



BOWMAN COUNTY SCHOOL

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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

Printed on recyclable paper 

BOWMAN COUNTY SCHOOL 2020-2021

Mitch Strand, Principal
Telephone # (701) 523-3358
Fax # (701) 523-4585
Email Address: Mitch.Strand@k12.nd.us

THIS HANDBOOK BELONGS TO:

Name: _____ **Grade:** _____

BOWMAN COUNTY SCHOOL DISTRICT #1 SCHOOL CALENDAR 2020-2021

August	06	Thursday	New Staff In-Service
August	17	Monday	Staff In-Service
August	19	Wednesday	School Begins
September	07	Monday	Labor Day – NO SCHOOL
September	25	Friday	Early Out Professional Development
October	16	Friday	End of 1 st Quarter
October	22	Thursday	Teachers' Convention – NO SCHOOL
October	23	Friday	Teachers' Convention – NO SCHOOL
October	29	Thursday	PT Conferences
October	30	Friday	Early Out Professional Development
November	11	Wednesday	Veteran's Day – NO SCHOOL
November	25	Wednesday	Early Out Professional Development
November	26	Thursday	Thanksgiving Break – NO SCHOOL
November	27	Friday	Thanksgiving Break – NO SCHOOL
December	22	Tuesday	Early Out Professional Development/End of 2 nd Quarter
January	01	Friday	New Year's Day – NO SCHOOL
January	04	Monday	Classes Resume
January	08	Friday	Early Out Professional Development
January	18	Monday	Martin Luther King, Jr. Day – NO SCHOOL
February	05	Friday	Early Out Professional Development
February	11	Thursday	PT Conferences
February	12	Friday	Early Out Professional Development
February	15	Monday	Presidents Day – NO SCHOOL
February	19	Friday	Winter Break – NO SCHOOL
March	04	Thursday	NO SCHOOL
March	05	Friday	NO SCHOOL
March	12	Friday	Early out, End of 3 rd Quarter
March	18	Thursday	Spring Break – NO SCHOOL
March	19	Friday	Spring Break – NO SCHOOL
April	02	Friday	Good Friday – NO SCHOOL
April	05	Monday	Easter Monday – NO SCHOOL
April	19	Monday	NO SCHOOL

April	29	Thursday	Early Out Professional Development
April	30	Friday	NO SCHOOL
May	14	Friday	NO SCHOOL
May	26	Wednesday	Last Day of School/ End of 4 th Quarter
May	27	Thursday	Storm Day – Make Up Day
May	28	Friday	Storm Day – Make Up Day
May	30	Sunday	High School Graduation

BOWMAN COUNTY ELEMENTARY & MIDDLE SCHOOL STAFF

Superintendent.....	Mr. Wayne Heckaman
Principal.....	Mr. Mitch Strand
Secretary.....	Mrs. Deb Maher
Secretary (Rhame).....	Mrs. April Fischer
Secretary (Rhame).....	Mrs. Blaine Homelvig
Preschool Lead Teacher.....	Mrs. Amy Burke
Preschool Co-Teacher.....	Mrs. Macy Burke
Kindergarten.....	Mrs. Joainne Heggem
Kindergarten.....	Mrs. Kyla Fisher
Kindergarten (Rhame).....	Mrs. Heather Salzsieder
Grade 1.....	Mrs. Tyneal Burke
Grade 1.....	Mrs. Betty Heinrich
Grade 1 (Rhame).....	Mrs. Rachael Jaeger
Grade 2.....	Mrs. Jennifer Haar
Grade 2.....	Mrs. Nicole Walker
Grade 2 (Rhame).....	Mrs. Rachael Jaeger
Grade 3.....	Mrs. Amanda Rafferty
Grade 3.....	Mrs. CJ Wilson
Grade 3 (Rhame).....	Mrs. Lindsey Fossum
Grade 4.....	Mrs. Jolene Hendrickx
Grade 4.....	Ms. Courtney Anderson
Grade 4 (Rhame).....	Mrs. Lindsey Fossum
Grade 5.....	Mrs. Kelley Ouradnik
Grade 5.....	Mrs. Amber DeMorrett
Grade 5 (Rhame).....	Mrs. Kim Oakland
Grade 6.....	Mrs. Lisa Kalstrom
Grade 6.....	Mrs. Jaci Mrnak
Grade 6 (Rhame).....	Mrs. Kim Oakland
Physical Education.....	Mr. Cody Jamtgaard
Physical Education (Rhame).....	Mr. Todd Frie
Grade K-6 Art.....	Mrs. Kathleen Carlton
Grade K-6 Art (Rhame).....	Mrs. Inez Schneider
Grade K-6 Vocal Music.....	Mr. Alec Nelson
Grade 5, 6 Band.....	Mrs. Charmaine Martian
Technology Director.....	Mr. Jonathan Jahner
Learning Disabilities K-6.....	Ms. Jamie Mattis
	Mrs. Heidi Bloomgren
Reading Interventionist.....	Mrs. Kelsey Brosz
Speech.....	Mrs. Brenda Osendorf
Speech Para-Professional.....	Mrs. Retta Massey
English Language Learning Teacher.....	Mrs. Abby Nohava
Title I.....	Mrs. Kelli Ensign
	Ms. Codie West
	Mrs. Kathleen Carlton
Guidance Counselor.....	Mrs. Kari Gerbig
Librarian.....	Mrs. Mary Duletski
Hot Lunch Clerk/Librarian Assistant.....	Mrs. Nancy Njos Heimer
Para-Professional.....	Mrs. Guille Irons

	Mrs. Jackie Freitag
	Mrs. Shirley Hernandez
	Mrs. Dana Eagon
	Mrs. Kristi Krebsbach
	Mrs. Jordyn Germann
	Mr. Ace Giannonatti
	Mrs. Robin Welch
	Mrs. Blaine Homelvig (Rhame)
	Mrs. April Fischer (Rhame)
Custodian.....	Mr. Randy Bolte
	Ms. Kristi McWilliams
	Mr. John Germann
	Ms. Peggy Thomas
Kitchen Staff.....	Mr. Garrett Germann
	Mrs. Gina Harder
	Mrs. Lois Baesler
	Mr. Matt Askay
	Mrs. Terri Whitney
	Mrs. Connie Mason
	Ms. Peggy Thomas (Rhame)

SCHOOL HOURS

Bowman County Middle School – (Grades 4-6)

School doors open at 7:55 AM.; students go directly to Commons Area or recess. Students should not be on school grounds before 7:55 AM.

7:55 - 8:15	Breakfast Serving Time/Recess
8:25	Homeroom (counted tardy after this time)
3:15	Dismissal

Bowman County Elementary School – (Grades K-3)

School doors open at 7:55 AM.; students go directly to homeroom/recess or cafeteria for breakfast. Students should not be on school grounds before 7:55 AM.

7:55 – 8:15	Breakfast Serving Time/Recess
8:25	Homeroom (counted tardy after this time)
3:15	Dismissal

Rhame Campus – (Grades K-6)

School doors open at 7:55 AM.; students go directly the cafeteria. Students should not be on school grounds before 7:55 AM.

7:55 – 8:15	Breakfast Serving Time/Recess
8:25	Homeroom (counted tardy after this time)
3:15	Dismissal

MISSION STATEMENT:

Empower individuals to succeed in a changing world.

VISION

Empower students with enthusiasm for life and learning to maximize their individual talents and gifts.

GOAL

The Bowman County School District #1, in support of the aims of public education, believes that the behavior of students attending public schools shall reflect the standards of good citizenship demanded by members of the democratic society. Self-discipline (responsibility for one's actions) is one of the important, ultimate goals of education. Our student behavioral policy, therefore, contains points:

1. Students shall respect the adults and peers in the school system. This shall include conformity to school rules and regulations and those provisions of law, which apply to the conduct of juveniles or minors. School regulations and rules apply to all school activities and school trips.
2. Citizenship in a democracy respects the rights of others and demands cooperation with all members of the school community. Student's conduct shall reflect consideration for the rights and privileges of others.
3. High personal standards of courtesy, decency, morality, clean language, honest and wholesome relationships with others shall be maintained. Respect for school and personal property, pride in one's work, and achievement within one's ability shall be expected of all students.

4. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and to profit by the educational experiences provided will be given every opportunity to do so.

5. Students who become involved in areas of problem behavior will be subjected to certain disciplinary actions. Depending upon the seriousness of the behavior problems, one or more of the following actions will be taken by school officials (teachers, administrators or other school employees).

6. Students enrolled in the Special Education Program who become involved in areas of problem behavior will be subject to certain discipline actions in accordance with the West River Student Services Unit's discipline policies and procedures.

CLASSROOM DISCIPLINE K-8:

Teachers are responsible for discipline within their rooms. Guidelines and rules are set up in the classroom that is monitored by the teacher. If a student has behavioral problems/s, the teacher will request a conference with the parent(s)/guardian(s) at which time a workable solution will be sought. If behavioral problems continue, the teacher will meet with the Response to Intervention Team to explore and look for further suggestions. If behavioral problems continue, disciplinary action will be taken which could include: detention, in-school suspension, an out of school suspension or recommendation to the school board that it immediately contemplate expelling the student for the remainder of the school year.

NORTH DAKOTA CENTURY CODE:

15.1-06-16. Disturbance of a public school - Penalty, states that it is a class B misdemeanor for any person to:

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

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

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

IN SCHOOL SUSPENSION:

1. The principal will notify parent(s)/guardian(s), either by phone or mail, of in or out of school suspension that results from a referral.
2. Students assigned in-school suspension will report to the office immediately upon arriving at school.
3. It is the student's responsibility to bring all textbooks, notebooks, writing tools and enough reading materials to keep them constructively occupied all day. The students will not be allowed to leave in-school suspension to visit their classroom(s) or locker after arriving.
4. Students serving in-school suspension will be expected to complete assigned schoolwork or read library books during the day.
5. Students may not bring food, drinks, gum, sunflower seeds, playing cards, music headsets, magazines, toys or gadgets of any kind into in-school suspension.

6. Students serving in-school suspension will be escorted to the bathroom for one break in the a.m. and one in the p.m. The student will be brought school lunch or may bring a sack lunch from home. Sack lunches will remain with the school secretary until lunchtime.

7. In-school suspension will not count as an absence if schoolwork is completed to the satisfaction of the teacher.

8. Students who misbehave during in-school suspension will be asked to leave and will report the following day for 2 days of in-school suspension (this also applies to students who do not report for in-school suspension).

9. The students may not participate in or be in attendance at any school-sponsored activity on a day they have served in-school suspension.

TARDIES - (per 9 weeks):

Tardiness disrupts the work of classmates and places the tardy pupil in a disadvantageous position. Repeated tardiness tends to establish improper habits and attitudes. Please do not keep your child home for half a day to avoid tardiness. If a child is consistently tardy, the school will contact the parent(s)/guardian(s) in an attempt to determine the reasons for the child's tardiness. Since we are lenient with the three tardies per nine weeks, excused and inexcusable tardies will be dealt with in the form of discipline at the principal's discretion.

Bowman County Public Schools **Co-Curricular Code**

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

Parent(s)/guardian(s) are encouraged to be positive and supportive in their relationships with coaches and advisors. A team effort by parent(s)/guardian(s), school officials and participants is needed.

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

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

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

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

TRANSPORTATION – Participants will be required to ride with the team to and from activities in school-owned vehicles. Parent(s)/guardian(s), under unusual circumstances, which must be approved in writing in advance by the High School/Elementary School Principal, will be allowed to depart from this policy. No ineligible student will be allowed to travel in school vehicles.

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

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

SOME GUIDELINES, PROCEDURES & POLICIES

ASSIGNMENT/HANDBOOK

Bowman County School students in grades 3-6 are required to maintain a student assignment/handbook at all times. The school will provide the first assignment handbook, but a replacement copy will have to be purchased from the Middle School Office at a cost of \$5.00.

MEDICAL APPOINTMENTS

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

Students are required to be picked up by parent(s)/guardian(s) or a student permission dismissal form needs to be filled out with the office. Parent(s)/guardian(s) must notify office the day of an appointment if the student will be unsupervised.

SLANDEROUS AND OFFENSIVE MATERIAL FOUND IN BOWMAN COUNTY SCHOOL

Material on school property that is slanderous or offensive to students and to employees will result in disciplinary action either by school authorities and/or law enforcement.

ELECTRONIC DEVICES

Electronic devices such as cell phones, MP3 players, iPods, Palm Pilots, Smart watches, etc. are not allowed to be in the classroom or turned on during instructional hours. These devices must be turned off and **must be kept** in the student's locker during instructional hours (8:00-3:15).

First violation: Electronic device will be turned over to the principal until the end of the day.

Second violation: Electronic device will be turned over to the principal until the end of the day, parent(s)/guardian(s) will be notified.

Third violation: Electronic device will be turned over to the principal, parent(s)/guardian(s) will be notified and consequences will be determined by a case by case basis.

DRESS POLICY

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

1. Is reasonably likely to substantially disrupt the educational environment.
2. Poses a health or safety risk.
3. Is destructive to school property and/or cause excessive maintenance problems.
4. Is intended to identify the student as a member of a gang.
5. Promotes illegal activities and/or the use of tobacco or alcohol.
6. Is excessively revealing, such as clothing with exposes a midriff or see-through

CONCERT/CONTEST (SPORTS) PERFORMANCE DRESS STANDARDS

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

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

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

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

PETS

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

DOGS

Dogs, all too often are a nuisance and frequently a danger on the school playground. To protect children on the playgrounds, we urge you to be responsible for your dog and keep it away from the school. If dog is consistently on the playground, the police will be called to remove it.

INVITATIONS AT SCHOOL

The handing out of invitations to students is not allowed at the Bowman County School.

ILLNESS IN SCHOOL

If it becomes necessary to send your child home because of illness, parent(s)/guardian(s) will be called to come and pick their child up from the school. If both parent(s)/guardian(s) work or if there is no one home during school hours, the teacher or principal should be notified at the beginning of the school year of an alternate number to be called. Students will not be allowed to leave the campus without a parent/guardian or other designated adult picking them up.

INSTRUMENTAL MUSIC

Beginning band is available for pupils in grades 5, 6, 7 and 8 who are interested. The school owns very few instruments; therefore, most students must furnish their own instruments by outright purchase or rental agreement with a music company. The students are encouraged to take their instruments home every day, especially on weekends and vacations. Students using school owned instruments will receive an inspection sheet documenting condition of instrument at time of rental. Any damage beyond normal usage will be assessed to the student. There will be a nominal rental fee for school instrument usage.

WAIVER OF LIABILITY FOR TRANSPORTATION

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

YOU AND YOUR TEACHER

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

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

CHEATING

Students that are caught cheating/plagiarizing on homework/school work will be dealt with by the classroom teacher. Students that are caught cheating on tests/quizzes/assessments/projects/papers will have the opportunity to redo/retake test/quiz/assessment/project/ paper.

RETENTION AND PROMOTION FOR GRADES K-6

Retention and promotion policies must be geared to fit the best interest of the individual student. Not all children progress at a desired rate and in such cases retention may be in the best interest of the child. Should this be in the best interest of the child, it will be carefully reviewed with parent(s)/guardian(s). **The final decision on retention or acceleration of students shall be made by the principal after consultation with the parent(s)/guardian(s), teachers, and other resource persons.**

CHURCH NIGHT

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

STUDENT ACTIVITY TRIPS

While on trips in connection with school activities, the student is under the supervision of the school and must abide by those regulations laid down by the school regarding behavior. Students who embark on bus trips must return on the bus unless prior arrangements have been made and written permission has been granted by parent(s)/guardian(s).

LEAVING THE SCHOOL GROUNDS

No student in grades K-6 will be permitted to leave the building under any circumstance, unless he/she receives permission from the principal or classroom teacher. Students in grades K-6 who leave the building for appointments, etc. shall check out at the middle school office and then check back in upon returning.

SCHOOL PROPERTY

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

SUPPLIES

There are some items of expense which parent(s)/guardian(s) are asked to share, such as art materials, crayons, portfolios, notebooks, pencils and paper. Parent(s)/guardian(s) should await teacher's recommendations before they purchase these items. A list of supplies needed for each grade is available on the school website (www.bowman.k12.nd.us) and also in the local newspapers prior to the beginning of school.

TEACHER'S HOURS

Teachers are on duty from 7:55 a.m. until 3:45 p.m. each day. Parent(s)/guardian(s) are encouraged to make all contact with teachers from 7:55 a.m. until 8:25 a.m. and from 3:15 p.m. until 3:45 p.m. However, should an urgent matter arise, please feel free to contact the teacher at any time.

LOST AND FOUND

A lost and found box is located in the Middle School office, Roosevelt School and in the Rhame Campus School office. Pupils finding lost articles or losing personal belongings should report the information to their teacher or the principal's office immediately. Children should have their initials or identifying marks on articles of clothing, boots and shoes.

ACTIVITY TICKETS

A yearly all sports (except tournaments) activity ticket is available to all students at a cost of \$25.

MONEY SENT TO SCHOOL

Please refrain from sending money to school unless absolutely necessary. Students should not leave money in their pockets, backpacks or desks. If it is necessary to send a personal check to school in payment of fees or lunch tickets, make the **check payable to Bowman County School**. If necessary, money can be left in the school office until needed.

MEAL CHARGING PROCEDURE – STUDENT

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

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

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

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

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

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

SCHOOL ACCIDENTS

In the event your child is involved in an accident in school, minor first aid will be administered by a school official. If the accident is of a serious nature, parent(s)/guardian(s) will be called immediately. If the school is unable to contact the parent(s)/guardian(s), a doctor will be called.

ABSENCE

If a child is going to be absent for the day, parent(s)/guardian(s) must call and inform the office. If the office is not notified, parent(s)/guardian(s) will be receiving a call to check on the student who is absent. **If the office does not receive written or verbal communication in advance, or if the office is unable to contact parents/guardians in the case of an absence, the local law enforcement will be contacted.**

All pupils should, upon returning to school after an absence or tardiness, bring a written statement or note signed by the parent or guardian, giving the reason for such absence or tardiness. We strongly encourage students to be in attendance as much as possible.

UNEXCUSED ABSENCES

All unexcused absences will result in disciplinary action. Daily work must be completed and will follow the late/missing work procedure. Test, quizzes, assessments, projects, and papers will be completed at a time determined by the teacher.

SUSPENSION OF STUDENTS

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

TRUANCY

A student absent without the consent of his/her parent(s)/guardian(s) is truant. This is an inexcusable absence and the student will be required to make up the time missed. A person is truant if he/she:

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

ATTENDANCE POLICY

Students will be excused from school for the following reasons:

1. Illness (**after 10 absences a doctor's note is required**)
2. Medical appointments
3. Work for parent(s)/guardian(s) only, or work at home
4. Weather conditions
5. Funerals - at principal's discretion
6. Church affairs
7. Educational field trips prearranged with the school
8. Emergencies (unexpected circumstances that call for immediate action)

Students whose poor attendance has caused a notable deficiency in learning may be considered for retention.

SNOWBALLING/SNOWBANKING

Snowballing/snowbanking on the school grounds or on the way to and from school is absolutely forbidden. These regulations are necessary as a safety precaution. The responsibility for an injury sustained through such activities must be assumed by parent(s)/guardian(s).

MEDICINES AND DRUGS

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

WEAPONS POLICY

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

No student will knowingly possess, handle, carry or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicles or at any school sponsored activity. Such weapons

include but are not limited to any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind or any object that can reasonably be considered a weapon or dangerous instrument.

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

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

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

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

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

GRADE SYSTEM

A+	100	C+	83-84
A	95-99	C	79-82
A-	93-94	C-	77-78
B+	91-92	D+	75-76
B	87-90	D	72-74
B	85-86	D-	70-71

REPORT CARDS

Report cards will be mailed home or handed out at conferences every nine weeks for all students in grades 5-6. Grades K-4 can access their grades using PowerSchool. Questions about report cards may best be discussed in a meeting with the teacher and the principal if necessary.

PARENT-TEACHER CONFERENCES

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

DEFICIENCIES AND COMMENDATIONS OF EXCELLENCE

Deficiencies and Commendations of Excellence are sent between the fourth and fifth weeks of each nine weeks period. These reports are to notify parent(s)/guardian(s) of the performance of their students in grades 4-6. Please discuss these reports with your child and/or contact teachers for a conference about your child's performance in school.

CANDY AND BEVERAGES

Students in grades K-6 will not be allowed to eat candy, or drink beverages while in school, however, bottled water is acceptable. **Only water is allowed in classrooms.** Teachers may allow students to have candy and/or beverages on special occasions or holidays.

CHANGE OF ADDRESS OR PHONE NUMBER - EMERGENCY CARDS

The school maintains an emergency card in the Middle School Office for each child, so parent(s)/guardian(s) can be notified quickly. It is important that our records be up-to-date and accurate. An emergency could necessitate an immediate call by phone. Please notify the school promptly in case of a change in address or telephone number.

SCHOOL BUS PASSENGERS

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

RULES FOR SCHOOL BUS RIDERS

A. Prior to leaving (on the road and at school)

1. Be on time at the designated school bus stop----keeping the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Bus riders shall conduct themselves in a safe manner while riding.
3. Wait until the bus comes to a complete stop before attempting to enter the bus.
4. Be careful in approaching bus stops.
5. Bus riders should not be permitted to move toward the bus at the school-loading zone until the buses have been brought to a complete stop.

B. While on the bus

1. Stay seated while the bus is in motion.
2. Keep hands and head inside the bus at all times after entering.
3. Assist in keeping the bus safe and sanitary at all times.
4. Remember that loud talking, laughing and unnecessary confusion divert the driver's attention and may result in an accident.
5. Treat bus equipment as you would valuable furniture in your home. Damage to seats, etc., must be paid for by the offender.
6. Bus riders should never tamper with the bus or any of its equipment.
7. Leave books, packages, coats, and all other articles out of the aisle.
8. Leave no books, lunches or other articles on the bus.
9. Help look after the safety and comfort of small children.
10. Do not throw anything out of the bus window.
11. Bus riders are not permitted to loiter around or on the school bus.
12. Horse play is not permitted around or on the school bus.
13. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.

C. After leaving the bus

1. Cross the road when necessary after getting off the bus (at least ten feet in front of the bus), but, only after looking to be sure that no traffic is approaching from either direction.
2. Help look after the safety of smaller children.
3. Be alert to the danger signal from the driver.
4. The driver will not discharge riders at other places than the regular bus stop, at home, or at school unless by proper authority from parent(s)/guardian(s) or school officials.

D. Extracurricular Trips

1. The above rules and regulations would apply to any trip under the school supervision.
2. Pupils shall respect the wishes of competent chaperones appointed by the school.

E. Parent(s)/guardian(s) of any student who does not live on a bus route will either call the Middle School office or send a written note **prior** to the student riding the bus either to or from school.

SIGNIFICANT CONTAGIOUS DISEASES

Definitions

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

Universal Precautions

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

Nondiscrimination & Anti-Harassment

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

Confidentiality

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

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

Spokesperson

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

Reasonable Accommodations & Public Health Threats

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

1. **Students:** When a student's personal physician or the multidisciplinary team (in the case of a student who is defined as having a disability under state or federal law) determines that the student is unable to participate in regular classroom instruction, the District will provide either reasonable accommodations, special provisions, or an individualized education program. The Superintendent shall establish procedures for the development of special provisions.

2. **Employees & Contractors:** When an employee's, prospective employee's, or independent contractor's personal physician determines that the employee, prospective employee, or independent contractor is able to perform job duties and does not constitute a public health threat, the District will consider and implement reasonable accommodations to allow the affected individual to become/continue as an employee or become/continue as an independent contractor.

Education

1. **Students:** The District will implement an instructional program on significant contagious disease appropriate to each participating grade level, providing information about the diseases, methods of transmission, the means of protecting against contracting the diseases in an institutional setting, the use of universal precautions and prevention. Instruction will begin in Grade K and continue through Grade 12.

The administration is charged with recommending revisions in the program to the Board to update and modify the curriculum as new information about significant contagious diseases is made available. The Department of Public Instruction and/or the State Department of Health will review and approved any curriculum and materials developed for use in this program according to the guidelines established by the Center for Disease Control.

Prior to the start of the significant contagious disease instructional program, and at any time thereafter, parent(s)/guardian(s) of students who will be involved in this program will have an opportunity to preview/review the curriculum and materials.

2. **Employees:** All district employees will receive appropriate training that addresses significant contagious disease prevention. The training will be presented by a health professional or someone specifically qualified in prevention of significant contagious diseases education. Training will include the proper use of universal precautions.

Those employees designated to teach significant contagious disease prevention to students will receive additional in-service from qualified health education professionals.

3. **Independent Contractors:** All independent contractors performing services for the District will receive a brochure concerning significant contagious diseases upon entering into a contract with the District. The brochure shall contain information regarding the transmission of significant contagious diseases in an institutional setting, the means of protecting against contracting the diseases in an institutional setting, and the use of universal precautions.

DRUG USE/ABUSE POLICY FOR STUDENTS/SCHOOL EMPLOYEES

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

EDUCATION

This District will teach about drugs and alcohol in an age appropriate developmentally based education and prevention program in every K-12 grade. This program will include information about drug and alcohol counseling and rehabilitation programs available to the students/employees. The District will also conduct staff orientation and continued training and parent(s)/guardian(s) and community education. (This will be done in cooperation with a community Drug Free Schools Committee.) This education program will also include providing an information service for referral to counseling and/or treatment so that students/employees may seek

and get counseling on alcohol or drug matters at any time without fear or reprisal and with assurance of the confidentiality of the counseling. Referral for treatment when needed should be a constructive and not a punitive action. We recognize that chemical addiction is a treatable disease.

PROHIBITED ACTIVITIES

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

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

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

PROHIBITED SUBSTANCES

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

AUTHORIZED USE

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

VIOLATIONS

Any student who is observed to be under the influence of a prohibited substance will be taken immediately to the principal's office. The student's parent(s)/guardian(s) will be notified and asked to pick up the student.

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

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

POLICY IMPLEMENTATION

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

INTERVENTION ON BEHALF OF STUDENTS

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

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

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

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

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

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

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

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

SUMMARY OF YOUR RIGHTS AS A PARENT GUARDIAN

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

1. You must receive written notification before the school may conduct individual testing of your children.
2. You must receive written notification of any initiation or refusal to initiate a change in your child's educational placement.

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

COMPLAINTS ABOUT PERSONNEL

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

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

Filing Procedure

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

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

1. Investigate the complaint.
2. Promptly notify the employee if the complaint is to be placed in the employee's personnel file. The decision to place information into any personnel file will be made by the administration based on the results of an inquiry or investigation.
3. Schedule a meeting of the employee, the complainant, and the supervisor if deemed appropriate.
4. Provide a response to the complainant within 60 days of receipt of the complaint. Upon conclusion of the investigation, the complainant will be informed as to the outcome of the investigation and the disposition of the complaint. If either party is not satisfied with the handling of the complaint, the matter can be appealed to the Superintendent for final resolution.

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

Deadlines

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

Prohibition: Retaliation

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

Prohibition of False Claims

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

HARASSMENT

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

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

SEXUAL HARASSMENT

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

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

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

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

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

DEFINITION

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

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

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

REPORTING

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

SANCTIONS

A. A substantiated charge against a student in the school district shall subject such student to disciplinary action, up to and including suspension or expulsion, consistent with the student discipline code.

B. The Bowman County School District will discipline anyone who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation, proceedings, or hearings relating to a sexual harassment complaint. Retaliation includes, but is not limited to any form of intimidation, reprisal, or harassment.

C. The Bowman County School District recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether an action or incident is a personal, social relationship without a discriminatory employment effect requires a determination based on all the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties. Accepted as policy: April 12, 1999

BOWMAN COUNTY SCHOOL DISTRICT NO. 1 NON-DISCRIMINATION POLICY STATEMENT

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

YOU ARE FURTHER NOTIFIED the inquiries concerning the application of Title VI, Title IX, Section 504 of the rehabilitation Act of 1973 of the Department of Health, Education and Welfare regulations, and the Americans with Disabilities Act of 1990 may be referred to the Superintendent, Bowman, ND 58623, phone (701) 523-3283, who has been designated as the person responsible for coordinating the efforts of the Bowman County School District to comply with the Rehabilitation Act of 1973 of the Department of Health, Education and Welfare regulations, and the American's with Disabilities Act of 1990, including any investigation of complaints alleging non-compliance. If complainant is not satisfied with the response from the designated coordinator, an appeal may be made to the Board of Education, which will consider the appeal at the next Board meeting. Approved 10-15-97

GRIEVANCE POLICY/ PROCEDURE

Any student or employee of the Bowman County School district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in a District program or activity, on the basis of race, color, national origin, age, sex or handicap, may file a written or oral complaint. The building principal is the

person responsible for receiving oral or written reports at the building level. Upon receiving a report, the principal must notify the Compliance Administrator, the Superintendent.

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

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

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

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

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

Bowman County Junior High/High School – Pam Fisher
Bowman County Elementary – Kari Gerbig

BOWMAN COUNTY PUBLIC SCHOOL FERPA POLICY/PROCEDURE

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

Procedure:

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

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

Each year parent(s)/guardian(s) and students will be informed of the student record policy of the Bowman County School District.

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

If parent(s)/guardian(s) or adult students believe something in the records is inaccurate, misleading, or otherwise violates privacy or other rights, they may request that it be corrected or they may have comments added to the record. If the principal and the parent(s)/guardian(s) or adult student cannot agree, the later may contact the superintendent for a hearing. If the hearing officer determines that the information is inaccurate, misleading or otherwise violates privacy or other rights, the record will be amended. If the officer determines that the information is not inaccurate, misleading or otherwise does not violate privacy or other rights, the parent(s)/guardian(s) or adult student has the right to place a statement in the record commenting on the

information or stating why they disagree with the decision. The amendments or comments will remain with the original record, including when the student's record is transferred to another school or agency.

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

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

If you do not want this information released, please contact the school principal at (701) 523-3358 within 5 days from date this student handbook is received.

SEARCH BY SCHOOL PERSONNEL AND/OR DRUG DOG

The courts have consistently upheld that school authority stands in place of parent(s)/guardian(s) in the matters of search and seizure. When school officials have reasonable suspicion that contraband is hidden in a student's locker/desk or on his person, they may act upon that suspicion and search the locker/desk or person without the student's consent. Illegal materials found may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings. Since courts have upheld that school lockers/desks are school property loaned to the student for his/her convenience, a search therefore, is not illegal under the Fourth amendment of the Federal Constitution, but a reasonable exercise of board power in the interest of health and safety of all school children.

GUIDELINES:

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

The school reserves the right to bring a drug dog into the school. The drug dog will be used as a deterrent and as a preventive measure to keep harmful and illegal drugs from being brought into the school building. However, if the drug dog does make a hit, parent(s)/guardian(s) will be notified as soon as possible. The student will be called from class while the locker is opened and searched, student will be taken to the principal's office if drugs are found and the investigation turned over to the police department. The school will respond to the police report and findings with the appropriate consequences. Student will be suspended from school for up to 10 days.

VISITORS IN THE SCHOOLS

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

1. Visitors shall comply with applicable state law and district policy/regulations while on school property. No person shall enter school property for unlawful purposes or for purposes unauthorized by the Board. The District shall enforce state law on willful disruption of schools. The Superintendent shall make a reasonable effort to keep the public informed about district policies pertaining to visitors such as, but not limited to: drug, alcohol, and tobacco use; sexual offenders; patron grievances; and other policies designed to maintain order.
2. Solicitors are not permitted on school property except under the terms of the district's solicitation policy.
3. Visitors shall be prohibited from photographing, videotaping and/or otherwise electronically recording district students and staff. This policy does not apply to visitors electronically recording school-sponsored events not governed by copyright laws and non-school-sponsored activities and events held on school property. The Board may also create an exception to this policy for members of the press.
4. Public visits to classrooms shall not be for the purpose of evaluating teachers, teaching methods, or curriculum. Visitors who wish to observe a classroom shall schedule their visits in advance according to administrative regulations. Visitors shall agree to follow this policy and any administrative regulations governing classroom observation prior to receiving classroom observation privileges.

Policy Violations

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

VISITORS IN THE SCHOOLS REGULATIONS

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

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

*All students and parents/guardians will be required to sign and return the disclaimer to the school showing the handbook has been presented and read to each student, parent and/or guardian.

**Bowman County School District
Technology, Computer, and Network Facilities
Acceptable Use Policy (ACDA)**

ACCEPTABLE USE

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

Education

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

Monitoring Use

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

Prohibitions

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

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

Violations

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

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

Consent

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

Complementing Documents

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

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

1:1 Device Procedures

Bowman County Public Schools

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

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

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

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

I. Device Checkout and Return

a. Acceptance of Devices

- i. Devices in grades K-6 will be distributed by the classroom teacher given the following documents have been signed and received by the student/parent(s)/guardian(s). These documents are in the handbook.
 - Bowman County School District Acceptable Use Policy (ACDA)
 - Device Procedure Form (Form 1.2)

b. Device Return

- i. K-6 students will return their device to their classroom teacher before leaving for summer vacation.
- ii. 7-12 students will return their devices to their PRIDE teacher during the final week of school, before leaving for summer vacation.
- iii. Any student who leaves the District before the end of the year will have to turn in his or her device to the technology department on the date of withdrawal. No record transfer will occur until the device has been turned in.

II. Care of Devices

a. Students are responsible for general care of the device issued by the school. Devices that are broken or fail to work properly will need to fill out a Device Claim Form (see Form 2.1).

- i. Students in grades K-6 will report problems to their classroom teacher. Teachers will assist in filling out the Device Claim Form and giving the form to the technology department.
- ii. Students in grades 7-12 will report the problem to the technology department where they will fill out a Device Claim Form.

b. General Precautions

- The device is school property and all users will follow the Acceptable Use Policy (ACDA) as well as the Device Procedure Form (Form 1.2).
- Use only a clean, soft cloth to clean the screen. No cleaners of any type.
- All cords and cables must be carefully inserted into the device.
- Device must remain free of any writing or drawing. Stickers and Labels must be approved by a classroom teacher.
- Device must never be left in an unattended or unsupervised area.

- Do not leave device in a place that experiences extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat and cold will damage the screen and the unit itself.
- When students are not using the device, it should be stored in their locker or with the student. Nothing should be stacked on top of the device.
- The device should be stored in the protective sleeve that was issued to the student.
 - Sleeves will need to be returned without alterations. Normal wear will be accepted. If the sleeve is altered, a sleeve replacement fee will be enforced.
- Limit the amount of items carried within a backpack with the device. This will limit the pressure that is exerted on the screen.
- Avoid bumping the device against any surface.
- Students may purchase a computer bag at their own expense.
 - Please see the technology department.

III. Device Use

a. Daily Use

- i. Devices are intended for use at school each day. In addition to teacher expectations school messages, announcement, calendars, and schedules may be accessed using the devices. Students must be responsible to bring their devices to class, unless specifically instructed not to by their teacher. All devices are property of Bowman County Public Schools; therefore, school staff and administration have the right to search any material stored on a student's device at any time.

b. Left at Home

- i. Devices left at home will not change the responsibility of getting school work done. If students repeatedly leave their device at home, they will be required to "check out" their device from their PRIDE teacher.

c. Repair

- i. Students whose devices are under repair will be issued a replacement device until their original device is returned to the student.
- ii. Bowman County Public Schools reserves the right to restore any device back to its original state.
 - The school does not accept responsibility for any data deleted due to the reformatting of a device.

d. Battery Charge

- i. Charging of devices is the student's responsibility. The device must be brought to school each day in a fully charged state.

e. Sound

- i. Device should be muted unless authorized by the classroom teacher.

f. Software

- i. All software that was originally installed by Bowman County Public Schools must remain on the on the device, in usable condition and accessible at all times.
 - All software required for a specific course will be installed by the technology department.
- ii. Students will not be allowed to download other programs onto their device without consent of the technology department and school administration.
- iii. Using your device for mass storage of media (music or movies) is prohibited.

g. Printing

- i. Devices will contain network printers for student use.

IV. Managing Files and Saving Work

- a. Students should save all files in the OneDrive program of their Office 365 accounts.

- b. Students should only save to the public drive of the school's server if instructed to by their teacher.
- c. Any data on the hard drive of the device will not be backed up. It is the student's responsibility to save to a safe and secure location.
 - i. Device malfunctions are not an acceptable excuse for not submitting work.

V. Network Connectivity

- a. Bowman County Public Schools will allow network access through a wireless network, although there is no guarantee that the network will be accessible 100% of the time.
- b. Students should connect to the BCPS Student wireless network at all times.
- c. Hardwiring into the Bowman County Network will be available on a limited basis.

VI. Acceptable Use

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

VII. Bowman County Schools Protection Plan

- a. Bowman County Schools will require students in grades 7-12 to pay a \$25 Protection Plan charge for each device/year.
 - i. Lost or stolen devices will not be covered by the policy.
 - ii. Lost or stolen accessories will not be covered by this policy.
- b. All protection plan claims of accidental damage, maintenance, lost devices, or stolen devices must be reported to the technology department by filling out a Device Claim Form (Form 2.1).
 - i. The Bowman County administration and technology department will determine the extent of the damage. If negligence/intentional damage is found, we will arrange a meeting with the parent(s)/guardian(s) to determine replacement costs.

VIII.

Claim	Cost (after \$25 Protection Plan Payment)	Cost (without \$25 Protection Plan Payment)
Lost Device	Full cost of replacement	Full cost of replacement
Stolen Device	Full cost of replacement	Full cost of replacement
Damages	\$0	Full cost of replacement
Non-operable device	\$0	Full cost of replacement
Lost/Stolen Charger	Full cost of replacement	Full cost of replacement
Lost/Stolen Sleeve	Full cost of replacement	Full cost of replacement
Lost/Stolen Stylus	Full cost of replacement	Full cost of replacement
Lost/Stolen Keyboard	Full cost of replacement	Full cost of replacement

Acceptable Use Agreement and Handbook Permission Form

We, at the Bowman County School, review the schools' handbooks with your child/children. Just as important is the parent(s)/guardian(s) review of the guidelines and rules of the school. Please review the copy of your child's 2020-2021 Bowman County School Handbook. Then, please sign and return this form to the school. If the form is not returned, the school will call to determine if your family received the handbook. Thanks.

As a user of the Bowman County Public Schools computer network, I hereby agree to comply with the above stated rules (IAUP/4-19-99)-communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student's Name (PRINTED): _____ Grade: _____

As the parent or legal guardian of the minor student listed above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use-setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Student Signature

Date

Parent/Guardian Signature

Date