

# **Ray Elementary School**

**Student Handbook**

**2019-2020**



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## Ray Elementary Parents & Students

It is a pleasure to welcome you to our school for the 2018-2019 school year. We hope that your student finds this year rewarding and memorable. This year's theme is ***UNDER CONSTRUCTION!*** We will be busy building the minds of the future leaders of the world.

The information included in this handbook should answer many questions that arise about the policies and procedures utilized at Ray Elementary School. If you have a question and cannot find the answer within, you are encouraged to contact Mrs. Perdue, the elementary principal.

We are pleased to have the following individuals as part of our education team this year:

Kindergarten	Mrs. Mari Schell	Gym	Mrs. Mandy Haggin
	Mrs. Melissa Stratton	Music	Ms. Caitlin Gunderson
Grade 1	Mrs. Jessica Buckley-Pendleton	Library	Mrs. Shannon Hauge
	Ms. Logan Olson	Band	Mr. James Taverna
Grade 2	Ms. Alaetra Alvarez	Counselor	Ms. Lupita Espana
	Ms. Caitlinn Harding	Aides	Mrs. Rachel Bergstrom
Grade 3	Mrs. Amanda Boren		Mrs. Heather Donnelly
	Mr. Aaron Haggin		Mrs. Faith Ginther
Grade 4	Mrs. Deanna Donnelly		Mrs. Judy Knox
	Mr. Matthew Simley		Mrs. JoAnna Kruzal
Grade 5	Ms. Jessica Meckle		Mrs. Keisha Rettig
Grade 6	Mrs. Mary Ellen Roloff		
	Mr. Nathan Schell		

### Dates to Remember:

- August 20 – School Begins
- Sept. 2 – NO SCHOOL (Labor Day)
- Sept. 18 – Early Out (Dismissal at 1:00 pm)
- Oct. 17 & 18 – NO SCHOOL (Fall Break)
- Oct. 21 & 23 – Parent-Teacher Conferences
- Nov. 11 – NO SCHOOL (Veteran's Day)
- Nov. 20 – Early Out (Dismissal at 1:00 pm)
- Nov. 28 & 29 – NO SCHOOL (Thanksgiving Break)
- Dec. 23 – Jan. 1 – NO SCHOOL (Christmas Break)
- Jan. 13 – NO SCHOOL (Teacher Inservice)
- Feb. 7 – NO SCHOOL (Teacher Inservice)
- Feb. 17 – NO SCHOOL (President's Day)
- Mar. 18 – Early Out (Dismissal at 1:00 pm)
- Mar 19 & 20 – NO SCHOOL (Spring Break)
- April 10 & 13 – NO SCHOOL (Easter Break)
- April 22 – Early Out (Dismissal at 1:00 pm)
- May 15 – Last Day of School

[www.ray.k12.nd.us](http://www.ray.k12.nd.us) – The school website has a link to a google calendar where all activities are posted. Here you will also find links to the weekly bulletin, various forms, e-funds for schools, PowerSchool and more.

**Facebook** – Join the Ray Elementary School page. We will post to the page frequently to keep you updated on the great things happening in our classrooms.

## Academic Intervention

When a student is struggling in school, intervention strategies may be employed to help the student be successful. The Building Level Support Team (BLST) is comprised of regular education staff, a school administrator, Title I teacher, Resource Room Teacher and parents. In some cases, other staff (Gym teacher, Music teacher, etc.) may also be a part of the BLST team. The role of the team is to review student progress and to recommend interventions that promote student success. These interventions may be designed specifically for the teacher, the student and/or the parents.

BLST meetings may be requested by your child's teacher, other school personnel, or by you, the parents. If you are asked to attend a BLST meeting, please make every effort to attend. Your input is vital to your child's success.

## Accidents

Parents will be notified in the event of a serious injury to their child while at school or during a school-sponsored activity. Depending on severity, parents may be asked to pick up their child for their own observation or examination by their family physician. If we are unable to reach a parent, the student's emergency contact will be notified. For this reason, it is important that enrollment forms be completed and returned to the school as soon as possible at the beginning of the school year. If any contact information needs to be updated during the school year, please notify office personnel of those changes.

## Activities

Students may have the opportunity to participate in school sponsored sporting and academic teams. In order to participate on these teams, students must meet the following eligibility requirements.

1. Passing grades in all subject areas
2. No more than two D's
3. Behavior in good standing
4. Attendance at school on the day of an activity
5. Payment of a \$25 activity fee
6. Completed an annual physical (sporting activities only)

Additional restriction may be added at the administrator's or coach's discretion. Students not meeting the minimum eligibility requirements may still practice, but will not be allowed to leave school early to travel with the team to an event. Eligibility requirements will be reviewed every Wednesday afternoon.

**Travel.** Any student participating in an out-of-town extra-curricular event will be expected to travel to and from that event on the bus with the remainder of the team or group. Exceptions will be allowed under the following conditions:

- Prior administrative approval
- Coach/Director approval

## Animals and Pets on School Grounds

For the safety of our students, school personnel and for the protection of our school grounds, animals are NOT allowed on campus.

## Arrival/Departure

Students should not arrive at school before 8:00 am due to lack of supervision. School staff are on campus 30 minutes prior to the start of the school day. Playground supervision begins at 8:10 am and will continue until the start of the school day. Upon arrival at school students should go directly to their lockers to drop off their belongings. They may then choose to

- Go to breakfast
- Go outside for recess
- Participate in mileage club in the elementary gym

When dropping off or picking up your child, please do not interfere with the bus loading/unloading area. To ensure the safety of your children, please review street crossing safety.

Parent/guardians are welcome to wait in the entry at **Door 7 to pick up their elementary students after 3:00 pm**. Please wait in the entry area to avoid congestion in the hallways. If you need to speak with your child's teacher, you may do so once the students have cleared the hallway.

## Asbestos

The Asbestos Hazard Emergency Response Act (AHERA) requires that all public school buildings be inspected or re-inspected for the presence of asbestos every three years after a management plan is in effect. The same statute also requires initial and annual notifications of the availability of a management plan which outlines the steps to be taken to eliminate any hazards.

An abatement of all Asbestos was completed in 2015 in the Ray Public School.

## Assessments (Testing)

A variety of assessments are administered during the school year. These assessments allow us to monitor your child's progress. In addition to the various informal and formal assessments administered on a regular basis in your child's classroom, the Ray Elementary School administers the following formal assessments:

- NDSA – North Dakota State Assessment
  - Science --- Fall Testing (Grade 4)
  - Math and ELA (English Language Arts) --- Spring Testing (Grades 3-6)
- STAR
  - Reading --- Quarterly (Grades 1-6)
- iReady
  - Math – Quarterly (Grades K-6)
- AIMSWEB
  - Reading and Math --- Sept., Jan., May (Grades 1-6)
- PE SPARK
  - Physical Activity --- Fall & Spring (Grades 1-6)

## Attendance

Attendance in class is necessary for the students to receive maximum benefit from the opportunity to attend school. Without regular attendance, it is impossible for the student to do his/her best work. If a student is under sixteen years of age, state law requires that he/she must attend school unless ill or excused.

**Absences** Absence from school should be limited to personal illness, serious illness or death in the family, emergencies at home, emergency medical/dental appointments, or legal commitments. If a student is absent from school on the day of an activity such as a ballgame, concert, play, etc. the student will not be allowed to participate in said activity. We ask that you do your best to schedule appointments outside of school hours and refrain from removing your student from school for leisure activities. Absences due to school sponsored extra-curricular activities are not counted as days missed from class

IF YOUR STUDENT IS UNABLE TO ATTEND SCHOOL, PLEASE REPORT THE ABSENCE AS SOON AS POSSIBLE TO THE SCHOOL OFFICE. For the safety of your student, a call will be made to verify any absences that have not been reported to the school by 8:30 am.

Upon returning to school following an absence, the student will be allowed two days, for every day missed, to complete make up work. For planned absences, it is acceptable to request make up work in advance. These requests should be made at least one day in advance to allow the teacher adequate time to prepare materials.

## Behavior

Classroom behavior plans are carefully designed to protect all children and to establish an orderly learning environment for all students. The school staff will teach and encourage appropriate behavior and will assist each student in correcting inappropriate behavior. Parents can assist by becoming aware of behavior policies and by supporting school personnel should a behavior problem arise.

**School Behavior Philosophy.** The school’s reputation will be reflected by the students’ behavior in the classroom, on the playground, in assemblies, at athletic events, and on field trips. The Ray Public School expectations were developed to serve as a general guide for students to maintain high standards of behavior.

**We will be respectful!      We will be responsible!      We will be safe!**

**PBIS (Positive, Behavior, Intervention and Support)** PBIS is a data-driven behavior plan that teaches our students the behaviors we want to see on our campus, at home, and in the community. Positive behaviors are reinforced and rewarded. We have adopted the acronym RISE which stands for Respect, Integrity, Safety and Effort, all qualities we see as beneficial to our students and our community. Below is the Behavior Matrix which shows how our student will RISE to greatness.

Area/Setting	Respect	Integrity	Safety	Effort
General School Expectations: apply to ALL areas	Use quiet voices indoors  Use good manners	Throw trash IN the cans  Pick up litter you see on the ground	Walk unless on the playground	Model for others
Cafeteria	Use inside voice  Be respectful to others in line	Clean up your eating area Practice good table manners	Clean up spills	Stay in your spot until excused
Office	Enter quietly  Use manners	Wait to be acknowledged by office staff	Open office door slowly	Use quiet voices

Library	Come in quietly Make sure all books are where they belong	Return books on time Take care of books	Do not rock back on chairs	Sit, read, and remain focused Actively look for a book
Playground	Be inclusive Be kind Be a good sport Be fair Listen to supervisors Follow game rules	Think before you respond Accept Responsibility Own your mistakes Be honest Solve problems timely & respectfully	Stay with the boundaries Use equipment properly Freeze at the bell Walk/Run carefully to the door	Return equipment appropriately Be a problem solver Use restroom/water fountain before heading outside
Transitions	Use quiet voices	Go straight to destination Stay on right side of hallway	Keep body parts and belongings to yourself	Stay with class and/or in line
Gym/Assemblies	Use appropriate voice Sit on bottoms No food or drink in gym Respect quiet signal	Pay attention to presenter Be open-minded and find the value Make connections	Walk when entering & exiting Stay seated unless told by an adult to move	Cheer or clap when appropriate Be sure questions are relevant Enjoy!
Bathroom	Use appropriate voice Flush toilet Wash hands Throw trash in can Respect personal space and privacy	Use closest bathroom to your room Leave when done Be courteous	Clean up any spills Wash your hands with soap	Get your business done quickly Help keep bathroom clean

Science Lab	Wipe down tables  Put away all materials and throw trash away	Let teacher know if there is a problem  Keep materials organized	Use equipment properly  Follow all lab safety rules	Do your best  Enjoy!
Computer Lab	Leave computer settings alone  Push in chairs  Keep your hands on your own computer	Go to approved station only  Wait for permission to print  Sit in assigned seat  Let teacher know of any issues	Leave cords alone  Walk	Raise a quiet hand for help  Stay in your seat  Have pride in what you produce  Clean up all materials
After School	Listen to adult instructions	Immediately report to designated areas	Follow all regular school rules	Make sure you have all belongings

**Positive Reinforcement for Appropriate Behavior.** The Ray Public School community recognizes that students must be held accountable for their actions. It is further recognized that people, young and old, usually choose to engage in positive behavior and avoid misconduct when positive behavior is recognized, appreciated and rewarded. For this reason, staff, parents and other students will be encouraged to recognize appreciate and reward appropriate behavior.

**Behavior Management.** The management of each individual classroom is the responsibility of the classroom teacher. It is the teacher’s responsibility to ensure that the classroom environment is conducive to learning. The specific details of how this is to be managed are left to are to follow:

- Classroom rules will be determined by the teacher and students of the classroom
- All classroom rules need to be posted in the room
- Classroom procedures will be explained and reviewed throughout the year
- The teacher will inform the student and notify the parent if the student is having persistent behavior problems in class
- Extreme disruptions could result in an immediate office referral

For students in grades K-6, the classroom teacher will handle routine discipline issues through their classroom management system and, when needed, the support of the administrative staff.

## Bicycles

Bicycles brought to the school by students must be parked in the designated area and will remain there until the student leaves the school to go home. Bicycle use during the school day will not be allowed.

## Birthdays

Your student is welcome to bring birthday treats for their class. Prior arrangements need to be made with the classroom teacher for planning purposes and to ensure that you are aware of possible classroom food allergies. Balloons or presents for your child should be presented at home, as valuable learning time is lost when classrooms are interrupted. **Birthday Party Invitations** should be mailed from home in order to avoid hurt feelings. If the entire class is invited, it is appropriate to distribute invitations in school.

## Books and Supplies

Students will be provided with school textbooks and workbooks. Each student is responsible for handling these materials in a careful manner. In the case of lost or damaged textbooks, library books or other school materials, the student will be responsible for replacement costs. Additional school supplies may be requested by the classroom teacher and will be the responsibility of the student. Classroom supply lists will be available on the school website or will be sent to the student before the school year begins.

## Bullying

Bullying is defined as the act of one or more individuals intimidating one or more individuals through verbal, physical, mental, written, or cyber interactions. The Ray Public School does not tolerate bullying of any type. Bullying will be grounds for disciplinary action that could include suspension or expulsion of students and/or termination for employees.

## Bus Rules

The privilege to ride a school bus is extended to all Ray Public School students. The bus driver is responsible for the operation and safety of the school bus. Student riders are responsible for following all bus/school safety and conduct rules. To disregard the rules could result in the loss of bus riding privileges.

1. Riders must follow the bus driver's instructions and directions
2. Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus. Situations may occur that will require riders to walk a safe and reasonable distance to or from the bus. The driver will allow an average of three minutes wait time per stop.
3. Riders must dress appropriately for the weather. Drivers have the right to refuse a rider onto the bus if they are not properly dressed for the weather. For the safety of the rider, coats, hats, boots and gloves are required in the winter months.
4. Riders shall enter the bus in an orderly manner and go directly to their seats. Seats may be assigned by the driver.
5. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet or other objects. When reaching their destination, riders shall remain seated until the bus is fully stopped.
6. Students shall behave in a cooperative and courteous manner to the bus driver and fellow riders.
7. Conversations while on the bus shall be carried on quietly. When the bus approaches and stops at a railroad cross, absolute quiet must be maintained until the bus has completely crossed and cleared the tracks.
8. The following actions are prohibited on buses: Yelling, Singing Loudly, Screaming, Scuffling, Throwing Objects, Smoking, Standing, Changing Seats, Extending Any Part of Your Body out of the Window, Throwing Items from Bus Windows
9. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.

10. No animals will be allowed on the bus.
11. **SUNFLOWER SEEDS ARE NOT ALLOWED ON THE BUS!**

Failure to follow the bus rules could result in the following:

First Offense – Notice from an administrator to the parents stating the problem and possible consequences

Second Offense – Two (2) days suspension of riding privileges

Third Offense – Eight (8) days suspension of riding privileges

Fourth Offense – One-month suspension of riding privileges

Fifth Offense – Bus riding privileges suspended for the remainder of the school year.

## Cell Phones and Electronic Devices

Students are not allowed to use personal cell phones and electronic devices during the school day. If brought to school these devices must be turned off and stored in student backpacks or lockers for the day. Misused devices will be confiscated and turned in to the principal's office. Parents may pick up confiscated phones at the end of the school day. Ray Public School will not be liable or responsible for damages to or loss of said equipment.

## Citizenship

Poor citizenship includes, but is not limited to, criminal acts, abusive language, false fire alarms or severe misconduct on bus trip. Suspension is possible for actions which involve poor citizenship.

## Classroom Assignments

Much thought has gone into the development of class lists and the assignments of students to teachers. Many factors are considered in the process including, but not limited to – academic skills, social skills, class size and special needs. Requests for transfers to another classroom are discouraged.

## Classroom Visits

Parents are welcome to visit the school when it is in session. It is necessary to have some guidelines so that visitations do not disrupt the learning environment. **All visitors will be required to sign in at the main office and wear a visitor's badge while on campus.** Arrangements for the visit need to be made with the classroom teacher prior to the day of the visit. If there is a matter that you wish to discuss, please schedule a conference time with your child's teacher that will occur outside of class time.

## Closed Campus

The Ray Public School has established that students must remain on campus until the end of the day. If any student wishes to leave the school grounds without parent/teacher permission AND adult supervision, he/she will be classified as truant and will be subject to disciplinary action. Law enforcement may also be summoned if the student's whereabouts are unknown.

## Computer Use

Student will have on-going opportunities to access technology using the numerous mediums on campus. Students will be required to complete a computer use agreement prior to being permitted to use school devices. Students who abuse this privilege by mistreating computer equipment, accessing inappropriate/offensive

material, or posting *inappropriate/offensive* information may be denied access to school devices. In addition, the display or creation of inappropriate/offensive materials may warrant suspension from school or other disciplinary action at the discretion of the administration.

## Conferences

Parent-teacher conferences will be scheduled at least once per year following the first quarter of school. Conferences with your child's teacher may be scheduled any other time during the year at the parent or teachers request. It is critical that parents attend conferences when the teacher requests them, particularly if a student is performing below grade level or is at risk of being retained.

## Discipline & Consequences

Students are expected to display proper behavior and use proper language at all times while in school or on the school grounds. Failure to do so will result in disciplinary action. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from school which affects school discipline.

**Dismissal from Class.** Any teacher or administrator shall have the right to dismiss a pupil for the balance of any class period in which the behavior of the student disrupts the class. Notice of dismissal shall be given by the teacher in written form to the administration. The administrator shall notify the parent. The parent will be requested to meet with the administrator(s) on the second occurrence.

**Prohibited Conduct & Behaviors.** The following, as set forth by North Dakota Century Code, shall be grounds for the suspension and expulsion of any student. Students will be granted limited due process involving suspensions, but will be given procedural due process in cases involving expulsion.

- Insubordination to any teacher, administrator, or school employee
- Disorderly conduct
- Damaging school property
- Willfully interfering with or interrupting the proper orderly management of the school
- Acts of violence
- Boisterous conduct
- Threatening language
- Swearing or use of profanity
- Willfully disturbing a school session
- Preventing any teacher, pupil, or administrator from performing his/her duties
- Insulting, upbraiding, or threatening any teacher or administrator
- Smoking
- Drinking
- Committing a crime
- Use of controlled substance
- Truancy

**Consequences.** School officials may assign consequences to infraction. Multiple infractions will accelerate the number and severity of consequences. Those consequences may include, but are not limited to:

- Reporting crimes to legal authorities
- Principal conference
- Principal/Parent conference

- Confiscation of inappropriate or dangerous materials or substance
- Detention
- Restitution
- Loss of privileges
- In School Suspension (ISS)
- Out of School Suspension (OSS)
- Referral to cessation program
- Expulsion

## Dress Code

Students are expected to show good judgement in dress and grooming at all times. Any appearance that causes undue attention or detracts from the educational program of the school will not be allowed. A simple rule is neatness and decency. The following dress code guidelines shall apply to all regular school activities, field trips and off-campus activities:

1. Footwear must be worn at all times. Shoes with retractable wheels are prohibited.
2. Apparel, jewelry, accessories and other personal items shall be free of writing, pictures, symbols or any other insignia which are crude, vulgar, profane obscene, libelous, slanderous, sexually suggestive, or suggest violence. These items shall further be free of any drug, alcohol, or tobacco advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice or discrimination.
3. Hats, caps, sunglasses shall not be worn indoors, except with administrative approval.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish net fabrics, halter tops, tube tops, off-the-shoulder or low-cut tops or dresses and bare midriffs are not acceptable. All pants should be worn no more than two inches below the waist, and in all cases should be sufficient to conceal undergarment.
5. Hair shall be clean and neatly groomed
6. All jewelry will be removed during Gym classes for safety reasons.

Students who are dressed inappropriately will be given attire to wear, for the remainder of the school day, that will cover the inappropriate clothing. Parents may be contacted to bring appropriate attire for the student to wear the remainder of the school day.

## Education Equality Policy

Grievance procedures for Title IX and Section 504 have been established for students, their parents and school employees who feel discrimination has been shown by the Ray Public School. Specific complaints of alleged discrimination under Title IX and Section 504 should be referred to the School District Administrator, who will direct it to the appropriate coordinator. Title IX complaints can also be filed with the Office for Civil Rights:

US Department of Education

Office for Civil Rights

10220 North Executive Hills Blvd, 8<sup>th</sup> Floor

Kansas City, MO 64153-0136

Telephone: (816) 880-4202

TDD: (816) 891-0582 Fax: (816) 891-0644

## Emergency Procedures

The Ray Public School has a crisis response plan in place which specifies actions to be taken for emergency situations. In the event of an emergency, every effort will be made to contact parents. Please be sure that your contact information remains updated in our school records.

## Fees

**Activity Fee** – All students participating in extra-curricular activities must pay a \$25.00 activity fee. Students will not be allowed to participate in an extra-curricular activity until this fee is paid. This fee also allows the student to attend extra-curricular activities held at the Ray School without paying an additional admittance fee. (Tournaments and Super Saturday entrance fees are not covered by the activity fee)

**School Fees** – School fees are due each year from all students. This \$10.00 fee covers the costs of events such as, lyceums, class plays, field trips, etc.

## Field Trips

Students may attend school-sponsored field trips. Parent permission slips **MUST** be signed and returned to school personnel prior to the trip. Some field trips require payment and reservations prior to the date of travel. If students turn in permission slips late, they may be unable to attend the field trip.

All standard rules for proper behavior will be expected and enforced on field trips. Students who have not demonstrated reliable behavior at school may be given an alternative assignment and may be excluded from the field trip per teacher/administration discretion.

## Immunizations

The parents or guardians of each child admitted to Ray Public School must present a certificate from a licensed physician or authorized representative of the State Department of Health that the child has received immunization against diphtheria, pertussis, tetanus, polio, chicken pox, hepatitis B, measles, rubella and mumps. The child will not be allowed to attend school until documentation has been received by the school or a Statement of Exemption to Immunization Law Form has been signed by the parent and is on file.

Kindergarten students are required to have an MMR booster and two doses of the chickenpox vaccine (if the child has not had the disease). All current seventh graders must have the Tdap and meningococcal vaccine. State health regulations also state that tetanus should be renewed at least every ten years. Students over the age of 10 should be checked to ensure that they meet this guideline.

## Inappropriate Items

Students are not allowed to bring the following items on school grounds:

Aerosol Cans	Drugs/Drug Paraphernalia	Lighters	Pocket Knives
Flammable Liquids	Shoes with retractable wheels	Fireworks	Weapons
Matches	Skateboards	Rollerblades	

*(note: school administration has the right to remove items other than those listed here)*

Students are discouraged from bringing:

Electronic Games	Personal Toys	Cell Phones	Electronic Devices
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## Library

Students will visit the school library weekly during a regularly schedule time with their class. Students will be held accountable for books they borrow from the library. Report cards may be held for students who have not returned library materials or paid replacement costs.

**Bookmobile...** The Williams County Bookmobile comes to the Ray Public School once a month. Students with a current Williams County Library card will be allowed to check out books from the bookmobile. Library cards

will need to be renewed annually. Renewal forms will be distributed to your student by bookmobile employees. Students who check out books accept all responsibility for their care and safe return. Fees and replacement costs for late or lost books are set by the Williams County Library and the responsibility of the person who checks them out.

## Lockers

Students in grades K-6 may be assigned a locker. If a locker is assigned to a student, they are responsible for keeping the locker clean and orderly at all times. Each locker remains the property of the school. Student lockers are subject to inspection by the Principal, or a designate, for cleanliness, missing items, controlled substances, and for replacing lost or misplaced items that can be identified as belonging to a particular student.

Lockers do not have locks; however, locks are available for rent from the school office. Personal locks may not be used unless prior approval has been granted by administration.

**No student has the authority to enter another student's locker for any purpose.**

## Lost & Found

Parents are strongly encouraged to label all personal belongings (i.e. jackets, sweaters, lunch boxes, etc.) Unclaimed items will be kept in the lost and found located in the entry at Door 7. Any items in the lost and found at the end each semester will be donated to a charitable organization.

## Medication

Administering over-the-counter pain relief medication to any student requires prior signed permission from the student's parent or guardian. School personnel MAY NOT administer prescription medication without an accompanying Ray Public School Medication form. These forms can be requested from the office or classroom teacher. Students are not permitted to keep medication of any kind in their backpacks, lockers or classrooms. Students needing cough drops may bring them along with a parent note indicating how often the cough drops may be taken.

## Messages/Deliveries

An essential ingredient of an effective educational environment is minimizing disruptions to the educational process during the school day. For this reason, delivery of personal gifts to students will not be permitted during the school day. Parents who need to deliver lunches to students may leave them in the office prior to lunch time.

The office staff is unable to deliver personal messages to students during class, except in the case of an emergency. Parents are encouraged to inform their students of after school arrangements before their child leaves home in the morning.

## Recess

Recess is scheduled for students on a daily basis. Students will be expected to go outside for recess unless a parent has sent a note indicating otherwise. Recess will be held in the gymnasium if weather does not permit the students to be outside. Warm coats, snow pants, hats, gloves and boots will be required to be worn during the winter months.

**Playground Expectations:** Overall: BE SAFE (no rough-housing, tackling, or play fighting)

- Stay within the boundaries/fences
- Toys from home are discouraged
- Chasing games are not allowed on equipment
- Slides – one at a time, no stacking, must be seated to go down
- All football games must be touch or flag only
- Play fairly using standard game rules
- Non fair play will result in removal from the game
- Swings – swing back and forth, seated on the swing, no jumping off, take turns
- May not re-enter the building during recess unless permission is granted from supervisor

**Violations of Playground Expectations** may result in one or more of the following:

- Time outs on bench
- Laps around the playground perimeter
- Escort to principal office
- Disciplinary actions as deemed appropriate by principal

## Report Cards

Report cards will be issued at the end of each quarter to inform parents of their child's academic performance and progress toward meeting the state standards. Kindergarten does not use letter grades, whereas grades 1-6 do. By law, teachers have the sole discretion as to how grades are determined. Keep up-to-date on your child's progress by regularly reviewing graded work and progress reports. Parents will be notified by a deficiency report if a student is doing near failing or failing work at the end of 4 weeks.

## Resolving Conflict (Chain of Command)

Occasionally a disagreement or concern may arise concerning particular district, school or classroom procedures. Classroom concerns should be brought to the attention of your child's teacher first. Most problems can be resolved in a parent-teacher conference. We encourage parents to prearrange a meeting time for a conference. Should you feel that the matter has not been resolved after the parent-teacher conference, the next step would be to make an appointment to discuss the issue with the principal. If satisfaction is still not reached, the third step would be to direct your concern to the district superintendent and a fourth step, if needed, would be to contact a school board member.

## Safety Drills

In accordance with state law, safety drills will be conducted randomly throughout the year. Students will be taught how to respond quickly and safely in the event of a real emergency. Parents or visitors on campus during a safety drill must participate in the drill.

## School Meals

Breakfast and Lunch are offered at the Ray Public School. Breakfast is served each morning beginning at 8:00 am and lunch is served beginning at 11:00 am.

Prices for meals are as follows:

Grades K-6

Breakfast – \$25.00/month or \$1.25/individual meal

Lunch - \$40.00/month or \$2.00/individual meal

Monthly prices cover 20 meals. School meals are to be paid for in advance. Parents are encouraged to utilize Power Lunch Parent Single-Sign on account access to monitor lunch balances. Balance due notifications will NOT be mailed out on a regular basis. Board policy states that a student will not be permitted to carry a negative lunch balance past 30 days and will not be allowed to charge additional school provided meals until the balance is brought to the positive. Parents may pay their lunch bills in the main office or they may pay online using the e-funds for schools. A link to e-funds is found on the Ray Public School webpage.

The Ray Public School is again participating in the school lunch program which will provide free or reduced meals for those families who qualify based on income levels. Applications to apply for free or reduced meals are included in the back to school packet and are also available in the school office. All applications are completely confidential.

## Sexual Harassment Policy

Sexual harassment or harassment for any reason (based upon race, color, religion, national origin, age, marital status, or physical handicap) will not be tolerated. Any individual (employee, supervisor, or student) engaging in this type of harassment will face progressively severe disciplinary action. Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, advancement, or grade; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or promotion decisions affecting such an individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or learning environment.

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

- Sex oriented verbal "kidding", abuse, or harassment
- Pressure for sexual activity
- Repeated remarks to a person with a sexual or demeaning implication
- Unwelcome touching, such as patting, pinching, or constant brushing against another's body
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns

Any person who alleges sexual harassment by any staff member or student in the school district may complain directly to his or her immediate supervisor, building principal, or to the person designated as compliance administrator for affirmative action. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments or grade.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school districts legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against a school district employee will subject that member to a disciplinary action, which may include termination of employment in the district.

A substantiated charge against a student in the school district will subject that student to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies.

## Significant Contagious Diseases Policy

The superintendent is designated as the person to receive information concerning the status of students, employees, and independent contractors from their physicians. The superintendent shall be the official spokesperson for the institution when information concerning an affected individual becomes public and may not delegate this duty. The superintendent shall develop procedures that protect against possible breaches of confidentiality. The superintendent may request assistance from the Department of Public Instruction or State Department of Health in developing a plan for conflict resolution.

It shall be a violation of school policy for any student, employee, or official to harass or discriminate against any affected individual within the institutional setting on the basis of having been diagnosed as having a significant contagious disease. No harassment or discrimination will be tolerated in any school building, or at any school function, or on any school property.

## Student Alcohol and Drug Use

### Prohibited Substances

- Alcohol or any alcoholic beverage
- Any controlled substance or dangerous drug as defined by NDCC or the United State Code including but not limited to marijuana, any narcotic drug, anabolic steroid, hallucinogen, stimulant or depressant
- Any abusable glue or any other chemical substance for inhalation
- Any prescription or non-prescription drug not taken in accordance with the “Authorized Use” section of the policy

### Prohibited Activities

It shall be against school policy for any students:

- To attempt or in fact sell, deliver or give to any person either the actual prohibited substances or anything believed to be a prohibited substance
- To attempt or in fact possess, procure, purchase, or receive any of the prohibited substances or anything he believes to be a prohibited substance. A student will be determined to be in possession when the substance is on the student’s person or in the student’s locker, backpack, or handbag
- To be under the influence (legal intoxication not required) or to attempt or in fact to use or consume any of the actual prohibited substances or anything they believed to be prohibited substances listed in this policy.

### Intervention

The school recognizes its responsibility to assist students in recognizing their own addiction. When observed behavior indicates that problem exists which may affect the student’s ability to learn or the educational climate of the school, the school has a right and responsibility to refer the student for a formal chemical dependency diagnosis.

Faculty members using appropriate procedures (as listed in complete school policy) may report the student to the appropriate administrator. If the administrator believes, after conferencing with the student, that there is a probability that the student may be dependent, the student and/or his/her parent/guardian will be told that it is necessary that the student receive a formal chemical dependency diagnosis. Any student who is involved in a

chemical dependency program and is successfully addressing his/her harmful involvement with chemicals may continue in the regular school setting.

## Student Records

All academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents and school officials. The school reserves the right to have a teacher, counselor, or principal present when the records are inspected to interpret the contents of the file, or to explain test results.

Every effort is made to insure that school records are accurate. Parents shall have an opportunity for a hearing to challenge the contents of their child's school record if they feel that any information within is inaccurate, misleading or in violation of the privacy or other rights of students and to provide an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein.

The school cannot permit access to or release students records to any individual agency or organization other than the following without the written consent of their legal guardian:

- Other school officials within the school
- Officials of other schools or school systems in which the student intends to enroll.

## Student Privacy Rights

Students have the right to expect school administrators, counselors, or teachers who receive information in confidence (verbal or written) from a student, not to reveal that information unless it would be determined to be in the best interests of the student to do so.

## Summary of Parental Rights

- You must receive written notification before the school may conduct individual testing of your child(ren)
- You must receive written notification of an initiation or refusal to initiate a change in your child's educational placement
- You have the right to request an educational evaluation and for all reviews and placements
- You have the opportunity to present information from an independent evaluation of your child
- Either you or the school may initiate an impartial due process hearing to resolve differences. The request is filed with the North Dakota Department of Public Instruction. In conducting such a hearing, a parent must:
  - Receive timely and specific notice of the hearing
  - Have the right to be accompanied and advised by counsel
  - Confront, cross-examine, and compel the attendance of witnesses.
  - Present evidence relevant to the decisions
  - Obtain written or electronic verbatim record of the hearing
  - The hearing will be conducted by an impartial hearing officer selected from a list provided by the Department of Public Instruction
  - Either party has the right to appeal the findings and decision through the court system
  - During the above process your child shall remain in the original program or any other program to which both parties can agree
  - Students receiving special education and related services must receive a periodic re-evaluation every three years
  - These rights transfer to your child when he/she reaches the age of 18, unless a guardian has been appointed by the court. These rights would then be retained by a court appointed guardian

## Telephone Usage

Students are not allowed to use the telephone in the school without approval from a classroom teacher, office personnel or administration. Usage will be limited to necessary calls only. Students will not be allowed to use the phone to make arrangements to go to friend's homes after school. These types of arrangements should be made in advance.

## Volunteer Confidentiality

We value the contributions that parents make in our school. Volunteers are special people who are willing to donate their time and energy to the students and staff of our school and we welcome them in our classrooms and on our campus.

There are times when a volunteer may see or hear things in a classroom or on the campus regarding a student's academic progress, a discipline issue or other matters that must be kept confidential. Therefore, we ask volunteers to be aware that individual student information should not be discussed with anyone other than the appropriate school officials.

## Weapons

The Board of Education of the Nesson Public School District #2 determines that unauthorized possession and/or use of a weapon in school by a student is detrimental to the welfare and safety of the students and school personnel within the district.

No student will be allowed to possess, handle, carry, or transmit any weapon or dangerous instrument (or any item represented to be such) 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 firearm (including pellet or BB gun), knife, razor, ice pick, explosive smoke bomb, cherry bombs or fireworks or other incendiary devices, bow and/or crossbow, slingshot, bludgeon, brass knuckles, artificial knuckles of any kind, martial arts devices, or any object that can be considered a weapon or dangerous instrument.

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

Bringing a firearm, as defined 18 U, S.C.921, to school, without prior approval and actual knowledge of same by the Superintendent, will require that proceedings for the expulsion of the student involved for a minimum of one year be initiated immediately by the principal. The Superintendent may recommend a modification of the expulsion on a case by case basis. This modification shall be based on the circumstances revealed in the investigation into the incident conducted by the Superintendent or other person designated by the Superintendent to conduct the investigation. Alternate education may be provided for students who are expelled under this section. The Principal will notify law enforcement. Discipline and placement of a student will be in accordance with the Individuals with Disabilities Education Act.

Other violation of this policy will require that proceedings for the suspension and/or expulsion until the end of the current school term be initiated immediately by the Principal. Proper due process proceedings as defined in Policy: Suspension and Expulsion will be observed.

## Compliance Administrator

The compliance administrator for these School Board Policies is Ben Schafer, Superintendent, Ray Public School; phone 701-568-3301