

HALLIDAY ELEMENTARY SCHOOL #19

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<http://www.halliday.k12.nd.us/>

2021-2022

THIS HANDBOOK BELONGS TO:

Name: _____ **Grade:** _____

Additional policies do exist with the Halliday Elementary School. These policies are those of our Joint Cooperating School; which is Killdeer Public School. If it is one's interest to view such policies, please make arrangements with the Halliday Elementary School office personnel.

All students and parents/guardians will be required to sign and return the disclaimer to the school showing the handbook has been presented and read to each student, parent and/or guardian. The disclaimer form is attached as the last page in this handbook as well as the Acceptable Use Agreement. Please sign both sheets (yellow in color) and return to school promptly. Thank you.

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WELCOME TO THE HALLIDAY PUBLIC SCHOOL:

This Student/Parent Handbook has been prepared to provide you with an understanding of most of the procedures and policies of the Halliday Public School. It must be remembered that not all policies of the School District are contained in this publication...others may be found in the Faculty/Staff Handbook and the School Board Policy Manual. All of the regulations and procedures to be found in this Handbook have been established, reviewed and approved by the School Board to create the best educational atmosphere for all students in grades K-6.

This Handbook contains information regarding questions most asked by students and parents/legal guardians. It is our sincere hope that you will acquaint yourself with the contents of this Handbook, and that the Handbook will serve as a future reference for you and your student(s).

If, after reading this Handbook, you have further questions or need clarification about any of the policies or procedures, please contact the school at (701) 938-4391.

On behalf of the School Board, Staff, and Administration, WELCOME to OUR 2021-2022 SCHOOL YEAR. We know you will make this a good year.

SCHOOL DISTRICT MISSION STATEMENT:

“4 KIDS”

K = Kindness

I = Individual

D = Determine

S = Safety

2021 - 2022 HALLIDAY ELEMENTARY SCHOOL FACULTY & STAFF

ADMINISTRATION

Tony Duletski

FACULTY

Megan Martinez – Kindergarten, Grade 1 & 2

Jennifer McCormick – Grades 3 & 4

Nicole Light – Grades 5 & 6

Ethan Krebs – K-6 PE

Sharon Musick – K-6 Sp. Education, Stem Instructor & Tech. Coord.

Caleb Laude – Librarian, Para-Professional

OTHER FACULTY

Tamara Schultz – Business Manager / Central Office

WEST RIVER STUDENT SERVICES

Special Ed Personnel

COOKS

Becky Pugliese

Jeanette Bohrer

Ella Schrock

CUSTODIANS & BUS DRIVER

Glen Schultz

BOARD MEMBERS

David Kuntz, Board President

Jennifer Kuntz, Vice President\

Betty Knight

Barry D. VanWagner

Christie Vidaurri

ABSENCE & TARDIES

If a child is going to be absent for the day, parents must call and inform the office. Tardiness disrupts the work of classmates and places the tardy pupil in a disadvantageous position. Repeated tardiness tends to establish improper habits and attitudes. If a child is consistently tardy, the school will contact the parent in an attempt to determine the reasons for the child's tardiness. All pupils should, upon returning to school after an absence or tardiness, bring a written statement or note signed by the parent or guardian, giving the reason for such absence or tardiness. We strongly encourage students to be in attendance as much as possible.

ATTENDANCE POLICY

Students will be excused from school for the following reasons:

1. Illness (after 10 absences a doctor's note may be required)
2. Medical appointments
4. Weather conditions
5. Funerals
6. Church affairs
7. Educational field trips prearranged with the school
8. Emergencies (unexpected circumstances that call for immediate action)

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

AUTHORIZED USE/PRESCRIPTION DRUGS

Any students whose parents or guardian requests that he or she be given any prescription or non-prescription medicine, drug or vitamin requires a prior permission slip signed by the parent for aspirin and/or Tylenol and the signed request of the physician and parent for any other medicine.

BULLYING

The purpose of this policy is to assist the Halliday Public School District, herein referred to as the District, in its goal of preventing and responding to acts of bullying. The District cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when studies are not under the direct supervision of school personnel. However, such conduct requires the District to take action to investigate, respond, remediate, and discipline those acts of bullying of which it has actual notice.

DEFINITIONS

A. Bullying:

1. Conduct that occurs in 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 and which:
 - a. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - b. Places the student in actual and reasonable fear of harm;
 - c. Places the student in actual and reasonable fear of damage to property of the student; or
 - d. Substantially disrupts the orderly operation of the public school; or
2. Conduct that is received by a student while the student is in 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 and which;

- a. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - b. Places the student in actual and reasonable fear of harm;
 - c. Places the student in actual and reasonable fear of damage to property of the student; or
 - d. Substantially disrupts the orderly operation of the public school; or
- B. "Conduct" includes the use of technology or other electronic media.
Bullying may involve, but is not limited to:
- 1. Unwanted teasing
 - 2. Threatening
 - 3. Intimidating
 - 4. Stalking
 - 5. Cyberbullying
 - 6. Physical violence
 - 7. Theft
 - 8. Sexual, religious, or racial harassment
 - 9. Public humiliation
 - 10. Destruction of school or personal property
 - 11. Social exclusion, including incitement and/or coercion
 - 12. Rumor or spreading of falsehoods
- C. Cyberbullying:
The use of technology as a mechanism for bullying;
- D. Bullying, Cyberbullying, and/or Harassment also encompasses:
- 1. Retaliation: To get revenge for a report of a violation of policy;
 - 2. Bad faith reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith.
- E. Accused:
Is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing, of bullying.
- F. Complainant:
Is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person who formally or informally makes a report of bullying, orally or in writing, in accordance with the reporting procedures in this policy.
- G. Victim:
Is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school sponsored events, on school buses and at training facilities or training programs sponsored by the District, who is reported to have been the target of any act of bullying during any educational program or activity conducted by the District.

GENERAL STATEMENT OF POLICY

- A. Bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that substantially disrupts or creates a true threat.
- B. No teacher, administrator, advisor, coach, volunteer, contractor, or other employee of the school district shall permit, condone, participate in, or tolerate bullying.

- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reported of bullying against another student are prohibited.
- F. A person who violates the above prohibitions shall be subject to discipline for that act in accordance with school district's policies and procedures. When disciplining, the school district may take into account the following factors:
 1. The developmental and maturity levels of the parties involved;
 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 3. Past incidences or past or continuing patterns of behavior;
 4. The relationship between the parties involved; and
 5. The context in which the alleged incidents occurred. Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.
- G. The District will act to investigate all actual notices of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, parent, or other employee of the school district who is found to have violated this policy.

REPORTING AN ACT OF BULLYING

- A. Any other members of the school community who have credible information that an act of bullying has taken place at school/on school property/at a school sponsored event, etc., may file a report of bullying, whether a victim or witness.
- B. The administrator shall prominently publicize to students, staff, volunteers, and parents, this reporting procedure and what actions may be taken.
- C. Administrators shall document in writing all complaints regarding bullying, as with all infractions, to ensure that problems are appropriately addressed in a timely manner, whether the report is made verbally or in writing.
- D. Reporting Procedure: any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the appropriate school district officials (teachers, administrators, coaches/advisors and other employees). A student may report bullying anonymously, but action may not be taken against an alleged perpetrator based solely on an anonymous report. A teacher, school administrator, volunteer or other school employee shall be particular alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the administrator. The District will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

DISCIPLINARY SANCTIONS (consequences) and due processes for a person who commits an act of bullying under this policy.

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances, followed by the determination of disciplinary sanctions appropriate to the perpetrator's position within the District.

- A. Consequences and appropriate interventions for students who violate this policy may range from positive behavioral interventions up to, but not limited to suspension or expulsion.

1. All steps necessary to protect the victim from further violations of this policy will be taken, and may include, but are not limited to, assignment of the perpetrator to a different class form that where the offense occurred.
- B. Consequences and appropriate interventions for a school/district employee found to have violated this policy will be instituted in accordance with District policies, procedures, and agreements.
- C. Consequences and appropriate intervention for a visitor, volunteer, or parent/guardian found to have violated this policy shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.
- D. Consequences and appropriate intervention will be imposed upon an individual who makes a false accusation, report, or complaint pertaining to bullying, reprisal, or retaliation.
- E. See Confidentiality section at the end of this policy.

BULLYING COMPLAINTS AND RESOLUTION

- A. The investigation of a reported violation of this policy is deemed to be a school-related activity and begins with a report of such an act.
- B. The administrator shall document all complaints in writing to ensure that problems are addressed in a timely manner. This process is to be followed with all anonymous complaints as well. Although this policy encourages students to use the formal written complaint process, school officials should investigate all complaints and reports of violations of this policy whether or not the complaint is in writing.
- C. If the complaint is about the staff member then the superintendent shall address the complaint. The Board Chairperson will address complaints if complaints are related to the administrator.
- D. The administrator will make the determination if a reported act of bullying falls within the scope of the District to respond.
 1. If it is within the scope of the District, move to “Procedures for Investigating Bullying” as outlined below;
 2. If it is outside the scope of the District, and determined an alleged criminal act, refer to appropriate law enforcement, provide an applicable interventions, and document according to policy;
 3. If it is outside the scope of the District, and determined not a criminal act, inform parents/guardians of all students involved, provide appropriate interventions and document according to policy.
- E. Informal Resolution: where the administrator, along with the alleged victim agree to informally resolve the complaint. Documented interviews of the victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential. Each individual (victim, alleged perpetrator and witnesses) will be interviewed separately, and at no time will the alleged perpetrator and victim be interviewed together. The victim’s agreement to informal resolution must be in writing.
 1. If a mutual resolution has not been achieved, a formal written appeal must be filed within five (5) work days after the informal meeting and submitted to the administrator or appropriate area/district supervisor.
- F. Formal Resolution: the alleged victim/complainant/student/employee or parent(s), on behalf of the student, may file a written complaint with the administrator by utilizing the District’s Bullying Complaint Report Form. Said form is available on the school district’s handbooks or front office.
 1. According to the level of infraction, parents will be promptly notified of any actions being taken to protect the victim via written notice, telephone or personal conference; the frequency of notification will depend on the seriousness of the bullying incident.
- G. The resolution, all interviews and interventions that take place and the corresponding dates shall be documented in writing.

PROCEDURES FOR INVESTIGATING BULLYING - SCHOOL DISTRICT ACTIONS

Upon receipt of a complaint or report of bullying, the District shall undertake or authorize an investigation by school district officials or a third party designated by the school district. Upon completion of the investigation, the school district will take appropriate action, in accordance with disciplinary sanctions section of this policy.

- A. The authorized personnel for investigating violations of this policy must include the district administrator in the case of student-to-student bullying. For incidents at the area/district level, or for school-based adult-on-adult bullying, the appropriate administrator will be responsible for the investigation as outlined in this policy and will run concurrently and in addition to all agreed upon procedures for staff discipline.
- B. The district administrator shall begin a thorough investigation with the alleged victim and accused within one week after receiving a notification of complaint.
- C. During the investigation, the district administrator may take any action necessary within the District's jurisdiction to protect the complainant, alleged victim, other students or employees consistent with the requirements of applicable regulations and statutes.
 - 1. Documented interviews of the alleged victim, alleged perpetrator, and witnesses are conducted primarily, separately, and are confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time with the alleged perpetrator and victim be interviewed together.
 - 2. At no time during investigation will the name of the complainant be revealed by the investigator without permission of the complainant.
 - 3. In general, student complainants and/or alleged victims will continue attendance at the same school and pursue their studies as directed while the investigation is being conducted and the complaint is pending resolution. Any legal order of a court will prevail.
 - 4. During an investigation in which an employee is the accused, the administrator may recommend any action necessary to protect the complainant, the alleged victim, or other students or employees, consistent with the requirements of applicable statutes, school board-policies.
- D. As soon as practical or within a 60 day time frame of receiving notification as to the filing of the complaint, there shall be a written decision by the district administrator regarding the completion and determination of the investigation. The administrator shall make a decision about the validity of the allegations in the complaint and about any corrective action, if applicable, consistent with the disciplinary sanction section of this policy.
- E. The administrator will inform all relevant parties in writing of the decision and the right to appeal.
- F. If the accused is an employee, discipline may be taken, consistent with the disciplinary sanction section of this policy. The supervisor of the employee shall discuss the determination and any recommended corrective action with the district administrator.

REFERRAL FOR INTERVENTION

- A. Self-referral for informal consultation: District staff, students or parents may request informal consultation with school staff to determine the severity of concern and appropriate steps to address the concern of bullying (involved students' parents may be included) orally or in writing to the administrator.
- B. Any investigations and interventions shall be recorded.
- C. Administrators may request that parents spend a day with their student in school as a means of keeping the accused student in school.

INCIDENT REPORTING REQUIREMENTS

- A. The report must include each incident of bullying and the resulting consequences, including discipline, interventions and referrals. In a separate section, the report must include each

reported incident of bullying that does not meet the criteria of a prohibited act under this policy, with recommendations regarding said incident.

PROCESS FOR REFERRAL FOR EXTERNAL INVESTIGATION

- A. While the District does not assume any liability for incidences that must be referred for external investigation, it encourages the provision of assistance and intervention as the administrator deems appropriate. The administrator shall log all reports and interventions.

APPEALS PROCESS

- A. The appeal procedure for bullying by a student will follow the steps outlined in the Student Handbook.
- B. Appeal procedure for an accused employee:
 - 1. If the accused employee wishes to appeal the action taken in resolution of the complaint, such appeal shall be filed in accordance with board policy.
- C. All appeals should be made in writing to the building administrator. If the administrator's decision is the subject of the appeal, it should be made to the Board Chair.

CONFIDENTIALITY

- A. All complaints will be treated as confidential unless permission is granted.
- B. Limited disclosure may be necessary to complete a thorough investigation as described above.
- C. The complainant's identity shall be protected.
- D. The identity of the victim of the reported act shall be protected.

CANDY AND BEVERAGES

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

CERTIFICATE OF IMMUNIZATION

Under state law, no child will be permitted to attend school unless they have a Certificate of Immunization on file at the school or submit one prior to admission. The certificate will indicate that the child has been vaccinated against diphtheria, pertussis, tetanus, measles, rubella, mumps and polio. The certificate must be signed by a physician or health care professional legally allowed to sign such a certificate.

The law does allow exemptions for medical and religious reasons (if it is a medical reason, a health care professional must attest to such reason and if it is a religious or personal reason, the parent or legal guardian must attest to that reason or reasons). However, when there is danger of an epidemic from any of the communicable diseases for which immunization is required, those children who are not adequately immunized, including children exempt from immunization, excluded from school until the danger of the epidemic is over.

Exemption

Students may be exempt from immunization for the following reasons:

Medical Exemption: Requires a certificate from a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health of the child.

Philosophical, Moral or Religious Belief Exemption: Requires a certificate signed by the parent or guardian who sincerely held philosophical, moral or religious belief is opposed to such immunization.

History of Disease Exemption: Requires a certificate signed by the parent or guardian or physician stating that the child has a reliable history of chickenpox disease.

2021-2022 School Immunization Requirements

Vaccine Type	Minimum number of Doses Required Per Grade	
	Kindergarten	Grades 1-6
DTaP/DTP/DT/Tdap/Td*	5	5
Hepatitis B	3	3
IPV/OPV†	4	4
MMR	2	2
Varicella (Chickenpox)	2 [§]	2 [§]
Meningococcal¶	0	0
Tdap [Ⓣ]	0	0

* One dose of DTaP (pediatric diphtheria, tetanus, and acellular pertussis) vaccine must have been given on or after the 4th birthday. Only four doses are necessary if the 4th dose was administered on or after the 4th birthday. Three doses of Tdap (adolescent/adult tetanus, diphtheria, and acellular pertussis)/Td are required for children ages seven or older who were not previously vaccinated. Tdap should be used as the first dose followed by two doses of Td for children age seven or older not previously vaccinated.

† For polio vaccination, in all-IPV or all-OPV schedule: one dose must have been given on or after the 4th birthday. The final dose in the series should be administered on or after the 4th birthday and at least six months after the previous dose. If four doses are administered prior to age four a 5th dose should be administered at age four through 6 years. Only three doses of IPV are required if the 3rd dose is given on or after the 4th birthday.

§ For the 2015-16 school year, two doses of varicella vaccine are required for kindergarten through seventh grade. If a child has a reliable history of chickenpox disease, the child is exempt from the vaccine requirement.

For the 2015-16 school year, one dose of varicella vaccine is required of children attending eight through eleventh grade. If a child has a reliable history of chickenpox disease, the child is exempt from the vaccine requirement.

¶ One dose of meningococcal conjugate vaccine (MCV4) is required for entrance into the seventh grade. One dose of MCV4 must have been given on or after the 10th birthday.

Ⓣ One dose of Tdap vaccine is required for entrance into the seventh grade. One dose of Tdap must have been given on or after the 7th birthday.

Exemptions

Students may be exempt from immunization requirements for the following reasons:

- **Medical Exemption:** Requires a certificate signed by a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health of the child.
- **Philosophical, Moral or Religious Belief Exemption:** Requires a certificate signed by the parent or guardian who's sincerely held philosophical, moral or religious belief is opposed to such immunization.
- **History of Disease Exemption:** Requires a certificate signed by the parent or guardian or physician stating that the child has a reliable history of chickenpox disease.

CHANGE OF ADDRESS OR PHONE NUMBER - EMERGENCY CARDS

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

CHEATING

Cheating will not be tolerated in the Halliday Public Schools at any time. The responsibility lies with both the individual who cheats and with the individual who allows someone to cheat. Working together on project and homework is encouraged when it is done with a goal and when all students involved academically benefit from the experience. If a student is caught cheating, the students will receive a zero on that test, quiz, project or paper. The parents of the student will be notified. If a conference is needed with parents, the teacher or principal may set up the conference.

CITIZENSHIP

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

CLASSROOM DISCIPLINE/BEHAVIOR:

This handbook cannot possibly cover every aspect of student behavior. Common sense should, at all times, dictate the proper course of action. All Halliday Staff have the authority to administer discipline at any place in the school or on the school grounds. Teachers are responsible for discipline within their rooms. Guidelines and rules are set up in the classroom that is monitored by the teacher. If a student has behavioral problems/s, the teacher may request a conference with the parent/guardian at which time a workable solution will be sought. If behavioral problems continue, disciplinary action will be taken which could include: detention, in-school suspension, an out of school suspension or recommendation to the school board that it immediately contemplate expelling the student for the remainder of the school year. Students are reminded that all behavior, good or bad, carries with it appropriate consequences. You are responsible for your actions. Disciplinary measures may also be taken against a Halliday student in inappropriate behavior displayed while visiting another school.

CLOSING OF SCHOOL

Whenever it appears there may be a school closure for weather conditions or other problems, you are asked to tune in to KFJR TV/Bismarck. Announcements of this nature will be made at regular intervals beginning whenever conditions warrant the closing of school. We will attempt to make a decision for the morning by 7:00 AM and as necessary during the school day. We will attempt to contact patrons on our bus routes if we will be dismissing during the day before the normal time (3:10 PM). We always attempt to use common sense in our decision relating to closing or delaying the start of school. . . .AT ALL TIMES THE SAFETY OF OUR STUDENTS AND STAFF WILL BE AT THE TOP OF THE DECISION MAKING PROCESS.

COMMON COURTESY

The following shall be considered "common courtesy" behaviors. These behaviors will be enforced as school policy. Infraction of these rules may result in detention, contracted behavior or suspension.

1. Removal of hats or caps while in the school building will be enforced. Hats and caps will be removed upon entering the school building in the morning until school is dismissed.

2. Snowball throwing among willing or unwilling participants shall not be engaged in, on any school grounds.
3. Staff members shall be addressed by titles as case may be (Mr., Mrs., Miss, etc.)
4. Orderly conduct within the halls will be expected.
5. Students will be expected to respond to reasonable requests from school adults.
6. Students will be expected to “try” in every class. Continual class disruptions that impede the opportunities for her/him and others to learn will not be tolerated.
7. Students will be expected to respect other people’s property.
8. Food or drink (other than water) in a classroom or hallway will need the approval of classroom teacher/administration and in compliance with our school health guidelines.

COMPLAINTS/PERSONNEL RECORDS

The Board recognizes that complaints from concerned patrons are inevitable. In order to provide an effective procedure for responding to complaints in a manner which is in the best interest of promoting better educational opportunities for children, the following policy is adopted.

If the patron’s concerns are about a teacher or coach who has their son or daughter in a class or activity, the patron should meet and visit with that teacher or coach about that concern. Hopefully, this first step will clear up any misunderstanding.

Once the first step has been followed, complaints about personnel shall be directed to the building principal or other supervisor directly responsible for supervision of that employee.

The supervisor shall:

1. Arrange a meeting of the employee and patron to resolve the issue. If either party is not satisfied with the outcome of the meeting, the supervisor shall:
 - a. Notify the patron that he or she is to come into the principal's office and fill out a complaint form.
 - b. Investigate the complaint.
 - c. Promptly notify the employee if the complaint is to be placed in the employee’s personnel file.
 - d. Schedule a meeting of the employee, the complainant, and the supervisor if deemed appropriate and
 - e. Provide a response to the complainant within fifteen (15) days of receipt of the complaint.

If either party is not satisfied with the handling of the complaint, the matter can be appealed to the Superintendent for final resolution.

Complaints about the Superintendent shall be directed to the Board Chairperson who shall follow the same procedure.

This procedure is intended to minimize the possible action for libel or slander, to retain the impartiality of the board, and to maximize compliance with North Dakota law.

Legal Ref: NDCC Ch 15-38.2
 NDCC 15-47-36

Teacher’s Personnel Files
 Legislative intent in employment of teachers–
 Notification of discharge or failure to renew hearing

CRISIS MANAGEMENT

General statement

The Halliday School Board recognizes the need for orderly handling of crisis that impact students, staff, and/or parents. A crisis, for the purpose of this policy, is defined as any significant event, whether emotional or physical, which impact persons within the Halliday School or community to an extent that normal school routine becomes affected. The event may happen to one or more people, but the event is felt by many others. Examples might include the death or illness of a student or faculty member, an attempted suicide, school shooting or other violent acts or loss of property due to a weather related event such as a flood or tornado.

Crisis management is not intended to be used as a substitute for obtaining the services of skilled, certified counseling professionals within the school or community. Rather, it is to be used as a guideline resource to help people receive appropriate and necessary help and intervention in situations which have an impact beyond one individual and which are likely to affect learning within the school building.

Crisis Management Plan

In the event that a crisis situation does develop, the Crisis Management Plan should be initiated. The objectives of the Crisis Management Plan are:

1. To respond sensitively to the emotional needs of the students, staff members, and affected families.
2. To establish a Crisis Management Team which will give clear and effective communications to staff, students and parents about the events taking place and the procedure to help manage the crisis.
3. To minimize the impact of the crisis on the educational process.

The Halliday Public School approach to crisis management addresses the following:

1. Identification: A process to identify the behavior of students or staff members which may indicate a potential crisis.
2. Assessment: A process in which the Crisis Management Team determines the extent of the crisis and develops a plan of action.
3. Intervention: A process that assures immediate attention to the person(s) in crisis.
4. Support: A process in which physical and emotional support is provided to the person(s) in crisis.
5. Follow-up: A process in which the Crisis Management Team completes the action plan.

Crisis Management Procedures

A. Identification

1. When a crisis or potential crisis has been identified:
 - a. The concerned person will refer a student(s) or staff member(s) to the Team Leader.
 - b. The Crisis Management Team Leader, with the assistance of the Crisis Management Team, will accumulate and evaluate appropriate information, make recommendations, and formulate a plan to manage the impending crisis.
 - c. The Crisis Management Team will review the referral to determine additional follow-up if necessary.

B. Assessment

1. Following a crisis, the Crisis Management Team will assess the following:
 - a. Intensity of the crisis.
 - b. Emotional needs of the students and staff.
 - c. High-risk population
 - d. Parental involvement
 - e. Short and long term intervention strategies.
 - f. Contact with school district and community resources.

C. Intervention

1. The Crisis Management Team will determine appropriate steps and may implement some of the following strategies:
 - a. Establish counseling areas in the school that are made available to students needing support. Class schedule continues as usual.
 - b. Interrupt or modify class schedule. Students attend large group meetings led by the Crisis Management Team members or appropriate professionals with parental approval.
 - c. Hold classroom discussions led by Crisis Management Team members or appropriate professionals.
 - d. Offer presentations to the school staff by Crisis Management Team members.
 - e. Establish counseling areas in the school that are made available to staff members needing support.
 - f. Teach classes for those teachers needing support or assistance due to the crisis.
 - g. Offer Crisis management Team members assistance of appropriate professionals to talk to students and staff.
 - h. Contract and offer guidelines to parents of students needing parental support.
 - i. Encourage and develop follow-up activities, such as group and journalizing.
 - j. Develop news releases, for review and release by the Superintendent.
2. The Crisis Management Team will identify appropriate community agencies and resources and will assist parents in contacting agencies if desired.
3. The Crisis Management Team will, if requested, assist in developing appropriate follow-up with parents, students, staff members, and agencies.

Crisis Management Structure

A. Crisis Management Team

1. Definition: A group of selected staff members and/or community members who are in-serviced in crisis intervention and who may be called upon to assist their school during a crisis.
2. Makeup of the Team
 - a. One administrator or designee
 - b. Outside Counselor (if deemed necessary)
 - c. A teacher
 - d. Additional school staff members as needed
 - e. Community members
3. Qualities for Selection
 - a. Ability to maintain confidentiality.
 - b. Desire to assume this responsibility.
 - c. Developed expertise and skills in interviewing.
 - d. Anticipated long-term assignment in the school system.
 - e. Special interest in future development of intervention skills.
4. Duties
 - a. Accumulate and evaluate information, make recommendations and formulate a plan of action based on the procedures outlined in the Crisis Management Policy.
 - b. Ensure that confidentiality of information will be maintained.
 - c. Determine and implement appropriate intervention procedures in the event of a crisis.
 - d. Would be responsible to call all parents to get approval for students attending group sessions.

B. Crisis Management Team Leader

1. Definition: The Superintendent or his/her designee who performs designated duties.
2. Duties
 - a. Assess the severity of a crisis based on known facts.

- b. Select appropriate Crisis Management Team members.
- c. Designate time and place for the team to meet.
- d. Ensure that the Crisis Management Policy and procedures are followed.
- e. Assist with the management of all communications.
- f. Review the effectiveness of team planning and procedures after each crisis.

Procedures

The Crisis Management Plan exists to provide direction, support, coordination and communication to the students, staff, and community of the school following a sudden death or other crisis.

A crisis is defined as any significant event, whether emotional or physical, which impacts persons within the school's community to an extent that the normal school routine becomes affected. These may include:

1. Death
2. Terminal illness of a student or family members(s)
3. Natural disaster
4. Serious injury or accident
5. Shooting or some other violent event at the school

It must be recognized that each crisis is different and must be treated accordingly. The following guidelines will apply:

1. A Crisis Management Team, led by the Crisis Management Team Leader, will implement the policy.
2. An attempt will be made to keep the school day as normal as possible.
3. Staff members will be kept informed and will be encouraged to be honest and accurate with the students.
4. Resource people may be called upon to meet with individual or small groups. This may include clergy, physicians, and mental health professionals from the area.
5. The school counselors will be directly involved with the school and will be accessible to elementary classrooms on an "as needed" basis.

Staff members who become aware of a crisis situation should contact one of the following:

1. Crisis Management Team Leader or designee
2. Crisis Management Team member
3. School counselor

Steps to be followed after a Referral is Made

1. Complete the crisis referral to the Crisis Team Leader, a member or the counselor.
2. The Crisis Management Team Leader or designee will call a Crisis Management Team meeting.
3. The Crisis Management Team will assess the crisis and will develop and implement an intervention plan.
4. School staff will be informed of the crisis and their role in the intervention plan.
5. The intervention plan will be implemented.
6. The Crisis Management Team will meet at the conclusion of the initial day of intervention to review and evaluate procedures, make recommendations, and offer support to one another.

DETENTION, IN/OUT OF SCHOOL SUSPENSION AND EXPULSION

Students may receive detention for various reasons. Students will either receive a detention from a teacher for something that has happened while that teacher was supervising the student or from the principal. The teacher will notify parents, either by phone or mail, of in or out of school suspension occurs. An in-school suspension is a situation where the student will be isolated in a room for a period of time. The student will be able to eat lunch and take bathroom breaks, but will be isolated from the rest of the

students. Students serving in-school suspension will be expected to complete assigned schoolwork. In-school suspension will not count as an absence if schoolwork is completed to the satisfaction of the teacher. The students may not participate in or be in attendance at any school-sponsored activity on a day they have served in-school suspension.

Suspension and Expulsion

These disciplinary actions are limited to administrative use only. Suspension is banishment from school for a period not to exceed ten (10) days. This decision can be made by the administration, without School Board approval. A suspension of ten or more days requires School Board approval. Expulsion from school must be recommended by the Administration and approved by the School Board.

The disciplinary issues within this area of the Handbook apply both at our school and while visiting another school.

Suspension and/or expulsion referrals to the proper school authority may result from one of the following violations:

- a. Continued and willful disobedience.
- b. Use, possession, distribution, or being under the influence of intoxicants or illegal drugs on school property or while visiting at another school, or in connection with any school sponsored function.
- c. Use, possession, or distribution of any paraphernalia of any illegal nature.
- d. Willfully causing or attempting to cause substantial damage to public school property.
- e. Open defiance, in language or action, of any teacher or person having authority in school.
- f. Conduct of such character as to constitute a continuing danger or the well-being of other students.
- g. Physical assault upon another student, teacher, or Administrator.
- h. Violation of attendance regulations.
- i. Taking or attempting to take another person's personal property or money by means of force or fear or by other means.
- j. Violation of tobacco, alcohol, and drug regulations.
- k. Cursing or verbally abusing any person.
- l. Willful interruption or substantial disturbance of any school activity.
- m. Violation of law codes, school board policy, or school regulations.
- n. Sexual harassment.
- o. Violation of the School District Policy relating to weapons.
- p. Others as deemed necessary by the administration and School Board.

Due Process Procedure for Expulsion

1. Notification of the charges along with a time and date for a hearing before the School Board is provided to the student and parent(s)/legal guardian(s) at least 3 days prior to the scheduled hearing.
2. The student and parent(s)/legal guardian(s) will be advised they may appear with legal counsel at the hearing. The cost of legal counsel is to be paid by the parent(s) or legal guardian(s).
3. The student and his/her counsel will have the opportunity to examine any document submitted in support of the charges.
4. The student and his/her counsel will have the opportunity to hear and cross-examine any witness associated with this hearing.
5. The student and his/her counsel will have the opportunity to present the student's version of the charges through documents and witnesses.
6. The student and parent(s)/legal guardian(s) will be provided with written notification of the results of the School Board decision in this matter. If the student is found guilty, the notification will include the reason(s) and the disciplinary action taken.
7. A verbal record of the hearing may be provided to the student and parent(s)/legal guardian(s) whom are to be paid by the student or parent(s)/legal guardian(s).

Due Process Procedure for Suspension

1. Oral notification of the charges is provided to the student by the Principal.
2. An informal hearing between the student and Principal provides the student with an opportunity to present his/her side of the story.
3. If the student denies the charges, the evidence the Principal is relying upon is explained to the student.
4. The Principal makes a decision based upon information in hand.
5. If the decision is the student will serve amount-of-school or in-school suspension, the parents and the School Board Present will be notified.

DRESS POLICY

Students attending Halliday School are expected to use good judgment and common sense in their choice of attire. Any manner of dress, which is deemed offensive, inappropriate or disruptive to the educational process, will not be permitted. Clothing that is excessively revealing, such as clothing which exposes a midriff or see-through clothing is not permitted. Also, clothing *or any material* that advertises beer, liquor, tobacco, drugs or obscenities will not be tolerated during the school day. Shoes are to be worn at all times. *Caps or any other headgear including scarves and bandanas* are not to be worn during school hours unless approved by the teacher.

Bus students should dress accordingly during cold weather. Proper footwear should be worn during times of snow and mud. All over-shoes and/or boots are to be removed at the front entrance of the school.

Students in grades K-6 are encouraged to go outside for recess and other break times if the weather conditions permit. If a student is to stay inside during this time, a written request is required from the parent or guardian.

Students must be adequately dressed for the weather. This includes caps, mittens or gloves. Overshoes, boots or other changes of footwear are required when the playground is muddy, very wet, or covered with snow.

Students are to remain in the building during extreme weather and storm procedures will be followed in case of early dismissal

Parents are responsible to set the standards for their children's attire. We need your cooperation in encouraging your child to dress appropriately. Children should wear tennis shoes (without black soles) for physical education classes.

DRUG USE/ABUSE POLICY FOR STUDENTS

The school has a clear responsibility to maintain an atmosphere which will promote a quality-learning environment. Because the use of drugs, alcohol and other chemicals among young people has become a major problem in our country, and the use and availability of these substances on school campuses interfere with the educational process, it is our goal to promote a healthy environment from chemicals and/or alcohol and to provide consequences for misbehavior as well as educating, deterring and preventing abuse of chemicals for all our students.

EDUCATION

This District will teach about drugs and alcohol in an age appropriate developmentally based education and prevention program in every K-6 grade.

ELECTRONIC DEVICES

Electronic devices such as cell phones, Cell Phones, iPods, iPads, Smart watches, etc. are not allowed to be in the classroom or turned on during instructional hours unless teachers authorizes such usage .

--- First violation: Electronic device will be turned over to the principal.

--- Second violation: Electronic device will be turned over to the principal, parents will be notified and student will have one hour of detention.

--- Third violation: Electronic device will be turned over to the principal, parents will be notified and student will have one day out of school suspension.

ELEMENTARY PARTIES AND PICNICS

On occasions room parties will occur and all students will participate (EX. Halloween, Christmas, and Valentine's Day). Additional parties, activities and end of the year picnics may be held at the discretion of the teachers.

EMERGENCY DRILLS

Emergency Situations

You never know when an emergency will happen and what your involvement may be in an emergency here at school, on your bus or at home. Learn all you can from basic first aid and CPR training to the areas listed below. IT COULD SAVE YOUR LIFE AS WELL AS YOUR FAMILY OR FRIEND'S LIVES!!

Fire Drills

State law requires that the school hold periodic emergency drills. Fire exits will be posted. When the first alarm is sounded:

1. Leave your seat or station immediately.
2. Walk rapidly but do not run to the designated exit.
3. Go at least 75 feet from the exit and remain there until given permission to return.
4. In the cold weather months, a school bus will be designated as the school evacuation center.

Other Drills/Watches

From time to time in cooperation with local officials, Halliday Public School may participate in other drills such as chemical disaster, nuclear disaster, school bus accident training, unauthorized intruder (on playgrounds or in the school building) or others. Students will be given instructions on how to deal with each specific drill as they may take place.

Tornado Drills

Tornados can and do happen in our part of the state. BE READY!!

Tornado Watches: In the event of a tornado watch during school hours, you will be notified by intercom. The office staff will monitor the watch by all available communication systems and give periodic updates.

Tornado Warning: If a tornado is approaching the school, you will be notified by intercom, verbal or phone instruction. Take shelter immediately.

FERPA POLICY/PROCEDURE

The Halliday School District will provide on an annual basis to students and parents, notices of the rights to access student records. (Family Education Rights and Protection Act 99.7)

Procedure:

The notice will be included in a student handbook disseminated to all students and their parents at the beginning of each school year. Students transferring into the district during the school year will be

given a handbook on the day of enrollment. The local school principal will be responsible for including the notice regarding Parent's Rights of Access to School Records in the school's handbook.

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

Each year parents and students will be informed of the student record policy of the Halliday School District.

Parents of students who wish to review any or all of the school records pertaining to the student should contact the building principal for an appointment. The records will be reviewed with school personnel, and parent may have copies of the records for the cost of copying.

If parents believe something in the records is inaccurate, misleading, or otherwise violates privacy or other rights, they may request that it be corrected or they may have comments added to the record. If the principal and the parent cannot agree, the later may contact a Hearing Officer for a hearing. If the hearing officer determines that the information is inaccurate, misleading or otherwise violates privacy or other rights, the record will be amended. If the officer determines that the information is not inaccurate, misleading or otherwise does not violate privacy or other rights, the parent or adult student has the right to place a statement in the record commenting on the information or stating why they disagree with the decision. The amendments or comments will remain with the original record, including when the student's record is transferred to another school or agency.

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

Parents possess the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administered FERPA is

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

GRIEVANCE POLICY/ PROCEDURE

Any student or employee of the Halliday School district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in a District program or activity, on the basis of race, color, national origin, age, sex or handicap, may file a written or oral complaint. The building principal is the person responsible for receiving oral or written reports at the building level. Upon receiving a report, the principal must notify the Compliance Administrator, the Superintendent.

The Compliance Administrator shall review the written complaint, and a written response shall be mailed to the complainant within ten working days after receipt of the written complaint. A copy of the

written complaint and the compliance administrator's response shall be kept on file in the superintendent's office.

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

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

Any student or employee of the Halliday School District No. 19 is entitled to submit any complaint or alleged discrimination on the basis of race, color, national origin, age, sex, or handicap to the Regional Office for Civil Rights of the United States Department of Human Services by sending complaint to: Federal Building, 1961 South Street, Denver, Colorado.

HALLIDAY ELEMENTARY CO-CURRICULAR CODE

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

Parents are encouraged to be positive and supportive in their relationships with coaches and advisors. A team effort by parents, school officials and participants is needed.

Our co-curricular programs are **voluntary**. Therefore, when a student and parent sign to accept the code, it means that they voluntarily accept the terms and conditions set forth by the Halliday and Killdeer School Districts.

HARASSMENT

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

Harassment may include but is not limited to sexual harassment, racial harassment or harassment because of a physical condition or disability. It may also include but is not limited to hostile, demeaning or intimidating behavior or conversation.

SEXUAL HARASSMENT

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

It is the policy of the Halliday School District #19 to maintain a learning and working environment that is free from sexual harassment. This environment includes the school settings, school vehicles, and school sponsored activities. The Halliday School District prohibits any form of sexual harassment.

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

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

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

DEFINITION

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

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

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

REPORTING

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

SANCTIONS

- A. A substantiated charge against a student in the school district shall subject such student to disciplinary action, up to and including suspension or expulsion, consistent with the student discipline code.
- B. The Halliday School District will discipline anyone who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation, proceedings, or hearings relating to a sexual harassment

complaint. Retaliation includes, but is not limited to any form of intimidation, reprisal, or harassment.

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

HOMEWORK

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized, must be viewed as purposeful to the students, and should be evaluated and returned to the students in a timely manner.

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaption of a classroom experience, and should not be assigned for disciplinary purposes.

ILLNESS

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

ILLNESS IN SCHOOL

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

INJURIES

The Halliday and Killdeer School Districts will provide competent coaches, advisors, safe facilities and equipment. Nevertheless, injuries do occur. If any injury occurs, notify a coach/advisor. Medical costs for injury are not the responsibility of the either school districts. Injury costs are the responsibility of participants and/or their parents/guardians. The Halliday School District does not carry insurance to cover the costs involved in an injury.

LEAVING THE SCHOOL GROUNDS

No student will be permitted to leave the building under any circumstance, unless he/she receives permission from the main office personnel or classroom teacher. Students who leave the building for appointments, etc. shall check out at the main office and then check back in upon returning. Parent or guardian picking their student up from school must sign the student out at the main office.

LOST AND FOUND ARTICLES

A lost and found box will be located in the main office. Pupils finding lost articles or losing personal belongings should report the information to their teacher or the main office immediately. Children should have their initials or identifying marks on articles of clothing, boots and shoes.

LUNCHROOM/NOON BREAK INFORMATION

Please exercise good manners and eating habits in the lunchroom. Be courteous while standing in line. Please keep the tables clean, return all items to the kitchen counter, and try to keep the noise level moderate. Do not take more food than you can eat, and do not carry food from the lunchroom.

All patrons with students in school are sent information at the beginning of the school year or upon enrollment of their students regarding applications for free or reduced lunches. The District asked that each family fill out and return the application.

MEDICAL APPOINTMENTS

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

MEDICINES AND DRUGS

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

MONEY SENT TO SCHOOL

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

NON-DISCRIMINATION POLICY STATEMENT

YOU ARE HEREBY NOTIFIED that the Halliday School District No. 19 does not discriminate on the basis of race, color, national origin, age, sex, or handicap in the education programs or activities which it operates and is required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 of the Department of Health, Education and Welfare regulations, and the Americans with Disabilities Act of 1990 not to discriminate in such a manner. This requirement not to discriminate extends to educational programs and activities, as well as to employment policies and practices.

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

OTHER BUSING/STUDENT TRANSPORTATION ITEMS

A. Bus Route Failure/Student Attendance

There are occasions when the bus does not make its normal run because of mechanical problems, threatening weather, or bad roads. If school is held (in session), students will not be counted absent if their bus could not pick them up due to threatening weather, mechanical problems, or bad roads. If your bus did run to your normal pick-up point and you did not send your student to school, that is your decision to make. However, your student will be counted absent for all or any part of the school day missed.

B. Busing-responsibilities of Parents/Legal Guardians

1. The purpose of school bus transportation is to provide safe, comfortable and economical transportation for children.
2. Parents should not expect the bus to operate over roads that are not properly maintained or
3. on roads or driveways where adequate space is available to turn around. In some instances, existing weather and/or road conditions may modify or eliminate bus service.
4. If parents wish to take children from school, the bus driver should be notified. In no case shall parents stop the bus on the highway or at an undesignated stop for the purpose of taking their children off the bus.
5. If the children are not to ride the bus in the morning, the driver should be notified in sufficient time so that they do not have to stop.
6. If the child did not ride the bus in the morning, the driver will not expect the child to ride the bus in the afternoon unless notified otherwise.
7. All children should be on time.
8. For better driving conditions, please have all weeds along the route mowed.
9. Parents can help insure the cooperation of their children by studying with them the rules and regulations adopted for bus operation. Parents should understand that children riding on a school bus must obey all regulations and the requests of the bus driver or they may forfeit their privilege of riding.
10. Please REQUIRE your children to wear or carry clothing (hats, boots, coats or gloves) that are suitable for North Dakota winter weather. This is a parental responsibility that must be taken seriously.
11. Any suggestions for changes in the transportation system which a parent thinks will improve it, should be presented to the Superintendent.
12. Halliday school buses will provide transportation to all students.

C. Stopping for a School Bus

State law requires that ALL vehicles (both traffic from the front and rear) must come to a complete stop and proceed only when the flashing lights on the school bus are turned off.

OTHER REGULATIONS REGARDING VISITORS

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

1. Anyone who is not a regular staff member or student of the school will be termed a "visitor".
2. Any visitor to the school must report to the office upon arrival at the school. Visitors will be required to sign-in upon arrival and sign-out before exiting the school.
3. Young children are not to be brought to school without administrative approval.
4. Teachers are not expected to take class time to discuss individual matters with visitors.

5. Staff members may receive visitors in the staff lounge during a duty-free lunch time or after work hours but otherwise not during the school day.
6. Instructional materials may be reviewed in the office after request has been made to the Superintendent.
Any objection to curriculum or instructional materials shall be made in accordance with the district's policy on educational material complaints.
7. Students will not be permitted to bring brothers and sisters to school who are not enrolled in the District **except for special programs specified by the teacher**. Requests to bring out-of-town visitors to school must be submitted to the principal.

OUR SCHOOL'S GOAL

The Halliday Elementary School #19, in support of the aims of public education, believes that the behavior of students attending public schools shall reflect the standards of good citizenship demanded by members of the democratic society. Self-discipline (responsibility for one's actions) is one of the important, ultimate goals of education. Our student behavioral policy, therefore, contains points:

1. Students shall respect the adults and peers in the school system. This shall include conformity to school rules and regulations and those provisions of law, which apply to the conduct of juveniles or minors. School regulations and rules apply to all school activities and school trips.
2. Citizenship in a democracy respects the rights of others and demands cooperation with all members of the school community. Student's conduct shall reflect consideration for the rights and privileges of others.
3. High personal standards of courtesy, decency, morality, and clean language, honest and wholesome relationships with others shall be maintained. Respect for school and personal property, pride in one's work, and achievement within one's ability shall be expected of all students.
4. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and to profit by the educational experiences provided will be given every opportunity to do so.
5. Students who become involved in areas of problem behavior will be subjected to certain disciplinary actions. Depending upon the seriousness of the behavior problems, one or more of the following actions will be taken by school officials (teachers, administrators or other school employees).
6. Students enrolled in the Special Education Program who become involved in areas of problem behavior will be subject to certain discipline actions in accordance with the West River Student Services Unit's discipline policies and procedures.

PARENTAL INVOLVEMENT

The District believes that the best educational result for each student occurs when all three partners are doing their best: The District staff, the student's parent, and the student. Such a partnership, every parent is urged to

1. Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
2. Review the information in the student handbook with his or her child and sign and return the acknowledgement(s) for the directory information notice by the first day of school. A parent with questions is encouraged to contact the school.

3. Become familiar with all of the child's school activities and with the academic programs, including special programs offered in the District. Discuss with the staff any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
4. Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or any staff, please E-mail the staff or call the school. A teacher will usually arrange to return the call or meet with the parent during his or her Prep Period or at a mutually convenient time before or after school.
5. Become a school volunteer.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be held during the first and third nine-week periods. These conferences are an important time to discuss first hand your child's progress at school.

PETS

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

POLICY VIOLATIONS

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

PROHIBITED ACTIVITIES

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

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

This policy applies to any student/employee who is on school property, who is in attendance at school or at a school-sponsored activity or whose conduct at any time or in any place interferes with or

obstructs the mission or operations of the School District or the safety or welfare of students or employees.

PROHIBITED SUBSTANCES

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

REPORT CARDS

Report cards will be mailed home or handed out at conferences every nine weeks for all students. Questions about report cards may best be discussed in a meeting with the teacher and the principal if necessary.

REPORTING OF SUSPECTED CHILD ABUSE/NEGLECT

North Dakota Century Code specifically requires school teachers, administrators, and counselors to report knowledge or suspicion of suspected child abuse or neglect to the Dunn County Social Services Agency.

School employees must report knowledge or suspicion of suspected child abuse or neglect to the school administration prior to contacting the Dunn County Social Service Agency via a Form (SFN 960) report. Confidentiality of the person making the report must be maintained.

RETENTION AND PROMOTION

Teachers having students in danger of retention or failure should begin to use the following procedures as early as a problem is detected:

1. Teachers shall carefully document that the student is not functioning at the expected level of performance or meeting desired outcomes for the grade level or course. Information documented may include:
 - a. Actual "grade" performance in the academic subjects or subject matter taught in the classroom.
 - b. A list of the specific areas of strength experienced by the student in the academic, physical and social areas of the school setting.
 - c. Observation of the student in various situations by answering the following questions:
 - (1) How does the student perform various tasks?
 - (2) How does the student approach a problem task?
 - (3) What process does the student use in performing expected tasks?
2. Using the information obtained in documentation of the student's observation by the teacher, the teacher should be able to determine if the student is functioning below grade level expectations and identify the student's current achievements level. Having taken the steps listed above, the teacher now should be able to construct and attempt some individualized programming techniques to attempt to meet the educational needs of the student. Also, a decision should be

made to determine which method of instruction is best for the student in question, i.e., auditory, visual, or kinesthetic. The teacher must have written documentation of the techniques and resources used and if the techniques or resources were or were not successful.

3. If the teacher is not observing satisfactory performance after the above modifications have been attempted for a reasonable period of time, the case must be referred to the principal. The teacher, principal, parents and student may set up a meeting to explore options.

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

RULES FOR SCHOOL BUS RIDERS

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

1. Please remember that the bus driver is in charge while you are on the bus and the driver has same authority as a teacher.
2. Be on time at the designated school bus stop---keeping the bus on schedule.
3. Stay off the road and street at all times while waiting for the bus. Bus riders shall conduct themselves in a safe manner while riding.
4. Wait until the bus comes to a complete stop before attempting to enter the bus.
5. Be careful in approaching bus stops.
6. Bus riders should not be permitted to move toward the bus at the school-loading zone until the buses have been brought to a complete stop.
7. ***For your own protection, please wear clothing that is suitable for existing weather conditions. During the winter, you should be prepared for a stalled bus at all times.***

B. While on the bus

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

C. After leaving the bus

1. Cross the road when necessary after getting off the bus (at least ten feet in front of the bus), but, only after looking to be sure that no traffic is approaching from either direction.

2. Help look after the safety of smaller children.
3. Be alert to the danger signal from the driver.
4. The driver will not discharge riders at other places than the regular bus stop, at home, or at school unless by proper authority from parents or school officials.

D. Extracurricular Trips

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

E. Parents of any student who does not live on a bus route must seek approval from the school office personnel, teacher or bus driver in order for a student riding the bus either to or from school.

SCHOOL ACCIDENTS

In the event your child is involved in an accident in school, minor first aid will be administered by a school official. If the accident is of a serious nature, parents will be called immediately. If the school is unable to contact the parent, the ambulance personnel will be called.

SCHOOL AGE

The Halliday Public School is equally free, open, and accessible at all times to all children residing in the Halliday School District No. 19. Students must be at least five years of age before midnight on August 1st to enter Kindergarten. This age requirement is set forth by ND Department of Instruction. If a student exhibits special talents or abilities and meets the criteria of the West River Special Services/Halliday Public School of the “early entrance process”, he/she may be allowed to start school at an earlier age than listed above.

Please contact the Superintendent of Schools for information regarding the early entrance procedure at the Halliday Public School.

SCHOOL BUS PASSENGERS

1. The following rules for all school bus passengers are quoted from the North Dakota School Bus Standards, issued by the State Department of Public Instruction. These rules and practices will be rigidly observed and enforced at all times. State laws provide that “disciplinary authority of the school shall exist over all children while being transported to and from schools and operator shall be charged with their control and discipline while they are being transported”.
2. Bus transportation is a privilege, not a right. Any student whose conduct is delinquent on the bus may be barred from riding.

SCHOOL HOURS

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

- | | |
|-------------|--|
| 8:00 – 8:20 | Breakfast Serving Time |
| 8:25 | Homeroom (counted tardy after this time) |
| 3:00 | Dismissal |

SCHOOL PROPERTY

The school building and furniture are in good condition. This shows school and community pride. All parents are advised that children must respect school property of any kind. Reimbursement for damages

will be expected in case of vandalism as opposed to accidental damage. This would include the loss or intentional destruction of textbooks and technology.

SCHOOL RECORDS/RELEASE OF RECORD

The school has on file, information about the history and achievement of each student. The student and/or his/her parents may see the contents of the file by making an appointment with the Principal. The student or parents may place in the file any item which is pertinent, but no item may be removed. If it is desired that an item be removed, a written request must be made to the Principal. In the event that the request is denied, the decision may be appealed to the Superintendent and ultimately the School Board. The School District will be in compliance with all provisions of the Family Education Rights and Privacy Act (FERPA).

Records will be sent with prior authorization to another public school within the state in which a student has already enrolled after transferring from this school. The school may release any information from a student's file to another school.

SEARCH BY SCHOOL PERSONNEL

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

GUIDELINES:

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

The school reserves the right to bring a drug dog into the school. The drug dog will be used as a deterrent and as a preventive measure to keep harmful and illegal drugs from being brought into the school building. If illegal contraband is found, parents and law enforcement will be notified immediately.

SECTION 504 REHABILITATION ACT OF 1973

What is Section 504? Section 504 is the part of the Rehabilitation Act of 1973 which applies to persons with disabilities. It is a civil rights act which protects the civil and constitutional rights of persons with disabilities.

It states that no person with a disability can be excluded from or denied benefits of any program receiving federal financial assistance.

SIGNIFICANT CONTAGIOUS DISEASES

Definitions

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

Universal Precautions

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

Confidentiality

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

Reasonable Accommodations & Public Health Threats

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

Students

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

SLANDEROUS AND OFFENSIVE MATERIAL FOUND IN HALLIDAY SCHOOL

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

SNOWBALLING

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

SPECIAL EDUCATION SERVICES

The special education program provides education to children who are exceptional. "Exceptional means a child less than 21 years of age whose educational needs are not adequately provided in the regular school program because of physical, mental, emotional, and/or social conditions".

Halliday Public School is a member of the West River Special Services Cooperative based in Dickinson and the policies of that Cooperative regarding the special services under the Individuals with Disabilities Act (IDEA) are also those of the Halliday Public School District No. 19. For more information regarding those policies, please contact the Superintendent at the school or Special Services Director at (701) 483-1257.

SPORTSMANSHIP

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

STUDENT ACTIVITY FIELD TRIPS

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

A form will be sent home to secure the parent's permission in writing before any extensive field trip. Parents are asked to see that these forms are signed and returned to the teacher.

STUDENT THREATS/SCHOOL VIOLENCE

With continual school shootings and other violent acts in the school setting, it is the duty of the School District to provide a safe, secure and totally educational environment for its students, staff, and patrons. With this in mind, the School District is observing a "zero tolerance" system in dealing with student threats of violence to others or themselves.

ANY STUDENT MAKING THREATS OF VIOLENCE WILL BE IMMEDIATELY REPORTED TO THE PRINCIPAL OR SUPERINTENDENT'S OFFICE FOR ACTION. THE PARENT(S) OR GUARDIAN(S) WILL BE CALLED FOR A CONFERENCE WITH THE STUDENT AND FROM THAT CONFERENCE A DETERMINATION OF FURTHER ACTION WILL BE MADE. THE STUDENT WILL NOT BE ALLOWED BACK INTO REGULAR CLASSES (OR) THE SCHOOL DEPENDING UPON THE NATURE OF THE THREAT) UNTIL THE PARENT/GUARDIAN CONFERENCE IS HELD. THE SCHOOL DISTRICT APPROVED STUDENT DISCIPLINARY STRUCTURE WILL GUIDE THE ADMINISTRATION IN DEALING WITH THESE SITUATIONS.

SUMMARY OF YOUR RIGHTS AS A PARENT/GUARDIAN

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

1. You must receive written notification before the school may conduct individual testing of your children.
2. You must receive written notification of any initiation or refusal to initiate a change in your child's educational placement.
3. You have the right to present your views regarding the identification, evaluation, placement, or provision of a free appropriate education to your child. This includes the right to request an educational evaluation.
4. You have the opportunity to present information from an independent educational evaluation of your child.
5. You have access to all relevant school records of your child.
6. Either you or the school may initiate an impartial due process hearing to resolve differences that could not be resolved informally. The request is filed with the North Dakota Department of Public Instruction. In conducting such a hearing, parents must:
 - a. receive timely and specific notice of the hearing
 - b. have the right to be accompanied and advised by counsel and/or by individuals with specific knowledge or training with respect to the problems of handicapped people.
 - c. confront, cross-examine and compel the attendance of witnesses
 - d. present evidence relevant to the decision

- e. obtain written or electronic verbatim record of the hearing, and obtain written findings of facts and decisions.
7. The hearing will be conducted by an impartial hearing office selected from a list provided by the Department of Public Instruction.
8. The decision of the hearing is binding on all parties pending appeal.
9. Either party has the right to appeal the findings and decisions of the hearing through the court system.
10. During the above process your child shall remain in the original program or any other program to which both parties can agree.
11. Students receiving special education and related services must receive a periodic re-evaluation every three years.
12. These rights transfer to your child when he/she reaches the age of 18 unless a guardian has been appointed by the court. These rights would then be retained by a court appointed guardian.

SUPPLIES

There are some items of expense which parents are asked to share, such as art materials, crayons, portfolios, notebooks, pencils and paper. Parents should await teacher's recommendations before they purchase these items. A list of supplies needed for each grade will be made available and sent forth.

TEACHER'S HOURS

Teachers are on duty from 7:55 a.m. until 3:45 p.m. each day. Parents are encouraged to make all contact with teachers from 7:55 a.m. until 8:20 a.m. and from 3:15 p.m. until 3:45 p.m. However, should an urgent matter arise, please feel free to contact the teacher at any time.

TEAMWORK AND FUNDAMENTALS

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

Technology, Computer, and Network Facilities Acceptable Use Policy

Acceptable Use Computer Policy

The Board of Education is committed to the goal of having technology, computers, and network facilities used in a responsible, efficient, ethical, educational, and legal manner in accordance with the mission of the Halliday School District. Acceptable uses of the network are activities which support teaching and learning. Network users are encouraged to use technology, computers, and the internet for purposes which meet their individual educational needs and take advantage of the computer and network functions.

Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom or elementary/secondary school setting. On a global network, it is impossible for the school to control all the materials and events that may happen. Ultimately, the school staff, parents and legal guardians of minors (our students under the age of 18) are responsible for setting and conveying the standards that our students should and must follow when using media and information sources. The Halliday Public School supports and respects each family's right to decide whether or not to allow their student(s) to apply for access to the school district's link to the Internet and other outside resources.

Use Rules and Responsibilities

Students are responsible for good behavior while using school computers just as they are in a classroom or school hallway. Communications on the Internet are often public in nature. General school rules such as those published in this Handbook regarding student behavior and communications apply to all students grade K-6 using computers (and their related technologies) in any manner at the Halliday Public School.

Halliday Public School's Internet access is provided for students to conduct research and communicate with others in relation to school work. Access to computer services is provided to students who agree to act in a considerate and responsible manner. Parent/legal guardian permission is required for access to the Internet by signing the "Halliday Public School User Agreement and Parent Permission Form". **THIS ACCESS IS A PRIVILEGE AND NOT A RIGHT.** Therefore, based upon the acceptable use guidelines outlined in the School Board Policy and in this Handbook, the system administrator and Superintendent of Schools will deem what is inappropriate use, and their decision is final. The system administrator may deny, revoke or suspend use accounts.

Individual users of the Halliday Public School Internet link are responsible for their own actions. The use of their (individual users) account must be in support of educational research and must be consistent with the academic expectations of the Halliday Public School. Use of other organizations' material in violation of U.S. or state regulations including copyright, threatening or obscene materials is prohibited. Unauthorized use for commercial activities by for-profit organizations, product promotion, political lobbying or for any illegal activities is strictly prohibited.

Each student shall have on file (with the student's teacher for grades K-6) a signed user agreement and parent permission form if that student desires to use Internet or other school technology services. If the school district continues to below to the EDUTECH system, the EDUTECH acceptable use policy will remain a part of the school district policy regarding technology.

Network Rules

We are fortunate to have access to a local area computer network (LAN) and the Internet from one end of our building to the other. We, as well as parents, have concerns relating to various sites in the Internet as well as other problems that have happened to students around the country utilizing current technologies. We have in place policies governing the use of computers and other technology within the Halliday Public School. These policies are for hour protection as well as the school districts.

If you as a student or other person using the school system's technology are involved in any of the activities listed below, disciplinary action (closure of your Internet account and access to technologies available at the school) will result.

1. Installing any software without asking the system administrator first.
2. Possessing a copy of the system password file, or any portion thereof.
3. Cracking, hacking or otherwise breaking into accounts or files that you do not have FULL authorized access to on this system or any other.
4. Possessing and/or running encryption, decryption, cracking, security, analysis scripts, binaries or any other tools to expedite the process.
5. "Lending" your account or password to anyone. There will be no authorized sharing of accounts or passwords.
6. Giving your home address or telephone number to anyone online, through E-mail or voice mail.
7. Storing more than ten megabytes of data inside your personal folder.
8. Planning or conducting any illegal activities through the Halliday Public School's Internet link or on any network accessible from Halliday Public School, including but not limited to possessing pornography or commercial software (or any associated paraphernalia). There will be no hesitation in calling in administration and/or parents, and we will not hesitate to contact law enforcement officials.
9. Sending unwanted, threatening or harassing E-mail to individuals on our systems or any other. No chain letters may be created or passed on through our systems.

10. Downloading any type of executable file including those with file extensions of COM, BAT, EXE, ZIP, etc.
11. Sending any type of mass mailing.
12. While using school computers, network, etc., using any E-mail system other than that provided by EDUTECH, (this includes GMail, etc.).
13. Use profanity, obscenity, or other language which may be offensive to another user
14. Using the network for financial gain or intentionally spreading computer viruses
15. Downloading, storing, or printing graphics, videos, files, or messages that are profane, obscene, or that use language that offends or tends to degrade others

Violation of the above rules without prior WRITTEN permission from the system administrator and the Superintendent of Schools is prohibited. We reserve the right to suspend your account or lower your access if we feel you are breaking the law, being rude, unhelpful or uncooperative in the enforcement of this policy or other rules formulated by the system administrator.

TELEPHONE USAGE

No students shall be called to the phone unless a matter of some urgency exists. In most cases, the secretary shall take a message for the student and deliver this to the student during class breaks. If the message is of such a nature that the student must return the call, students are normally asked to do so during class breaks or during the lunch break. If you need to contact your student's teacher(s) please call the main office.

TRANSPORTATION

Transportation to and from practices will be provided by the schools and encourages students to ride to and from activities in the transportation provided by the school. However, if the situation arises where the parents would like to have their child ride home with them, the person in charge of the activity may allow the parents to sign a waiver of liability form allowing them to take their child with them. The waiver/request is meant to help parents who find themselves in a situation where it is more feasible for their child to ride home with them. This waiver/request can only be used by the parents of the child. Requests by parents to have their child travel with them to and from activities must inform the coach and/or advisor beforehand.

TRUANCY

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

1. Leaves school without prior permission.
2. Is absent from class without permission (skipping).
3. Obtains permission to go to a certain place and does not report there.

USE OF THE BUILDING AFTER SCHOOL HOURS

No individual or group shall be allowed in the building after school hours unless they are under the direct supervision of a school employee or responsible adult approved by the Administration. The supervisor will need to make arrangements with the Administration, which includes being responsible for any damages caused as a result of the use of the building.

VIOLATIONS

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

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

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

VISITORS IN THE SCHOOLS

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

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

WARNING

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

WEAPONS POLICY

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

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

Such weapons include but are not limited to any knife, razor, ice pick, explosive smoke bomb,

incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles or artificial knuckles of any kind or any object that can reasonably be considered a weapon or dangerous instrument.

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

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

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

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

Proper due process proceedings as defined in this policy will be observed in all suspensions and expulsions in this policy.

YOU AND YOUR TEACHER

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

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

YOUR SCHOOL RECORD

YOUR RECORD IS YOUR MIRROR!!! Will your days at the Halliday Public School reflect the image you desire later in life? Work to your fullest potential to build a record that you will be pleased to show to others when the need arises. The school district has on file (CUMULATIVE FILE) information about the history and achievement of each student who enrolls at the Halliday Public School. The student and/or his/her parents or legal guardians may examine the contents of the file by making an appointment with the Superintendent of Schools. Parents/legal guardians may place in the file any item which is pertinent, but no item or items may be removed. If it is desired that an item or items be removed, a written request which identifies exactly what is requested to be removed and why it is requested to be removed, must be filed with the Superintendent. He/she will make a decision and give written notification to the student or parent(s)/legal guardian(s) of the decision to remove or not remove the item or items. The decision of the Superintendent may be appealed to the School Board at its regular meeting. . .the decision of the School Board regarding the matter will be final.

Acceptable Use Agreement and Handbook Permission Form

We, at the Halliday School, review the schools' handbooks with your child/children. Just as important is the parent review of the guidelines and rules of the school. Please review the copy of your child's 2021-2022 Halliday School Handbook. Then, please sign and return this form to the school. If the form is not returned, the school will call to determine if your family received the handbook. Thanks.

As a user of the Halliday School computer network, I hereby agree to comply with the above stated rules communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student's Name (PRINTED):

_____ Grade: _____

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

Student Signature

Date

Parent/Guardian Signature

Date

As the parent or legal guardian of the minor student signing above, I grant permission for my son/daughter's picture to appear on the Halliday Elementary School's homepage including: school or North Dakota Department of Public Instruction websites, newsletters, yearbooks etc. I also give my permission for my child's photograph to be published in the Beulah Beacon (or other news organizations deemed appropriate by the School Superintendent) for articles on school programs, academic awards and achievements or school events.

Parent/Guardian Signature: _____ Date: _____

Tony Duletski
Superintendent/Principal
Tamara Schultz
Business Manager

HALLIDAY PUBLIC SCHOOL

DISTRICT 19
188 4TH STREET SOUTH
PO BOX 188
HALLIDAY, NORTH DAKOTA 58636
(701) 938-4391 ♦ FAX: (701) 938-4373



We have read the 2021 - 2022 HALLIDAY PUBLIC SCHOOL STUDENT/PARENT HANDBOOK and agree to abide by the policies contained in the handbook and other policies of the HALLIDAY PUBLIC SCHOOL DISTRICT.

Please return this sheet to the office as soon as possible, but no later than September 1, 2021.

Parent/Guardian Signature

Date

Student's Signature

Date

Date Returned to Office: _____

Office Personnel's Signature