

# Manvel Public School Student Handbook 2021-2022



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Dear Parents,

We wish to take this opportunity to welcome you and your child(ren) to Manvel Public School. Please feel free to contact us, or any member of the school staff, if problems should arise. A school is most successful when parents, teachers, students and others in the community cooperate in a total team effort.

This handbook is to provide students and parents with the necessary information in respect to the school and its operation. The handbook does not attempt to cover every rule, regulation or policy mandated by North Dakota law or Manvel School Board policy. It attempts to provide answers to routine school matters. We encourage you to review its contents and call if you have any questions or concerns.

We are looking forward to the best year yet!

Sincerely,

Dave Wheeler, Administrator  
Melissa Hiltner, Principal

## **MANVEL PUBLIC SCHOOL MISSION STATEMENT**

*Empower Every Student, Every Day*

## **MANVEL PUBLIC SCHOOL VISION STATEMENT**

*Inspiring 21st Century Learners to Influence 22nd  
Century Successes*

## **MANVEL PUBLIC SCHOOL PHILOSOPHY**

We, the Manvel School Board, present this statement of our basic beliefs concerning education in order to formulate district goals and objectives and to establish programs that are designed to meet these goals and objectives within the legal framework of state and federal law.

**We Believe:**

1. The purpose of education is to equip students with the knowledge and skills necessary to become active, informed, and productive members of society. Our public schools have a responsibility to foster the growth of intelligent and informed citizens.
2. All individuals are entitled to equal rights, freedoms, and opportunities regardless of economic, cultural, or intellectual differences. The District is committed to creating and preserving a learning and working environment that promotes tolerance and is free from discrimination and harassment.
3. Only through the study of basic subject matter, history, culture and fine arts will students be prepared for both the practical tasks and complexities of the world. The District will provide all students with opportunities to participate in varied curricular offerings.
4. Education should aid in the development of good character, self-respect and self-worth, and offer opportunities to form satisfying and responsible relationships with other people. The District will offer programs that allow students to practice the skills of family and community living and that promote an appreciation for health and safety.
5. Education must look to the future. The District will offer programs to help equip students with skills that may be demanded by our future society, that help students select appropriate occupations, and that provide opportunities to develop worthwhile leisure time activities. The District will also offer programs that teach money, property, and resource management techniques and conservation practices in order to assist students with planning for the future.
6. Educational experiences should be timed in accordance with students' readiness for them. All district programs will take into account factors such as age, maturity, and readiness.
7. Appropriate discipline helps ensure that the educational program operates efficiently and helps mold students into upstanding citizens. The Board shall develop policies in accordance with law to ensure administrators are equipped to appropriately respond to disciplinary issues.
8. Parents and the community should serve as partners with schools. It takes the combined effort of all members of the community to develop and maintain an educational program that meets the objectives delineated above. District schools will embrace the support and reflect the expectations of the community.

**MANVEL PUBLIC SCHOOL EDUCATIONAL GOALS**

Manvel Public School is the educational cornerstone for our modest town in the heart of the Red River Valley. As a K-8 school, we prioritize and serve our students. But we also serve our community, including past, current, and future students, parents and relatives, neighbors, businesses, and taxpayers. For this reason, Manvel Public School has drafted our educational goals with our community as our intended audience.

Our educational goals are designed to be taken in whole; if we fall short of one goal, we fall short with all our goals. For this reason, the Manvel School Board has elected not to prioritize individual goals above the others.

***Above all else, Manvel Public School believes:***

- Every child is capable of learning and excelling;
  - Educational success cannot be attained without collaboration of students, parents & guardians, faculty & staff, community leaders & organizations, and the general public;
  - We all rise to the expectations others have of us, therefore we have high expectations of ourselves and our partners;
  - Schools play a vital-yet-evolving role in society; we are committed to meeting our community's needs and serving as an educational mentor for everyone within our community.
1. Manvel Public Schools will provide a safe and effective learning environment for all students, faculty, and guests within our community.
  2. Manvel Public Schools will provide an engaging curriculum that stimulates student thought, inquiry, and 21st-century skills.
  3. Manvel Public Schools will deliver a curriculum that teaches and inspires positive character development for students, staff, and our community.
  4. Manvel Public Schools will employ highly qualified staff, provide a professional work environment, and invest resources in their training and development.
  5. Manvel Public Schools will regularly seek input, participation, and collaboration from all members of our community as active partners involved in decision-making.
  6. Manvel Public Schools will operate as a financially secure, stable, and accountable public institution.

## **AFTER SCHOOL PROGRAM**

Manvel Public School offers an after school program for school age children. The program runs from 3:30 to 5:45 PM, Monday through Friday. During the after school program students are provided a snack and have designated times for homework, a literacy activity, and physical activity. Although “drop ins” are always accepted, it is helpful to have prior notice of a child’s need to attend the after school program. Parents are asked to notify the school with any scheduling requests. The fee for participating is set by the school board. Statements are sent to parents by mail every two weeks, and remittance of the balance is expected within thirty days. Please call the office if you have questions or concerns.

## **ATTENDANCE AND ABSENCE PROCEDURE**

**ATTENDANCE:** Good attendance in school should be a top priority of our students. Daily attendance is the responsibility of students and their parent(s) /guardian(s).

**ABSENCES:** There are two kinds of absences:

**Excused:** An absence is excused in the case of student illness, medical appointment, family emergency or other extenuating circumstances approved by the principal.

**Unexcused:** Occurs when parents have not contacted the school regarding the reason the student is not in school or any absence not covered under the above.

**TARDIES:** Tardies are defined as coming to school after the scheduled time that school starts. If your child is going to be tardy, please notify the school ahead of time and we will make arrangements to get your child to class.

The following regulations apply to student absences:

- Parents are responsible to see that their children attend school daily and on time. Students must be in school each day unless they are ill, have a medical appointment, or experience a family emergency. When a student is absent, parents should contact the school prior to 8:25 AM. This lets school personnel know that the child is safe and that there is a reason for him/her to not be in school.
- If a student has been absent because of illness or unexcused absence on the day of an activity, they will not be permitted to participate for that day.
- Schoolwork missed by the student is expected to be completed upon return to school.

## **BUS RULES**

1. The student is responsible for his/her conduct while riding on the bus. The bus driver has the same authority as a teacher.
2. Students should remain a safe distance from the bus until the bus comes to a complete stop. Students should enter the bus in an orderly manner, go to their seat, and remain in that seat until the bus is brought to a full stop for unloading.
3. The following actions by students will not be tolerated in a school bus:
  - WALKING AROUND THE BUS
  - SWEARING OR LOUD TALKING
  - TAMPERING WITH THE BUS OR ITS EQUIPMENT
  - KEEPING ANY OBJECTS IN THE AISLE
  - THROWING ANYTHING OUT OF THE BUS WINDOWS
  - STICKING HANDS OR HEADS OUT OF A WINDOW
4. Students will occupy the seat assigned by the driver.
5. Students will be on time for the bus in the morning and afternoon.
6. Students will have written permission from their parents or proper school authorities to leave the bus at any point other than the regular stop.
7. When the bus is crossing a railroad track, all conversation should stop until the bus has crossed the tracks.
8. Students who refuse to obey the direction(s) of the driver, or refuse to obey regulations will forfeit their opportunity to ride the bus.
9. If students are not to ride the bus in the morning, the school or the driver should be notified in sufficient time so that the driver will not have to make the stop.
10. Parents should use their influence in getting roads improved. We will not operate buses over roads that are not properly maintained or where adequate turn arounds are not provided.
11. Please get approval from the school prior to inviting other students on the bus to attend events at your home like birthday parties, Boy/Girl Scouts, etc. The Principal should be the contact for such requests.

## **CARE OF BOOKS**

Books that belong to the school are expected to be returned in the same condition as they were handed out to students. Students will be charged a fee for books that are lost, damaged, or destroyed while in their possession. If books are abused, the pupil to whom the book was issued is responsible.

## **TECHNOLOGY USAGE**

The Manvel Public School District's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. It is believed that students who

have access to different forms of technology improve in achievement. In addition, technology assists with the professional enrichment of the staff, and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement.

The Internet offers vast, diverse and unique resources to our students and teachers. Our goal in providing this service is to promote educational excellence in school by facilitating resource sharing, innovations and communication.

## **CHURCH NIGHT**

In cooperation with the churches and other organizations in the community, Wednesday evening has been designated as "church night" at the school. No mandatory activities will be scheduled for that evening.

## **DAILY SCHOOL SCHEDULE**

7:30	Mustang Mornings
8:25	Instructional Block 1
9:21	Instructional Block 2
10:17	Instructional Block 3
11:13	Instructional Block 4
11:25-12:05	Lunch/Recess for grades K-4
11:50-12:50	Lunch/Recess for grades 5-8
12:40	Instructional Block 5
1:36	Instructional Block 6
2:32	Instructional Block 7
3:25	School Ends - Last Bell
3:30	Buses leave
4:00	End of teachers' work day
4:30	Office closes.

## **MUSTANG MORNINGS**

Mustang Mornings is for our students who need to be dropped off early as parents go to work. The school will be open at 7:30 a.m. for those students. At 8:20 the first bell will ring to let students know they have 5 minutes before the day begins. All students should be in their classroom at 8:25 a.m. The school day ends at 3:25 and buses will leave at 3:30 p.m. The office will be closed by 4:30 p.m. each day.

## **EIGHTH GRADE CLASS TRIP**

The 8th grade class *may* participate in a Wolf Ridge learning experience. The school will provide an advisor, and the school district business manager will be the custodian of their funds. The class trip will be chaperoned by parents and school staff. This trip is viewed as a privilege for students, it is not guaranteed to all students. Behavior and school success are an expectation of students in order to take part in this trip.

## **EMERGENCY SCHOOL CLOSING**

If the school is closed due to bad weather, or other reasons, it will be announced on TV stations KVLV and WDAY. Local radio stations will also be notified of the change in the school day. We will also post to the MPS Parent REMIND App and our School Facebook Page. Effort will be

made to give as much advance warning as possible. The school alert tool, Swift K12 is used for our alerts to the TV stations and to parents.

## **RECESS**

Students will need to dress appropriately for recess. During the winter months, this includes boots, hats, snow pants, mittens and a warm jacket. All students will be expected to participate in outdoor recess unless a written note is provided by the parent/guardian. Students will go outside for recess unless the temperature (or wind chill) reaches more than -10 below.

## **FEES**

The school does not charge for using textbooks or workbooks unless they are damaged or lost by the student. Fees may be charged for special projects, activities or technology. Accommodations will be made if parents are unable to pay the fees and those parents should contact the principal or the superintendent.

## **FIRE DRILLS/TORNADO DRILLS/LOCKDOWN DRILLS/EMERGENCY DRILLS**

Each school year students and teachers participate in various drills to ensure the safety of students should something unforeseen occur.

## **GRADING SYSTEM/REPORT CARDS**

The grading system and scale are as follows:

A – Excellent	100 - 94%
B – Above Average	93 – 87%
C – Average	85 – 80%
D – Below Average	79 – 75%
F – Failure	74 % and lower
I – Incomplete	*

\*Incomplete: no credit will be given for an incomplete until classwork has been finished and handed in. Arrangements for the completion of any incomplete classes are the responsibility of the student.

## **GYM SHOES**

All students are required to have a clean pair of non-marking and good fitting tennis shoes for use in Physical Education activities. Choose styles with non-marking soles. These shoes may be stored at school in the student classrooms/lockers. **If you cannot provide shoes for your child please contact the school office.**

## **HOMEWORK**

The classroom teacher may assign homework. The completion of a classroom assignment, practicing a skill, further pursuit of an interesting idea or reading a book will be the most common types of homework. **It is the child's responsibility to complete this homework for the next school day.** Students who have missing assignments will have the opportunity to stay after school to complete their work.

## **MEALS**

The school offers breakfast and lunch on a daily basis. When possible, menu changes will be announced in advance. Parents are welcomed and encouraged to join their son/daughter for



lunch. Adult meals may be purchased in the office for \$3.45. If a parent plans to have lunch in school it is requested that the school be called and notified in advance. **For the 2021-2022 school year, all students will eat free of charge.**

Families are encouraged to apply for the free and reduced price meals that are available. *Applications may be completed at any time during the school year.* (Forms will be included in the registration packets all families receive.)

### **IMMUNIZATIONS & BIRTH CERTIFICATE**

All students are required to have their immunizations current with North Dakota law requirements. Immunizations can be obtained from private physicians or from the County Health Department. Upon registration, every child will need to supply MPS with a copy of their birth certificate and immunization records. All children must be up-to-date according to the school immunization requirements or have claimed an exemption within 30 days of each school year or they must be excluded from school.

### **INTERSCHOLASTIC ELIGIBILITY**

Students in 7th and 8th grades are eligible to participate in interscholastic activities sponsored by Manvel and other approved programs (Grand Forks Schools and Park Board). In order to be eligible, students must not be failing a course. Eligibility will be checked each Friday. If a student is failing a class they will be given one week to bring their grade to passing. If they are still failing on the next Friday, they will become ineligible to participate in interscholastic events for one week, beginning the Monday following the eligibility check. Students will become eligible again only after their grade is passing and one week has passed.

### **LOCKERS**

Each student in grades 3-8 is assigned a locker in the hall for their personal belongings. The school is not responsible for items taken from lockers.

Schools retain ownership and control of all lockers. If your child would like a combination lock, the school will provide one for them. Schools can inspect a student locker if there is reasonable cause or suspicion of something within the locker.

### **MEDICINE POLICY (ACBD)**

The Manvel School District has established a program for providing medication to students during the school day and when students are otherwise under the district's direct supervision (e.g., participating in a school activity, on a school-sponsored trip). This program is only available to students when the applicable requirements under this policy have been satisfied.

#### **Types of Medication Provided**

The District may provide both prescription and over-the-counter medication to students covered by this policy so long as they are legal under state law and:

1. Recognized as drugs in the official U.S. Pharmacopoeia and national formulary, or
2. Recognized as drugs in the official Homeopathic Pharmacopoeia of the U.S., or
3. Recognized as drugs in any supplementary publication to the above references, and
4. Are authorized to be provided to the student by his/her parent/guardian and, when applicable, healthcare provider in accordance with this policy.

The District may consult a qualified healthcare provider (e.g., pharmacist) to determine if the above, applicable criteria have been met.

The District shall maintain the student's confidentiality when making such an inquiry unless the student's parent/guardian has waived confidentiality rights. The District and all school employees and volunteers are prohibited from purchasing over-the-counter medications to provide to students.

### **NEWSLETTERS**

The school will keep its constituents informed of important developments through the use of newsletters. Newsletters will be sent home as needed. Newsletters will also be posted on our website: [www.manvel.k12.nd.us](http://www.manvel.k12.nd.us) and through the REMIND App as well as our school's Facebook page.

### **PARTIES**

The school will not celebrate Halloween. Halloween costumes and parties will not be allowed.

### **PERMISSION TO LEAVE SCHOOL**

No student may leave school without permission from the office, once they have reported for school that day. If a student becomes ill during the day, they should report the illness to their teacher. If the parents cannot be contacted, the name(s) on the child's emergency card will be contacted. Transportation arrangements between the parents and principal/office staff can then be arranged. Parents are asked to come in and sign their child out of school.

If parents know their child will have to leave school early, they need to call the school to notify the office staff and teachers of the time and who will be picking the student up. The person picking up the student needs to check in at the office when entering the school.

The school has a closed campus at noon. Only students living in town will be allowed to leave school grounds at noon, unless written permission is obtained from parents.

### **PERSONAL APPEARANCE POLICY (FFH)**

The Board encourages students to use sound judgment in dress and grooming. While attention seeking devices in dress and grooming are discouraged, students shall not be prevented from attending school or a school-sponsored activity because of appearance if style, fashion, or taste is the sole criterion for such action.

The District prohibits the following articles of clothing or decoration at school-sponsored functions and/or on school property. Clothing/decoration that:

1. Is reasonably likely to substantially disrupt the educational environment.
2. Poses a health or safety risk.
3. Is destructive to school property and/or causes excessive maintenance problems.
4. Is intended to identify the student as a member of a gang.
5. Promotes illegal activities and/or the use of tobacco or alcohol.

The administration will make reasonable efforts to notify students of these rules. Each building principal shall develop a procedure for handling and disciplining students in violation of these rules.

## STUDENT EXPECTATIONS

### Manvel Public School



# School-Wide Expectations



	I Can Take Care Of Myself	I Can Take Care Of Others	I Can Take Care Of My School
<b>Restroom</b>	<ul style="list-style-type: none"> <li>Wash hands with soap and water</li> <li>Completely dry your hands</li> </ul>	<ul style="list-style-type: none"> <li>Respect the privacy of others</li> <li>Use quiet, appropriate voices</li> </ul>	<ul style="list-style-type: none"> <li>Keep restroom clean and sanitary</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>Walk</li> <li>Stay to the right</li> <li>Keep your personal space</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and other objects to yourself</li> <li>Use appropriate voices</li> </ul>	<ul style="list-style-type: none"> <li>Keep the hallway clean</li> <li>Respect the artwork and property of others</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>Do my best and stay on task</li> <li>Be responsible for my actions, assignments, and property</li> <li>Be on time for class and come prepared</li> <li>Raise hand and wait to be called on</li> </ul>	<ul style="list-style-type: none"> <li>Behave safely and respectfully</li> <li>Accept everyone's differences</li> <li>Listen politely while others are talking</li> </ul>	<ul style="list-style-type: none"> <li>Keep all areas of the classroom neat and orderly</li> <li>Sit at desks and tables appropriately</li> <li>Take care of books and other classroom property</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>Play safely</li> <li>Wear proper clothing and footwear</li> <li>Ask permission to leave playground area</li> </ul>	<ul style="list-style-type: none"> <li>Be respectful of adult supervisors and other students</li> <li>Include everyone in games</li> <li>Use good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>Take care of the playground equipment</li> <li>Store playground materials properly</li> </ul>
<b>Lunchroom</b>	<ul style="list-style-type: none"> <li>Walk</li> <li>Stay seated until dismissed</li> <li>Use good table manners</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself</li> <li>Say please, thank you and excuse me</li> <li>Use appropriate voice and tone</li> </ul>	<ul style="list-style-type: none"> <li>Keep your lunchroom clean</li> <li>Keep all food and drink in the lunchroom</li> </ul>
<b>Assembly</b>	<ul style="list-style-type: none"> <li>Enter and leave appropriately</li> <li>Sit appropriately</li> <li>Listen, watch and learn</li> </ul>	<ul style="list-style-type: none"> <li>Enter and leave appropriately</li> <li>Stay seated during performance and events</li> <li>Respect the space of others</li> <li>Listen, respond and applaud appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Keep your space clean and neat</li> <li>Sit appropriately on chairs and bleachers</li> <li>Respect assembly equipment</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>Walk on and off the bus</li> <li>Stay in your seat when the bus is in motion</li> <li>Listen to the driver</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate voice</li> <li>Keep hands, feet and other objects to yourself</li> <li>Wait your turn to enter and leave the bus</li> </ul>	<ul style="list-style-type: none"> <li>Keep the bus clean</li> </ul>

### Student Conduct and Discipline Policy (FF)

Conduct Standards Students will be expected to conduct themselves in a manner fitting their age level and maturity, in a manner that will not impede on the orderly conduct of district schools, and will be expected to respect the rights of others on district property, including, but not limited to, district owned/leased/chartered vehicles, at school-sponsored events, and off-campus when student conduct has or is reasonably predicted to have a substantially disruptive effect on district operations and/or the educational environment.

### Disciplinary Standards

Consequences for misconduct will be fair and developmentally appropriate in light of the circumstances. The Superintendent shall develop age-appropriate disciplinary standards in consultation with principals and other applicable district personnel. In addition, the Superintendent shall develop administrative regulations to assist administrators/their designees with investigating potential conduct violations.

Disciplinary policies, procedures, and guidelines need not be identical in content district wide but must:

1. Be identical in content for all district elementary schools;
2. Be identical in content for all district middle schools;

3. Be identical in content for all district high schools.

### **Disciplinary Standards for Special Education Students**

District employees are required to comply with the Individuals with Disabilities Education Act when responding to violations of student conduct standards by special education students.

### **TELEPHONE/CELL PHONES**

Students should use the school phone for important calls only. After receiving permission, students may use the telephone in the hallway.

Cell phones and Smart watches are not to be used by students during the school day without permission from a staff member. All cell phones are to be stored in student lockers. If a student is found using a cell phone in the classroom, the phone will be taken to the principal until the end of the day. If the incident occurs a second time, there will be a parent contact and the phone could be held until the parent picks it up for their child.

### **VALUABLES**

Students are asked not to bring valuables to school. If they are brought to school, they should be left in the office or with a teacher. The school is not responsible for valuables left in rooms, lockers or desks.

### **VISITORS**

Parents and community members are encouraged and welcome to visit our school. One day's notice is strongly advised in order for school personnel to prepare activities and adjust the school lunch count to accommodate visitors. Upon arrival all visitors must report to the office and sign in before proceeding through the school for the safety of all our students.

### **DRUG USE/ABUSE POLICY (FFA)**

The Manvel School District shall strive to provide a learning environment that is safe, drug free, and conducive to learning. This policy is designed to help eradicate the influence of drugs and alcohol within the school environment, promote awareness and health, and protect students in the school environment by imposing consequences for drug and alcohol related violations.

### **Prohibited Substances**

Prohibited substances include, but are not limited to:

1. Alcohol, powdered alcohol, or any alcoholic beverage as defined in NDCC 5-01- 01;
2. Any controlled substance or dangerous drug as defined by NDCC Sections 19- 03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant or depressant, and all other illicit drugs;
3. Any glue, aerosol paint, or any other chemical substance used for inhalation;
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, sports or muscle-building supplements, and sleeping pills not administered and/or taken with appropriate consent and authorization from parents, school administration, and, if applicable, a health care provider.

### **Prohibited Activities**

It shall be against school policy for any student to:

1. Sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or sell, deliver, or give or attempt to sell, deliver, or give to any person substances the student represents or believes to be a substance(s) listed in this policy.
2. Possess, procure, purchase, or receive or to attempt to possess, procure, purchase, or receive the substances listed in this policy, or what is represented by or to the student to be any of the substances listed in this policy, or what the student believes is any of the substances listed in this policy.
3. Be under the influence of (legal intoxication not required), use, consume, or attempt to use or consume the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances listed in this policy.
4. Knowingly or intentionally aiding or abetting in any of the above activities.

This policy applies to any student who is on school property, or whose off-campus conduct is reasonably predicted to substantially disrupt the operations of the District, district safety, or welfare of students or employees.

### **Reporting Violations**

A student or staff member that has reason to believe that a student has violated this policy shall notify a school official (i.e., a teacher or administrator if the reporter is a student; a school administrator if the reporter is a district staff member). Except in limited circumstances under law,<sup>1</sup> a teacher is required to report known or suspected violations of this policy to the school principal or Superintendent.

### **Violation**

When a principal/Superintendent has reasonable suspicion that a student has violated this policy, they may search the student in accordance with the district's policy on searches of students' person or personal property.

As part of this search, the principal or Superintendent may require the student to submit to a drug/alcohol test if the principal and/or Superintendent has reasonable suspicion that the student is under the influence of drugs/alcohol and not excessively intrusive in light of the age and sex of the student.

All drug/alcohol testing shall be performed in accordance with federal law on Transportation Workplace Drug Testing. This language in no way authorizes random drug testing in district schools as part of the curricular program.

## **WEAPONS POLICY (FFD)**

### **Prohibitions**

Students are prohibited from knowingly possessing or transmitting on school property a firearm, dangerous weapon, or any object that is used, attempted to be used, or threatened to be used to intimidate or cause bodily harm.

### **Disciplinary Consequences**

Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Bringing a dangerous weapon, other than a firearm, to school will require that

proceedings for up to 10 days suspension and/or expulsion for up to 12 months be initiated immediately in accordance with the district's suspension and expulsion policy. Bringing a firearm to school will require that the District immediately initiate proceedings for the expulsion of the student involved for a minimum of one calendar year in accordance with the district's suspension and expulsion policy.

The Superintendent may modify the length of a firearms-related expulsion to less than one calendar year on a case-by-case basis based on the following criteria:

1. The totality of the circumstances, including the severity of the incident and the degree of endangerment of other students and staff.
2. The age and grade level of the student.
3. The prior disciplinary history of the student being expelled.
4. Relevant factors that contributed to the student's decision to possess a firearm in violation of this policy.
5. The recency and severity of prior acts resulting in suspension or expulsion.
6. Whether or not the optional provision of educational services in an alternative setting is a viable alternative to modifying the duration of the expulsion.
7. Input, if any, provided by licensed professionals (psychologists, psychiatrists, counselors) as to whether or not the expelled student would place himself/herself or others at risk by returning to the school prior to the expiration of the expulsion period.

Parents will be notified and all dangerous weapons will be confiscated and may be turned over to the student's parents or to law enforcement officials at the discretion of the administration.

Firearms will be confiscated and turned over to law enforcement.

### **Special Education Students**

A student who is defined as having a disability under the Individuals with Disabilities Education Act (IDEA) who has brought a firearm or dangerous weapon to school shall be handled in accordance with IDEA regulations. The District shall make manifestation determinations, disciplinary decisions, and placement decisions of such students in accordance with IDEA regulations.

### **Non-applicable Provisions**

This policy does not apply to students enrolled and participating in a school-sponsored shooting sport, provided that the student informs the school principal of the student's participation, and the student complies with all requirements set by the principal regarding the safe handling and storage of the firearm. The principal may allow authorized persons to display dangerous weapons or look-alikes for educational purposes. Such a display will be exempt from this policy.

A student who finds a firearm or dangerous weapon on the way to school, on or in school property, or discovers that they accidentally have a firearm or dangerous weapon in their possession shall not be considered to possess it if they turn it over to an administrator, teacher or head coach or immediately notifies an administrator, teacher, or head coach of its location.

### **NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY (AAC)**

The Manvel School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student's, parent's,

guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.

It is a violation of this policy for any district student, parent, guardian, employee, or third party to discriminate against or harass another district student or employee, based on any status protected by law, if the conduct occurred within the context of an education program or activity, or if the conduct had a continuing effect in the educational setting of a program or activity occurring on or off school district property. The District will not tolerate discrimination or harassment of a district student or employee by a third party. The District also prohibits aiding, abetting, inciting, compelling, or coercing discrimination or harassment; discriminating against or harassing any individual affiliated with another who is protected by this policy and/or law; knowingly making a false discrimination and/or harassment report; and retaliation against individuals who report and/or participate in a discrimination and/or harassment investigation, including instances when a complaint is not substantiated.

The District shall promptly investigate any discrimination, harassment, or retaliation complaint and act on findings as appropriate, or as required by law. Outcomes may include disciplinary measures such as termination of employment or student expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process. The District will take steps to prevent recurrence of discrimination, harassment, or retaliation and remedy discriminatory effects on the complainant and others, if appropriate.

### **BULLYING POLICY (ACEA)**

The Manvel School District is committed to providing all students with a safe and civil school environment in which all members are treated with dignity and respect. Bullying of or by a student or school staff member is against federal, state, and local policy and is not tolerated by the Board. Bullying behavior can seriously disrupt the ability of the District to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the District that students and school staff members shall not engage in bullying behavior while on school property.

#### **Definitions**

1. *For the purposes of this policy:*

- *Bullying is defined in NDCC 15.1-19-17 as:*

*a. 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:*

*i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;*

*ii. Places the student in actual and reasonable fear of harm;*

*iii. Places the student in actual and reasonable fear of damage to property of the student; or*

*iv. Substantially disrupts the orderly operation of the public school; or*

*b. Conduct 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:*

- i. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;*
- ii. Places the student in actual and reasonable fear of harm;*
- iii. Places the student in actual and reasonable fear of damage to property of the student; or*
- iv. Substantially disrupts the orderly operation of the public school.*

*c. Conduct received or sent by a student through the use of an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property and which:*

*i. Places the student in actual and reasonable fear of:*

*1. Harm; or*

*2. Damage to property of the student; and*

*ii. Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student's educational opportunities or substantially disrupts the orderly operation of the public school.*

*Conduct includes the use of technology or other electronic media (e.g. cyberbullying).*

- Electronic communication is defined in NDCC 12.1-17-07(5) as a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.*

- Protected status are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following statuses are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.*

- School property is defined in NDCC 15.1-19-10(6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.*

- School-sanctioned activity is defined as an activity that:*

*a. Is not part of the district's curricular or extracurricular program; and*

*b. Is established by a sponsor to serve in the absence of a district program; and*

*c. Receives district support in multiple ways (i.e., not school facility use alone); and*

*d. Sponsors of the activity have agreed to comply with this policy; and*



*e. The District has officially recognized through board action as a school sanctioned activity.*

- *School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.*
- *School staff include all employees of the Manvel School District, school volunteers, and sponsors of school-sanctioned activities.*
- *True threat is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.*

### **Prohibitions**

A student or school staff member may not:

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

### **Reporting Procedures for Alleged Policy Violations**

1. Reporting requirements for school staff:

Any school staff member with knowledge or suspicion of a violation of this policy or who has received an oral or written report of a violation of this policy from a student, community member, or anonymously shall contact the building principal to inform them as soon as possible. If the alleged violation implicates the building principal, the school staff member shall report it to the Superintendent. If the alleged violation implicates the Superintendent, the school staff member shall report it to the Board President.

Should school administration determine that a school staff member knew of or suspected a violation of this policy and failed to report it in accordance with the procedure above, the staff member may be subject to disciplinary consequences or, for sponsors of school-sanctioned activities, other corrective measures.

2. Reporting options for students and community members:

Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:

- a. Completing a written complaint form (ACEA-E4). A complainant will have the option of including their name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
- b. Complete and submit an online complaint form. A complainant will have the option of including their name on the form or submitting it anonymously.
- c. File an oral report with any school staff member.

Bullying may be a repeated or, in rare cases, one-time exposure to deliberate, negative behavior by one or more individuals. Single incidents and conflicts between two or more individuals do not automatically constitute bullying behavior. Districts should investigate each situation to determine if the alleged behavior meets this policy's definition of bullying. If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

A complaint filed anonymously may limit the district's ability to investigate and respond to the alleged violations.

### **Documentation and Retention**

The District shall develop a form to report alleged violations of this policy (ACEA-E3). The form should be completed by school staff when they:

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy. The form should be completed by an administrator when they:
  1. Initiate a report of an alleged violation of this policy; or
  2. Receive an oral report of an alleged violation of this policy. All written reports of an alleged violation of this policy received by the District shall be forwarded to the appropriate school administrator for investigation and retention.

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 years old or graduates from high school, whichever is later.

### **Disciplinary and Corrective Measures**

Students who the District has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

1. Require the student to attend detention.
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the district's suspension and expulsion policy shall be followed.
3. Recommend alternative placement. This recommendation shall be submitted to the Superintendent for approval or denial. The Superintendent may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond. Alternative placement of special education students will be handled in accordance with applicable policy.
4. Create a behavioral adjustment plan.
5. Refer the student to a school counselor.
6. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff.
7. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim.
8. If applicable, contact the administrator of the website or social media platform on which the bullying occurred to report it.

If the misconduct does not meet this policy's definition of bullying, it may be addressed under other district disciplinary policies.

If the perpetrator is a school staff member, the District shall take appropriate disciplinary action including, but not limited to:

a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with applicable law and/or policy.

### **Victim Protection Strategies**

When the District confirms that a violation of this policy has occurred, it should notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
3. Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to counseling services for the victim and perpetrator.
5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

### **Dissemination and Education**

The District shall review and revise this policy as it determines necessary. A copy of this district bullying policy and any amendments must be filed with the Department of Public Instruction. The District shall place this policy, in its entirety, in student and staff handbooks and ensure that it is explained and discussed with its students each school year. The District shall also develop and implement bullying prevention programs for all students and staff professional development activities. School administration may develop guidelines to assist students and staff with identifying bullying conduct.

## **NORTH DAKOTA'S COMPREHENSIVE MODEL SCHOOL POLICY FOR TOBACCO USE (ABBA)**

### **Definitions**

For purposes of this policy:

- Electronic smoking device means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. Electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, or e-hookahs, mods tank systems, Juul, Suorin, or under any other product name or descriptor. Electronic smoking device also includes an component part of a product, whether or not marketed or sold separately, including, but not limited to,

e-liquids, e-juice, cartridges, or sold separately, including, but not limited to, e-liquids, e-juice, cartridges, or sold pods.

- Imitation tobacco product means any edible non-tobacco product designed to resemble a tobacco product, or any non-edible non-tobacco product designed to resemble a tobacco product and intended to be used by children as a toy. Imitation tobacco product includes, but is not limited to, candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snus, and shredded beef jerky in containers resembling snuff tins.
- Lighter means a mechanical or electrical device typically used for lighting tobacco products.

Possession of Tobacco Products means:

- A. Actual physical possession of the tobacco product while on school property;
- B. Use or consumption of the tobacco product while on school property; staff and community, the School Board of Manvel Public School establishes the following tobacco-free policy.
- C. Tobacco product located in the student's locker, car, handbag, backpack, or other belongings while on school property; or
- D. Appearance by a student on school property after having consumed or ingested the tobacco product that is noticeable by breath odor.

Smoking means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco, nicotine, or plant product intended for inhalation, including hookah and marijuana, whether natural or synthetic. "Smoking" also includes the use of an electronic smoking device. This excludes any FDA-approved nicotine replacement therapy.

- *School property* is defined in NDCC 15.1-19-10 (6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- *Tobacco product* means any product containing, made, or derived from tobacco, or that contains nicotine, whether synthetic or natural, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to: a cigarette, electronic smoking device; cigar, little cigar; cheroot; stogie, perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; snuff; snuff flour; snus; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco product also includes any electronic smoking device.
- *Tobacco use* means smoking and the heating, inhaling, chewing, absorbing, dissolving or ingesting of any tobacco product.

### **Prohibitions**

1. Students are prohibited from possessing, using, consuming, displaying, promoting, or selling tobacco products, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any school sponsored event or activity. In addition, students who participate in extracurricular activities are prohibited from possessing or using tobacco products at any time, on and off school property, as directed

by district policy (FFE) and the North Dakota High School Activities Association bylaws.

2. District staff and visitors are prohibited from using, consuming, displaying, activating, promoting, or selling tobacco products, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any school sponsored event or activity. This policy includes all events on school property that are not sponsored by, or associated with, the school.

3. The District shall not promote or allow promotion of tobacco products, electronic smoking devices, imitation tobacco products, or lighters on school property at any school sponsored event or activity, or in any school publications. This includes promotion of these products via gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers or any other materials.

The District shall not accept any gifts (such as curriculum, book covers, speakers, etc.) or funds from the tobacco industry or from any tobacco products shop.

### **Exceptions**

It shall not be a violation of this policy for an individual to possess or provide tobacco, electronic smoking devices, imitation tobacco products, or lighters to any other individual as part of a genuine indigenous practice or a lawful recognized religious, spiritual, or cultural ceremony or practice off of school property.

It shall not be a violation of this policy to use a tobacco product as part of an educational experience related to indigenous tobacco practices when such use and education experience has been approved by administration.

It shall not be a violation of this policy for tobacco products, electronic smoking devices, imitation tobacco products, or lighters to be included in an instructional or work-related activity on school property if the activity is conducted by a staff member or an approved visitor, the activity does not include smoking, chewing, or otherwise ingesting the tobacco product, and the has been approved by administration.

It shall not be a violation of this policy for non-students 18 years and older to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

### **Concussion Management (FCAF)**

The District shall comply with the concussion management program requirements contained in law. The Board has also established the following definitions and requirements for the purpose of implementing the concussion management program law. These regulations shall be published in staff and student handbooks.

### **Definitions**

Law requires that all school-sponsored and sanctioned athletic training, practices, and

competitions be governed by a concussion management program. The District has developed the following definitions for purposes of determining what constitutes athletic sponsorship and sanctioning:

- *School-sanctioned athletic activity* is a sport that:
  - a. Is not part of the district's curricular or extracurricular program;
  - b. Is established by a sponsor to serve in the absence of a district program;
  - c. Receives district support in multiple ways (i.e., not school facility use alone);
  - d. Requires participating students to regularly practice or train and compete.
  - e. The District has officially recognized through board action as a school-sanctioned activity.

The Board shall make all sanctioning decisions on a case-by-case basis, based on the criteria in this paragraph. As a condition of receiving school sanctioning, sponsors of the athletic activity shall agree to comply with this policy and the concussion management law. This includes agreeing to provide appropriate training and providing appropriate information to parents and students as required by law. The sponsor shall provide to the District documentation certifying that this training has occurred and students/parents have viewed required informational material on concussions prior to beginning the activity.

- *School-sponsored athletic activity* is a sport that the District has approved through policy or other board action for inclusion in the district's extracurricular program, is controlled and funded primarily by the District, and requires participating students to regularly practice, train, and compete.

### **Removal Decisions**

Under the concussion management law, the District is authorized to designate removal-from-play authority to individuals who have direct responsibility for student athletes during practice, training, and/or competitions if a student reports or exhibits a sign or symptom of a concussion. The Principal shall make this determination, and the Principal shall ensure that such designees are aware of this responsibility and have undergone appropriate training in accordance with law before commencing duties.

Law also authorizes licensed, registered, or certified healthcare providers whose scope of practice includes recognition of concussion signs and symptoms to make removal decisions. The Principal may consult with medical personnel to determine who has such credentials and who would be willing to assist in this regard. The District must compile a list of such individuals, which may be provided to all coaches. This measure in no way guarantees that a healthcare provider trained and credentialed in accordance with law will be present at athletic training, practices, and/or events nor shall the voluntary creation of this safety precaution be construed to create or assume any

potential liability under local, state, or federal law or regulation.

High school students and minors who serve as coaches or officials are encouraged to work with an adult who has removal from play authority prior to removing a student from play.

If two or more individuals with removal-from-play authority disagree on whether or not a student must be removed, the determination must be made in the interest of the student's safety, meaning that the student shall be required to sit out and comply with return-to-play requirements contained in law.

### **Return to Play**

The Board designates the Principal to receive return-to-play documentation from a healthcare provider. This designee shall review the documentation, determine if the healthcare provider has placed any conditions on return to play, contact the healthcare provider for any necessary clarification on the authorization document, and communicate such information to applicable coach(es) and assistant coach(es). This designee shall also file return-to-play authorization documents in the student's educational record. This documentation must be retained for seven years after the student's enrollment or six years after a student turns 18, whichever is later.

### **Concussion Signs & Symptoms**

**(FCAC-AR)**

The signs and symptoms of a concussion include, but are not limited to, the following:

<b>Signs</b>	<b>Symptoms</b>
Seems Confused	Headache
Forget an instruction or is unsure of the game, position, score, or opponent	Nausea or vomiting
Move clumsily	Dizziness or balance problems
Answers questions slowly or repeats questions	Bothered by light or noise
Can't remember events before or after the hit, bump, or fall	Feeling foggy or groggy
Loses consciousness (even for a moment)	Trouble concentrating or problems with short- or long-term memory
Has behavior or personality changes	Does not "feel right."

## **Requirements when Signs & Symptoms are Observed/Reported**

### **1. Removal**

- a. An official district designee with direct responsibility for a student athlete during practice, training, or competition shall remove a student from practice, training, or competition if the student:
  - i. Reports any sign or symptom of a concussion; or
  - ii. Exhibits any sign or symptom of a concussion
- b. High school students and minors who serve as coaches or officials are encouraged to work with an adult who has removal-from-play authority prior to removing a student from play.
- c. A licensed, registered, or certified healthcare provider whose scope of practice includes the recognition of concussion signs and symptoms has removal-from-play authority if they determine, after observing the student, that the student may have a concussion.
- d. If two or more individuals with removal-from-play authority disagree on whether or not a student must be removed, the determination must be made in the interest of the student's safety, meaning that the student shall be required to sit out and comply with return-to-play requirements contained in law.

### **2. When to Call for Emergency Assistance\***

A district employee, sports authority (e.g., coach, assistant coach, trainer, referee), or designee must call 911 for emergency medical assistance if an athlete exhibits:

- a. Unequal pupils;
- b. Bleeding or fluid leakage from the nose or ears;
- c. Signs or symptoms of a fractured skull and/or spine;
- d. Changes in level of consciousness for more than a few seconds;
- e. Deteriorating neurological function or changes in mental status (lethargic, confused, agitated, difficulty maintaining focus);
- f. Decreasing or irregular respiration;
- g. Persistent vomiting; or
- h. Seizure activity.

### **3. Transportation when Emergency Assistance is NOT Activated**

A student with a suspected head injury may not be sent home or allowed to drive. A student removed from play in accordance with this procedure whose condition appears stable (i.e., not worsening) should be transported by his/her parent to a medical facility as soon as possible. If the student's parent is unavailable, the coach shall make arrangements to have the student transported to a medical facility by a school employee as soon as possible. The coach or designee shall make a continued effort to notify the student's parent of the student's possible



injury, transportation arrangements, and destination.

4. **Examination**

A student removed from practice, training, or competition must be examined as soon as practical by a licensed healthcare provider who is acting within their scope of practice and trained in evaluation and management of concussions, as determined by the provider's licensing board.

5. **Return-to-Play Requirements**

A student who is removed from play in accordance with this procedure may not be allowed to return to practice, training, or competition until the student or the student's parent obtains written authorization from a licensed healthcare provider who is acting within their scope of practice and trained in evaluation and management of concussions as determined by the provider's licensing board. This written authorization must be given to the Principal and retained in accordance with policy.

**Training**

Upon initial employment (or selection, in the case of volunteers) and every two years thereafter, each district coach, official, and other individuals designated by the District who have removal-from-play authority must receive training regarding the nature and risk of concussions. The Principal shall determine the method most suitable for carrying out this training requirement and place in each applicable personnel file, documentation of the date(s) the staff member/district designee completed concussion training.

The District shall develop information on concussions incurred by students participating in athletic activities and disseminate this information to student athletes and their parents. The student-athlete and their parent must submit written or electronic documentation verifying that they have viewed the concussion management information disseminated by the school district.

**Federal Programs Information**

**TITLE 1 - HELPING DISADVANTAGED CHILDREN MEET HIGH STANDARDS**

Title 1 is a federal program that offers our children the opportunity to learn basic skills in math and reading. The federal government funds the program. Children are selected according to need as determined by an eligibility worksheet.

1. The program is supplemental to regular classroom instruction.
2. Most students receive 30 minutes of instruction per day.
3. Although students do not receive grades, they are evaluated for success.
4. Students, parents and teachers sign a compact to determine cooperation and responsibility.
5. Parents are always welcome to visit and participate in the program. Many parent-training opportunities are available.
6. Classroom and Title 1 teachers work closely together.

## **TITLE 2 - TEACHER AND PRINCIPAL QUALITY (TRAINING & RECRUITING)**

The purpose of the program is to improve the quality of teachers. Funds are to be used for schools that have the lowest proportion of highly qualified teachers, have the largest class size, or are identified for school improvement under Title 1.

At the present time all of our teachers are designated as highly qualified. Title 2A funds have been used for data analysis and professional development.

## **EVERY STUDENT SUCCEEDS ACT**

Federal law, under the Every Student Succeeds Act, requires increased accountability for schools to reach high standards for all students in reading and mathematics. Improving the educational achievement of our students is and has always been a priority. We are constantly working to implement research-based methods of teaching and assessment that will present our students with a quality educational program that provides them with the skills and background they need to succeed upon graduation from our school. Our school continues to implement improvement measures to help ensure the future success of our students. In order to reach the high academic goals for student proficiency set in the Every Student Succeeds Act, **our school needs parent participation.** *Parents, supporting the school and becoming involved in your child's education is key to his/her academic progress. As the new school year begins we would welcome any input or participation you may give us.*

## **ANNUAL NOTIFICATION REGARDING PARENTS' RIGHTS OF ACCESS TO STUDENT RECORDS**

For a complete copy of your district's student record policy, contact your school principal. Parents who have questions or concerns about the student record policy may direct them to the building principal or the United States Office of Education.

Also, federal law permits a school district to identify certain information as "directory information" (class list), which may be publicly released without permission of the parents. Manvel Public School identified this information as the following: name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous school attended. If you do not want this information released, please complete the form below and return within ten (10) school days to your school. If we do not receive your notice by that date, we will assume that you have no objection to release of such information. We believe that it is in the student's best interest to have such information released in school and community newspapers because of the recognition it gives them. We make every reasonable effort to protect our students' privacy. For example, it is a policy not to release information to businesses for commercial purposes or to individuals without good reason. Therefore, most parents do not restrict the release of directory information.

Documentation of Parents' Rights Notification can be found on our website.

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TO: Principal of Manvel School

I do not wish Directory Information, as defined in the Manvel Public School's records policy, concerning \_\_\_\_\_ (student's name) to be released from school records without my prior written consent. I understand this will exclude my youngster's name from parent organization mailing lists, school annual and newspaper, commencement/school programs, publication of honor rolls, and other school information about students in the public media.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE