

ALEXANDER
PUBLIC SCHOOL
ELEMENTARY
HANDBOOK 2023-2024



Alexander Public Schools
Elementary Parent/Student Policy Handbook

Greetings!

Welcome to the Alexander Elementary School!

Our School community is built on the belief that excellence rests upon the collaborative effort of the staff, students and parents. Alexander school strives to empower, engage, and inspire. Our staff members engage in collaborative planning and data analysis in order to develop high quality instruction. At Alexander Elementary School, we are dedicated to supporting the needs of the whole child by creating an environment of encouragement in which students are recognized for their efforts, growth, and achievements.

In order to help you understand the basic operation of Alexander Elementary School, guidelines, and rules are given in this handbook. We particularly hope to communicate to you an understanding of the rules and procedures of our school. Please read and keep this copy in your home throughout the year.

Cooperation between the home and school is essential to promote the best interest of your child/children. Parents are encouraged to visit and consult with our teachers and administrators. If you have any questions or concerns, please do not hesitate to call me at 701-828-3334.

It is our mission to have a successful and rewarding year.

Sincerely,

**AJ Allard
Elementary Principal**

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Disclaimer: All APS District Policies are not included in this handbook. Items/issues not specifically covered in the handbook will be reviewed/handled at the discretion of administration.

School Personnel

Leslie Bieber	Superintendent
Shannon Faller	High School Principal
AJ Allard	Elementary Principal
Ellen Wittmaier	Pre-School
Tristae Kuhn	Kindergarten
Erica Turnquist	Grade 1
Ali Schmidt	Grade 1
Tarynn Nieuwsma	Grade 2
Makenna Sandvik	Grade 2
Michelle Simonson	Grade 3
Mirada Quale	Grade 3
Terrille Jacobson	Grade 4
Bonnie Wood	Grade 5
Angela Bilyeu	Grade 6
Lynn Obermeyer	Title 1/Interventionist
Jessica Jersild	Interventionist
	Speech Language Pathologist
Jena Messer	SPED
Lissa Bishop	SPED
Dana Oian	FACS
Lesa Gowing	Library, Junior High, PLTW
Devin Wittmaier	STEM Education
Kari Rustand	English
Amber Severson	Social Studies
Lisa Nelson	Math
Jil Stahosky	Art
Brad Westphal	Business
Amie Taylor	Science
Anthony Morris	Music

Jacki Hansel
Amy Gaida

School Counselor
Physical Education

Alexander Public School Mission Statement

“We prepare students whose work ethic promotes success in an increasingly competitive world.”

Alexander Public School Vision

“Alexander School, with the support of families, businesses and civic organizations, prepares students for the future by engaging all learners in meaningful experiences that encourage communication, creativity, collaboration, and critical thinking, while meeting the educational and ethical standards of our innovative learning community.”

ACCIDENTS

All injuries occurring during supervised school hours should be reported immediately to the instructor in charge.

ACTIVITY TICKETS

Activity tickets for athletic events in Alexander are available for purchase. Students are admitted free of charge. Adult activity tickets cost \$60.00 per year. These are only for the events in Alexander.

ANIMALS IN SCHOOL

Animals may not be brought into the classroom. However, they may be brought to the school to be viewed outside. All animals brought to the school must be appropriately and humanely cared for and properly handled. Any person who wishes to bring an animal into the classroom must receive prior permission from the administrator and have their animal properly vaccinated. Animals shall not be transported on the school bus.

ARRIVAL AND DISMISSAL TIME

Elementary students are required to use the door labeled G on the east side of the building.

All children will be permitted into the building at that time or upon arrival of their bus. The first bell rings at 7:55 a.m. and the tardy bell rings at 8:00 a.m.

Dismissal time for all students is 3:45 p.m.

ATTENDANCE

APS adopted policy FFB: 12/2019

The Importance of School Attendance Research has proven that there is a high correlation between school attendance and academic performance and success, while absence from school is often the greatest single cause of poor performance and achievement. APS students are allowed 16 absences per year, not including medical absences supported by a doctor's note.

Why is it so Important to attend every day?

- Learning is a progressive activity; each day's lessons build upon those of the previous day(s).
- Reading the material and completing work independently does not compensate for the loss of insight gained during class discussion or the loss of competency acquired through explanation or supervised drill.
- Many classes use lectures, discussions, demonstrations, experiments and participation as part of the daily learning activities, and these cannot be made up by those who are absent.
- Regular student participation in daily classroom activities plays a significant role in a student's school success.

Are there other benefits to my child?

- Students with good attendance records generally achieve higher grades and enjoy school more.
- Having a good education will help to give your child the best possible start in life.
- Regular school attendance patterns encourage the development of other responsible patterns of behavior.
- Students who develop an "on the job" attitude toward school will be more desirable to future employers. What are the risks of frequent absences?
- A child who does not attend school regularly will be unlikely to keep up with the work.
- The more students miss school, the lower their grades; the lower their grades, the less they want to stay in school; the less they want to stay in school, the more likely they will drop out of school.
- Students who miss school are more likely to be at-risk for anti-social or criminal behavior.

What can parents do to help?

- Parents must model the value of education, including the importance of regular attendance.
- Make sure that your child goes to school regularly and arrives on time-you will establish a good habit that will carry through life.
- If your child starts missing school, work with the school to put things right. Make sure your child understands that you do not approve of him/her missing school.
- If your child is ill or must miss school for some other reason, contact the school immediately. If you ask for homework, make sure your child completes it.
- Do not expect the school to approve of shopping trips during school hours.
- Whenever possible, arrange family vacations during school holidays so that children miss as little school as possible.
- Take an interest in your child's schoolwork and be involved in the school as much as possible-your child will value school more if you do.

Who else benefits from good school attendance?

- Other students: less classroom time is spent re-teaching and reviewing for students who have been absent.
- Teachers: lesson plans are more likely to be completed when all students are present. Teachers must sometimes postpone tests or other important activities until all students are present.
- The office staff: less time is spent calling to verify reasons for absences.
- The school and district: school districts with a low absence rate receive more state funding than those with absence rates higher than 6%.

Remember, regular attendance is necessary for success in school. Help ensure that your child has the best opportunity for success by making sure he/she is in school every day.

Every student is required by law to attend school regularly when not ill. A student who has been absent or tardy shall, on his or her return to school, must bring a written explanation from his/her parents or guardian for that absence or tardiness. Notification to the classroom teacher is necessary when you are planning to take your child out of school so they may be given their assignments in advance. Appointments with physicians should be made after school hours or on Fridays if possible. Partial absences will be kept track of and recorded on report cards when they total ½ or a whole day.

If the absences become habitual and the principal is not satisfied that the absences are excusable, the principal shall file **a Report of Suspected Child Abuse or Neglect with the McKenzie County Social Services and the State's Attorney for appropriate action.**

Excused absences (parent communication, still is calculated towards the child's overall attendance record) shall be those caused by illness, injury or emergency or granted in advance by the principal for reasons of family or individual need.

Unexcused absences (no parent communication, calculated towards the child's overall attendance record)

Medical absences – with the documentation from a licensed physician, attendance will not be calculated towards overall attendance record.

Students are allowed to miss 16 days of school per academic year. The attendance count includes those of excused and unexcused absences; medical absences do not count toward the overall number of days missed. If a student surpasses this amount, as a form of restitution, they will be required to attend Friday Intervention from 9:00 am – 3:00 pm. If this still does not meet the requirement, students may be required to attend summer school at the principal's discretion.

Students attending school events or participating in school events will be considered present for that class.

The principal may grant exemption for very unusual situations or for medical reasons. A written note from a medical doctor may be requested by the principal.

In-school suspension will not count as an absence.

Power School is the record of attendance.

Habitual absence from school because of illness must be substantiated by a report from the doctor. Students finding it necessary to be excused from school frequently because of a physical ailment must bring verification of the necessity from the doctor.

Students absent from school all day due to illness will be considered too ill to take part or attend a school event. Attendance of ½ day is required to participate in a school event.

School tardiness is defined as failure to be seated in the classroom when the bell rings. Students are advised to be extremely careful about being tardy.

For Safety Reason – A parent or guardian must report to the office upon arrival. Please do not go to your child's classroom to get them. Only school personnel are permitted beyond the office during the school day. Please respect this safety protocol.

BREAKFAST

Breakfast is offered to our students and staff members. The cost is \$2.00 and will be served from 7:30 until 7:55 each school day.

BULLYING

APS adopted policy ACEA: 02/2019

Available in the office or online at www.alexanderschoolnd.us

Alexander Public Schools has a Bullying Policy for use in addressing school bullying. Bullying is a conscious and deliberate activity to intend to harm an individual or group of individuals; bullying will not be tolerated in Alexander Public Schools.

The Bullying Policy is intended to assist the Alexander Public School District in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behaviors. Such behaviors may be of matters concerning, but are not limited to race, disability, sexual orientation, age, status with respect to marriage, or public assistance or status in any group protected by federal or state law.

Bullying may involve a range of misconduct that, based on the severity, will warrant a measured response for corrective action and or discipline. Behaviors that do not fully meet the definition of bullying may be subject to intervention under another section of the school's discipline plan.

The bullying report form is available throughout the school, in the principal and counselor's offices, and the main office. The form is also found on the APS school site under the documents tab.

BUS/TRANSPORTATION RULES

Although your child may walk to school and not ride the bus, they do ride the bus during field trip activities. Please review these rules with your child for safety reasons.

1. General Rules of Conduct at school bus stops:

- Be at the bus stop 5 minutes before the posted arrival time of the bus.
- Line up and wait on the curb and walkway, not in the street.
- Wait until the bus stops and opens the door, before approaching to get on the bus.
- You should be 10 feet from the entrance door.
- Keep your hands to yourself and DO NOT push anyone especially as the bus pulls up.
- DO NOT get on anyone's lawn or flowerbeds.
- DO NOT play around the tires or underneath the bus.

2. Guidelines for walking to and from the bus stops:

- Look both ways and watch for cars when crossing the street.
- DO NOT play games on the way, in particular those that involve balls.
- Walk on the walkways and not in the street or on anyone else's property.
- Have respect for your neighborhood and not disturb anyone's property such as sprinklers, mailboxes, plants, or automobiles.

3. Danger Zones around the bus:

- School buses are large vehicles. The driver depends on their mirrors to visually monitor the areas around and outside of their buses. Because they depend on these mirrors, there are areas around the bus that are not visible to the driver.
 - Directly in front of the bus.
 - Directly behind the bus.
 - Underneath the bus.
 - Close by the side of the bus at the entrance door.
- If you are close enough to reach out and touch the bus as you walk along side, you are too close.

4. Red light loading & crossing procedures:

- REMEMBER, the driver may not know that you are a new student, if you need to cross the street, make sure you tell the driver.
- Wait on the sidewalk until the driver gives you a verbal command to cross the street.
- This procedure includes the use of red cross-over lamps and a hand-help stop sign.
- The red cross-over lamps are used as a signal to inform other motorists that they must stop for the bus.

5. Other Rules and Regulations:

- Rider shall follow the instructions and directions of the bus drivers at all times.
- Riders are to stand in a single-file line and quietly wait for the bus.
- Riders shall enter the bus in an orderly manner and go directly to their seats.
- Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
- Riders should be respectful and courteous to the driver and to fellow passengers.
- Serious safety hazards can result from noise or behavior that distracts the driver. Loud talking, laughing, yelling, singing, whistling, scuffling, in the seat or aisle, throwing objects in or out of the bus while in motion or stopped. No smoking, lighters, matches, eating, drinking, standing up, or changing seats while the bus is in motion. These are prohibited actions that may lead to a citation or suspension of riding privileges.
- NO part of the body, hands, arms, legs, feet, or head should be put out the window while the bus is in motion or stopped.
- Rider shall help keep the bus and the area around the bus stop clean, do not litter, deface, or damage property around the bus stop.
- No animals shall be allowed on the bus except as provided in Civil Code section 54.2.
- Riders should be alert for traffic when waiting for the bus or leaving the bus.

- No skateboards, scooters, or rollerblades are allowed on the bus unless arrangements have been made by the school and the driver has been notified in advance.
- Breakable articles (such as glass jars) which are likely to shatter upon being dropped thereby causing injury to students by cuts or punctures may not be transported.
- Refrain from sending balloon bouquets or flower arrangements to school for students to transport home on the bus. They create unsafe driving conditions blocking views and discipline issues for drivers and students.

All riders shall wear clothing that is appropriate for the weather including but not limited to winter weather gear (winter coat, snow pants, hat, gloves etc.), drivers will NOT allow students on the bus without appropriate clothing.

Alexander School uses NDIRF for insurance. If there is any injury to a student on a school bus, the guardian's automotive insurance is responsible for any incurred claims.

Consequences:

First Citation: Warning or possible suspension from the bus.

Second Citation: Three (3) days bus riding suspension.

Third Citation: Two-week bus riding suspension.

Fourth Citation: Balance-of-year bus riding suspension, immediate suspension for threatened or actual bodily harm.

CARE OF PROPERTY

Desks, books and all other school equipment, which are loaned to students, are still school property. Any damage done to such articles will be assessed against the borrower.

Every student should do his best to keep the building clean. Wastebaskets are provided for all waste paper and refuse.

Students are not to cut across lawns but rather use designated walkways.

CELL PHONES

The use of cell phones, tablets or any communication devices is prohibited. This includes but not limited to all cell phones, Gizmos, Apple watches and Fitbit devices. Students will place their devices into the appropriate location designated by their teacher. Students will have their devices returned at the end of the day

CHANGE OF ADDRESS

Whenever you have a change of address, cell phone or landline, the teacher and the office should be notified. This information is necessary in emergency situations.

CHEATING

This act may be disciplined as the teacher dictates for the best interest of the student and the class relative to administrative approval.

CODE OF CONDUCT

Any student involved in theft, vandalism, damage to school property, damage to property owned by school employees, or other acts of conduct unbecoming to a student in school or outside of the school, shall be subject to an indefinite length of suspension from extracurricular activities and all other school activities which involve a public performance (for example: prom, banquets, regional science fair, state fair, school play, concerts, band, homecoming candidates, etc.)

- A. All students attending school in the Alexander School District shall be covered by the Code of Conduct policy.
- B. Administration shall conduct an investigation and hearing and report his/her findings to the committee prior to any suspension being administered.
- C. The Code of Conduct policy will be in effect for the entire calendar year. (12 months)
- D. The suspension will be determined by a committee of: the building principal, the head coaches of varsity sports and any teacher/advisor for any extra-curricular activity in which the student is currently participating. (For example: band, choir, drama etc.)
- E. Police shall be notified if the violation is of an illegal nature.

COMET CARE

Comet Care is our Positive Behavior Reward System. Comet Tickets will be given to our students when they exhibit

- ***Community***—caring for themselves and others
- ***Awareness***—awareness of their surroundings, people, classroom, and playground and follow safety rules and regulations
- ***Respect*** and ***Responsibility***—Showing Respect for others and Responsibility for themselves by being present and ready to work.
- ***Excellence***—excellence in everything they do!

Red Comet tickets are given to students who go above and beyond. When a student receives a Red Comet ticket, they bring it to the office where the principal will call home and report to parents the positive actions of their child. Then the child's name will be put on the Comet Board when they become eligible for a trip to the treasure chest.

DISCIPLINE

APS adopted policy FF: 08/2018

One of the most important lessons that education should teach is discipline. This underlies the whole educational process, as it is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people. An understanding of the purpose of good discipline makes Alexander Public School a better school and you a better person. Good discipline is a product of a consistent and coordinated effort between the teaching staff and the administration. Teachers should feel responsible to correct student misconduct, not only in the classroom, but whenever it is encountered. It is extremely

important that students conduct themselves properly in classes, school, and during school sponsored activities.

Alexander Elementary School Discipline Procedures

The best way to avoid discipline is to strive for greatness and success with Comet Care!

Classroom Discipline Procedures:

1. Under Teacher Direction:
 - a. 1st offense: Teacher directs discipline with student.
 - b. 2nd offense: Teacher directs discipline with student and may call parents.
 - c. 3rd offense: Teacher informs principal.
2. Under Principal Direction
 1. Principal and student address the situation.
 - a. Parents may be called, detention or other consequences may be
i. Assigned, and this is principal discretion.
3. Continued misbehaviors or severe behaviors: (at principal's discretion)
 - a. First offense involves one-half day of in-school detention
 - b. Second offense involves one day of in-school detention
 - c. Third offense involves three days of in-school detent
 - d. Fourth offense involves three days of in-school detention and two days of before and after school detention.
 - e. Fifth and continued offenses may involve out of school suspension, or parents may be asked to come in and sit with student. Continued offenses may be referred to the Board for Expulsion.

Non-Classroom Discipline Procedures:

1. Under Supervisor's Direction:
 - a. 1st offense: Supervisor may assign a time
 - b. 2nd offense: Supervisor may send student back to the classroom.
 - c. 3rd offense: Supervisor may send student to the Principal
2. Under Principal Direction: (At principal's discretion)
 - a. Principal and student address the situation.
 - i. Parents may be called; detention or other consequences may be assigned.
3. **Continued Misbehaviors:** (at principal's discretion)
 - a. First offense involves one-half day of in-school detention
 - b. Second offense involves one day of in-school detention
 - c. Third offense involves three days of in-school detention
 - a. Fourth offense involves three days of in-school detention and two days of before and after school detention.
 - b. Fifth and continued offenses may involve out of school suspension, or parents may be asked to come in and sit with student. Continued offenses may be referred to the Board for Expulsion.

General Actions/Consequences:

<u>Actions</u>	<u>Consequences</u>
Insolence/back talk	Students sent to the office for insolence or back talk could be suspended.
Skippping Class	Double the time missed will be made up during detention.
Inappropriate Behavior	2 warnings per quarter – detention (parents notified) 3 warnings per quarter – double detention 4 warnings per quarter – 1 day in-school suspension Students reported by a substitute teacher for misbehaving will be disciplined.
Major Altercations	Out-of-school suspension 1-5 days or in-school suspension 1-5 days, or expulsion
Profanity and Obscenity	Conference, detention, or suspension
Drugs and Alcohol	Suspension or expulsion
Tobacco/Vaping	1 st offense – 5 day out of school suspension 2 nd offense – 10 day out of school suspension with recommendation for expulsion

The student council may be asked for disciplinary suggestions in some cases.

Parents will be notified by administration if their son/daughter is put on detention or is suspended.

DRESS CODE

Caps will be removed at the entryway and may not be worn in the building at any time. Student Council members and the school employees will confiscate hats worn past the entryways. They will be kept until the end of the school day. Shorts or skirts must be hemmed and not shorter than fingertips extended at the side. In addition, tops with spaghetti straps need to be covered with a throw or not worn to school at all. Clothing worn to school is not to have offensive pictures or slogans on them and must cover the mid-section of the body.

Your children should be sent to school with proper clothing for seasonal changes.

Boots or overshoes should be worn during snowy and rainy weather. If it is not possible to wear boots a second pair of shoes is encouraged.

Students in grades Pre-School – six are required to have a separate pair of tennis shoes for gym. These shoes should not be worn outside either at school or at home. **Street shoes are not to be worn on the gym-playing surface.**

DRUGS/ALCOHOL

The use of tobacco, drugs, or intoxicating beverages on school premises is strictly prohibited. Students having such items in their possessions while on school premises or at school activities

will be suspended or expelled. Drug sniffing dogs will be brought in randomly as part of drug prevention.

The School administrator shall immediately investigate any alleged violation of alcohol, tobacco, and/or controlled substances that is made known to the administrator. If the administrator finds probable cause that this rule has been violated, she/he shall give the student notice.

If a student is found to have any illegal substances on the school premises or at a school activity, in particular tobacco & vapes, a consequence for the 1st offense will be an automatic 5-day suspension. For a second offense, it will be an automatic 10-day suspension, which will lead to the recommendation of an expulsion hearing.

ELIGIBILITY

To be eligible for extracurricular activities students in grades 1-6 must have a passing average of 60% (sixty percent).

EMPLOYEES' AUTHORITY OVER STUDENTS

Every employee has authority over all students, at all times, in all areas of the school premises whether during school hours or after school. Students are under the jurisdiction not only of their classroom instructor, but all employees. If an employee requests a student to do something, the student must respect that request. No insubordination will be tolerated regardless of student's reason or circumstance.

FIELD TRIPS

The rules for regular bus riding will apply to any trip under school supervision. Pupils shall respect the wishes of the chaperones appointed by the proper school officials.

Students must have a signed consent form to go on field trips.

FIRE AND EMERGENCY DRILLS

A continuous ringing of the fire bell or the regular bell is a fire warning. When this is sounded, all students will leave the building in a manner provided in the fire drill regulations. Drills will be held throughout the school year. Instructions on where to sit and stand will be given by the teacher.

Students should file out the proper assigned exit in case of fire. Students are to remain outside until called in.

Tornado drills will also be held throughout the year. The alarm will be given over the INTERCOM. Instructions where to go for each room will be given by the teacher. At this point in time we will all go to the locker rooms. The basic position of individuals:

- Face toward the wall
- Kneel
- Cover your face with your hands
- Bend over

The doors and windows in the rooms should be closed.

Do not run.

Emergency drills will follow the protocol established through ALICE training.

GENERAL RESPONSIBILITY FOR STUDENTS

- To attend school regularly.
- To learn to be punctual to school and during the school day.
- To act and to express yourself in such a way that you will not be disrespectful of your teachers and those older than you.
- To value and take good care of your own property.
- To respect other people's property.
- To do your own work.
- To pass through the corridors in a quiet and orderly manner.
- To remember to take necessary articles to class.
- To cultivate habits of cleanliness, this will keep mind and body healthy.

GRADING SYSTEM

The grading method used in grades 3-6 is as shown below. The other reporting methods used for kindergarten, grade 1 and grade 2 are explained on the report cards.

A+ 98-100	B+ 87-89	C+ 77-79	D+ 67-69	F 00-59
A 93-97	B 83-86	C 73-75	D 63-68	
A- 90-92	B- 80-82	C- 72-70	D- 62-60	

Report cards will be sent out at the end of each quarter.

HARASSMENT

HARASSMENT, INTIMIDATION, VICTIMIZATION, BULLYING, AND HAZING

APS adopted policies: AAC 02/2021, ACEA 02/2019 and ACEB 08/2018

Students have a right to learn in an environment free from any type of harassment, intimidation, victimization, bullying or hazing. Harassment of students in the School District is prohibited. Harassment defined: Harassment occurs when a series of intentional and cruel incidents that are deliberately hostile and aggressive are directed towards a person. Harassment also occurs when actions of one or more persons create an intimidating, hostile or offensive learning environment for an individual or small group of individuals. Harassment encompasses a wide range of hurtful behaviors including physical harm, verbal humiliation, and intimidation, bullying or hazing. This policy applies to behavior that occurs on or off school property and during and/or before or after school hours. No student, teacher, administrator, other employee, volunteer or contractor of the School District shall plan, direct, encourage, aid or engage in any form of harassment. No teacher, administrator or other employee volunteer or contractor of the School District shall permit, condone, or tolerate harassment. Apparent permission or consent by a person being harassed (for example as in an incidence of hazing) does not lessen the prohibitions contained in this policy.

Complaints: Any student who believes he or she has been the victim of prohibited harassment should make a prompt, oral complaint to the teacher, supervisor, building principal or school counselor with whom he or she feels comfortable. Appropriate personnel shall promptly and thoroughly investigate complaints of harassment.

Sexual Harassment:

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature. Sexual harassment may include, but is not limited to:

1. Sexually oriented verbal “kidding”, abuse, or harassment;
2. Repeated remarks to a person, with sexual or demeaning implications;
3. Unwelcome touching, such as patting, pinching, or grabbing.

A substantiated charge against a student will subject that student to disciplinary action, which may include suspension or expulsion

IMMUNIZATIONS

APS adopted policy ACBB 05/2021

Children enrolling in this school district must present a certificate of immunization. Section 23-07-17.1 section of ND State Law entitled **Inoculation Required before Admission to School** requires that all students through grade 12 meet a minimum number of required immunizations prior to school entrance.

PK through 6th grade Immunization Requirements

- | | |
|--------------------------|-------------------------------------------------------------------|
| • DTap | 5 doses |
| • Polio(IPV/OPV) | 4 doses |
| • MMR | 2 doses |
| • Hepatitis B | 3 doses |
| • Varicella (chickenpox) | 2 doses (child is exempt if he/she has had chickenpox previously) |

7th through 12th grade Immunization Requirements

- Above noted immunization requirements plus
- Tdap 1 dose
- MCV4 (meningococcal) 1 dose in grades 7-10 & 2 doses in grades 11/12

Any questions or concerns for immunization exemptions need to be addressed to school administration.

INCOMPLETES

The student must complete work from an incomplete grade within two weeks after the quarter ends or the student will receive a failing grade. Illness may be an exception.

LATE STARTS

- Breakfast will be served for grades 4-12 with limited choices for PK-3 due to lunch start times.
- Bus routes pick up times will be exactly two hours later from normal time.

LIBRARY GUIDELINES

All items checked out of the Alexander Public School (APS) library are owned by APS. All Alexander School students (K-12) are allowed to check out books during the school year. Preschool students will not be checking out books. Kindergarten students will keep their books in their classroom until Christmas break. They will be able to take books home after Christmas break as long as they have shown themselves to be responsible with the books. All other students will be able to check out and take books home as long as they are in good standing in the library.

All items checkout of the APS library will be expected to be returned or renewed two weeks after they have been checked out. The due date for return is stamped on the inside cover of the books. Once an item becomes overdue, the privilege to check out items will be suspended until the items have been returned.

All items checked out the APS library are expected to be kept in good condition. If an item is returned damaged or is lost, it is the responsibility of the student/parent checking out the item to pay the cost of replacing the item(s) damaged or lost. The privilege to check out items will be suspended until the cost of replacing the item(s) has been paid. In the case of a lost item being paid for and then later found, the money paid will be returned.

LICE CONTROL POLICY

Alexander Public School has implemented a No Nits Practice when dealing with learners with head lice. Learners with nits or head lice will be removed from other children. The child's parent/guardian will be required to remove the child from school immediately and will be given written information on the proper treatment of head lice. Learners will be readmitted to school only if there are zero nits or live lice, and a school representative has judged the treatment effective. Routine classroom screening will not be done, and notification will only be sent as appropriate.

LINING UP

Students are to line up single file in their grade level and enter the building in a quiet and orderly manner.

LOCKER ROOMS

Students are not allowed in the locker rooms for any reason at any part of the day except during Physical Education. Students are only permitted in the locker room when dressing for class and/or returning from class. The bathroom facilities in the locker room are for the exclusive use of students enrolled in PE. No food or drink in the locker room. No glass containers are permitted in the locker room. Students should not store money or valuables in the Physical Education locker rooms. It is recommended that students take their PE belongings home at the end of each week. No cell phone/camera use is allowed.

LOCKER SEARCH

APS adopted policy FGCA and FGCB: 08/2018

A school official acting with reasonable cause, may search a student's locker, if there is substantial reason to believe that the locker secrets some articles that may be detrimental to the educational purpose of the school.

All lockers padlocked by a personal lock shall have a duplicate key turned into the office at the time of padlock installation.

Students are personally and solely responsible for the contents of their lockers.

It is unlawful for students to have drugs, alcohol, or tobacco in their locker. Obscene pictures shall not be tolerated.

Unlawful substances will be seized, and the student suspended or expelled.

The involvement of police on a search within the school settings will require an administrator to be present. Drug sniffing dogs may be used at the discretion of the administration.

LOST AND FOUND ITEMS

All articles lost or found should be turned into the central office. All items found will be kept for a reasonable time.

Students are reminded not to carry large sums of money. Possessions of value and money should not be left unattended.

LUNCH AND TICKETS

A lunch program is provided for all students and teachers and everyone is encouraged to take part in this program.

- Meals cost \$2.00 for breakfast and \$3.00 for lunch for all students.

Pop is not allowed as a beverage at lunch, please do not send pop with your child to school in his/her lunch brought from home.

MEDICATION IN SCHOOL

APS adopted policy ACBD: 08/09/2022

Requirements for Parents/Guardians Prior to District Providing Medication

A parent/guardian must sign a written form authorizing his/her student to receive medication from an eligible school medication provider prior to the District carrying out this service. A new authorization form is required anytime the student has a change in medication regimen, when a new medication is to be provided, and at the beginning of each school year. This form must include the following:

1. **For over-the-counter medication:** Must include instructions from the parent/guardian on how, when, and how long to provide medication. Requests to provide a dosage other than

as recommended by the manufacturer shall require approval from an appropriate healthcare provider.

2. **For prescription drugs:** Requires written authorization and instructions from an appropriate healthcare provider regarding how, when, and how long to provide medication.
3. **For students with allergies:** Allergies should be noted by Health Care provider with any additional information needed by staff administering the medication.
4. **For all requests for the school to provide medication:**
 - a. Contact numbers for the student's parents/guardians.
 - b. Allow the District to share information about the student's health condition and/or medication regimen with any school employee/volunteer with a legitimate need to know.

Medication Check-In Requirements When District is Providing Medication

When sending medication to school, parents/guardians must comply with the following requirements:

1. If the over-the-counter medication is supplied by the student's parent or guardian, it must be supplied in the original manufacturer's container, unopened and sealed and the container must list the ingredients, recommended dosage, expiration date, administration instructions, and storage instructions (if any) in a legible format. The container must be labeled with the student's name.
2. Prescription medications must be in original pharmacy-labeled container or transferred by trained school personnel into supplied medical bottle and include the name and phone number of the pharmacy. The container must list, in a legible format, the name of the student, name of the prescription medication, dose, expiration date, storage instructions (if any), administration directions, and number or amount of medication included. The parent/guardian must indicate how much medication remains in the container. Medication must be counted by two adults when received by school.
3. If dispensing equipment is required (e.g., measuring cups, droppers), it must be provided by the parent/guardian. The equipment must be clean, operable, and labeled with the student's name. Any special medical equipment storage instructions must be provided to the school by the parent/guardian or student's healthcare provider.

All prescription medication must be hand delivered by a parent/guardian to the designated district official. This official shall ensure that the appropriate authorization form(s) is/are complete, that the medication has not expired, that the medication is appropriately labeled in accordance with above requirements, and that parents/guardians have complied with all other applicable provisions of this policy before accepting the medication from the parent/guardian.

Student Self-Administration Requirements¹

A parent/guardian must sign a written form permitting his/her student to self-administer medication in school prior to the District authorizing this action. A new authorization form is required anytime the student has a change in medication regimen, when a new medication is to be provided, and at the beginning of each school year. This form must include the following:

1. **For prescription medication:**
 - a. Authorization to self-administer medication from the student's healthcare provider. This authorization must indicate whether the student is authorized only to self-administer the medication or is authorized to carry and self-administer the medication. Students may carry one day's supply of medication, unless supplied in a multi-dose container (i.e. inhaler, epi-pen, etc.)
 - b. Instructions from an appropriate healthcare provider on how, when, and how long the student will need to self-administer medication.
 - c. Certification from the healthcare provider that the student has received instruction in and is capable of self-administering the medication in a responsible and secure manner.
2. **For over-the-counter medication:**
 - a. Instructions from the parent/guardian on how, when, and duration the student will self-administer medication. If the student will take a dosage other than as recommended by the manufacturer, the District requires approval from an appropriate healthcare provider prior to authorizing the student to self-administer.
 - b. Certification from the parent/guardian that the student has received instruction in and is capable of self-administering the medication in a responsible and secure manner. This certification must indicate whether the student has parental consent only to self-administer the medication. Students may carry one day's supply of medication, unless supplied in a multi-dose container (i.e. inhaler, epi-pen, etc.)
3. **For students with allergies:** If a student has any known allergies, the parent/guardian/health care provider shall list allergies and any additional information needed by staff.
4. **All student self-administration of medication requests must include:**
 - a. Contact numbers for the student's parents/guardians.
 - b. Allow the District to share information about the student's health condition and/or medication regimen with any school employee/volunteer with a legitimate need to know.
 - c. Information on possible adverse reactions and side effects associated with each medication the student will self-administer.

Students will be prohibited from carrying medication that has special storage requirements such as, but not limited to, medication that requires refrigeration. The District may require the student to comply with additional medication storage requirements for safety reasons. These requirements will be developed on a case-by-case basis.

¹ NOTE: These requirements are not applicable to emergency medication governed by NDCC 15.1-19-16. See form ACBD-E4.

Self-Administration Check-In Requirements²

Before a student self-administers medication in schools, the following check-in procedures are required:

1. Over-the-counter medication must be in the original manufacturer's container, and the container must list the ingredients, recommended dosage, expiration date, administration instructions, and storage instructions (if any) in a legible format. The container must be labeled with the student's name for grade levels PK-6.
2. Prescription medications must be in the original pharmacy-labeled container or transferred by trained school personnel into supplied medical bottle and include the name and phone number of the pharmacy. The container must list, in a legible format, the name of the student, name of the prescription medication, dose, expiration date, storage instructions (if any), administration directions, number or amount of medication included. The parent/guardian must indicate how much medication remains in the container. Medication must be counted by two adults when received by school.
3. If dispensing or other medical equipment is required for a student to self-administer medication (e.g., measuring cups, droppers), it must be provided by the parent/guardian. The equipment must be clean, operable, and labeled with the student's name. Any special medical equipment storage instructions must be provided to the school.

This official shall ensure that the appropriate authorization form(s) is/are complete, that the medication has not expired, that the medication is appropriately labeled in accordance with above requirements, and that the parent/guardian and student has complied with all other applicable provisions of this policy before authorizing a student to self-administer the medication.

The student shall be issued a medication self-administration pass. This pass shall serve as verification that a student has received permission to self-administer medication. Students shall be required to return this pass to the school office once the pass expires. Failure to return the pass or continued self-administration of medication after the pass expires may result in disciplinary action.

Additional Prohibitions, Restrictions, and Requirements for Students

All students are required to comply with the District's policy on drug and alcohol free schools, which contains prohibitions on illegal activities associated with prescription and over-the-counter medication. Students who violate the Drug and Alcohol Free Schools policy by engaging in a prohibited activity with medication originally authorized by this policy may be subject to disciplinary action. In addition, the District may refuse to provide medication to the violating student and/or may prohibit the violating student from self-administering medication as long as:

1. The student is **not** covered by an IEP or 504 Plan.
2. The medication is **not** covered by an emergency provision in law or needed on an emergency basis as determined by administration in consultation with the student's healthcare provider (i.e., an inhaler, epi-pen, or insulin).

² NOTE: These requirements are not applicable to emergency medication governed by NDCC 15.1-19-16. See form ACBD-E4.

Parents/guardians of violating students not subject to an exception above will be required to make arrangements to provide medication to their children during the school day.

Students who are covered by this policy and taking medication at school must agree to report any known sign or symptom of a side effect, adverse medication reaction, or allergic reaction to a school official when the student is in school or otherwise under the school's supervision. Students authorized to carry medication must agree not to leave the medication unattended or unsecured and accessible to other students.

Medication Off-Campus When Student is Under District Supervision

Parents/guardians must make arrangements with the building principal for students who will require medication off-campus while under the District's supervision prior to the activity or event (e.g., students who participate in extracurricular events or field trips). At a minimum, parents/guardians making such a request shall be required to comply with the applicable authorization requirements contained in this policy. The District shall develop, on a case-by-case basis, check-in and storage requirements for all medication provided or self-administered in this context. The District may consult the student's healthcare provider(s) when developing these rules.

Liability Disclaimer

It is not the intent of the District to expand or modify the District's potential liability exposure through the development of this medication program. The District's voluntary creation of this program shall not be construed to create or assume any potential liability under any local, state, or federal law or regulation. State law provides liability protection for establishing a school medication program and providing medication under said school medication program. This protection extends to all eligible school medication providers, the District, and the Board so long as each party is acting in good faith.

NON-DISCRIMINATION STATEMENT

APS adopted policy AAC: 02/2021

The Alexander Public School District, in the County of McKenzie and the State of North Dakota, supports the provisions of Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1963 and Section 504 of the Rehabilitation Act of 1973 which commit all schools to the elimination of discrimination on the basis of race, color, national origin, sex, and handicap, in employment and in those programs and activities offered to its students. It is the expressed intent of the Alexander Public School to provide equal opportunity for all students, free from limitations of race, color, national origin, sex or handicap. Any person who believes himself or any specific class of individuals to be subjected to discrimination in employment or in any of the programs or activities of the Alexander Public School District may file a complaint as follows: Complaint procedures:

3. An oral complaint may be informally filed with the building principal.
4. A formal written complaint may be filed with the principal or the building in which the alleged discrimination occurred; or
5. A formal written complaint may be filed with the district superintendent who has been designate as the person responsible for coordinating the efforts of Alexander

Public School to comply with the Equal Opportunity Policy, including the investigation of complaints alleging noncompliance.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be scheduled at the end of the first quarter and beginning of the third quarter. Any other conferences that are necessary will be set by the classroom teacher with the parents. Parents are also urged to set up conferences with the teacher if they have any questions regarding the progress of their child.

PLAYGROUND INFORMATION

The playground will be supervised during recess.

Students will be supervised by instructional aides and/or teachers at all times during the noon recess. During that time all students will be expected to be outside, weather permitting.

Students who are to stay in at recess, due to illness, must have a written, dated note for each day they are to stay in. Any student that needs to stay in for an extended period of time must have a note from a doctor.

Cold weather policy is as follows:

- 0 to +10 with wind-chill – outdoor play
- 0 to (-10) with wind-chill – discretion used
- -10 and below wind-chill – indoor play
- rain or blizzard condition – indoor play

A decision will be made prior to each recess to check the weather conditions of that day, if there is a question on the temperature.

Activities that may intentionally cause a student pain will not be permitted to take place on school grounds. Snowballs and rock throwing will not be tolerated. Pushing, rough play and fighting are not permitted on the playground

PROMOTION AND RETENTION OF STUDENTS

APS adopted policy GCAA: 08/2018

A student's achievement of the skills for the grade to which they are presently assigned shall be given careful consideration before the student is promoted to the next grade level. Students who have not mastered the necessary skills or the maturity necessary to succeed in the next grade will be considered for retention when:

- The child is in grades K-3, or on rare occasions, when the child is in grades 4-6.
- The child is achieving significantly below grade level.
- Retention would not cause undue social and emotional adjustment.
- Retention would have a reasonable chance of benefiting the child.

When retention is being considered:

1. Teachers shall communicate with parents any concerns that may lead to retention.

2. If significant improvement is not noted in the child's academic performance over a designated period of time, the parents/guardians, teacher and principal will meet to discuss the student's current status, along with the possibility of administering the Light Scale Assessment.
3. A Retention team, parents/guardians and administration will meet to discuss student progress and to discuss administering the Light Scale assessment.
4. Should no agreement be reached among the concerned parties, the building principal or superintendent shall make the final decision on the retention of the student.

To properly document the decision, a copy of the Recommendation for Retention form shall be signed by the parent, teacher or principal and filed in the student's Cumulative Record folder.

PUSHING AND ROUGH GAMES

Pushing, rough play and fighting are not permitted on the playground or in the school building.

SCHOOL ACCIDENTS

In case of an accident on the school premises, first aid will be rendered and then, if necessary, the child will be referred to a physician and or emergency personnel. The parents, however, will be called immediately if necessary. Every attempt will be made to refer the child to the family physician, so it is essential for the school to have on file the telephone number of the parent. The school will keep unlisted numbers confidential. The school does **not** carry accident insurance.

SCHOOL ENTRANCE REQUIREMENTS

Preschool Enrollment:

Students must be four by Aug 1, potty trained and emotionally ready for school in order to be enrolled in our Pre-School.

Kindergarten:

Kindergarten entrance is in compliance with North Dakota Century Code 15.1-22-02, which states:

A school district may not enroll a child who is not five years old before August first of the year of enrollment, unless the child will be five years old before December first and:

- The child, by means of developmental and readiness screening instruments approved by the superintendent of public instruction and administered by the kindergarten operator, can demonstrate superior academic talents or abilities and social and emotional readiness;
or
- The child has been enrolled in another approved kindergarten.

SEARCH AND SEIZURE

APS adopted policy FG, FGCA and FGCB: 08/2018

According to school policy, all school property including student lockers, desks, and storage areas are subject to being searched by school officials. Not only are above items subject to search, but also personal property including handbags, wallets, book packs, and automobiles may be searched. Furthermore, the use of drug sniffing dogs may be employed when deemed appropriate by the administration. School officials will not conduct searches and seize items indiscriminately. "Reasonable suspicion" and "probable cause" will be factors in any search and/or seizure

SIGNIFICANT CONTAGIOUS DISEASES

APS adopted policy ACBB: 05/2021

No student may be denied admission solely because they have, or they are perceived to have, a significant contagious disease. It shall be a violation of school policy for any student, employee, or official to harass or discriminate against any affected individual within the institutional setting on the basis of having been diagnosed as having a significant contagious disease(s). No harassment or discrimination will be tolerated in any school building, at any school function, or on any school property

SPECIAL EDUCATION

Services in Speech/Language and Learning Disabilities are offered through Wilmac at Alexander School. Parents, teachers, students and outside personnel may refer a child for Wilmac services. Referral forms can be obtained from the school office. Initial speech, hearing and learning disabilities screening for students referred to Special Education will be done by Wilmac employees.

A hearing screening will be given to Preschool, Kindergarten, and grades 1, 3, 5, 7 and all new students. A speech screening will be given to all kindergarten children.

TELEPHONE

The telephones in our school are not intended for personal use except in emergency situations. The student must receive permission from the classroom teacher, principal, or administrative assistant before using the phone. Parents should also use good judgment when calling a student during school hours. Messages will be delivered to a student but if at all possible, parents should give their children complete instructions before leaving home in the morning. Reminder messages for students should be sent in the form of a written note to the teacher.

TECHNOLOGY, INTERNET, COMPUTER AND NETWORK FACILITIES ACCEPTABLE USE POLICY

APS adopted ACDA: 04/2018

The Board of Education is committed to the goal of having technology, computers and network facilities used in a responsible, efficient, ethical, educational and legal manner in accordance with the mission of the Alexander Public School District.

Acceptable uses of the network are activities, which support teaching and learning. Network users are encouraged to use technology, computers and the Internet for purposes which meet their individual educational needs and take advantage of the computer and network functions; Acceptable uses of technology, computers and the network include, but are not limited to;

- Alexander Public School and North Dakota Public Library online catalogs;
- network file storage;
- word processing and other software;
- electronic mail;
- accessing databases such as Grolier's Online and ODIN (Online Dakota Information Network);
- accessing Internet resources such as web sites and United Streaming

Unacceptable uses of computers and the network include, but are not limited to;

- accessing Internet resources or visiting web sites deemed inappropriate by the staff and Administrators of this District;
- violating the privacy rights of students and employees of this District;
- gaining unauthorized access to computer systems or files;
- copying print, software, music or video for use in violation of copyright law;
- inappropriate content in e-mail, other documents or online postings;
- using profanity, obscenity, or other language which may be offensive to another user;
- using the network for financial gain or for intentionally spreading computer viruses;
- downloading, storing, or printing graphics, videos, files or messages that are profane, obscene, or that use language that offends or tends to degrade others;
- taking and/or publishing digital images that are inappropriate, embarrassing or harassing to other students or Alexander Public School employees;
- intentionally bypassing the state-wide and/or district-based Internet filters;

The use of cell phones, tablets or any communication devices is prohibited. This includes but not limited to all cell phones, Gizmos, Apple watches and Fitbit devices. Students will place their devices into the appropriate location designated by their teacher. Students will have their devices returned at the end of the day.

At the high school level, students may choose to use their own laptop or appropriate device in lieu of a school owned Chrome Book. The student and parent/guardian will assume all responsibility of their device and software.

Technology Misuse:

1st Offense – The device is kept until the end of the day or the end of the following day, depending on when it was taken away.

2nd Offense – A PARENT must come and get the device at the end of the next day.

3rd Offense – The device may be returned at the end of the week, or after the weekend or the end of the day. The device will be kept for a minimum of three days.

All students must also follow and respect the Acceptable Use Alexander School Board Policy.

TEXTBOOKS

Students must properly care for textbooks that are provided by the school. If a student's designated textbook is damaged or lost, the student shall be financially liable for the repair or replacement of the book.

TRANSFER STUDENTS

The basic policy is to be as fair as possible to the incoming students and yet maintain standards set by our school. Days absent, whether excused or unexcused, will also transfer in with the student. Students who miss more than 14 days in a semester (including days absent prior to enrollment at APES) will be reported as mandated by law for truancy to the McKenzie County Social Service Department as referenced under ATTENDANCE. When a student's grade level is in question, the school district may determine the students grade level based on assessments given through our district's assessment processes.

VISITORS

APS adopted policy KAAA 08/2020 and KAAA-AR: 08/2018

All visitors must check in at the office, you will need to sign in at the office and receive a badge to be in the hallways. Outside doors will be locked during school hours. If you are coming to volunteer or help out in the school, please do not bring younger children, which would need your supervision.

WEAPONS IN SCHOOL

APS adopted policy FFD: 08/2018

The Alexander Public School Board has determined 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 ground, in any school vehicle or at any school-sponsored activity. Such weapons include but are not limited to any knife, razor, ice picks, 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. Laser pointers fall into this category.

Violation of this policy may result in suspension or expulsion at the discretion of the school administrator.

WEATHER CLOSING AND EMERGENCY NOTES

When school is called off due to weather conditions or an emergency, announcements will be made on local communication stations on social media and our school app. You will also receive an alert via telephone, text message and email when there is an emergency.

*The app can be located and downloaded from Google Play or iTunes. Search for Alexander School District

WEBSITE and Phone APP

Please check out our web pages online at www.alexanderschoolind.us or on the phone app under search Alexander Schools. Teacher's e-mails are available on our web page.

*The app can be located and downloaded from Google Play or iTunes. Search for Alexander School District

WITHDRAWAL FROM SCHOOL

Parents must notify the administration prior to officially withdrawing a student from school by completing the withdrawal form and returning it to the office.

WITHSTANDING TOPICS NOT COVERED

Not all situations can be covered in this handbook. Each case shall be handled at the discretion of the administration.

