

Maddock Public School Student/Parent Handbook

2024-25

This handbook has been drafted as a guideline for our students/parents/legal guardians. It is not intended to be all-inclusive, but rather as a baseline for policies.

Mission Statement:

The mission of the Maddock Public School is to educate and empower all students to succeed.

Superintendent / HS Principal – Ben Allmaras
Elementary Principal – Jolynn Hill

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Introduction

The philosophy of the Maddock School District is directed toward improved methods of instruction and developing excellent health practices in all our students. We shall strive to provide a solid foundation to the continuing education process. We want every student to learn to think critically, speak clearly and confidently, read and write effectively, and be qualified as a literate and contributing human being.

We believe:

- Every individual is unique.
- All students be required to accept responsibility for their education and their school. They shall contribute their own unique talents to the overall maintenance of their school's learning and social environment.
- All individuals associated with the Maddock School District commit themselves to the establishment of true community, where every individual is held in respect.
- All students be taught the true meaning of freedom and the democratic process, that they may develop a greater understanding and love our country.

We shall strive to create educational opportunities for all students with the understanding that every individual has dignity and is of equal value.

To provide for the efficient operation and administration of the Maddock School District, the Board of Education, the administration, the faculty, and the student body represented by the student council have established this policy manual to inform students, the community, and the public of the policies of the Maddock School District.

The Maddock Board of Education will provide for the school system these general policies in keeping with the rules and regulations of the State Board of Education, the requirement of state law, and the wishes of the community, students, and faculty.

This handbook shall serve as a guide for all grades PreK-12. Parents/guardians as well as students should familiarize themselves with this handbook.

Values

Maddock Public School values:

- **Community** - We value the relationship between the school and our community as we share the same values and goals to educate our students for their future upon graduation.
- **Caring Environment** - We value a safe and caring environment where students are encouraged to be leaders and positive role models. It's an environment with a culture of high expectations for students, staff, parents, and community members.
- **Growth** - We value the academic and social growth of our students. Students succeed in school and life when they perform better academically, behave positively, and establish and maintain relationships with others effectively.

The Board of Education

The Board of Education is made up of five elected individuals who are freely chosen to represent the wishes of the entire school district. The Board meets regularly at a business meeting in public, usually on the second Thursday of each month, where they hear problems or business brought to their attention. They are responsible for making school policy.

The Administration

The superintendent and principal comprise the administration. They represent the Board of Education to the faculty, parents, and students. They also represent the faculty, parents, guardians, and students to the Board of Education. The superintendent administers the policies set forth by the Board of Education.

Parents/Guardians and Teachers of the Maddock School

Parents/guardians of school-age children that attend the Maddock School District and faculty members of the Maddock School District are encouraged to provide meaningful and constructive input on matters regarding school policy and procedures.

Student Council

The Student Council will consist of up to twelve (12) elected members from grades 7-12. Members meet monthly or as necessary. Their role is to provide student perspectives and opinions on school issues, organize student activities, and promote school spirit.

Nondiscrimination and Anti-harassment Policy – Policy AAC

The Maddock School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law.

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

The District shall promptly investigate any discrimination, harassment, or retaliation complaint and act on findings as appropriate, which may include disciplinary measures such as termination of employment or expulsion in accordance with board policy, law, and, when applicable, the negotiated agreement. Students and employees are expected to fully cooperate in the investigation process. The District will

take steps to prevent recurrence of discrimination, harassment, or retaliation and remedy discriminatory effects on the complainant and others, if appropriate.

Discrimination means failure to treat an individual equally due to a protected status.

Harassment is a specific type of discrimination based on a protected status. It occurs for students when the conduct is sufficiently severe, persistent, or pervasive so as to limit the student's ability to participate in or benefit from the education program or to create a hostile or abusive education environment.

Sexual harassment is a form of harassment based on sex or gender identity. It is defined as unwelcome sexual advances, request for sexual favors, and/or other verbal, written, or physical conduct or communication of a sexual nature when (1) submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of the basis for employment decisions or educational decisions or benefits for students or (2) it creates a hostile environment, meaning unwelcome sexual conduct or communication that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the school's program(s). Sexual harassment, as defined above, may include, but is not limited to:

- Sexual or "dirty" jokes
- Sexual advances
- Pressure for sexual favors
- Unwelcome touching, such as patting, pinching, or constant brushing against another's body
- Displaying or distributing of sexually explicit drawings, pictures, and written materials
- Graffiti of a sexual nature
- Sexual gestures
- Touching oneself sexually or talking about one's sexual activity in front others
- Spreading rumors about or rating other's sexual activity or performance
- Remarks about an individual's sexual orientation
- Sexual violence, including rape, sexual battery, sexual abuse, and sexual coercion

Grievance Procedure

Any student or employee of the Maddock Public School District who believes he or she has been discriminated against, denied a benefit, or excluded from participation in a district education program or activity may file a written complaint with the Title IX Coordinator. The Maddock School Board designates the superintendent as the Title IX Coordinator. The compliance administrator shall review the written complaint, and a written response shall be mailed to the complainant within a reasonable time after receipt of the written complaint. If the complainant is not satisfied with such response, he or she may submit a written appeal to the Maddock School Board indicating with particularity the nature of disagreement with the response and his or her reasons underlying such disagreement. The Board shall consider the appeal at its next regularly scheduled Board meeting following receipt of the response. The Board shall permit the complainant to address the Board concerning his or her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following the completion of the hearing. Any student or employee of the Maddock School District is entitled to submit any complaint of alleged discrimination on the basis of sex to the Regional Office for Civil Rights

of the United States Department of Human Services. Contact Title IX/Section 504 Coordinator Ben Allmaras at 909 1st St Maddock, ND 58348. Telephone (701)438-2531. Email Ben.Allmaras@k12.nd.us

Family Educational Rights and Privacy Act (FERPA)

The Maddock Public School District extends official notification of their commitment to the Family Educational Rights and Privacy Act (FERPA), which affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are outlined below:

- The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the record may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, insurance carrier, transportation service or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The District may also disclose "directory" information including a student's name, address, telephone number, grade level, participation in officially recognized activities and sports, photographs and video, honors and awards, and height and weight in athletic programs. If the parent does not want directory information released, he/she must contact the school where the student attends within two weeks of the start of the new year.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202-5920.

PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendments (PPRA), 20 U.S.C. 1232h, requires the Maddock Public School District to notify parents and obtain consent or allow parents to opt their child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas: (“protected information surveys”)

- Political affiliations or beliefs of the student’s parents
- Mental or psychological problem of the student or student’s family
- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of others with whom respondents have close family relationships
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
- Religious practices, affiliations, or beliefs of the student or parents
- Income, other than as required by law to determine program eligibility

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”) and certain physical exams and screenings.

The Maddock Public School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities; and parents will be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under state law.)

The Maddock Public School does want to give notice that for this and continuous school years there is an area where we do release limited information in grades K-12.

Activity: Student-Based Commercial Services

Summary: The Maddock Public School collects, or allows businesses to collect, use and disclose personal information on students, including names, addresses and telephone listings. This release is to provide student-based products and services, such as computer equipment, school pictures, school jewelry, and graduation materials, etc.

Standardized tests that students will participate in include STAR testing (to determine progress throughout the year), ND A+ interim assessments, and ND State Assessment.

Accidents

When a student is injured, it is his/her responsibility to report it to a teacher/coach/staff member. If a student complains or appears to be in pain as a result of an accident, a parent/guardian will be contacted. If the parent/guardian cannot be contacted, the school secretary or teacher will contact the emergency contact person provided at registration. If no one can be reached, the child will be directly transported to the local clinic if deemed necessary by school personnel. In those instances when the child has undergone severe injury, the ambulance will be called and a parent/guardian will be notified as soon as possible.

Admission to Sporting Events

Admission will be charged to all school-sponsored football, basketball, and volleyball games. Adults may purchase season passes and students may purchase activity tickets. Both will be valid for all co-op activities. Proof of passes must be presented for admittance. Students and season pass holders are required to pay admission to tournaments.

Students in grades K-6 must have adult supervision when attending sporting events. Students in the gym areas need to be seated during the activities.

Alcohol and Other Drug Use/Abuse – Policy FFA

The Maddock School District shall strive to provide a learning environment that is safe, drug free, and conducive to learning.

It shall be against school policy for any student to:

- Sell, deliver, or give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or sell, deliver, or give, or attempt to sell, deliver, or give to any person substances the student represents or believes to be a substance(s) listed in this policy.
- Possess, procure, purchase, or receive, or to attempt to possess, procure, purchase, or receive the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in the 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, handbag, or when she/he owns it completely or partially.
- Be under the influence of (legal intoxication not required), use, consume, or attempt to use or consume the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy
- Knowingly or intentionally aiding or abetting in any of the above activities.

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

Prohibited substances:

- Alcohol, powdered alcohol, or any alcoholic beverage
- Any controlled substance or dangerous drug as defined by NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant or depressant, and all other illicit drugs
- Any glue, aerosol paint, or any other chemical substance used for inhalation
- Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, “no-doze” pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants, sports or muscle-building supplements, and sleeping pills not

administered and/or taken with appropriate consent and authorization from parents, school administration, and, if applicable, a health care provider.

Animals – Policy ACBC

The Maddock Public School believes there are medical and physical dangers associated with allowing interaction with and/or use of animals in the educational program and in district schools. The Maddock Public School, however, also recognizes that animals may be an effective teaching aid and/or their presence may be required to reasonably accommodate students and staff with disabilities. Teachers seeking to request the use of animals as part of the educational program or seeking permission for students to participate in an activity involving animals shall submit a request to the building principal.

Prior to allowing an animal into the classroom, the risk of transmission of disease from animals to children and the risk of allergic reactions caused by animals must be considered. When an animal is allowed into the building, these general guidelines will be followed to decrease the risks:

- Parents of students who will be interacting with the animal will be informed
- Before entering the school, animals will be inoculated and licensed in accordance with local health ordinances
- Animals should be maintained in good health and show no evidence of disease
- An adult will monitor all contact between the animal and the children
- Children and adults will wash their hands after contact with animals
- Any employee bringing into the classroom a new animal will be responsible for monitoring allergic reactions and any accidents that may occur among students and staff.

Attendance

Students in North Dakota public school are governed by state attendance laws. These laws require all children between the ages of 7 and 16 to be in attendance every day school is in session. If a student enrolls in the Maddock Public School before the age of 7 and after the age of 16, he/she will be required to follow the same attendance policy.

Attendance in school should be a top priority of all students and families. Daily attendance is the responsibility of students and their parent(s)/guardian(s). The district attendance policy limits are:

- 20 absences in a one-credit class
- 10 absences in a half-credit class
- 20 absences for the year in grades K-8

Absences in excess of these limits may result in consequences up to and including a report filed with law enforcement or social services and retention at the junior high and elementary levels. Students will be required to make up all time missed in excess of 20 unexcused absences in order to earn credit.

Administrators are granted the right to make exceptions to this minimum attendance policy in extraordinary cases. Administration may also recommend families seek a medical diagnosis for students with consistent absenteeism.

If a student is absent five (5) or more days in one quarter, ten (10) or more days in a semester, or twenty (20) or more days in a year without applicable documentation, a letter will be sent to the student's

parent(s)/guardian(s) as a reminder of our school's policy on attendance and the number of absences the student has accrued. After two letters have been sent for a student in a single school year, there will be a meeting scheduled with the student, parent/guardian, administrator, and teacher representative(s). The purpose of the meeting would be to develop a plan of action for the student.

Excessive school absences will result in school personnel contacting parents/guardians and/or social services/law enforcement.

Absences

School administration will require applicable documentation to verify an absence, including, but not limited to, medical documentation from an appropriate licensed healthcare provider or a written note or phone call from the parent/guardian stating the name of the student, a brief reason for the absence, the day(s)/date(s) missed. Notes must be signed by parent/guardian. Only official documents will be used for verifying excused absences.

School work missed by the student during an absence shall be made up regardless of the reason for the absence. In cases of illness or medical appointments, there will be as many days to make up the missed work as the number of days absent. Should it be deemed necessary for a student to be absent from school, arrangements should be made by the student to complete, in advance, as much of the school work as possible that would be missed.

Absences due to school-sponsored events will be announced as soon as possible. Students should make every effort to have all work made up beforehand or arrangements need to be made with each individual teacher.

Leaving School

If a student needs to leave school at any time during the day for any reason, he/she must bring a note from home or have a parent/guardian call, text, or email office staff before he/she can leave or be excused by the administration.

A student who becomes ill during the day is to report to the office, and a parent/guardian will be contacted before the sick student is allowed to leave the building.

Whenever a student comes to school late or leaves early, he/she must have a note from his/her parent/guardian or have a parent/guardian contact the school office and must sign in and out at the school office.

A parent/guardian picking a student up during the school day must report to the school office. The student will then be called to the school office to be excused from school.

Any student leaving school without permission will be sent to the principal and may face possible suspension from school.

Exclusion of Ill Individuals

Students must stay home if they meet any of the following exclusion criteria:

- The staff determines the child is unwilling or unable to participate in activities.

- The staff determines that they cannot care for the child without compromising their ability to care for the health and safety of the other children in the group.
- The child has a fever (100.4 or higher).
- The child has difficulty breathing, changes in behavior, lethargy, irritability, or persistent crying.
- The child experiences vomiting two or more times in the preceding 24 hours.

BACKPACKS

Backpacks are for transporting items to and from school. Backpacks are to be kept in the student's locker during school hours. Unless given specific permission for medical or educational reasons, backpacks are not to be brought into the classroom.

Church Night

In order for students and adults to attend church functions, there will be no required school activities after 6:00 p.m. on Wednesday night. Activities/practices will end practice by 6:00 p.m. There will be no school activities on Sunday unless there is prior permission from the superintendent.

College Visits

Seniors will be allowed two college visits, and juniors will be allowed one college visit. Upon return, proof of the visit from a college representative must be submitted to administration. After proof is provided, students will not be marked absent for the day. Documentation should be provided as soon as possible upon return to school.

Computer Use

Computers, iPads, and other technology are available in the Maddock School District for grades preK-12. Students are expected to maintain their best behavior and follow the rules set by the supervisor when using technology. Before students can use the Internet, the student and parent must sign an acceptable use policy. This is valid when the parent/guardian signs for the handbook upon registration of the child. Students will not be given technology privileges until both the student and parent/guardian have signed. Students may bring their personal computers to school for dual credit work only.

Conduct and Discipline – Policy FF

Conduct Standards

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

Disciplinary Standards

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

Corporal Punishment

The Board recognizes that reasonable physical force may occasionally be necessary to guard the safety and well-being of students or employees or to deliver a student to an administrator's office; however, the use of corporal punishment, defined as the willful infliction of physical pain on a student, is not allowed in the Maddock School District. Corporal punishment does not include action taken by an employee for self-defense or protection of persons or property, obtaining possession of a weapon or other dangerous object, to quell a verbal disturbance, for the preservation of order, or pain or discomfort caused by athletic competition or recreational activities voluntarily engaged in by a student. Complaints alleging that a district employee inflicted corporal punishment will be dealt with in accordance with school board policy on personnel complaints.

Disciplinary Authority

In order to establish and maintain order within our school, the Board of Education has delegated the authority of discipline to the principals of the Maddock School District. Teachers are expected to assume responsibility for the discipline of students in individual classrooms and to contribute to the monitoring of discipline throughout the building. Teachers and paraprofessionals shall observe and enforce all rules governing student conduct when carrying out these responsibilities. Other school personnel shall be granted disciplinary authority by the principal on a case-by-case basis based on the nature and scope of the employee's duties. Employees unauthorized to administer student discipline shall report student misconduct to the appropriate school authority.

Classroom Rules

Classroom rules will be developed and shared with students. These rules are available to parents/guardians upon request.

Schoolwide expectations:

Expectations for School Property (including hallways, parking lots, lunch room, etc.)

- Be respectful of people and use equipment properly
- Follow directions
- Stay in assigned area
- No fighting
- No swearing, offensive language, or inappropriate language
- No dangerous objects

Expectations for Playground/Recess

- Dress appropriately for weather conditions
- Touch football only (no tackle)
- Use playground equipment properly
- Be respectful of all adults and students

- Stay out of the trees
- Stay away from fire hydrants and electrical box

Possible Consequences Include, But Are Not Limited to the Following:

- Meeting to develop a plan of action between student, teacher, parents, and administrator
- Detention or time spent in a specified, supervised area
- Restorative practices
- Suspension from extracurricular activities, school trips, and all other school activities which involve public performance except graduation. The suspension will be determined by a committee of the administration and may also include coaches of varsity sports and any other teacher/advisor for any extra-curricular activity in which the student is currently participating
- Sent to the principal.
- In or out of school suspension
- Recommendation to the School Board for expulsion
- Reported to proper authorities for prosecution to the fullest extent of the law

Covid-19

Parents and students are required to follow the Maddock School Restart Plan.

Damage to or Loss of School Property

When any student willfully damages, vandalizes, defaces, or destroys school property, including but not limited to graffiti on lockers, desks, or walls and destruction of textbooks, technology, etc., he/she will be held responsible for the cost of reparation or replacement. All school property must be returned by the end of the school year or the student will be held responsible for the cost of reparation or replacement.

Detention

The teacher must notify the parents/guardians with the reason for the detention. Detention is to be made up on the same day of the incident or the following school day. Detention takes precedence over all school activities. The student is ineligible for practice or games if he/she does not show up at the assigned time. If the student does not show up for the assigned time, parents/guardians will be contacted again and the student's detention time will be doubled. If the student does not show up for the second assigned time, the principal is informed and the student faces a possible suspension.

Dress Code

Personal appearance and hygiene reflect personal pride. Students are expected to keep themselves clean to maintain personal health. Showers and laundry are available to students who do not have outside access to these amenities. Clothing that disrupts the educational process or causes health or safety problems will not be acceptable. All types of head gear including hoods are not be worn during the school day. Winter coats are to be kept in students' lockers during the school day. Clothing must fully cover students' undergarments, chest, stomach, and buttocks. Clothing that displays alcohol or drug slogans, obscenities, vulgarities, sexual references, pornography, and/or other words, slogans and graphics, and shoes deemed inappropriate by school authorities are prohibited in school. Students

wearing inappropriate clothing will be sent to the principal's office where they will be asked to change their clothing. Defiance and/or repeated offenses will result in disciplinary action or referral to the school counselor/social worker.

Dual Credit Classes

The Maddock School District will provide access to dual credit and early entry course work designed for students in grades 10, 11 and 12. Any students in grade 10 who maintain a grade-point average of 3.5 or higher, or grades 11 or 12 who maintain a grade-point average of 3.00 or higher may enroll in a course. Permission from the administration will be required to apply the course toward high school graduation requirements. The student and parent will be responsible for all post-secondary level costs of dual credit courses. Tuition will be paid through the college. Upon completion of each semester, students must report their final grades to the principal in order to receive high school credit.

Electronic Devices

The Maddock School District believes technology plays an important role in the education of students. The Maddock School District will utilize multiple forms of technology in the classroom including district-owned or personal electronic devices.

Student Conduct

- Students will place device in provided holder when in the classroom.
- Students will only use their device(s) when given approval from their teacher.
- Students will not use their devices for personal use during class time.
- Students may use their devices for personal use before school, during lunch break, and after school.
- Electronic devices with cameras are never allowed to be used in the bathrooms or locker room.
- Electronic devices with cameras are never allowed to be used to video or take photos of staff or other students unless permission is given by the staff member and all students in the video or photo.

Consequences

- 1st Offense – the device is confiscated by the classroom teacher and kept until the end of the class, then returned to the student.
- 2nd Offense – the device is confiscated and turned into the office; students may pick up the device at the end of the school day
- 3rd Offense – the device is confiscated and turned into the office; parents/guardians are contacted and must pick up the device
- Subsequent offenses may result in loss of device privileges for up to the remainder of the school year.
- Consequences will begin over at the beginning of each school year.

Personal devices include, but are not limited to phones, smart watches, and headphones/earbuds. Failure to comply with these rules will result in more severe consequences.

School Safety Drills

According to North Dakota law, there will be a number of drills throughout the school year. It is essential that when the signal/order sounds everyone obeys promptly in an orderly fashion. Staff will be supervising the students, ensuring their safety, and returning students to class when the drill is complete. During an emergency, staff will follow the procedures in the Maddock Public School Emergency Operations Plan. Communication lines need to be kept open for emergency personnel during all emergencies. Please refrain from calling the school for information. Information will be provided as soon as possible.

Food and Drink

There will be no outside beverage or food in carpeted areas during the school day except for water. Any food or beverages found will be confiscated unless it is properly stored in the student's assigned locker.

Grading System

Letter grades will be determined using the following percentages:

A+ = 100 A = 99-95 A- = 94-93

B+ = 92-91 B = 90-88 B- = 87-86

C+ = 85-84 C = 83-79 C- = 78-77

D+ = 76-75 D = 74-72 D- = 71-70

F = 69 and below I=Incomplete

S = Satisfactory U=Unsatisfactory

All grades given as incomplete on report cards must be completed within a two-week period or a failing grade will automatically be given on all incomplete work unless previously arranged with teacher and administration.

Graduation Honors and Grade Point Average

Honor students must have a 3.0 average on the 4.0 scale in order to qualify as an honor student, provided that the requirements set forth by the State Board of Higher Education are met. Honor students will also be required to complete three credits of math (algebra I and higher) and three credits of science (physical science, biology, and an advanced science). The student with the highest grade point average will be valedictorian and the second highest average will be salutatorian. In the event of co-valedictorians, there will be no salutatorian. Valedictorian and Salutatorian must be enrolled in MHS for three consecutive school years. Grade point averages will be determined after the completion of the third quarter of the current school year. Grade point average will be calculated by Power School. A detailed explanation of GPA calculation will be provided upon request.

Graduation Requirements

Each student will need to meet the requirements for graduation as set forth by the Department of Public Instruction and the Maddock Board of Education.

The Minimum number of credits for graduation from the Maddock Public School is 22, along with the following requirements:

- 4 credits of English
- 3 credits of Math (including Algebra I and Geometry)
- 3 credits of Social Studies (including U.S. History, P.O.D.)
- 3 credits of Science (including Physical Science and Biology)
- 1 credit of Physical Education (or ½ credit of physical education and ½ credit of health)
- 8 credits of Electives
- Civics Test with 70% of the questions passed
- Completion of the ACT or Work Keys

One-quarter credit will be given for successfully completing Driver's Education (if provided).

Students may not have more than 1 study hall period per day. Students enrolled in dual credit classes or distance learning courses will be provided one open period per semester in order to provide time to complete coursework.

Students may not receive ½ credit for full year classes unless approved by the administration. Students must carry at least 6 credits.

Any change in a student's schedule must be approved by the teacher(s), parent/guardian, and the principal. Courses may not be dropped/changed after one week of school. Special arrangements may be made with parents, students, and administration concerning class changes.

The State Board of Higher Education strongly recommends high school students intending to enroll in college or university take Algebra II and 2 units of a single classical or modern language.

ND Scholarship Requirements (Effective August 2024)

To be eligible to receive a North Dakota Scholarship, students must meet these requirements:

1. Earn a high school diploma
2. Complete Essential Skills Requirements
 - a. Complete a nine-week career education course or individual counseling
 - b. Receive a score of 70% or better on the ND Civics Test
 - c. Earn a 3.0 Overall GPA
 - d. Complete a 4-year Rolling Plan
 - e. Meet four of the eight additional Essential Skills indicators:
 - i. 25 hours of community service
 - ii. 95% attendance (not including school-related absences)
 - iii. Career Exploration Experience
 - iv. Two or more years of co-curricular activities
 - v. Two or more years of extra-curricular activities
 - vi. Capstone Project
 - vii. Online Learning Course
 - viii. 21st Century Skills
3. Complete the requirements of two of the three pathways:

- a. Post-Secondary Ready Pathway
- b. Workforce-Ready Pathway
- c. Military Ready Pathway

Guidance and Counseling – Policy FEBA

A counselor is available to students for a variety of counseling services. Individual and group counseling is offered to those who may be experiencing difficulties in school, at home, or in the community. The counselor is able to help advise students in the area of course scheduling, college visits, scholarship preparation, choosing a college, or exploring a career.

Head Lice

In order to control the spread of head lice in school, the following steps will be taken:

- Once a student has been identified as having head lice or nits (either by a doctor, nurse, parents/guardians, or trained personnel), the parents/guardians will be contacted by the administration and the student will be sent home. Homework completion will follow the same guidelines as when absent.
- The student will not be admitted to school or be able to participate in school activities until a health care official or a trained school employee re-examines the student and finds that he/she is free of lice and nits.
- When a case of head lice is identified, all classmates, siblings in the school, and all children riding the same bus or car pool will be examined.
- Upon re-admittance to school, the student will be re-examined within one week.
- In the event of infestation of a staff member, he/she will follow the same process as with students.

Honor Guards

It shall be the policy of the Maddock School District that the top two students from the Junior class will be honor guards during the graduation exercise. These two students will be determined by grade point average only after the completion of the first semester of the current school year.

Honor Roll

In order for students' names to appear on the A honor roll, they must have a 3.75 GPA for the current quarter. To be on the B honor roll, they must have at least a 3.00 GPA. Averages are computed on a 4-point scale using Power School. Any "D", "F", or "I" automatically eliminates a student from honor roll consideration. Driver's education, dual credit, and credit recovery grades are not used in figuring the honor roll.

The compiled honor roll will be published in the Benson County Farmers Press.

Immunizations

All students attending the Maddock School District are to be immunized before entry according to the minimum requirements established by the North Dakota Department of Health. Exceptions to this are possible due to health reasons and/or religious beliefs.

Independent Study/Credit Recovery

All correspondence/Center for Distance Education courses must be approved by and ordered through the high school principal.

Lockers – Policy FABC

The Maddock Public School maintains complete ownership and control over all school lockers at all times. Students may only use the locker(s) to which they are assigned. Any students wishing to have a personal lock on their locker must provide either a key or a copy of the combination to the school.

Unauthorized locks may have to be removed in such a manner as destroys the lock. In this event, the school or its officials are not liable for the cost of that lock.

Students are cautioned not to bring large amounts of money and/or other valuables to keep in their lockers. Students are responsible for their personal property.

Students are responsible for the proper care of their locker, using only appropriate material, inside and out. All belongings should be placed in their locker or other approved storage area. To ensure a neat and safe school environment, belongings left on the floor or in other unapproved areas will be taken to lost and found.

Searches of Lockers, Students, and Students' Personal Property – Policy FGCA and FGCB

The Maddock School District retains ownership and control of all lockers. Access to all lockers is a legal right of school officials whose responsibility it is to protect the health, safety, and welfare of all students enrolled. Students shall have no reasonable expectation of privacy when using lockers. Lockers may be subject to searches or inspections for purposes such as routine maintenance, or searches where there is suspicion that locker(s) contains objects/substances that are illegal, violate school policy, or may be detrimental to the health, safety, or welfare of district students.

If it becomes necessary to inspect a student locker, the following guidelines will be used:

- The student will be present if possible
- A third party will be present to act as a witness

A search of a student's personal property or clothing shall only be undertaken when there is a reasonable and particularized suspicion that the student is concealing an object(s) or substance(s) in violation of school rules/policy, the law, or which may be detrimental to the health, safety, or welfare of enrolled students. The building principal or superintendent must authorize all searches.

For the purpose of this policy, personal property includes, but is not limited to a student's vehicle, backpack, book bag, and/or purse. Students may also be asked to empty their pockets; however, strip searches shall not be conducted. Searches of a person should be conducted in private by a school employee of the same sex as the student with a school employee present as a witness.

Meals

The food service program serves a daily breakfast and a noon meal. Breakfast is served from 8:00-8:20a.m.

Students in grades 9-12 that leave for lunch must have a note or a phone call from their parents/guardians before leaving. No notes for noon hour will exceed one semester in duration. Students must sign out when they leave and in again when they return. Students who are excessively tardy (4 or more per quarter or 10 for the year, cumulative across all classes) will lose the privilege to sign out for the following terms:

- 4 tardies – one month
- 8 tardies – two months
- 10 or more – remainder of the school year

Arrangements for the purchase of meals will be made with the school office. Parents/guardians are encouraged to check their child's lunch balance online through Power School. A phone alert message will be used to notify parents/guardians when a student has a deficit balance.

All meals are to be paid in advance. A record is kept of the meals consumed per individual each day. At the end of the year, upon request, refunds for meals will be made; otherwise, the balance will carry over to the next school year. The Maddock School Board sets meal prices prior to the beginning of the school year.

A federal reimbursement program for free or reduced meals is a major feature of our food program. Applications are available to all families in the school office or on the district website. Parents are strongly urged to promptly return their applications with all the necessary paperwork. Both the lunch and breakfast meals are included. With new legislation, families at or below 200% of the poverty line will also qualify for free breakfast and lunch.

Medications – Policy ACBD

A parent/guardian must sign a written form authorizing his/her student to receive over-the-counter and prescription medication from an eligible school medication provider prior to carrying out this service. A new authorization form is required any time the student has a change in his/her medication regimen, when a new medication is to be provided, when the district assigns a new medication provider to the student, and at the beginning of each school year. All prescription and over-the-counter medications must be hand delivered to the school office by the parent/guardian.

- For over-the-counter medications: Must include instructions from the parent/guardian on how, when, and how long to provide medication. Requests to provide a dosage other than as recommended by the manufacturer shall require approval from an appropriate healthcare provider. The medication must be supplied in the original manufacturer's container, and the container must list the ingredients, recommended dosage, expiration date, administration instructions, and storage instructions in a legible format. The container must be labeled with the student's name, date of birth, and, if sealed, the number or amount of medication in the container.

- For prescription drugs: Requires written authorization and instructions from an appropriate healthcare provider on how, when, and how long to provide medication. The medication must be supplied in the original pharmacy-labeled container and include the name and phone number of the pharmacy. The container must list, in a legible format, the name of the student, student's date of birth, name of its prescription medication, dose, expiration date, storage instructions, administration directions, number or amount of medication included, and the container must list or be accompanied by active ingredients in a legible format.

Milk Breaks

Students in grades preK-6 will have one milk break during the day. Healthy snacks may be brought to eat during this time. A separate cost will be assessed for milk. Milk fees must be paid in advance. This is not part of the free/reduced meals program.

New Students

Students entering the Maddock School District during the school year shall register at least one school day prior to attending classes and bring a birth certificate as proof of identification, along with immunization records.

NDHSAA and Maddock Eligibility

The Maddock High School is a member of the North Dakota High School Activities Association. The purpose of this organization is to plan, direct, and sponsor competitive activities among its member schools. The association makes rules and regulations for these activities for the best interests of the participating students and the school.

In order for any students to be eligible to participate in any interscholastic activity, they must follow the regulations set by the NDHSAA and the Maddock School District.

The regulations are stated below. Rules are also set by the advisor or coach of each activity and are to be followed.

Maddock Eligibility Requirements

Students in grades 4-12 must maintain a passing grade of 70% or higher in all of their classes to be deemed eligible for extracurricular activities. Students determined ineligible will be allowed to practice. Eligibility will be checked on the first morning of each week during the school year, with the exception of the week following the beginning of a new quarter. Eligibility will run from Monday to Sunday. Ineligible students will only be allowed to travel to away games with the team if no school is missed. At the end of Quarter 2 and Quarter 4, eligibility will be determined from the quarter grades, not the semester grades.

Failure to acquire four half-units at the end of the semester will make him/her ineligible for a period of four weeks the following semester.

Students are required to be in school all day on days of games/meets and no later than 8:20 on days following games/meets in order to practice or play in an activity. Failure to do so will result in loss of participation for that day unless prior arrangements are made and approved by the head coach AND

administration. Additional consequences for repeat or severe offenses may be imposed by the head coach or administration. Administration reserves the right to make a final determination based on extenuating factors.

NDHSAA Condensed Eligibility Rules

Athletes/participants are eligible:

- If you have been in classes as many days as you have missed from the opening of the semester
- If you entered school within the first 10 days of the semester
- If you have competed in a sport for less than eight semesters as a high school student
- If you have not competed in a similar athletic contest on an out-of-school team during the same sports season, even while under suspension
- If you have not enrolled in an institution of higher rank except as an accelerated student carrying advanced work in addition to two high school subjects
- If you earned 2.5 credits the preceding semester
- If you maintain satisfactory progress towards graduation
- If you have not graduated from a 4-year high school or equivalent
- If you have not accepted awards others than those having symbolic value and costing more than seventy-five dollars
- If you are not twenty years of age or over
- If you are an amateur in the sport in which you are competing or if you have not competed under an assumed name
- If you have not transferred from another school without corresponding change of residence by your parents
- If you are in your eighth semester of attendance and your seventh and eighth semesters are consecutive
- If you have a current file of a doctor's or nurse practitioner's certificate of physical fitness
- If you have not used or have in your possession tobacco, alcohol, or illegal drugs
- Jr. High students must meet the same academic requirements as set forth for senior high school competition. Jr. High must be passing all courses to be eligible to participate in high school activities.

The Maddock School District's rules take precedence over these eligibility rules.

NDHSAA Violations and Suspensions

A student who is found in violation of the NDHSAA use of tobacco, alcohol, and other drugs policy shall be

- Suspended from extracurricular activities and all other school activities that involve a public performance (e.g. prom, banquets, school play, science fair, state fair, FFA, FCCLA, band, royalty candidates, speech meets, pep band trips, theater, etc., but not graduation) for a period of six weeks. A second offense will be for a period of 18 weeks. If the offense occurs in the summer, suspension will start at the beginning of the student's first practice season/contest or at the beginning of the school year, whichever occurs first. Suspensions will begin on the date the

school is officially notified. All suspensions must be completed and will not accumulate from year to year.

- Students violating any of the policies regarding the possession or use of tobacco, alcohol, or other drugs will not receive public recognition for any extracurricular activity awards during the suspension.
- Students under suspension may travel with a team or organization. However, suspended students will not be allowed to miss school time to travel with the team.

Open Gym

The gym will be available throughout the year for students of all ages for open gym activities under adult supervision. Students are to remain in the gym area only and are not to be in the academic area.

Participation – Policy FTE

The list below is of extracurricular activities sponsored by the Maddock High School which are subject to the rules of participation and conduct:

- School Play
- Prom
- All Athletics
- Senior Class Trip
- Non-Academic Field Trip
- School Sponsored Clubs and Organizations
- Choral and Instrumental Competitions
- Academic Challenge

All participants in any interscholastic contest shall meet the eligibility requirements of the NDHSAA and the Maddock School District. In addition to these eligibility requirements, students who represent the Maddock School District in any contest or activity will meet these criteria:

- Set examples of dependability, good sportsmanship, and excellent conduct at all times. This applies to behavior within buses, hotels, dressing rooms, and at all other places and conditions.
- Shall be in attendance all day the day of any activity if he or she is to participate during that day or evening.
- Shall pay a participation fee before allowed to practice or play. This includes all students in athletics. The Maddock School Board sets the fees prior to the beginning of the school year.

It is the policy of the school that classroom education shall have preference over extracurricular activities. This means the students who do not meet the classroom requirements shall not be allowed to participate.

Physical Education

Students must bring tennis/athletic shoes and wear appropriate clothing on PE days. Please contact the school if you request assistance in meeting this requirement.

Power School

The Maddock Public School utilizes the Power School software for communication and record keeping purposes. Parents/guardians can contact the school office for log in and password information to access student grades, attendance, balances, etc. Quarterly report cards will no longer be sent home, as all grades are available online.

Prom

Students in grades 9-12 may attend the prom as long as they meet eligibility requirements. All attendees must be approved by the principal. Age limits for out-of-school guests is limited to the rule of "One Year Out" or age of 20, whichever occurs first. Students must fill out a guest form (available in the office) for all out of town guests and return it to the principal at least one week before prom. Chaperones must be approved by administration. Students will not be re-admitted if they leave the building once doors are locked.

Promotion and Retention

Promotion: The advancement upward to the next grade level in normal sequence.

Retention: Holding a child at the same grade level in order to repeat the same the following year.

If a teacher feels that justification exists for retaining a child in grades K-8, a meeting must be conducted with the principal by April 15. After the principal and teacher have conferred, appropriate staff members will meet to determine whether it is feasible to retain the child. If it is determined that a student would benefit from retention, a conference will be conducted with the parents/guardians. A retention form should be signed by parents/guardians, the teacher, and the principal regarding their decision about retention by May 15.

Basis for K-8:

Promotion: If a child is demonstrating progress equal to age, grade, and time spent in that grade, he/she will be promoted to the next grade.

Retention: Academics, attendance, and social adjustment.

Basis for Grades 9-12:

A student must receive a passing grade and maintain acceptable attendance to earn credit for high school courses. Failure to do so will result in retaking the failed course or enrolling in summer school.

Publications – Policy FGDD

The Maddock School yearbook and school-sponsored newspapers/newsletters are publications of the Maddock School District. No person shall distribute or publish any printed or written material on the school grounds or in any school building unless the distribution of such materials has prior approval by the school administration.

School Hours

Classes will begin at 8:20 a.m. and conclude at 3:20 p.m. No students are to be in the building before 8:00. Students may not be in the school outside of school hours unless arrangements have been made for supervision. There is no scheduled outside supervision before school starts.

School Trips

A student representing the Maddock School District at academic or extracurricular events is directly responsible to the faculty advisor and/or chaperones assigned to the group. The following rules are policy-governing conduct at school-sponsored events and the penalties below are to be considered minimums that are automatically applied to transgressors. Severe violations will result in the calling of parents/guardians to arrange for their child to be sent home at parent/guardian expense. All infractions will be reported to the principal.

Each student participating shall sign a form verifying that they are aware of the rules, expectations, and consequences. A parent/guardian, verifying to the school their permission and agreement of the conditions set, will also sign it. They must authorize any necessary medical treatment and provide their medical insurance company and policy number. This form must be turned into the advisor before the trip. In the event a student requires medical attention by healthcare providers, a chaperone will inform parents/guardians as soon as possible.

Seriousness of the action as viewed by the supervisor and/or administration will determine final disposition of the disciplinary action.

- All students will follow the bus regulations outlined in this handbook.
- Students will respect the wishes of the advisor and/or chaperones appointed by the school.
- Participants in extracurricular events, plus those riding “pep buses,” are required to ride the bus to and from the activity. Only when a student’s parent/guardian or other adults upon parent approval, accepting responsibility for the student, inform the advisor or coach personally will the student be excused from bus transportation. At no time will students be given permission to ride home from extracurricular events with other students.
- Violation of any law will not be tolerated.
- Participants will not use or have in their possession tobacco, alcohol, or illegal drugs.
- Curfews will be set by supervisors and will be honored.
- No student is to leave the site of the contest or activity that is sponsored by the school unless permission is granted from the parent/guardian. When leave of absence is granted, the student must conduct him or herself in accordance with pre-established rules of good conduct and report back to his/her designated supervisor upon return. A student or group of students leaving the group only temporarily must have permission of their chaperone. This includes all trips, athletic contests, and activities.

Minimum Punishments for Violations of the Above Regulations Are:

- Rules of eligibility set by the NDHSAA will apply.
- The student will lose pertinent organizational offices for the duration of the school year.

Semester Tests

All students in grades 7-11 must take a semester cumulative test or do a project. Seniors may be exempt from end of the year final tests/projects if they have a cumulative grade of B- or higher in the class and have 9 or fewer absences for the year. Scores will count towards the semester grade. Physical education, band, and chorus classes are exempt from this requirement. Classes will have their semester tests at the end of the semester.

Senior Class Funds

Seniors are expected to fund the costs of their graduation expenses. The programs, diplomas, and awards will be furnished by the Maddock School District. Only after the allowance for all expenses has been set aside can seniors determine the use for any additional money left remaining in their account with administrative approval. Funds may not be set aside for future class functions. Any funds remaining in the senior account after the last day of school will be forfeited to the school to be used at the discretion of administration.

Senior Class Trip

This is a privilege and permission must be obtained annually from the Board of Education. An itinerary must be presented to the Board of Education no later than the February meeting. Final permission must be sought from the Board of Education no later than the March meeting prior to the trip, and all details must be finalized.

- Events on the trip should be fun and educational in nature.
- The class must have adequate funds to pay the costs of transportation, salary to the bus driver, hotel accommodations, admissions to all events, and most meals. Students should not be expected to fund any amount of money personally for events or major meals. The senior class cannot budget spending money for each student to utilize during the trip. Any personal shopping must be funded by the student.
- No fewer than two chaperones will be allowed. One chaperone must be a school employee.
- Students must keep their class advisors and administration informed of all their plans prior to School Board approval.
- Any unacceptable behavior during the school year may result in student(s) not being able to participate in the senior class trip.
- School trip rules apply.
- Any student attending the trip must meet all eligibility requirements.

Senior Privileges

Seniors may be granted open campus privileges during Power Hour and study halls the second semester of the current school year, provided they are passing all course work and have not violated any school rules or policies. Seniors may also request additional privileges to be approved by staff and administration.

Significant Infectious Disease – Policy ACBB

The Maddock School District will follow suggested guidelines put forth by the North Dakota Department of Health regarding Infectious Diseases. Examples of significant infectious disease are Acquired Immune Deficiency (AIDS), AIDS related Complex (ARC), Cytomegalovirus (CMV), or Hepatitis B. The student's personal physician shall be solely responsible for deciding whether the individual constitutes a public health threat and/or whether the individual has the ability to continue in school. When a student's personal physician or the multidisciplinary team determines that the student is unable to participate in regular classroom instruction, the District will provide either reasonable accommodations, special provisions, or an individualized education program.

Special Education/Screenings

Special Education and related services are offered at Maddock Public School via Lake Region Special Education (LRSE). LRSE is a special education cooperative located in Devils Lake that includes twelve (12) member school districts. LRSE services are provided by school psychologists, social workers, occupational therapists, and physical therapists. The staff is available to assist our school in meeting the unique needs of the special education students, as well as to provide consultation and collaboration to both general education and special education staff. More information about LRSE can be found on their website (lrse.k12.nd.us).

Along with the services mentioned above, Maddock School has a special education teacher on campus full-time, speech-language pathologist three days per week, and social worker one day per week. Along with providing special education services to students on IEPs, these professionals assist classroom teachers with implementing general education interventions and accommodations for students who may need support, as well as provide screenings in order to identify students with potential disabilities.

If a student is struggling in the classroom for any reason, they can be referred to special education by a parent or teacher. The appropriate specialist will be notified, and parent consent will be collected in order for a screening to be conducted. A team of professionals, along with parents, will then decide the extent of need for the referred individual, which may include formal assessment to determine appropriate programming and/or services.

Routine vision, hearing, and speech screenings will be held periodically. These tests are given by our speech therapist and county health services. Parents/guardians will be informed of any circumstance that requires continued or specialized education.

Special Services

Title I services will be offered to any elementary child who is found to be in need of them and qualifies through the screening procedure. Special Education is provided to those students found needing special services through the referral process. 504 Plans are available for all qualifying students.

Sports Physicals

All students participating in extracurricular sports must pass an annual physical examination and return a completed physical card to the office before participating in practice.

Storm Days and Early Dismissal

In the event of inclement weather and the school is forced to cancel or postpone, a phone alert message will be sent, and information will be posted on the school social media page(s). This will take precedence over all other forms of messages. These messages will be sent prior to 9:00pm the night before or 6:00am the day of, depending on the timing and severity of the weather event.

If during the school day there is a severe change of weather conditions, the school will close. If the administration does not feel the buses can make their routes or that the weather conditions do not permit safe transportation, all students will be sent to their storm homes. It is the parent(s)/guardian(s) responsibility to provide storm home information to the school and keep it up to date. If it becomes necessary to close school before the regular dismissal time, such information will be announced over the phone alert system, as well as on the school's social media page(s). Parents/guardians will be permitted to pick up their children at the school if they wish.

Tardies

High School

Tardies are when a student arrives after the bell or scheduled start of class. After ten minutes a tardy is considered an absence. Two tardies in the same class period per semester results in a consequence defined by the classroom teacher. Any additional tardy within the same semester will result in parent contact and additional consequences.

Elementary

A student is counted tardy upon entering the classroom after class has begun. A student is marked absent for the morning if they arrive after 9:00a.m. A student is marked absent for the afternoon if they leave before 2:20p.m.

Student using bus transportation will not be considered tardy if for any reason the bus arrives late.

Telephone Use

Student use of the office phone will be limited to important or emergency purposes only. Students will not be allowed to leave class to receive phone calls unless for emergencies. Persons calling a student should leave a message with the secretary. Messages will be forwarded as soon as possible. All non-school business should be taken care of during non-school hours. Students will not be allowed to answer personal cellphones except before and after school and noon break. Parents/guardians should call the school if they need to contact their child. The school secretary should always have access to the phone in her work area. Please refrain from contacting students on their cell phone during the school day. This causes a significant distraction in the classroom and may lead to consequences for the student.

Tobacco Use – Policy ABBA

Tobacco is defined to include any product that contains tobacco, is manufactured from tobacco, contains nicotine, e-cigarettes, and other electronic smoking devices.

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. 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 includes all events sponsored by the school and all events on school property that are not sponsored by, or associated with, the school.

Transcript Release

Seniors may request release of their transcripts to colleges. Parent/guardian permission is necessary for all enrolled students under the age of 18.

Transportation

The Maddock School District must abide by NDCC 15-34-17, which states: The disciplinary authority of schools shall exist over all children while being transported to and from schools, and the operator shall be charged with their control and discipline while they are being transported.

- Students will obey their bus drivers. When they are transporting students to and from school and to and from any other event sponsored by the school, they have the same disciplinary authority over students as do the students' teachers.
- Students shall be on time. Buses will only wait at a stop up to two minutes – this will allow the bus drivers to keep close to their schedule. Parents are strongly encouraged to call the bus driver the night before to report any change.
- Students will wait for the bus to come to a complete stop before attempting to enter or exit the bus. Students are not allowed to stand or move from seat to seat when the bus is in motion. The aisles and exits should remain clear.
- Students will not extend or throw anything out of the bus windows.
- Students will assist in keeping the bus safe and clean at all times.
- Students will refrain from eating and drinking on the bus unless prior permission has been given by the bus driver. Absolutely no shelled nuts/seeds are allowed on the bus.
- Students will respect the bus property at all times.
- Students will respect the rights and safety of others. When necessary, a monitor will be assigned to ride the bus.
- Students will refrain from loud talking and unnecessary commotion that could distract the bus driver. No noise will be allowed when crossing all railroad tracks.
- Students will not use profanity and/or obscene gestures or throw objects on or out of the bus.
- All students being transported by school transportation to and from school, or for any school activity during the winter months will be dressed properly to protect themselves from the extreme weather conditions. During winter months boots, snow pants, coat, hat and gloves are required or parents/guardians will need to provide transportation.
- Video surveillance may be used to promote the order, safety, and security of students, staff, and property.
- Repeated offenses will result in suspension of bus privileges.

Vehicles

Students who drive to school must adhere to the following regulations:

- Student vehicles are to be parked in the EAST parking lot in an orderly fashion.
- Drivers must follow the posted campus speed limit of 15 miles per hour.
- A student driving to school will, upon entering the school grounds, park their car in the east parking lot and not move or occupy that car again until after classes are dismissed in the afternoon. Permission to use the car during the school day must be obtained from the administration. Before permission can be granted, contact from parent or guardian will be necessary.
- Vehicles must be licensed and insured for legal street operation.
- Students must possess a valid driver's license.

Violations of these guidelines may be reported to the police and may result in the loss of driving privileges on school grounds.

Visitors and Guests

All visitors and guests are welcome in our school. They must report to the main office. Visitors and guests are not allowed to disrupt learning, and all questions for teachers must be left at the office to be answered during teachers' prep times or before/after school. When picking up a student to leave the building, the secretary will call the student to the office to ensure no disruption to learning for the rest of the class. All doors are locked from 8:30 to 3:20. If a student wants to bring a visitor or guest to school, they must first get permission from the principal.

Teacher to Student/Parent Communication

| Type of Communication | Purpose: | Timeline: | Audience: | Person Responsible for Communication: |
|-----------------------------------|---|------------------------|------------------------------------|---------------------------------------|
| P/T Conferences | Discuss student progress and academic growth/concerns | Twice yearly/as needed | Parents | Teachers |
| Report Cards/ Progress Reports | Communicate successes and challenges to parents | Upon Request | Parents and Students | Teachers/Office staff |
| Powerschool | Academic and attendance updates | Ongoing | Parents and Students | Teachers / Office staff |
| Teacher Phone Calls | Update on success and challenges | Ongoing | Parents | Teachers |
| School Webpage | Updated information on school news and events | Ongoing | Families, community members, staff | Webmaster |
| School Facebook Page | Announcements, celebrations, events | Ongoing | Community members, families | Administration |
| Open House/Family Events | Connect families with the school in an informal setting | Quarterly (or more) | Parents and Students | Administration and Teachers |

Parent to School Communication

| Type of Communication | Purpose: | Timeline: | Point of Contact: | Person Responsible for Communication: |
|--|---|-----------|---|---------------------------------------|
| Bus Messages | Changes in pick-up and/or drop-off schedule | Ongoing | AM: Bus driver PM: Faye/office | Parent/Guardian |
| Absences/Tardies | When students are gone/going to be gone or late | Ongoing | Faye/office | Parent/Guardian |
| Other/Misc. | Social-emotional situations, behavior/ performance affecting events | Ongoing | Parent discretion | Parent/Guardian |
| Classroom/Activity Questions or Concerns | Grading, behavior | Ongoing | Classroom or activity teacher/advisor/coach | Parent/Guardian/Student |

Chain of communication for parents – Teacher/Coach - Principal/AD - Superintendent – School Board

Weapons Policy – Policy FFD

Students are prohibited from knowingly possessing or transmitting on school property a firearm, dangerous weapon, or any object that is used, attempted to be used, or threatened to be used to intimidate or cause bodily harm. Violation of this policy will result in disciplinary action up to and including suspension or expulsion. Bringing a dangerous weapon, other than a firearm, to school will require that proceedings for up to 10 days suspension and/or expulsion for up to 12 months be initiated immediately in accordance with the district's suspension and expulsion policy. Bringing a firearm to school will require that the district immediately initiate proceedings for the expulsion of the student involved for a minimum of one calendar year in accordance with the district's suspension and expulsion policy. A student who finds a firearm or dangerous weapon on the way to school, on or in school property, or discovers that they accidentally have a firearm or dangerous weapon in their possession shall not be considered to possess it if they turn it over to an administrator, teacher, or coach or immediately notifies an administrator, teacher, or coach of its location.

Weapons include, but are not limited to:

- Any dangerous weapon as defined by NDCC 62.1-01-01.
- Any device designed to stun through use of voltage whether through direct contact or through a projectile.
- Any firearm look alike or dangerous weapon look alike brought on school property with the intent to threaten or intimidate.
- Any other object that a student used, attempted to use, or intended to use to threaten or intimidate, cause destruction to property, or to cause injury to self or others.
- Spray or aerosol containing ortho-chlorobenzamalonitrile or other irritating agent intended for use in the defense of an individual.