

ENDERLIN AREA SCHOOL DISTRICT NO. 24

410 Bluff Street
Enderlin, ND 58027
Telephone 701.437.2240 * Fax 701.437.2243
www.enderlin.k12.nd.us

"Creating learners who believe in the power of their education to help them learn,
excel, influence their world, and direct their future."

PHILIP FRENCH, Superintendent
TAMMY BOEDER, Business Manager

KAYL HAMRE, 7-12 Principal
MATTHEW WEBB, Elementary Principal

PRINCIPAL'S MESSAGE

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to Enderlin Area Public School. The faculty and staff join me in saying we're happy to have you as part of the Enderlin family. We hope this will be a successful and satisfying year for you.

The pages of the handbook are filled with important information regarding school policy and procedures. Parents and students should review the contents together. All specific policies are also available on our school web site (www.enderlin.k12.nd.us) or a copy may be obtained from the student services office at anytime. We feel that open and clear communication between school and home is important to the success of our educational program. If you have any questions, please feel free to call the school office.

The Student Planner was designed to assist your child in organizing his/her daily, weekly, and long-term assignments. This program will improve your child's organizational skills and serve as a helpful reference for parents who seek to provide academic support at home. Enderlin School parents are our partners in the important job of educating the children of this community.

The purpose of this handbook is to supply pertinent and helpful information to parents and students. Carefully read this handbook and discuss the contents with your child. Your support in the implementation of the policies and procedures assists us in providing quality educational experiences for your child.

Sincerely,

Mr. Matthew Webb
K-6 Principal
Kayl Hamre
7-12 Principal

Please review the Student Handbook with your child. Sign and return this form to the school.

My child, _____ and I have reviewed and understand the Student Handbook for
the 2020-2021 school year.

Student Signature

Parent/Guardian Signature

PARENT-TEACHER COMMUNICATION We encourage parents/guardians to visit with their child's teacher whenever they have a question or concern. Please feel free to email or call the teacher at school. Parent-teacher conferences are held twice during the school year.

SUPPORT SERVICES South Valley Multi-District Special Education Unit provides testing services and other supportive special education services. Parents/guardians, teachers, or other persons interested in the developmental (physical, emotional, and/or educational) welfare of a particular student are requested to refer this concern to the elementary principal.

No special educational evaluation or placement can be carried out by the school district without parental consent or a decision resulting from a hearing which has supported the need for evaluation and/or placement. For more information on this topic, please contact the elementary principal. The school counselor presents classroom guidance lessons to all students. This service provides trained mental health professionals who work with Enderlin students. Please contact the elementary principal for more information about these counseling services.

DISCIPLINE PLAN

Effective classroom management is a requirement for an optimum learning environment. Each teacher within the school has a list of rules for his/her classroom. If a student chooses not to follow the classroom rules, he/she can then expect to receive the consequences of the misbehavior. Negative consequences may include a "time out", loss of privileges, staying after school, missing recess, conference with the teacher and/or the principal, parent conferences, or suspension in severe cases.

STUDENT EXPECTATIONS There will be both behavioral and academic expectations for students. Be safe. Be respectful. Be responsible.

1. Display respect toward others & property.
2. Follow school policy.
3. Be on time and prepared to work.
4. Be accountable for behavior.
5. Listen and follow instructions.
6. Help to maintain a positive, orderly environment.

SCHOOL AND PLAYGROUND EXPECTATIONS

1. Walk quietly at all times in the hallways and stairs. The building is for all, and many classes are conducted throughout the school day.
2. Speak in proper and acceptable language. Profane, obscene, or other disrespectful language is not tolerated.
3. Students will respect each other and all school personnel (teachers, support staff, cooks, and custodians).
4. Help keep our school clean and safe by placing litter in its place. Treat public property with respect. Toy or real guns and knives are not allowed in school.
5. Stay safe and healthy. Play carefully on the playground equipment. Snowball throwing will not be permitted. Students will remain on the playground at all times. Dress properly for North Dakota weather conditions.
6. Students will refrain from rough body contact games. Tag games are permissible, but hitting, pushing, and tackle football are not allowed.
7. Grades K-8 operate under a Closed Campus Policy. Students will eat in the school cafeteria unless arrangements are made with the principal to eat at home. Students may bring a sack lunch and eat in the lunchroom.

LIBRARY/MEDIA CENTER We provide free library/media center services to all elementary students. Students are responsible for lost or damaged books.

SCHOOL VISITATIONS Parents or guardians are welcome to visit the school upon approval of the administration. Children alone cannot visit, however, unless an invitation has been extended for some special event. Please call the teacher and set up a time for your visit. **All visitors must report to the Student Services Office for a visitor badge.**

EARLY ARRIVALS Students are asked not to arrive at school before **8:00 a.m.**, unless they have made prior arrangements with a teacher.

LOCKERS Each student will be provided with his/her own locker. Students may bring their own padlock or check one out from the office. A \$5 deposit is required and the deposit will be returned when the locks are returned at the end of the year. All P.E. lockers must be accessed through a padlock rental from Mr. Kraft.

ATTENDANCE ISSUES

ATTENDANCE POLICY Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the mastery of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student. A student is required by North Dakota Law to attend school; this is known as compulsory attendance. At Enderlin Area Schools, in order to receive credit for classes, a student may not have more than 10 nonmedical absences per semester. (Or 20 non-medical absences for year-long courses.) A medical absence is given when a student can provide a note signed and dated from a medical professional. These medical absences do not count towards the attendance limit. Notify the student services office as soon as you know your child will not be attending. Notifications may be made through our website, our school app, an email to jana.bartholomay@k12.nd.us or by phone. If your child has a medical reason for their absence, please obtain a note from the dr. to submit to the office.

Grade Promotion and Credit Loss after Excessive Absences

As a matter of procedure, the office will notify parents whenever a student has accumulated 5 or more non-school related absences in a class that count toward credit loss. When a student reaches 10 absences, students and parents will be notified that the limit has been reached, and any absence after will result in credit loss. The only exceptions to the above class limit standard are in/out-of-school suspensions, and those listed above. The students continue to audit the class unless they become a discipline problem.

Appeal Process:

- Notify superintendent verbally or in writing of your desire to appeal the "no credit" ruling by administration within 10 days of the "no credit" decision.
- Superintendent will set date and time of appeal. Student and parent(s)/guardian(s) may attend this meeting present evidence and testimony and may also bring with them other persons they deem necessary to state their case. The administration shall also attend this appeal to explain his/her rationale in deciding on the "no credit" ruling.
- Superintendent will make a decision within 3 school days and communicate this decision to interested parties.

- If family is not satisfied with decision of superintendent, they may appeal to the school board. The family would need to schedule this school board time through the superintendent.

TARDINESS Students must report to class on time. Students will be given a grace of two tardies for each nine-week period. Tardy three and four will result in a one-half hour detention. Tardy five through eight during the nine-week period will result in one hour-detention for each tardy. After eight tardies (in a nine-week period), students will be faced with further detention and/or suspension.

LEAVING SCHOOL EARLY For the protection of your child, no student is permitted to leave the school at any time during the school hours (except those students who have permission to go home for lunch) without permission from his/her teacher.

Parents/guardians desiring early dismissal for their children who have medical or dental appointments should notify the school prior to dismissal. Students who become ill or injured during the school day need to tell the adult in charge about the situation. If necessary, students may leave the school after a parent/guardian or emergency contact person has been contacted by the school personnel.

WITHDRAWAL OR TRANSFER Should it become necessary for students to withdraw before the end of the school term, notify the teacher as soon as possible so that the appropriate actions can be taken to provide them with the easiest possible adjustment to their new school.

INCLEMENT WEATHER POLICY If the student body has to be released early, or if school cannot be held because of inclement weather or some other emergency, the schoolwide alert system will be put in place. Please speak with the office to get set up with our automated alert system. Also, announcements will be made over the following stations:

Radio Stations

WDAY - Fargo

KFGO - Fargo

Television Stations

WDAY - Channel 6

KVLY- Channel 11

HEALTH AND SAFETY ISSUES

CERTIFICATES OF IMMUNIZATION All students must have their immunization records up-to-date and signed by a physician or a Public Health Authority. Required by law.

SCREENING PROVIDED Vision & Hearing Screenings will be provided by Ransom County Health Services.

HEALTH CONCERNS The student services office should be notified of any special health problems students may have. This includes diabetes, epilepsy, allergies, and/or any other health problems that may require special knowledge in the event of an emergency.

SEXUAL HARASSMENT A learning and working environment that is free from sexual harassment will be maintained in the Enderlin Public School District. It will be a violation of policy for any member of the district staff to harass another staff member or student, or for students to harass employees or other students, through conduct or communication of a sexual nature as defined by this policy, whether quid pro as creation of a hostile environment. Further, this district will not tolerate the harassment of any staff member or student by any third party. This prohibition shall be in effect in any building belonging to or used by the Enderlin School District or on the grounds of any such building or on any property or in any vehicle belonging to or used by the Enderlin School District or at any school-related activity.

Anyone who believes he or she has been the victim of sexual harassment by any employee or student of the school district or any third person with knowledge or belief of conduct that may constitute sexual harassment should report the alleged acts immediately to any teacher, counselor, or administrator, or directly to the board president. The person receiving the complaint shall refer it to the District Title IX Coordinator for investigation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments, or grades.

ACCIDENTS/FIRST AID First aid will be provided by the adult in charge. If the injury is serious, parents and emergency service will be notified immediately.

MEDICATION Students needing occasional medications, such as penicillin, etc., for cold, earaches, and sore throats, are to take these medications at home if possible. A student NOT governed by an IEP or 504 Plan, his/her participation in the school medication program is a privilege, NOT a right. Medication MUST be accompanied by a completed authorization form. Medication MUST be in its original container, labeled with important identifying information/ instructions, and brought to school by a parent/guardian. All medications no longer being prescribed should be picked up by a parent/guardian. Only medications prescribed to be given during school hours should be administered at school. If dosage states AM and PM, those medications should be administered at home.

MISCELLANEOUS ITEMS

MONEY SENT TO SCHOOL If money is sent; please seal it in an envelope with your child's name, teacher name and purpose. If a personal check is sent, make the check payable to the Enderlin Area School. Valuables should not be left in desks or other unprotected places.

CLASSROOM PARTIES The three seasonal classroom parties traditionally held in Enderlin Elementary classrooms are to celebrate Halloween, Christmas, and Valentine's Day. Please contact the elementary principal if you have questions or concerns about these events. Student birthdays may be celebrated with treats. Students with summer birthdays may talk with their homeroom teacher about a date and time to celebrate their special day.

TELEPHONE Students normally will not be allowed to make phone calls during class time. Telephone usage by students will be limited to an emergency basis in school. The same situation applies to calls to the school. No student will be called out of class to call or receive a message except in an emergency. If at all possible, we would prefer that a message be left to call back when the person is out of class. Please check the message board regularly. Cell phones may not be used during school hours by students in grades K-8. High School students are allowed to use cell phones during school lunch and between classes. K-8 students use of cell phones during school time will result in confiscation of phone and student or parent having to pick them up in the Principal or Student Service's office after school.

PETS Please keep them at home. School policy does not allow animals into the school setting without prior approval from a school administrator.

CHANGE OF ADDRESS/TELEPHONE It is imperative that the school office be notified immediately of a change of address, home or office telephone number, or emergency information during the academic school year

GRADING SYSTEM AND HONOR ROLL Report Cards will be provided at the conclusion of each grading period and at mid-quarter. An honor roll for grades 6 through 12 will be posted after each grading period. The Scholastic Honor Roll is made up of students whose grade point average totals 3.0 or more.

The accepted grading system for grades 4 through 12 is as follows:

A = 95-100	A- = 93-94	B+ = 91-92	B = 87- 90	B- = 85-86	C+ = 83-84	C = 79-82
C- = 77-78	D+ = 75-76	D = 72-74	D- = 70-71	F = 69 and below	I = Incomplete	

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Students failing one or more classes will not be eligible to compete in extracurricular activities. Every Wednesday, teachers and administrators will fill out an ineligibility list. Students placed on the ineligibility list will not be allowed to participate in any nonacademic extracurricular activity until their name is removed from the ineligibility list.

BULLYING POLICY

Definitions

For the purposes of this policy:

- *Bullying* is defined as conduct prescribed in NDCC 15.1-19-17. Bullying is defined as:
 - a. Conduct that occurs in a public school, on school district premises, in a district owned or leased schoolbus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the *student's educational opportunities*;
 - (2) Places the student in actual and reasonable fear of harm;
 - (3) Places the student in actual and reasonable fear of damage to property of the student; or
 - (4) Substantially disrupts the orderly operation of the public school; or
 - b. Conduct that is received by a student while the student is in a public school, on school district premises, in a district owned or leased schoolbus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - (2) Places the student in actual and reasonable fear of harm;
 - (3) Places the student in actual and reasonable fear of damage to property of the student; or
 - (4) Substantially disrupts the orderly operation of the public school.
 - c.. Conduct includes the use of technology or other electronic media.
- *Protected classes* are classifications/characteristics protected from discrimination by NDCC 14-02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), and status with regard to marriage or public assistance.
- *School property* or the term *on-campus* refers to all property owned or leased by the District, school buses and other vehicles, or any school district sponsored or school-sanctioned activity.
- *School-sanctioned activity* is defined as an activity that:
 - (1) Is not part of the district's curricular or extracurricular program; and
 - (2) Is established by a sponsor to serve in the absence of a district program; and
 - (3) Receives district support in multiple ways (i.e., not school facility use alone); and
 - (4) Sponsors of the activity have agreed to comply with this policy; and
 - (5) The District has officially recognized through board action as a school-sanctioned activity.
- School-sponsored activity is an activity that the District has approved through policy or other board action for inclusion in the district's extracurricular program and is controlled and funded primarily by the District.
- *School staff* includes all employees of the Enderlin Area School District, school volunteers, and sponsors of school-sanctioned activities.
- *True threat* is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of an intent to inflict harm.

Prohibitions

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

1. Engage in bullying;

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

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

Reporting Procedures for Alleged Policy Violations

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

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

- Reporting options for students and community members: Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:
 1. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The District will place the form in a variety of locations throughout the school and should inform students and staff of these locations. The form may be returned to any school staff member, filed in a school building's main office, or placed in a designated drop box located in each school.
 2. Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting it anonymously.
 3. File an oral report with any school staff member.

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

Reporting to Law Enforcement & Others Forms of Redress

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

Documentation & Retention

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

1. Initiate a report of an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy.

The form should be completed by an administrator when s/he:

1. Initiates a report of an alleged violation of this policy; or
2. Receives an oral report of an alleged violation of this policy.

All written reports of an alleged violation of this policy received by the District shall be forwarded to the appropriate school administrator for investigation and retention.

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the District for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the District, such reports and investigation material shall be retained for six years after the student turns 18.

Investigation Procedures

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

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

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

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

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

Disciplinary & Corrective Measures

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

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

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

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

If the perpetrator is a school staff member, the District shall take appropriate disciplinary action including, but not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with any applicable law.

Victim Protection Strategies

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

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

Prevention Programs & Professional Development Activities

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

Student Use of Electronic Devices

Possession and/or use of any image-recording device in an area where there is a reasonable expectation of privacy is strictly prohibited and will result in confiscation of the device.

Students in violation of any portion of this policy will be subject to disciplinary procedures and confiscation of the electronic device. If a student's cell phone or other electronic device is confiscated, the building principal or the Superintendent may search the confiscated device in accordance with the district's searches of students policy. Disciplinary action up to and including suspension and/or expulsion may also be taken against any student using an electronic device in a manner that causes substantial disruption to the educational environment or otherwise violates district policy.



STUDENT BULLYING REPORT FORM

Instructions:

Please complete both pages, responding only to the questions that you feel comfortable answering and are able to accurately answer. You may choose to include your name at the bottom of the form or may submit it anonymously. Please note that the district's ability investigate an anonymous complaint may be limited, and the District prohibits retaliation against anyone who files a bullying report.

Describe what happened/what is happening:

When did it happen?

- ☐ Before school
☐ During school
☐ After school
☐ Unsure

Date:

Time:

☐ am ☐ pm

Where did it happen?

- ☐ School building (list specific room): ☐ At a school event (list specific event):
☐ On the school playground ☐ Other (please specify):
☐ In the school parking lot
☐ On the school bus
☐ Online ☐ Unsure

Who was committing the bullying (if you don't know the bully's name(s) describe him/her)?

Who was the victim of the bullying (if you don't know his/her name, describe him/her)?

Did anyone else witness the bullying (if yes, please list)?

- ☐ Yes
☐ No
☐ Unsure

Were you or others physically hurt (please explain)?

- ☐ Yes
☐ No
☐ Unsure