



Parent & Student
Handbook
Revised
July 2022

(Board Members updated August 2022)

Marmarth School District #12

Table of Contents

Philosophy & Objectives.....	5	Physical/Verbal Intimidation.....	18
Mission Statement.....	5	Plagiarism and Cheating.....	18
Vision Statement.....	5	Playground Behavior/Recess.....	18
Alcohol.....	5	Profanity.....	19
Attendance.....	6-9	Promotion-Retention.....	19
Assault.....	8	Recess/Lunch Supervision.....	19
Behavior Management.....	8	School Closure.....	19
Bilingual Instruction.....	9	School Gym.....	19
Building Hours.....	9	School Related Activities.....	19
Bullying.....	1	Search & Seize.....	19
0		Selling/Swapping/Trading/Borrowing.....	19
Burglary/Robbery/Theft.....	10	Sexual Harassment.....	20
Censorship.....	10	Significant Infectious Disease.....	20
Concerns.....	10	Student Services Written Program.....	21
Copyright Use.....	10	Tardiness.....	22
Dress & Appearance.....	11	Technology Policy.....	22
Electronic Devices.....	12	Technology Consequences.....	22
English Language Program.....	12	Tobacco Policy.....	22-23
Exposure of Self/Others.....	13	Truancy.....	23
Field		Tuition Fees.....	23
Trip.....	13	Unsafe Activities.....	23
Fighting/Hands on Behavior.....	13	Vandalism.....	24
Food Classroom.....	14	Visitors.....	24
Grading System.....	14	Water Devices.....	24
Harassment.....	14	Weapons/Firearms.....	24
Hat		Wellness Policy.....	24-26
Policy.....	15	West River Student Unit Policy.....	26
Homework.....	15	School Wide Management.....	27-31
Illegal Actions.....	15	FERPA.....	3
Illnesses.....	15	2	
Immunizations.....	15	Signature Page.....	33
Inappropriate Language or Gesture.....	15		
Internet Agreement.....	16		
Intimidation of School Authorities.....	16		
Kindergarten.....	16		
Line of Sight Rule.....	16		
Lunch Time.....	16		
Medications.....	16		
Name Calling.....	17		
Open Enrollment.....	17		
Parent Conferences.....	18		
Personal Items/Valuables.....	18		
Phone Use.....	18		

This handbook contains our philosophy, rules, and regulations and is intended to give guidance to procedures and activities at our school. Our board has grown out of past experiences, and it is always subject to changes. If changes are made you will be notified.

President: Kelly Turbiville

Vice President: Shannon Minerich

Member: Sam Fisher

Member: Dennis Rice

Member: Norman Rice

County Superintendent: Connie Gaebe

Principal: Suzi Reddick

Business Manager: Arlene Ferrell

Board Members updated 7/14/2022

The school Board of Marmarth School believes that it is the responsibility of the school to:

1. Provide a quality education
2. Provide equal opportunities for intellectual, emotional, physical and social development.
3. Build attitudes of appreciation of democratic ideal tolerance, and civic responsibilities.
4. Develop cultural interests and worthy use of leisure time.
5. Build sound character and work toward the goal of worthwhile citizenship.
6. Develop self-reliance, honest and straight thinking
7. Develop desirable social and moral habits and attitudes.
8. Help students to:
 - Complete tasks
 - Work independently
 - Accept and fulfill reasonable responsibilities
 - Cooperate with teachers and other pupils
 - Develop a healthy school community spirit
 - Show respect for public property and for the property of others
9. Strive to obtain the sincere good will of parents by:
 - Sincere and sympathetic interest in their children
 - Thorough and efficient teaching
 - Courtesy and considerationAnd not by:
 - Special privileges or favors
 - Misinformation on children's progress and behavior

Mission, Vision and Beliefs:

Vision: Enhance positive self-esteem, promote respectful & caring individuals, & create an engaged and personalized environment.

Mission: Educate all students to the best of their ability, prepare them for the future, and become independent learners.

Beliefs: We believe all students can learn, given equal opportunities. It is our responsibility to prepare students for the future and provide a safe and secure learning environment.

IMPORTANT INFORMATION

(in alphabetical order)

Marmarth Elementary School is committed to providing a safe and orderly environment conducive to learning. We believe the following will help Marmarth students meet success. By following these five standards, our educational environment will be a positive setting free of serious discipline problems:

1. Be responsible
2. Always try
3. Do your best
4. Cooperate and include others
5. Treat everyone with courtesy and respect

Most disciplinary problems can be resolved by the classroom teacher in accordance with good principles of learning, classroom rules and school discipline plans/administrative support. The teachers and/or administration will take action if a student's behavioral expectations are not met. Because student behavior problems vary in degree, corrective action taken will be based on individual situations using the guidelines of the school discipline plan. Severe and continual student actions may result in long-term suspension/expulsion after numerous strategies have been implemented.

Alcohol - Education

This district will include drug and alcohol education with the health curriculum and Sunrise Youth Bureau presentations.

Alcohol - Prohibited Substances

- Alcohol or any alcoholic beverage
- Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26(paraphernalia) or as defined by Section 812, Schedules I-V of title 21, United States Code, Section 801, et seq.

Alcohol, Drugs, Tobacco, and/or Possession or Use of Controlled Substances or Paraphernalia

Students are not permitted to sell, possess, use or be under the influence of alcohol, drugs, or controlled substances on school property or at school-related activities.

Look-a-like substances fall under this category.

- 1st offense: 2 day in-school suspension, parent contacted, law enforcement contacted
- 2nd offense: 5 day in-school suspension, parent contacted, school board contacted, law enforcement contacted
- 3rd offense:
- Possible expulsion, school board contacted, parent conference, law enforcement contacted

Visitors:

Visitors to the district facilities must comply with regulations set forth by the district school committee.

The use of alcohol, drugs, tobacco, and/or possession or use of controlled substances or paraphernalia by visitors is prohibited. This includes non-school hours and all functions of the school, athletic or otherwise.

This also includes other organizations using school property.

Citizens who are observed violating school policy on school district property or at school sponsored events shall be asked to adhere to the Marmarth School policy. If the individual fails to comply with the request, law enforcement will be contacted.

Selling, Trafficking or Enticement:

Providing, either by selling or offering at no charge, a controlled substance or alcohol or purported drugs/look-alike substances is prohibited. Law enforcement will be contacted, and parents will be called immediately.

Attendance

Due to the four (4) day school week, families are encouraged to ensure students are in attendance to ensure effective content learning.

If a student reaches 20 absent days during the school year, the parent, teacher, and superintendent will meet to discuss possibilities of retention for that student.

All absences, in accordance with District School Board Policy and State Law, require a written or verbal excuse from a parent or guardian.

Attendance

Students that need to leave school before the end of the school day must have either a written note or verbal communication from a parent/guardian.

Attendance—Excused Absences

Students may have an excused absence for the following reasons:

1. Personal illness
2. Medical/Dental appointment which cannot be made outside the regular school day
3. Emergency family situations
4. Planned absences which have been approved in advance and which meet the prior arrangement criteria
5. Recognized religious holidays

Students need to be on time and in attendance to ensure the best education possible.

Attendance—Excused Absences and Make-up Work

The student will be given time equal to the number of days he/she was on excused absence, plus one additional day, to make up missed work, example: missed 3 days, would have 3 days plus 1 = 4 days to make up work. The student is not penalized for an excused absence.

Attendance—Tardies

Students are expected to be on time to school. Habitual tardiness creates a disruption to the educational process in the classroom as well as for the students. Students are required to check in at the head teacher's classroom when they are tardy to school. A note is required if a student is tardy or leaving school early during the day. Repeated tardiness may result in further consequences. The teacher's course of action may include detention before, after school or at lunch. **Please notify the school if your child will be late.**

Attendance—Truancies

A student who is absent without the knowledge and consent of his/her parent or is absent from school after once arriving on campus without the knowledge and consent of the school, is truant. Repeated truancy will lead to disciplinary action, suspension or expulsion.

Assault:

Physical threats or violence to a person(s) are not permitted.

1st Offense: 5 day in-school suspension, parent contacted

2nd Offense: School Board contacted, possible 10 expulsions, parent conference

3rd Offense: School Board contacted, possible expulsion, parent conference

Behavior Management:

- **Classroom disruption/inappropriate behavior: (see consequences below)**
Conduct (including language) that deprives others of their rights or that disrupts the educational procedures and environment will not be allowed.

- **Defiance of Reasonable Authority: (see consequences below)**
Openly challenging a staff member's authority, refusing a reasonable request or flagrant disrespect by a student to a staff member is not allowed. This includes willful disobedience or insubordination.

- **Discriminatory Material or Activities: (see consequences below)**
Any material or action that either intentionally or unintentionally degrades, insults, or maligns another person based on his/her race, color, national origin, religion, disability, or gender will not be tolerated.

- **Disregard of school rules and regulations: (see consequences below)**
Failure to follow school rules as outlined or classroom rules as determined by the teacher.

- **Flagrant Disrespect of Teacher/Staff: (see consequences below)**
1st offense: teacher intervention, parent notified
2nd offense: ½ hour detention, parents notified
3rd offense: 1 day suspension, parent conference

Bilingual Instruction

(Limited English Proficiency Instruction)

Students whose primary languages are languages other than English will be provided appropriate assistance in conformity with applicable Federal and State statutes and regulations, until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction.

Parents of students who are placed in a program for limited-English proficiency will be notified as soon as placement is made. Notification will include an explanation of why their child has been placed in the program, a description of the program their child is in, as well as a description of all other types of available language programs, notice of the parent's right to choose among instructional programs if more than one is available, an explanation of how the current program will help their child to develop academically, learn English, and achieve the standards necessary for grade promotion and graduation, and notice of a parent's right to have the child moved from an LEP program to a regular program if they so desire. In addition, parents will be informed if their child does not make progress on the state English proficiency objectives and accountability provisions.

Parents who are not able to use English in a manner that allows effective relevant participation in educational planning for their student will be provided with relevant written, verbal or signed communication in a language they can understand.

Bilingual Educational Act

PI 107-110 title III No Child Left behind Act of 2001

Policy Adopted: April 11, 2006, Marmarth School District # 12

Building Hours

School begins at 8:00 AM and ends at 3:30 PM. Supervision is not available before 7:50 am and students should not be on campus before that time. All students must be picked up by 3:30 PM. Teachers are at school from 7:30AM until 4:00 PM.

Bullying

See Bullying Handbook found on school website.

Burglary/Robbery/Theft: Stealing school or personal property is not permitted including the sale or possession of items not belonging to an individual.

- 1st Offense: teacher intervention, parents contacted
- 2nd Offense: parent conference
- 3rd Offense: law enforcement contacted, possible in-school suspension

Censorship

In order to prevent the disruption of classroom instruction, staff members may restrict the distribution of any publication at school and school related activities to reasonable times and places.

Concerns

If you have a question or school concern, we suggest the following procedure whenever possible. First, contact the teacher to discuss your concern. Then, if necessary, get in touch with administration.

Copyright Use

Federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using of audiovisual or printed materials and computer software, unless the copying or using conforms to the “fair use” doctrine.

Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research. If duplicating or changing a product is to fall within the bounds of fair use, these four standards must be met for any of the foregoing purposes:

- A. **The Purpose and Character of the use.** The use must be for such purposes as teaching or scholarship.
- B. **The Nature of the Copyrighted Work.** Staff may make single copies of: book chapters for use in research; instruction of preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers in accordance with these guidelines.
- C. **The Amount and Substantiality of the Portion Used.** Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- D. **The Effect of the Use upon the Potential Market for or Value of the Copyrighted Work.** If resulting economic loss to the copyright holder can be shown, even making a single copy of certain material may be an infringement, and making multiple copies presents the danger of greater penalties.

Dress and Appearance

Standards for personal appearance and dress are the responsibility of the individual student, parents and the school administration. **IT IS TO BE UNDERSTOOD THAT THE SCHOOL STANDARD FOR APPEARANCE WILL LIKELY BE DIFFERENT FROM THE STANDARD OUTSIDE OF SCHOOL TIME.**

Students should be clean and well-groomed at all times. Individual right to style and taste will be respected, but any type of clothing that would tend to cause distractions or be

disruptive to the educational process, the classroom, other students and /or staff members will not be allowed. All students must wear clothing and accessories that are deemed safe and appropriate.

The following guidelines on brief clothing are examples and do not cover all situations.

- Shoes must be worn at all times, indoor shoes must be worn inside and left at the school.
- Shorts and skirts must be mid-thigh length or longer (lycra or spandex shorts are not allowed)
- Shirts must cover the midriff, back, cleavage and shoulders
- Sleeveless garments must extend to the end of the shoulders and fit closely under the arms (tank tops, muscle shirts, spaghetti straps, and halter tops are not allowed)
- Undergarments must not be visible
- All pants must fit around the waist and be properly fastened;" sagging" is not allowed
- Sunglasses are allowed outside only
- Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the district's educational mission.
- A student wearing inappropriate clothing, as deemed by administration, will be asked to change his/her clothing or he/she will not return to class, and parents will be contacted.

Electronic Devices

Students are not permitted to possess a cellular phone, laser light, personal iPad, iPod or any other electronic device that may interrupt the educational process. If a device is brought to school, it must remain in the **student's lockers**. School staff will not spend time resolving lost or stolen electronic device arguments. Electronic devices are not allowed on field trips.

English Language Program

Marmarth School District #12 ELL or English Language Learner program provides English language instruction, material, and other services to students whose home language is anything other than a standard form of English. Students are identified based on one or more of the following screening criteria:

- Home language surveys

- Teacher referrals
- Smarter Balanced State Testing
- English content grades
- GPA

The final step in the identification process of LEP students is English language proficiency testing. Based on their scores from assessments, the ELL program provides English language instruction accordingly. Student involvement in the ELL program is not mandatory but is encouraged. Parents and students will be informed of their choices. Once students have reached English Language proficiency, they are exited from the ELL program.

The services provided to Marmarth School District #12 ELL students are based on their language proficiency score. Students are given a score from 1-5. The following is a list of services:

- One-on-one ELL teaching for levels 1-3
- Testing accommodations based on proficiency level. Accommodations are provided for all tests including standardized tests.
- During and after school tutoring programs
- Resource materials (i.e., language dictionaries) for students, parents, and teachers.
- Interpreters for conferences or when necessary.
- ELL monitoring for all students to track their English language proficiency while in the program.

What teachers can do to assist ELL students:

- Use clear, predictable talk
- Talk slowly
- Simplify directions
- Build on prior knowledge
- Simplify vocabulary
- Use visual cues
- Use concrete examples
- Allow extended completion time
- Provide highlighted text
- Provide manipulative
- Provide study guides
- Provide word banks
- Provide teacher lecture notes at middle and high school levels
- Provide opportunities for students to share stories and other cultural items with the class

- Provide opportunities for students to work in small groups. ELL students need the opportunity to socialize with peers and practice what they have learned
- Always acknowledge achievements

<http://www.dpi.state.nd.us/billingul/>

Exposure of Self / Others

This includes deliberately exposing portions of the body usually considered private. Sexually explicit actions, de-panting or any attempt to expose another person's body is considered sexual harassment and is prohibited. Discipline for this action will be the same as for sexual harassment.

1st offense: ½ hour detention

2nd offense: 2 day in-school suspension, parent notified

3rd offense: 5-day suspension, parent conference

Field Trips

Field trips are an extension of the regular classroom. All school rules apply on field trips. Students must have:

A: No missing assignments

B: Passing grades in all subjects

C: Responsible behavior.

Any student that has been suspended from school or involved in a serious disciplinary problem must apply for permission to attend the field trip. A parent may be required to accompany the student.

Fighting/ Hands on Behavior/ Rough Housing

Physical contact with intent to harm; Shoving, kicking, pushing, sticking, or hitting with hand, fist, foot, implement or tool with the intent to hurt another person is considered fighting, and is not permitted at school or school related activities.

1st Offense: teacher intervention, parents notified

2nd Offense: ½ hour detention, parents notified

3rd Offense: 1 day suspension, parent conference

Any student standing around watching, cheering on a fight, or being involved with anyone seeking to fight, another student, is against school rules and is subject to discipline.

Food in Classroom

Food in each classroom is up to the discretion of the classroom teacher.

Grading system

The following grading system is used to inform parents of student's progress for grades Kindergarten- 2nd.

- E-Excellent
- S- Satisfactory
- N- Needs Improvement
- U- Unsatisfactory

The following grading system is used to inform parents of student's progress for grades 3rd-8th.

- A (93-100)
- B (85-92)
- C (77-84)
- D (70-76)
- F (0-69)

If a student has a D or below they are to receive a grade report every Friday. This report must be mailed home by 10:00 am Friday morning and must be signed and returned to school on Monday. This will continue until the student's grade is a C or better.

If a student has an F in any subject for 3 consecutive weeks a parent/teacher conference must be scheduled to improve the student's grade.

Harassment:

The Marmarth School District prohibits harassment or intimidation of its students by other students or school district employees within the school or school-related activities and finds such behavior just cause for disciplinary action. Harassment is defined as any derogatory action or intimidation of another person:

- In a way that is related to a person's race, religion, national origin, gender, sexual orientation, physical, mental or sensory disability/condition
- That places that person in reasonable fear of harm to his/her person or property, including professional standing, or disrupts that learning environment; and/or
- Such harassment may include but is not limited to slurs, remarks, words, jokes, pictures and gestures including those presented on social media.

1st offence: 2 day in-school suspension, parent contacted

2nd offence: 5-day suspension, parent conference

3rd offence: School board contacted, possible long-term suspension

Hat Policy

Hats may **ONLY BE WORN OUTSIDE** of school buildings at Marmarth School. In addition, only appropriate hats will be worn to school – no tobacco, drug or alcohol logos are permitted. The school is not responsible for lost or stolen hats. Refer to “Dress and Appearance” for further policy guidelines.

Homework

Homework is assigned to provide opportunities for students to practice independently what has been taught/ presented in class. The number and length of assignments will vary according to individual classes. Teachers are available ½ hour before school and ½ hour after school with prior arrangements if students need additional help.

Illegal Actions:

Any action that violates state and federal laws. Appropriate law enforcement agencies will be notified.

Illnesses:

Students must stay out of school until 24 hours after symptoms such as fever, vomiting, and diarrhea dissipate.

Immunizations

Students attending public schools must, by law, have been immunized against certain communicable diseases. If you have not had the required immunizations, you must have a medical exemption signed by a physician or a religious exemption signed by a parent.

Inappropriate Language or Gesture:

The following types of speech are not protected by the constitution and are prohibited at school: profanity, obscenity, fighting or abusive words, and threats of violence or defamation, lewd, vulgar indecent speech. These can be spoken, written, or symbolic.

- 1st offense: ½ hour detention, parents notified
- 2nd offense: 1-hour detention, parents notified
- 3rd offense: 1 day in-school suspension, parents notified

Repeated offences: after school detention

Internet Agreement

Electronic Information System (K-20 Network) (Acceptable Use Guidelines) Computers and Network Connection:

District computers systems and the Internet are to be used in a manner that is consistent with the Slope County Schools District #12 Standards of Conduct and as part of the normal execution of a student's or staff member's responsibilities. Refer to the following website.

<http://www.bremertonschools.org/cms/lib/WA01001541/Centricity/domain/121/2000%20series/2022p.pdf>

Intimidation of school authorities:

Interfering with administrators or teachers by intimidation with threat of force or violence is prohibited.

- 1st Offense: 3 days in-school suspension, parents contacted
- 2nd Offense: 5 days in-school suspension, parent conference
- 3rd Offense: school board contacted, possible long-term suspension, parent conference

Kindergarten- 130 full days

Kindergarten may be provided to those students who have reached the age of 5 years by August 1st of the said school year. A minimum of 130 days of kindergarten will be provided.

Line of Sight Rule

Students are required to follow rules when they are within the line of site of school property.

Lunch Time:

Students have a 35-minute period each day for eating lunch. Students should not return to school before 12:20 p.m. Supervision will begin at this time.

1. Students that live in the country are allowed to eat their lunch at school.
2. Students that live in town are expected to leave the school property during lunchtime.

In order to make lunchtime safe and efficient, the following rules have been established:

1. Remain seated while eating lunch.
2. Please use conversational voices at the table.
3. Wait to be excused by duty teacher.
4. Throw away trash and clean the table before dismissal.
5. Obtain permission if you need to leave the room.

Medications

If medications must be taken during school hours, directions and signature from a healthcare provider as well as a parent signature must be on file. A form will be sent out at the beginning of school. This includes both prescription and over-the-counter medications such as Tylenol and aspirin. Medication must be provided in the original, properly labeled container. All products must be brought to the school by an adult. Students are not allowed to carry any medication on school grounds; to do so may be grounds for disciplinary action. A student may carry an asthma inhaler or EpiPen ONLY with specific permission from the healthcare provider. Students are expected to report to a teacher when it is time to take their medications.

Any medication which is ordered by the physician to be administered at school may be given using the following procedures:

1. The medication sent or brought to the school must be accompanied by a signed request from the parent or legal guardian and the physician. (See attached form)
2. The following information must be included on the label of the prescription container:
 - . The students' name
 - a. Amount of dosage
 - b. Time of administration
 - c. Name & strength of medication
 - d. Amount of medication in prescription
 - e. The instructions for administration should include any possible side effects

- f. Length of time students will be on the medication
 - g. Special care such as refrigeration
3. The parent's or legal guardian's consent must authorize administration of a specific medication and must grant permission for school personnel to administer the medication.
 4. If medication is for emergency use only, such as bee sting for a known acute allergic reaction, then it may be administered by a person trained by a physician or nurse, upon written consent from a parent or legal guardian. In all other emergency cases, such as acute allergic reactions, the school personnel shall promptly call "911" or other designated local emergency number and shall also notify the parent(s) as soon as is reasonably possible.
 5. All medications kept in the schools for administration to students will be kept in a manner to protect the safety of the student and other students.
 6. A record shall be kept of the administration of the medication, noting date, time and the initials of the person administering it. All such records shall be confidential.
 7. In-school administration of prescribed medication will regularly be noted on the health records of the student.
 8. All medications are to be returned to the parent(s) or legal guardian at the end of each school year or when the student withdraws from a school.

Name Calling:

Refer to Bullying Handbook.

Open Enrollment: NDCC 15.1-31.

By March first of the school year preceding the year of enrollment, a parent who wishes to enroll a student in a North Dakota school district other than the student's district of residence shall file an application for approval with the board of the admitting district and shall file a copy of the application with the student's district of residence.

Applications for open enrollment for the next school year must be submitted to the Marmarth School Board before March 1st.

SEE: **NDCC 15.1-31**

Parent Conferences

Parent/teacher conferences are scheduled to be held in the fall and spring.

Personal Item/Valuables

Students should only bring those personal items to school, which are necessary for the completion of schoolwork. Items that are distracting to the learning environment are not allowed at school and will be confiscated. Students may pick up confiscated items at the end of the day.

Phone Use

The school office phones are for school business only. Students may use office phones in case of emergency with the permission of a teacher.

Due to no office personnel, we ask that you do not call the school to leave a message for your child unless it is an emergency.

Physical/Verbal Intimidation:

Refer to Bullying Handbook.

Plagiarism and Cheating

Students who copy or steal someone else's work and use it as their own assignment will be disciplined.

- 1st Offense: Conference and assignment grade will drop one letter
- 2nd Offense: No grade given for assignment, conference with parent
- 3rd Offense: 1 day in-school suspension, no grade for assignment

Playground Behavior/Recess

The following rules are enforced to help ensure a safe playground for all students:

0. Treat all people on the playground with courtesy.
1. Keep hands and feet to self.
2. In designated areas, football, baseball and other approved games are allowed.
3. Students can only play in designated areas where they are in sight of the recess teachers.
4. No food is allowed on the playground.

5. Students must be given permission to enter the building during recess.

Profanity: (see inappropriate language or gestures)

Promotion -Retention

If a child is not passing the majority of their classes the parent, teacher, and administration will meet to determine the course of action.

Recess/Lunch Supervision

Staff will provide supervision 10 minutes prior to the beginning of the school day and 10 minutes prior to classes resuming after lunch. Staff will supervise students during scheduled recesses. There will be no staff supervision provided after school.

School Closure

In the event of severely inclement weather, school may be closed or start late. These situations will be announced by the school messaging system.

School Gym

The school gym is open for public use. The board encourages the use of the gym. Any person obtaining a key must be 18 years of age, sign for the key and be responsible for clean-up, safety, and report any damages to the school board.

School Related Activities

Any activity that occurs outside of the school and is school related shall be treated with the same policies/procedures and rules/regulations as the school day. At any time, a staff member may ask the students to leave the activity due to inappropriate behavior.

1. Teachers will coordinate all rides and scheduling to and from destination of all field trips.
2. The board will be notified before planning a field trip.

Search and Seize

School officials have the authority to search a student's desk at any time. In some cases, students may be

searched (including book bag, backpack, purses or clothing) if a school official has cause to believe a search is necessary because of concerns of safety, security, or disruption of the educational process.

Selling/Swapping/Trading/Borrowing/Soliciting

Selling, swapping, trading, borrowing, or soliciting of items at school is not allowed unless approved by the board. Borrowing money is also inappropriate at school. Staff will not spend time attempting to recover loaned or traded items.

Sexual Harassment:

The Marmarth School District #12 is committed to a positive productive learning environment free of discrimination. The district prohibits sexual harassment or intimidation of its students or other students within the school or at school-related activities and finds such behavior just cause for disciplinary action. Furthermore, students involved in reporting or processing sexual harassment allegations shall not suffer restraint, interference, discrimination, coercion or reprisal on account of participation in the complaint process. Sexual harassment is defined as unwelcome or uninvited sexual advances, request for sexual favors, sexual comments, cartoons, innuendoes and other verbal or physical conduct of a sexual nature when:

- Submission to the harasser's sexual demands is stated or implied as a term or condition of obtaining an education or work opportunity or other benefit; and / or
- Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; and/or
- Such behavior or communication interferes with an individual's performance or creates an intimidating, hostile or offensive educational environment.
- And "intimidating, hostile, or offensive environment" means an environment in which:
 - unwelcome sexually oriented jokes, innuendoes, obscenities, pictures, posters, or any action with sexual connotation makes a student feel uncomfortable; or
 - any aggressive, harassing behavior in the school that affects learning, whether or not sexual in connotation, is directed toward and individual based on his/her sex; or
 - deliberate touching, grabbing, cornering, pinching, leering, attempts to kiss or fondle take place; including suggestive verbal comments, pressure for sexual activity, or other verbal or physical conduct that is gender based and could be offensive.

If any student feels that they are a victim of sexual harassment, he or she should contact an adult that they trust in the school and report the incident immediately.

(Section 703, title VII of the Civil Rights Act of 1964)

Significant Infectious Disease

In considering the admittance or denial of admittance of a child who is diagnosed as having a significant infectious disease such as Acquired Immune Deficiency Syndrome (AIDS), AIDS related complex (ARC), Cytomegalovirus (CMV) or Hepatitis B, the district will abide by the decision of the local board of health significant infectious disease committee. This committee consists of the superintendent or designee, the local health officer or other physician designated by the local board of health, and the child physician.

Any change observed in the child's condition that might require reassessment of the child's attendance shall be reported to the superintendent, who shall call a meeting of the committee to consider such reassessment.

The district will provide appropriate alternative programs for children who are unable to attend school

or who may need special programming in the school setting because of significant infectious disease. An appropriate program will be determined by a team consisting of the Superintendent, Head teacher, the child's personal physician, the child's primary classroom teacher and the child's parents. The special education director and other specialists may be included if appropriate. Any information coming before this team shall be considered confidential. **Legal Ref: NDCC 23-07-16.**

Health services are provided by the County Health Nurse whenever necessary. Teachers may administer minor first aid and will call the parents in case of illness or accident. In case of emergency, teachers will call parents and an ambulance. Should the injury be such that waiting for an ambulance or parent to arrive would further endanger the student, the teacher may transport said student toward the hospital while another teacher notifies the ambulance and parents of such action. The County Health Nurse also conducts health screening for scoliosis, blood pressure, vision, hearing, etc. on an annual schedule and will come to the school when requested or when possible, contagious diseases are discovered.

Student Services Written Program

Services will be provided for students and will be determined on an individual basis. Counseling will be provided primarily by the classroom teacher with assistance of parents and administration. Should further assistance be needed, it is available upon request to the West River Student Services where a school psychologist will be notified and will arrange to consult with all concerned.

Family and staff consultation is also available on an individual basis. Teachers will consult with parents and County Superintendent wherever necessary. At least 2 parent/teacher conferences are scheduled each year. West River Student Services will be available for consultation and Badlands Human Services is also available through the unit. Should special services be necessary, adequate time will be allowed to provide them. Badlands

Services will provide needed personnel through a contract with the Special Ed. Unit of which the school is a part.

Diagnostic and prescriptive services are provided mainly by a special education teacher. If a student demonstrates learning difficulties in any subject, the teacher will notify the special education teacher for consultation. If testing is recommended and results indicate the need for assistance, the special education teacher will arrange the needed time for such work. Should other types of difficulties-speech or hearing or vision- be discovered by the classroom teacher or other personnel working with students, the special education teacher will be notified to request additional types of diagnostic or prescriptive services. If severe learning difficulties are encountered, the West River Student Services will again be involved in providing these further detailed types of testing. These steps will first be discussed with the parents to determine the need and to gain permission for such testing. Time will be allowed as needed for each individual problem.

Any of the above services are to be coordinated by the administration and/or the Director of the West River Student Services. Minimum time allowed for any services will be based on individual education plans.

Technology –Acceptable Use Policy

Technology users agree to be:

- Responsible—Protect individual account and recognize that access is a revocable privilege.
- Ethical –Avoid interference with others’ work and avoid jeopardizing network performance
- Efficient—Avoid overuse of shared resources
- Polite—Avoid obscene, profane, or inappropriate language.
- Legal—Respect Copyright.

Technology Consequences

The following school disciplines and consequences guidelines will apply for computer misuse or destruction:

1st Offense

- Warning and review of Technology Guidelines, restitution if necessary
- Loss of technology access for up to one week.

2nd Offense

- Restitution if necessary. One day in-school suspension.
- Loss of technology access for up to one month

3rd Offense

- Two day in-school suspension and restitution if necessary
- Loss of technology access for up to the remainder of the school year.

Tobacco Policy-Prevention Education

This will be taught in conjunction with the Health Curriculum.

Tuition Fees

The District shall admit students from other districts to its school when it can be done without injuring or overcrowding its school. When the students are received from a district which does not offer the grade level in which the student requires enrollment, the board must charge tuition to the sending district as prescribed by law. When the student has been placed at a group or residential care facility or a residential treatment center in accordance with NDCC 15-40-.2-08, the board must charge tuition to the sending district unless an agreement to waive tuition payments has been entered into with the sending district.

Vandalism /Willful damage and destruction/ Tampering

Willful or malicious is damaging, defacing, stealing, or destroying property that belongs to others is prohibited:

- Any offense: law enforcement may be contacted
- Parent conference and restitution required
- Grades and transcripts may be withheld pending restitution
- Other disciplinary action may be imposed depending upon severity

Visitors-Parent and Student

Student visitors are not allowed at Marmarth Elementary School. Parents who wish to visit the school or classrooms are welcome. As a courtesy we ask that you pre-arrange all visits to the classroom.

Water Devices/Items

Water devices of any kind are not allowed on school grounds. Violators are subject to:

- 1st offense: teacher intervention
- 2nd offense: ½ hour detention, parents notified
- 3rd offense: 1-day suspension, parent conference

Weapons/Firearms and Dangerous Items:

It is illegal to possess, use or threat and to use a weapon or toy item that looks like a weapon or anything that could cause bodily harm to another person. According to North Dakota State law students carrying dangerous weapons on school premises is unlawful. Firearms are prohibited on school property or at school-sponsored events. Any person in possession of a firearm on school property or at a school-sponsored event will be expelled from the Marmarth School. This includes any firearms or weapons as defined by state law.

Wellness Policy

Marmarth School promotes student wellness by implementing the following:

- Health Curriculum
- Physical Education class
- Sunrise Youth Bureau
- Recess opportunities

West River Student Services Unit Policy

On November 10, 1999, the Marmarth School Board adopted the following policy: “The Marmarth School Board follows policies of the West River Student Services Unit for purposes of Special Education.”

The following policy statement was approved by the School Board of Marmarth School District #12, Slope County, on June 12, 2012

School Wide Management Options

(Discipline will be based on individual situations and circumstances)

*** At any time, an administrator or teachers deem necessary, law enforcement will be called

Parents will be notified immediately.

We believe that many school-related problems can be resolved by early contact and we make every effort to use this option early and often.

Please make sure current phone numbers are kept on file so parent contacts can be made readily by teachers.

Contact /behavior plan:

In some cases, a student can be put on a contract or behavior plan which specifies several conditions that the student needs to meet.

This is used when reputed or chronic misbehavior or lack of academic performance reaches a point that a student is not meeting with success at school. The contract is developed and monitored by teachers, parents, or counselors in conjunction with the student.

After school detention:

A student may have to stay after school to make up time lost during the day because of misbehavior or tardiness. They will have work to complete and are not allowed to talk or make noise.

In school suspension:

A student may be assigned in-school suspension. The school will provide supervision at school for the length of the in-school suspension. A student under in-school suspension will not have contact with the general student body. The student will be required to work on his/her school assignments during which time talking, noise making, sleeping, or other disturbance will not be allowed.

Suspension / Expulsion:

Students are expected to conduct themselves in a manner suitable to their age and grade.

Students willfully disobedience and constantly disturbing the class is subject to collective discipline.

The head teacher has complete authority to deal with disciplinary problems in the school, the administration shall be called into Disciplinary action when the requested by the head teacher or ponder written request of the students involved, or his /her parent(s).

Administration may suspend a student for up to five days or recommend a longer suspension or expulsion of the student who does not appear to benefit from other forms of discipline. The following conduct exhibited while on the school grounds, during school-sponsored activities, or during a school related activity is subject to suspension or expulsion:

1. Causing or attempting to cause damage to school property, stealing or attempting to steal school property of value;

2. Causing or attempting to cause damage to private property;
3. Causing or attempting to cause physical injury to another person;
4. Possessing, using, transmitting, or being under the influence of any narcotic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant or any kind;
5. Possessing, and or transmitting any firearm, knives, explosives, or other dangerous object;
6. Continued disobedience or persistent defiance of proper authority;
7. Behavior which is detrimental to the welfare, safety, or morals of other students;
8. Truancy
9. Any student behavior to the educational process, as determined by the head teacher;
10. Offensive and vulgar language, whether or not it is obscene, defamatory, or insightful to violence, where it is disruptive of the educational process.

Any students who have been suspended from school of this district is not eligible to attend any other school within the district until eligible to return to his/her regular school. Any student who has been suspended from another district Will not be permitted to enroll in this district until eligible to RE enroll in his/her former district or until the school board or the superintendent has reviewed the prior suspension and determines that the suspension was illegal or improperly given.

Suspension Guidelines:

Suspension is only used in grave situations when other methods of discipline have been used without results. Suspension will not exceed more than 10 days. The parents will be notified promptly by the school's administration that suspension has been issued. The authority to initially determine whether or not a student has committed an offense worthy of suspension rests with the administration under the guidelines set forth by the school board. Administration must inform the student and guardian(s):

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

Giving notice of the offense and the actual suspension can occur simultaneously. If the student's continued presence poses a continued danger or threatens to disrupt the educational process, the student may be immediately removed from the building.

(for suspensions longer than five days, and for expulsion, see the guidelines of hearing.)

Expulsion guidelines:

The expulsion of a student from school is under the authority of the school board and may not exceed beyond the end of the current school year. Such action would follow only after suspension and following a conference of the parents and the administration.

Per-hearing Notification

The student and the students' parents shall be provided with the following notices prior to the hearing outlines below;

1. Notice of charges
Of specific charges against the student shall be stated clearly and the parents to understand the grounds and be able to prepare a defense.
2. Notice of nature of testimony and witness,
The nature of the evidence against the student, and the names of any witnesses whose Testimony may be used against the student will be provided.
3. Notice the hearing:
The date of the hearing, which shall be within a reasonable time, not to exceed five days, if the student is currently under suspension, unless a postponement is requested or agreed to, by the parents, it will be provided.
4. Notice of the right to present evidence:
The right to present witnesses or documentary evidence to rebut the charges against the student shall be explained.
5. Notice of the right to adult representation
The right to adult representation and/or assisted at the hearing by a lawyer or other adult shall be explained. A parent or guardian who is unable to attend the hearing made provide written designation of another adult to assist the student in the parent's absence.

Conducting hearings or suspension greater than five days and expulsion

1. Nature of hearing; the hearing is not a court proceeding and shall not be referred to or conducted as such. The administrative hearing should be conducted without the rigidity of court hearings, and there are no specific rules or Evidence or procedure that must be followed. The thrust of the entire hearing is directed toward the determination of whether their reasons offered for the proposed suspension or expulsion is supported by substantial evidence. The evidence offered at the hearing should be directed toward attaining the truth, and each situation may call for a slightly different approach. The key to conducting a successful hearing is to search for truth through reasonableness and fairness.
2. The hearing official; the student is entitled to an impartial hearing of facts. The superintendent may conduct the hearing unless he/she is biased or prejudiced against the student. A student can subsequently establish that this bias or prejudice deprived him/her of a fair hearing. The superintendent may conduct the hearing is his/her acts, judgments, or decisions are not at issue, i.e., if the confrontation or the incident at issue did not involve the administrator directly. If the administrator is not qualified under this rule, his/her immediate superior or administrative official(s) should then be called upon to conduct the hearing. The entire thrust of having a person conduct a hearing is to have someone conduct it who is impartial and can render a fair decision.
3. The presentation of the student; there is no definite requirement that the student must have representation at the hearing: However, if the student or his/her parent(s) request that he/she is represented by an attorney. His/her parents, or another adult, the request should be granted. The school should attempt to involve the parents in the disciplinary proceedings

from the outset. The school may refrain from making its presentation through an Atty. If the student is not represented by counsel.

4. A recording of the hearing; a recording of the hearings should be made to substantiate that the required elements of procedural Due process will be afforded the student. This can be accomplished by several methods.
 - Tape recorder-the preferred method that the building level is to tape record the entire proceeding. The presence of a tape recorder on that the decorum of the hearing; however, its presence can also create an atmosphere so formal that the participants may be reluctant to discuss the issue in terms that will result in a resolution of the problem.
 - Secretary-a second method is to have a secretary or other member of the staff keep, as nearly as possible, an accurate record of the proceedings.
 - Court reporter-if the suspension or expulsion should reach the level of the school board, consideration may be given to utilizing a court reporter.

When any of these methods is used, the student and his/her parents or other representative should be advised.

All evidence that is introduced in the form of a written document should be marked so as to identify the origin and order of introduction. Examples of this would be, "school exhibit 1, 2, 3," etc., and "Student Exhibit 1,2,3" etc.

And the tape recordings or notes need not be transcribed until an appeal has been perfected to the next level or a suit filed. When the appeal is to the school board, it is generally not necessary to transcribe the recordings because the board can simply listen to the tapes. All records of the hearing should be kept for several years until the threat of a lawsuit has passed.

5. Open or closed hearings: since the North Dakota open meetings law is not applicable to hearings before school administrators; such hearings will be close to the public, with the exception of the appeal hearing to the school board.
6. Witnesses in the room;
at the request of the school representative or the student or his/her parents, all witnesses may be excluded from the room and while others are offering their testimony. The hearing officer should make the suggestion at the beginning of the hearing, before any evidence is presented, that if either side wishes to have all witnesses excluded from the room, it may do so. At no time may a student or his/her Atty, or representative, be excluded from the room.
7. Cross examination; the hearing officer should permit cross examination if any circumstances indicate that it is necessary in order to reach the truth or to otherwise conduct a hearing which is fundamentally fair. If ever in doubt as to cross examination is necessary, permit it; to do otherwise is an invite for litigation. If one side is permitted to cross examine the witnesses of the other, the opposing side must have the same privilege.
8. Swore in witnesses; if a notary public or other officer capable of taking oaths is available, witnesses should be sworn before offering testimony.
9. Suggested procedure for conduction the hearing; recognizing to read the situation may call for a slightly different method of presentation, the following guidelines are offered keeping

in mind that the hearing itself should be kept in formal so that the truth may be obtained and a fair and just result reached.

- a. Advise the parties of the procedures to be followed. Advise that the hearing is being recorded (if it is), and either side may request the witnesses be sent to another room and be called individually.
 - b. Advise that no formal rules of evidence will be followed and that the hearing will be informal, as it is not a court proceeding. However, certain procedures may be established which will facilitate the conduct of the hearing.
 - c. The Business Manager or secretary who is receiving the evidence or recording what is said should be identified as the person to whom exhibits, and/ or other written evidence or material are to be presented.
 - d. The parties and their representative capacities should be identified for the record, prior to commencing the hearing.
 - e. State the reason for the proposed suspension or expulsion. The hearing officer should read the written reasons which were mailed (preferably by certified mail) or otherwise delivered to the student, his/her parent(s), and his/her representative which support the possible suspension or expulsion. This should be done to ensure that the record will adequately reflect the reason for the proposed suspension or expulsion, to substantiate that all parties had notice of the proposed reasons and possible punishment, and to narrow the issue.
 - f. Allow the school's witnesses to testify and present evidence. The witnesses for the administration then present their evidence which supports the reason given for the proposed suspension or expulsion. This may be done in any manner which is conducive to reaching the truth and supports the reasons offered for possible suspension/expulsion. If requested, the names of the administration's witnesses, together with a general description of their testimony, must be given to the student in advance of the hearing so he or she can prepare an adequate defense.
 - g. Allow student's witnesses to testify and present evidence. The student and /or his or her representative should be given an opportunity to present witnesses and evidence to disprove the reasons offered by the school's witnesses.
 - h. Allow concluding arguments. At the conclusion of the presentation of witnesses by the school and the student, each side should be allowed the opportunity to make concluding remarks and arguments regarding the evidence that has been presented and the reasons for the suspension/expulsion.
10. Substantial evidence; if, at the conclusion of the hearing, the reasons given for the proposed suspension or expulsion are supported by the evidence offered at the hearing, the student may be suspended or expelled. After a full and fair hearing has been conducted, it may not be necessary to suspend the student because the problem has been worked out. Frequently, agreement between the administrator and the student and he/her parent(s) can be reached as the student' future conduct at school, or as an alternative the student may be transferred to a special program or special school.

The action of the student does not have to be proven beyond a reasonable doubt as in a criminal trial, but the action must be supported by substantial evidence. There must be evidence presented that can establish that the student did the alleged acts. In determining whether there is substantial evidence to support a finding of misconduct, the hearing officer may take into consideration only that evidence presented at the hearing. The hearing officer should not consider any rumor or other suggestion heard outside the room prior to or after the hearing.

11. Making the decision and giving notice to the parties; after the hearing officer decides whether to suspend or expel a student, the hearing officer has the responsibility of promptly informing the student, his/her parent(s), the student's counsel, or his/her representative, both orally and in writing, of the decision. If the student is found guilty of misconduct, the decision should specify the misconduct in sufficient detail to inform the student fully of what he/she was found to have done. The decision must be specific enough so that a reasonable person can be advised of the findings and know what to appeal to the next level. In informing the student of the decision, the hearing officer should inform the parties of the right to appeal the decision to the next level and how to do so.
12. Appeal to the school board; an appeal of the hearing officer's decision may be made to the school board and should be reviewed at the next regular meeting of the Board, except when good cause is shown for calling a special meeting for the purpose. (Police adopted 12-14-94, revised 11-11-98, revised again 12-9-98).

Family Education Rights and Protection Act (FERPA) Policy/Procedure

Policy:

Marmarth School District will provide, on an annual basis to students and parent(s), notice of the rights of access to student records. (Family **Education Rights and Protection Act 99.7**)

Procedures:

The notice will be included in a student handbook disseminated to all students and their parent(s) at the beginning of the school year. Students transferring into the district during the school year will be given a handbook on the day of enrollment. Business managers will be responsible for including the notice regarding FERPA in the school handbook.

Annual Notification Regarding Parent(s) rights of Access to Students records:

Each year parents and students will be informed of the student records policy of Marmarth School District.

Parent(s) or adult students (18 years of age) who wish to review any and all of the school records pertaining to the student should contact the building Head teacher for an Appointment. The records will be reviewed with school personnel, and parents may have copies of the records for a cost of \$5.00.

If parent(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 Head Teacher and the parent or adult student determines that the information is inaccurate, misleading, or otherwise violates privacy or other rights, the parent or adult student has the right to place a statement in the record commenting on the information or stating why they disagree with the decision. The amendments or comments will remain with the original record, including when the student's record is transferred to another school agency.

Record information will not be revealed to persons or agencies without written consent of parent(s). Nonetheless it is the policy of this district to forward school records without parent consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record. Similarly, without parent consent, the district will forward transcripts and other information requested by students, to colleges and other educational institutions to which the student is applying. The school will keep the following with each student's records: list of persons with legitimate need to know personally identifiable student information, names of persons to whom such information has been disclosed, their reason 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). The district identified the information as the following: name, address, telephone number, date 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 attendance. If you do not want this information released, please contact the Slope County Superintendent of Schools 5 days from the date this student handbook is received.

MARMARTH ELEMENTARY SCHOOL

Partnership for Success

Parent / Guardian Agreement

I want my / this child to achieve. Therefore, I will do my best to:

- See that my child attends school regularly and is on time
- Support the school in its efforts to maintain proper discipline
- Establish a time for homework and review it regularly
- Provide a quiet, well lighted place for study
- Encourage my child's efforts and be available for questions
- Stay aware of what my child is learning
- Read with my child and let my child see me read

Parent / Guardian Signature_____

Student Agreement

It is important that I work to the best of my ability; therefore, I shall strive to do the following:

- Put forth my best effort to learn
- Attend school regularly and be on time
- Come to school each day with pens, pencils, paper and other necessary tools for learning
- Complete and return homework assignments
- Observe study hours
- Follow school rules

Student Signature_____

Teacher Agreement

It is important that students achieve. Therefore, I shall strive to do the following:

- Provide quality and comprehensive instructions to each student
- Provide homework assignments for students as applicable
- Encourage students and parents by providing information about student progress
- Use special activities in the classroom to make learning enjoyable

Teacher's Signature_____

