

Emerado Public School

www.emeradok8.com

Student/Parent Handbook 2023-2024

INTRODUCTION

This handbook is intended to serve as a guide. It is not an all-inclusive list of rules, but rather an outline of expectations and procedures, which contribute to the operation of our school.

Education is a cooperative venture between parents, teachers, and administrators working towards the goal of betterment of young people and the community. The key to cooperation is communication. The following information is provided to establish communication and an understanding of school procedure and expectations.

MISSION OF THE EMERADO PUBLIC SCHOOL

Working harder, growing stronger, learning together.



Administration-(701) 594-5125

Mr. Mickey Berry - Principal/Superintendent

Mrs. Loree Prosser - Business Manager

Staff

Mrs. Sherry Mokerski - Pre-Kindergarten

Ms. Steph Bosman- Kindergarten

Mrs. Mary Murphy - Paraprofessional

Mrs. Noelle Broeren - First Grade

Ms. Christi Johnson- Second Grade

Ms. Addison Olson - Third Grade

Ms. Amy Sanders - Fourth Grade

Ms. Madisynn Noeldner - Fifth Grade

Ms. Sydney Will - MS Math/7th Grade

Mr. Casey Selzler - MS Sci/SS/6th Grade

Mr. Greg Porath - MS Math/8th Grade

Mrs. Maureen Boyer - Head Cook

Mrs. Annie Rethemeier - Paraprofessional

Mrs. Sara Ostrem - Paraprofessional

Mrs. Twila Vettel - Paraprofessional

Ms. Michelle Couveau- Para./Bus Driver

Ms. Lori McKeever - Title I

Ms. Kira Holm - Speech

Mrs. Julie Jensen - Elem. Special Education

Mr. Randy Skold - Custodian

Mrs. Brooke Gornowicz - Paraprofessional

Mrs. Maria Draper - Music/Band

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Attendance

Attendance Requirements

School expectations are that every child needs to be in school, prepared and ready to learn. To accomplish this, a child needs proper nourishment, sleep and support from the home. It is important to establish regular attendance patterns and develop a positive daily routine that supports learning.

Expectations of parents by state law are that their children between the ages of 7-16 are required to be in school, on time, every day. The school asks that the parent notify the school office when their child will be late or absent, and to provide the school with documentation for the time missed. *Students whose poor attendance has caused a notable deficiency in learning may be retained at their present grade level if it is advantageous to the student or notified of Social Services for educational neglect.*

North Dakota State Law provides local school boards the authority to establish standards for attendance. The Emerado Public School year consists of 173 contact days. A student should not have more than 20 absences to receive credit toward promotion. Attendance investigations will be initiated for excessive unexcused or habitual absences. These will also be documented for Social Services.

Absences

In the event of an absence, the parent/guardian needs to call or email the school office before 8:10 a.m. to inform them of the child's illness or absence. **A written statement must follow the absence.** A medical excuse may be required from the family physician, health officer, or health nurse for re-admittance to school after 3 days absent.

The health of the student is of primary concern, therefore, students should be kept home when ill. Parents/guardians will be contacted by telephone if a student becomes ill during the school day. If no one is home during school hours, the school should be notified when the student registers an alternate number or numbers to call.

Absences may be excused or unexcused however, students who are not in school are counted absent on daily attendance reports unless notified by parent/guardian.

Excused absences include:

- Illness
- Medical Emergency
- Dental Care
- Religious Events
- Absences with arrangements made with teacher prior to the absence whenever possible
- Parent Vacation - Parents/guardians are encouraged to take vacation during scheduled school vacation or weekends.
- Unusual Circumstances - Will remain the decision of the administrator possibly the school board

Recording Attendance - Elementary (PreK-4)

The following guidelines are used to record attendance if school is in session for a full day.

- **Whole day Absent - If a student is absent four (4) or more hours, they are reported absent for one (1) school day.**
- **Half day absent - If a student is absent for more than 2 hours, they are reported absent for one-half (1/2) school day.**

Tardiness - Elementary (PreK-4)

Students are expected to be on time every day. Do not keep your child out of school for a half-day to avoid tardiness. If a student is absent from 8:15-10:15 a.m. they are counted tardy. After 10:15 a.m. refer to the guidelines outlined above in the *Recording Attendance* section.

Recording Attendance - Middle School (5-8)

The following guidelines are used to record attendance if school is in session for a full day.

- Middle School Attendance is taken hourly. Below is the daily attendance value.

Periods Absent	Day Attendance Value
0	1
1	0.88
2	0.75
3	0.63
4	0.5
5	0.38
6	0.25
7	0.13
8	0

Tardiness

Students are expected to be on time every day. If a student is absent from 8:05-8:35 a.m. they are counted tardy. Students must receive tardy slip from the office before they are able to be admitted back into class. If you are bringing a student into school who is tardy, please wait outside the office until someone is able to assist you. After 8:35 a.m. refer to guidelines outlined above in the *Recording Attendance* section.

Truancy

Truancy is defined as being absent from one or more classes without consent from parent/guardians or school. Truancy issues are referred to the school administration, and persistent truancy will be referred to social services.

Stay in School Program

The Stay in School Program is a collaborative effort of community agencies with the purpose of reducing excessive school absence and tardiness. This is a joint venture between school, family and community, which offers assistance to parents and students at an early intervention point in order to reduce time away from the classroom. School staff will work with parents throughout the phases of the Stay in School Program.

General Information

School Building and Grounds

The school day begins at 8:05 a.m. and ends at 2:50 p.m. The morning Encore program is available daily starting at 6:45 a.m. Breakfast is available daily starting at 7:40 a.m. Students arriving before 7:40 a.m. will need to attend the morning Encore program, and must be signed up. Students that are transported by Emerado School buses are dismissed at 2:50 p.m. The after-school Encore program is available daily starting at 3:00 p.m. until 4:00 p.m. The extended or late Encore program is available daily starting at 4:00

p.m. until 5:30 p.m. In case of stormy weather, exceptions are made. You may not attend Encore without proof of employment during those times. Employment hours must run in unison with a student's pick up time from Encore or extracurriculars.

Leaving the Building

No student will leave the school building or school grounds during school hours without permission from the school administration.

Student Lockers

Lockers will be assigned to students in Kindergarten through eighth grade. The school has the right to inspect lockers at anytime without notifying the student if probable cause exists. If a lock is placed on a student locker, the combination or extra key must be given to the homeroom teacher. Locks may be cut off.

Lunch Program

Lunch periods are 30 minutes in length.

Students may bring their own lunch to school.

Communication

School communication is an important part of education. The Student Planners, Seesaw, Instant Alert, the Emerado School Website (www.emeradok8.com), and the Bulldog Bulletin are 4 forms of regular communication. Parents and teachers are encouraged to use the student planner as a daily communication method. Instant Alert will be periodically through the week for reminders. The monthly Bulldog Bulletin is the school newsletter that provides information for the school events, schedules, lunch menu, activities, and important school information. The bulletin is sent home, and posted electronically on the website. If you would like a hardcopy, please contact the school office. The website and app will also have several resources as well.

If parents/families would like to contact a teacher, an email and other possible tools will be present on the website. Teachers will not be leaving the classroom throughout the day to take phone calls unless emergency.

Telephone

The school telephone is intended to meet the needs of the school. Teacher classrooms are equipped with telephones. Limitations on its use must be made on good judgment and consideration for others. Parents/guardians are urged to leave a message in a email or other form of communication, which can be delivered with fewer disturbances than by calling the child to the phone. Plans for after school should be made in advance.

Visitors

Children are not to bring friends from other schools or younger brothers and sisters to class. The presence of these guests often interferes with the regular program and district insurance does not cover children not regularly enrolled in the district.

Parents/Guardians desiring to visit a classroom shall make a request to the Principal and an appointment will be made with the teacher in advance. Parents/Guardians/Visitors are required to check in and check out at the school office. Visitors may be asked to show identification when checking in at the school office. Visitors must remain outside the office until classroom teacher is notified.

If you are picking up your child during the day, please use Door #2 (parent pick-up location), and ring the office. The office will contact classroom teacher and your child will be brought to the door. For the safety of the students, all school doors are locked during school hours with the exception of outside entrance doors located by the school office and parent pick-up (door #2).

Emergency/Crisis Procedures

The school will follow the procedures outlined in the school district's crisis manual. Parents are asked to listen to the media (TV/Radio) for emergency information or instant alert. Please do not contact the school directly in order to ensure telephone lines are available for emergency communication. Meeting location for Emerado students in emergency or evacuation situations will be Johnnys Bar, Fire Department, and City Hall in that order.

Stormy Weather Procedures

Announcements to delay or close school are made on local radio and TV stations. The official radio and TV stations for cancellation or postponement of school are:

- WDAZ
- KVLV
- Instant Alert
- School App or Website

Postponement or cancellation alternatives are as follows:

1. No school all day.
2. Buses and school will run late.
3. School will be in session and buses will run where possible.
4. School will be in session and buses will not run.
 - If weather does not permit the operation of school buses, parents will be asked to pick up students from school.
5. Once school is in session, it will not be terminated until the regular closing time except in very severe situations.

Dismissal procedures on stormy days

If storm conditions develop while school is in progress, it will be school policy to dismiss school. Weather permitting, the school buses will run. If weather does not permit the operation of school buses, parents will be asked to pick up students from school. Students will remain in school until a parent/guardian picks the student up or arrangements between the school district and the parent(s)/guardian(s) have been made. Parent(s)/Guardian(s) are always welcome to pick up their student from school at their convenience when school is in session.

If a storm day is anticipated, students will be provided devices and supplies for instruction.

Change of Address or Phone Number

It is important that records are up to date and accurate. Please notify the school promptly of any change of address, email address or phone number.

Transfers

When a student transfers out of the school district, the parent must sign a Release of Records form in order for records to be transferred.

Parent-Teacher Organizations

Emerado School has an active parent-teacher organization. A number of projects are planned each year. It is useful for teachers and parents to attend the meetings regularly and to actively support the organization. If a parent is interested, please contact the school office.

Valuables

Valuables should not be brought to school. If valuables are brought to school, students should check in the valuable item(s) at the school office. Items will be kept during the school day and returned.

Lost and Found

The school has facilities for collecting lost and found articles. They are generally placed in a container in the main hallway. Please label your child's possessions and check container area to look for lost items. The school is not responsible for lost items.

Recess, Physical Education, and Playground Rules

All children will be expected to participate and go outside at recess time unless the weather does not permit then alternative inside recess activities will be planned. Occasionally, it may be necessary for teachers to assist students with school work at recess or free time. Make sure to provide clothing for inclement weather.

If a student must remain indoors for health reasons for more than one day, a parent/guardian should send a note giving the reason for the student's need to stay indoors. If there is a need for a prolonged period of staying in, a statement from a physician must be obtained and presented to the classroom/homeroom/teacher and/or physical education teacher.

Bicycles

Students may ride their bike to and from school. Sometimes bicycles create safety hazards, therefore bicycles are not permitted to be ridden on the school grounds during school hours. Bicycles must be parked in the bike rack. It is suggested that each bicycle be locked when parked.

Cell Phones

Students are not permitted to use cell phones during the school day. Students who do bring a cell phone to school should turn it into their homeroom teacher upon arrival. Anyone not following this guideline may have his/her equipment confiscated.

Students are not permitted to use cell phones or other electronic devices (sounding) during the school day in any unauthorized area of the school or at any sponsored events/activities. "Use" of a cell phone include text messaging. "Unauthorized area" means any area where there is a reasonable expectation of privacy, including, but not limited to classrooms, locker rooms and restrooms or any other area designated by the building principal. Use of cell phones or image recording devices in restrooms is strictly prohibited.

Students in violation of any portion of this policy will be subject to disciplinary procedures and confiscation of the cell phone or other electronic device. If the cell phone/electronic device is confiscated, the building principal may search the confiscated property upon a reasonable suspicion that the search will yield evidence of a violation of a school rule or upon reasonable suspicion that the school safety or security may be in jeopardy.

Disciplinary action up to and including suspension, expulsion, and/or citation by law enforcement may be taken against any student using a prohibited device contrary to this rule or in a manner that causes substantial disruption to the educational environment. The building principal or designee 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.

Bus Regulations

Responsibilities of Parent/guardian

Parent/guardians should cooperate with the school authorities and bus drivers in providing safe and efficient transportation.

- The purpose of school bus transportation is to provide safe, comfortable, and economical transportation for students. The school bus is not a taxi service for students, parents/guardians, or others. Each student needs to have one specific drop-off point. Ex: Village Park Rental at the four bus stops. If a child needs to be dropped off at any other place other than designated drop-off it is the parents responsibility to make arrangements.
- Buses will be at stops for 4 minutes.

- Parent/guardians should not expect the bus to operate over roads that are not properly maintained or on roads or driveways where adequate space is not available for a bus to turn around if necessary. All driveways and bus stops must be kept clean/plowed of snow during winter months.
- Parents should not expect students not enrolled in school to be transported on the school bus.
- If a parent will be transporting their own student, the bus driver should be notified. In no case should a parent/guardian stop the bus and remove a student.
- If a student is not riding the school bus in the morning, the driver should be notified in sufficient time so the bus does not arrive at the stop. Please call the driver. Phone numbers are listed in the weekly Bulldog Bulletin.
- If a student did not ride the school bus in the morning, the driver will not expect the student to ride the bus in the afternoon unless the driver is notified. If a student arrives during the school day, parents/guardians need to contact the bus driver to inform them of transportation home.
- The student shall be at the bus stop on time otherwise it is the parents/guardians responsibility to get the student to school.
- Any suggestions for changes in the transportation program which a parent/guardian feels will make improvement should present the plan in writing to the school office.
- For better winter driving conditions weeds and tall grass should be mowed prior to winter season. Parents/guardians should use their influence to get all roads the bus travels on improved for all-weather conditions.
- Parents/guardians should review school bus rules and regulations with their student.
- During poor weather conditions, parents/guardians should exercise individual judgment should the school be open and the busses operating.

Regulations governing students riding the school buses

The school board has the authority and duty to establish rules for students riding a school bus. Riding the school bus is a privilege, not a right.

Students who violate bus rules may be denied the privilege of riding the school bus. Parent/guardians of students suspended from riding the bus will be responsible for providing transportation to and from school for their student. All bus suspensions will be at the discretion of the school administration. The following are some of the rules that have been adopted by the school district.

1. Children being transported are under the authority of the bus driver.
2. Children shall be courteous to the driver, to people passing the bus and to fellow passengers.
3. Children shall be on time for the bus both morning and evening.
4. Children should be expected to walk a reasonable distance to meet the bus at an authorized stop.
5. The student/parent/guardian shall inform the driver when they do not plan to ride the bus in the morning or afternoon.
6. Students should walk on the left side of the highway facing oncoming traffic.
7. If a student lives on the left side of the highway, they must remain on the left side until the bus comes to a stop and the driver signals to cross. The student shall walk far enough in front of the bus so that the driver can see the student at all times. When a student gets off the bus the student must walk in front of the bus so the driver can see the student at all times and signal the student to cross.
8. If a student lives on the right side of the highway, the student shall remain on the approach or the shoulder of the highway until the bus comes to a complete stop and the entrance door opens.
9. If a student lives on the right side of the highway, the student shall on leaving the bus go to the shoulder or unto an approach if available.
10. When a bus is approaching a loading zone, children shall remain a safe distance from the bus until it has stopped and the door has been opened. Students will load the bus in an orderly manner.
11. If for any reason a student, after leaving the bus, wishes to cross to the opposite side of the highway from which his home is located the student must wait until the bus pulls away from the loading zone. The student can then cross the highway, but should use extreme caution.
12. Children may select their seats or they may be assigned by the driver or school administrator, but when the selection is made, the seat assignment cannot be changed without consent of the driver.

13. When loading the bus, a student shall go immediately to their seat and remain there until the bus stops at their loading zone.
14. Students should not stand or walk around on the bus when the bus is in motion.
15. Books and packages shall not be placed in the aisle.
16. Students shall not sit on their feet or legs in the aisle or extend their arms, or heads from a bus window.
17. Students shall converse in normal tones. Loud or vulgar language is prohibited.
18. When the bus is coming to a railroad track, all conversation must stop until the bus has crossed the tracks.
19. Students shall not scatter litter in the bus or along the highway nor deface the interior of the bus.
20. Students shall not open or close the bus windows without the permission of the driver.
21. Students, who refuse promptly to obey the directions of the driver or refuse to obey the regulations, forfeit the privilege of riding the bus.
22. The emergency exit door shall not be used except in the case of an emergency or the purpose of conducting drills.
23. Students shall not carry unnecessary conversation with the driver when the bus is in motion.
24. Students shall carry or wear such clothing as is suitable for North Dakota winter weather.
25. Students not attending or living in the Emerado school district will not be transported without the parent/guardian contacting the school administrator.
26. Students are not allowed to eat or drink anything other than bottled water on the bus.
27. If a bus driver stops three times at a location without students boarding the bus, the driver will no longer stop at that location until a legal guardian makes arrangements with the school. This may take up to a week to rearrange transportation.
28. A bus driver will not wait more than 3-4 minutes for students to board the bus.

Safety, Fire and Tornado Drills

Safety, fire and tornado drills will be conducted monthly during the school year as required by safety regulations. Practice procedures will be set by the school administration and performed at various times to prepare in different settings.

Student Activities

- Girls Basketball - Larimore 5-8th grade
- Boys Basketball
- Robotics
- Fencing
- Tutoring
- Instrumental and Vocal Music
- Lego League
- Encore: Before and After School Program
- Emerado School District has a cooperative agreement with Larimore School District for 7th and 8th grade girls and boys sports activities not offered at Emerado School. If your student would like to participate, please contact the Emerado School Office for information.

MEDICAL

Dental and Medical Appointments

Parents are urged to make their medical and dental appointments to avoid conflicts with the school day. Students must have permission to leave school. When the student returns, he/she should have a statement from the doctor's office verifying the length of the appointment. Please sign out your child in the school office.

Medication

School personnel may not dispense or administer prescription medication without a signed request by a physician and parent. Any medication that may be administered is controlled by specific policy procedures and should be turned in to the school office in the original container. Elementary students medication must be brought in by parent/guardian. Middle school students may be brought in by student. Medical dispensing forms are available in the school office. School personnel will not dispense or administer any over-the-counter medication such as but not limited to: pain relievers, sinus/cold relief and antacids.

If medication is for emergency use only (epi pen and/or inhaler), a parent must notify the school and have the physician complete and sign the Emerado Public Schools Record of Medication form. Also, the Emergency Medication Possession and Self-Administration Approval must be signed by the physician and the parent in order for the student to carry and self-administer the emergency medication.

Grading Scale (Grades 3-8)	
100-94	A
93-87	B
86-80	C
79-70	D
Below 70%	F

The Emerado Public School requests that children should remain at home until they have been fever-free for at least 24 hours without the use of over-the-counter products. Children should also be kept home for a minimum of 24 hours after the last bout of vomiting and diarrhea.

School Accidents

In the event your child is involved in an accident, either the teacher or the office personnel will administer care. If the accident is of a serious nature, parents will be called. If the school is unable to contact the parents, emergency measures will be taken.

It is extremely important that parent/guardian have filled out an emergency contact form and filed with the school office so the school can contact work numbers and the number of another person that can be contacted if a parent/guardian are not available. It is the responsibility of the parent/guardian to see that changes are made to the emergency contact form when needed.

Illness in School

Parents/guardians will be contacted by telephone if a student becomes ill during the school day. **Parents/guardians must provide the school with an alternate number to call if they are not at home or cannot be reached when their child is ill.**

Head Lice

A child with head lice/nits can remain in class unless he/she is unable to participate due to discomfort, or in extreme cases. In those extreme cases, identified students/families are notified individually by phone and allowed two absences for treatment. Students with head lice should avoid head-to-head contact with others and should be treated after the school day. In the case that head lice or nits are detected on inspection it is recommended that you begin treatment prior to your child returning to school. *Lice advisement letters do not qualify as notification that your student has head lice/nits.

INSTRUCTIONAL

Curriculum

Art	Character Education
Language Arts	Mathematics
Music	Physical Education/Health

Social Studies
Technology

Science

Services

The following services are available to children:

- Instructional Coach
- Student Performance Strategist
- Counselors
- English as a Second Language
- Speech/language therapists
- Occupational and physical therapists
- Evaluators
- Services for vision or hearing impaired
- Services for students with mental retardation
- Services for students homebound or hospitalized for a month or more
- Services for students with specific learning disabilities
- Services for students with physical disabilities
- Services for students with emotional disturbance

The teacher and principal may initiate these services. If parents feel their child is in need of any of these services, and they have not been provided within a reasonable time after school opens, they are invited to discuss the matter with the principal or special education personal.

Guidance

A guidance program is available to all students grades K-8. The guidance program provides students, parents/guardians, and staff support and consultations. The program is designed to help students with the following: career exploration, educational plans, mental, emotional, and social growth. The counseling sessions are considered confidential unless the student indicates otherwise. Career exploration classes are part of the character education curriculum and are taught by the school counselor.

Report Cards/Conferences

Report cards are given to students at the end of every nine-week grading period; these reports are to be taken home. Report cards may also be distributed during parents/guardian/teacher conference.

Two parent/guardian/teacher conferences are scheduled during the school year. The first conference will be in the fall and the second conference will be mid winter. Parents/guardians are encouraged to attend these meetings. Other conferences are encouraged whenever the parents or teacher believes it is necessary.

Promotion and Retention

We believe that whenever possible, a child should progress with his/her age group. Occasionally it may be necessary to retain a child in the same grade for another year. This recommendation is made by the school team only after a careful study of the child's needs. The decision is not based entirely upon the child's ability to meet grade level expectations in subject matter. Social, physical, emotional, and intellectual needs are all taken into consideration.

Homework

School homework should be related to classroom activities. Individual teachers use their discretion in determining the amount and type of homework that is assigned. All parent/guardians are urged to cooperate in seeing that all homework is completed by their student before the next school day. If homework is not turned in on the assigned day, a percentage will be taken off the overall grading.

Make-up School Work

Students are allowed as many days to make-up work as days they were absent. Teachers will be responsible if additional time is needed.

Kindergarten

Children, who have reached their 5th birthday on or before 12:00 midnight, July 31, are eligible to enter kindergarten. Kindergarten starts at 8:05 a.m. and ends at 2:50 p.m. the entire school year.

Parents are requested to bring the child's birth certificate, and up-to-date immunization records at the time of registration. A copy will be placed on file in the student's school records prior to admission.

In March 1975, the North Dakota Legislature passed a law, which requires the parents or guardians of a child must, at the time of his or her initial entry into elementary school, submit one of the following:

- Written proof from a licensed physician or health department stating that the child has had adequate protection against diphtheria, pertussis, tetanus, polio, chicken pox, measles, and rubella.
- A certificate from a licensed physician stating the physical condition of the child is such that immunizations would endanger the life of the child.
- Statement from the parent/guardian indicating they refuse the immunizations.

If parent/guardian refuse to immunize their student(s) or do not have records and do not wish to re-immunize the blue immunization form must be signed at the bottom. The form must be signed by a physician if the student cannot receive immunizations for medical reasons.

Field Trips

Most of our classes will take two to three field trips each year. It is necessary that we have parents' permission for children to go on field trips. The student discipline policy will be followed.

School Supplies

All textbooks, workbooks, computers, tablets, and library books are purchased by the school district. Each student is responsible for supplies issued to them. In the event an issued item is lost or damaged, charges will be assessed to the parent/guardian.

Instrumental Music

Band instrument instruction is available to students in fifth through eighth grade.

SCHOOL CONDUCT

Expectations

We believe that parents and teachers expect a high standard of conduct on the part of children. Parents, teachers, and children all share responsibilities for assuring appropriate student behavior. The discipline of schools extends beyond the building to the school grounds and to all places where school-sponsored activities are held.

All students have the responsibility to assist in maintaining a safe environment. Willful conduct such as bullying, harassment, verbal and/or nonverbal intimidation or threats, stalking, assault, fighting, vulgar and indecent behavior, insubordination and any other willful conduct which materially and substantially disrupts the rights of other students to an education is prohibited. This includes bullying, harassment, and intimidation or threats through electronic (email) and Internet use. Any student committing such acts shall be subject to appropriate disciplinary action including detention, probation, suspension, expulsion, or extra-curricular activities taken away.

Student Responsibility

In the Classroom, I must:

- Bring all necessary materials to class
- Be respectful to my instructor and classmates
- Follow classroom rules
- Participate/communicate

At all school functions, I must

- Sit and watch the activity with appropriate behavior
- Participate in a positive manner by cheering on athletes and participants
- Use positive comments
- Use appropriate positive reinforcements, clapping and cheering, not rude gestures or behavior.

Disciplinary Procedures

Emerado Public School discipline begins with each teacher creating classroom expectations. Minor incidents will be dealt with by the teacher. If further action is needed, the student will be referred to administration. If the school is unable to resolve the issue, the student will receive detention or contact outside agencies if needed. Consequences will happen and privileges taken away from students who break school district rules and expectations.

Detention

Detention will consist of receiving a “blue slip”. The teacher will then contact parent/guardians within two days of incident. Students who receive “blue slips,” will be in lunch/recess detention, and after school from 3-4pm. Parents will need to accommodate transportation for detention receiving students if not involved with after-school activities. More than two “blue slips” will require students to attend detention the remaining days of the week.

Disciplinary Procedures/Suspension

The Emerado Public School operates under two types of suspension:

1. An **in-school suspension** will require the student to be in school during class, doing schoolwork, but not attending regular classes.
2. An **out-of-school suspension** will be given if the administrator deems the violation severe.

Disturbance of a Public School - Penalty

Students/Parents may be cited for disturbance of a public school under North Dakota Century Code 15.1-06-16. It is a Class B misdemeanor for any person to:

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

Additionally, persons may be cited for disorderly conduct if they act with intent to harass or annoy other persons. Disorderly conduct includes fighting, threatening, unreasonable noise, abusive or obscene language, obscene gestures, obstructing vehicular or pedestrian traffic, creating a hazardous condition, harassing, and conduct by words or gestures. Disorderly conduct is a Class B Misdemeanor, which makes them subject to a potential fine up to \$1,000 or 30 days in jail.

Insubordination, Insolence, and Fighting

Insubordination means disobeying teachers or staff members; not following instructions in regard to conduct; or in any way by actions or words, showing a defiant attitude.

Insolence is defined as being boldly rude or disrespectful. Disrespect is being offensive and rude in behavior or language. Fighting will not be tolerated. All three are cause for suspension, and the proper law authorities may become involved.

Vandalism and Theft

Destruction of school property or theft against the school, teachers, or students may result in suspension, and the proper law authorities may become involved.

Assault

Parent/guardian will be notified if their child assaults a school employee, student, or another person while in custody of the school, or in the course of a school-related activity and the proper law authorities will be contacted.

Personal Appearance and Dress

Dress and grooming are important to the student body at any school. Students wearing inappropriate attire will be instructed to get it changed, and parent(s)/guardian(s) will be contacted. Inappropriate attire may include, but is not limited to bare midriff, costumes, see through clothing, spaghetti strap shirts, and sexually suggestive apparel. Clothing that advertises alcohol, tobacco products, or other substance deemed hazardous to one's health is inappropriate.

It is mandatory that students wear heavy coats, head covering, mittens or gloves, and snow boots during winter months. No hats or caps in the classroom except on designated "Hat Day".

SCHOOL DISTRICT POLICIES

Bullying

Emerado Public School defines bullying as conduct that occurred and/or received anywhere related to public schools and sanctioned activities. Bullying is conduct that interferes with the student's educational opportunities, places the student in actual, reasonable fear or personal harm and/or damage to property, and substantially disrupts the operations of the school.

If you feel your child has been bullied, you can report in the following ways:

- Telling a staff member
- Contact Mr. Berry
- Student and Staff Incident Report Form
 - You can find this online or in the school office
- Anonymoustips.com
 - Select North Dakota and Emerado

Weapon Policy

The Emerado School Board has determined that possession and/or use of a weapon by a student is detrimental to the welfare and safety of students and school personnel within the district. No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school sponsored activity. Such weapons include but are not limited to: any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun, including pelt or other type, Slingshot, bludgeon, brass knuckles, or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument.

Violation of the policy will result in disciplinary action. All weapons will be confiscated and may be turned over to the student's parent/guardians or law enforcement officials at the discretion of the administration. Bringing a firearm, as defined in 18 U.S.C. 921, to school will require that proceedings for the expulsion of the student involved, for a minimum of one year be initiated by the administration. The principal may recommend a modification of the expulsion on a case by case basis. This modification shall be based on circumstances revealed in the investigation into the incident conducted by the principal or other person designated by the principal to conduct the investigation. {Alternative education may be provided for students who are expelled under this section}. The principal will notify law enforcement. A student who is defined as having a disability under the individuals with Disabilities Education Act, will be handled

according to the law, during which time a determination will be made as to whether bringing the firearm to school was a manifestation of the student disability. Discipline and placement of the student will be in accordance with the individuals with Disabilities Education Act.

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

Proper due process proceedings will be observed in all suspensions and expulsions.

Alcohol, Tobacco, Drugs, and Prohibited Substances Policy

The use of illicit drugs and the possession and use of alcohol is unlawful on school district property. It is against school policy for any student:

- To sell, deliver, give, or attempt to sell, deliver, or give to any person any unlawful substances.
- A student will be determined to be “in possession” when the substance is on the student’s person or in the student’s locker, car or handbag, or what is owned completely or partially.
- To be under the influence of (legal intoxication not required), or to use or consume or attempt to use or consume, the unlawful substances.
- This policy applies to any student who is on school property, who is in attendance at school, or at a school sponsored activity or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the school district or the safety or welfare of students or employees.

Prohibited Substances:

1. Alcohol or any alcoholic beverage.
2. Tobacco and tobacco products or e-cigarette/vaping products
3. Any controlled substance or dangerous drug as defined by the North Dakota Century Code and the United States Code, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant;
4. Any abusable glue, aerosol paint, or any other chemical substance, for inhalation, including but not limited to lighter fluid, white out, and reproduction fluid; which may be inhaled, except when used or possessed for approved educational purposes;
5. Any prescription or non-prescription drug, medicine, vitamin or other chemical including , but not limited to aspirin, other pain relievers stimulants, diet pills, multiple or other type vitamins, pep pills, “no-doze” pills, cough medicine, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the authorized use policy.

Violation

Violation of this policy may result in suspension. Repeated violations may result in expulsion. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities. Any student who is observed to be under the influence of a prohibited substance will be taken immediately to the school office. The student’s parent/guardians will be notified and asked to pick up the student. If there appears to be imminent danger to other students, school personnel, and/or the student involved, the student may be removed from the school by school, medical, or law enforcement personnel. Intervention: The Emerado School District encourages faculty members to be observant of student behavior and to participate in a program of intervention. The student should be (1) reported to the school office (2) referred to the school counselor.

Technology Use Policy

The Emerado Public School District provides technology resources for staff and students (“users”) to support the educational mission of the district. The district encourages efficient, cooperative and creative methods to perform the user’s educational, administrative or job related tasks. The successful use of these resources requires adherence to a policy that promotes safety, efficiency and appropriate usage.

Technology resources provided by the district include but are not limited to:

- Computers and related peripherals
- Printers of all types
- File and application servers
- Telephones, fax, and voice mail systems
- Local and wide area networks
- Internet access
- Email accounts
- Video networks
- Televisions, VCR's, and laserdisc players
- Camcorders and cameras
- Copy machines

The efficient application of these resources requires the cooperative effort of district support personnel, staff and students.

This policy governs issues unique to technology resources and works in accordance with district policies.

Expectations and Use Requirements

The district expects users to exhibit professional/responsible behaviors when using district technology resources. Use of district technology resources is a privilege that may be revoked if the expectations are not followed.

These expectations include:

- Use of technology resources to support the educational mission of the district in an ethical and professional manner. The Emerado School District does not allow the use of defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material and does not permit usage of such material at any time in the school environment.
- Adherence to other district policies as they apply to technology resources.
- Compliance with all local, state and federal laws. This includes no computer hacking, software piracy, copyright infringement and other illegal behaviors.

Privacy

Individual privacy is not guaranteed when using district technology resources. Files and communications may be reviewed to maintain system integrity and ensure that users are adhering to the acceptable use policy and guidelines. Individuals should respect the privacy of other users and not intentionally seek private information. The district will cooperate with local, state, and federal authorities when necessary.

Security

Security systems help maintain the integrity of district technology resources. Any attempts to circumvent, disable, or misuse security systems are prohibited. If users feel they can identify a security problem, they should notify the district technology staff.

Internet Safety and Use of Filters

The district maintains technology protection measures for the safety of minors with respect to its computers with Internet access. The district makes all reasonable attempts to protect against access through such computers to visual depictions that are obscene, child pornography or harmful to minors and it shall maintain the operation of such technology protection measure during the time that any of its computers are being used by minors. Further, the district maintains technology protection measures with respect to its computers of visual depictions that are obscene or depict child pornography and such measures shall be in operation at all times during the use of the District's computers. The terms "obscene", "child pornography", "sexual act", and "sexual contact" are defined as provided in the Child Internet Protection Act. Technology protection measures may be disabled by an authorized administrator, supervisor, or other authorized person in order to provide access for bona fide research or other lawful purpose.

The Internet offers many valuable educational resources for users, but there are also safety issues that should be considered. Internet safety issues include:

- Keep your personal information private. Don't give anyone your name, address, phone numbers, passwords or other personal information about yourself when online and students should always check with an adult before giving out any information online.
- Don't read email or download attachments from people you don't know. It is an easy way to infect your computer with a virus or be lured to an objectionable website.
- Understand that nothing done on the Internet is private. Records exist that document everything you do while online.
- Tell a trusted adult or supervisor if someone says things or sends you something that you consider inappropriate. Do not respond to the person either directly or indirectly.
- Never meet online-only friends in person. The people you meet online may be very different people in person. You have no way to confirm the real identity of someone you meet online.
- Practice proper etiquette while online and avoid conflicts with other users.

Although the district provides a filtering system to limit user access to potentially objectionable material, no filtering system can provide complete protection and it is the user's responsibility to use Internet resources appropriately. Staff must supervise students using Internet resources at all times. Problems with the filtering system should be reported immediately to the district technology staff.

Administration will use its discretion on the educational values of Internet resources and may restrict/allow access accordingly.

Potentially objectionable material includes, but is not limited to:

- Visual depictions that are obscene or depict child pornography as defined by the Child Internet Protection Act.
- Violence/violent behavior
- Illicit drugs/drug culture
- Gambling
- Alcohol/tobacco
- Excessive email/chat
- Materials harmful to minors
- Hacking

Electronic Mail and Internet Use

The district provides email accounts and Internet access for staff and students. The global and fluid nature of these resources requires unique standards regarding their use in our district. Considerations when using these resources include:

- Users must adhere to the Technology Use Policy at all times when using the Internet and/or email, including after hours, weekend and/or holiday use.
- Users are prohibited from using district email or Internet access for commercial or personal gain.
- Users are prohibited from using district email or Internet access for unethical or illegal behaviors or activities that are contrary to any district policy.
- Material hosted on district servers and published on the Internet will be reviewed for appropriateness. Criteria will include student safety, student privacy and educational value.
- Materials that represent Emerado Public School and are hosted on non-district servers should adhere to the Acceptable Use Policy.
- District email accounts will be provided to all employees of the Emerado Public School on request. Employee accounts may be revoked if used inappropriately as outlined in the Emerado Public School Acceptable Use Policy.
- Student email accounts will be provided through Sendit Technology Services (STS) on request. Students are not allowed to access non-approved email accounts while in school. Student accounts may be revoked if used inappropriately as outlined in the STS Acceptable Use Policy or the Emerado Public School Acceptable Use Policy.

Vandalism

Vandalism includes any malicious attempt to harm or destroy any Emerado Public School District equipment or software or the data of another user on a computer, local networks, or global networks. Vandalism is prohibited and may result in cancellation of privileges or other disciplinary action.

Sanctions

The building administrator and/or supervisor are responsible for applying sanctions when the Acceptable Use Policy has been violated. Possible sanctions for any actions that violate the Acceptable Use Policy include but are not limited to:

- Loss of access privileges to technology resources
- Removal of students from classes with loss of credit
- Expulsion
- Restitution for damages to software, hardware, or other technical equipment
- Restitution for costs associated with repair of equipment or software
- Restitution for costs related to improper use of district telephone, fax or voicemail systems
- Involvement of local, state or federal law enforcement
- Disciplinary action deemed appropriate by building administrator/supervisor

Legal Disclaimer

The Emerado Public School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages users may suffer. This includes loss of data resulting from delay, non-delivery, miss-deliveries, or service interruptions; damages to personal property used to access school computers, networks, or on-line resources; or unauthorized financial obligations resulting from use of school accounts to access the Internet. Use of any information obtained via the Internet is at your own risk. Emerado Public School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Since all transactions conducted through district technology resources could be perceived as authorized district activities, users of district technology resources are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws through the use of district technology resources may result in legal action against the offender by the district, injured third parties and/or governmental authorities. If such an event should occur, the district will fully comply with any requests for information related to the legal proceeding, subject only to prohibitions of law. The Emerado Public School will not be held liable for the actions of users, which violate the conditions of this document.

Sexual Harrassment Policy

It is the policy of the Emerado School District to maintain a learning and working environment that is free from sexual harassment. The school district prohibits any form of sexual harassment. It shall be a violation of this policy for any parent/guardian, student or employee of the Emerado School District to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. Sexual harassment is unwelcome behavior to the recipient and may include actions such as:

- sex-oriented verbal "kidding" or abuse
- subtle or overt pressure for sexual activity
- physical contact such as patting, pinching, or intentional brushing against another's body
- demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats
- obscene notes or graffiti
- inappropriate clothing implying a double meaning

The school district will act to investigate all complaints, either formal or informal, oral or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the school district.

Family Educational Rights and Privacy Act (FERPA) Policy

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Emerado School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

A playbill or program, showing your student's role in a drama production, the instrument played;
The annual yearbook;
Honor roll or other recognition lists;
Graduation programs; and
Sports activity sheets, such as for wrestling, showing weight and height of team members and the position played.

Directory Information

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – name, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want the District to disclose directory information from your child's education records without your prior written consent, you must notify the student's building principal in writing within 30 days of the beginning of the school term or within 30 days of the enrollment date for families new to the District. The Emerado School District has designated the following information as directory information:

- Student's name - Address
- Telephone Number - Date and place of birth
- Grade Level - Awards received
- Photographs and videos - Musical instruments played
- Weight, height and position of members of athletic teams
- Participation in officially recognized activities and sports

Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the District to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5920

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

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

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

The District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

Notification of Non-Discrimination Policy

YOU ARE HEREBY NOTIFIED that in compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, state, school rules, laws, regulations, and policies, the Emerado Public School District shall not discriminate on the basis of sex, age, race, color, national origin, religion, or disability in the educational programs or activities which it operates.

It is the intent of the Emerado Public School District to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parent/guardian, and employees who feel discrimination has been shown by the school district.

Specific complaints of alleged discrimination under Title IX, Title VI and Section 504 should be referred to:

Mickey Berry, Administrator
Emerado Public School District #127
501 Main Street
Emerado, ND 58228
Ph. (701) 594-5125

Complaints can also be filed with the Office of Civil Rights:

Office for Civil Rights
U.S. Department of Education
500 W. Madison Street Suite 1475
Chicago, IL 60661

Phone: 312-730-1560

Fax: 312-730-1576

TDD: 312-730-1609

E-mail: OCR.Chicago@ed.gov

All students attending Emerado Public School may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education, regardless of race, color, national origin, religion, age, disability or sex.

Notification

I have received a copy of the Emerado Public School Student and Parent/Guardian Handbook.

I read and understand the Student and Parent/Guardian Handbook.

Please sign and return this page to the Emerado Elementary school office by the end of the 2nd week that school is in session for the current school year.

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____