

# Manvel Public School Student Handbook 2018-2019



*Manvel Public School is committed to  
the success of all students.*

<u>TABLE OF CONTENTS</u>	<u>Page Number</u>
OPENING LETTER	3
MANVEL PUBLIC SCHOOL MISSION STATEMENT	3
MANVEL PUBLIC SCHOOL PHILOSOPHY	3
MANVEL PUBLIC SCHOOL EDUCATIONAL GOALS	4
AFTER SCHOOL PROGRAM	4
ATTENDANCE AND ABSENCE PROCEDURE	4
BASKETBALL	4
BICYCLES, ROLLER BLADES	5
BUS RULES	5
CARE OF BOOKS	6
CHURCH NIGHT	6
DAILY SCHOOL SCHEDULE	6
EIGHTH GRADE CLASS TRIP	6
EMERGENCY SCHOOL CLOSING	6
RECESS	7
FEES	7
FIRE/TORNADO/EMERGENCY DRILLS	7
GRADING SYSTEM/REPORT CARDS	7
GYM SHOES	7
HAZARDOUS MATERIALS	7
HOMEWORK	8
HOT LUNCH	8
IMMUNIZATIONS	9
INTERSCHOLASTIC ELIGIBILITY	9
LIBRARY	9
LOCKERS	9
MEDICINE	10
NEWSLETTERS	10
PARTIES	10
PERMISSION TO LEAVE SCHOOL	10
PERSONAL APPEARANCE	11
MTSS: Multi Tier System of Support	11
SCHOOL ACTIVITY ON A DAY OF ABSENCE	11
STUDENT CONDUCT (SCHOOL WIDE EXPECTATIONS)	12
STUDENT DISCIPLINE & CONSEQUENCES	12
TARDIES	12
TECHNOLOGY USAGE	12
TELEPHONE/CELL PHONES	13
VALUABLES	13
VISITORS	13
DRUG USE/ABUSE POLICY	13
WEAPONS POLICY	15
SEXUAL HARASSMENT POLICY	15
BULLYING POLICY	16
TOBACCO POLICY	21
FEDERAL PROGRAMS INFORMATION	23
MANVEL SCHOOL TEACHING STAFF QUALIFICATIONS	24
EVERY STUDENT SUCCEEDS ACT	24
PARENTS' RIGHTS OF ACCESS TO STUDENT RECORDS	25
APPENDIX	26

Dear Parents,

We wish to take this opportunity to welcome you and your child(ren) to the 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,  
Matt Bakke, Administrator  
Melissa Hiltner, Principal

## **MANVEL PUBLIC SCHOOL MISSION STATEMENT**

*Manvel School is committed to the success of all students.*

### **MANVEL PUBLIC SCHOOL PHILOSOPHY**

The School Board of the Manvel Public School believes that the primary purpose of education is to develop attitudes and skills that will provide success in life. Success in life embodies both social and academic skills. An informed citizen capable of making wise and rational decisions is an ultimate goal of education.

As educators in a modern society, we must teach our children the basic educational skills important as a cornerstone for academic development. Courses such as reading and mathematics are essential to daily living skills necessary to a productive life in a modern and rapidly changing society.

Children must learn to develop the skills necessary for continuing education. Study skills and a positive attitude toward continuing education are essential ingredients in a student's growth.

## **MANVEL PUBLIC SCHOOL EDUCATIONAL GOALS**

1. To gain a general education.
2. To learn to examine and utilize information.
3. To gain a desire for continuing education.
4. To develop a sense of pride and self worth.
5. To understand the world of work.
6. To understand the workings of a free society.
7. To learn to be a good manager of time, money and property.

## **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 business office if you have questions or concerns.

## **ATTENDANCE AND ABSENCE PROCEDURE**

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. Other reasons for being absent should be approved by the principal in advance of the absence. When a student is absent, parents should contact the school by 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 rural students will be absent from school, the school or the bus driver should be notified in sufficient time so that the driver will not have to make the stop.

Unexcused absences occur when parents have not contacted the school regarding the reason the student is not in school, or in the case of truancy. (Truancy occurs when a student skips school without the knowledge or approval of parents or the school.) Unexcused absences are very serious offenses. Students will be required to make up one hour after school for every hour missed. Offenders will be subject to school suspension procedures.

## **BASKETBALL**

Students in the 5th and 6th grade may participate in the school's intramural or interscholastic basketball program, if interest is sufficient to create a team. The philosophy of the program stresses sportsmanship, skill development and teamwork while playing for enjoyment. The coaches attempt to give all students equal playing time.

## **BICYCLES, ROLLER BLADES**

Bicycles should be used only to and from school and are not to be used during recesses or other free periods. Bicycles should be parked in the bicycle rack and locked. Roller blades and shoes with wheels will not be allowed inside the school building, and are not to be used during the school day.

## **BUS RULES**

1. A school bus driver is responsible for the good conduct of the students riding on his/her bus and has the same authority as a teacher. If the bus is equipped with seat belts it is required that all students wear the seat belts.
2. A cardinal principle of good conduct is that the pupils remain a safe distance from the route of a bus until it is brought to a complete stop. They will enter the bus in an orderly manner, go immediately to their seat, and remain in that seat until the bus is brought to a full stop for unloading.
3. The following actions by pupils shall 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. Pupils will occupy the seat assigned by the driver.
5. Pupils shall be on time for the bus in the morning and afternoon.
6. Pupils shall 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 must stop until the bus has crossed the tracks.
8. Pupils who refuse to obey the direction(s) of the driver, or refuse to obey regulations, forfeit their right to ride the bus.
9. If pupils 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. Do not assume that extra students will be allowed to ride a bus to attend events such as birthday parties, Scouts etc. Prior approval must be obtained from the principal.

## **CARE OF BOOKS**

Books are furnished to all pupils for their use. If books are abused, the pupil to whom the book was issued is responsible. The student must pay for books lost or destroyed before they can receive another book or report card. Students must turn in the **same** book they were issued. Students will be charged for damaged books.

## **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**

7:10	School office opens.
8:00	Teachers arrive.
8:15	Buses arrive
8:20	First bell (students to their classroom)
8:25	Second bell
8:25	Instructional Block 1
9:21	Instructional Block 2
10:17	Instructional Block 3
11:13	Instructional Block 4
11:30-12:00	Lunch for grades k-4
12:05-12:35	Lunch 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.

## **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 a privilege, not a guarantee, dependent on student behavior and success throughout their school year(s) at MPS.

## **EMERGENCY SCHOOL CLOSING**

If the school is closed due to bad weather, or other reasons, it will be announced on TV stations KVLV Channel 11 or WDAZ Channel 8. 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.

## **RECESS**

Students will need to dress appropriately for recess. During the winter months, this includes boots, hats, 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.

## **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.

## **HAZARDOUS MATERIALS**

The school monitors its asbestos on a schedule as mandated by federal law. There is no friable asbestos in the Manvel School. Radon and lead levels in the school have been tested and are within normal limits. Detailed information concerning hazardous materials is available in 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. There are no perfect solutions to homework problems, but parents can make a difference. Here are some suggestions for parents on offering tactful, constructive help to a child who is struggling with homework.

1. **WAIT TO BE ASKED.** If neither your child nor his/her teacher ask for help, it is probably not needed. Trying to force a child to work with you may short-circuit his/her desire to come to you with problems in the future.
2. **BE AVAILABLE AND SUPPORTIVE WHEN HELP IS REQUESTED.** Your attitude toward homework will shape your child's. If an electronic device is more important to you than his/her need to practice multiplication tables, don't be surprised if he/she decides the same.
3. **FOCUS ON PROCESS, NOT PRODUCT.** Don't make the ultimate product (the right answer, the perfect paragraph) secondary to the actual process of learning.
4. **THE FINAL PRODUCT MUST REPRESENT THE PUPIL'S WORK.** Don't deprive your child of valuable learning because you are afraid of a bad grade. Homework is the student's responsibility.
5. **CHILDREN ARE OFTEN HARDIER THAN THEY WOULD LIKE US TO BELIEVE.** If your child complains about unreasonably long assignments, check the following: Does she/he organize time efficiently? Are telephone conversations, TV, or electronic devices interfering? If your child is truly overloaded, a conference at school should be scheduled. (As a rule 30 minutes of homework for grades 3-5 and 60 minutes for grades 6-8 per night is normal.)
6. **PROVIDE THE TOOLS NECESSARY FOR SUCCESS.** Your child needs a well lit, quiet place to study, a regular routine, and a moratorium on electronic devices until homework is completed. **Students in 3rd-8th grade should always use their assignment book.**
7. **YOU DON'T HAVE TO KNOW EVERYTHING.** Parents feel uncomfortable when they don't know all the answers, but admitting your confusion and working problems through with your child may be the best teaching you can do.

## **HOT LUNCH**

The school offers hot lunch on a daily basis. **Students may purchase tickets in the office for \$2.70/meal.** (Milk alone may be purchased for \$.35 per carton.) 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 \$3.35. If a parent plans to have lunch in school it is requested that the school be called and notified in advance.

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.)



Milk (for snack) will be provided to the preschool and kindergarten students on a daily basis for a nominal fee.

### **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.

### **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 on the second week they are still failing 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.

### **LIBRARY**

The library is for the use of all students. The students will be permitted to use the library when the librarian is on duty. Use of the library after 3:25 p.m. must have prior permission from the librarian or principal.

The library contains a wide variety of fiction and nonfiction books at the elementary and junior high reading levels. These books may be checked out of the library for a week at a time. Bills will be sent home for damaged or lost library books. For leisure time reading, the library provides many magazines and a daily newspaper. The library also contains a collection of basic reference books. These materials are not to be removed from the library.

An adult/parent section has also been created in the school library. Books available pertain to parenting and dealing with issues that may arise as children go through the different levels of childhood. Parents are invited to peruse the library and check out books if desired.

### **LOCKERS**

Each student in grades 4-8 (and potentially 3rd ~ dependent on enrollment numbers) is assigned a locker in the hall for their personal belongings. Students may go to their lockers before school, at lunch, and after school. Students will be given combination locks for their lockers upon request. The school is not responsible for items taken from lockers.

The school shall retain ownership and control of all lockers. The combinations for all locks provided by the school are known and may be used in any routine searches or inspections.

### **MEDICINE**

School personnel may not dispense or administer prescription medication without a signed request from a physician and parent. Over-the-counter medication will not be dispensed or administered without a signed parent request. Medical dispensing forms are available in the school office.

### **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**

Some students bring invitations to *after school parties* and distribute them to their friends in the class. Children who are not invited have their feelings hurt. This situation causes problems in the classroom. **DO NOT SEND INVITATIONS TO SCHOOL FOR DISTRIBUTION! An early dismissal of students in order for them to attend parties is strongly discouraged.**

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. The teacher will then take the child to the office where the principal/office staff will contact the parents. 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.

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**

Personal grooming and dress are primarily matters of concern between the students and their parents. It becomes a concern of the school, however,

when grooming or dress creates a disruptive influence upon the educational program of the school.

Students wearing inappropriate attire will be instructed to change. Inappropriate attire may include clothing with rips or holes, clothing with a derogatory saying or double meaning suggestive of illegal, sexual, or derogatory connotations, or any clothing or accessory that draws excessive attention to an individual. Clothing that advertises alcohol, tobacco products, or other substance deemed hazardous to one's health is inappropriate.

### **MTSS: Multi-Tiered System of Support**

MTSS is a multistep process that Manvel School uses to:

1. *Provide services and interventions to help students who struggle with learning (academically and behaviorally).* The MTSS process provides extra help at increasing levels of intensity depending on how much progress students are making. The progress students make at each stage of intervention is closely monitored. Results of this monitoring are used to make decisions about the need for further research-based instruction and/or intervention in general education. MTSS provides a more objective way to look at student performance. Using data, like progress monitoring reports, helps teachers and parents understand how the student is doing compared to grade-level expectations. Providing early help through a MTSS process can limit the amount of academic failure that any student experiences. Keeping students at or near grade level is essential to a student's self-esteem and long-term success in school.
2. *Improve the early identification and support of students with learning and behavior needs.* MTSS increases the accuracy of identification for special education. It reduces the number of students who are mistakenly identified as having learning disabilities. Information and data gathered by a MTSS process can lead to earlier identification of students who have true disabilities and are in need of special education services.

### **SCHOOL ACTIVITY ON A DAY OF ABSENCE**

If a student has been absent because of illness on the afternoon of an activity, they will not be permitted to participate for that day.

### **STUDENT CONDUCT (SCHOOL WIDE EXPECTATIONS)**

*Please refer to appendix.*

### **STUDENT DISCIPLINE & CONSEQUENCES**

An orderly school with uniform policies is essential to creating an atmosphere appropriate for academic achievement. Proper student discipline is an essential ingredient in this scheme.

The teachers handle most discipline problems. They will use the following procedure as a guide.

1. Students will receive a verbal warning.
2. The teacher will conference with the student about the problem.
3. Teacher will telephone or contact the parents.
4. Student will be required to stay after school.
5. Conference with parents, students and teacher to discuss resolving the problem.
6. Make a referral to principal.

Some offenses may be of such a serious matter that this procedure will be by-passed. Examples of such action are: vandalism, profanity to staff or students, skipping school, etc. In matters of this nature, students will be subject to strict disciplinary measures which may involve local law enforcement..

An in-school suspension consists of the student being confined to a study area for a specific amount of time. They will forfeit their recess and free periods, and will eat their lunch in the study area. They will have the right to continue their schoolwork, but will do so in isolation.

An out-of-school suspension is the most serious disciplinary action taken by the school. It consists of suspension for a specified time period. The offense and punishment will be recorded in the student's records.

## **TARDIES**

Tardy situations for students will be handled primarily on the merits of each case. Children who are tardy because of negligence will receive an unexcused tardy. Students will be required to spend one hour of after school detention or two half hour noon detentions for every three unexcused tardies. In rare cases of chronic tardiness, other disciplinary action will be taken.

## **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. Please refer to our Internet Usage Policy in appendix I.

## **TELEPHONE/CELL PHONES**

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

Cell phones 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, the phone will be taken to the principal, and the student will need to be accompanied by their parent to retrieve it.

## **VALUABLES**

Students are asked not to bring valuables to school unless necessary. Valuables should be left in the office or with the teachers. 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**

The school has a clear responsibility to maintain an atmosphere that will promote a quality-learning environment. Because the use of drugs, alcohol, tobacco, and other chemicals among our young people has become a major problem in our country and because the use and availability of these substances on school campuses interfere with the educational process, this policy is being adopted and implemented. The policy is designed to help eradicate the influence of drugs, alcohol, tobacco, and other chemicals within the school environment. As such, it is designed to promote health and protect students in the school environment by imposing consequences for misbehavior as well as educating, deterring and preventing abuse of chemicals. It is also designed to serve as a guide for faculty and staff in implementing intervention procedures for students.

### **Prohibited Activities**

The use of illicit drugs and the unlawful possession and use of alcohol or tobacco 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:

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 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 or what is represented by or to the students to be any of the substances listed in this policy or what the student believes is any of the substances in this policy. A student will be determined to be "in possession" when the substance is on the student's person or in the student's locker, car or handbag, or when he/she owns it 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 to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.

### **Prohibited Substances**

1. Alcohol or any alcoholic beverage.
2. Any controlled substance or dangerous drug as defined by North Dakota Century Code including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant, any form of tobacco, and all other illicit drugs.
3. Any *abusable* glue or aerosol paint or any other chemical substance for inhalation.
4. Any prescription or non-prescription drug, medicine, vitamin or other chemicals not taken in accordance with the authorized use policy.

This policy applies to any student who is on school property, who is in attendance at school or at a school-sponsored activity or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the School District or the safety or welfare of students or employees.

### **Violation of Policy**

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 immediately. If there appears to be imminent danger to other students, school personnel, and/or the student involved, the principal may have the student removed from the school by school, medical, or law enforcement personnel.

Disciplinary actions will be imposed on any student violating the policy. Actions may include:

1. Notification of proper authorities for prosecution.
2. Suspension or expulsion.
3. Student may be referred for chemical evaluation.
4. Any student who presents reasonable suspicion of having used alcohol may be given a breath test.

5. Eligibility rules according to the North Dakota High School Activities Association will be adhered to.

## **WEAPONS POLICY**

The Manvel Public 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 vehicle or at any school-sponsored activity. Such weapons include but are not limited to any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet & BB guns), 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 the student's parents or to law enforcement officials at the discretion of the administration.

Bringing a firearm, as defined in 18 U.S.C. 921, to school will require that the principal initiate proceedings for the expulsion of the student involved for a minimum of one year immediately. The principal may recommend a modification of the expulsion on a case-by-case basis. This modification shall be based on the circumstances revealed in the investigation into the incident conducted by the principal or other person designated by the principal to conduct the investigation. The principal will notify law enforcement. A complete copy of this policy is available at the school office.

## **SEXUAL HARASSMENT POLICY**

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws that prohibit sex discrimination. A learning and working environment that is free from sexual harassment will be maintained in the Manvel School District. It will be a violation of policy for any student to harass employees or other students, through conduct or communication of a sexual nature as defined by this policy. A complete copy of this policy is available at the school office.

## **BULLYING POLICY**

### **Definitions**

For the purposes of this policy:

1. *Bullying* is defined as conduct prescribed in NDCC 15.1-19-17. The Administrator should place this definition, in its entirety, in student and staff handbooks and should develop guidelines to assist students and staff with identifying this conduct.

2. *Protected classes* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
3. *School property* or the term *on-campus* refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.
4. *School-sanctioned activity* is defined as an activity that:
  - Is not part of the district's curricular or extracurricular program; and
  - Is established by a sponsor to serve in the absence of a district program; and
  - Receives district support in multiple ways (i.e., not school facility use alone); and
  - Sponsors of the activity have agreed to comply with this policy; and
  - The District has officially recognized through board action as a school-sanctioned activity.
5. 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.
6. *School staff* include all employees of the Manvel Public School, school volunteers, and sponsors of school-sanctioned activities.
7. *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**

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

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

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



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

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 principal to inform him/her as soon as possible. If the alleged violation implicates the principal, the school staff member shall report it to the Administrator. If the alleged violation implicates the Administrator, the school staff member shall file it with the School 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.

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:

1. Completing a written complaint form: A complainant will have the option of including his/her 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 or filed in the school office.
2. File an oral report with any school staff member.

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

## **Reporting to Law Enforcement & Others Forms of Redress**

Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law.

## **Documentation & Retention**

The District shall develop a form to report alleged violations of this policy. 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 s/he:

1. Initiates a report of an alleged violation of this policy; or
2. Receives 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 or graduates from high school, whichever is later. If a student does not graduate from the District, such reports and investigation material shall be retained for six years after the student turns 18.

### **Investigation Procedures**

School administrators (i.e., a principal, Administrator) are required to investigate violations of this policy (as prescribed under “Prohibitions”), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, retaliation, or false reporting is reported using the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected class—whether actual or perceived. Reports involving a protected class shall be investigated in accordance with the district’s harassment/discrimination policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; whether this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (NOTE: In some cases physical evidence may be unobtainable, e.g., a private social networking profile);
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
3. Interviews with any identified witnesses;
4. A review of any mitigating or extenuating circumstances;
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be initiated within 7 days and completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to victim and alleged perpetrator during the investigation.

### **Disciplinary & Corrective Measures**

Students that 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 Administrator for approval or denial. The Administrator may approve such recommendations only if the student has been given notice of the charges against him/her and an opportunity to respond;
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 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.

For bullying initiated off campus and received on campus (e.g. cyber bullying), the District only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying received on campus, the District may only take corrective measures as described in items five through eight above.

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 any applicable law.

### **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.

### **Prevention Programs & Professional Development Activities**

In accordance with law, the District shall develop and implement bullying prevention programs for all students and staff professional development activities.

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#### **15.1-19-17. Bullying - Definition.**

As used in sections 15.1-19-17 through 15.1-19-22:

1. "Bullying" means:

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

2. "Conduct" includes the use of technology or other electronic media.

## **Comprehensive Tobacco-Free School Policy**

### **RATIONALE FOR REGULATING POSSESSION AND USE**

The health hazards of tobacco use have been well established and studies have shown that nearly 90% of current smokers began smoking as teenagers. This policy is established to:

Reduce the high incidence of tobacco use in North Dakota.

Protect the health and safety of all students, employees and the general public.

Establish a standard of healthy, tobacco free behavior by adults and students.

Tobacco use is the leading cause of preventable death and disability in North Dakota. To support and model a healthy lifestyle for our students, staff and community, the School Board of Manvel Public School establishes the following tobacco-free policy.

### **DEFINITIONS**

“District” means the Manvel Public School District.

“District property” includes all property, both indoor and outdoor, that is owned or leased by the district including, but not limited to, all buildings, playgrounds, athletic fields, parking lots and vehicles.

“Tobacco product” includes any product that contains tobacco, is derived from tobacco or contains nicotine or other similar substances, that is intended for human consumption, or is likely to be consumed, whether smoked, heated, inhaled, chewed, absorbed, dissolved, or ingested by any other means. The term “tobacco product” includes E-cigarettes and other electronic smoking devices, pipes and rolling papers, but does not include any product approved by the United States Food and Drug Administration for legal sale as a tobacco cessation product and is being marketed and sold solely for the approved purpose.

“E-cigarette” means any electronic oral device, such as one composed of a heating element, battery or electronic circuit, or both, which provides a vapor of nicotine or any other substance, and the use or inhalation of which simulates smoking. The term includes any such device, whether manufactured distributed, marketed, or sold as an e-cigarette, e-cigar, and e-pipe or under any other product name, or descriptor. “E-cigarette” also includes any component part of such a product whether or not sold separately. “E-cigarette” does not include any product approved by the United States Food and Drug Administration for legal sale as a tobacco cessation product and is being marketed and sold solely for the approved purpose.

“Tobacco use” means the use of any tobacco product in any form. Tobacco use includes, but is not limited to, smoking, heating, inhaling, chewing, absorbing, dissolving or ingesting any tobacco product.

“Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe or hookah, or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. Smoking also included the use of an e-cigarette.

## **USE AND POSSESSION PROHIBITIONS**

- Students: Possession and/or use of tobacco products by students on district property, in district vehicles and at school-sponsored events (whether on or off district property) is prohibited at all times.
- Employees/Visitors: The use of tobacco products by all school employees and visitors on district property, in district vehicles and at school-sponsored events (whether on or off district property) is prohibited. This policy includes all events held on district property whether or not such events are sponsored by, or associated with, the District, and all events sponsored by the District or any school within the District regardless of where such events are held.
- Advertising and Sponsorship: The District prohibits all advertising of tobacco products, whether formal or informal, on district property, at school functions, and in all school publications. This includes all signs, clothing or other gear that contain a logo of, advertisement for, or reference to, any tobacco product. The District will not accept any form of contribution including, but not limited to, financial support, gifts (such as curriculum, book covers, speakers, etc.) or in-kind support from the tobacco industry for the sponsorship or promotion of any event or activity affiliated in any manner with the District or located on District property.

## **COMMUNICATING TO STUDENTS, EMPLOYEES AND PUBLIC**

This policy will be printed in the employee and student handbooks. The District will post “no smoking” signage at the entrances to the school building.

## **ENFORCEMENT**

All individuals on the district’s premises share in the responsibility for adhering to and enforcing this policy. Any violation by staff shall be referred to the appropriate supervisor. One written warning will be given the staff member with a copy placed in his or her district personnel file. Further violations will be considered insubordination, which will be dealt with according to established policies and procedures.

Citizens who are observed smoking or using tobacco products on school district property will be asked to refrain from smoking or using tobacco

products on school property. If the individual fails to comply with the request, he or she will be asked to leave school property.

## **TOBACCO CESSATION SERVICES**

Individuals requesting assistance with tobacco cessation services will be referred to NDQuits, the North Dakota Department of Health multi-media tobacco cessation program. This is a free cessation service provided to citizens of North Dakota.

*Revised Policy submitted for first reading to Manvel School Board: August 17, 2015  
Second Reading/Final revision/Final Approval: September 14, 2015  
(Reference: North Dakota Center for Tobacco Prevention and Control Policy, and the Grand Forks Public Health Department).*

## **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 to data analysis and professional development.

## **MANVEL SCHOOL TEACHING STAFF QUALIFICATIONS**

Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. If you are interested in learning this information, please contact the principal at 696-2212. Upon this request,

you will receive a detailed explanation of the licensing, education and experience of each of our teachers. You will also receive information regarding the names and qualifications of the paraprofessionals at our school.

It is important to keep parents informed on the quality education we deliver, and sharing staff qualifications is an excellent way to illustrate our commitment to our students. The staff at any school defines the education environment, and we are devoted to finding the best quality teachers and paraprofessionals to work with your children to ensure our school is a place where they can succeed.

All of the Manvel School teachers are designated as highly qualified. Because Manvel School is a K-8 elementary school its teachers must have an elementary education degree to be considered highly qualified.

### **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 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 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.

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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

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DATE

APPENDIX



# 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>