

MANDAREE SCHOOL

HOME OF THE WARRIORS

2023-2024 K-12 STUDENT HANDBOOK



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“Every Day, Every Class, Present and On Time”

Mandaree (Hidatsa: Awadibahcihesh) is a census-designated community in McKenzie County, North Dakota. Mandaree is located on the Fort Berthold Indian Reservation in the Mandan, Hidatsa and Arikara Nation. It was founded in 1954 as a home for those displaced by the rising backwaters of the Garrison Dam. The name was suggested by a Catholic Missionary on the reservation and uses part of the names of the three tribes: MANDan, HiDATsa, and REE which is another name for the Arikara.

Mandaree is the primary physical center of the Mandan-Hidatsa community. It is noted nationally for its annual pow-wow, held the second weekend of July, as well as for being the home of the Mandaree Singers, a world-renowned tribal drum group.

Mandaree Public School District #36 is made up of the Mandaree elementary School and Mandaree High School. Both schools are funded by the Bureau of Indian Education (BIE) and the state of North Dakota.

(Source: North Dakota Place Names, page 120)

Mandaree enjoys a rich and powerful history. The traditional structural form of leadership amongst the Mandan and Hidatsa were of hereditary clanship origin. Political decisions were made with spiritual guidance and served to fulfill both political and spiritual means. The leaders of the clans and bands were organized around a peace chief and war leader. However, special leaders were selected when the occasion arose. A chief was considered great if he could command the respect of the village over a long period of time. The head war chief was principally a summer chief connected with summer village life during which time warfare was actively conducted. The chiefs showed evidence of generosity and good will, or suggested that others take over his work. Between 1837 and 1845, the Awaxawi and Awatixa joined the Nuidadi Mandan because there were so few in numbers due to the smallpox epidemic. These three groups organized a council headed by the Hidatsa Chief Four Bears. Four Bears was responsible for the physical defense of the people with Missouri River, the other chief. Together, they organized the establishment of the new village at the Like-A-Fishhook Bend. The other leaders, called Protectors of the People, were Big Cloud, Bear-Looks-Out, Bobtail Bull, Bad Horn and Big Hand. Some other traditional Hidatsa Chiefs were Black Moccasin or Blackens His Moccasin; Road Maker, Big Thief, Flat Bear, Crows Paunch, Poor Wolf, Crow Flies High, Long Bear, Bulls Eye, Black Hawk, Four Dances, Old Dog or Long Time Dog and Drags Wolf. These are just a few names from the North Dakota website on North Dakota History; the History and Culture of the Mandan, Hidatsa and Sahnish. nd.gov (official portal for North Dakota State government).

TABLE OF CONTENTS

VISION/MISSION STATEMENT AND STATEMENT OF BELIEFS	6
<u>A</u>	
Admission	
Resident	7
Non-Resident	7
Class Schedules	7
Entering the School Building	8
Grading	8
High School Student Classification	8
Registration	8
Attendance	
Attendance Incentive Awards	9
Absences	9
Pre-Absence Procedures	9
Tardy Policy	11
Records Manager	11
Adult Status	
Eighteen Year Old/Adult Policy	1
5 th Year High School Students	11
<u>B</u>	
Basic School Rules	12
Boundaries and Supervision	13
Bus Rider Rules	13
Bus Discipline	14
Attending Out of Town Field Trips/Extracurricular Activities/Events	14
Bulletin Boards	14
Bullying	14
Harassment, intimidation, and bullying	14
Sexual Harassment	15
<u>C</u>	
Check Out Procedures	15
Canine Search and Training	15
Children's Online Privacy Act	16
Choice Ready Information	16
Communicable Diseases	17
Counseling Program	18
<u>D</u>	
Discipline	18
General Discipline	18
Playground Rules and Discipline	19
Severe Acts of Misconduct	19
Out of School Suspension and Due Process Proceedings	20
School-Wide Expectations for Student Behavior	20
Guidelines for Success	21
Behavior Expectations – Responsible, Respectful, Safe Behavior	
Elementary	22
High School	23
Tier 1 Behaviors	24
Tier 2 Behaviors	25
Tier 3 Behaviors	26
Administrator Discipline Matrix	27
<u>E</u>	
Electronic Devices	29
Extracurricular Activities	29
Participation Eligibility for Students Athletes	29
Participation and/or Eligibility for Other Extracurricular Activities	30

<u>F</u>	
Family Educational Rights and Privacy Act (FERPA) (34 CFR § 99.31)	31
<u>G</u>	
Graduation Ceremony	31
Graduation Requirements	31
Optional Curriculum	31
<u>H</u>	
Homework Guidelines	32
Honor Roll	32
<u>I</u>	
Injuries	32
<u>L</u>	
Library	33
Lice Control	33
Lockers and Desks	33
Locker Room Lockers	33
<u>M</u>	
Medication	33
<u>P</u>	
Parenting and Pregnant Students	33
Patron Complaints	33
Progress Reports	34
Promotion and Retention	34
<u>R</u>	
Section 504 of the Rehabilitation Act and Americans with Disabilities Act – Notice of Non-Discrimination	34
Report Cards	34
Response to Intervention	34
<u>S</u>	
Safety Drills	35
Fire Drills	35
Bomb Drills	35
Tornado Drills	36
Senior Trip	36
Sportsmanship	36
Student Council	36
Student Records	36
<u>T</u>	
Telephone	37
<u>V</u>	
Visitors	37
Project Volunteers and Visitors	37
<u>W</u>	
Weapons Policy	37
Wellness Policy	37

APPENDIX DOCUMENTS

NDHSAA SPORTSMANSHIP CHALLENGE

IAAA-E2: Asbestos Hazard Emergency Response Act (AHERA) Annual Notice
GCC-E: Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)
FG: Students Rights and Responsibilities
FF-AR: Student Conduct Standards & Disciplinary Procedures
ACE: Violent and Threatening Behavior
FFA: Alcohol & Other Drug Use/Abuse
FFA-AR: Alcohol and Other Drug Intervention Procedure
FFB: Attendance and Absences
GAA-AR: Grade Promotion, Retention, & Acceleration Procedure
FCAF-AR: Concussion Management Program Guidelines
KACA: Patron Complaints
KACB: Patron Complaints About Personnel
KACB-E: Patron Complaint Form
BGA: Board Communication with the Public
FFI: Student Use of Electronics Devices

Mandaree School Parent Compact
Acceptable Technology Use Agreement
Notice of Directory Information
Acknowledgment Signature Page

Mandaree School District

Mission Statement:

All students will become proficient life-long learners who are culturally resilient and prepared for the 21st century.

Vision Statement:

The Mandaree Warrior's students will become a self-sufficient, culturally responsible contributing member of the global community.

Belief Statements:

- We believe that every student must come to school daily, rested and ready to learn.
- We believe that all faculty and staff contribute to a positive school climate through daily attendance, enthusiasm, and willingness to assist students in the learning process.
- We believe that administrators are positive instructional leaders, providing tools for staff and students to be successful.
- We believe that the school board provides effective governance through proactive policies and procedures.
- We believe that parents and community members support education through positive participation in activities and meetings, encouragement of student academic achievement, and maintenance of a safe and drug-free community.
- We believe in the importance of cultural identity and students learning about who they are and where they come from.

Bureau of Indian Education

Mission Statement

BIE's mission is to provide quality education opportunities from early childhood through life in accordance with a tribe's needs for cultural and economic well-being, in keeping with the wide diversity of Indian tribes and Alaska Native villages as distinct cultural and governmental entities. Further, the BIE is to manifest consideration of the whole person by taking into account the spiritual, mental, physical, and cultural aspects of the individual within his or her family and tribal or village context.

In order for our school to run smoothly and for the student to gain the best education possible, Mandaree School tries to provide each student with the educational opportunities that will enable them to learn and find success in school to the full extent of their ability. It is important that every parent and student understand your school's rules, regulations, required courses, and activities. We are living in an ever changing world, especially here in Mandaree and more specifically these past few years. We want each student to understand that our world can be difficult and include many restrictions and complex rules. And, we wish to advocate that our students are able to function as a successful citizen in our society, just as our grandfathers and grandmothers did. Please read this handbook carefully. It is your responsibility to know and understand its content.

If school is closed for the day, every effort will be made to post announcements on KEYZ 660AM in Williston (572-5371); KMHA 91.3FM in New Town (627-5363); KFYZ 550AM in Bismarck (255-1234); KXMC TV in Minot (852-2104). We are excited to be continuing implementing an automated notification system. This system will make telephone calls to notify parents of school closures and other important announcements. It will be extremely important that parents maintain a current telephone number on file if they want to receive current and timely notifications about school events. You may call in your updates to 759-3311, email them to the records manager, send by mail, or in person with your children.

There may be times when the local routes (Ridge) can be run safely, but not the country routes (South and East). If that happens, students on those routes will not be transported to school and the absence will be exempt. If parents provide

transportation and bring their child to school, they will also have to pick up their child, because those routes will not be run in the afternoon.
This handbook has been revised and each area or subject will be listed alphabetically, but also refer to the index and you should be able to find everything you need, thanks!

A

ADMISSION

Admission Policy

Regular Education

Resident

1. Follow North Dakota Century Code 15.1-20
2. Adhere to Weapons Policy listed in this handbook.
3. Immunization records must be presented at registration. Other records including birth certificate, transfer grades and transcript must be presented within 30 days of enrollment and registration.
4. New students will be admitted into the classroom the next day. This will allow the teacher to prepare the classroom for the arrival of the new student.
5. New students will meet with the respective building principal before attending classes, and to access and decide appropriate grade placement.

Non-Resident (In addition to the resident admission policies listed above)

6. Non-residents will be admitted if the grade level is not overcrowded.
7. Non-residents will be admitted if a tuition waiver is signed and agreed upon by the sending district.
8. Non-residents will be admitted only at the beginning of grading periods with principal approval.
9. Students must have no previous history of chronic discipline, attendance problems, or expulsions.
10. Attendance records will be considered and absences will be carried over from the previous school district.
11. Parent/legal guardian must provide required tuition waiver, withdrawal grades, transcript, birth certificate, immunization records, and certificate of Indian blood (when applicable) before the student can be enrolled.
12. A non-resident who transfers during the school year must follow Open Enrollment procedures outlined in the NDCC if he/she is to attend Mandaree the next fall.

Bell Schedule (Subject to Change)

Kindergarten-grade 12: First Bell 8:10am Last Bell 3:44

pm

High School Class Periods

1st Period	8:14 – 9:12
2nd Period	9:16 -10:14
3rd Period	10:18-11:16
4th Period	11:20 - 12:18
Lunch	12:18-12:41
5th Period	12:45 – 1:40
6th Period	1:44 – 2:42
7th Period	2:46 – 3:44

All high school and elementary students must be enrolled in a full schedule every school year. Dual credit opportunities and school to work experiences will be considered.

Entering the school building

All doors are locked. Before 7:50am students may enter through the locked doors, if a school employee is on duty and opens it for them. The northeast front entrance will be for bus drop off students to enter the building. This door will be locked after all buses have arrived. After 8:15am all students must enter through the southeast entrance and for a Tardy Slip.

GRADING

KINDERGARTEN has its own reporting system. Students are graded on a "Satisfactory," "Needs Improvement," and "Unable to do at this time." Concept mastery is the goal in Reading Readiness, basic Mathematics concepts, and letters and sounds.

GRADES K – 12		77-79	C+
97-100	A+	73-76	C
93– 96	A	70-72	C-
90-92	A-	67-69	D+
87-89	B+	63-66	D
83-86	B	60-62	D-
80-82	B-	Below 60	F

GRADES K-6 the following ratings will be used in Hidatsa, physical education, music, art, and computers:

S = Satisfactory

N = Needs improvement

GRADES 1-6, the average of the classes that receive a letter grade must be 60% or above for consideration for promotion to the next grade.

GRADES 7-8, the average for all classes must be 60% or above for consideration for promotion to the next grade.

HIGH SCHOOL STUDENT CLASSIFICATION

Students with:

0-5 Credits will be freshman

10.5 - 15 Credits will be juniors

5.5 - 10 Credits will be sophomores

15.5 - 22 Credits will be seniors

At the beginning of each school year and not at semester time, students are classified by the number of credits accumulated. It is in the interest of each student to take and pass all classes so that they can advance towards graduation.

Only those students who are on track academically are eligible for class officers or class representatives. Students who did not advance with sufficient credits are not eligible for class officers. It is unfair to students who are on track to have to compete with repeat students for the honor of class officers and/or class representative. For example: Students who are repeat freshmen cannot be elected as freshman class officers or class representatives.

Registration

- Registration will be held at Mandaree School at dates to be announced in July/August of each school year for grades K-12.
- Necessary registration forms to be filled out include: Student Enrollment Application, release of information for students transferring from another school and a 506 form. If the student resides with someone other than a natural Parent/Legal Guardian, appropriate documentation must be on file identifying legal guardian. All students must have on file the following: Immunization Record, Birth Certificate, and if applicable a Certification of Indian Blood or their Parent/Legal Guardians' CIB if they are not enrolled. **New students must have on file the Immunization Records, and Birth Certificate**



before being allowed to attend classes. All transfer students must present transcripts. Transfer student's failure to provide proof of current grade placement will result in assessments to determine appropriate grade level. Parent/Legal Guardian must accompany student to registration.

- High School students who drive to school must park in the east parking lot in front of the school. Driving students must show proof of insurance, valid driver's license, and current registration. Driver's license must be on file in the front office.
- Changes may be made to your high school schedule before the end of the drop/add date.

ATTENDANCE

ATTENDANCE POLICY (SEE APPENDIX FOR SCHOOL BOARD POLICY: FFB ATTENDANCE AND ABSENCES WHICH OUTLINES SPECIFIC INFORMATION ON ABSENCES)

The school board, administration, and teachers believe that one key to success in school is to be in class on time every day. There is a relationship between good attendance and good grades. One of the indicators for every Student Succeeds Act (ESSA) is attendance. All students must have an average daily attendance (ADA) rate of 95% or better or the school is identified as **not making adequate yearly progress**. The Bureau of Indian Affairs, Office of Indian Education, requires that students begin attending within the first 10 days of the school year in order to be counted as students in the district. Regular and punctual attendance at school is not just expected – it is required.

ATTENDANCE INCENTIVE AWARDS

Student attendance incentive awards will be given to those students who have “Good”, “Near Perfect”, and “Perfect” attendance. These awards will be given after attendance is verified. Students must be enrolled within three (3) days of the 1st day of each quarter for awards. “Good” attendance will be students who have missed more than 1 day and no more than 3 days per quarter. “Near Perfect” attendance will be given to students who have missed more than 0, but no more than 1 day. “Perfect” attendance will be students who have no absences for any reason and no tardies. Student extended learning opportunities cannot be used for a student to reach good, near perfect, nor perfect attendance. A student is not eligible for good, near perfect, or perfect attendance awards if they have any out-of-school suspensions during the quarter. A student is not eligible for good, near perfect, or perfect attendance awards, if they have more than one office referral for discipline write-ups.

ABSENCES

The teacher's record book is the official record for attendance. Remember that a day out of school for whatever reason means the student is missing out on the educational opportunities available that day.

Students are expected to make-up assignments missed as a result of an absence in a timely fashion. Students will have 2 days to make-up and turn in assignments after a day of absence.

Leaving the building without signing out or cutting a class is defined as an absence.

Whenever a pattern of absences for a student begins to exist the school will assume responsibility for parent/legal guardian contact and conferences. Students need to be aware that the principal will randomly check absences to verify validity.

PRE-ABSENCE PROCEDURES

Every effort to do assignments ahead of time, take scheduled tests before the absence, and/or hand in assignments that will be due during an absence is the responsibility of the student. School related absences are not an automatic excuse for missing assignments or tests. Participation in activities is a privilege with added responsibility.



In all instances students are responsible for the work missed. The student must make provisions for anticipated or expected absences in advance. Arrangements for required work for extended trips out of town must be made in advance. Students attending school events or participating in school events will be considered present for classes missed. Students are to work with their teachers to prepare for the scheduled absence. Activity advisors or coaches are required to notify teachers of student(s) to be absent.

For unexpected absences the parent/legal guardian are requested to call the school the day that their student misses and to inform us of the reason. Please call the school office as soon as possible when the parent/legal guardian knows their child will not be attending school that day. Phone calls are preferred before the start of the school day and by 8:30am at the latest. The Attendance Liaison will begin telephone calls home to check on absences at 9am.

The District proposes the following to meet the 95% ADA:

The goal for attendance under the *Every Student Succeeds Act* (ESSA) is to reach 95% ADA.

A student can miss no more than eight (8) school days per school-year (2 days per quarter) to reach 95% ADA.

1. Parents will be contacted for every absence by the Home School Liaison. Letters will be sent to parents/guardians at 3/5/7/9 days absent and copied to teacher. Home School Liaison will notify appropriate principal/teacher of status of student. Excessive absences, 9 or more, will result in administrative action which can include parent/legal guardians conferences, contemplated retention for grades K-7, and non-crediting for students in grades 8-12. Referrals to TAT Juvenile Court or other Court of jurisdiction for failure to send children to school and dropping the student from enrollment will be made when absences are excessive and there is no parent/legal guarding response to address the non-attendance. The District is committed to following MHA tribal and State rules pertaining to education. A determination can be made to file a 960 with county and tribal social services for educational neglect. Excessive absences are more than those allowed under policy FFB. Students participating in school sponsored activities are not considered absences.
2. For K-8 students, attendance shall be a factor used in determining retention.
If a K-8 student has accumulated 9 or more absences for the school year, the District will strongly consider the student for retention, making such decision in accordance with the district's policy on academic retention. K-8 grades may reflect the student's attendance rate because non-attendance in school impacts academic achievement.
3. For high school students, the District shall impose disciplinary consequences such as loss of credit for absences. These disciplinary consequences will be determined on a case-by-case basis. Students will be afforded appropriate due process rights based on the severity of penalty that the District is considering imposing.
4. After a high school student has accumulated 4 days absent in a class per semester, the student shall receive no credit in such class/classes. The District shall afford the student a due process hearing prior to determining if credit should be withheld.
5. All students shall be required to complete make up work in accordance with administrative regulations or will receive no credit for incomplete work.
6. All students shall be afforded an opportunity to make up absences by attending extended learning opportunities as may be established by the district. K-12 students shall be credited back equivalent time for successfully attended and completed extended learning opportunities. These hours must be completed with the supervision of a classroom teacher or an administrator.
7. All absences count towards a student's average daily attendance (ADA); a day out of school is a day out of school regardless whether or not it is excused or unexcused.



ATTENDANCE

Elementary Students: First bell is at 8:10

A student will be marked tardy if they arrive between 8:10am and 9:00am.

A student who arrives between 9:00am and 12 noon will be marked ½ absent.

Afternoon attendance is recorded at 12 noon.

A student who is present from 8:10am until 3:00pm will be counted for the full day.

HIGH SCHOOL STUDENTS: Excessive tardiness equates to missing class time. High School attendance is counted by individual class periods. Transition time between class periods is 4 minutes. High School students arriving after the bell will be counted Tardy. Students who arrive more than 10 minutes late for class will receive an unexcused absence for that class period.

Chronic tardiness will result in the following disciplinary actions. Students will be given one day of absence for every 7 tardies, plus receive an administrator's determined consequence.

RECORDS MANAGER

The Records Manager with support and input from teachers and administration will monitor absences and tardiness concerns. The classroom teacher will notify the building principal when a student needs intervention.

1. Monitoring Absences

The home/school liaison will make home contact daily on students who are reported absent on the attendance report. Families that cannot be reached by telephone will receive a home visit. The home/school liaison will submit paperwork to authorities as needed.

2. Monitoring Tardiness

When notified of concerns the home/school liaison will make home contact for tardiness. For High School students the home/school liaison will make home contact for tardiness for individual class period absences when a pattern of habitual tardiness is noticed.

ADULT STATUS

EIGHTEEN-YEAR-OLD/ADULT POLICY

Any student 18 years of age or older still enrolled in Mandaree High School is subject to the same rules that govern all other students. Adult status does not exempt students from rules and regulations subscribed by the Board of Education and the administration. A student of legal age must submit a request in writing to be recognized as their own authority to report their absences and sign authorization forms. A student of legal age may inspect their personal educational record and may represent themselves at an expulsion hearing without parental involvement if they sign a waiver to that effect.

5th Year High School Students

The goal of this policy is to increase the number of 5th year high school students who will earn a high school diploma. A 5th year senior must have a sufficient number of high school credits **and** be able to complete graduation requirements in one additional year.

A 5th year senior must meet the following criterion:

1. The student must be between the ages of 17 and 19.
2. The student must have completed four (4) years of high school grades 9-12.
3. The student must have at least 16 high school credits.



4. The student must be willing to work hard and comply with all high school rules and regulations as listed in the Mandaree Student Handbook and Mandaree School Board Policies.

Students who meet the above criterion may be allowed to take four (4) classes instead of the required seven (7) classes to meet graduation requirements. A combination of online classes and traditional classes will be scheduled.

The school counselor or administrator will confer with the student, complete a credit check, and develop a Plan of Study. The Plan of Study will be presented to the High School Principal for approval. The student may begin only after agreeing to and signing the approved Plan of Study.

B

BASIC SCHOOL RULES

1. All students are to come to school dressed appropriately for the weather. All students in grades K-8 go outside for recess even during the winter months. Students will go outside until temperatures are below 0 degrees.
2. When temperatures are consistently below freezing, students not dressed with winter hat, coats, and gloves will not be allowed on the bus. Students turned back from the bus for not being dressed for the weather will have to be brought to school by their parent.
3. Due to district policy of student supervision, students should not report to school before **7:50am** or remain after departure of the buses. Exceptions will be for those students participating in supervised activities. All supervisors will ensure that students in the school activity will exit the building upon completion of the activity.
4. Students are not allowed in the gym or other rooms before or after school unless there is a designated supervisor present.
5. Students are to walk in the halls for their safety and the safety of others.
6. Students are required to have a pass whenever they are in the halls during class period.
7. All students will be responsible for bringing paper and sharpened pencils and other appropriate writing instrument to each class. Please let your teacher, counselor, principal or other staff member know if you cannot afford these items. Otherwise students will be appropriately disciplined as determined by the classroom teacher.
8. Clothing, including hats, t-shirts, shirts, jackets, or other items that contain an inappropriate message pertaining to alcohol, drugs or of a sexual nature are not permitted in school. Students may be sent home to change their clothing, be asked to turn the shirt/jacket/etc inside out, or put it in their locker.
9. Revealing clothing is inappropriate for school. This includes low cut tops, bare shoulders or bare midriffs. Undergarments must not show at any time.
10. Hooded sweatshirts may be worn. When entering the building students must put the hood down. Hoods are to remain off of the head while inside the building.
11. Hats, caps, headbands or other head covering are not allowed and must be put into lockers during the school day.
12. Pants or jeans should be properly fastened at the waist, not below the hips. A student's clothing must not fall below the hips and undergarments must not show. Pajamas and/or any other sleeping attire are not permitted (except during Spirit Week, Education Week or other scheduled event).
13. All students are expected to treat others with respect. This includes classmates, other students, and all adults in the building. Respect is treating others as you want to be treated. Respect is mutual and includes helpful words, actions and deeds that do not harm others.
14. Public displays of affection (PDA) are not allowed during school hours or at school sponsored events. This includes but is not limited to holding hands, kissing, hugs or other personal contact. Corrective



actions include but are not limited to conferences with the students and parents/legal guardians and suspension.

15. If a prom is held, it is considered a social event and participants must be high school students. Mandaree students who are inviting students from other schools must notify the advisors of their names and the school they attend. All participants must agree to submit to breathalyzer tests before and during prom activities.
16. Fire safety code regulations require that all personal and school items are to be stored inside of student lockers. No coats hanging on the outside of the locker door or backpacks on the hallway floors.
17. To prevent illegal and/or inappropriate materials in classrooms backpacks will be left in school lockers.
18. Laser pointers are not only a distraction they can be hazardous if pointed into eyes. Laser pointers are not allowed in school.

BOUNDARIES AND SUPERVISION

Supervision will be maintained in those areas used for instruction of students. Supervision will be maintained during movement from one location to another.

Grades K-8

Classroom, Hallways, Restrooms, Playground, Library, Cafeteria, Gymnasium, Music, Hidatsa

High School

Classroom Hallways Restrooms Library Cafeteria Gymnasium

BUS RIDER RULES

Riding the bus is a privilege not a right. To keep that privilege students will adhere to the following rules:

- Students will be picked up and dropped off at the same place daily. Where the student is picked up in the morning is where they will be dropped off after school. This provides a safe and consistent transportation routine. On rare occasions, in the event of emergencies, students may have to be delivered to another location. Bus passes must be requested by 2:00 pm or the school cannot ensure that the student will be transported to the right location.

PREVIOUS TO LOADING (ON THE ROAD AND AT SCHOOL):

1. Be on time at designated school bus stops.
2. Bus riders will conduct themselves in a safe manner while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter the bus.
4. Bus will only stop for a maximum of three (3) minutes at designated stops on the East and South Routes.
5. The Ridge Route will stop at designated locations at corners or mid-block. Stops will be long enough to determine that regular riders have boarded the bus.
6. If the bus stops for three (3) consecutive days and no riders get on, the driver will no longer take the time to stop there. It will be the parent/guardian's responsibility to contact the principal to re-activate the stop.
7. There are no pets or animals allowed on the buses.

WHILE YOU ARE ON THE BUS:

1. Keep limbs of the body inside the bus at all times.
2. Riders are to remain seated until the bus comes to a complete stop.
3. There will be no walking inside the bus when the bus is in motion.



4. Do not throw anything out of the bus windows.
5. Fighting/Horseplay is not permitted on or around the bus.
6. Assist in keeping the bus safe and clean at all times.
7. Bus driver has full authority to refer students to the principal in writing for any incident that occurs.
8. If Parent or legal guardian is not home, the bus driver must return the student(s) to the school. An alternate contact person must be designated on student registration form.

LOADING AND UNLOADING:

1. When unloading, all students must walk in front of the bus.
2. The driver will not discharge riders at places other than their regular bus stop unless they have a bus permit / written authorization from the parent/guardian or principal.

BUS DISCIPLINE

1. Damage or vandalism to the bus will result in an immediate suspension of bus riding privileges for one week. Subsequent violations will result in additional suspension. Parent/ legal guardian will need to transport student to and from school during any period of bus riding privilege suspension. Any absences from school as a result of a bus suspension will be unexcused absence.
2. If a student is in violation of the bus rules, he/ she will be immediately reported in writing to the principal. Continued disruption on the bus may result in suspension of bus riding privileges. Parent/ legal guardian will need to transport student to and from school during any period if bus privilege suspension. Any absences from school as a result of a bus suspension will be unexcused absence.
3. Fighting, swearing, or insubordination may result in immediate suspension from school.
4. Second offense of fighting from the same student will result in a two (2) week suspension from riding the bus and/or suspension from school. Parent/ legal will need to transport student to and from school during any period of bus riding privilege suspension. Any absences from school as a result of a bus suspension will be unexcused absence.

ATTENDING OUT OF TOWN FIELD TRIPS/ EXTRACURRICULAR ACTIVITIES/ EVENTS

1. Any student riding the bus to an out of town activity must return on the same bus unless the parent/ legal guardian asks the chaperon to release the student to his/ her custody. This request must be in writing at the time the student is to be released or signed noted must be presented before the bus leaves Mandaree. The written request must be from the student's Parents/legal guardian.
2. Students are expected to behave properly on the bus during out of town functions.
3. Chaperons will set a time of boarding and departments from return trips and rest stops. Chaperons will have full authority and will refer disruptive students to the principal for disciplinary action.
4. Remember your good habits of sportsmanship.
5. All school policies will be enforced for inappropriate actions on field trips/ extracurricular/events.
6. No parents / chaperones are allowed to ride the fan bus without having a background check completed.

BULLETIN BOARDS

All articles posted on the school's bulletin boards are subject to approval from the front office.

BULLYING

WHAT IS BULLYING?

As used in NDCC 15.1-19-17 through 15.1-19-22:

1. "Bullying" means:
 - a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored



activity or event and which:

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

2. "Conduct" includes the use of technology or other electronic media.

All students have the right to learn in an environment that is free from harassment, including sexual harassment, intimidation and bullying.

Harassment, intimidation and bullying can take many forms. It includes but is not limited to slurs, rumors, "put-downs," jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical, or electronically-transmitted messages or images.

Sexual harassment is a type of harassment. It occurs when the types of verbal, visual or physical conduct described above are sexual in nature or are based on gender.

Sexual harassment conduct includes repeated offensive sexual flirtations, advances or proposition and continued or repeated verbal abuse of a sexual nature. It also includes graphic or degrading verbal comments about an individual or about his/her appearance, the display of sexually suggestive objects or pictures, and any offensive or abusive physical contact.

Bullying is unwanted, aggressive behavior among school age children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated over time.

C

CHECK OUT PROCEDURES:

1. Parent/Legal Guardian will report to the front office and sign out the student. Students will not be released to intoxicated adults.
2. School attendance is important to the overall academic success of the student. Reasons for checking out of school are:
 - Medical Appointments
 - Student illness
 - Other appointments that cannot be scheduled after the end of the school day.

CANINE SEARCH AND TRAINING

1. All canine search and training exercises will be conducted randomly and unannounced.
2. When a canine search and training exercise is to take place, the following announcement will be made "Canine Search in Progress."
3. ALL teachers and students are to remain in their classrooms until notified that the search has been



completed.

4. Teachers are to place any backpacks that are in the classroom in the hallway outside of their classrooms.
5. The search will be conducted.
6. Should any illegal substances actually be found, appropriate disciplinary action will take place.
7. The following announcement will be made when the Canine Search has been completed, "Canine Search has been completed."
8. Teachers, students, and staff resume regularly scheduled activities.

CHILDREN'S ONLINE PRIVACY ACT (COPPA) 15 U.S.C §6501-6506

COPPA requires "verifiable consent for the collection, use or disclosure of personal information" obtained from children. The following information is intended to inform parents/legal guardians of the district procedure regarding the display of pictures and student work on district and/or school created website:

1. Student work will not contain any information that may identify the student or other family members.
2. The first and last initial of the student name will be the only information used to identify and credit student work displayed on school website.
3. No individual photographs of students will be used on the school website.
4. Group photographs of students will not identify individuals in the photographs.

This procedure listed above is consistent with the Family Rights and Privacy Act (FERPA). Any parent/legal guardian that does not want any student work or photographs on the school website must file written notice with the building principal. If we do not receive notice, we will consider this to mean that you have no objection to the use of this information on the school website.

CHOICE READY

Every Student Succeeds Act (ESSA) will require students and school districts to implement the **CHOICE READY** initiative at the High School level as part of the Accountability Plan for the District. This replaces the "Adequate Yearly Progress" (AYP) reports under No Child Left Behind.

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

The indicators in each section are outlined below.

ESSENTIAL SKILLS

ALL STUDENTS WILL:

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

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

ALL STUDENTS WILL THEN COMPLETE 2 OF THE 3 COMPONENTS LISTED BELOW:

COMPONENT 1: POST-SECONDARY READY

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

ACT/SAT minimum subsection scores:

ACT English – 18

SAT Reading/Writing – 480

ACT Reading – 22

SAT Math – 530

ACT Math – 21

ACT Science – 23w

OR

Two or more additional indicators:

- ✓ Advanced Placement Course (A, B, or C) (4, 3, or 2)
- ✓ Dual Credit Course (English or Math) (A, B, or C) (4, 3, or 2)
- ✓ Algebra II (A, B, or C) (4, 3, or 2)
- ✓ Advanced Placement Exam (3+)
- ✓ International Baccalaureate Exam (4+)
- ✓ 3.0 GPA in core course requirement for NDUS admission
- ✓ CLEM/CREAM (Eng/Math) Course (70% or greater)
- ✓ Complete three Fine Arts Courses (A, B, or C) (4, 3, or 2)

COMPONENT 2: WORKFORCE READY

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

- ✓ Complete three CTE courses (A, B, or C) (4, 3, or 2)
- ✓ Complete Career Ready Practices (3.0)
- ✓ Dual Credit Course (A, B, or C) (4, 3, or 2)
- ✓ WorkKeys (Gold or Silver)
- ✓ Technical Assessment/Industry Credential
- ✓ Workplace Learning Experience (40 hours)
- ✓ Work-based Learning Experience (Perkins V) (40 hrs.)
- ✓ NDSA (Reading/Math) Level 3 or greater
- ✓ Complete three World Language Courses (A, B, or C) (4, 3, or 2)

COMPONENT 3: MILITARY READY

- ✓ Complete a **Four Year Rolling Plan**, **ASVAB score of 31 or greater** (as determined by branch), **Quality Citizenship** (no Expulsions or Suspensions), **Physically Fit** (Students who have successfully completed required PE course (A, B, or C) (4, 3, or 2), **and** Complete **two or more** indicators from the **Post-Secondary** or **Workforce** options. OR Complete two credits of JROTC or Civil Air Patrol

COMMUNICABLE DISEASES/INFESTATIONS (COVID policies will supersede this policy in the event of a COVID outbreak.)

The School Board recognizes the need and right of all children to receive free and appropriate education. The Board further recognizes its responsibility to provide a healthy environment for students and school employees. Determinations regarding communicability and attendance may be made in consultation with city and state health officials, the Centers for Disease Control, and other appropriate parties.

School Attendance

The determination of whether an infected or potentially infected student is excluded from the classroom or school activities and how the student's needs will be met shall be made on a case by case basis, under the direction of the building principal/building administrator or designee with consultation from available health care professional.

In situations that require additional knowledge or where the student may be out of school for five (5) or more consecutive school days, the principal and designated health care professional will consult on appropriate courses of action. Consideration regarding the need to exclude a student from school shall include the characteristics of the contagious disease, the medical condition of the student, and expected interaction with others in the school setting. If the School District has reasonable cause to believe that a student is an infected individual, additional medical information may be needed before the student may return to school.

Confidentiality

Appropriate information may be provided to school employees or the public if the potential for communicability is a factor. School administrators may determine that it is necessary to disclose personally identifiable information (PII) to appropriate parties (e.g. state health officials) in order to address a health or safety emergency. PII of a student who may have a communicable disease will not be disclosed to the public.

Classroom health checks and letters informing parents of communicable diseases may be done in the case of an outbreak at the discretion of the school nurse in coordination with District administrative staff or at the direction of state health officials.

Infection Control

Employees are required to follow infection control practices where all body fluids are treated as if they are contaminated. Equipment and supplies needed to apply universal precautions will be provided.

If a situation occurs at school in which a student might have been exposed to an infectious agent, such as an instance of blood-to-blood contact, the school principal or designee shall inform the parents/guardians to seek medical advice.

See attached COVID policy.

COUNSELING PROGRAM

The Mandaree School Counseling Program is an integral part of the total educational program. It is developmental by design and includes sequential activities organized and implemented by a credentialed counselor with the support of teachers, administrators, students. The counseling program operates and provides services under implied consent which allows services to be provided to all students unless written documentation is on file with the front office, or, parent/legal guardians refuse in writing to allow his/her child to participate in the program. The Mandaree School Counseling Program includes the following components:

1. A guidance curriculum that identifies outcomes to be attained by all students at various stages of their development and provides activities to help them achieve these outcomes.
2. Individual Planning with students in each area of educational development, personal, social, and career development.
3. Responsive Services consisting of counseling, consultation, referral, and information.
4. System Support consisting of management activities which establish, maintain, and enhance the total comprehensive school counseling program.

D

DISCIPLINE

GENERAL DISCIPLINE

The school recognizes the importance of students showing appropriate behavior. Any student behavior that is considered by the school administration to be a disciplinary offense will include but not be limited to:

1. The use of tobacco on the school premises or at a school related function, and will result in out of school suspension.
2. Illegally using, possessing, distributing or being under the influence of drugs, narcotics, or alcohol, whether in school on the school premises or at a school related function will result in suspension.
3. Verbal and/or physical abuse of another student or staff member, consistent and willful attempts to disrupt the education process, stealing, vandalism, or repeated school violations.
4. Discipline offenses will be handled cooperatively by the teacher, parent / legal guardian, and administration; and, any disciplinary action deemed appropriate under the circumstances will be administered.
5. Students who leave school grounds without permission are deemed to be truant. If not found within a reasonable amount of time and a search of the building and grounds, parent/legal guardian is notified that law enforcement will be contacted to report the truancy for the safety of the student.
6. Students will be held responsible for any damage they cause to facilities or equipment. This is a federal building and damage to federal property can be considered a felony. One or more of the following actions will be taken:
 - a. Parent/Legal Guardian will be notified immediately.
 - b. Students will replace property or repair damage.
 - c. Police will be notified of any damages.
 - d. Students will be turned over to the Juvenile authorities.
 - e. In repeated offenses, parents/legal guardian and student(s) will appear before the school board.

PLAYGROUND RULES AND DISCIPLINE

1. Students will remain on the playground unless they have permission from the teacher or paraprofessional on duty.
2. Students will stay behind other students in the swings.
3. Students are not to bail out of the swings, connect legs or feet while swinging, only one student per swing.
4. One person on the slide at a time. Students are to use the steps to climb up the slide and not use the side of the slide to reach the top.
5. Bullying behavior, such as name calling, fighting, or harassing, is not allowed on the playground or in the school building.
6. Students are to keep their hands to themselves with no unnecessary physical contact or roughhousing.
7. Students are not to play "King of the Hill."
8. Students are not to climb or stand on top of the monkey bars.
9. Students are not to throw snowballs, sand, dirt, rocks, etc.
10. No Spitting
11. Line up with your class as soon as the teacher or paraprofessional calls you. Walk quietly into the school building and return to your class room.

First violation: 5 minutes standing against the fence

Second violation: 10 minutes against the fence

Third Violation: Lose the next recess standing against the fence

Repeated offense will be dealt with accordingly at the discretion of the building principal.

SEVERE ACTS OF MISCONDUCT

Severe Acts of Misconduct are defined as those behaviors that endanger the students or others. This includes but is not limited to:

- Smoking
- Possession of alcohol, tobacco, and/or other drugs
- Verbal abuse directed at another student or staff member
- Skipping class
- Fighting
- Persistent and Repeated Incidents of Bullying
- Threats or other acts of aggression

In these instances, immediate action will be taken to deal with the behavior. This includes but is not limited to:

- Out of school suspension
- Parent/Legal Guardian conferences
- Possible recommendation for expulsion
- Referral to Juvenile Authorities

The Administrator or Teachers may use the loss of recess for discipline purposes if deemed appropriate.

OUT OF SCHOOL SUSPENSION AND DUE PROCESS PROCEEDING

Suspension involves either in-school suspension or the dismissal of a student from school classes, buildings, and grounds. Suspension shall not be for more than maximum duration allowed by law. The parent(s) of the student are to be notified, by telephone call or delivery of the suspension notice promptly by the school principal that suspension has been issued.

The authority to determine whether or not a student shall be suspended is the responsibility of the principal or designee and can be exercised AFTER the student is given:

1. Oral or written notice of the charges against him/her.
2. An explanation of the evidence against him/her.
3. An opportunity to present his/her side of the story.

There need be no delay between the time notice is given and the implementation of the above procedure. In those cases where a student's presence poses a continuing danger to persons or property or any ongoing threat of disrupting the education process, the student may be immediately removed. Mandaree School will honor all other expulsions and will not admit students who are currently expelled from any other school.

School-Wide Expectations for Student Behavior

The purpose of the school-wide expectations for student behaviors is to improve academic performance. It is not a curriculum that dictates what schools or districts must do; rather it is a way to create a positive climate that fits with the individual culture of each school. *It is just a way of doing things.* To do this, the school has developed three behavior expectations (Be Respectful, Be Responsible, and Be Safe) and will proactively teach the students what those expectations "look like" in various school settings. It is a seamless system in that the expectations apply to all students. The district recognizes that a positive school environment that is conducive to learning is critical if the school is to break through limiting factors, such as high absenteeism and high mobility rates, and increase student performance and decrease student retention rates. The district will strengthen positive behavior supports, bully prevention, and school climate.



Teachers and students will contribute to a positive school climate through clear, positive expectations, and expected behaviors. Procedures for teaching expected behaviors and discouraging inappropriate behavior include direct instruction by the classroom teacher on the school-wide expectations. School-wide procedures for high school passing time, hallways, cafeteria, playground, bathrooms, buses and school vehicles, school assemblies, and after school tutoring have been designed to teach expected behaviors for students and supervisors.

GUIDELINES FOR SUCCESS:

Mandaree Students:

Are

Respectful

Responsible

Own their own behavior and are

Willing and ready to learn.

School-Wide Student Behavioral Expectations

☐ Students May Use Cell Phones/Electronics Only for Educational Purposes

- For Educational Purposes Means “As Directed by the Teacher” and in the Teacher’s Classroom Discipline/Management Plan. In the event of an administrator all-call for an emergency lock-down, once in a safe place students can use cell phones to notify parents/legal guardians. Student cell phones are not to be used for videoing and must be in silent mode. Students are not to disclose their physical location.

☐ Students Will Engage in “The Work” As Outlined by Their Teachers

- All Students Need to Do “The Work” But It Must Be Appropriate to The Student’s Ability Level

☐ Students Will Use Appropriate Language at All Times While On the School Premises or at School-Sponsored Events

- All Times Means in The Classroom, Lunchroom, Hallways, School-Sponsored Events, etc.
- Appropriate Language Means No Swearing, No Racial Slurs, No Talking Back to Adults, Verbal Bullying, etc.

☐ Students Will Keep Their Hands and Feet to Themselves

That means a student may not harm another student or adult physically in any way.

Mandaree Elementary School: Responsible, Respectful, Safe Behavior

Location	Be Respectful	Be Responsible	Be Safe
Arrival/Dismissal	<ul style="list-style-type: none"> *Hold the doors for others *Make sure shoes are clean 	<ul style="list-style-type: none"> *Be on time *Store all electronic equipment and accessories –not visible during school day *Hang up coats and head gear *Go to your desk 	<ul style="list-style-type: none"> *Use your walking feet *Walk through doorways; no jumping up to hit door facing
Assembly	<ul style="list-style-type: none"> *Be a good listener *Remain seated unless permission to leave is given *Respect the space of others *Look at the speaker *Participate appropriately 	<ul style="list-style-type: none"> *Listen, watch, and learn. *Use bathrooms before assembly. *Get drinks before assembly 	<ul style="list-style-type: none"> *Always walk, sit in area assigned and face forward. *Stay with your class. *Walk to and from assembly area.
Bathroom	<ul style="list-style-type: none"> *Use an inside voice. *Respect the privacy of others. *Politely wait to use the sink 	<ul style="list-style-type: none"> *Use toilet and sink appropriately *Wash hands with soap *Keep the bathroom clean *Tell an adult about any problems *Return to class as soon as possible 	<ul style="list-style-type: none"> *Get permission to use the bathroom. *Walk carefully when the floor is wet by the sink.
Classroom	<ul style="list-style-type: none"> *Listen to and follow directions *Respect others' space *Do not laugh at ideas/opinions of others *Raise your hand and wait to speak *Keep your head up and look at the person who is speaking 	<ul style="list-style-type: none"> *Be on time and be prepared *Do your best work *Ask for help when needed *Complete and hand in work by due dates *Take care of materials *Come to school ready to learn-get enough sleep and proper nourishment 	<ul style="list-style-type: none"> *Always walk *Sit appropriately on chairs or in desks *Use school tools or other items appropriately *Pick up after yourself
Computer Lab	<ul style="list-style-type: none"> *Follow computer class rules *Use equipment properly *Use quiet voices *Wait patiently for help 	<ul style="list-style-type: none"> *Close all computer programs *Clean up after yourself *Ask if you want to print 	<ul style="list-style-type: none"> *Always walk to and from the lab *Push in chairs when ready to leave *Watch out for cords *No food/drink in the lab
Library	<ul style="list-style-type: none"> *Listen to and follow directions *Take turns *Be polite *No food/drink in the library 	<ul style="list-style-type: none"> *Take care of library materials *Return library materials on time *Bring pencils to class *Wait quietly for instructions *Push chairs under tables 	<ul style="list-style-type: none"> *Always walk to and from the library *Respect the space of others *Sit where directed
Lunchroom	<ul style="list-style-type: none"> *Use an inside voice *Politely wait in line to be served *Use good table manners 	<ul style="list-style-type: none"> *Eat a healthy meal *Clean up after yourself *Wait quietly to be excused 	<ul style="list-style-type: none"> *Always walk *Use utensils appropriately *Sit on bench with feet on floor facing table *Use both hands to carry tray
Playground	<ul style="list-style-type: none"> *Share/respect recess equipment *Use proper language *Use good sportsmanship 	<ul style="list-style-type: none"> *Return equipment after use *Line up when asked *Dress appropriately for weather 	<ul style="list-style-type: none"> *No horseplay *Stay within fenced area *Share/respect recess equipment *Walk to basketball
Hallway	<ul style="list-style-type: none"> *Move quietly from one place to another *Stay to the right; one behind the other *Keep hands, feet, objects to self 	<ul style="list-style-type: none"> *Go straight to where you need to be *Be a good role model for others *Stay with your class *Move quietly from one place to another 	<ul style="list-style-type: none"> *Face forward, keep to the right *Walk at all times *Keep the floor clean *Hands, feet, objects to self *Tell an adult if something is spilled
School Grounds – Water Chief Hall or other facilities	<ul style="list-style-type: none"> *Follow all rules when attending activities *Practice good sportsmanship when playing other teams 	<ul style="list-style-type: none"> *Use trash containers for all items that need to be thrown away 	<ul style="list-style-type: none"> *Always walk in the building *Hands, feet, objects to self
School Buses	<ul style="list-style-type: none"> *Use inside voices *Listen to directions from driver *Respect space of others 	<ul style="list-style-type: none"> *Place trash in appropriate location *Take care of your own items 	<ul style="list-style-type: none"> *Hands, feet, objects to self *Remain in line while bus arrives *Dress for the weather *Remain seated as bus moves
Gym	<ul style="list-style-type: none"> *Make sure shoes are as clean as possible *Use equipment and space properly *Listen and follow directions 	<ul style="list-style-type: none"> *Take care of and bring the right clothing *Use only you own equipment *Use trash cans when necessary 	<ul style="list-style-type: none"> *No horse play – hands, feet and objects to self *Get permission to leave the area

Mandaree High School: Responsible, Respectful, Safe Behavior

Location	Be Respectful	Be Responsible	Be Safe
Arrival/Dismissal	<ul style="list-style-type: none"> *Wait with respect for bell to ring *Hold the door for others *Make sure shoes are clean as possible 	<ul style="list-style-type: none"> *Upon arrival, walk straight to where you are supposed to be *Use trash can for trash *Store all electronic equipment and accessories –not visible during school day *Hang up coats and head gear 	<ul style="list-style-type: none"> *Walk through doorways
Assembly	<ul style="list-style-type: none"> *Use polite audience manners *Remain seated unless permission to leave is given *Respect the space of others *Participate appropriately 	<ul style="list-style-type: none"> *Listen, watch, and learn 	<ul style="list-style-type: none"> *Always walk, sit in area assigned and face forward *Stay with your class *Walk to and from assembly area
Bathroom	<ul style="list-style-type: none"> *Use an inside voice *Respect the privacy of others *Politely wait to use the sink 	<ul style="list-style-type: none"> *Use toilet and sink appropriately *Wash hands with soap *Keep the bathroom clean *Tell an adult about any problems *Return to class as soon as possible 	<ul style="list-style-type: none"> *Get permission to use the bathroom *Walk carefully when the floor is wet by the sink
Classroom	<ul style="list-style-type: none"> *Listen to directions *Respect other's space *Do not laugh at ideas/opinions of others *Raise your hand and wait to speak *Keep your head up and look at the person who is speaking 	<ul style="list-style-type: none"> *Be on time and be prepared *Do your best work *Complete and hand in work by due dates *Take care of and bring the right materials *Come to school ready to learn – get enough sleep and proper nourishment 	<ul style="list-style-type: none"> *Always walk *Sit appropriately on chairs or in desks *Use school tools or other items appropriately
Computer Lab	<ul style="list-style-type: none"> *Follow computer class rules *Use equipment and space properly *Wait patiently for help 	<ul style="list-style-type: none"> *Close all computer programs before leaving *Clean up after yourself *Ask if you want to print 	<ul style="list-style-type: none"> *Push in chairs when ready to leave. *Watch out for cords *No food/drinks in the lab
Library	<ul style="list-style-type: none"> *Listen and follow directions *Take turns *Be polite *No food/drinks in the library 	<ul style="list-style-type: none"> *Take care of library materials *Return library materials when finished and in the correct place *Return checked out books and magazines on time *Bring pencils to class *Wait quietly while waiting for instructions 	<ul style="list-style-type: none"> *Always walk to and from the library *Respect the space of others *Sit where directed
Lunchroom	<ul style="list-style-type: none"> *Use an inside voice *Politely wait in line to be served *Use good table manners 	<ul style="list-style-type: none"> *Eat a healthy meal *Clean up after yourself 	<ul style="list-style-type: none"> *Always walk *Use utensils appropriately *Sit on bench with feet on floor facing table
Hallway	<ul style="list-style-type: none"> *Use a quiet voice *Let others pass *Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> *Go straight to where you need *Be a good role model for others *Stay with your class 	<ul style="list-style-type: none"> *Face forward; keep to the right *Walk at all times *Keep the floor clean *Hands, feet, objects to self *When sitting along the wall keep your feet out of the traffic area
School Grounds – Water Chief Hall or other facilities	<ul style="list-style-type: none"> *Keep hands, feet or other items from marring walls or other property 	<ul style="list-style-type: none"> *Use trash containers for all items that need to be thrown 	<ul style="list-style-type: none"> *Follow rules of the road when near vehicles and street *Hands, feet and objects to self
School Buses	<ul style="list-style-type: none"> *Use inside voices *Listen to directions from driver *Respect space of others 	<ul style="list-style-type: none"> *Place trash in appropriate location *Take care of your own items 	<ul style="list-style-type: none"> *Hands, feet, object to self *Remain in loading zone while bus arrives *Dress for the weather *Remain seated as bus moves
Prom/School Dances	<ul style="list-style-type: none"> *Interact politely *Dress for the occasion 	<ul style="list-style-type: none"> *Be on time *Be a good role model *Clean up after yourself 	<ul style="list-style-type: none"> *Follow school rules *Make good choices *Watch out for cords
Gym	<ul style="list-style-type: none"> *Make sure shoes are as clean as possible *Use equipment and space properly *Listen and follow directions 	<ul style="list-style-type: none"> *Take care of and bring the right clothing *Use only you own equipment *Use trash containers for all items that need to be thrown 	<ul style="list-style-type: none"> *No horse play – hands, feet and objects to self *Get permission to leave area.

Tier 1 Behaviors

Corrected Immediately by Adult

Parent Contact is Recommended

Incident Referral Generated ONLY if Teacher Interventions are not successful in changing the behavior.

BEHAVIOR	LOOKS/SOUNDS LIKE
Negative response that is out of character for a student	Not working, sighing, mumbling under breath
Argumentative	"I am doing my work." Wanting to negotiate request.
Not bringing materials	Lacking paper, pencil, agenda, class book, etc.
Student passively refuses to comply (do work/take notes)	Out of seat, digging in backpack/purse, writing, erasing, writing repeatedly
Wearing ear buds	Ear buds in ear (s)
Dropping books on floor	Sound of books hitting floor, dropping books in the middle of lecture/directions
Off task	Engaged in activity not class related, talking, head down, out of seat, not following CHAMPS
Head on desk	Head down, snoring, drooling, not responding to name being called
Talking out of turn	Shouting out, talking over and/or interrupting others
Out of seat	Wandering room, standing up
Horseplay	"playful" misbehavior, non-safety issue
Teasing	Mutual and not meant to harm, 1 st offense, no victim
Minor Dress Code	Sagging, bandanas, hats, metal chains, sunglasses
Disrespect/Rudeness	Arguing with the teacher, refusing a request, raised voice, rolling eyes, sarcastic remarks, negative tone, smacking lips
Public Displays of Affection	kissing, students sitting on one another's lap, lingering hugs, standing & leaning together against the wall/locker, inappropriate hand placement
Inappropriate/Foul Language	Not in anger, not directed, not appropriate to school setting, vulgar or slang, no victim or target, not intended to disrupt
Disruptive Behavior	Tapping, pestering, rudeness, noises, throwing things
Littering	Throwing waste on floor/school lawn, leaving lunch remains on hallway floor
Cheating 1	Copying someone else's homework or daily work, sharing answers on homework when not expressly allowed, intentionally allowing another student to duplicate work
Phone	Texting, surfing internet, playing a game, head down looking in lap for long periods of time
Wandering the halls	Student is seen on multiple times with the no pass, taking the long way to get to destination
Tardy to class	Student comes to class late

Tier 2 Behaviors

Corrected Immediately by Adult

Parent Contact is Needed

BEHAVIOR	LOOKS/SOUNDS LIKE	
Repeated Level 1 behavior	Ignoring a teacher request while continuing to display unwanted behavior.	
Student stands up and says, "I'm not doing this work".	Student stands during class. Student speaks out of turn, raises voice, perhaps throwing a tantrum by dropping objects on the floor.	
Throws material at someone or across room	Items are seen flying through the air. Thrown with intent to harm or in an aggressive manner, to distract class. You hear someone ask for a student to stop throwing items. A student approaches a teacher about items being thrown during class.	
Student routinely uses inappropriate language during class time. Though not directed toward staff or students, student disrupts the learning process.	Use racial, stereotypical, or culturally insensitive words. Talk about inappropriate things and/or make sexual comments. Use sensitive words in an insulting or joking manner, "gay", "fag", etc.	
Physical Contact/Safety: arising from horseplay	Aggressive behavior, student safety a concern, student-to-student physical contact made, property damage	
Walks out of classroom	Student leaves academic area without permission	
Cheating 2	Cheating on daily work/homework—2 nd offense. Cheating on test or major assignment	
Wandering Halls	Repeatedly seen in the halls during instruction time	
Chronic tardiness	Tardy incidents are accumulating and it is repeated multiple times	

Tier 3 Behaviors

Incident Referral Generated

Requires Administrative Action

BEHAVIOR	LOOKS/SOUNDS LIKE
Repeated repetition of Tier 1 and 2 behaviors	Behavior is repeated so often that classroom disruption is occurring; submit your documentation that shows the actions the teacher has taken to correct the behavior
General Fighting	Aggressive, obvious victim/suspect(s), student-to-student physical contact made, injury occurs
Profanity/Vulgar Language	Directed at another student, spoken in anger or derogatory tone, causes a disruption, cursing at a staff member
Threatening Speech	Obvious victim/suspect(s), spoken in anger or derogatory tone, causes a disruption, directed at a staff member
Physical Contact/Safety: arising from horseplay	Aggressive misbehavior that has been taken to another Tier (mood changes), student safety a concern, obvious victim/suspect(s), physical contact made, property damage
Bullying	Purposeful behavior that intends to cause harm or distress; is repeated over time; occurs in a relationship where there is an imbalance of power; includes cyber bullying which is sending or posting harmful text or images using the internet or other digital media sources
Harassment	Verbal or physical behavior that puts another person down or shows hostility toward another person and group of persons based on their race, color, religion, gender, national origin, age, sexual orientation or disability
Sexual Harassment	Unwanted and unwelcome sexual behavior which interferes with your right to get an education or to participate in school activities; may result from words or conduct of a sexual nature that offend, stigmatize, demean, frighten or threaten because of gender; may cause the target to feel uncomfortable, embarrassed or threatened; can happen once or many times
Acting to Incite-Verbal Escalation to Fight	Any language whose intent is to instigate a conflict with an individual or group. Can also be participating in a group whose purpose is to instigate or continue a conflict.
Major Disruption to Room	Intentional behavior which hinders students' learning and teacher's ability to maintain classroom control.
Gang-Like Behavior	Graffiti, complex hand gestures or signs and multi-step handshakes, bandanas, tagging, referring to sets, folks, etc., any activity deemed by administration as gang related.
Refusing to leave the classroom	Student remains in area and refuses to comply with request to go to academy.
Cheating 3	Repeat offense of any type listed on Tier 1 & 2
Cheating 4	Further repeat of any type listed on Tier 1 & 2
Gross Misbehavior	Extortion, gambling, exploding of fireworks, causing a false fire alarm, carrying or using weapons, drugs, or alcoholic beverages

ADMINISTRATOR DISCIPLINE MATRIX

Infraction Class	First Offense	Second Offense	Third Offense or More
<u>CLASS 1</u> REPEATED Tier 1, and 2 Behavior and Includes: nuisance objects, inappropriate behavior, disrespectful behavior causing a classroom disturbance, dress violations, minor horseplay, teasing/name calling, cutting class, cafeteria misbehavior, public displays of affection, driving without permission, minor technology misuse (as determined by the Acceptable Use Policy), unauthorized school facility access	(1) Verbal warning and/or (2) Help the student correct the problem (3) Loss of privilege, or (4) ISS (amount of time will vary from 1 hour to all day) (5) Any action deemed necessary by administrator to address the behavior	(1) Verbal warning and/or (2) Help the student correct the problem (3) Loss of privilege, or (4) ISS (amount of time will vary from 1 hour to all day) (5) Any action deemed necessary by administrator to address the behavior Inform the parent(s)	Work with parent(s) to correct the problem as needed. If it is determined that progress is not being made, move to Class 2 responses on the fourth offense. Any action deemed necessary by administrator to address behavior
<u>CLASS 2</u> Includes: disregard for rules/insubordination, verbal threats, cheating, plagiarism, hazing/bullying, profanity, obscenity, obscene gestures, harassment, tobacco use/possession, setting up fights, theft of minor property, minor vandalism, aggressive pushing, destructive/excessive horseplay, cutting detention, falsifying school records.	Apologies, Restitution, Relationship repair and/or (1) Loss of privileges, and/or (2) ISS for 1 to 5 hours (3) Any action deemed necessary by administrator to address the behavior Inform parent(s)	Apologies, Restitution, Relationship repair and/or Relationship repair and (1) Loss of privileges, and/or (2) Suspension from school for 1 to 3 days Inform parent(s) <i>The administration may use its own judgment in determining what they deem appropriate consequences.</i>	Work with parent(s) to correct the problem as needed. If it is determined that progress is not being made, move to Class 3 responses on the fourth offense.
<u>CLASS 3</u> Includes: physical threats, fighting, blatant insubordination, setting a false fire alarm, fraudulent reporting of theft loss of school property, theft or destruction of felony rated property, major vandalism, disruption of school, sexual harassment, major technology misuse (as determined by the Acceptable Use Policy).	(1) Loss of privileges, and (2) Suspension from school for 3 to 4 days (3) Restore property and pay expenses Inform parent(s) <i>The administration may use its own judgment in determining what they deem appropriate consequences.</i>	(1) Suspension from school for 5 to 10 days (2) Restore property and pay expenses Inform parent(s) <i>The administration may use its own judgment in determining what they deem appropriate consequences.</i>	(1) Suspension from school for 10 days. (2) Write letter to school board and/or superintendent recommending expulsion (3) Restore property & pay expenses Inform parent(s) <i>The administration may use its own judgment in determining what they deem appropriate consequences.</i>

Infraction Class	First Offense	Second Offense	Third Offense or More
<u>SEVERE</u> Includes: Possession or use of alcohol, drugs, knife blades under three inches in length, or other weapons on campus or at school functions. Smell, behavior, and physical possession of drugs or alcohol will determine reasonable suspicion. Schools do not need drug tests or Breathalyzer tests to suspend. Evidence relating to reasonable suspicion of probable use or possession must be reported immediately and investigated in a timely manner.	(1) Suspension from school for 3 to 10 days for possession or consumption of drugs, alcohol, or knife under 3" blade. (2) Parent support required for shortened suspension. (3) Expulsion from OSS for 10 days for distribution of drugs or alcohol pending an expulsion hearing. Inform parent(s) <i>The administration may use its own judgment in determining what they deem appropriate consequences.</i>	(1) Suspension from school for 5 to 10 days for possession or consumption of drugs, alcohol, or knife under 3" blade. Inform parent(s) <i>The administration may use its own judgment in determining what they deem appropriate consequences.</i>	(1) Suspension from school for 10 days for possession of drugs, alcohol, or knife under 3" blade pending an expulsion hearing. Inform parent(s) <i>The administration may use its own judgment in determining what they deem appropriate consequences.</i>
<u>SCHOOL SAFETY VIOLATIONS</u> Includes: Acts of reasonable suspicion of intent to endanger or threaten the lives and health of others with weapons, possession of a knife blade over three inches in length, and/or bomb threats.	(1) Suspension from school for 10 days pending an expulsion hearing. Inform parent(s) <i>The administration may use its own judgment in determining what they deem appropriate consequences.</i>		

The suspension mentioned in the matrix is In School Suspension (ISS) or Out of School Suspension (OSS). When suspensions are not specified in the matrix, the school principal will determine which suspension is appropriate on an individual basis.

If any offense does not clearly apply to a specific infraction class, the principal will determine the appropriate infraction class for the offense.

If any laws are violated by students while in school, on school property, or at school functions appropriate law enforcement officials will be notified.

E

ELECTRONIC DEVICES

1. Use of electronic devices is defined in the classroom teacher's Classroom Management and Discipline Plan. This includes but is not limited to cell phones, iPods, iPads, MP3 players, game systems, CD players, ear phones, earbuds, etc.
2. The use of electronic devices in the classroom are limited to educational purposes as directed by the classroom teacher. On rare occasions this may include 3-5 minutes at the end of a class period IF all assignments are completed and as directed by the classroom teacher. In the event of an administrator all-call for an emergency lock-down, once in a safe place students can use cell phones to notify parents/legal guardians. Student cell phones are not to be used for videoing and must be in silent mode. Students are not to disclose their physical location. ALL STUDENTS: Electronic devices in common areas (hallways, lobby, cafeteria, bathrooms, etc.) are permitted before the first bell, during designated lunch period, and after school dismissal. All electronic devices are to be stored during the school day. No earbuds are to be visible.
3. All electronic devices brought to school are subject to the following:
 - i. Reasonable search and seizure if believed to have been used in violation of school policy FFI: Student Use of Electronic Devices.
 - ii. Disciplinary action up to and including suspension and/or expulsion may be taken against any student using an electronic device in a manner that violates district policy or that causes substantial disruption to the educational environment.
4. The school is not responsible for lost, stolen, misplaced, or damaged electronic devices.

See Appendix – student use of electronic devices

EXTRACURRICULAR ACTIVITIES

PARTICIPATION ELIGIBILITY FOR STUDENT ATHLETES

The district determines eligibility requirements within the guidelines of the North Dakota High School Activity Association. We have the flexibility to exceed those standards in the best academic interest of our students.

1. A student who is tardy in excess of 3 minutes may not participate in extracurricular events that same evening or Saturday, if it occurs on a Friday. Before the student athlete is deemed ineligible due to tardiness to 1st hour the principal will check teacher attendance, NASIS data, and the front office Tardy Slip entries. The data will be printed and given to the Athletic Director to send to the parent. Attendance is required for the entire day of an athletic event. Athletes may not be checked out of school. Exceptions will be made for doctor, dental appointment, wakes, and funerals.
2. A student must be in attendance in school by the 10th day of school or he/she will be ineligible until 2nd semester. If a student does not enroll on the first day of school, he/she must be in attendance for as many days as they have missed before becoming eligible (NDHSAA).
3. To meet eligibility standards a student must meet applicable NDHSAA criteria. A student must be passing in five (5) classes which receive a letter grade in order to be eligible for participation in extracurricular activities. A listing of eligible students is generated each week and distributed to teachers and coaches.
4. Regular season play: Eligibility checks will be made each Wednesday by 2pm. Students not eligible by 2pm will be deemed ineligible for one week.
5. Special competitions in all sports (basketball, track, cross country, golf, etc.): Holiday Tournament; District competitions; Regional competitions; State competitions an eligibility check will be made at an additional checkpoint on the day before the special competition play is to begin.
6. Grades for determining eligibility are computed from the opening of the semester (NDHSAA Section V).

7. A student who is ineligible based on first semester grades must sit out two (2) weeks. Second semester grades determine eligibility at the beginning of the next school year (NDHSAA rule). A student who is ineligible at the end of second semester must sit out four weeks at the beginning of the next school year. A student must be eligible based on second semester grades to participate in summer athletic camps.
8. A seventh or eighth grade student must be passing in all subjects to be eligible to play on the senior high school team. (NDHSAA rules).
9. Students who are ineligible from activities will be required to participate in practices, class, and club activities in school. The purpose is to keep students interested in school activities during periods of ineligibility. The student will be ready to participate in actual competition as soon as the period of ineligibility is over. Students under suspension will not be allowed to travel with the team.
10. The Athletic Director and all coaches will encourage student attendance in school at all times, particularly after an athletic event. Students are required to be in school the morning after a sporting event when competing on school nights. Student athletes who are not in school following an athletic event with an unexcused absence will not be allowed to participate in the next athletic event. Any academic work missed as a result of an unexcused absence following a sporting event will not be made up. This could have a detrimental effect on the next week's eligibility.
11. Excessive absences and tardiness affect eligibility and are of mutual concern for student athletes, the Athletic Director, and the coach. Teachers and/or the Principals will report habitual absence and tardiness to the Athletic Director and coaches in an effort to improve student performance. As per the Attendance Policy a student non-credits when they have 4 or more absences per semester. When a student athlete reaches 4 or more absences in a semester he/she will be deemed ineligible until the attendance is recovered through extended learning opportunities.
12. For all home games/competition unlicensed student athletes must be picked up by parents/legal guardians.
13. Any student (athlete or non-athlete) participating in an extra-curricular event or field trip who is apprehended for criminal activity will accompany law enforcement officials and parents/legal guardians will be responsible for the release of the student and transportation home.
14. Eligibility rules shall be in effect 12 months per year, including those days and months when school and extracurricular activities are not in session.
15. Students who violate student conduct policies not covered by NDHSAA bylaws (e.g., are insubordinate, engage in fighting, swearing, etc.) may be subject to suspension from extracurricular activities for a period of up to nine (9) consecutive weeks for the first offense and a period of eighteen (18) weeks for any subsequent offense(s) if occurring within eighteen (18) months of the previous offense. Such consequences shall be imposed in addition to other disciplinary consequences imposed under policy. Suspension from extracurricular participation shall follow the procedures required by NDHSAA bylaws.
16. When a student exceeds the number of allowable absences which is 4 per semester he/she will be deemed ineligible to participate until the absences are made up through extended learning opportunities.
17. SPORTS INJURIES: Mandaree School will ensure that competent coaches/advisors, safe facilities, and safe equipment are utilized. Nevertheless, injuries may still occur. If an injury occurs, notify the coach/advisor. MEDICAL COSTS FOR INJURIES ARE NOT THE RESPONSIBILITY OF MANDAREE SCHOOL. Mandaree School does not carry insurance to cover costs involved in an injury. Injury costs are the responsibility of participants and/or their parents/guardians.
18. Students who opt for Distance Education for health reasons may not participate in extra curricular activities in order to protect their health.

PARTICIPATION AND/OR ELIGIBILITY FOR OTHER EXTRACURRICULAR ACTIVITIES

1. Extracurricular activities must be arranged at least one week in advance. Notification of the building principal and all other arrangements (transportation, meals, lodging, etc.) are the responsibility of the event organizer.

2. If a student does not listen to the extracurricular supervisor during that event and is written up for inappropriate behavior, he/she may not be able to attend any other events for the remainder of the nine-week period.
3. Principal will suspend a student immediately for severe behavior such as fighting, swearing, or insubordination upon recommendation from the extracurricular supervisor.
4. Eligibility rules apply to participation in all extracurricular activities sponsored by the school.
5. Eligibility applies to participation in Gifted and Talented activities.

F

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (34 CFR § 99.31)

The purpose of this notice is to provide you with information regarding your rights under the Family Educational Privacy Act (FERPA). Parents of students or students who are at least 18 years old and 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 parents may have copies of the records for the cost of the copying. If parents or adult students believe something in the records is inaccurate or misleading, 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 latter may contact the superintendent for a hearing.

Schools may disclose without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation data (height, weight, photo for programs), and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. School must notify parents and eligible students annually of their rights under FERPA. Please see sign off sheet in the appendix of the Student Handbook.

G

GRADUATION CEREMONY

Only students who have completed all graduation requirements of the North Dakota Century Code will be permitted to go through the graduation ceremony. High School graduation exercises will take place the Saturday after the last day of school.

GRADUATION REQUIREMENTS

Graduation from the schools of the District implies that students have satisfactorily completed the prescribed courses of study and that they have satisfactorily passed any examinations and other requirements set by the School Board and the faculty.

4 English credits

3 cr. Social Studies (1 credit U.S. History; 1 credit Problems of Democracy or ½ POD and ½ Financial Literacy; Tribal History ½ cr.; Tribal Government ½ cr.)

3 cr. Math ***College bound students need Algebra I and above

3 cr. Science (Physical Science, Biology, plus an additional science credit) College bound students need 3 lab science credits (Phys. Sci., Biology, & Physics; Chemistry; Forensic Science)

1 Physical Education or ½ Phy Ed and ½ Health

1 cr. Hidatsa

2 cr. Fine Arts/Career and Technical courses

1 cr. Introduction to Cybersecurity or Computer Science Principles

4 Electives

22 Credits for graduation

Beginning the 2016-2017 School Year students will have to meet a Civics Education Requirement by taking and passing the U.S. Citizen and Immigration Test.

Optional Curriculum

If after completing at least two years of high school a student has failed to pass at least one-half unit from three subsections above or has a grade point average at or below the twenty-fifth percentile of other students in the district who are enrolled in the same grade, the student may request that the student's career advisor, guidance counselor, or principal meet with the student and the student's parent to determine if the student should be permitted to pursue an optional high school curriculum, in place of the requirements set forth above. The parent and student must acknowledge in writing that they understand that the Optional Curriculum does not meet college entrance requirements. If a student's parent consents in writing to the student pursuing the optional high school curriculum, the student is eligible to receive a high school diploma upon completing 21 credits with the following requirements:

4 English credits 2 Math credits 2 Science credits
3 Social Studies credits (1 credit U.S. History; 1 credit Problems of Democracy; Tribal History ½ cr.; Tribal Gov't ½ cr.;
1 cr. Introduction to Cybersecurity or Computer Science Principles
½ Physical Education ½ Health 1cr. Hidatsa 2 cr. Fine Arts/Career and Technical courses 5 Electives

21 Credits for graduation

H

HOMEWORK GUIDELINES

All students will have homework assigned as appropriate to grade level and content area. Parents can expect that students will need a space and time designated to complete the homework assignment each evening.

HONOR ROLL

HONOR ROLL FOR GRADES 4-12

The Honor Roll will be published each nine weeks which will include the names of students who have maintained a 3.0 grade point average in academic classes.

- To qualify for Honor Roll students must have a 3.00 GPA or above
- To be eligible for Valedictorian, a senior must have the highest cumulative GPA of 3.5 or higher for seven semesters in grades 9-12 and must be in attendance at Mandaree High School the last three consecutive years.
- To be eligible for Salutatorian, any senior must have the second highest overall GPA as a cumulative grade for seven semesters in grades 9-12 and must be in attendance at Mandaree High School the last three consecutive years.

Grades from all schools will be used to determine the Valedictorian or Salutatorian.

I

INJURIES

Accidents occurring during the school day or at school sponsored events will be addressed as follows:

1. First aid will be administered.
2. Parent contact will be made informing them of the accident.
3. If the injury needs additional minor medical attention the parent will be asked to come to the school to pick up the student.
4. If the injury appears to require emergency services, the parent will be contacted and arrangements to transport the child will be made.



5. Serious injuries that need immediate transport will be handled with the student's safety in mind. Parents will be notified of the situation and told which facility the student has been transported to.
6. An accident report will be completed by school personnel.
7. **SPORTS INJURIES:** Mandaree School will ensure that competent coaches/advisors, safe facilities, and safe equipment are utilized. Nevertheless, injuries may still occur. If an injury occurs, notify the coach/advisor. **MEDICAL COSTS FOR INJURIES ARE NOT THE RESPONSIBILITY OF MANDAREE SCHOOL.** Mandaree School does not carry insurance to cover costs involved in an injury. Injury costs are the responsibility of participants and/or their parents/guardians

L

LIBRARY

Material and equipment in the library is purchased through district funds. It is your responsibility as students to take care of the books and equipment and to return them when they are due. The following are rules that you need to know.

- A. Library hours are from 8:20 am to 3:30 pm each school day, unless there is an early out.
- B. Students using the library will respect the rights of other students who are studying in the library.
- C. Two (2) books can be checked out at a time from the library. Lost books must be paid for.
- D. Magazines, newspapers, and reference materials from the High School Library will not be checked out. Articles will be photocopied upon request for research purposes.

LICE CONTROL

We encourage Parent/Legal Guardians/legal guardians to inspect their children for head lice. If parents are aware of a lice condition they should report it to the school so that other parents/legal guardians can be alerted.

LOCKERS and DESKS

- Lockers and desks are property of the school. Lockers and desks are subject to search for inspection by the administration at any time.
- Each student will be issued one locker number and it cannot be exchanged with another student. The assigned student is responsible for the contents of their assigned locker.
- Locker combination or keys that are placed there by the student must be made available to designated school personnel or locks will be cut off if there is a need to examine the contents of the locker.

LOCKER ROOM LOCKERS

- Locker room lockers will be issued by the athletic director
- The school will not be responsible for lost or stolen property.
- Locker room lockers are property of the school and subject to inspection.

M

MEDICATION

No staff member of Mandaree School is authorized to dispense any medication to students. Prescription drugs must be left in the front office.

P

PARENTING AND PREGNANT STUDENTS

To ensure a pregnant student and the participating father access to its educational program, when necessary, a school must make adjustments to the regular program that are reasonable and responsive to the student's temporary pregnancy status.

The District will excuse these student's absences due to pregnancy or related conditions, including recovery from childbirth, for as long as the student's doctor deems the absences to be medically necessary. Students should contact their Building Principal.

PATRON COMPLAINTS

The administration and school board welcome comments, questions, and input from patrons of the district. School Board Policy KACA: Patron Complaints outlines the process through which patrons may submit their concerns; this policy is located in the appendix. School Board Policy KACB: Patron Complaints About Personnel outlines the process through which patrons may submit complaints about school personnel. School Board Exhibit KACB-E: Patron Complaint Form for Personnel is the form patrons may use to submit their complaint. School Board Policy BGA: Board Communication with the Public states that school board members are to maintain their impartiality and redirect all patrons to the appropriate school officials with their concerns.

PROGRESS REPORTS

Progress Reports must be sent to Parent/Legal Guardians during the mid-term of each quarter. Parent/Legal Guardians are responsible to notify the principal in the event they do not receive the progress reports. The reports are available for review by Parent/Legal Guardians/students in the office.

Promotion & Retention

Attendance and grades can impact the end of the school year decision for promotion and/or retention. The final decision on promotion and retention rests with the administration.

The decision to promote or retain a student shall be based on at least the following criteria:

1. Whether the student has completed course requirements at the presently assigned grade;
2. Whether the student demonstrates proficiency in enough course content areas to warrant promotion;
3. Whether the student has sufficiently met achievement standards and other educational goals/objectives established for the student's current grade level.
4. Whether the student demonstrates the degree of social, emotional, and physical maturation necessary for successful learning experiences in the next grade level.
5. Whether a student has been in attendance enough days to warrant promotion.
6. The decision to promote or retain a special education student shall be made by the Individual Education Program (IEP) team in accordance with applicable law.

R

SECTION 504 OF THE REHABILITATION ACT AND AMERICANS WITH DISABILITIES ACT NOTICE OF NON-DISCRIMINATION

Applicants for admission and employment, students, Parent/Legal Guardians, persons with disabilities, employees, and all unions or professional organizations holding bargaining or professional agreements with the Mandaree School are hereby notified that this school does not discriminate on the basis of race, sex, color, national origin, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact: Tara Thomas who has been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination.

Legal References: Section 504/ADA of the Rehabilitation Act of 1973 which prohibits disability discrimination

REPORT CARDS

Report cards will be sent to Parent/Legal Guardians within one (1) week of the end of the reporting period.

RESPONSE-TO-INTERVENTION (RTI)

When a student experiences difficulty in the classroom with academics or behavior the classroom teacher and parents become concerned. One process used in the school to give assistance to the classroom teacher is the RTI Team.

Once a classroom teacher becomes aware of a student's academic or behavioral concern he/she attempts many strategies to provide the student with support. If the problem continues the teacher will refer the student to the RTI. Parents are notified by letter that their child has been referred to the RTI. Parents are welcome to contact the building principal for an up-to-date RTI schedule. They are welcome to attend the RTI meeting when their child is scheduled for discussion. The RTI meets and develops a Classroom Intervention Plan. The classroom teacher implements the strategies and documents if the student experiences success.

The RTI meets a second time to discuss student progress. If the student has not improved the RTI develops a second Classroom Intervention Plan for the classroom teacher to implement. The RTI meets for a third time to discuss student progress. If the student is back on track, then the student is exited. If the student is still having difficulty in the classroom the team discusses the need for further evaluation. If the RTI agrees that further intervention is necessary, the student is referred to the Special Education department for evaluation to determine if a specific learning or behavior disability is present.

An assessment meeting is required to determine what tests will be completed. Special education procedures require parent permission to proceed with further evaluation. Once permission to evaluate has been received the school proceeds with the assessment plan. When the results are returned to the school a meeting is held to determine if the student meets the criteria for any of the special education categories. The team consists of the classroom teacher, parent, special education staff, and the student if he/she is old enough to participate in the decision making process. If the student qualifies for special services, then the team develops an Individualized Education Plan (IEP) that addresses the unique needs of the student. The IEP is then implemented by all of the student's teachers. The IEP is reviewed at least one time annually. The IEP team can meet more than once if the student does not make progress. Through this process of collaboration, the school strives to meet the unique educational needs of all students. Parents and teachers working together for continued success benefits all of our students.

S

SAFETY DRILLS

FIRE DRILLS

Fire drills will be conducted once per month. All classrooms shall post exit signs. Fire drills may be held without notice. The following procedures must be followed:

- Close windows, doors, and shut off the lights.
- Go to the nearest exit.
- Do not stop at your locker or the lavatory on the way out or in.
- Stay with your class and teacher.
- Move across the street from the building and wait until the alarm stops and you are told to return to the building.
- Pulling the fire alarm as a prank is a federal offense. Parent/legal guardians will be notified. A minimum of three (3) day out of school suspension will occur. Other circumstances may result in additional days out of school suspension.

BOMB DRILLS

Bomb drills will be conducted. All classrooms shall post exit signs. The following procedures must be followed:

- Teachers will scan their classroom.

- Exit the building as you would during a fire drill.
- Once outside await further directions. You may be directed to board busses for transport to a safe alternative site.
- Complete District procedures are included in the Continuity of Operations Plan (COOP) and Emergency Manual. This document is not a public document due to sensitive nature of the procedures. The district does not want a person intent on harm to know what procedures are in place.
- Making a threat of this nature can be grounds for expulsion.

TORNADO DRILLS

Tornado drills will be conducted. All classrooms shall post exit signs. Students will be moved to the designated safe area for the grade/classroom

SENIOR TRIP

All seniors in good standing in terms of attendance, behavior, and grades at the end of the year are eligible to participate in the Senior trip.

SPORTSMANSHIP

The expectation is that all students and spectators will display high standards of behavior for sportsmanship. Behavior and language that is not positive in nature is not allowed.

STUDENT COUNCIL

Grades 4-12 will elect one (1) class representative. Student Council representation will be grouped grades 4-6 and 7-12. Only students who are on track academically will be eligible for election to Student Council for grades 7-12.

The Council will elect its officers consisting of a president, vice-president, secretary, treasurer, or secretary/treasurer. The Student Council will hold regular meetings. These meetings will be conducted by the President of the Council. Parliamentary procedures will be used. A Student Council representative is encouraged to attend all regular school board monthly meetings. The Student Council shall be the voice of the student body in the matters concerning the students of the Mandaree School. Eligibility of Student Council members is outlined in the Student Council Constitution ARTICLE II: MEMBERSHIP, RESPONSIBILITIES, QUALIFICATIONS, AND TERM OF OFFICE Section 3. Qualifications and expectations for all Student Council members are as follows:

- Have no trancies
- Meet eligibility requirements set in the Student Handbook during the year of candidacy
- Have no more than four (4) days of absence per semester of candidacy
- Have no more than three (3) absences from Student Council meetings
- Have exemplary behavior defined as fewer than three (3) referrals to the Principal for disciplinary action (apply three (3) strikes and you're out rule), No documented violations of school rules or civil laws by the Principal.

Student Council members are on the HONOR SYSTEM and will submit a resignation from the Council if they fall below the set standards. Failure to notify the Advisor of violations will result in immediate dismissal from the Council.

STUDENT RECORDS

A permanent cumulative record is kept on file for each student. Access to files is limited to Parents/Legal Guardians/legal guardian, teachers, administrators, and office personnel. Parent/Legal Guardians/Legal guardians may see their child's file upon request. Confidentiality and the FERPA guidelines will be followed; files will not be taken from the office.

T

TELEPHONE

Calls to students will not be forwarded to the classroom to eliminate disruptions of classroom learning time. Students will not be called out of class to answer the telephone except in emergencies. Messages will be passed on to the students. Classroom telephones are not for student use.

V

VISITORS

ALL VISITORS must report and sign in the main office before going to any classroom or any other part of the school building. Students from other schools will not be allowed to visit classrooms with their friends who attend Mandaree School. Class will not be interrupted for visitors during instruction time except for emergencies. Students can only be checked out of school by a parent/legal guardian.

PROJECT VOLUNTEERS AND VISITORS

Adults must have a favorable background checks before volunteering or chaperoning field trips.

W

WEAPONS POLICY

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

No student will knowingly possess, handle, carry or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school sponsored activity. Such weapons include but are not limited to any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun, including pellet guns, slingshot, bludgeon, and brass knuckles or artificial knuckles of any kind, or any instrument that can reasonably be considered a weapon or dangerous instrument. Copies of weapons including guns, starter pistols and other look-alikes are to be considered a weapon if used in a threatening manner.

Bringing a firearm as defined in 13 USC 921 to school will require that proceedings for the expulsion for a minimum of one (1) year of the student involved be initiated immediately by the principal. If the student has an individual education plan, an IEP meeting will be called to determine whether there is a connection between the behavior and / or placement. Other students may receive alternate placement at the discretion of the Superintendent and/ or the IEP committee. Other violations of this policy as pertains to firearms, will require that proceedings for the suspension and/or expulsion until the end of the current school term be initiated immediately by the principal.

Each State receiving Federal funds under this act shall have in effect a State law requiring local education agencies to expel from school for a period of not less than one (1) year a student who is determined to have brought a weapon to a school under the jurisdiction of local educational agencies in that State, except that such State law shall allow the chief administering officer of such local educational agency to modify such expulsion requirement for student on a case- by- case basis.

WELLNESS POLICY

Water only is allowed in refillable bottles. In order to promote a healthier lifestyle, students will not be allowed to bring and/or consume “energy” drinks during the school day or at school sponsored events. Colas and other carbonated drinks are not allowed during the school day. Over-the-counter “energy” pills and/or supplements are not allowed. Food sales during the school day will not include carbonated drinks (cola, etc.). Food sales are allowed the last hour of the school day. Food sales are limited to no more than 2 per month. Sale will be discontinued 10 minutes before school closing. Items to be sold must be prepared in advance and ready for distribution (ie: granola bar wrapped in saran, smoothies prepared earlier in the day, etc.). Sponsor will consider “taking whole class pre-orders” via the teacher ahead of time.

Individual healthy, nutritional snacks are to be brought for school/classroom parties when allowed. Classroom quantities result in waste and are thrown away. So please provide the snack for your child only. Mandaree School is committed to the health of our students and their rights to an equal and appropriate education. Reasonable accommodations will be made for students participating in mental and behavioral health treatment as well as substance abuse program.



APPENDIX DOCUMENTS

NDHSAA SPORTSMANSHIP CHALLENGE

Sportsmanship Action Plan

IAAA-E2:	Asbestos Hazard Emergency Response Act (AHERA) Annual Notice
GCC-E:	Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)
FG:	Students Rights and Responsibilities
FF-AR:	Student Conduct Standards & Disciplinary Procedures
ACE:	Violent and Threatening Behavior
FFA:	Alcohol & Other Drug Use/Abuse
FFA-AR:	Alcohol and Other Drug Intervention Procedure
FFB:	Attendance and Absences
GAA-AR:	Grade Promotion, Retention, & Acceleration Procedure
FCAF-AR:	Concussion Management Program Guidelines
KACA:	Patron Complaints
KACB:	Patron Complaints About Personnel
KACB-E:	Patron Complaint Form
KADA:	Weapons Prohibition on School Property
BGA:	Board Communication with the Public
FFI:	Student Use of Electronics Devices

Acknowledgment Signature Page
Acceptable Technology Use Agreement
Notice of Directory Information
Student Athlete's Pledge
Parent of a Student Athlete Pledge

**ASBESTOS HAZARD EMERGENCY RESPONSE ACT
(AHERA)
YEARLY NOTIFICATION FORM**

Dear Parents, Teachers, Building Occupants, and Employee Organizations:

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA), which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials are located, sampled and rated according to condition and potential hazard. Every three years, Mandaree Public School District has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection conducted on August 26, 2010, all materials listed in the Management plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place by July 1989. Mandaree Public School District developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

The following buildings contain no asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required: K-3 Elementary Wing. During the past year, asbestos containing building materials have been removed, encapsulated, or enclosed in the following buildings: Vocational Building, Building #225 (4-8 wing and high school wing). During the next year, we plan to conduct the following asbestos related activities at the following school buildings: maintain safe containment of asbestos containing building materials.

It is the intention of Mandaree Public School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in school district administrative office or administrative office of the school during regular business hours. Facilities Manager is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to Facilities Manager 701-759-3311 ext. 308.



EXHIBIT

Descriptor Code: GCC-E

NOTE: This document is for inclusion in the student handbook.

MODEL NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consents before students are required to submit to a survey that concern one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 - a. Political affiliations or beliefs of the student or student's parent;
 - b. Mental or psychological problems of the students or student's family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demanding behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - g. Religious practices, affiliations, or beliefs of the student or parents; or
 - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
 - a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agents, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use:
 - a. Protected information surveys of students;
 - b. Instruments used to collect personal information from students;
 - c. Instructional material used as part of the educational curriculum.

These rights transfer from parents to a student who is 18 years old or an emancipated minor under State Law.

The Mandaree Public School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to

MANDAREE PUBLIC
SCHOOL DISTRICT #36

EXHIBIT

Descriptor Code: GCC-E

NOTE: This document is for inclusion in your student handbook.

Protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The Mandaree Public School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Mandaree Public School will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parents to opt his or her child out of participation of the specific activity or survey. The Mandaree Public School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED
3. Any non-emergency, invasive physical examination or screenings as described above.

Parents who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

MANDAREE PUBLIC
SCHOOL DISTRICT #36

SCHOOL BOARD REVIEWED: 04-18-2023



STUDENT RIGHTS AND RESPONSIBILITIES

The Board affirms those legal rights of students that are guaranteed under the federal and state constitutions and statutes. The Board reminds students that rights also are accompanied by responsibilities.

These rights and responsibilities include:

1. Civil rights, including the rights to equal educational opportunity and freedom from illegal discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school as required by law and to observe school rules and regulations essential for permitting others to learn at school.
3. The right to due process of the law with respect to expulsion, searches and seizures, or administrative decisions that the student believes have injured his/her rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights. Students may exercise their right to freedom of expression through speech, assembly, petition, and other lawful means. The exercise of this right may not interfere with the rights of others. Freedom of expression may not be utilized to present material that is vulgar, slanderous, defames character, advocates violation of law or is in violation of district policy.

The Superintendent shall ensure that students are made aware of the legal authority of the Board and the delegated authority of the staff to make rules and regulations regarding the orderly operation of the school, which uphold the legal rights of students.

Complementary Documents

- FGDB, Student Handbooks

End of Mandaree School District #36 Policy FGAdopted: 09/06/11

STUDENT CONDUCT STANDARDS & DISCIPLINARY PROCEDURES

Student misconduct shall be classified as a minor, moderate, or major violation of conduct standards. Definitions of these terms and disciplinary investigation and response procedures shall be included in student handbooks.

When determining the level of a conduct violation, a teacher, principal, or other school official with disciplinary authority shall take into account the totality of circumstances associated with the misconduct, such as, but not limited to:

1. The degree to which the misconduct disrupted the educational environment.
2. The degree to which the misconduct infringed on the rights of others.
3. The frequency and proximity of the incidents of prior misconduct.

When a school official is unsure of how to appropriately classify a student conduct violation, s/he shall consult with the building principal or, in the case of a building principal, the Superintendent before responding to the misconduct. Neither this requirement nor the disciplinary procedure below shall supersede district policies and procedures containing emergency response and safety measures.

Investigation & Disciplinary Procedures

Minor conduct violations: Minor conduct violations shall be handled by the student's classroom teacher or by a school official with disciplinary authority when the student is not under the supervision of a classroom teacher. If the teacher/school official did not witness the misconduct, s/he will investigate to determine if the student was in violation of conduct standards. When the teacher/school official determines that a minor conduct standard was violated, s/he shall submit to the building principal a misconduct report, which may be placed in the student's educational record at the principal's discretion in accordance with applicable policy and law. In addition, teachers/school officials with disciplinary authority are authorized to respond to minor conduct violations by invoking one or more (if permitted by this regulation) of the following options:

Minor offenses:

1. Require the student to attend detention;
2. Withdraw student privileges;
3. Contact the student's parents;
4. Develop a behavior adjustment plan;
5. Hold a conference with the student's parent/guardian;

Options three through five are not considered disciplinary sanctions and may therefore be administered on their own or in combination with any disciplinary sanction listed above.

Moderate and major conduct violations: Such offenses shall be referred to the Superintendent for investigation and response. A teacher or school official referring a student to the Superintendent as a result of a potential conduct violation shall complete a misconduct report for the Superintendent to review. The Superintendent shall conduct further investigation as deemed necessary and shall include his/her findings on the misconduct report. This report may be

placed in the student's educational record at the superintendent's discretion in accordance with applicable policy and law. If a moderate or major conduct violation is substantiated, the Superintendent is authorized to respond by invoking one or more (if permitted by this regulation) of the following options:

Moderate offenses

1. Require the student to attend detention;
2. Impose in or out of school suspension. The action shall only be taken in accordance with due process procedures contained in the district's suspension and expulsion policy;
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. Refer the student to a school counselor;
5. Create a behavioral adjustment plan;
6. Hold a conference with the student's parent/guardian and classroom teacher;

Options four through six are not considered disciplinary sanctions and may therefore be administered on their own or in combination with any disciplinary sanction listed above.

Major offenses: The Superintendent may respond to major student conduct violations using any of the measures listed above for moderate conduct violations or may recommend more severe penalties, which may include expulsion, in accordance with district policy.

End of Mandaree School District #36 Administrative Regulation FF-AR

VIOLENT & THREATENING BEHAVIOR**Threatening Behavior**

A true threat is a statement made orally, in writing, or using another medium that would be perceived by a reasonable person to be a serious expression of intent to harm, commit assault, or damage school property.

Reporting

All threats should be taken seriously. Any student or employee who has knowledge of a threat shall report it to a supervisor (i.e., a teacher or school staff member for students) or the Superintendent. District employees that receive a threat report shall notify the Superintendent. Failure to report a known threat may result in disciplinary consequences up to and including suspension for students and termination of employment for staff in accordance with policy, law, and, when applicable, the negotiated agreement. Threat reporters should be available to provide a statement to law enforcement.

Threat Assessment

Upon receipt of a threat report, the Superintendent shall notify law enforcement, including the Belcourt education line officer. Together, the Superintendent and law enforcement shall determine if the report constitutes a true threat as defined above based on, but not limited to, the following criteria:

1. The detail, specificity, context, and content of the threat;
2. The amount of disruption the threat has caused or may cause to the educational environment;
3. When the source of the threat can be identified, the individual's:
 - a. State of mind;
 - b. Relationship with peers;
 - c. Age;
 - d. Domestic life;
 - e. Ability to carry out the threat (e.g., access to weapons);
 - f. Past behavior.
4. If any laws have been violated;
5. The identity and potential motives of the individual reporting the threat.

The threat assessment may involve interviews with district staff, students, and parents. When law enforcement and/or the Superintendent, having considered the totality of the facts obtained through the threat assessment, verifies that a threat is true, the District shall take necessary and timely measures to safeguard students, staff, and district property.

If the Superintendent and law enforcement determine that the threat is not credible, the Superintendent shall institute any further action deemed necessary.

Disciplinary Consequences for Threatening Behavior

1. Regular Education Students: A student who is found to have made a true threat will be subject to disciplinary measures, including, but not

MANDAREE PUBLIC
SCHOOL DISTRICT #36

1

POLICY ADOPTED: 05/02/11
POLICY AMENDED:

RECOMMENDED

Descriptor Code: ACE

- limited to suspension and/or expulsion. When deemed to be a necessary safety precaution, the District may require alternative placement or appoint supervision during the periods of suspension and/or expulsion for threatening behavior.
2. Special Education Students: Special education students found to have made a true threat will be disciplined in accordance with applicable policies and laws pertaining to the discipline of special education students.
3. Staff: Employees found to have made a true threat shall be subject to disciplinary consequences up to and including termination of employment in accordance with policy, law, and, when applicable, the negotiated agreement.

Students and employees may also be to subject to the filing of criminal charges and/or referred to counseling services for treatment.

Violent Behavior

The District prohibits all acts of violence and aggression, including, but not limited to, possession of a weapon or dangerous instrument, physical assault, vandalism of district property, stalking, gang affiliation and/or activity, terroristic acts. Violators of this policy shall be subject to disciplinary consequences, determined by the seriousness of the act, including, but not limited to, expulsion for students, discharge for employees, and exclusion from school premises in accordance with applicable policy and law. In addition, the District may take legal action against the perpetrator.

Students and employees may also be to subject to the filing of criminal charges and/or referred to counseling services for treatment.

STUDENT ALCOHOL & OTHER DRUG USE/ABUSE

This policy pertains to alcohol and other drug use/abuse. Tobacco use is defined in a separate policy (see ABBA.)

Philosophy

The Mandaree Public School District shall strive to provide a learning environment that is safe, drug free, and conducive to learning. This policy is designed to help eradicate the influence of drugs and alcohol within the school environment, promote awareness and health, and protect students in the school environment by imposing consequences for drug and alcohol related violations.

Definitions

This policy defines the following:

- *Alcohol*- See Prohibited Substances
- *Drug*- See Prohibited Substances
- *Possession shall mean:*
 - a. Actual physical possession of the alcohol or drug while on school property;
 - b. Use or consumption of the alcohol or drug while on school property;
 - c. In the student's locker, car, handbag, backpack, or other belongings while on school property; or
 - d. Appearance by a student on school property after having consumed or ingested alcohol or a drug that is noticeable by breath odor, speech alterations, unsteadiness of gait or posture, or like symptoms of chemical intoxication.
- *Use* shall mean that a student is reasonably known to have ingested, injected, inhaled, or otherwise taken into the body a prohibited substance, or is reasonably found to be under the influence of such a substance.
- *School property* is defined in NDCC 15.1-19-10 (6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

Prohibited Substances

Prohibited substances include, but are not limited to:

1. Alcohol, powdered alcohol, or any alcoholic beverage as defined in NDCC 5-01-01
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-01.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant or depressant, and all other illicit drugs;
3. Any glue, aerosol paint, or any other chemical substance used for inhalation;
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 of vitamins, pep pills, "no-doze" pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants, sports or muscle-building supplements, and sleeping pills not administered

and/or taken with appropriate consent and authorization from parents, school administration, and, if applicable, a health care provider.

Prohibited Activities

It shall be against school policy for any student to:

1. Sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or sell, deliver, or give, or attempt to sell, deliver, or give to any person substances the student represents or believes to be a substance(s) listed in this policy.
2. Possess, procure, purchase, or receive, or to attempt to possess, procure, purchase, or receive the substances listed in this policy, or what is represented by or to the student to be any of the substances listed in this policy, or what the student believes is any of the substances listed in this policy.
3. Be under the influence of (legal intoxication not required), use, consume, or attempt to use or consume the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.
4. Knowingly or intentionally aiding or abetting in any of the above activities.

This policy applies to any student who is on school property, or whose off-campus conduct is reasonably predicted to substantially disrupt the operations of the District, district-safety, or welfare of students or employees.

Reporting Violations

A student or staff member that has reason to believe that a student has violated this policy shall notify a school official (i.e., a teacher or administrator if the reporter is a student; a school administrator if the reporter is a district staff member). Except in limited circumstances under law, ¹ a teacher is required to report known or suspected violations of this policy to a school Administrator.

Violation

Disciplinary sanctions will be imposed on any student violating this policy. These sanctions may include suspension or expulsion, intervention (as described below), and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities.

Any student who is observed to be under the influence of a prohibited substance will be taken immediately to the Superintendent's office. The student's parents will be notified and asked to pick up the student. If there appears to be imminent danger to other students, the Superintendent should contact the nearest emergency medical facility for guidance and may have the student removed from the school by school, medical, or law enforcement personnel.

When an Administrator has reasonable suspicion that a student has violated this policy, they may search the student in accordance with the district's policy on searches of students' person or personal property.

As part of this search, the principal or Superintendent may require the student to submit to a drug/alcohol test if:

1. The principal and/or the Superintendent has reasonable suspicion that the student is under the influence of drugs/alcohol.
2. The mandatory drug/alcohol test is reasonable at inception based on criteria established by the Board³ and not excessively intrusive in light of the age and sex of the student.

All drug/alcohol testing shall be performed in accordance with federal law on Transportation Workplace Drug Testing. This language in no way authorizes random drug testing in district schools as part of the curricular program.

Disciplinary sanctions will be imposed on, and additional actions may be taken (as listed below) in response to, any violation of this policy. These sanctions may include suspension or expulsion, intervention (as described below), and notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities.

Intervention

It is acknowledged 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 that may affect the student's ability to learn or the educational climate of the school, the school has a right and a responsibility to refer the student for a formal chemical dependency diagnosis. The Superintendent shall develop a procedure for chemical dependency identifications and referral for treatment.

Referral for treatment shall be a constructive not punitive action; however, use of the treatment program shall not override or prohibit the District from taking disciplinary action for violations of this policy.

The school will make a reasonable effort to cooperate with a therapy program if one is recommended for the student. The school will have the option of requiring that the student attend the suggested therapy at the school district's expense as a condition for continuing to attend school. The Board believes that if a student is involved in a chemical dependency program and is successfully addressing their harmful involvement with chemicals, they may be allowed to 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 Board, the North Dakota High School Activities Association, and/or the student has been suspended or expelled as a result of a district policy violation.

The school may, through the use of available resources, provide follow-up counseling and supportive assistance to those students who return after successfully completing a therapeutic regimen, realizing that the student may control which may remain unchanged. A 504 plan will be implemented while student is in an approved supportive assistance program.

Confidentiality

The District shall maintain the confidentiality of students referred for counseling and chemical dependency treatment in accordance with the district's policy on counseling records and other applicable law.

Education

The District will teach about drugs and alcohol in an age appropriate developmentally based education and prevention program in every grade in accordance with law. This program will include information about drug and alcohol counseling and rehabilitation programs available to the students.

In addition, the District will conduct staff orientation and training on drug and alcohol prevention, including a periodic overview of this policy and its procedures for implementation. The District will also provide parent and community education on the topic of drug and alcohol prevention.

Policy Implementation

Student handbooks shall contain a statement of sanctions required concerning the possession, use, or distribution of drugs and/or alcohol.

The Mandaree School Board will review this policy and its implementation periodically to ensure that disciplinary sanctions are consistently applied and to determine the effectiveness of the program for the prevention of alcohol and other drug use/abuse.

Each building administrator and/or department manager will annually conduct in-service training sessions for school district employees, which will include a review of this policy and procedures for implementation thereof. In the event an employee is unable to attend such in-service sessions, the administrator will cause this policy to be individually reviewed with such employees.

The building administrator and/or department manager will maintain a list of all employees with whom this policy has been reviewed, whether individually or through in-service training, along with the dates of such review or training.

In addition, student handbooks will be used to inform students that the use of alcohol and other drugs is wrong and harmful and is not permissible. Students, employees and parents will be given a copy of the standards of conduct and the statement of sanctions required concerning the possession, use or distribution of illicit drugs and alcohol. Compliance with these standards of conduct is mandatory. The handbook will include a form for parents to sign and return indicating that the information in the handbook has been received and read by the student and the parents. Each principal will maintain a file of returned forms.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- ABBA, Tobacco Free School & Workplace
- FFA-AR, Alcohol & Other Drug Intervention Procedure
- FFE, Extracurricular Participation Requirements
- FFK, Suspension & Expulsion
- FFK-BR, Suspension & Expulsion Regulations
- FGAA, Student Counseling & Guidance Records & Confidentiality
- FGCB, Searches of Students & Students' Personal Property
- FGDB, Student Handbooks

End of Mandaree School District #36 Policy FFA..... Amended: 6/30/2020

¹When a teacher/principal participates in a juvenile court program and receives confidential information about a student.

²Do not adopt this language unless school administration has been trained to identify the signs and symptoms of being under the influence of drugs/alcohol and the district has a documented need for adopting this policy.

³These criteria should at least contain guidelines on signs and symptoms of drug use.

ALCOHOL & OTHER DRUG INTERVENTION PROCEDURE

The District encourages faculty members to be observant of student behavior and to participate in a program of intervention. Faculty members may use the record of observable behavior to determine whether behavior should be reported.

If the faculty member decides that the behavior indicates a possible prohibited activity, the student should be:

1. Referred to the school counselor.
2. Reported to the Superintendent.

If the counselor believes that the student is indeed in need of assistance, the counselor may call the student in for a conference. The counselor shall notify the Superintendent and student's parent of this conference. Parents shall be requested to attend the conference and the Superintendent shall be required to attend. The counselor may receive assistance from a certified addiction counselor in how to confront students.

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

FFB: Attendance and Absences

North Dakota law and tribal law contain age requirements for compulsory attendance. In order to comply with and enforce these requirements, the Board established the following attendance policy:

Definitions

For the purpose of this policy:

Absence: Any time that the student is not in school or not participating in a school sponsored event is recorded as an absence. All absences count towards a student's average daily attendance (ADA) rate. The goal for attendance under the Every Student Succeeds Act (ESSA) is to reach 95% ADA. A student can miss no more than eight (8) school days to reach 95% ADA.

In the event a student has a medically diagnosed infectious disease as identified in the North Dakota Department of Health Child Care and School Infectious Disease Exclusion Guidance the absence associated until cleared by a medical professional shall be exempt from the student's calculation for average daily attendance.

Contagious/Infectious Disease	School Excursion	Return
Bacterial meningitis	Yes	Return when health professional determines they are no longer contagious
Campylobacteriosis	Children with diarrhea are under exclusion Exclude symptomatic staff who handle food	Children and staff can return when diarrhea resolves
Chickenpox	Yes	Return when all blisters have dried into scabs and no new blisters have started for 24 hours



Cholera	Children with diarrhea are under exclusion Exclude symptomatic staff who handle food	Children and staff can return when diarrhea resolves
COVID	Yes	Follow guidance in COVID Plan
Cryptosporidiosis	Children with diarrhea are under exclusion Exclude symptomatic staff who handle food	Children and staff can return when diarrhea resolves
<i>E. coli</i>	Children with diarrhea are under exclusion Exclude symptomatic staff who handle food	Children and staff can return when diarrhea resolves and 2 consecutive stool samples
Influenza	Yes	Children and staff can return when fever free for 24 hours
Fungal infections of the skin (ringworm, Athlete's foot etc.)	Yes, but not until the end of the day Children with ringworm can attend school as long as treatment has started and affected area can be covered.	Athletes can complete 72 hours after starting treatment and when affected area can be covered.
Giardiasis (Giardia)	Children with diarrhea are under exclusion Exclude symptomatic staff who handle food	Children and staff can return when diarrhea resolves
Hepatitis A	Exclude symptomatic staff who handle food	Children and staff can return 7 days after onset of symptoms. Food handlers are excluded until medical release.
Hib (Haemophilus influenza type B)	Yes Exposed children and staff do not need to be excluded	Return when released by health professional
Impetigo	Yes, but not until end of the day	Children can return after starting treatment and lesions can be covered
Measles	Yes Exposed persons who are vaccinated and not showing symptoms need not be excluded. Unvaccinated people must be immunized within 72 hours of exposure	Vaccinated children and staff infected with measles can return after the rash has been present for 4 days. Unvaccinated people not vaccinated within 72 hours are excluded until cleared by NDDoH.
Meningococcal meningitis	Yes	Until cleared by health professionals
Molluscum	No Exception for children in close contact sports-excluded if lesions are visible and cannot be covered	
Mumps	Yes	Children and staff should be excluded for 5 days after symptom onset
Norovirus	Yes	Children and staff may return 48 hours after diarrhea and/or vomiting has resolved
Pertussis (Whooping Cough)	Yes Contacts without symptoms do not need to be excluded	Children and staff may return after they have completed 5 days of appropriate antibiotics or is they have been coughing for more than 21 days
Rotavirus	General exclusion	Children and staff can return when diarrhea resolves
RSV (Respiratory syncytial virus)	Children with rapid or labored breathing	Children can return when they are fever free for 24 hours without medication
Rubella	Yes Exposed persons who are vaccinated and not showing symptoms need not be excluded. Unvaccinated people must be immunized within 72 hours of exposure	Children and staff should be excluded for 7 days after rash onset. Unvaccinated people not vaccinated within 72 hours are excluded until cleared by NDDoH.
Salmonellosis	Exclude symptomatic staff who handle food	Children can return when diarrhea resolve. Food handlers are excluded until medical release.
Scabies	Yes, but not until the end of the day.	May return when treatment is complete.
Shigellosis	Exclude symptomatic staff who handle food.	Children and staff can return 24 hours after diarrhea has resolved and one negative stool sample is obtained. Food handlers are excluded until medical release.
Shingles	No, unless lesions cannot be covered	Children and staff may return after the lesions have crusted.
Strep throat	Yes	May return when they have been on antibiotics for 12 hours
Tuberculosis	Yes Latent TB are not excluded	May return when cleared by health professional
Typhoid fever	Yes	May return when diarrhea resolves, antibiotics are completed, and 3 consecutive stool samples are obtained. Food handlers are excluded until medical release.

Vibriosis	Exclude symptomatic food handlers	Children and staff may return when diarrhea resolves
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The above conditions are to be reported please call NDDoH Division of Disease Control at 800-472-2180.

School-Related Absence: If a student is participating in a school-sponsored event the student is recorded as present in school.

Accumulated Absence

For K-8 students, attendance shall be a factor used in determining retention. If a K-8 student has accumulated 9 or more absences for the school year the District will strongly consider the student for retention, making such decision in accordance with the district's policy on academic retention. K-8 grades may reflect the student's attendance rate because non-attendance in school impacts academic achievement.

For high school students, the District shall impose disciplinary consequences for absences. These disciplinary consequences will be determined on a case-by-case basis. Students will be afforded appropriate due process rights based on the severity of penalty that the District is considering imposing. After a high school student has accumulated 4 days absent in a class per semester, the student shall receive no credit in such class/classes. The District shall afford the student a due process hearing prior to determining if credit should be withheld.

All students shall be required to complete make up work in accordance with administrative regulations or will receive no credit for incomplete work.

All students shall be afforded an opportunity to make up absences by attending extended learning opportunities as may be established by the district. K-12 students shall be credited back equivalent time for successfully attended and completed extended learning opportunities. These hours must be completed with the supervision of a classroom teacher or an administrator.

Compulsory Attendance Violations

The superintendent shall develop standards that define what constitutes a violation of the compulsory attendance law. Suspected violations of the compulsory attendance law shall be investigated in accordance with state law.

When a compulsory attendance violation is substantiated, the District shall comply with reporting requirements under state law. In addition, the District shall comply with TAT District Court or the court possessing jurisdiction over the student's reporting requirements. The Superintendent, shall publish notice in student handbooks of the number of absences that will result in a compulsory attendance violation.

Dissemination

This policy shall be published in all student handbooks and distributed to parents annually.

SCHOOL BOARD APPROVED: 04/19/2011

AMENDED: 04/28/2020

AMENDED: 02/16/2022

AMENDED: 04/27/2022



GRADE PROMOTION, RETENTION & ACCELERATION PROCEDURE

Procedure for Determining Promotion & Retention

If a teacher believes retention is a possibility, she/he shall contact the student's parent(s) and inform the Superintendent as early as possible. The Superintendent shall inform the parents of remediation or demonstrated proficiency within a timeframe established by the Superintendent.

Teachers are responsible for making promotion and retention recommendations based on promotion and retention criteria contained in policy. Recommendations shall be submitted to the Superintendent for approval.

Promotion & Retention of Special Education Students

The decision to promote or retain a special education student shall be made by the Individual Education Program (IEP) team in accordance with applicable law. Parents wishing to appeal the IEP's decision shall follow appeal procedures under the Individuals with Disabilities Act.

Acceleration

Decisions regarding acceleration shall be made by the Superintendent in consultation with the student's parent(s)/guardian(s), teacher(s) and guidance counselor. The Superintendent's decision shall be binding but may be reversed by the Superintendent should new evidence indicate such a need.

When making acceleration decisions, the Superintendent shall take into account at least the following criteria:

1. Age of the student
2. Class size
3. Assessment data.

CONCUSSION MANAGEMENT

The District shall comply with the concussion management program requirements contained in law (NDCC 15.1-18.2). The District has placed concussion signs and symptoms; removal from practice, training, and/or game requirements; return to play requirements, and staff, students, and parental training requirements in administrative regulations (FCAF-AR). **[These regulations shall be published in staff and student handbooks.]**

The Board has also established the following definitions and requirements for the purpose of implementing the concussion management program law.

Definitions

Law requires that all school-sponsored and sanctioned athletic training, practices, and games be governed by a concussion management program. The District has developed the following definitions for purposes of determining what constitutes athletic sponsorship and sanctioning

- School-sanctioned athletic activity is a sport that:
 - a. Is not part of the district's curricular or extracurricular program;
 - b. Is established by a sponsor to serve in the absence of a district program;
 - c. Receives district support in multiple ways (i.e., not school facility uses alone);
 - d. Requires participating students to regularly practice or train and compete.
 - e. The District has officially recognized through board action as a school-sanctioned activity.

The Board shall make all sanctioning decisions on a case-by-case basis, based on the criteria in this paragraph. As a condition of receiving school sanctioning, sponsors of the athletic activity shall agree to comply with this policy and the concussion management law. This includes agreeing to provide appropriate training to each coach, official, and athletic trainer as required by law and providing appropriate information to parents and students as required by law. The sponsor shall provide to the District documentation certifying that this training has occurred and students/parents have viewed required informational material on concussions prior to beginning the activity.

- School-sponsored athletic activity is a sport that the District has approved through policy or other board action for inclusion in the district's extracurricular program, is controlled and funded primarily by the District, and requires participating students to regularly practice, train, and compete.

Removal Decisions

Under the concussion management law, the District is authorized to designate removal-from-play authority to individuals who have direct responsibility for student athletes during practice, training, and/or games if a student reports or exhibits a sign or symptom of a concussion. The [Superintendent] and/or [Athletic Director] shall make this determination, and the [Superintendent] ~~and~~ [Athletic Director] shall ensure that such designees are aware of this responsibility and have undergone appropriate training in accordance with law before commencing duties.

Law also authorizes licensed, registered, or certified healthcare providers whose scope of practice includes recognition of concussion signs and symptoms to make removal decisions. The [Superintendent] [Athletic Director] may consult with medical personnel to determine who has such credentials and who would be willing to assist in this regard. The District must compile a list of such individuals, which may be

provided to all coaches. This measure in no way guarantees that a healthcare provider trained and credentialed in accordance with law will be present at athletic training, practices, and/or events nor shall the voluntary creation of this safety precaution be construed to create or assume any potential liability under local, state, or federal law or regulation.

High school students and minors who serve as coaches or officials are encouraged to work with an adult who has removal from-play-authority prior to removing student from play.

If two or more individuals with removal-from-play authority disagree on whether or not a student must be removed, the determination must be made in the interest of the student's safety, meaning that the student shall be required to sit out and comply with return-to-play requirements contained in law.

Return to play

The Board designates the [Superintendent] and/or [Athletic Director] to receive return-to-play documentation from a healthcare provider. This designee shall review the documentation, determine if the healthcare provider has placed any conditions on return to play, contact the healthcare provider for any necessary clarification on the authorization document, and communicate such information to applicable coach(es) and assistant coach(es). This designee shall also file return-to-play authorization documents in the student's educational record. This documentation must be retained for seven years after the student's enrollment or six years after a student turns 18, whichever is later.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- FCAF-AR, Concussion Management Program
- FCAF-E1, Concussion Management Removal from Play Authority
- FCAF-E2, Return to Play Acknowledgement Form

End of Mandaree Policy FCAF.....-Amended: [06/30/2020]

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.

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 shall be directed to the Board President, who shall follow the same procedure.

Deadlines

To be considered for investigation, any such complaint must have been filed within 180 days of the alleged occurrence. (Exception of 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,

RECOMMENDED

Descriptor Code: KACA

PATRON COMPLAINTS

Individual board members have no authority to resolve complaints and the Board, as a whole, believes that patron complaints should be resolved at the lowest level of authority possible. Therefore, whenever a complaint is made to an individual board member or the Board as a whole, it will be referred to school administration for processing at the lowest level of authority possible.

If the complaint is not satisfactorily remedied at the building level, either party may refer the matter to the Superintendent for investigation. The Superintendent shall complete the investigation within the deadline in law.

If all other remedies have been exhausted, a complainant may request that the matter be placed on the agenda of the next regular school board meeting; however, the Board will not hear, consider, or act upon complaints that have not been investigated at each appropriate level of authority, nor will the board hear, consider, or act upon complaints for which specific complaint resolution procedures have been established that do not allow for board review of the complaint, including but not limited to complaints about personnel.

Anonymous Complaints

Anonymous complaints provide no avenue for response or redress of the complaint. An unsigned complaint will not be read or acted upon at any meeting of the board and anonymous telephone complaints will not be brought to the Board by any individual board member, administrator, or other employee. No disciplinary action will be initiated based solely on an anonymous complaint, however the administration will investigate every anonymous complaint.

Parental Complaints

While parents enjoy a unique relationship with the schools and are the recipients of special communications concerning school events and programs as well as communications concerning their own child's progress, parents shall use the same channels of processing complaints as by other citizens.

Complaints for which specific resolution procedures are provided shall be directed through those channels. These include, but are not limited to, complaints about personnel and complaints about instructional materials.

**PATRON COMPLAINT FORM
PERSONNEL COMPLAINT**

Date: _____

Your Name: _____

Student's Name (if applicable): _____

Address (Home): _____

Phone (Home): _____

Address (Business): _____

Phone (Business): _____

Best way to contact you: ☐ Home ☐ Work

☐ Cell Phone: _____

Name of employee about whom you are complaining: _____

Date of the Incident: _____

Location of the Incident: _____

Briefly describe the incident: _____

List any individuals that have knowledge of and/or witnessed the incident: _____

What remedy is sought?: _____

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).

If the complaint concerns the Superintendent, the Board President will receive the complaint.

MANDAREE PUBLIC
SCHOOL DISTRICT #36

1

EXHIBIT

SCHOOL BOARD REVIEWED: 04-18-2023



ACKNOWLEDGEMENTS

I understand the following:

1. I have the right to be free of retaliation for filing this complaint. I agree to report any conduct that I believe is motivated by retaliation for filing this complaint. I understand, however, that if this statement contains accusations that I know are false, I may be subject to disciplinary action with the District and/or external legal action from those I have falsely accused.
2. The Mandaree Public School District will try to protect my identity from public exposure. The respondent, however, will be given a copy of this complaint in order to have an opportunity to respond to it.
3. I may have the right to file a complaint with civil rights agencies or to file legal actions in a court of law.
4. I understand that the investigating personnel are advocates for neither the complainant nor the respondent. Their responsibility is to investigate complaints from a neutral position to determine whether violations of district's policy and/or law have occurred.

CERTIFICATION

I certify that the statements made in this complaint are true and accurate, and that I have read and understand the statements made in the acknowledgements section of the complaint.

Signature of the Complainant: _____
(Must be signed for formal action to be taken)

Signature of Administrator receiving complaint: _____
(If the complaint concerns the Superintendent, the Board President will receive the complaint.)

WEAPONS PROHIBITION ON SCHOOL PROPERTY-PUBLIC**Definitions**

For Purposes on this policy, the following definitions apply:

- Weapon includes, but is not limited to:
 - a. Dangerous weapon as defined by NDCC 62.1-01-01
 - b. Any device designed to stun through use of voltage whether through direct or through a projectile
 - c. Any firearm look alike or dangerous weapon look alike brought on school property with the intent to threaten or intimidate
 - d. Any other object that is used, attempted to be used, or intended to be used to threaten or intimidate, causes destruction to property, or to cause injury to self or others
 - e. Spray or aerosol containing ortho-chlorobenzamalonitrile or other irritating agent intended for use in the defense of an individual
- Firearm as defined by 18 U.S.C. 921 and NDCC 62.1-01-01
- School property is defined in NDCC 15.1-19-10 (6) (b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

Prohibitions

Parents and members of the public are prohibited from knowingly possessing weapons and firearms on school property including those individuals who may otherwise be permitted by law to carry such weapons. This prohibition does not apply to law enforcement personnel. Weapons and firearms under the control of law enforcement personnel are permitted on school property.

Exceptions

The prohibitions in the policy do not apply when the Superintendent has authorized the following:

1. Use of a blank firearm cartridge or look alike weapon in a sporting, memorial, or theatrical event
2. Participation in educational, training, cultural, or competitive events that requires use of a firearm or dangerous weapon
3. For purposes of a hunter's safety course
4. Firearms or dangerous weapons stored in residences of individuals living in district-owned housing

The public is not in violation of this policy if using an item prohibited by this policy to defend oneself or others in an emergency situation that warrants self-defense.

Notification

The Superintendent will ensure parents and members of the public are notified of this policy using methods deemed most efficient.

Firearms Stored in Vehicles

Member of the public who have firearms and/or weapons stored in their vehicles shall park their vehicles off school property when visiting the school or attending a school-sponsored event.

Enforcement

When a school employee observes a violation of this policy, s/he shall inform the violator and ask him/her to remove the weapon or firearm from school property. When the violator refuses or in emergency situations, the school employee shall follow applicable emergency response protocols.

End of Mandaree School District #36 Policy KADA.....Adopted: 1/10/17

BGA – BOARD COMMUNICATION WITH THE PUBLIC

As members of the Mandaree School Board, individual board members may be contacted by the public with questions, comments, or concerns related to school matters. When approached by the public for these reasons, Mandaree School Board members shall comply with the applicable portions of the following procedure:

- Explain that individual board members have no authority to act on behalf of the Board.
- Explain that because board members serve as the “jury” when a licensed staff member (e.g., teacher, principal, or superintendent) is being considered for nonrenewal or discharge, board members must maintain their impartiality in the event of such a hearing. Consequently, board members must not hear complaints about licensed staff.
- Explain that the Board has developed complaint procedures to handle public concerns and complaints and refer the complainant to the appropriate source under policy for further investigation.

If the communication concerns a comment or concern about the Mandaree School Board or for which the Board has not established a policy, the matter shall be referred to the Mandaree School Board President.

To ensure compliance under the open meetings law, board members shall not forward or discuss correspondence from the public with other board members outside the context of an open meeting except as otherwise stipulated above. In addition, the Board shall comply with the protocol contained in all policies related to complaints, some of which may prohibit an appeal to the Board.

Mandaree Public
School District #36

POLICY ADOPTED: 07-09-2013
POLICY REAFFIRMED:
POLICY AMENDED:

SCHOOL BOARD REVIEWED: 04-18-2023

STUDENT USE OF ELECTRONIC DEVICES**Prohibitions**

The Mandaree School District prohibits the use of personal communication devices, including but not limited to: cellular phones, pagers and beepers, by students during the instructional day as defined by each building principal, in district buildings, and when otherwise prohibited by the Superintendent.

The District also prohibits the carrying and use of camera and text messaging features on cellular phones during the instructional day as defined by each building principal, in district buildings, and when otherwise prohibited by the Superintendent.

Other electronic devices, including but not limited to audio devices, image-recording devices, devices that allow for an unfiltered connection to the internet, portable games, and other devices that transmit a signal are prohibited on district property and while students are attending school-sponsored activities and events. This prohibition does not apply to authorized use of district-owned electronic devices.

Possession and/or use of any image-recording device in an area where there is a reasonable expectation of privacy is strictly prohibited and will result in confiscation of the device.

Disciplinary Consequences

Students in violation of any portion of this policy will be subject to disciplinary procedures and confiscation of the electronic device. If a student's cell phone or other electronic device is confiscated, the building principal or the Superintendent may search the confiscated device in accordance with the district's searches of students' policy. If school official suspects that a student possesses or is disseminating an image that potentially violates NDCC 12.1-27.1-03.3 or finds such an image during a search of an electronic device performed in accordance with policy, s/he may report this matter to law enforcement for investigation. Disciplinary action up to and including suspension and/or expulsion may also be taken against any student using an electronic device in a manner that violates other district policy or that causes substantial disruption to the educational environment.

Exceptions

The Superintendent and/or his designee is authorized to make exceptions to the prohibitions set forth in this policy for health, safety, or emergency reasons, for students in attendance as active members of a volunteer firefighting organization or volunteer emergency medical service organization, and when use of electronic devices is provided for in a student's Individualized Education Program (IEP).

Students are encouraged to use any available cellular telephone in the event of an emergency that threatens the safety of students, staff, or other individuals.



Mandaree School

“Home of the Warriors”

Extracurricular Student Handbook

“Proud to be a Warrior!”

Dear Mandaree Student

The chance to participate in activities is available to all students at Mandaree School. This privilege and honor carries with it a responsibility to the community, school, faculty, and student body. Whenever a Mandaree student competes, he/she is representing the Mandaree community and that responsibility must be taken seriously.

In order that the standards and ideals of Mandaree School District will be upheld and enforced consistently, the following rules have been established by the Athletic Director and Assistant Athletic Director, with input from the administration, coaches and advisors, and have been approved by the Mandaree Board of Education. These rules must be familiar to all teachers, coaches, students, and parents involved in the activities programs at Mandaree School District.

These rules will remain in force throughout your career in Mandaree. It is your responsibility to be familiar with all rules and regulations. “I didn’t know” is not an acceptable excuse for violating a rule. If there are changes to the rules from year to year, you will be notified of those changes. It is suggested that you keep these rules in a place where you can refer to them from time to time.

It is not required that you agree with all of these rules, but, by participating in Mandaree activities, you agree to follow these rules.

Good luck in all of your activities. With everyone working together and following the same rules, your experiences in extracurricular activities at Mandaree Schools will be memorable and rewarding.

Mandaree School
Extracurricular Staff

Extracurricular Student Handbook Table of Contents

1. NDHSAA.....
2. Attendance.....
3. Appearance.....
4. Sportsmanship.....
5. Behavior.....
6. Property.....
7. Equipment.....
8. Suspensions.....
9. Alcohol/Tobacco/Drugs.....
10. Hazing.....
11. Eligibility of Students.....
12. Responsibility.....
13. Participation.....
14. Transportation.....
15. Release to Parent Policy.....
16. Coaches Prerogative.....
17. Saving Clause.....
18. Post Season Athletic Awards.....
19. Parking.....
20. Injuries.....
21. Student and Parent Sign-off Form.....



Mandaree School District #36
Extracurricular Handbook for Students

1. **NDHSAA.** Mandaree School is a member in good standing of the North Dakota High School Activities Association (NDHSAA). The rules of the NDHSAA will be strictly enforced.
2. **ATTENDANCE.** Students are expected to be in school the day of and the day after scheduled events (if they are school days). This includes practices, athletic events, music concerts, etc. The only exception to this would be obtaining approval from the principal prior to the absence. Failure to do so may result in a suspension from the next scheduled contest.
3. **APPEARANCE.** On contest/game days, students will dress and groom in a manner that will reflect positively on the school, community, and themselves and be appropriate for the weather.
4. **SPORTSMANSHIP.** Students will accept the decisions of game officials. Questions about officiating decisions should be brought up in the proper manner, either by the coach or the designated captains.
 - Students who display poor sportsmanship will be subject to discipline by their coach.
 - The principal and/or Athletic Director/Assistant Athletic Director will become involved if warranted.
5. **BEHAVIOR.** Since extracurricular participants are the center of attention among their peers and younger people, they must be a positive example. Any actions showing disrespect to adults (this includes all members of our school system) or school property, or in any way downgrading our school or image will be subject to discipline by the Principal/ Athletic Director or the coaches and advisors. Students will not use profanity. Students who consistently violate these expectations will be withheld from competition.
6. **PROPERTY.** Students will respect the property of others. Any student stealing or damaging property in school or on road trips may be immediately suspended from the team/activity for the remainder of the season. This is also in effect when stops are made while traveling, such as “fast food” eating-places. The coaches will be particularly careful to check locker rooms after all games.
7. **EQUIPMENT.** Students will be financially responsible for all equipment, uniforms, etc. checked out to them during the season.
8. **SUSPENSIONS.** Students will not be allowed to practice while under suspension for violations of rules, (including school rules and NDHSAA rules). Students under suspension due to rules violations may not leave school early to attend events. Students suspended from school will not practice and will not participate in a contest under any circumstances. Academically ineligible students may not be allowed to practice at the discretion of the principal/Athletic Director after consultation with the coaches.

Students under suspension may not be recognized in any way as a representative of MHS in a public venue. This would include all academic, athletic, and co-curricular activities and clubs. Students under suspension may not travel with a team or organization, sit/stand on the same side line as the team during a game or run for any office in any MHS organization. Students will have any captaincy stripped if the suspension occurs during any part of the season and will be denied any post season athletic or organizational awards voted on by team/organization members or coaches/advisors.

If a student has been suspended and full suspension has not been served during the current school year, the remaining suspension time will be extended to the next school year and will begin at the start of his/her first practice season or at the beginning of the school year.

9. **ALCOHOL/TOBACCO/DRUGS.** Mandaree Schools’ athletics are subject to the Mandaree School Board Policy relative to the use of Alcohol, Tobacco, and Other Drugs.

Consequences for violations of Mandaree School Board Policy:

- i. **1st Offense:** 6 week suspension, from the time of notification, for all extra-curricular activities.
- ii. **Additional Offenses:** 18 week suspension from all extra-curricular activities for each additional offense.

- iii. **Summer Offenses:** If the offense occurs during the summer, suspension will start at the beginning of his/her first practice season or at the beginning of the school year. If they are not involved in a Fall sport, they will sit out the first two weeks of competition in the next sport season that they are involved in.

- 10. **HAZING.** Hazing occurs when an act is committed against a student, or a student is coerced into committing an act that creates a substantial risk of either physical or emotional harm to the student or any third party in order for the student to be initiated into, or affiliated with any school group, club, athletic team, or grade level.

The Mandaree School District urges students to avoid being perpetrators of such acts or a “willing” participant in such behaviors. Depending on the severity of the hazing disciplinary action will be taken at the discretion of the principal.

- 11. **ELIGIBILITY OF STUDENTS.** Academic success of students at Mandaree School is extremely important. All students of Mandaree School participating in co-curricular and extra-curricular activities must maintain the academic standards for eligibility established by district and abide by the rules established by the North Dakota High Activities Association. See Student Handbook for requirements.

- 12. **RESPONSIBILITY.** At the end of each practice or contest, it is the responsibility of each student to help clean up the locker room and practice area and return all equipment to the proper places. Do not leave valuables (money, watches, etc.) unattended in locker rooms. You should purchase a combination lock or procure one from the school. The school is not responsible for lost or stolen personal items. Students must also make sure that locker rooms at other schools are left clean.

13. PARTICIPATION:

- i. **Elementary School:** Coaches in elementary grades are to place participation of all students above all other considerations in their contests. It is fun to win, but it is the philosophy of the Mandaree Board of Education and the Athletic Department that each child should have a chance to participate and that participation is more important than winning.

At Middle School tournaments, the coaches should use their discretion as to who plays and how much they play. If the decision is made that winning in the tournament is the number one priority, then the coaches should discuss this with the team members so they are aware of the decision in advance.

- ii. **High School:** Students in activities at these levels are there to be part of the “JV” squads and/or varsity programs. The players at these levels have worked hard in their training, and will have a much more competitive level of participation. Students **are not** guaranteed playing time. Students at this level must realize that they are contributing to the total team effort. By their continuing hard work in practice ensures they are making themselves and their teammates better. Every successful team has players with various roles to play, and each role is important to the team.

- iii. **Determination of Squads:**

In some sports, the squads could be a combination of middle school and high school students Mandaree Schools believes in the participation for student in all activities. Therefore, Mandaree Schools will provide junior high, “JV”, and Varsity teams if warranted by the number of participants. Team composition will be determined by individual skill level as decided by the coach(es) hired to instruct the activity. It is reminded seniors are only allowed to participate in the varsity level of competition.

Equal playing time is not guaranteed at all levels.

- 14. **TRANSPORTATION.** All participants are expected to ride the bus to and from the contests. Any “skipping” of the bus will result in disciplinary action taken by the coach, Athletic Director and/or Principal. Any exception to this rule must be approved by the Principal 24 hours prior to the contest.

Participating student/athletes may never drive to out of town school activities in which they are participating.

- 15. **RELEASE TO PARENT POLICY.** Students will be released only to their parents after school-sponsored activities, which require busing. Except under the most unusual of situations, the students are expected to remain at the event until all Mandaree participants are done competing.

Parents must be present and make verbal and written contact with the head coach or advisor of the activity involved. Parents who wish to have their student ride home with another responsible adult, must receive permission in writing from the Principal. Under no circumstance will students be released to other students.

16. **COACHES PREROGATIVE.** These rules and regulations are minimum standards that all students must agree to follow in order to participate in Mandaree activities. Other reasonable rules may be added by each coach/advisor. For other rules governing student behavior, please see the student handbook.
17. **SAVING CLAUSE.** It is impossible to establish a written policy for every possible situation that may arise. The administration, activities director, and coaching staff will have final say regarding possible situations that arise that do not have rules established in a written policy.
18. **POST SEASON ATHLETIC AWARDS.** The following post-season awards may be given by the coaches. Coaches may choose not to give certain awards at their discretion. No coaches or team awards may be given to students who miss any part of a season due to violation of Mandaree Board Policy relative to the use of Alcohol, Tobacco, and Other Drugs. No awards will be given that are not on the list.
19. **PARKING.** Unfortunately, vandalism does occur in our parking lot(s) when athletes are away for extended periods of time. The Mandaree Public Schools cannot be responsible for vandalism to students' cars.
20. **INJURIES.** Mandaree School will ensure that competent coaches/advisors, safe facilities, and safe equipment are utilized. Nevertheless, injuries may still occur. If an injury occurs, notify the coach/advisor. **MEDICAL COSTS FOR INJURIES ARE NOT THE RESPONSIBILITY OF MANDAREE SCHOOL.** Mandaree School does not carry insurance to cover costs involved in an injury. Injury costs are the responsibility of participants and/or their parents/guardians.



This form is on the NDHSAA website under Administrators & Coaches. Click Forms on the drop down menu.

SAFEGUARDING YOUR ATHLETIC ELIGIBILITY

NOTE: NDHSAA By-Laws are published in the Constitution and By-Laws Handbook. Your principal has a copy of this book and should be contacted to answer questions you may have concerning your eligibility, as well as the NDHSAA Due Process Procedure.

ATTENTION ATHLETES!

The four years in which you represent your high school in interscholastic athletic competition conducted under the auspices of the North Dakota High School Activities Association (NDHSAA) may be four of the most enjoyable years in your young life. As you compete, your school will have local rules and regulations you must follow in order that your interscholastic participation and competition can be a profitable educational experience. The NDHSAA also has rules and regulations incorporated into the Association's Constitution and By-Laws to which students, as well as school personnel and fans, must adhere.

The information contained in this document describes the By-Laws of the NDHSAA that apply to you and your athletic eligibility. It is designed to help you safeguard your athletic eligibility while you participate in interscholastic athletics. You are strongly urged to review the following material with your principal, coaches, and especially with your parents to be eligible for high school competition; you must comply with the By-Laws in the following areas:

ATTENDANCE

1. You may represent only the school you attend.
2. You must be enrolled and attending classes no later than the beginning of the 11th day of the semester.
3. If you enroll after the 1st day of the semester and before the 11th school day, you must have been in attendance as many school days as you missed before you can participate in an interscholastic contest.
4. If you are enrolled for 30 days in any one semester or participate in an interscholastic contest in a lesser period, it will count as one of the 8 semesters you are allowed for interscholastic eligibility during your high school career.

RESIDENCE

1. You are eligible at any school upon enrolling for the first time as a ninth grade student in that school.
2. Should your parents move to another school district, you do not lose your eligibility in the school in which you have been attending if you choose to remain at said school. You have the right to move with them when they move and be immediately eligible in the school in that district.

TRANSFER

1. If you transfer schools and your parents do not move into that high school district, you will be ineligible for varsity competition one (1) calendar year.
2. If your parents move to a new high school district and you transfer, you will be immediately eligible if your transfer is made within a reasonable time. This may be at the end of the semester or even at the end of the year under certain circumstances. However, it is best to secure a ruling from your principal if you do not transfer immediately when your parents move.
3. Should you transfer schools without a corresponding change in your parents' residence and then re-transfer to your home school, you are ineligible for varsity competition for one (1) calendar year.

SCHOLASTIC STANDING

1. You must be making satisfactory progress toward the school's requirements for graduation.
2. You must have passed at least two and one half credits the previous semester to be eligible at the beginning of the next semester. If you do not pass at least two and one credits you will be ineligible the first two weeks of the next semester.

AGE

1. You are eligible until the day on which the twentieth anniversary of your birth occurs.

PARTICIPATION LIMITATIONS

1. After you enroll in the 9th grade, you will be eligible for no more than eight semesters unless you are under 18 years of age.
2. Your seventh and eighth semesters must be consecutive.
3. After you enroll in the 9th grade, you will be eligible for no more than 4 years of competition in any sport.
4. Participation on a high school team as a 7th or 8th grade student does not count toward your 8 semesters of enrollment or your 4 years of competition as a high school student.

PHYSICAL EXAMINATION

1. Prior to participation (including practice), a student participating in NDHSAA sanctioned athletic activities and representing his/her school must have on file with the superintendent, principal, athletic director or school nurse an annual

NDHSAA Physical Examination form completed by a qualified health care professional (i.e. Doctor of Medicine or Osteopathy, Nurse Practitioner or Physician Assistant under the supervision of a physician). The Physical Examination is valid for one school year; a physical examination completed before April 15 is not valid for participation the following school year.

AMATEUR STATUS

1. You will become ineligible in a sport if you receive cash for participating in an athletic contest.
2. You will become ineligible in a sport if you participate in athletic activities, schools, try-outs, or games sponsored by professional athletic organizations during the season of a sport.
3. You will become ineligible if you compete in any contest under an assumed name.
4. You may accept any award (not cash) for winning or placing in athletic competition providing the cost of such award does not exceed \$300.00.
5. You may accept prizes for winning or placing in athletic competition (not cash) provided the total value of the prizes does not exceed \$500 during the Association's year (July 1 - June 30).

PLAYING ON TEAMS OUTSIDE SCHOOL

1. When you are participating or under suspension in a sport that is in season at your high school, you may not play on an outside team or as an unattached individual in a non-school meet in the same sport during the school season for that sport. However, you may do so at any time other than the high school season of the sport without affecting your eligibility.
2. You may play on a team outside of school or participate as an unattached individual in a sport other than the sport in which you are a member of a school team even during the season of your school sport team. (For example, if you are on a school basketball team, you may not play on any other basketball team during the high school basketball season, but you may play on a volleyball team in an independent league, or on any team other than a basketball team and still be eligible at school for basketball).

SUMMER CAMPS

1. Students may not participate in sports camps during the season of that particular sport, but may do so outside of the high school on their own. However, participation in such camps for fall team sports is not permitted after July 31.
2. Students may participate on city recreation or independent teams or as unattached individuals during the summer until the opening of the high school season in that particular sport.

USE OR POSSESSION OF ALCOHOL, DRUGS, AND TOBACCO

1. Use or possession of tobacco or alcohol and illegal use or possession of narcotics or habit-forming drugs is prohibited. Violation of this regulation results in a 6 week suspension for the first offense and an 18 week suspension for any subsequent offense. The use, possession or sale of non-prescription anabolic steroids by any student athlete at any time during the school year is prohibited.

USE OF PLAYERS

1. You may never participate in an interscholastic contest representing your school while you are ineligible.

GAME LIMITATIONS

1. Individual players are restricted to a certain number of meets or a certain number of quarters of participation per night, per week, or per season in various sports. You should find out what the limitations are in your sport from your coach, so these rules are not violated. Violations can result in your suspension from future contests.

MISBEHAVIOR DURING CONTESTS

1. If you are found to be in gross violation of the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic activities, either as a participant or as a spectator, or both.

COACH/STUDENT CONTEST DISQUALIFICATION

Part Two, Article XIV, Section XII of the By-Laws under Rules of Eligibility shall read:

Any student or coach ejected from an interscholastic contest by game officials for unsportsmanlike conduct, including but not limited to flagrant, violent or verbal misconduct will be ineligible for the next regularly scheduled game/meet at that level of competition and all other games/meets in the interim at any level of competition. When a non-typical schedule is involved, the ejection penalty may be administered on a case-by-case basis.

Any subsequent ejection in that season's activity carries a four (4) regularly scheduled game/meet ineligibility. If penalties are imposed at the end of the sport season and no contest remains, the penalty is carried over in that particular sport until the next school year. In the case of a senior, the penalty will continue to the next sport season.

Student: Any time a student is ejected from a game/meet, he/she does not participate the remainder of that day. The student is also suspended for the next scheduled, rescheduled or contracted contest at that level of competition and all contests in the interim at any other level of competition. **Note: To meet this requirement, the contest must take place.**

Coach: When a coach has been ejected in accordance with Part Two, Article XIV, Section XII, he/she is not allowed to attend any of his/her team's contests or to be on site for any pre-game contact direct or indirect with participants during the suspension.

Updated 7/1/2018

CONDENSED ELIGIBILITY RULES

Attention, Athletes! You Are Eligible:

- if you have been IN CLASSES AS MANY DAYS AS YOU HAVE MISSED from the opening of the semester
- if you ENTERED SCHOOL WITHIN THE FIRST 10 DAYS OF THE SEMESTER
- if you have COMPETED IN A SPORT FOR LESS THAN EIGHT SEMESTERS as a high school student
- if you have not COMPETED IN A SIMILAR ATHLETIC CONTEST ON AN OUT-OF-SCHOOL TEAM DURING THE SAME SPORTS SEASON, EVEN WHILE UNDER SUSPENSION
- if you have not ENROLLED IN AN INSTITUTION OF HIGHER RANK except as an accelerated student carrying advanced work in addition to physically attending at least one class at your member school of attendance
- if you EARNED 2.5 CREDITS the preceding semester
- if you maintain SATISFACTORY PROGRESS TOWARDS GRADUATION
- if you have not GRADUATED from a 4 YEAR HIGH SCHOOL or equivalent
- if you have not ACCEPTED AWARDS other than those having symbolic value and costing no more than three hundred dollars
- if you have not ACCEPTED NON-MONETARY COMPENSATION totaling more than \$500 during the current Association year (July 1 – June 30)
- if you are not TWENTY YEARS OF AGE or over
- if you are an AMATEUR in the sport in which you are competing or if you have not competed under an ASSUMED NAME
- if you have not TRANSFERRED FROM ANOTHER SCHOOL without corresponding change of residence by your parents
- if you are in your eighth semester and your SEVENTH AND EIGHTH SEMESTERS ARE CONSECUTIVE
- if you have a current file of a DOCTOR'S OR NURSE PRACTITIONER'S CERTIFICATE of physical fitness
- if you have not used or have in your possession tobacco, alcohol or illegal drugs

(CHECK WITH YOUR PRINCIPAL FOR POSSIBLE EXCEPTIONS TO THE ABOVE RULES)

Updated July 2017

Leave Blank Page

I have received a copy of the Mandaree Student Handbook which includes the Extracurricular Student Handbook for the 2023-2024 School year.

Parent Signature: _____

Student Signature: _____

Sign the following pages:
Acceptable Use
Notice of Directory Information
Student Athlete Pledge
Student Athlete Parent Pledge