class is academic or not – their name will not appear on the honor roll. No “D’s” will be allowed on a report card to qualify for the honor roll. A “B” average equals a 3.0. To be considered an Honors Graduate, you must have accumulated a 3.3 GPA or better by the end of the first semester of your senior year. The honor roll will be posted at the end of each semester, and will be determined from that semester's grades. The student's GPA will be calculated each semester and will be calculated for the semester grades. A student must be enrolled on a full-time basis to be considered for the honor roll.

SEMESTER TESTING

A semester test schedule will be provided to students and staff that will allow a minimal amount of conflicts with multiple semester multiple tests on one testing day. The schedule will allow for a maximum of three semester tests to be taken by a student on one testing day. Bowman County students will be required to take semester tests at the following grade levels.

- Seniors – Government (required civics test)/Economics
- Juniors – English
- Sophomores – Biology
- Freshman – Math
- 8th Grade – English (1st semester)//Social Studies (2nd Semester)
- 7th Grade – Social Studies (1st Semester)/Math (2nd semester)
- Any students taking a dual credit or ITV course

REPORT CARDS

Report cards will be mailed home or handed out at conferences every nine weeks for all students in grades 7-12. Questions about report cards may best be discussed in a meeting with the teacher and the principal if necessary.

STUDENT CONFERENCES

Conferences will be held during the first and third nine-week periods. These conferences are an important time to discuss first hand your child's progress at school. Parents and students may also check on grades through [PowerSchool](https://bowman.ps.state.nd.us) website (<https://bowman.ps.state.nd.us>).

DEFICIENCIES AND COMMENDATIONS OF EXCELLENCE

Report cards will be sent at the end of each nine-week period. These reports are to notify parents of the performance of their students in grades 7-12. Please discuss these reports with your child and/or contact teachers for a conference about your child's performance in school.

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

BAND AND CHORUS REQUIREMENTS

It is the responsibility of the students who are out for band and chorus to perform at some of our school activities, concerts, and festivals scheduled by Bowman County Public School. It is also the responsibility of the students to adhere to the dress attire that is established by the music director when performing at these activities, concerts, and festivals. This attire must be followed. If these responsibilities are not followed the student will be graded accordingly.

In order to maintain concert and contest performance standards, the students should maintain a standard of dress:

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

Black jeans, khaki or dress pants for boys and dresses, skirts or dress slacks for girls are acceptable.

The school owns very few instruments; therefore, most students must furnish their own instruments by outright purchase or rental agreement with a music company. The students are encouraged to take their instruments home every day, especially on weekends and vacations. Students using school owned instruments will receive an inspection sheet

documenting condition of instrument at time of rental. Any damage beyond normal usage will be assessed to the student. There will be a nominal rental fee for school instrument usage.

ACCIDENT BENEFIT FUND (Accident insurance)

The Bowman County School District does not participate in the North Dakota High School Activities Association sponsored Accident Benefit. It is the parent's responsibility to take care of any medical expenses.

SCHOOL BUS TRANSPORTATION

STUDENT ACTIVITY TRIPS

While on trips in connection with school activities, the student is under the supervision of the school and must abide by those regulations laid down by the school regarding behavior. Students who embark on bus trips must return on the bus unless prior arrangements have been made and written permission has been granted by parents/guardians. The same Waiver of Liability for Transportation will be followed for all students in all situations when school activities required school transportation.

SCHOOL BUS PASSENGERS

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

RULES FOR SCHOOL BUS RIDERS

- A. Prior to leaving (on the road and at school)
 - a. Be on time at the designated school bus stop----keeping the bus on schedule.
 - b. Stay off the road at all times while waiting for the bus. Bus riders shall conduct themselves in a safe manner while riding.
 - c. Wait until the bus comes to a complete stop before attempting to enter the bus.
 - d. Be careful in approaching bus stops.
 - e. Bus riders should not be permitted to move toward the bus at the school-loading zone until the buses have been brought to a complete stop.
- B. While on the bus
 - a. Keep hands and head inside the bus at all times after entering.
 - b. Assist in keeping the bus safe and sanitary at all times.
 - c. Remember that loud talking, laughing and unnecessary confusion divert the driver's attention and may result in an accident.
 - d. Treat bus equipment as you would valuable furniture in your home. Damage to seats, etc., must be paid for by the offender.
 - e. Bus riders should never tamper with the bus or any of its equipment.
 - f. Leave books, packages, coats, and all other articles out of the aisle.
 - g. Leave no books, lunches or other articles on the bus.
 - h. Help look after the safety and comfort of small children.

- i. Do not throw anything out of the bus window.
 - j. Bus riders are not permitted to loiter around or on the school bus.
 - k. Horse play is not permitted around or on the school bus.
 - l. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
- C. After leaving the bus
 - a. Cross the road when necessary after getting off the bus (at least ten feet in front of the bus), but, only after looking to be sure that no traffic is approaching from either direction.
 - b. Help look after the safety of smaller children.
 - c. Be alert to the danger signal from the driver.
 - d. The driver will not discharge riders at other places than the regular bus stop, at home, or at school unless by proper authority from parents or school officials.
- D. Extracurricular Trips
 - a. The above rules and regulations would apply to any trip under the school supervision.
 - b. Pupils shall respect the wishes of competent chaperones appointed by the school.
 - c. Students going on extra-curricular events using school transportation must return on the school transportation provided. Participants will be transported to and from activities on school operated vehicles. Participants will be required to ride to and from activities on transportation provided by Bowman County Public School. Parents under unusual circumstances, which must be approved in advance by the building Principal, may be allowed to depart from this policy.
- E. Parents of any student who does not live on a bus route will either call the Middle School office or send a written note **prior** to the student riding the bus either to or from school.

MEDICAL/EMERGENCY INFORMATION

CHANGE OF ADDRESS OR PHONE NUMBER - POWERSCHOOL

The school maintains contact information for each school in PowerSchool to contact parents/guardians. It is important that our records be up-to-date and accurate. An emergency could necessitate an immediate call by phone. Please notify the school promptly in case of a change in address or telephone number.

SCHOOL ACCIDENTS

In the event your child is involved in an accident in school, school personnel will follow the following procedures:

- 1. We will render simple first aid only.
- 2. The student will be cared for temporarily by a teacher, and the parent will be notified.
- 3. If emergency medical attention is necessary, your family doctor will be called or your child will be taken to the clinic or the emergency room at the hospital. Parents/Guardians will be notified.

MEDICINES AND DRUGS

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

SCHOOL CALENDAR AND SCHEDULING

WEBSITE

Bowman County Public School maintains an [online calendar](#) to schedule all activities within the school. Students and parents are encouraged to check schedule information online to stay informed on any scheduling needs.

CHURCH NIGHT

Wednesday has been set aside as "church night". The Bowman County School will continue to cooperate in scheduling as few events as possible on that night, thus allowing full opportunity for churches to carry on their programs without conflict with school activities. All students will vacate the school premises by 6:00 PM on Wednesday evening.

ACTIVITY/SCHOOL TRIP SCHEDULING

Be it here noted that no school activity will be scheduled after May 1st except for those scheduled by the NDHSAA (track and golf being an exception) unless approved by the administration.

SOCIAL EVENTS AND ACTIVITIES

All school social events will be under the supervision of an advisor. Each class may have at least one party during the school year. The party shall involve only Bowman County Public School students and no money shall be spent on bands or music. All plans are to be made with the approval of the advisor, who will consult with the Principal as to the dates and details. The date of the event is to be determined two weeks in advance. No one under any type of suspension will be allowed to attend school dances, including the prom.

PROM

Each year the Junior Class sponsors a formal prom. The rules for the prom are as follows:

1. The prom can be attended by students in grades 11 and 12 and their dates.
2. Students in grades 11 and 12 who do not have dates may attend.
3. Junior class members will be required to participate in fund raising activities for the prom. Juniors that do not help with fund raising activities will not be allowed to attend the prom.
4. No one under any type of suspension will be allowed to attend school dances, including the prom.
5. No one that has reached their 20th birthday will be allowed to attend the prom.
6. Any guests attending will be required to complete the required paperwork
 - a. Anyone attending the prom that is not a student at Bowman County High School must submit a copy of their driver's license to the Principal's office to verify their age. This must be done at least two weeks prior to the prom.
 - b. Any student from another high school who is attending the prom cannot be under any type of suspension at their school. This will be verified through an eligibility form provided to the student and their guest. Forms will be verified through the school of the guest.

Snowball and Homecoming Dances will follow same procedures. The snowball and homecoming dances will be open to grades 9-12.

MISCELLANEOUS INFORMATION

DRIVERS EDUCATION

It is the policy of Bowman County Public School that students must be 14 years of age before the start of class to be eligible to take the classroom and behind-the-wheel portion of Drivers Education. The cost to enroll in Drivers Education will be determined by administration. A \$50 deposit must be submitted by the deadline to reserve a spot in the class. Bowman County Public School will charge a fee of \$250 for any person that retakes Drivers Education as a result of losing their license.

MONIES EARNED BY SCHOOL GROUPS/CLASSES

It is brought to the attention of all students and staff that monies earned with the use of school equipment and school property and/or time is by law property of the Board of Education and cannot be expended without approval of the administration.

It is against regulations for any school personnel to use the name of the school for raising funds or in the name of outside activities without prior approval of the Superintendent.

ACTIVITY TICKETS

Activity tickets for all Bowman County students will be waived for the 2022-2023 school year. All Bowman County students will be allowed into home games/events free of charge. This will not include any home events sponsored by NDHSAA.

MEAL CHARGING PROCEDURE

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

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

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

Because Bowman County School believes proper nutrition is important to the optimum growth and development of children, we make every possible attempt to reach parents before meal charging becomes a problem. If charging meals is a continuous problem for an individual student, that particular student's charge privileges may be suspended indefinitely.

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

If you have any questions or need assistance filling out the Free/Reduced Price application for school meals please feel free to call Wayne Heckaman, BCS Superintendent at 701-523-3283 or Nancy Njos Heimer, BCS Hot Lunch Clerk at 701-523-3358.

PETS

Pets or other live animals can bring the danger of rabies and serious injuries; the Bowman County School does not allow pets or other live animals to be brought into the school or onto school grounds at any time. Classroom pets are allowed if approved by the administration.

Dogs, all too often are a nuisance and frequently a danger on the school playground. To protect children on the playgrounds, we urge you to be responsible for your dog and keep it

away from the school. If dog is consistently on the playground, the police will be called to remove it.

BOWMAN COUNTY SCHOOL ELIGIBILITY
(Governed by the North Dakota High School Athletic Association Section XII)

Bowman County Public Schools
Co-Curricular Code

We welcome and encourage our students to participate in the wide variety of activities offered by the Bowman County Schools. The programs exist for the development of skills, attitudes and self-esteem of students and are intended to enhance the physical, social, emotional, artistic and intellectual growth of our students. We expect students to uphold standards of behavior, conduct and appearance that are appropriate to represent the Bowman County Schools and community.

Parents are encouraged to be positive and supportive in their relationships with coaches and advisors. A team effort by parents, school officials and participants is needed.

Our co-curricular programs are **voluntary**. Therefore, when a student and parent sign to accept the code, it means that they voluntarily accept the terms and conditions set forth by the Bowman County School District and the North Dakota High School Activities Association (NDHSAA).

CITIZENSHIP

Co-Curricular participants are expected to exhibit good citizenship while at school and in the community. The conduct and behavior of participants is closely observed in many areas of school life and is a direct reflection of themselves, their parents, the school, the community and the coach/advisor. Participants will be courteous and show respect for people and property. Poor citizenship will be determined by coaches/advisors and school administrators and may result in suspension from school activities.

SPORTSMANSHIP

Participants who do not display good sportsmanship will not be allowed to participate.

TEAMWORK AND FUNDAMENTALS

Natural ability does not guarantee a position in any activity. Dedication, practice, teamwork and the learning of fundamentals are required.

TRANSPORTATION

Participants will be required to ride with the team to and from activities in school-owned vehicles. Parents, under unusual circumstances, which must be approved in writing in advance by the 7-12 Principal, will be allowed to depart from this policy.

- a. Players and coaches will return with the same vehicle in which they traveled.

- i. Players may return from activities with their parents or approved guardian if coach, Athletic Director, or Principal are notified in advance or coaches will have sign-out sheets on the bus.
 - 1. Parents will be allowed to sign and take their student/athlete.
- ii. When an athlete chooses to return with their parent/guardian, the parent must have a face-to-face meeting with the coach and sign the release form in their presence.

WAIVER OF LIABILITY FOR TRANSPORTATION

The Bowman County School encourages students to ride to and from activities in the transportation provided by the school. However, if the situation arises where the parents would like to have their child ride home with them, the person in charge of the activity may allow the parents to sign a waiver of liability form allowing them to take their child with them. The waiver is meant to help parents who find themselves in a situation where it is more feasible for their child to ride home with them. This waiver can only be used by the parents of the child. A violation of this waiver will result in the child forfeiting his/her right to represent the school in his/her next activity. In severe cases the student may not be allowed to represent the Bowman County School in any type of activity for that year.

WARNING

Participation in contests, athletic events and practices present some risk of injury which can cause crippling or possible death. It is important that you as a participant and parents be aware that such risks are assumed while participating in athletics.

INJURIES

The Bowman County School District will provide competent coaches, advisors, safe facilities and equipment. Nevertheless, injuries do occur. If any injury occurs, notify a coach/advisor. Medical costs for injury are not the responsibility of the Bowman County School District. Injury costs are the responsibility of participants and/or their parents/guardians. The Bowman County School District does not carry insurance to cover the costs involved in an injury.

ILLNESS/ABSENCES/TARDIES

For the student's safety, any student who missed due to illness or is absent/tardy from school for any part of the day when a contest or educational event is scheduled will be ineligible to practice or compete that same day. A student that is absent on Friday will be eligible to participate on Saturday. With prior Principal's consent, a student may miss part or all of a school day and still be eligible to practice or compete. This includes doctor visits, dental appointments and family business.

CURFEW

- 9:30 pm night before any contest (grades 7-12)
- 10:00 pm on week nights (grades 7 & 8)
- 10:30 pm on week nights (grades 9-12)
- 12:00 am on weekends (grades 7-12)

CHURCH NIGHT

Wednesdays are set aside for church activities. Participants are to be out of the school by 6:00 pm.

- b. Community Church Night is Wednesday. No student/athletes may be in school facilities after 6:00 pm. With permission of local Pastors' Council, regional or state activities may be rescheduled for Wednesdays.

- c. School Board Policies forbid Sunday practices unless tournament games occur on the following Monday.
- d. There will be no practice on Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, and Easter. These days are important for family activities.
- e. No players involved in morning practices should be in the school facility before 6:00 am

BOWMAN COUNTY SCHOOL ATHLETIC/COMPETITIVE ACTIVITY BEHAVIORAL EXPECTATIONS

Students that are referred to the principal's office for discipline reasons will adhere to the consequences as determined by the principal. Administration will use the Bowman County 7-12 Discipline Matrix to determine appropriate consequences. Suspension from extra-curricular activities may result from these determinations.

SUSPENSION AND EXPULSION

Any participant who receives a suspension or expulsion shall be ineligible for participating during the period of suspension/expulsion.

EXTRACURRICULAR PARTICIPATION REQUIREMENTS (BOARD POLICY FFE)

Philosophy

The Board believes that participation in extracurricular activities constitutes a privilege and not a right. Students who participate in extracurricular activities represent the student body, school district, and community on the state and national level. As such, behavior of these students is a reflection on the entire community.

The District will enforce the requirements placed on extracurricular participants by North Dakota law and the North Dakota High School Activities Association (NDHSAA), which govern both on- and off-campus behavior. In addition, the Board has established the following extracurricular participation requirements.

Activities Affected by this Policy

Activities affected by this policy shall include extracurricular activities as listed in the student handbook, including those not sponsored by NDHSAA.

Tobacco, Alcohol & Other Drug Use

In addition to the tobacco (including e-cigarettes and vaping), alcohol, and other drug prohibitions contained in NDHSAA bylaws, the District prohibits student presence at a gathering or vehicle where alcohol, tobacco, or a controlled substance is being illegally used. Student presence at such a gathering or vehicle will be regarded as possession. The building principal will take into consideration whether or not the student was at a gathering or vehicle where the student had knowledge that alcohol, tobacco, or a controlled substance was being illegally used, and whether or not the student had a reasonable opportunity to remove him/herself from said location. The disciplinary consequences for violating this rule shall be suspension from extracurricular participation for the same duration as prescribed for tobacco, alcohol, and other drug possession by NDHSAA bylaws.

Any extracurricular participant who is in violation of the foregoing shall be suspended from participation in interscholastic contests or activities for a minimum period of 6 consecutive school weeks for the 1st offense and a period of 18 consecutive school weeks for any subsequent offense. Students who are in violation of NDHSAA ruling in Section XII should report the incident as soon as possible to the school. This should be done even if the student is not involved in any activity at the time because suspension begins when the school is notified or discovers the violation. The period of suspension shall begin from the date and time of notification as given to the student by the school administrator. All student groups will follow the NDHSAA ruling in Section XII and if found in possession of tobacco, alcohol or

any controlled substance will not represent or make any public appearances for Bowman County Public School except if the activity is being graded for a class.

Spring/Summer Rule

Any spring violations that runs past the last day of school or last competition will carry over to the next school year, serving a maximum of two weeks starting on the first practice date or first day of school if not participating in fall activity. Any summer violations will serve a two-week suspension starting the first day of school and any contests scheduled prior to the start of school. Any weeks served during the summer will be removed from any fall suspension.

Academics

NDHSAA requires that local districts establish a definition of what constitutes a failing grade. For the purposes of this policy, a failing grade is defined as receiving a **F** or lower in any curricular course as computed from the beginning of the semester for regular education students or, in the case of special education students, not meeting the goals of Individual Education Programs as assessed from the beginning of the semester.

In addition to NDHSAA academic standards, the Bowman County School District also requires that no student may participate in a contest if he or she is receiving an I or F in a class as computed from the beginning of the semester

Academic eligibility of students will be determined weekly starting at midterms of the 1st quarter of each semester. Eligibility will be checked Monday mornings and will be enforced starting on Tuesday of each week. Any ineligibility will run from Tuesday through the following Monday using semester grades (or nine week grades for JH rotation classes). A student will be considered ineligible if they meet the following criteria:

High School and Junior High School

1. No student will be declared ineligible because of an incomplete current semester (class) grade at the time of eligibility check without first having a meeting between the teacher, the parent, the student, and an administrator to discuss timeline and expectations. Information from the meeting will be communicated with the parents/guardians.
2. A) If a student receives one failing grade at the end of the semester (or in a nine-weeks class) they will be ineligible for a period of one week at the start of the next week of allowable competition (as defined by the NDHSAA) or the start of the next semester, whichever is earliest. Ineligibility will carry over to the next academic school year.
B) NDHSAA 2 ½ Credit Rule: Failure to acquire two and one half credits at the end of the semester will make him/her ineligible for a minimum of two weeks the following semester (2015 NDHSAA By-Laws). Suspension begins at the start of the next academic semester.

Violation of Other Misconduct Policies

Students who violate student conduct policies not covered by NDHSAA bylaws may be subject to suspension from extracurricular activities for a period of up to six consecutive weeks for the first offense and a period of eighteen weeks for any subsequent offense(s) if occurring within eighteen weeks of the previous offense. Such consequences shall be imposed in addition to other disciplinary consequences imposed under the applicable policy. Other suspensions may result from behavioral misconduct in accordance to the Bowman County 7-12 Discipline Matrix.

Suspension Procedure

When the principal or Superintendent, as a result of his/her investigation, concludes that a violation of this policy or NDHSAA bylaws has occurred, s/he shall issue notice to the student of this suspension.

Practice and Travel while Suspended/Ineligible

Students that are academically ineligible or suspended are allowed to practice. Students who are under any suspension (behavior or NDHSAA) will not be allowed to ride on school transportation. Students who are under any suspension (behavior or NDHSAA) are not allowed on the bench, sideline, or camp during competition. Students academically ineligible will not be allowed to travel with the team. Academically ineligible students will be allowed on the bench, sideline, or camp during competition at home events provided students do not leave school early. If students do not travel with the team, they are not allowed on the bench, sideline, or camp during competition. Suspended and academically ineligible students will be allowed to attend the recognition ceremonies.

Period of Enforcement

This policy shall be in effect 12 months per year, including those days and months when school and extracurricular activities are not in session. It shall be in effect for all extracurricular activities including those of junior high students.

General Policies

Any Bowman County student wishing to participate in an extra-curricular activity must have the following forms/fees paid on file with the Athletic Director.

NDHSAA approved physical.

NDHSAA by-laws require a current (yearly) NDHSAA physical form. If other versions of a physical form (another state or agency/military) are submitted by a student-athlete, the AD will make final determination to accept the physical form.

Concussion Education Form

North Dakota State Law requires that student-athletes and parents be educated on the signs and symptoms of concussion. Form must be signed by both the parents/guardians and student-athlete.

ImPACT Concussion Test Completion Receipt

As part of the Bowman County Public Schools all student-athletes must complete the online ImPACT Concussion Test according to current concussion policy before they will be allowed to practice.

Emergency Release Form

Forms are to be completed by parents/guardians.

Co-Curricular Form

All parents/guardians must sign consent forms that show they have been informed of the rules and regulations governing participation in the Bowman County Public School's co-curricular activities.

Participation Fee

Participation fees are set by the Bowman County Public School Board.

Fees set by the Bowman County Public School Board (2021)

\$25.00/Activity (Includes Activity Pass)

\$25.00 maximum/individual

\$75.00 maximum/family

24-Hour Rule

Coaches will use proper grievance procedures when dealing with athletes or the public. Grievance procedure steps:

1. Coaches will enforce a 24 hour rule regarding discussions with parents/guardians concerned with game-time coaching decisions.
2. The 24-hour rule means that no discussion should be held with player, parent, or guardian regarding game-time decisions until 24 hours after the activity.
3. Player/parent/guardian will approach the coach and discuss the area of contention.
4. If not satisfied, the student/parent/guardian will contact the Athletic Director.
5. If not satisfied, the student/parent/guardian will contact the proper Principal.
6. If there is still a question about the situation it is referred to the Superintendent of Schools, who will make final determination.

WEAPONS POLICY

NORTH DAKOTA CENTURY CODE

15.1-06-16. Disturbance of a Public School – Penalty

Carrying Weapons

It is a Class B misdemeanor for any person to:

1. Willfully disturb a public school that is in session;
2. Willfully interfere with or interrupt the proper order or management of a public school by an act of violence, boisterous conduct, or threatening language; or
3. Rebuke, insult, or threaten a teacher in the presence of a student.

Source: S.L. 1999, Ch. 196, 6.

If it becomes necessary, law enforcement officials will be called.

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

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

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

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

A student who is defined as having a disability under the Individuals with Disabilities Education Act may be placed in an alternative education setting for up to 45 calendar days, during which time a determination will be made as to whether bringing the firearm to school was a manifestation of the student's disability. Discipline and placement of the student will be in accordance with the Individuals with Disabilities Education Act.

Other violations of this policy will require that proceedings for the suspension and/or expulsion until the end of the current school term be initiated immediately by the principal.

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

SIGNIFICANT CONTAGIOUS DISEASES

DEFINITIONS

For the purposes of this policy, the terms affected person, decision maker, independent contractor, institution, reasonable accommodations, significant contagious disease, special provisions, and universal precautions will be defined in accordance with ND Administrative Code 33-06-05.1-02

UNIVERSAL PRECAUTIONS

The District will use universal precautions as standard procedure in the care and maintenance of school property and in administering first aid or otherwise handling emergencies.

NON-DISCRIMINATION & ANTI-HARASSMENT

No person shall be denied admission as a student, a contract as an independent contractor, or employment, or employment solely because they have or they are perceived to have a significant contagious disease. The District prohibits harassment and/or discrimination against an individual diagnosed as having a significant contagious disease on district property, including, but not limited to, district buildings, vehicles, school events, and computer networks. Complaints alleging harassment/discrimination based on a significant contagious disease shall be handled in accordance with the District's Harassment and Discrimination Grievance Procedure.

CONFIDENTIALITY

All information concerning an affected person's condition that is given to an employee or official of the District shall remain confidential. The Superintendent shall develop procedures to protect against confidentiality breaches.

No employee or official of the District may inform anyone of an affected individual's infection. No employee or official may release any information to the public either confirming or denying the presence within the institutional setting of a person who has contracted a significant contagious disease. An employee violating these prohibitions shall be subject to disciplinary consequences in accordance with policy, law, and, when applicable, the negotiated agreement.

SPOKESPERSON

The Board designates the Superintendent as the person to receive information concerning the status of students, employees, and independent contractors from their physicians. The Superintendent shall be the official spokesperson for the institution when information concerning an affected individual becomes public and may not delegate this duty. The Superintendent may request assistance from the Department of Public Instruction or State Department of Health in developing a plan for conflict resolution.

REASONABLE ACCOMODATIONS & PUBLIC HEALTH THREATS

Except as provided below, the personal physician of the affected individual shall be solely responsible for deciding whether the individual constitutes a public health threat and/or whether the individual has the ability to continue in school or perform his/her duties.

1. **Students:** When a student's personal physician or the multidisciplinary team (in the case of a student who is defined as having a disability under state or federal law) determines that the student is unable to participate in regular classroom instruction, the District will provide either reasonable accommodations, special provisions, or an individual education program. The Superintendent shall establish procedures for the development of special provisions.
2. **Employees & Contractors:** When an employee's, prospective employee's, or independent contractor's personal physician determines that the employee, prospective employee, or independent contractor is able to perform job duties and does not constitute a public health threat, the District will consider and implement reasonable accommodations to allow the affected individual to become/continue as an employee or become/continue as an independent contractor.

EDUCATION

1. **Students:** The District will implement an instructional program on significant contagious disease appropriate to each participating grade level, providing information about the diseases, methods of transmission, the means of protecting against contracting the disease in an institutional setting, the use of universal precautions and prevention. Instruction will begin in Grade K and continue through Grade 12.
The administration is charged with recommending revisions in the program to the Board to update and modify the curriculum as new information about significant contagious diseases is made available. The Department of Public Instruction and/or the State Department of Health will review and approve any curriculum and materials developed for use in this program according to the guidelines established by the Center of Disease Control.
Prior to the start of the significant contagious disease instructional program, and at any time thereafter, parents and guardians of students who will be involved in this program will have an opportunity to preview/review the curriculum and materials.
2. **Employees:** All district employees will receive appropriate training that addresses significant contagious disease prevention. The training will be presented by a health professional or someone specifically qualified in prevention of significant contagious diseases education. Training will include the proper use of universal precautions. Those employees designated to teach significant contagious disease prevention to students will receive additional in-service from qualified health education professionals.
3. **Independent Contractors:** All independent contractors performing services for the District will receive a brochure concerning significant contagious diseases upon entering into a contract with the District. The brochure shall contain information regarding the transmission of significant contagious diseases in an institutional setting, the means of protecting against contracting the diseases in an institutional setting, and the use of universal precautions.

VISITORS IN THE SCHOOLS

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

1. Visitors shall comply with applicable state law and district policy/regulations while on school property. No person shall enter school property for unlawful purposes or for purposes unauthorized by the Board. The District shall enforce state law on willful disruption of schools. The Superintendent shall make a reasonable effort to keep the public informed about district policies pertaining to visitors such as, but not limited

- to: drug, alcohol, and tobacco use; sexual offenders; patron grievances; and other policies designed to maintain order.
2. Solicitors are not permitted on school property except under the terms of the district's solicitation policy.
 3. Visitors shall be prohibited from photographing or videotaping and/or otherwise electronically recording district students and staff. This policy does not apply to visitors electronically recording school-sponsored events not governed by copyright laws and non-school-sponsored activities and events held on school property. The Board may also create an exception to this policy for members of the press.
 4. Public visits to classroom shall not be for the purpose of evaluating teachers, teaching methods, or curriculum. Visitors who wish to observe a classroom shall schedule their visits in advance according to administrative regulations. Visitors shall agree to follow this policy and any administrative regulations governing classroom observations prior to receiving classroom observation privileges.

POLICY VIOLATIONS

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

VISITORS IN THE SCHOOLS REGULATIONS

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

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

DRUG USE/ABUSE POLICY FOR STUDENTS/SCHOOL EMPLOYEES

The school has a clear responsibility to maintain an atmosphere which will promote a quality-learning environment. Because the use of drugs, alcohol and other chemicals among young people/employees has become a major problem in our country, and because the use and availability of these substances on school campuses interfere with the educational process, this policy is being adopted and implemented. The policy is designated to help eliminate the influence of drugs, alcohol and other chemicals within the school environment. As such, it is designed to promote health free from chemicals and/or alcohol and to provide consequences for misbehavior as well as educating, deterring and preventing abuse of chemicals. It is also designed to serve as a guide of the Bowman County School District in implementing intervention procedures for students/employees.

EDUCATION

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

PROHIBITED ACTIVITIES

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. It is the responsibility of the school to establish rules that will eliminate such use from the school setting. Therefore, it shall be against school policy for any student/employee:

1. To sell, deliver or give or attempt to sell, deliver or give to any person any of the substances listed in this policy or what the student/employee represents or believes to be any of the substances listed in this policy.
2. To possess, procure, purchase or receive or to attempt to possess, procure, purchase or receive the substances listed in this policy of what is represented by or to student/employee to be any of the substances listed in this policy or what the student/employee believes is any of the substances in the policy. A student/employee will be determined to be "in possession" when the substance is on the student's/employee's person or in the student's/employee's locker, car or handbag, or when they own the substance completely or partially.
3. To be under the influence of (legal intoxication not required) or to use or consume or attempt to use or consume the substances listed in this policy or what is represented by or to the student/employee to be any of the substances listed in this policy or what the student/employee believes is any of the substances in this policy.

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

PROHIBITED SUBSTANCES

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

AUTHORIZED USE

Any student whose parent or guardian requests that he or she be given a prescription or non-prescription medicine, drug or vitamin shall follow the procedures of Policy Administering Medicine to

Students - which requires a prior permission form signed by the parent for aspirin and/or Tylenol and the signed request of the physician and parent for any other medication.

VIOLATIONS

Any student who is observed to be under the influence of a prohibited substance will be taken immediately to the principal's office. Law enforcement and the student's parents will be notified and asked to pick up the student.

Any employee who is observed to be under the influence of a prohibited substance will be taken immediately to the Superintendent's office. If there appears to be imminent danger to other students, school personnel and/or the student involved, the Principal or Superintendent may have the student/employee removed from the school by school, medical or law enforcement personnel.

Discipline sanctions **will be** imposed on any student/employee. These sanctions may include suspension, expulsion or notification of proper authorities for prosecution. Prohibited substances will be confiscated and may be turned over to law enforcement authorities. A student in violation of this policy may be referred to the school counselor/Principal or an employee will be referred to the Superintendent.

POLICY IMPLEMENTATION

The superintendent or his designee will annually conduct in-service training sessions for all school employees which will include a review of this policy and procedures for implementation thereof.

INTERVENTION ON BEHALF OF STUDENTS

We also recognize the responsibility to assist students in recognizing their own addiction. It is realized that the public school has neither the authority nor the responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or the education climate of the school, the school has a right and a responsibility to refer the students for a formal chemical dependency diagnosis. To this end the Bowman County School District encourages faculty members to be observant of student behavior and to participate in a program of intervention. If a faculty member decides that the behavior indicates a possible prohibited activity, the student should be: (1) referred to the school counselor or (2) reported to the Principal.

Students are encouraged to seek advice from the counselor or teacher to express concerns about fellow students whose behavior indicates possible chemical dependence.

If the counselor/principal believes that the student indeed is in need of assistance, the counselor/principal may receive assistance in how to confront students from a certified addiction counselor.

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

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

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

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

1. Whenever a staff member learns of a condition which may adversely affect another student, he/she will have to act on that information.

2. If a student is experiencing health and or emotional problems because of a controlled substance use or abuse and is unable or unwilling to seek assistance, then referral should be made. Confidentiality will be maintained subject to the welfare of the student.
3. If a staff member has reasonable cause to suspect child abuse, the staff member must report to the Children and Family Services division of the Department of Human Services.
4. If a staff member is called to testify in a judicial proceeding.

SUMMARY OF YOUR RIGHTS AS A PARENT GUARDIAN

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

1. You must receive written notification before the school may conduct individual testing of your children.
2. You must receive written notification of any initiation or refusal to initiate a change in your child's educational placement.
3. You have the right to present your views regarding the identification, evaluation, placement, or provision of a free appropriate education to your child. This includes the right to request an educational evaluation.
4. You have the opportunity to present information from an independent educational evaluation of your child.
5. You have access to all relevant school records of your child.
6. Either you or the school may initiate an impartial due process hearing to resolve differences that could not be resolved informally. The request is filed with the North Dakota Department of Public Instruction. In conducting such a hearing, parents must:
 - a. receive timely and specific notice of the hearing
 - b. have the right to be accompanied and advised by counsel and/or by individuals with specific knowledge or training with respect to the problems of handicapped people.
 - c. confront, cross-examine and compel the attendance of witnesses
 - d. present evidence relevant to the decision
 - e. obtain written or electronic verbatim record of the hearing, and obtain written findings of facts and decisions.
7. The hearing will be conducted by an impartial hearing office selected from a list provided by the Department of Public Instruction.
8. The decision of the hearing is binding on all parties pending appeal.
9. Either party has the right to appeal the findings and decisions of the hearing through the court system.
10. During the above process your child shall remain in the original program or any other program to which both parties can agree.
11. Students receiving special education and related services must receive a periodic re-evaluation every three years.
12. These rights transfer to your child when he/she reaches the age of 18 unless a guardian has been appointed by the court. These rights would then be retained by a court appointed guardian.

COMPLAINTS ABOUT PERSONNEL

In order to provide an effective procedure for responding to complaints about school district personnel in a manner that is in the best interests of promoting better educational opportunities for children, the following policy is adopted.

Those who wish to make a formal complaint must fill out form KACB-E1.

Filing Procedure The following procedure is intended to minimize the risk of a possible action for libel or slander, to retain the impartiality of the Board, and to maximize compliance with North Dakota law.

Complaints should be resolved at the lowest possible level of authority. If the complaint cannot be satisfactorily resolved at that level, the complaint shall be directed to the principal or other supervisor directly responsible for supervision of that employee. The supervisor shall:

1. Investigate the complaint.
2. Promptly notify the employee if the complaint is to be placed in the employee's personnel file. The decision to place information into any personnel file will be made by the administration based on the results of an inquiry or investigation.
3. Schedule a meeting of the employee, the complainant, and the supervisor if deemed appropriate.
4. Provide a response to the complainant within 60 days of receipt of the complaint.

Upon conclusion of the investigation, the complainant will be informed as to the outcome of the investigation and the disposition of the complaint. If either party is not satisfied with the handling of the complaint, the matter can be appealed to the Superintendent for final resolution.

Complaints about the Superintendent and Business Manager shall be directed to the Personnel Committee. Disciplinary action and dismissal recommendations for the Superintendent and Business Manager must be referred to the Board for a determination made in accordance with applicable law.

Deadlines to be considered for investigation, any such complaint must have been filed within 180 days of the alleged occurrence. (Exception to the 180 days would be an accusation of sexual abuse.) The District has a separate investigation procedure for complaints of harassment and/or discrimination.

Prohibition: Retaliation The District will not tolerate any form of reprisal, retaliation, or discrimination against an employee, district contractor, district agent, student and/or community member because s/he, in good faith, files a complaint against the District (or a district employee, contractor, or agent) under this policy. Furthermore, the District will not tolerate any form of reprisal, retaliation, or discrimination against an employee, district contractor, district agent, student and/or community member because s/he participates in an investigation, hearing, or inquiry related to this policy.

Prohibition of False Claims The District may take appropriate disciplinary action against a district employee, contractor, student, and/or other district agent and/or may take legal action against anyone who knowingly files a false complaint under this policy or a false claim of reprisal, retaliation, or discrimination under this policy.

HARASSMENT

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

Harassment may include but is not limited to sexual harassment, racial harassment or harassment because of a physical condition or disability. It may also include but is not limited to hostile, demeaning or intimidating behavior or conversation. Approved by School Board May 22, 2000

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination, which violates Section 703 of Title VI of the Civil Rights Act of 1964 as amended 42 U.S.C. 2000 e, et, seq., and the North Dakota Human Rights Act.

It is the policy of the Bowman County School District #1 to maintain a learning and working environment that is free from sexual harassment. This environment includes the school settings, school vehicles, and school sponsored activities. The Bowman County School District prohibits any form of sexual harassment.

It shall be a violation of this policy for any student or employee of the Bowman County School District to harass a student or an employee through conduct or communication of the sexual nature as defined by this policy.

Administrators, counselors, and instructors will use staff meetings, in-service sessions, and classroom instruction to inform employees and student of their rights and remedies under the law.

The Bowman County School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the Bowman County School.

DEFINITION

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal conduct or communication of a sexual nature when (1) submission to the conduct is made whether expressly or by implication of any individual's employment, or educational program, (2) submission to or rejection of such conduct by an individual is used as the basis for employment or education decision affecting the individual, or (3) the conduct or communication has the purpose or effect of reasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile, or offensive working or educational environment or of adversely affecting the employee's or student's performance, advancement, assigned duties, or any other condition of employment, career development, or educational program.

Sexual harassment, as defined above, may include, but not limited to:

1. Sex oriented verbal "kidding", abuse or harassment
2. Pressure (subtle or otherwise) for sexual activity
3. Repeated remarks to a person, with sexual or demeaning implications.
4. Any unwelcome sexually motivated touching, such as patting, pinching
5. Intentionally brushing against a student's or employee's body
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with requests to any individual's employment or education status

REPORTING

Any person who believes he or she has been the victim of sexual harassment by any student or employee of the Bowman County School District or any third person with knowledge or belief of conduct which may constitute sexual harassment, should report the alleged acts immediately to the appropriate Bowman County School District official as designated by this policy.

SANCTIONS

- A. A substantiated charge against a student in the school district shall subject such student to disciplinary action, up to and including suspension or expulsion, consistent with the student discipline code.
- B. The Bowman County School District will discipline anyone who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation, proceedings, or hearings relating to a sexual harassment complaint. Retaliation includes, but is not limited to any form of intimidation, reprisal, or harassment.
- C. The Bowman County School District recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether an action or incident is a personal, social relationship without a discriminatory employment effect requires a determination based on all the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties. Accepted as policy: April 12, 1999

BOWMAN COUNTY SCHOOL DISTRICT NO. 1

NON-DISCRIMINATION POLICY STATEMENT

Bowman County School District #1 is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or non-disqualifying handicap in its education programs/activities and provides equal access to the Boy Scouts and other designated youth groups and employment practices.

TITLE IX COORDINATOR

Wayne Heckaman - Title IX Coordinator

Drawer H Bowman, ND 58623

701-523-3283

wayne.heckaman@k12.nd.us

504 COORDINATOR

Pam Fisher - 504 Coordinator

Drawer H Bowman, ND 58623

701-523-3283

pam.fisher@k12.nd.us

YOU ARE HEREBY NOTIFIED that the Bowman County School District No. 1 does not discriminate on the basis of race, color, national origin, age, sex, or handicap in the education programs or activities which it operates and is required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 of the Department of Health, Education and Welfare regulations, and the Americans with Disabilities Act of 1990 not to discriminate in such a manner. This requirement not to discriminate extends to educational programs and activities, as well as to employment policies and practices.

YOU ARE FURTHER NOTIFIED the inquiries concerning the application of Title VI, Title IX, Section 504 of the rehabilitation Act of 1973 of the Department of Health, Education and Welfare regulations, and the Americans with Disabilities Act of 1990 may be referred to Dave Mahon, Superintendent, Bowman, ND 58623, phone (701) 523-3283, who has been designated as the person responsible for coordinating the efforts of the Bowman County School District to comply with the Rehabilitation Act of 1973 of the Department of Health, Education and Welfare regulations, and the American's with Disabilities Act of 1990, including any investigation of complaints alleging non-compliance. If

complainant is not satisfied with the response from the designated coordinator, an appeal may be made to the Board of Education, which will consider the appeal at the next Board meeting. Approved 10-15-97

GRIEVANCE POLICY/ PROCEDURE

Any student or employee of the Bowman County School district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in a District program or activity, on the basis of race, color, national origin, age, sex or handicap, may file a written or oral complaint. The building principal is the person responsible for receiving oral or written reports at the building level. Upon receiving a report, the principal must notify the Compliance Administrator (Superintendent)

The Compliance Administrator shall review the written complaint, and a written report shall be mailed to the complainant within **ten** working days after receipt of the written complaint. A copy of the written complaint and the compliance administrator's response shall be kept on file in the superintendent's office.

If the complainant is not satisfied with such response, he or she may submit a written appeal to the Board of Education indicating with particularity nature of disagreement with the response and his or her reasons underlying such disagreement.

The Bowman County School Board of Education shall consider the appeal at its next regularly scheduled Board meeting following the receipt of the response. The Board of Education shall permit the complainant to address the board concerning his or her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

Any student or employee of the Bowman County School District No. 1 is entitled to submit any complaint or alleged discrimination on the basis of race, color, national origin, age, sex, or handicap to the Regional Office for Civil Rights of the United States Department of Human Services by sending complaint to: Federal Building, 1961 South Street, Denver, Colorado.

These are the assigned personnel for a contact person to report grievances in each building of the Bowman County School. However, any personnel with whom a student feels comfortable can be a contact person.

Bowman County High School – Pam Fisher

Bowman County Middle School – Pam Fisher

Bowman County Elementary – Kari Gerbig

BOWMAN COUNTY PUBLIC SCHOOL

FERPA POLICY/PROCEDURE

The Bowman County School district will provide on an annual basis to students and parents, notices of the rights to access student records. (Family Education Rights and Protection Act 99.7)

Procedure

The notice will be included in a student handbook disseminated to all students and their parents at the beginning of each school year. Students transferring into the district during the school year will be given a handbook on the day of enrollment. The local school principal will be responsible for including the notice regarding Parent's Rights of Access to School Records in the school's handbook.

Annual Notification Regarding Parent's Rights of Access to Student Records

Each year parents and students will be informed of the student record policy of the Bowman County School District.

Parents of adult students (18 years of age) who wish to review any or all of the school records pertaining to the student should contact the building principal for an appointment. The records will be reviewed with school personnel, and parent may have copies of the records for the cost of copying.

If parents or adult students believe something in the records is inaccurate, misleading, or otherwise violates privacy or other rights, they may request that it be corrected or they may have comments added to the record. If the principal and the parent or adult student cannot agree, the later may contact the superintendent for a hearing. If the hearing officer determines that the information is inaccurate, misleading or otherwise violates privacy or other rights, the record will be amended. If the officer determines that the information is not inaccurate, misleading or otherwise does not violate privacy or other rights, the parent or adult student has the right to place a statement in the record commenting on the information or stating why they disagree with the decision. The amendments or comments will remain with the original record, including when the student's record is transferred to another school or agency.

Record information will not be revealed to persons or agencies without the written consent of parents. Nonetheless, it is the policy of this district to forward school records without parent consent to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record. Similarly, without parent consent, the district will forward transcripts and other information requested by students, to colleges and other educational institutions to which the student is applying. The school will keep the following with each student's record: list of persons with legitimate need to know personally identifiable student information, names of persons to whom such information has been disclosed, their reasons for reviewing the information, and the date of the review.

Also, federal law permits a school district to identify certain information as "directory information" which may be released publicly without permission of the parents. The district identified this information as the following: name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous school attended.

If you do not want this information released, please contact the school principal at (701) 523-3283 within 5 days from date this student handbook is received.

SEARCH BY SCHOOL PERSONNEL AND/OR DRUG DOG

The District retains ownership and control of all lockers. Access to all lockers is a legal right of school officials whose responsibility it is to protect the health, safety, and welfare of all students enrolled. Students shall have no reasonable expectation of privacy when using lockers. The courts have consistently upheld that school authority stands in place of parents in the matters of search and seizure. When school officials have reasonable suspicion that contraband is hidden in a student's locker or on his person, they may act upon that suspicion and search the locker or person without the student's consent. Illegal materials found may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings. Since courts have upheld that school lockers are school property loaned to the student for his/her convenience, a search therefore, is not illegal under the Fourth amendment of the Federal Constitution, but a reasonable exercise of board power in the interest of health and safety of all school children.

GUIDELINES:

1. At the time of locker assignment, students should be informed of the conditions and use governing the lockers.
2. Search of a student's person should be limited to a situation in which there is reasonable assumption that the student is secreting evidence of an illegal act.
3. Illegal items or other possessions reasonably determined by the proper school authorities to be a threat to the safety or security of the possessor or others may be confiscated.
4. The student should be given an opportunity to be present when a search of personal possessions is conducted unless an emergency exists.

5. Upon detection of illegal contraband, the student should be provided due process.

The school reserves the right to bring a drug dog into the school. The drug dog will be used as a deterrent and as a preventive measure to keep harmful and illegal drugs from being brought into the school building. However, if the drug dog does make a hit the following procedure will be followed:

1. Parents will be notified as soon as possible.
2. The student will be called from class while the locker is opened and searched.
3. The student will be taken to the principal's office if drugs are found.
4. The investigation turned over to the police department.
5. The school will respond to the police report and findings with the appropriate consequences.
6. NDHSAA rules are followed.
7. Students will be suspended from school for up to 10 days.

TITLE IX POLICY STATEMENT

The governing board of the Bowman County Public School District supports the provision of the Title IX of the Education Amendments of 1972, Title IV of the Civil Rights Act of 1962, Section 504 of the Rehabilitation Act of 1973 and Title II of the Educational Amendments of 1976 which commit all North Dakota schools to the elimination of discrimination on the basis of race, color, national origin, sex and handicap in those programs which receive federal funds as well as in all other programs and activities offered to its students. It is the expressed intent of the Bowman County Public School District to provide equal educational opportunities for all students from limitations of race, color, national origin, sex and handicap. If any time you feel you have been discriminated against, you may call Wayne Heckaman, Superintendent of Bowman County Public School.

BULLYING POLICY

DEFINITIONS

For the purposes of this policy:

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

PROHIBITIONS

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

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

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

REPORTING PROCEDURES FOR ALLEGED POLICY VIOLATIONS

- Reporting requirements for school staff: Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform him/her as soon as possible. If the alleged violation implicates the building Principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent; the school staff member shall file it with the Board President. Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-related activities, other corrective measures.
- Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
 - Completing a written complaint form: A complainant will have the option of including his/her name on this form or filling it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
 - Complete and submit an online complaint form. A complaint form will have the option of including his/her name on the form or submitting it anonymously.
 - 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 or 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 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.

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

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

As a part of Bowman County Public Schools' technology initiative, students in grades K-3 will have access to a computerized device within their classrooms. Students in grades 4-6 will have devices available for school and home use at the discretion of their teacher. Junior high and high school students will be issued devices for school or home use. Junior High and high school students have the option to leave their devices at school in their designated PRIDE rooms. All Bowman County students will have to adhere to the acceptable user policy, as well as the 1:1 procedures to retain this privilege.

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

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

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

- II. Care of Devices

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

III. Device Use

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

- i. Charging of devices is the student's responsibility. The device must be brought to class each day in a fully charged state.
 - ii. All PRIDE classrooms have the capacity to charge devices. Devices can be left in PRIDE classrooms to charge overnight.
 - e. Sound
 - i. Device should be muted unless authorized by the classroom teacher.
 - f. Software
 - i. All software that was originally installed by Bowman County Public Schools must remain on the on the device, in usable condition and accessible at all times.
 - All software required for a specific course will be installed with the approval of the technology department.
 - ii. Students will not be allowed to download other programs onto their device without consent of the technology department and school administration.
 - iii. Using your device for mass storage of media (music or movies) is prohibited.
 - g. Printing
 - i. Devices will contain network printers for student use.
- IV. Managing Files and Saving Work
 - a. Students should save all files in the OneDrive program of their Office 365 accounts.
 - b. Students should only save to the public drive of the school's server if instructed to by their teacher.
 - c. Any data on the hard drive of the device will not be backed up. It is the student's responsibility to save to a safe and secure location.
 - i. Device malfunctions are not an acceptable excuse for not submitting work.
- V. Network Connectivity
 - a. Bowman County Public Schools will allow network access through a wireless network, although there is no guarantee that the network will be accessible 100% of the time.
 - b. Students should connect to the BCPS Student wireless network at all times.
 - c. Hardwiring into the Bowman County Network will be available on a limited basis.
 - i. All devices may be randomly inspected to check for policy compliance.
- VI. Bowman County Schools Protection Plan
 - a. Bowman County Schools will offer a protection plan to all students in grades 7-12 which will cover accidental damage to devices.
 - i. Protection Plan payment is due September 1
 - ii. The protection plan will carry an annual cost of \$25 per student with a family cap of \$100/year
 - Lost or stolen devices will not be covered by the policy.
 - Lost or stolen accessories will not be covered by this policy.
 - b. All protection plan claims of accidental damage, maintenance, lost devices, or stolen devices must be reported to the technology department by filling out a Device Claim Form (Form 2.1).
 - i. The Bowman County administration and technology department will determine the extent of the damage. If negligence/intentional damage is found, we will arrange a meeting with the parent(s)/guardian(s) to determine replacement costs.
 - ii. Any student that has more than two claims per year for a similar issue will be charged for the 3rd (and subsequent) claim(s) that occur.
 - c. If no protection plan is purchased, all repair and replacement costs will be the sole responsibility of the student/family.

Claim	Cost (estimated) (after \$25 Protection Plan Payment)	Cost (estimated) (without \$25 Protection Plan Payment)
Damages	\$0	\$400-\$1000
Non-operable device	\$0	\$400-\$1000
Lost Device	\$400-\$1000	\$400-\$1000
Stolen Device	\$400-\$1000	\$400-\$1000
Lost/Stolen Charger	\$65	\$65
Lost/Stolen Sleeve	\$25	\$25
Lost/Stolen Stylus	\$99	\$99
Lost/Stolen Keyboard	\$99	\$99

VII. Optional Purchase Plan

- a. If a student graduates from Bowman County Public Schools, they will have the opportunity to purchase their device at a cost of \$250.
- b. All protection plan fees from grades 7-12 will go toward the purchase price of the device

VIII. Acceptable Use

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

ACCEPTABLE USE

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

Education

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

Monitoring Use

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

Prohibitions

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

1. Accessing Internet resources or visiting web sites deemed inappropriate by the staff and administrators of this District;
2. Violating the privacy rights of students and employees of the District;
3. Gaining unauthorized access to the computer systems or files;
4. Copying print, software, music, or video for use in violation of copyright law;
5. Inappropriate content in e-mail, other documents, or online postings;
6. Use of profanity, obscenity, or other language which may be offensive to another user;
7. Using the network for financial gain or intentionally spreading computer viruses;
8. Downloading, storing, or printing graphics, videos, files, or messages that are profane, obscene, or that use language that offends or tends to degrade others;
9. Taking and/or publishing digital images that are inappropriate, embarrassing, or harassing to other students or school employees;
10. Intentionally bypassing the state-wide and/or district-based Internet filters;
11. Intentional physical destruction of devices or other school property.

Violations

Consequences for the violation of the AUP or intentional destruction or vandalism of a device include, but are not limited to, loss of device privileges. Further consequences may be deemed appropriate by the building principal.

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

Consent

All students and staff must consent to this policy in writing prior to accessing district networks and/or computers.

Complementing Documents

- FFK, Suspension & Expulsion
- FFK-BR, Suspension & Expulsion Regulations

End of Bowman County School District #1 Policy
ACDA.....Adopted: 4-9-2018