

Lidgerwood Elementary School

2023-2024



Parent and Student Handbook

Lidgerwood Public School#28

28 3rd Ave. SE

Lidgerwood, North Dakota 58053

Letter from the Principal

August 23, 2023

Dear Parents:

The Parent and Student Handbook includes general information about our proven curriculum and instructional design, and specific school policies for the Lidgerwood Elementary School. The specific policies and procedures that will be implemented to encourage appropriate conduct and ensure a safe learning environment.

Should you have a question that is not answered within these pages, please feel free to contact me or your child's teacher.

At Lidgerwood Elementary, we recognize that educating children requires a team effort and we will do our best to keep you updated and included in our decision making.

Thank you for allowing us to educate your most prized possession, your child.

Sincerely,

Chris Bastian,
Elementary Principal/Superintendent

Statement of Diversity

Lidgerwood Elementary School admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

Vision Statement

Lidgerwood Elementary School wants to ensure that every student achieves their maximum potential in an engaging, inspiring, and challenging environment.

Mission Statement

To prepare every student to be successful in life.

Schoolwide Rules

Lidgerwood Public School expects all students to follow classroom and schoolwide rules that are modeled upon these four pillars:

- Respect
- Excellence
- Accountability
- Leadership

School Goals

We here at Lidgerwood Elementary, we believe that all students can learn when provided equitable opportunities. Through the combined efforts of school, staff, parents, and community, our students will achieve success through our expectations. Our students will reach their highest possible level of academic and social development. The overarching goals of the school are to:

- ☐ Demonstrate the heights of academic achievement that public school students can routinely attain when the advantages of charter school governance are coupled with ambitious new academic standards
- ☐ Offer area families rich new choices in public education
- ☐ Create new professional settings for teachers that permit them to succeed, free from debilitating work rules, financial constraints, and excess regulation

The School's highly skilled and experienced educators and paras are eager to serve you and your child through this journey. Your satisfaction is the school's highest priority, so we hope you will contact the school's principal with any questions or concerns at the following number:

- ☐ *Chris Bastian, Elementary Principal (701)538-7341*

Visitor Identification

To help ensure a safe and secure learning environment for your children, all visitors to Lidgerwood Elementary are welcome during active business hours. All visitors are required to sign-in at the school office and to wear a visitor's pass. Faculty and staff have been instructed to escort anyone not having a pass immediately to the office for identification.

School age children visiting in the homes of the Lidgerwood Elementary are not allowed to visit in the elementary school classrooms. Limited space and the large number of classes in some classrooms prevent this.

Schedule of Importance

8:00 AM.	School doors open and students may enter the building
8:00 AM.-8:20 AM.	Breakfast in the lunchroom
8:25 AM.	Academic School day begins
3:25 PM.	Dismissal or when buses arrive

Student Arrival and Departure

Parents should thoroughly familiarize themselves with the designated pick-up and drop-off points and visitor parking areas at the school, and carefully follow the school's instructions for operating a motor vehicle in the vicinity of the school and its students. Yield to all buses loading and unloading.

Students Leaving the Building During School Hours

Students are at no time permitted to leave the building during school hours unless the leave is approved by the office or principal.

Attendance

Irregular attendance and tardiness are very detrimental to school progress. Unless your child's health forbids regular attendance, you should see that your child is here every day. When a child is absent, he/she must have a written excuse explaining the absence to the classroom teacher. After any five (5) tardiness or absences, parents may be notified that a potential problem is apparent, a conference may be necessary.

Tardiness

Instruction at Lidgerwood Elementary begins **promptly** at **8:25 a.m.** and it is critical that all students be prepared to begin instruction on time. Students may enter the building beginning at 8:00 a.m.

A student who is late misses valuable instructional time, and conveys an unacceptable lack of regard for the school. The student will be considered tardy and the incident will be recorded. If a student is tardy four times, the problem will be regarded as chronic, and it will be reported to the school's principal.

Absences

Attendance In North Dakota, school attendance is compulsory for all children under the age of 16, and is the sole responsibility of the students and parents/guardians. Developing punctual attendance habits is one of the most important aspects of our educational system.

Absence is defined as missing required time at school for any reason.

In the elementary, absences are recorded in PowerSchool by half days. Any student missing more than ten (10) days of school in ONE SEMESTER or twenty (20) days of school in ONE SCHOOL YEAR is subject to an attendance hearing with school administration. These days include personal leave, family vacation, emergency, and other other excused absences.

Typically, illness is the only type of regularly excused absence. If a student is ill for 3 days or more in succession, a signed medical document must be brought into the office prior to a student being readmitted to class. This is to eliminate abuse of sick leave for students. Notify the school office if your child gets a communicable disease. If a child is hospitalized or has a lengthy illness, parents should call the school office so plans for continuing the child's education can be made.

Whenever a student is absent from school, no matter the time of day, parents/guardians must contact the school as soon as possible by telephone. Failure to call/report the absence to the office results in unexcused absence and possible disciplinary action. Students are responsible for any and all missed school work. When a child comes to school after an absence, he/she should bring a written excuse giving the date of absence, reason and a parent/guardian signature.

Failure to correct absenteeism and/or make up missed time may lead to an attendance review plan, denial of credit, and/or grade retention, or the filing of truancy. Prior to denial of credit and retention, the student will have the opportunity to have a hearing with the School Board to explain missed school time.

Students may submit signed notes to the office for parental-approved leave. Special absences of a personal nature, such as family vacations or state athletic event attendance without school participation, require school work to be obtained (as available) and completed (if available) prior to student absence. Please notify the classroom teacher in advance of an anticipated absence, so that the teacher can provide instructional materials to help the child during his/her absence. It is the responsibility of the student to coordinate proper work turn-in per teacher instruction. If this type of absence becomes excessive, administration may contact parents and/or no longer allow such leave.

Special absences, such as prolonged illness, death in the family, and emergency family work of absolute necessity, are valid and subject to administrative approval.

Communication

Parents will receive news of upcoming school and classroom events through our school app, school web page, email and/or print. A monthly calendar of events is also provided each month.

School App: Coming out soon!

School Web page: www.lidgerwoodk12.com

Parent's Right to Know

Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. If you are interested in learning this information, please contact the school administration office at (701) 538-7341. Upon this request, you will receive a detailed explanation of the licensing, education, and experience of each of our teachers. You will also receive information regarding the names and qualifications of the paraprofessionals.

Parents Role in Education

- Create rules together with your child regarding homework. Decide when it will be done, where it will be done, and what will happen if it is not completed
- Provide a quiet place for your child to do homework, such as a desk in his or her room or the kitchen table. Make sure there is sufficient light and low distractions.
- Show an interest in your child's academics and ask him or her about it.
- Give your child a healthy snack before he or she begins working on homework. This should help with concentration.
- Give your child a short break from his or her work if needed.
- Encourage your child to work independently. Assist him or her if needed.
- Give your child positive words of encouragement, such as, "I'm proud of you," or "I knew you could do this all by yourself!"

Handling Complaints

Experience has demonstrated that open communication between parents and the school's staff is the key to maintaining a stable business relationship.

What to do if you have a problem:

1. The first step is to discuss the problem with your child's teacher. Teachers will make themselves available to discuss parental concerns regarding your child.
2. Discuss the problem with the school's principal. Parental concerns or questions that cannot be resolved by the teacher should be redirected to the school's

principal. Your principal is fully qualified and possesses the leadership and decision-making skills to solve most problems.

Parent - Teachers Conferences

Formal parent/teacher conferences are scheduled two times per year to facilitate open communication between parents and teachers regarding students' progress. Refer to the school calendar for other important dates.

Dates are set: November 23, 2023 and February 15, 2024

Divorced/ Separated Parents

Parents who are divorced/separated and have children enrolled in this school should submit to the principal's office a paper indicating who has custody, visiting rights and who may receive information pertaining to the child's progress in school.

Religious Instruction

All students in grades K-6 who have written requests from their parents may be released up to ½ hour on Wednesday afternoon or special days for religious instruction. It should be noted, also, that after having released the students, the school no longer assumes responsibility for them.

Dress Code

Students are expected to dress in a proper school attire appropriate to weather conditions. It is the parent's responsibility to see to it that their child is neat, clean in appearance, and dressed appropriately for the weather conditions of North Dakota. Parents will be notified if the child is not properly dressed. Clothing that is suggestive, revealing, or obscene is prohibited in school or at school functions. We are a Drug Free School. No alcohol, tobacco, or drug related clothing is permitted. No caps or hats are to be worn in the school building (unless for special occasions). Shorts are permitted 1st and last 6 weeks of school.

School Closings

Notice of school closings due to inclement weather, plant malfunction, or other adverse conditions will be broadcast over radio stations WDAY-AM (970), KFGO-AM (790), and KBMW - AM (1450), as well as local television stations WDAY (Ch. 6) and KVLV (Ch. 4 and 11) from 6:45 a.m. to 8:30 a.m. If school is in progress, early dismissal will also be aired over these same radio stations.

**LPS uses an electronic message system to inform parents and guardians of school closings and other important information. Parents and guardians are asked to provide their phone numbers to the office staff in order to be included in the voice call and text messaging system. **

When school has been dismissed early due to the weather, parents should meet the bus at the main road, or at least walk out and wave the bus driver on, so the driver knows that the parents are home. Children will not be dropped off if parent(s) are not home during severe weather conditions. In cases of severe weather, rural students will need to report to their designated STORM HOMES if buses cannot transport them.

If school is late starting due to bad weather or school malfunctions, breakfast will not be served.

Activity Passes

Student and community patron activity passes are available for purchase in the school office. Students are encouraged to purchase activity passes during registration. Holders of activity passes are admitted to home Warbird events in both Lidgerwood and Wyndmere. Students who do not have activity passes must purchase a student admission each time they attend an event where admission is charged. Athletic team participants who are performing, band members playing, drill team, cheerleaders, and students working concessions will be the only students allowed admission without an activity ticket or payment.

School Events/Student Regulations

Students are required to adhere to the school regulations for school events: When the special event is scheduled to be held at the school during the school day, students are to remain in school until the end of the day, unless parents send a written permission slip with the child for his/her requesting an early dismissal to go home with the parent.

When the special event scheduled is an out-of-school function or a class trip, all students must ride the school buses to and from the place of event, unless parents give approval and a waiver form is filled out and given to the principal or supervisor.

Basketball Games: Elementary students are encouraged to attend and be good fans at the high school events, but the following rules are to be adhered to:

1. Students are to be respectful during the playing of the National Anthem.
2. Stay off the gym floor.
3. No loitering or horseplay in the halls or multipurpose room.
4. All students are expected to be in the gym during the game.
5. Parents are responsible for the behavior and supervision of their children.

Students who misbehave and do not settle down after being reprimanded by the game supervisor, will be reported to the principal and will be asked to leave the game and/or sit with their parents. Attending extracurricular events is a privilege.

Attendance, Citizenship, and Disciplinary Action

Students at Lidgerwood Public School are expected to remain courteous, respectful, and present for the purpose of obtaining an education at all times. Students shall not, by the use of violence, force, noise, coercion, intimidation, fear, passive resistance, insubordination, or other unbecoming conduct, intentionally disrupt the lawful mission, processes, and function of the school, nor shall any student urge others to act in such a manner at anytime. Any student doing so is impeding the rights of others to gain an education and is subject to disciplinary action.

Profanity, at any level or definition, is not allowed or tolerated at Lidgerwood Public School. Students are expected to be respectful and courteous of others at all times. Noise, horseplay, running, excessive contact, assault in any manner, and public displays of affection are not allowed and will be redirected and/or reported to the office for disciplinary action. This list is not exclusive---please do the right thing and be respectful of those around you at all times!

Students are also expected to be respectful of rules and authority at all times. After any class period has begun, students are to be in their classes and will not leave assigned rooms, for any reason, without permission from their teacher. Any and all permission is at the full discretion of the classroom teacher and must be abided by at all times in order to maintain a positive, stable learning environment.

(See Attached Discipline Matrix)

Detention

In order to ensure expectations are met and regular prompt attendance, students who violate school rules and regulations will be placed in detention for an appropriate length of time. ***Detention will take priority over any other activity, including work, sports, and school activities.***

Students who fail to make up detention will be given In-School Suspension for each hour of detention intentionally missed. Detention will begin before or after school as scheduled by administration. Grace time (up to one day) will be given for students to make arrangements.

Students will report to detention at the room assigned promptly at 3:30 pm. Students who are late may be turned away, with additional time given for the next detention period. Students must bring enough work to remain busy, and may not sit idly. Headphones and phones/personal devices are not allowed (including using a phone as a calculator). Those using a computer must sit so the monitor can see his/her screen. If a student runs out of work, they may read a book. Students are not allowed to sleep, lay down, or move about the room. Students are not allowed to leave the room for any reason other than sickness and must use the restroom before reporting for detention.

Suspension

Suspension may be assigned by the school administration, either **in-school** or **out-of-school**. The term can be anywhere from one (1) day to two weeks (10 days). It shall be used for chronic problems and insubordination, serious misbehavior, or actions that threaten the welfare of anyone or anything in the school environment. All students in suspension, either in or out of school, are not allowed to participate in any extracurricular activities, contests, practices, or events until they are readmitted to regular school attendance.

Expulsion

Expulsion, or the permanent removal of a student from school, is a rare and drastic measure. It is considered a last resort and will be administered by the Superintendent and the School Board.

Due Process

Student suspension and expulsion from class are subject to requirements of procedural due process as it applies to students. Students have the right to an informal hearing with the school administration regarding any disciplinary action. Students and parents have the right to request additional hearings with the administration and school board after said informal hearing. A request for a hearing must be obtained within a reasonable amount of time from the infraction.

(See Lidgerwood Public School Board Policy FFK and FFK-BR)

Curriculum and Instruction

At the heart of Lidgerwood Elementary is a highly structured curriculum that sets high expectations and provides individualized monitoring to assist students in attaining ambitious goals for achievement. Lidgerwood Elementary provides a strong academic foundation for students that will prepare them for demanding academic studies of senior high school and college.

Textbooks and Supplies

Lidgerwood Elementary furnishes textbooks and instructional materials that remain school property. Parents may be required to reimburse the school for lost or damaged books, before new books are issued.

Student supply lists will be sent out prior to the start of school by the classroom teacher.

Academic Objectives

- Achieve command of the basic learning skills, composed mainly of reading, language arts, math, science, social studies, and technology skills.
- Become aware of and understand a scientific approach to solving problems of life.

- Realize the need to conserve natural and human resources, and recognize the vast efforts made by man to improve the work of man, of which they are part.
- Develop and maintain strong physical bodies and minds.
- Gain an understanding of the United States form of government.
- Develop any interest that enables them to make valuable use of leisure time.
- Provide an opportunity to explore many vocations.

Academic Honesty

The following Academic Honesty Policy provides students with guidelines for appropriate and inappropriate academic behavior.

To reinforce the importance of academic honesty faculty and administrators will implement measures to deter dishonesty. If a violation of the academic honesty policy is suspected, the teacher will work with administrators to evaluate the situation and take appropriate disciplinary action. Students who violate the Academic Honesty Policy will receive a zero on the assignment and will be asked to do the assignment over.

Violations of the Academic Honesty Policy include, but are not limited to the following:

- Viewing another student's paper during a quiz or test or knowingly allowing another student to view your paper during a test or quiz.
- Communicating with anyone other than the teacher during a test or quiz.
- Preparing homework for another student or giving/lending assigned work to a student who copies the work or represents it as his or her own.
- Misrepresenting the work of another as your own including use of AI.
- Taking work from a teacher's room without permission.
- Taking a picture of an assignment, test, or quiz with a cellphone.
- Knowingly leaving a testing situation with the test in your possession.
- Providing information about a quiz or exam to any student who will be taking it at a later time.
- Receiving information about a quiz or exam from a student who has already completed it.
- Attempting to cheat or cheat on a quiz, exam, or assignment.

Progress Reports and Report Cards

Progress reports will be sent to parents during the school year to provide specific information about student progress in each subject. Grades are available for parents/guardians throughout the year on the internet. Parents/guardians may access this through a Power School. Please use the <https://lidgerwood.ps.state.nd.us/public>

Please contact Gina at 701-538-7341 for username and password information.

Mid-term reports will be sent home in grades 5 and 6 for each quarter.

At the end of each quarter, parents will receive report cards with cumulative data on their children's performance and progress.

Field Trips

Field trips at the Lidgerwood School may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents will receive advance notice of all such trips. A permission slip must be signed by a student's parent/guardian in order for the student to participate in a field trip. **Students without signed permission slips will remain at the school in another class.** Students will be provided with a bag lunch if necessary.

Occasionally, parents will be needed to serve as chaperones on class field trips. No parent should feel obligated to serve in this capacity, but parents are encouraged to volunteer if possible. The primary responsibility of a chaperone is to ensure appropriate supervision for students. Parental chaperones are asked to take this responsibility seriously and to remain vigilant and attentive to the students' needs throughout the trip.

Student Records and Confidentiality

All student information is protected by the Family Educational Rights to Privacy Act for the purpose of protecting student confidentiality.

Every student is required to complete and submit the following as part of the registration process (all forms are available in the necessary language translation, upon request.

- o Registration Form
- o Birth Certificate
- o Copy of Immunization Records
- o Proof of Residency
- o Parent Request for Transfer of Records
- o Education Testing
- o IEP (If applicable)
- o Transportation Information (If applicable)

- ❖ Medication Permission Forms, that will permit the school to dispense specified medication to the student, are filled out during the school year on an as needed basis.
- ❖ For children entering kindergarten, evidence of current immunizations must be provided before students can attend school. All children should be current in their immunization schedule, specifically DTP, polio, Hib, Hepatitis B, Measles, Mumps, Rubella, and Varicella vaccines. If you have questions, please contact your physician.

It is critical that the school be notified immediately of any changes in a student's name (legal documentation must be provided for name changes), address (proof of address change must be provided), phone number, responsible parent, or any other information

provided at the time of registration. Such changes should be communicated in writing and addressed to the school.

Lidgerwood Elementary is dedicated to complying with all confidentiality laws protecting the privacy of their students and their families. Information regarding a student's progress will be shared only with parents and guardians, appropriate members of the school's faculty and staff, and any professional consultants retained for the purpose of measuring and/or improving instructional quality. When information regarding student performance is made public, it will be presented in such a way as to avoid the identification of specific, individual students.

Lidgerwood Elementary academic and extracurricular offerings have generated significant public interest and some media coverage. If for any reason, you do not wish to have your child photographed, videotaped, or otherwise contacted by the media, immediately inform the school.

Child Abuse/Neglect Reporting Law

In order to comply with the Child Abuse/Neglect Law (Section 50-25.1 NDCC) it is the policy of this school, that any school employee who knows or reasonably suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse, neglect and/ or sexual molestation, shall report or cause reports to be made in accordance with the district adopted procedures. If a school employee has subsequent reason to suspect further abuse or neglect, additional reports shall be made. School employees are immune from any civil and/or criminal liability when reporting in good faith, suspected child abuse and/or neglect. Failure on the part of any legally mandated school employee to report is a Class B misdemeanor.

Breakfast and Lunch

Lidgerwood Elementary is committed to offering children a superior education and that commitment extends to the meals that we provide for students. The school aspires to the highest possible quality in its breakfast and lunch programs, and is dedicated to meeting high standards of nutrition, taste, attractiveness, and accurate delivery.

Breakfast will be served beginning at 8:00 AM and ending at 8:20 AM. A noon schedule will be provided for teachers and students. Milk breaks will be provided for students during the day. Fresh fruit and vegetables will also be provided at that time. (FFVP Grant funds)

Students are advised to refrain from sharing food with other students to minimize the spread of viruses and the risk of allergic reaction.

Students will practice etiquette and clean-up skills during mealtimes.

Health and Safety

Students' health and safety is the school's foremost concern. The following information describes the precautions taken to protect the wellbeing of all students. If your child has any specific health, safety, or security needs, please inform the school so that appropriate accommodations can be made. Lidgerwood Elementary is regulated by the State Department of Health Services. All facility inspection reports are available upon request.

Medication

The principal and the student's teacher must be informed of any **prescription medication** that a student is required to take at school. To dispense prescription medication to students, the school must receive a written order from the student's doctor and a permission slip from the student's parent. All medication must be brought to the office in its original prescription container, labeled with the student's name, the name of the medication, the date of expiration, and the proper dosage. If medication needs to be administered to the child, a trained office staff member will administer the medication.

Non-prescription medications: If, during the course of the school day, it is necessary for a student to receive common, non-prescription medication (Aspirin, Ibuprofen, Tylenol and ect.), the child must have written or verbal permission from parents/guardian (phone call or text).

(See Attached Permission Form)

Significant Infectious Disease

In considering the admittance or denial of admittance of a child who is diagnosed as having a significant disease such as AIDS, AIDS Related Complex, Cytomegalovirus, or Hepatitis B, Meningitis or Covid the school shall abide by the decisions of the local board of health's significant infectious disease committee. This committee consists of administration, local health officers or physicians.

Accidents

Students involved in any injury of any kind in gym, classroom, hallways, recess, as well in athletic competition, must report the accident to the supervising person in charge.

The principal or a trained staff member will administer initial treatments of minor injuries.

The student's emergency contact will be notified immediately by phone whenever medical treatment is administered to a student, and an Incident Report will be kept in the student's permanent file. In such cases, it is especially crucial that the school has working phone numbers for students' parents and for alternate contacts in the event that a parent is unavailable. Please be vigilant in keeping the school's records for your child

up-to-date. Lidgerwood Public Schools does not carry coverage for student accident insurance.

Classroom Emergency Response Plan

The Lidgerwood Public School has developed an emergency response plan along with other Richland County Schools. This plan is used to respond to many various emergency situations. This plan has an evacuation plan, shelter-in-place, bomb threat or bomb incident, as well as a lockdown plan.

North Dakota Century Code (NDCC) [NDCC 15.1-06-12](#) has the requirements regarding **Lockdown and Fire Drills**.

The International Fire Code (IFC) Section 405.1 First emergency evacuation drill states:

- The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes.

The ND Office of Attorney General, Fire Marshal Division, clarifies the IFC 2015 Edition, Chapter 4 requirements for fire and evacuation drills:

- A minimum of at least four (4) dedicated fire drills must be conducted annually.

Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. The entire school will practice weather and security lockdowns. Teachers are equipped with instructions, and all drills will be practiced with students on a regular basis. During these drills, no one will be allowed to enter or leave the school. Please be patient and understanding of this important rule. Your child's safety is our number one concern.

Suicide Prevention Protocol

Suicide is the third leading cause of death for adolescents. Lidgerwood Public School is committed to helping students who show signs of self-harm or suicidal ideation. To combat these growing issues, any student who refers to suicide or self-harm will have their parent/guardian notified and will be referred to the school's superintendent/principal/counselor immediately. A risk assessment screening will be given to the student. The Parent/Guardian will be asked to come to the school and pick-up their child. The results of the screening will be shared with the parents and school team (school counselor and administrator). The parents will be asked to consult with their child's pediatrician or counselor. The student will not be permitted to return to school until he/she is cleared in writing by a medical professional or human service center and deemed able to resume school activities. The outside evaluation is the responsibility of the parent/guardian.

If no parent/guardian can be reached at the time of the crisis, the Suicide and Crisis Hotline will be called, and the student will visit with the Crisis Hotline counselor. As they are doing this, additional attempts will be made to notify the parent/guardian. The

Suicide and Crisis Hotline Counselor will take the lead if additional steps need to be taken, including calling Richland County Dispatch.

If a student medical evaluation is not possible or if the parent/guardian refuses to get one, the student will be allowed to return to school under a 5-day restriction protocol. Restrictions would include hallway escorts, timed bathroom breaks, and no independent privileges. Student safety is our top priority and without a professional evaluation, full supervision is a must.

Each incident will be treated as a new crisis and follow this same protocol.

Resources:

Suicide and Crisis Hotline... Dial 988

Richland County Dispatch... 701-642-7700

Prairie St. John's, Fargo... 877-333-9565

Saint Sophie's Psychiatric Center, Fargo... 701-365-4488

Positive Behavioral Interventions and Support (PBIS) & Multi-Tiered Systems of Support (MTSS)

The Lidgerwood Public school has in place an intervention program for students within the district. When needed, interventions will be put into place for students who are struggling in academics or behavior.

The district also has a Crisis Intervention program. The program is to help with any student's personal crisis which may occur inside or outside the school district.

Safe Bus Riding

The proper behavior among students while being transported on a bus is fundamental to safety. The lack of appropriate behavior on the bus has an effect on every student's safety. The most dangerous aspect of unruly behavior is the distraction it causes to the bus driver, whose main focus is concentrating on traffic and traffic conditions, not on discipline. Any behavior that causes the driver to shift their attention from traffic to discipline will not be tolerated. Safe student transportation for all students is our goal.

Bus Riding Policy:

- Because misconduct by even one student creates an unsafe condition for all students, the rules will be strictly enforced.
- Parents/Guardians are primarily responsible for their children's behavior on the bus. Parents must ensure that their children understand and

follow bus behavior rules and understand the consequences of failing to follow the rules.

- The principal will take disciplinary action if rules are not followed. Riding on the bus is a privilege that may be suspended or revoked when a student does not behave in a safe and appropriate manner.
- Categories and definitions of misconduct on the bus are:
 - a. Minor Misconduct – (i.e. standing while the bus is in motion; eating; drinking; chewing gum without permission of driver)
 - b. Serious Misconduct – (i.e. damage, theft or stealing)
 - c. Severe Misconduct – (i.e. fighting, throwing objects either inside or outside the bus)
 - d. Criminal Misconduct – (i.e. assault, terrorist threats, illegal conduct)
- Penalties for misconduct on the bus are:
 - a. Oral or written warning for the first referral in the Minor Misconduct category, increasing to a 1 – 5 day suspension of riding privileges for the second and culminating in suspension of riding privileges for remainder of the school year upon a fifth referral.
 - b. Oral warning; written record and suspension of riding privileges for 5 days for any referral of Serious Misconduct culminating in suspension of riding privileges for remainder of the school year upon a second referral.
 - c. Notification of authorities, written record and revocation of riding privileges for remainder of the school year for Severe and Criminal Misconduct and other additional action as appropriate including expulsion.
- Parents/Guardians must ensure that their children understand and follow the rules for riding the school bus described in the box below.
- While the school's Principal administers the School Bus Behavior Policy, success requires everyone's backing, cooperation and support, including parents/guardians, teachers, and other school officials.

School Bus Rules

- **Obey the driver or adult**
- **Enter and exit the bus safely**
- **Stay seated; no standing**
- **Keep your hands, feet and other body parts to yourself**
- **Do not throw anything**
- **Put nothing out of the window**
- **Remain quiet and do not disturb the bus driver**

Lidgerwood Public School Bullying Policy

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

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

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

(See Attached Student Bullying Report Form)

Chromebook and iPad Use

Students in grades K-6 are given a personal Chromebook or iPad to be used during the school day, and will be stored in the classroom computer cart. The acceptable use policy applies to the use of school issued Chromebooks in and out of school. We expect students to use them appropriately in both settings.

Chromebook screens are made of glass and will break if the device is not cared for properly. The user is responsible for screen replacement at a cost of \$80.00, regardless of fault. Failure to pay will result in restriction of Chromebook or iPad privileges and further action by the school district may be warranted.

Acceptable Use Policy for Technology

The Lidgerwood Public School District allows users access to a wide range of information sources through the local network and worldwide through a wide area network known as the internet. Our goal in providing this service is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication. The internet allows access to computers all over the world. Some systems may contain inappropriate materials, but the valuable information and interaction available on the internet far outweigh the possibility that users may access inappropriate materials in the school environment. Our school district has made the necessary interventions to halt this problem.

(See Attached Acceptable Use Policy Form)

Policy on Nondiscrimination

The Lidgerwood Public School District complies with the following laws and regulations both employment practices and educational programs.

- Title VI of the Civil Rights Act of 1964, as amended, 42U.S.C. 2000et.seq., which prohibits discrimination on the basis of race, color. Or national origin in programs and activities receiving Federal Financial Assistance.
- Section 504 of the Rehabilitation Act of 1973, as amended, 20 U.S.C. 794 which prohibits discrimination on the basis of handicap in programs and activities receiving Federal Assistance.
- Title IX of the Education Amendment of 1972, as amended, 20 U.S.C. 168 et. Seq., which forbids discrimination on the basis of sex in educational programs and activities receiving Federal Financial Assistance.
- The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et. Seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal Financial Assistance.
- All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

Special Services

The Lidgerwood Public School and the South Valley Special Education Unit are joined together to form special assistance for handicapped children. This includes speech therapy, psychologist, occupational therapy, resource room, Title I personnel and school counselor. A nurse from Richland County also provides special services.

Health Services

All health services such as vision and hearing screening, etc. are done by the Richland County Health Department. Parents will be informed of any circumstances that may require special attention.

Guidance and Counseling

The Lidgerwood Public School is provided guidance/counseling services by the Southeast Region Career and Technology Center three days a week. The primary goal of the guidance/counseling program is to assist all students in acquiring the greatest benefit from their own unique educational experience. Each child has the inherent worth and should be helped to develop his/her own potential, with the assistance of professionally trained and qualified staff. The Counselor meets 30 minutes per week in each elementary classroom.

We are also collaborating with Sanford Health and offering free tele-counseling sessions every Thursday morning. If your child is in need, please contact our school counselor, Kim Quast, at 701-538-7341 or kim.quast@k12.nd.us

Lost and Found

Parents are requested to mark the child's name on everything. All lost articles found at the school are stored in a designated area near or in the office. Students may check in the office to claim them. Encourage your child to check for lost items. Please call the school office with any questions.

Note: At the end of each semester, any unclaimed items will be donated to the Dakota Boys Ranch in Fargo.

Physical Education

Physical education is required and everyone is to participate except those with signed excuses by a physician or those who have returned to school after an extended illness with an excuse signed by their parents.

Library

Our library has a large selection of books that can be checked out and brought home. To provide the most use for everyone, the following rules are in effect:

- Books are checked out for a two week period by authorized personnel only.
- A student losing a book or books will pay for the replacement(s).
- Students will be permitted to check out books according to librarian discretion. Using the library is a privilege.
- Encyclopedias and dictionaries are not to be removed from the library.
- Proper handling and good care of all library books is required to make our library more efficient.

Birthdays

Elementary students may bring a birthday treat for classmates. We ask that these treats be store bought with an ingredients label attached. There are a number of food allergies throughout the school and we want to avoid health problems. We encourage healthy snacks! Here are some fun ideas: fruit cups, dried fruit, veggie chips, string cheese, yogurt pouches, popcorn, or fresh vegetables and dip!

Personal Electronics/Cell Phone Policy

Cell phone/personal device usage is a privilege at Lidgerwood Public School. Students can use them prior to the school day starting, in between classes (High School), during lunch hour (High School), and after school.

Students are not permitted to use cell phones, other electronic devices, or headphones/earbuds during class. Use of a cell phone includes talking or sending pictures, use of social media, texting, or calling. All teachers will have a designated place for cell phones to be put when students enter class.

Use of cell phones or image recording devices in locker rooms and restrooms at any time is strictly prohibited. Students in violation of any portion of this policy will be subject to disciplinary procedures and confiscation of their cell phone or other electronic devices.

Disciplinary action may be taken against any student using a prohibited device during class time. The building principal is authorized to make exceptions to the prohibitions set forth in this policy for health, safety, emergencies, or as required by an individual education program. Any and all electronic devices and headphones may be confiscated, with parental retrieval.

Pets

Due to safety and allergy concerns, pets are not allowed in school. Special approval must be given by the elementary principal prior to bringing any animal to school.

Kindergarten

All children entering Kindergarten must reach at least 5 years of age by midnight of August 1st are eligible for Kindergarten in the fall. Any requests that deviate from the law must be made in accordance with current local school district policy. Verification of birth date on Registration Day will be requested.

Immunization Law

NDCC 23-07-17-1 The parents or guardians of each child admitted to school shall present a certification from a licensed physician or authorized representative of a State Department of Health that the child has received or is in the process of receiving those immunizations required by law or as exempted by law.

Immunization certification or waiver form must be completed PRIOR to starting school. Students will not be permitted to attend class until the paperwork has been completed.

How Sick Is “Stay Home From School” Sick?

*Keep children home when their temperature is over 100 degrees. Students may return to school after a 24-hour period of no fever (without the use of fever reducing medication).

*Beware of yellow or green nasal discharge. If it is coupled with sneezing, coughing or both, your child should stay home.

*Watch out for conjunctivitis also known as pink eye. Keep preschool-4th grade students home. They cannot be expected to keep their hands out of their eyes and avoid spreading the infection.

*Keep children home for the first 24 hours if they are on antibiotics. If your child needs to take their antibiotic while in school, please have the pharmacist give you an extra bottle with the directions on it so that bottle can stay at the school for the duration they are on that medication.

*Keep your child home if they have thrown up or have had diarrhea within the past 24 hours.

Illness During School Hours

If it is necessary to send a child home because of illness, the parents will be called. If both parents work or if there is no one at home during school hours, the principal and teachers should be notified and given the number of a relative or friend who will care for your child.

If a student must stay indoors during recess or at noon (for an extended period of time lasting more than 2 days), a doctor's note must be given to the teacher/office stating the reason and length of time.

Head Lice Policy

Head lice are not a problem that limits itself to unclean homes and children. Head lice are not picky, they find their way into the cleanest of homes. In order to control its spread in school, the following steps will need to be taken:

- If signs of lice are discovered, the student will be sent home. If proper treatment has been administered, they may return with a note from the parent stating the treatment used and undergo a head check with the school nurse or designee.
- If the parent believes the school is incorrect in its diagnosis, the student may return to school with a doctor's note stating that no lice exists.
- Follow-up checks of students who tested positive will be conducted up to 10 days after treatments.

Quick Facts About Head Lice:

- Nits (the eggs of the head louse) are small yellow/white/brown, oval-shaped eggs that are glued at an angle on a hair shaft. They cannot be blown off like dandruff. You have to pull them off the shaft.
- Nits must be laid by live lice. You cannot "catch" nits.
- Once laid, it takes 7-10 days for a nit to hatch, and another 7-10 days for the female to mature and begin laying her own eggs.
- Head lice are about the size of sesame seeds and are reddish-brown in color.
- Head lice have six legs equipped with claws to grasp the hair.
- Head lice are crawling insects. They cannot hop, jump, or fly.
- Head lice do not thrive on pets.
- Head lice are small, wingless insects that feed on human blood. They need human blood in order to survive.
- Head lice live for approximately 30 days on a host and a female louse may lay up to 100 nits (eggs).
- Head lice off of their human hosts will starve. The NPA suggests that, in most cases, a head louse will not survive for more than 24 hours off of its human host.

For more information about head lice, please go to:

<http://www.headlice.org/faq/questions.htm>